

## DEMOLITION LOAN APPLICATION

### MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

651-259-7451 or toll free at 1-800-657-3858

#### **Brownfields and Redevelopment Unit**

Great Northern Building  
180 East Fifth Street, Suite 1200  
St. Paul, MN 55101

## INSTRUCTIONS

### PURPOSE/BACKGROUND:

The Demolition Loan Program was established by the 2012 legislature (through an amendment to the Redevelopment Grant Program) to assist Minnesota communities with acquiring and demolishing vacant, dilapidated structures that pose a threat to public safety and where no imminent development prospects exist. However, the community's intent should be for future commercial, industrial, and/or multi-family residential developments that includes economic benefits (i.e., jobs, taxes). Minnesota Statutes §§ [116J.571](#), [116J.572](#), and [116J.5761 – 116J.5765](#) give the Minnesota Department of Employment and Economic Development (DEED) authority to award loans to assist development authorities with eligible demolition costs as defined below.

### FUNDING AVAILABILITY:

Funding amounts have typically varied depending on legislative appropriation; however, DEED anticipates the availability of approximately \$2 million per Redevelopment Grant round. According to legislative requirement, if sufficient eligible applications are received, at least 50 percent of the grant money will be awarded to projects located outside of the seven-county metropolitan area.

### APPLICATION DEADLINES:

The Demolition Loan Program operates on the same semi-annual application cycle as the Redevelopment Grant Program. Deadlines for submitting applications are **February 1** and **August 1 by 4:00 p.m.** each year. If these days fall on a weekend, the deadline will be the following business day. **Three complete sets of application documents are required for each project: 1 paper copy and 2 electronic copy on separate flash drives.** An applicant may apply for more than one project, but a separate application must be completed and submitted for each site.

**NOTE: Emailed applications will not be accepted.** Please fill out the entire application. All applications must be complete upon submission to qualify for a loan. This includes the fully signed, required resolutions. Applications should be in a binder or bound with attachments clearly marked and tabbed.

### QUALIFYING PROJECTS:

A project qualifies for a loan if the following conditions are met:

1. The property and structures are owned by the development authority (i.e., the applicant).
2. The structures on the property have been vacant for at least one year.
3. The structures constitute a threat to public safety because of inadequate maintenance, dilapidation, obsolescence, or abandonment.
4. The structures are not listed on the National Register of Historic Places.
5. Upon completion of demolition, the development authority reasonably expects that the property will be improved, and these improvements will result in economic development benefits to the municipality.

#### ELIGIBLE APPLICANTS:

Eligible applicants for this program are statutory or home rule charter cities, economic development authorities, housing and redevelopment authorities, counties, or port authorities. **If the applicant is in the process of acquiring the property, ownership must be obtained and documented before the disbursement of any loan funds.**

#### ELIGIBLE PROGRAM COSTS:

The Demolition Loan Program can pay up to 100 percent of the acquisition and demolition costs for a qualifying site. “Demolition costs” means the costs of demolition, destruction, removal, and clearance of all structures and other improvements on the project site, including interior remedial activities, and proper disposal thereof. As used in this subdivision, “structure” has the meaning given it in [Minn. Stat. § 116G.03, subdivision 11](#). **Costs incurred before a loan agreement is fully executed are not eligible.**

#### TERMS:

Loans for acquisition and demolition costs may be made subject to the following terms and conditions:

1. The agreement to repay the loan shall be a general obligation of the development authority, payable primarily from a dedicated source of revenue, or other security subject to review and approval by the commissioner, and the development authority must deliver its bond or note to the commissioner to secure the loan.
2. The term of the loan may not exceed 15 years.
3. The loan shall bear interest at a rate equal to two percent, but interest will not accrue during the first two years of the loan term.
4. The development authority shall make semiannual interest payments and annual principal payments beginning in the third year of the loan until the end of the term.
5. The principal amount of a loan may not exceed \$1,000,000.
6. Loan proceeds shall be disbursed for eligible demolition costs as incurred or paid by the borrower and upon submission of invoices and other supporting documentation satisfactory to the commissioner.
7. An eligible borrower shall establish a dedicated source of revenue for repayment of the loan.

#### FORGIVENESS:

The commissioner may forgive principal of the loan and interest accrued but unpaid thereon, if any, up to 50 percent of the original loan amount, not to exceed the costs of demolition, upon completion of the redevelopment plan, if the project would otherwise have received grant funding in the most recent semiannual grant round, based on the priorities in [Minn. Stat. § 116J.575](#).

#### REQUIRED APPRAISALS OR ASSESSMENTS:

Current (as-is) and projected (pre-construction) assessed values as determined by the local assessor are required so that DEED can determine the fair market value and any business subsidy. In lieu of the assessed value, appraisals done by an independent appraiser using accepted appraisal methodology, may be submitted. Values cannot be determined in any other manner. The potential estimated value of the property after development is completed is also requested. This estimate is generally based on similar development projects in the city.

#### AWARDING LOANS:

DEED will award loans to projects that provide the highest return in public benefits for the public costs incurred and meet all the statutory requirements. To evaluate the applications for public benefits with respect to the costs incurred, the law specifies priorities that DEED must consider.

To fulfill this requirement of reviewing applications in an objective and fair manner, the following criteria have been assigned maximum point values to systematically award loans. All assigned scores will be relative to scores awarded to other applications.

1. The extent to which the existing property conditions threaten public safety. Maximum = 15 points
2. The length of vacancy of the property. Maximum = 10 points
3. The development potential of the property. Maximum = 15 points
4. The proximity of the property to existing sufficient public infrastructure. Maximum = 5 points
5. The applicant's financial condition and ability to repay the loan. Maximum = 10 points
6. Other public benefits, including but not limited to, health, safety, and other environmental benefits; blight reduction including economic vitality, functionality and aesthetics; community stabilization, crime reduction, reduction of maintenance costs, and potential for future development. Maximum = 20 points

**Note: application review is a closed process.** DEED reviewers may request clarification, but unanswered questions will not receive a score. Additional materials and required attachments will not be accepted after the application deadline without prior request or approval.

## *Demolition Loan Application Submittal Checklist*

### *Logistics*

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | One complete paper copy (complete copies includes all attachments  |
| <input type="checkbox"/> | Two complete electronic copies (i.e., on separate flash drives, emailed applications will not be accepted) |
| <input type="checkbox"/> | All the above submitted to DEED by 4:00 p.m. on February 1 or August 1                                     |

### *Application Form Content*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Applicant information cover page  |
| <input type="checkbox"/> | I. Site Identification  |
| <input type="checkbox"/> | II. Analysis of Loan Need/Public Benefits                               |
| <input type="checkbox"/> | III. Development Potential  |
| <input type="checkbox"/> | IV. Financial Information   |
| <input type="checkbox"/> | V. Applicant Payment Information  |
| <input type="checkbox"/> | VI. Demolition Schedule   |
| <input type="checkbox"/> | VII. Resolutions (Statutory cities must authorize both Mayor and Clerk) |
| <input type="checkbox"/> | VIII. Applicant Conflict of Interest Disclosure                         |

### *Application Attachments*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Project Summary   |
| <input type="checkbox"/> | Proof of applicant's ownership or purchase agreement for pending acquisition  |
| <input type="checkbox"/> | Appraisal or assessor's valuation   |
| <input type="checkbox"/> | Site maps illustrating ALL features requested in question 7   |
| <input type="checkbox"/> | Site photographs  |
| <input type="checkbox"/> | State/Federal Historic Preservation Office confirmation (structure(s) are not historically significant)                                   |
| <input type="checkbox"/> | Site crime data   |
| <input type="checkbox"/> | Audited financial statements (last three years)   |
| <input type="checkbox"/> | Resolution from applicant agency (Statutory Cities <b>MUST</b> authorize Mayor and Clerk) <b>MUST BE SUBMITTED AT TIME OF APPLICATION</b> |
| <input type="checkbox"/> | Resolution from municipality in which the site is located (if different from applicant agency)  |
| <input type="checkbox"/> | Conflict of Interest form completed and signed by the applicant   |
| <input type="checkbox"/> | Pre-Award Risk Assessment form completed and signed by the applicant (includes org. chart)  |



## Brownfields and Redevelopment Unit

### Demolition Loan Application

<b>Applicant (Public Entity) *</b>	Grand Rapids Economic Development Authority	
Head of Applicant Agency (e.g., Mayor) <i>Name and Title</i>	Sholom Blake, President	
Address	420 N. Pokegama Avenue	
City	Grand Rapids, MN	Zip Code: 55744
Email of Agency Head	sblake@grandrapidsmn.gov	
If the applicant is a city, what form of government?	<input type="checkbox"/> Home Rule	<input type="checkbox"/> Statutory City
<b>Project Contact for the Public Entity</b>	Rob Mattei	
Phone	218 326-7622	
Email	rmattei@grandrapidsmn.gov	
Address	420 N. Pokegama Ave.	
City	Grand Rapids, MN	Zip Code:55744
<b>Project Manager for this project from the Public Entity, in the event of an award*</b>	Rob Mattei	
Phone	(same as above)	
Email	(same as above)	
<b>Application Author</b>	Rob Mattei	
Phone	(same as above)	
Email	(same as above)	

\*If awarded, please note that the applicant is responsible for administering the loan and ensuring all loan terms and conditions are met.

## PROJECT SUMMARY

**ATTACH** a summary of the project including the applicant's capacity to manage the loan in the event one is awarded.

### I. SITE IDENTIFICATION

#### *SITE INFORMATION*

1. Name of site/project: GREDA Hwy. 2 West Redevelopment Project

Site address: 900 NW 4<sup>th</sup> Street (MN Hwy 2)

City, County, or Township: Grand Rapids, MN Zip code: 55744

Site acreage: 1.52

Minnesota Legislative Districts\* in which **the site** is located:

A: MN House - 06A

B: MN Senate - 06

\*The Minnesota Legislature has an online tool to look up legislative district numbers: [Legislative Website](#)

2. Provide a legal description of the site:

Parcel 1: Lots 1-12, inclusive, Block 26, together with that part of vacated Tenth Avenue West Appertaining thereto, and that portion of the vacated Ninth Avenue West lying East of Block 26, all in Grand Rapids Second Division, Itasca County, Minnesota

Except: The East 25 feet of Lots 1-6, Block 26, Grand Rapids Second Division, Itasca County, Minnesota.

Parcel 2: All of the Eastern 100 feet of Lots 1, 2,3, 4, 5 and 6, Block 25 AND all that portion of the West Half (W1/2) of vacated 10th Avenue West lying between and Easterly extensions of the North and South lines of said Block 25, excepting therefrom all those portions of Lots 5 and 6 of said Block 25 West of a line drawn parallel to and distant 60 feet Westerly of the East line of Block 25 AND except the East 4.72 feet of the West ½ (W1/2) of vacated tenth avenue West lying between the Easterly extension of the North and South lines of said Block 25, Second Division of Grand Rapids

Parcel 3: The East 4.72' pf the West Half (W1/2) of vacated Tenth Avenue West lying between the Easterly extension of the North and South lines of said Block 25, Second Division of Grand Rapids, Itasca County, Minnesota.

#### *SITE OWNERSHIP*

To qualify for a loan, the property and structures must be owned by the development authority (i.e., the applicant).

3. Does the applicant own the property? ☒ Yes ☐ No

If yes, when did the applicant acquire the property? July 30, 2024

If no, when will the applicant acquire the property? [Click or tap here to enter text.](#)

What is the purchase price of the property? \$1.00 with the Grand Rapids EDA forgiveness of two loans with a total unpaid balance of \$39,591 and forgiveness of a City of Grand Rapids loan with an unpaid balance of \$45,514.

**ATTACH** the purchase agreement (or other evidence of intent to acquire), or proof of the applicant's ownership.

Is it anticipated the development authority will retain ownership of the property once demolition is complete? The Grand Rapids EDA intends to market this site for purchase and development as soon as the site is cleared of the current building.

#### *SITE VALUATION*

4. What is the current appraised or assessed value of the site? \$847,303  
**ATTACH** the appraisal or assessor's valuation.
5. What is the projected appraised or assessed value after the demolition activities have been completed?  
\$466,194  
**ATTACH** the appraisal or assessor's valuation.
6. If the site is subsequently redeveloped, what is the potential estimated value, should development occur on the property? \$1,709,792

#### *MAPS AND SITE FEATURES*

7. **ATTACH** accurate and legible site and location maps, showing locations of prominent and relevant site features such as buildings, retaining walls, etc. Maps must include site boundaries, a north arrow and bar scale, and show the following:
  - ☐ Current condition of the site including labeled structures.
  - ☐ Specifically, where and for what activities DEED money will apply
  - ☐ Potential development of the site including labeled structures.
8. **ATTACH** current (and historic, if available) photographs of the site. Photographs are a very important part of the DEED application review process.

#### *HISTORY*

9. Provide the timeline and history of the property. This includes, but is not limited to, when the building was first constructed, former and current uses/occupants, etc.

According to the Phase I Environmental Study, the western portion of the site was occupied by a filling station in the 1930s-1940s. A bulk oil facility also occupied the western portion of the site from the approximate 1930s until 2007 when the facility was razed. The present-day building was constructed on the central and eastern portion of the site by the 1940s and operated as the Itasca County Farm Service Cooperative for bulk storage and distribution of grain/animal feed, fertilizers, herbicides, and pesticides until approximately May 2021 when it filed Chapter 7 bankruptcy, dissolved and vacated the premises.

10. Describe what led to the site's current condition such as inadequate maintenance, dilapidation, obsolescence, abandonment, or other factors.

Throughout the extended use of the building as the Farm Service Cooperative, the facility was inadequately maintained, presumably due to both minimal profit margins and a customer base that didn't expect or demand it from this type of business. The building has now been vacant for approaching four years, which has accelerated its deterioration.

As a result of the dissolution of the Cooperative, the senior mortgage holder, Deerwood Bank, took title to the property. The Grand Rapids EDA also had two prior business loans to the Cooperative with a combined unpaid balance of \$39,591 both secured by mortgages and the City of Grand Rapids had one business loan with an unpaid balance of \$45,514, also secured by a mortgage.

Deerwood Bank listed the property for two years with no bona fide interest. The building's state of disrepair, obsolescence and the site's known contamination were obvious market impediments. After carrying the site for those years, Deerwood Bank came forward with an offer to sell it to the EDA for \$1 provided the EDA and the City forgave their outstanding loans.

The EDA recognizes that blight and deterioration have become increasingly widespread in this commercial corridor of Hwy 2. To begin to reverse that trend, the EDA has chosen to tackle the complexities of this brownfield redevelopment to serve as a catalyst project to stimulate spin off private reinvestment in this area of the City.

### CURRENT CONDITIONS

To qualify for a loan, site structures must have been vacant for at least one year.

11. How many buildings are currently on the site?

	Number of buildings	How many are occupied?	If vacant, for how long?
Industrial	0		
Commercial	1	0	4 years
Residential	0		

12. Year building(s) was/were constructed: 1940

13. **ATTACH** evidence that site structures to be demolished are not listed on the National Register of Historic Places. A database search from the State Historic Preservation Office may be requested by sending the property address to [datarequestshpo@state.mn.us](mailto:datarequestshpo@state.mn.us).

14. How are the structures on the property a threat to public safety?

As more fully described in the **attached** letter from Travis Cole, Grand Rapids Fire Chief and licensed Building Official, a combination of toxic atmosphere caused by abandoned chemicals and fertilizers from the previous use, unmaintained equipment, structural decay, and restricted access pose a safety threat to both the public and emergency responders.

15. Are the structures functionally obsolete, or economically unfeasible to repair?

The age and deteriorated condition of the structure as well as its unique design to operate as a farm cooperative, make it functionally obsolete, in our market. The building's lack of working, code compliant, electrical and HVAC systems, insulation and its structural deficiencies render its rehabilitation economically unfeasible.

16. What attempts have been made to redevelop this property? Have there been any potential purchasers or development prospects?

As mentioned previously, after Deerwood Bank took title to the property, following the bankruptcy of the Farm Service Cooperative, the property was listed on the open market for a period of two years. Before offering the property to the Grand Rapids EDA, the price had been reduced to \$139,900 with no viable offers.

## II. ANALYSIS OF LOAN NEED/PUBLIC BENEFITS

17. How much did the applicant or development authority spend maintaining the site in the last year?

\$1800

18. How much did the applicant or development authority spend maintaining the site in the last five years?

\$6000

19. What maintenance costs did the applicant or development authority incur?

Costs of sealing/securing and monitoring the building, removing signage from the past use, utility fees, mowing and plowing.

20. How will demolition reduce maintenance costs incurred by the applicant or development authority?

Building security costs, utility costs, and plowing costs will be eliminated.



21. How will demolition of the site's structures reduce blight and improve its economic vitality, functionality, and aesthetics?

The existence of the present blighted, substandard and functionally obsolete building together with the added complexities created by the necessary mitigation of petroleum and agricultural contaminants, will prevent this site from having anything but a negative impact on the vitality and visual appeal of this important commercial corridor. Once removed, the Grand Rapids EDA plans to market the site for private development of up to two new commercial businesses with shared parking in a manner consistent with the recommendations provided in the [Highway 2 Land Use and Development Study](#) (attached). The excellent visibility and high traffic counts, together with convenient available access to the site will make this an attractive site once the barrier of the current building is removed.

22. Describe the proximity and adequacy of the existing public infrastructure to the site?

All utilities, including sanitary sewer, storm sewer, water, electric, natural gas and telecommunications are in the adjacent MN Hwy 2 right of way. Existing sanitary sewer and water service leads to the building will be preserved during demolition to serve the new development.

23. **ATTACH** the most recent data on criminal activity at the site. How will demolition and potential redevelopment reduce crime?

Prior to the Grand Rapids EDA's acquisition of the site, it was not adequately secured in its vacant state, and as evidenced by the graffiti within the building, trespassing and squatting has been an issue. The Grand Rapids Police logs show that there were periodic calls related to suspicious activity.

24. Describe how the community is stabilized, health is improved, or any environmental benefits are achieved by the demolition of this site.

Decreased property investment, increased blight, vacant and underutilized real estate and the poor visual appeal of the Trunk Hwy 2 W. commercial corridor is a top community concern. The Grand Rapids EDA commissioned a study, completed in August 2025, which focused on reversing these trends. The [Highway 2 Land Use and Development Study](#) (attached), recommended that the highest concentration of need and opportunity for impactful redevelopment was a concentration of public and private property located at the intersection of 10<sup>th</sup> Ave. W./TH2. The redevelopment of the "10<sup>th</sup> Avenue Node", as it is referred to in the Study, will create a new western gateway to the City of Grand Rapids that will feature a mix of commercial land uses with access to nearby public spaces, linked by ample sidewalks and appropriate levels of parking and landscaping. The Grand Rapids EDA site redevelopment is critical element of this plan. It will remove a hazardous, blighted structure, address environmental contaminants and will serve to catalyze additional spin off private investment along the corridor.

25. Will demolition proceed without DEED Demolition Loan funds? What other sources have been considered?

No, not without this financial assistance. We have been awarded a \$175,000 Commercial Redevelopment Grant from MN Dept. of Iron Range Resources and Rehabilitation.

### III. DEVELOPMENT POTENTIAL

26. Describe the development potential for the site. Include information such how the development authority is guiding potential development, the potential uses, size of buildings, business occupants, any previous development interest, etc.

The Grand Rapids EDA is guiding the redevelopment of this site toward consistency with both the *City of Grand Rapids Grow Grand Rapids 2040 Comprehensive Plan* and the EDA's recently completed *Highway 2 Land Use and Development Study* (Study), which is attached. This 1.5-acre site has excellent visibility along the Hwy. 2 corridor with an AADT volume of 13,500. Pages 45-51 of the Study, details the intended development pattern for the "10<sup>th</sup> Avenue Node" segment/area of the Hwy. 2 corridor. Page 48 of the Study features the site as catalytic redevelopment site that would support the development of

two commercial uses fronting the highway with rear parking jointly accessed from a southerly extension of 10<sup>th</sup> Ave. W. and a tree line along the south property line to buffer the property from the railroad.

Under that development concept, the Site would at a minimum support the development of two commercial retail, retail service or restaurant use structures, each between 5,000 and 6,000 square feet, together with adequate on-site paved parking lot.

27. Provide information on the potential economic benefits associated with development including jobs created or retained, should the property be developed.

A typical retail sales or service business, of the scale described previously, would, on average, employ 8-10 associates, each at 0.7 FTE for a total employment equal to 7 FTE x 2 businesses = 14 FTE, not including owners. A typical sales associate in Grand Rapids earns an average hourly rate of pay of approximately \$19.00. Based upon these assumptions, the total annual payroll of the businesses on this Site would amount to \$553,000. The employment created would exceed the employment lost by the ceased operation of the Farm Service Cooperative.

28. Provide information on the potential economic benefits associated with development including potential property tax increase should the property be developed.

As a property owned by the Grand Rapids EDA, the Site is currently tax exempt. The post development assessed value estimate provided by the Itasca County Assessor has an EMV of \$1,709,792. With that EMV, the development's estimated tax capacity upon completion would be equal to  $((\$1,709,792 - \$150,000) \times 2\%)$  plus  $(\$150,000 \times 1.5\%) = \$33,446$ . The annual taxes that would be generated by the development equals  $(\text{Local Tax Rate of } 138.875\% \times \text{Estimated Tax Capacity } \$33,446) = \$46,448$ .

A less measurable but significantly impactful economic benefit to the redevelopment of this site is the spin-off private investment in surrounding properties along the Hwy. 2 corridor that will be stimulated by this redevelopment project.

#### IV. FINANCIAL INFORMATION

29. DEED loan request amount: \$420,000

30. Complete the following budget table indicating use of funds, amounts, and date activity will occur for all loan eligible costs as defined on page ii. Costs incurred before a loan agreement is fully executed are not eligible.

Demolition Uses of Funds for the Project (Budget Table)		
Use of funds (activity)	Cost	Date activity will occur
Site acquisition	\$1	Completed
Demolition	\$575,500	May 20, 2026
Interior abatement for demolition	\$19,500	May 20, 2026
Environmental: MPCA RAP/CCP	\$5,558	In process, to be completed by March 2026
MDA AgVIC	\$11,200	
<b>Total</b>	<b>\$611,759</b>	

31. **ATTACH** the applicant's audited financial statements for the past three years. Financial statements should include balance sheets, income statements, details on existing debt, statements of financial position, and notes to the financial statements.
32. The maximum loan term cannot exceed 15 years. What is the proposed loan term for this request?  
10 years
33. What dedicated source of funds will be used for loan repayment? Tax abatement bond revenue (general obligation).

Pursuant to [Minn. Stat. § 116J.5764, Subd. 1 \(1\)](#), the agreement to repay the loan may be a general obligation of the development authority, payable primarily from a dedicated source of revenue, or other security subject to review and approval by the commissioner, and the development authority must deliver its bond or note to the commissioner to secure the loan.

34. What type of bond will be issued to secure the loan? The City of Grand Rapids will provide a general obligation tax abatement bond to secure the Grand Rapids EDA's loan.

What statute authorizes the applicant's issuance of bonds? The City of Grand Rapids is authorized by Minnesota Statutes, Section 469.1812 (the Abatement Act) to issue a general obligation tax abatement bond to secure the loan to the Grand Rapids EDA.

35. What is the timeline for issuing the bond? The City of Grand Rapids will need to hold a public hearing and comply with the other requirements of the Abatement Act prior to issuing the bonds. The bond issuance process can be completed in approximately 45-60 days.

Name of applicant's bond counsel: Gina Fiorini, Kutak Rock LLP – Minneapolis

## V. APPLICANT PAYMENT INFORMATION

36. To receive payment from DEED, a SWIFT Vendor Number (with Location Code) assigned by Minnesota Management and Budget is required. For prompt payment, ensure the Vendor Number and Location Code are set up to allow electronic funds transfer (EFT) or Automated Clearing House (ACH) payment. State Vendor information may be found at: [Supplier Portal](#)

Applicant's Financial Contact	Carl Babich, Finance Director
Phone	(218) 326-7615
Email	cbabich@grandrapidsmn.gov
Applicant's SWIFT <u>Remit To</u> Vendor Number and Location Code	
Address Associated with SWIFT Vendor Number and Location Code	

## VI. DEMOLITION SCHEDULE

37. Provide a detailed schedule outlining the individual tasks necessary to complete the demolition. This includes tasks and activities such as, but not limited to, site acquisition, local approvals, bond issuance, abatement and demolition start and end dates, and any other related activities.

**Scheduled Tasks**

Task	2026												20__												20__												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Preparation of Bidding Documents			x	x																																	
Bidding					x																																
Bid Award						x	x																														
Demolition Start (June 31, 2026)						x																															
Demolition Completion (July 31, 2026)							x																														
Bond Issuance					x	x																															

Abatement or demolition start date: June 31, 2026

Demolition completion date: July 31, 2026

38. Are there any factors that could change or delay this schedule? Any delay in approval of MPCA RAP/CCP or MDA AgVIC, but it is not anticipated given that those have been already submitted.

## VII. RESOLUTIONS

39. A resolution approving this application and committing the source of loan repayment is required. Resolutions must be adopted prior to the application deadline and submitted with the application. The two required elements are:

- a. A resolution from the governing body of the municipality where the demolition site is located, which approve the application.
- b. A resolution from the applicant committing the source of loan repayment and authorizing contract signatures. Note: Pursuant to Minn. Stat. § 412.201, **Statutory Cities must authorize the Mayor and Clerk to execute all contracts.**

Blank resolution templates are included on the following pages. The applicant may choose to reformat or combine them, but the adopted resolution must include all the following statements. **Resolutions that do not contain all statements will not be accepted.**

### *RESOLUTION #1: Municipality Approving the Application*

BE IT RESOLVED that the \_\_\_\_\_ (Municipality of project location) has approved the Demolition Loan application submitted to the Department of Employment and Economic Development (DEED) on \_\_\_\_\_ (Date), by \_\_\_\_\_ (Applicant) for the \_\_\_\_\_ (Site name) site.

I certify that the above resolution was adopted by the city council on \_\_\_\_\_ (Date)

Signed: \_\_\_\_\_ (Authorized Official)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### *RESOLUTION #2: Committing Local Match and Authorizing Contract Signature*

BE IT RESOLVED that \_\_\_\_\_ (Applicant) act as the legal sponsor for project(s) contained in the Demolition Loan Program application to be submitted on \_\_\_\_\_ (Date), and that \_\_\_\_\_ (Title of Authorized Official) is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of \_\_\_\_\_ (Applicant)

BE IT FURTHER RESOLVED that \_\_\_\_\_ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the loan repayment, and the security identified in the application are committed to the project identified and the \_\_\_\_\_ (Applicant) has the authority to incur debt by resolution of the board or council authorizing issuance of a bond or note, payable to DEED to repay and secure the loan.

BE IT FURTHER RESOLVED that \_\_\_\_\_ (Applicant) has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, \_\_\_\_\_ (Applicant) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that \_\_\_\_\_ (Applicant) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the Clerk (for Statutory Cities), or Title of Authorized Official(s), are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

**Note:** Do not include the name, only the title of the official(s).

**Pursuant to Minn. Stat. § 412.201, Statutory Cities must authorize both the Mayor and Clerk to execute all contracts, whereas Home Rule Charter Cities or other public entities may differ.**

I CERTIFY THAT the above resolution was adopted by the \_\_\_\_\_ (City Council, County Board, etc.)  
of \_\_\_\_\_ (Applicant) on \_\_\_\_\_ (Date)

\_\_\_\_\_  
SIGNED: (Authorized Official)

\_\_\_\_\_  
WITNESSED BY:

\_\_\_\_\_  
(Title and Date)

\_\_\_\_\_  
(Title and Date)

## VIII. Applicant Conflict of Interest Disclosure

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Policy 08-01: Grants Conflict of Interest](#) (Current Policies tab) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict-of-interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest.

*(Please describe):* Click or tap here to enter text.

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Click or tap here to enter text.

Signature: \_\_\_\_\_

Organization: Click or tap here to enter text.

Date: Click or tap here to enter text.