AGENDA

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL
• ANNUAL ORGANIZATIONAL MEETING •
TUESDAY, JANUARY 7, 2014
6:45 P.M.
CRYSTAL CITY HALL
COUNCIL CHAMBERS

1. Call to order
2. Roll call
3. Election of officers *
4. Establish meeting calendar for 2014*
5. Approval of minutes from December 3, 2013 Regular Meeting*
6. Consider tentative approval of a proposal and option agreement with Berger Built Construction for the lot at 5700 Regent Avenue North*
7. Other business
8. Adjournment

* *Materials attached*

MEMORANDUM

DATE: December 27, 2013

TO: Crystal Economic Development Authority

FROM: Patrick A. Peters, Deputy Executive Director

SUBJECT: Election of Officers and 2014 Meeting Calendar

I. ELECTION OF OFFICERS

On January 7, 2014, the EDA will hold its Annual Organizational Meeting, at which time the members will nominate and elect officers for 2014. An overview of the officers for the past several years is presented in the table below.

	President	Vice President	Secretary	Treasurer
2014				
2013	Hoffmann	Deshler	Budziszewski	Selton
2012	Anderson	Bowman	Moore	Deshler
2011	Hoffmann	Bowman	Moore	Anderson
2010	Hoffmann	Bowman	Grimes	Anderson
2009	Hoffmann	Bowman	Grimes	Anderson
2008	Hoffmann	Bowman	Grimes	Anderson
2007	Hoffmann	Bowman	Grimes	Anderson

II. MEETING CALENDAR

The EDA must establish its calendar of meetings for the year. It is anticipated that the EDA will continue to hold its Regular Meetings on the same date as the first Council meeting of each month. Special Meetings may be called throughout the year as necessary and would be on the same date as the second Council meeting each month. A recommended 2014 meeting schedule is attached for your consideration.

ACTION

At its January 7 meeting, the EDA will consider nominations brought forward and elect officers for 2014. The EDA also will consider a motion to approve the 2014 meeting calendar.

Crystal Economic Development Authority
2014 Meeting Schedule

Tuesday	January 7	Regular Meeting
Tuesday	January 21	Special Meeting
*Monday	February 3	Regular Meeting
Tuesday	February 18	Special Meeting
Tuesday	March 4	Regular Meeting
Tuesday	March 18	Special Meeting
Tuesday	April 1	Regular Meeting
*Thursday	April 17	Special Meeting
Tuesday	May 6	Regular Meeting
Tuesday	May 20	Special Meeting
Tuesday	June 3	Regular Meeting
Tuesday	June 17	Special Meeting
*Tuesday	July 15	Regular Meeting
*Tuesday	August 19	Regular Meeting
Tuesday	September 2	Regular Meeting
Tuesday	September 16	Special Meeting
Tuesday	October 7	Regular Meeting
Tuesday	October 21	Special Meeting
*Thursday	November 6	Regular Meeting
Tuesday	November 18	Special Meeting
Tuesday	December 2	Regular Meeting
Tuesday	December 16	Special Meeting

*Denotes a change in the regular meeting schedule for the EDA and corresponds with changes to the City Council meeting calendar for 2014.

Minutes of the
Crystal Economic Development Authority
Regular Meeting
December 3, 2013

President Hoffmann called the regular meeting of the Crystal Economic Development Authority to order at 6:35 p.m.

Upon call of the roll, the following members were present: Jim Adams, Julie Deshler, Mark Hoffmann, Laura Libby, Casey Peak and Joe Selton.

The following staff members were present: Anne Norris, Executive Director; John Sutter, City Planner/Assistant Community Development Director; and Mike Norton, City Attorney.

Motion by Commissioner Adams (Peak) to approve the minutes from the November 19, 2013 special meeting.

Motion carried.

The EDA held a public hearing to consider authorizing the sale of a lot at 6516 Brentwood Avenue North to Novak-Fleck for construction of new house.

President Hoffmann opened the public hearing. No one came forward to speak on the matter, and President Hoffmann closed the hearing.

Motion by Commissioner Budziszewski (Adams) to approve resolution 2013-19 authorizing the sale of a lot at 6516 Brentwood Avenue North to Novak-Fleck for construction of a new house.

Motion carried.

The EDA considered a consultant services agreement with Greater Metropolitan Housing Corporation for the Housing Resource Center in 2014.

Motion by Commissioner Budziszewski (Libby) to approve the consultant services agreement with Greater Metropolitan Housing Corporation for the Housing Resource Center in 2014.

Motion carried.

The EDA considered an agreement with Greater Metropolitan Housing Corporation for the Home Improvement Incentive Program in 2014.

Motion by Commissioner Budziszewski (Selton) to approve the agreement with Greater Metropolitan Housing Corporation for the Home Improvement Incentive Program in 2014.

Motion carried.

The EDA received an update on the status of EDA lots sold in 2013.

Motion by Commissioner Budziszewski (Selton) to adjourn the regular meeting.

Motion carried.

The meeting adjourned at 6:49 p.m.

_____
Mark Hoffmann, President

ATTEST:

_____
Julie Deshler, Vice President

EDA STAFF REPORT
5700 Regent
House proposal and lot option - Berger

FROM: John Sutter, City Planner/Assistant Community Development Director

DEPARTMENT HEAD REVIEW: Patrick Peters, Community Development Director

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DATE: **December 30 2013**

TO: **Anne Norris, Executive Director (for January 7, 2014 EDA meeting)**

SUBJECT: **Consider tentative approval of a proposal and option agreement with Berger Built Construction for the lot at 5700 Regent Avenue North**

Berger Built Construction has submitted a proposal for a purchase option on the EDA lot at 5700 Regent Avenue North. Berger is a state-licensed builder with no enforcement actions. On December 16 they closed on the purchase of the EDA lot at 4553 Yates and will begin construction on that house, a modified two story, later this winter or in spring 2014.

The option fee is $500 for six months, renewable for an additional 6 months for another $500, and during the option period the builder is required to list the house for sale on the MLS as "to be built". If the builder exercises the option and purchases the lot, then the fee is applied to the purchase price. If the builder does not purchase the lot, then the EDA retains the fee.

The proposed house would be a split entry with 976 sq. ft. on the upper level and 968 sq. ft. (800 finishable) on the lower level. It would have two bedrooms, one bathroom and a living-dining-kitchen area on the upper level and at least one bedroom and bathroom finished on the lower level. It would have an attached two car garage with space for a third stall in the future.

Attached are a 2012 aerial photo, builder's proposal form and preliminary plans.

Final approval of the house plan would not be granted until the builder exercises the option and the EDA holds the required public hearing, which could occur at any time during the option period. The builder may seek EDA approval of a different house plan at the time of the public hearing, depending on homebuyer desires, market demand and related factors.

REQUESTED EDA ACTION: EDA approval of a motion authorizing an option agreement with Berger Built Construction for 5700 Regent Avenue North.

N

Map
Hybrid
Aerial
Parcel
Neighborhood
Street
City
County
0 200 400ft
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(30)
5715
135.39
Neighborhood
Street
City
County
5709
135000
(33)
4
(32)
5701
135.41
(84)
144000
5716
135.39
(79)
120000
5717
135.39
Map
Hybrid
Aerial
5706
101000
(82)
LAKE
5709
(80)
137000
9
0
5700
(83)
135.41
5701
(81)
113000
135.41
135.42
5657
120000
(39)
1
0 30 60ft
5649
N89°33'37"E
135.42
17000
1
(126)
5652
LAKE
ADDN
5657
(87)
180000
135.43
105000
5649
5646
135.43
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PROPOSAL FORM

PROPOSAL TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL
5700 REGENT AVENUE NORTH

CHECK ONE:

___ BUILDER OFFERS $50,000 TO PURCHASE THIS LOT

✓ BUILDER OFFERS $500 FOR A SIX-MONTH OPTION TO PURCHASE THIS LOT FOR 50,000

This proposal is not a purchase agreement or other binding contract. At this time, the Builder is submitting a proposal to purchase this lot and build a new single family house in accordance with the RFP Guidelines, or is requesting a six-month option for same.

If a builder's proposal is tentatively accepted by the EDA board, then EDA staff would work with the Builder to determine the specific house plan and present it at the next EDA meeting. If the EDA board gives final approval at that time, the Builder would sign a Purchase & Redevelopment Agreement and provide $2,000 earnest money for the lot. Only after such an Agreement is signed would a binding contract exist between the EDA and the Builder.

Builders may purchase a 6-month option on a lot for $500, renewable for an additional 6 months for an additional $500. The option provides the builder with exclusive rights to purchase the lot and build a house subject to the normal EDA process, requirements and guidelines. As a condition of the option, the builder must list the lot with a to-be-built house on the MLS for the duration of the option. The number of options is limited: No builder may have options on more than 10% of the EDA's lots, and no more than 50% of the EDA's lots may be under option at any time.

BUILDER: *(Builder is required to be a Residential Building Contractor licensed by the State of Minnesota.)*

Name: Berger Built East Co., Inc. State License Number: BC483237

Tel (1): 612-865-5726 Tel (2): — Fax: 651-426-6698

Address: 217 Maple Street City/State/Zip: Mahtomedi, MN 55115

Email: jay@bergerbuilthomes.com Signature [signature] Date 12/19/13

REQUIRED ATTACHMENTS AND ADDITIONAL INFORMATION:

☑ Attach one representative example of a house you would plan to build on this lot if your proposal is selected. It does not need to show exactly how it would be placed on the lot; it just needs to show the approximate size, quality and features you would anticipate a new house would have on this lot. A specific house plan would be determined after a proposal is tentatively accepted by the EDA. (Split-level plan)

☑ The EDA will only sell lots to builders who have experience in house construction in Minnesota. Please list the addresses of three houses you have built in Minnesota within the last five years, or attach other evidence of qualification for review by the EDA: (See previous paperwork for 4553 Yates purchase

House #1: _____

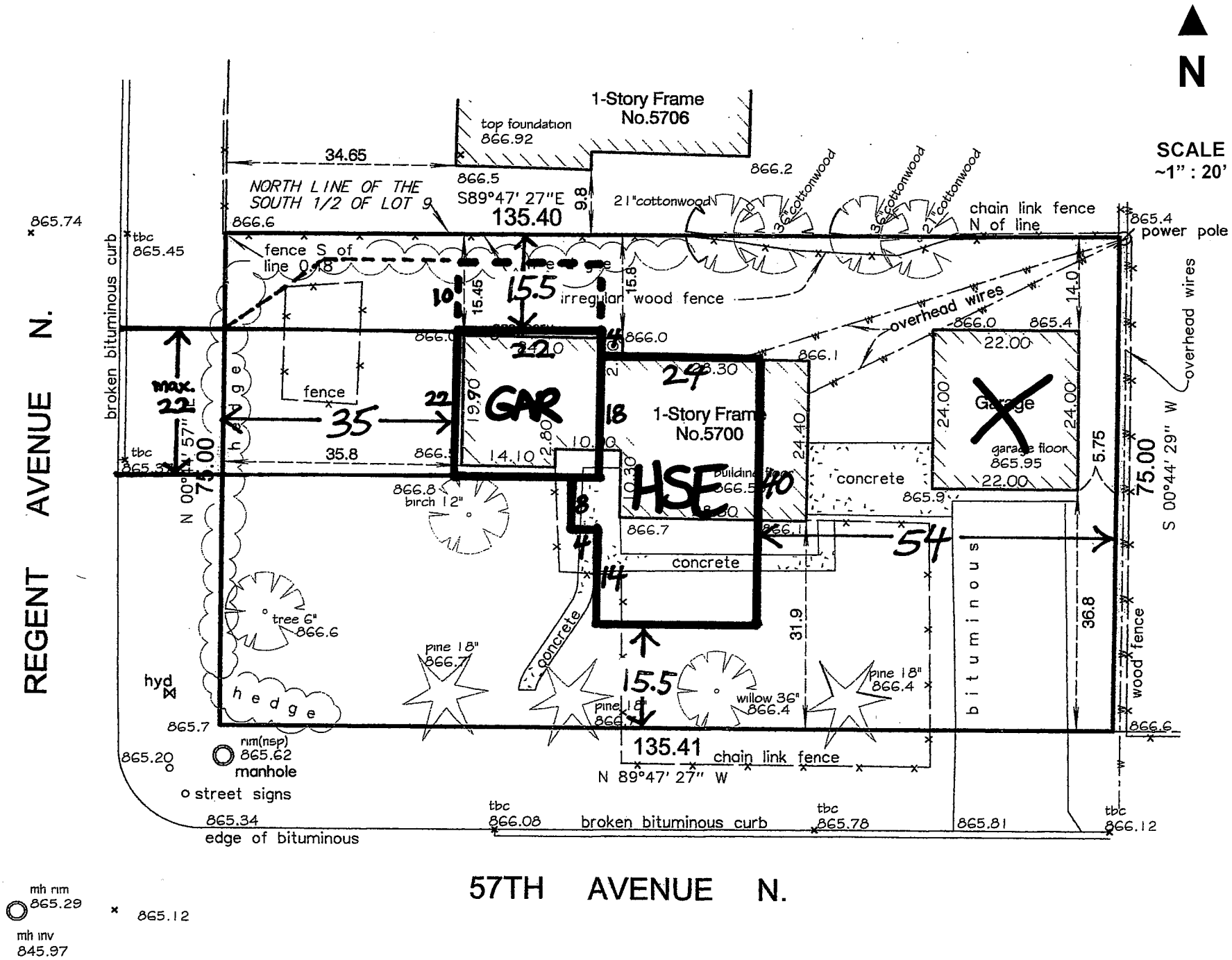
House #2: _____

House #3: _____

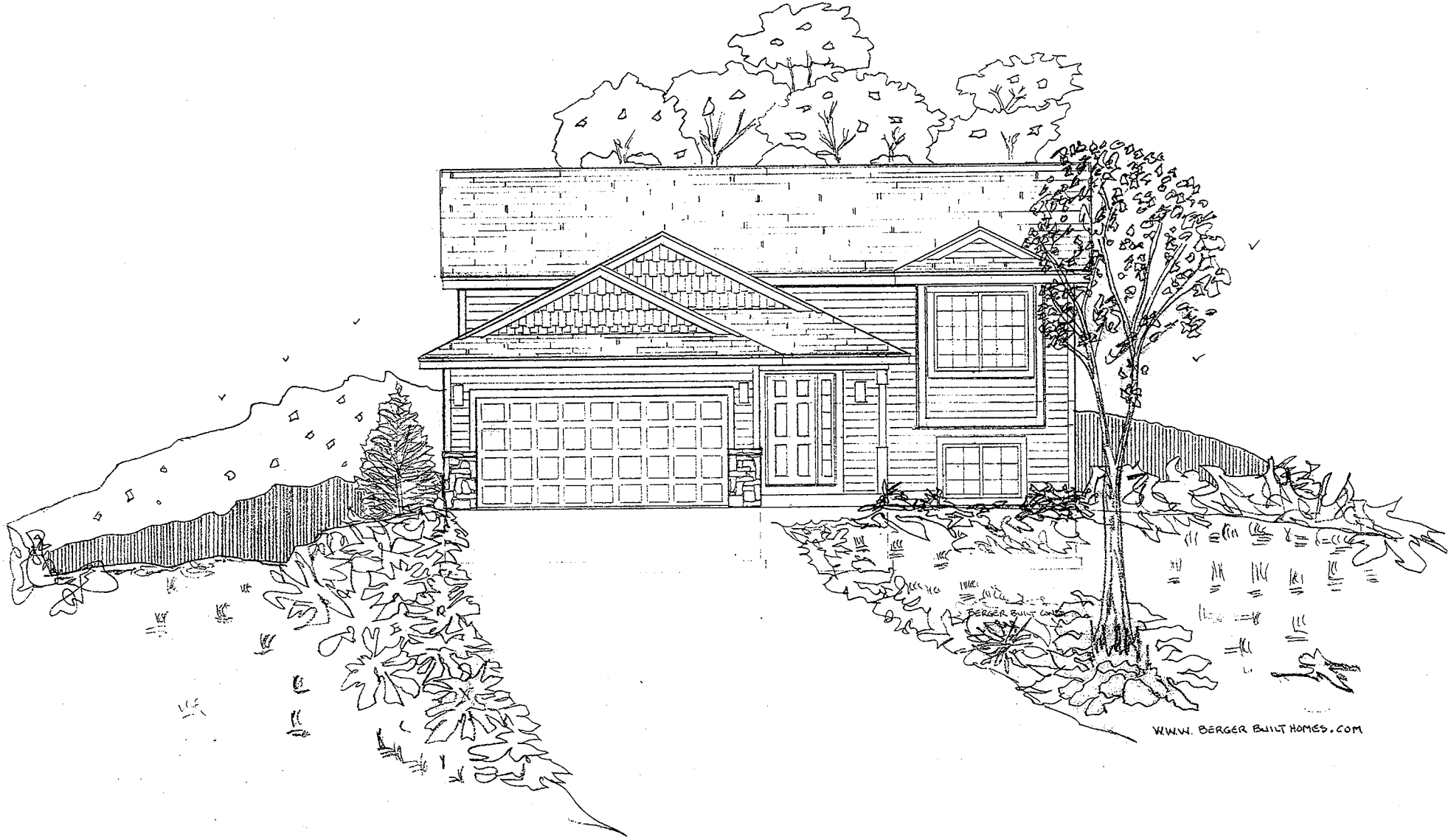
SUBMIT PROPOSAL TO: Attn: John Sutter, Crystal EDA, 4141 Douglas Dr N, Crystal MN 55422

TEL: 763.531.1142 FAX: 763.531.1188 john.sutter@crystalmn.gov

PROPOSALS MAY BE SUBMITTED BY HAND DELIVERY, U.S. MAIL, FAX, OR EMAIL (.pdf format). PROPOSALS MAY BE SUBMITTED AT ANY TIME AND WILL BE CONSIDERED ON A "FIRST COME, FIRST SERVED" BASIS UNLESS THE LOT HAS BEEN OPTIONED BY ANOTHER BUILDER.

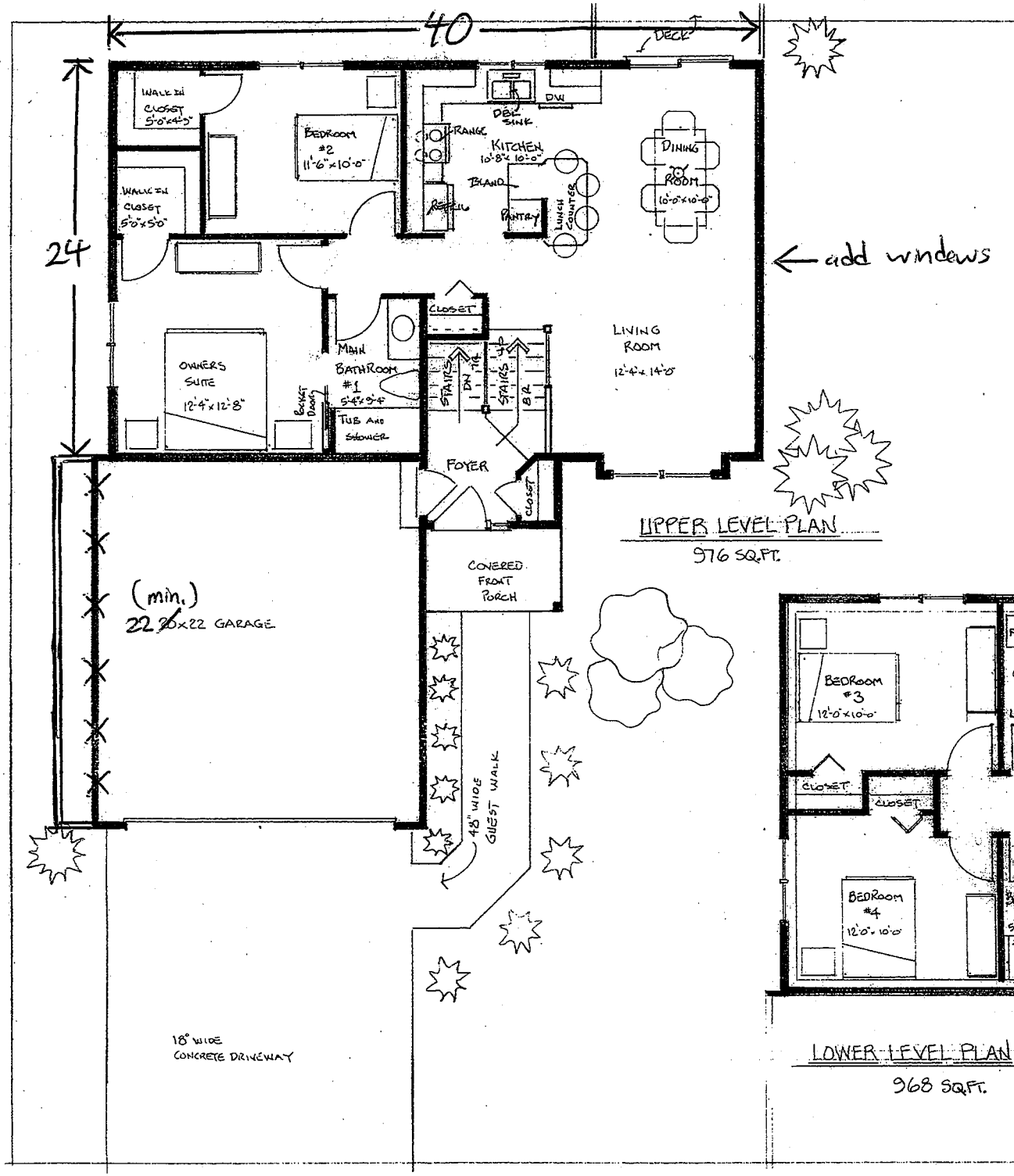


Legal Description:
The South Half of Lot 9, Block 4, Twin Lake Park 2nd Addition,
Hennepin County, Minnesota.


BERGER BUILT
W.W.W. BERGER BUILT HOMES.COM

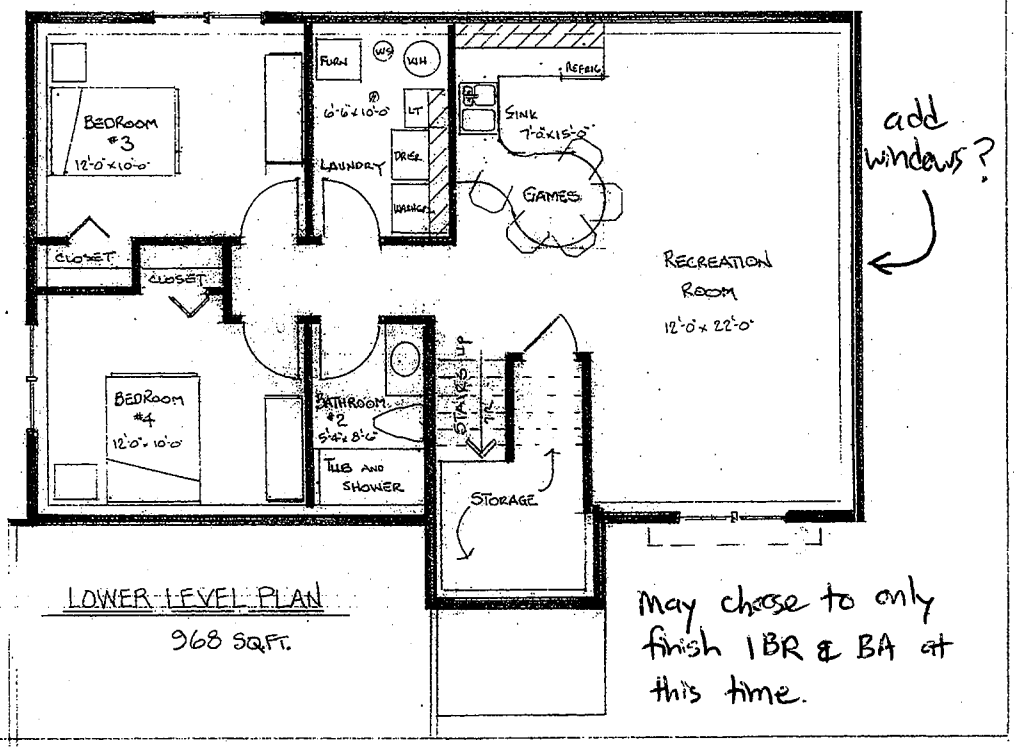
BERGER BUILT CONSTRUCTION

W.W.W. BERGER BUILT HOMES, COM



UPPER LEVEL PLAN

976 SQ.FT.



LOWER LEVEL PLAN

968 SQ.FT.

may chose to only finish 1BR & BA at this time.