

Housing & Redevelopment Authority

March 15, 2022 – 6:30 pm
Council Chambers
Hybrid Meeting

REGULAR MEETING AGENDA

Housing and Redevelopment Authority meetings are being conducted in a hybrid format with in-person and remote options for attending, participating, and commenting. The public can make statements in this meeting during public comment sections, including the public forum beginning at 6:20 pm.

Remote Attendance/Comment Options: Members of the public may attend this meeting by watching on cable channel 16, streaming on CCXmedia.org, streaming [via Webex](https://www.webex.com), or by calling 1-415-655-0001 and entering access code 2469 075 7534. Members of the public wishing to address the Council remotely have two options:

- Via web stream - Stream via [Webex](https://www.webex.com) and use the 'raise hand' feature during public comment sections.
- Via phone - Call 1-415-655-0001 and enter meeting code 2469 075 7534. Press *3 to raise your hand during public comment sections.

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1. Call to Order	
A. Roll Call	
B. Election of Officers	2
2. Approval of Agenda	
3. Consent Agenda	
Approval of Consent Agenda - All items listed under this heading are considered to be routine and will be enacted by one motion. There will be no discussion of these items unless a Commission Member so requests in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda.	
A. Approval of Regular Housing and Redevelopment Authority Meeting Minutes from 2021 – June 15, September 21, and December 7	3-10
B. Receive and File First Quarter Financial Reports	11-12
C. Approve a Professional Service Agreement for a Comprehensive Housing Needs Assessment with Maxfield Research & Consulting, LLC	13-47
D. Approve Resolution No. 22-01 Authorizing Transfer of Housing and Redevelopment Authority General Fund Balance to the Housing Fund	48-49
E. Receive and File the 2022 Property Inventory and Recommendations	50-62



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



4. Public Hearing

5. Old Business

6. New Business

7. Adjournment

Housing & Redevelopment Authority

June 15, 2021 – 6:30 pm

In light of the recently declared COVID-19 health pandemic, the Mayor of the City of Golden Valley declared a local emergency under Minnesota Statute, section 12.37. In accordance with that declaration, beginning on March 16, 2020, all meetings of the City Council held during the emergency were conducted by telephone or other electronic means.

The City used WebEx to conduct this meeting electronically. Members of the public were able to monitor the meetings by watching it on Comcast cable channel 16, by streaming it on CCXmedia.org, and by dialing in to the public call-in line. The public was able to participate in this meeting during public comment sections, including the public forum, by dialing in to the public call-in line.

REGULAR MEETING MINUTES

1. Call to Order

The meeting was called to order at 6:30 pm by Housing and Redevelopment Authority Chair Harris.

1A. Roll Call

Commissioners present: Chair Maurice Harris, Commissioners Larry Fonnest, Shep Harris, Gillian Rosenquist and Kimberly Sanberg

Staff present: HRA Director Cruikshank, HRA Attorney Cisneros, Physical Development Director Nevinski, Housing/Economic Development Manager Shoquist, Finance Director Virnig, Planning Manager Zimmerman, City Planner Campbell, and City Clerk Schyma

2. Approval of Agenda

Motion by Rosenquist, Second by S. Harris to approve the meeting agenda as submitted.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

3. Consent Agenda

Motion by Fonnest, Second by Sanberg to approve the Consent Agenda as submitted.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

A. Approval of Minutes:

1. HRA Work Session – November 10, 2020
2. HRA Special Meeting – December 1, 2020
3. HRA Meeting – March 16, 2021
4. HRA Work Session – May 11, 2021

B. Receive and File Quarterly Financial Reports

4. Public Hearing

5. Old Business

6. New Business

A. Approval of Amendment and Assignment of the Development Agreement from Golden Villas, LLC to PC Hello, LLC

Housing/Economic Development Manager Shoquist presented the staff report and answered questions from the HRA.

Mike Mergens, attorney for the seller, was present and available for questions.

Laura Lorek, property manager for the seller, was present and available for questions.

The Commissioners discussed Tax Increment Financing (TIF) payments, current parking issues on site including during the winter months, new property management, and the obligations and responsibilities the new buyer assumes with the development agreement.

Motion by Fonnest, Second by S. Harris to approve the First Amendment and Assignment of the Private Development Agreement from Golden Villas, LLC to PC Hello, LLC.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

B. Approve Amended Lease with D'Amico Catering, LLC

Physical Development Director Nevinski presented the staff report and answered questions from Council.

Motion by Sanberg, Second by Rosenquist to approve the lease extension with D'Amico Catering LLC and authorize the execution of the lease by the Chair and Executive Director in a form approved by the City Attorney.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

7. Adjournment

Motion by Rosenquist, Second by S. Harris to adjourn the meeting at 6:58 pm.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

ATTEST: _____
Theresa Schyma, City Clerk

Maurice Harris, Chair

Housing & Redevelopment Authority

September 21, 2021 – 6:30 pm
Hybrid Meeting

REGULAR MEETING MINUTES

Housing and Redevelopment Authority are being conducted in a hybrid format with in-person and remote options for attending, participating, and commenting. The public was able to make statements in this meeting during public comment sections, including the public forum beginning at 6:20 pm.

1. Call to Order

The meeting was called to order at 6:30 pm by Housing and Redevelopment Authority Chair Harris.

1A. Roll Call

Commissioners present: Chair Maurice Harris, Commissioners Larry Fonnest, Shep Harris, Gillian Rosenquist and Kimberly Sanberg

Staff present: HRA Director Cruikshank, HRA Attorney Cisneros, Physical Development Director Nevinski, Housing/Economic Development Manager Shoquist, Finance Director Virnig, and City Clerk Schyma

2. Approval of Agenda

Motion by S. Harris, Second by Sanberg to approve the meeting agenda as submitted.

Motion carried 5-0.

3. Consent Agenda

Motion by Rosenquist, Second by Fonnest to approve the Consent Agenda as submitted.

Motion carried 5-0.

- A. Receive and File Quarterly Financial Reports
- B. Approve HRA Resolution No. 21-02, Amendment to the Housing and Redevelopment Authority By-Laws

4. Public Hearing

5. Old Business

6. New Business

- A. Adopt Proposed 2022-2023 Budget and Levy, HRA Resolution No. 21-03

Finance Director Virnig presented the report and was available for questions.

Motion by S. Harris, Second by Fonnest to approve Resolution No. 21-03 Approving Proposed Budget and Proposed HRA Levy Payable in 2022.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

7. Adjournment

Motion by Rosenquist, Second by Sanberg to adjourn the meeting at 6:48 pm.

Motion carried 5-0.

Maurice Harris, Chair

ATTEST:

Theresa Schyma, City Clerk

Housing & Redevelopment Authority

December 7, 2021 – 6:30 pm
Hybrid Meeting

REGULAR MEETING MINUTES

Housing and Redevelopment Authority are being conducted in a hybrid format with in-person and remote options for attending, participating, and commenting. The public was able to make statements in this meeting during public comment sections, including the public forum beginning at 6:20 pm.

1. Call to Order

The meeting was called to order at 6:30 pm by Housing and Redevelopment Authority Chair Harris.

1A. Roll Call

Commissioners present: Chair Maurice Harris, Commissioners Larry Fonnest, Shep Harris, Gillian Rosenquist and Kimberly Sanberg

Staff present: HRA Director Cruikshank, HRA Attorney Cisneros, Physical Development Director Nevinski, Housing/Economic Development Manager Shoquist, Finance Director Virnig, and City Clerk Schyma

2. Approval of Agenda

Motion by S. Harris, Second by Rosenquist to approve the meeting agenda as submitted.

Motion carried 5-0.

3. Consent Agenda

Motion by Rosenquist, Second by Fonnest to approve the Consent Agenda as submitted.

Motion carried 5-0.

A. Receive and File Quarterly Financial Reports

4. Public Hearing

A. Public Comment and adoption of the 2022-2023 Budget and 2022 Proposed Levy for a Housing Program, HRA Resolution No. 21-04

Finance Director Virnig presented the report and was available for questions.

Chair Harris opened the floor for public comments. As there were no comments, the public comment session closed.

Motion by S. Harris, Second by Sanberg to approve adoption of the 2022-2023 Budget and 2022 Proposed Levy for a Housing Program, Resolution No. 21-04.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

5. Old Business

6. New Business

- A. Adopt HRA Resolution No. 21-05, Grant Agreement for the Golden Valley Rent and Household Assistance Fund

Housing and Economic Development Manager Shoquist presented the report and was available for questions.

Motion by Rosenquist, Second by Fonnest to approve HRA Resolution No. 21-05, Grant Agreement for the Golden Valley Rent and Household Assistance Fund.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

Motion by S. Harris, Second by Sanberg to approve the allocation of \$90,000 of the City's ARPA funds to the Golden Valley Rent and Household Assistance Program under the Golden Valley Rent and Household Assistance Program guidelines.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

Motion by Rosenquist, Second by Sanberg to approve the grant agreement with PRISM for the administration of the Golden Valley Rent and Household Assistance Program.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

- B. Adopt HRA Resolution No. 21-06, Grant Agreement for the Golden Valley Rental Housing Navigation Services Fund

Housing and Economic Development Manager Shoquist presented the report and was available for questions.

Commissioner Harris thanked Ms. Shoquist and the Housing and Redevelopment Authority for helping residents in need.

Motion by Sanberg, Second by S. Harris to approve HRA Resolution No. 21-06, Grant Agreement for the Golden Valley Rental Housing Navigation Services Fund.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

Motion by Rosenquist, Second by Fonnest to approve the allocation of \$10,000 of the City's ARPA funds to the Golden Valley Rental Housing Navigation Services Program under the Golden Valley Rent and Household Assistance Program guidelines.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

Motion by Sanberg, Second by Rosenquist to approve the grant agreement with PRISM for the administration of the Golden Valley Housing Navigation Services Program.

Motion carried 5-0. (In Favor: Fonnest, M. Harris, S. Harris, Rosenquist, Sanberg. Opposed: N/A)

7. Adjournment

Motion by S. Harris, Second by Sanberg to adjourn the meeting at 7:01 pm.

Motion carried 5-0.

Maurice Harris, Chair

ATTEST:

Theresa Schyma, City Clerk



EXECUTIVE SUMMARY

Housing and Redevelopment Authority

763-593-8006 / 763-593-8109 (fax)

Golden Valley HRA Meeting

March 15, 2022

Agenda Item

1. B. Election of Officers

Prepared By

Marc Nevinski, Physical Development Director

Summary

The Housing and Redevelopment Authority (HRA) bylaws provide for the election of two officers to the HRA, Chairperson and Vice Chairperson. The bylaws state these positions are to be elected for a one-year term.

Listed below is the history of HRA Chair and Vice Chair appointments:

2012 - Chair Pentel, Vice Chair Scanlon
2013 - Chair Pentel, Vice Chair Scanlon
2014 - Chair Schmidgall, Vice Chair Snope
2015 - Chair Schmidgall, Vice Chair Fonnest
2016 - Chair Schmidgall, Vice Chair Clausen
2017 - Chair Snope, Vice Chair Clausen
2018 - Chair Clausen, Vice Chair Rosenquist
2019 - Chair Fonnest, Vice Chair Rosenquist
2020 - Chair Fonnest, Vice Chair Rosenquist
2021 -Chair Maurice Harris, Vice Chair Fonnest
2022 - (Suggested) Chair Gillian Rosenquist, Vice Chair _____

Financial Or Budget Considerations

None

Recommended Action

Motion to approve a Chairperson and Vice Chairperson for 2022.

Supporting Documents

None



EXECUTIVE SUMMARY

Housing and Redevelopment Authority

763-593-8006 / 763-593-8109 (fax)

Golden Valley HRA Meeting

March 15, 2021

Agenda Item**3. B. Receive and File First Quarter Financial Reports****Prepared By**

Sue Virnig, Finance Director

Summary

The following quarterly reports are attached.

Financial Or Budget Considerations

Expenditures are shown on the following financials. The city check register would include any pay-go-note and expenditures.

The Housing Fund includes salaries/benefits and expenses outlined in the HRA budget and are for the Housing and Economic Development Manager.

Recommended Action

Motion to receive and file first quarter financial reports.

Supporting Documents

- 2022 1st Quarter Financial Report (1 page)

HRA Of Golden Valley 2022 1st Quarter Financial Report	Special Revenue		Capital Projects			
	9000 General Fund	9190 Housing	9300 Hwy 55/ West	9350 Cornerstone TIF (4)	9400 Winnetka Med Lk Rd	9250 North Wirth #3
Cash Balance @ 01/01/2022	\$158,858.54	\$30,729.51		\$34,099.04	\$34,099.04	\$691,950.92
<u>Add:</u> Tax Levy (July, Dec, & Jan) Tax Increment (July, Dec & Jan)						
<u>Receipts:</u>						
<u>Less:</u>						
Deposit Return						
Interfund Loan						
Salaries/Expenses		(27,740.30)				
Debt Service Payment						
Pay Go Note	_____	_____		(\$169,503.82)	(\$26,930.86)	_____
						(\$12,862.89)
<u>Expenditures:</u>						
Cash Balance @03/10/2022	<u>\$158,858.54</u>	<u>\$2,989.21</u>	<u>(\$135,404.78)</u>	<u>\$7,168.18</u>	<u>\$691,950.92</u>	<u>\$7,951.99</u>



EXECUTIVE SUMMARY

Housing and Redevelopment Authority

763-593-8006 / 763-593-8109 (fax)

Golden Valley HRA Meeting

March 15, 2022

Agenda Item

3. C. Approve Maxfield Study (Comprehensive Housing Needs Assessment)

Prepared By

Cherie Shoquist, Housing and Economic Development Manager

Summary

Upon request, Maxfield Research and Consulting, LLC has provided a proposal for to update the 2017 Comprehensive Housing Needs Assessment for the City of Golden Valley. Maxfield Research and Consulting, LLC has over 35 years of experience in assisting communities to determine market conditions for planning and development efforts, providing demographic estimates and projections, and analyzing county and municipal commercial and residential real estate needs.

The updated market study will determine the market potential for developing different types of owned and rented housing in Golden Valley through 2035 based on an examination of demographic and employment growth trends and current housing market conditions. The study will examine demographic and economic factors, current housing market conditions, and determine the market potential for developing additional housing products in the City. The study will include detailed recommendations (number of units/lots; unit mix and sizes; price/rent; housing features and amenities, etc.) for the housing types identified as being needed in the short- and long-term. The study will include additional information on the use of Section 8 Housing Choice Vouchers. The study will provide an important baseline to measure progress in meeting our 2030 housing goals in alignment with the 2040 Comprehensive Plan.

The timeline for the completion of the Comprehensive Housing Needs Assessment is October 2022. The timeline contemplates the expected release of U.S. Census data in August 2022.

Financial Or Budget Considerations

The work outlined under the Scope of Services for the Comprehensive Housing Needs Assessment will be performed for \$19,905 and will come from the HRA funds (9190.6340 Professional Services).

Recommended Action

Motion to authorize the Chair and Executive Director to execute a contract for a Comprehensive Housing Needs Assessment Professional Service Agreement with Maxfield Research & Consulting, LLC in a form approved by the Housing and Redevelopment Authority attorney.

Supporting Documents

Professional Service Agreement (34 pages)

**PROFESSIONAL SERVICES AGREEMENT FOR
A COMPREHENSIVE HOUSING NEEDS ASSESSMENT**

THIS AGREEMENT is made this March 15, 2022 ("Effective Date") by and between Insert Maxfield Research and Consulting Contractor Name a Minnesota limited liability company with its principal office located at 2823 Hamline Avenue North Roseville, MN 55113 ("Contractor"), and the City of Golden Valley, Minnesota, a Minnesota municipal corporation located at 7800 Golden Valley Road, Golden Valley, MN 55427 (the "City"):

RECITALS

- A. Consultant is engaged in the business of providing research and consulting.
- B. The City desires to hire Contractor to provide a Comprehensive Housing Needs Assessment service as part of its Physical Development programming.
- C. Contractor represents that it has the professional expertise and capabilities to provide the City with the requested services.
- D. The City desires to engage Contractor to provide the services described in this Agreement and Contractor is willing to provide such services on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the City and Contractor agree as follows:

AGREEMENT

- 1. Services.** Contractor agrees to provide the City with the services as described in the attached **Exhibit A** (the "Services"). **Exhibit A** shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.
- 2. Time for Completion.** The Services shall be completed on or before October 15, 2022, provided that the parties may extend the stated deadlines upon mutual written agreement. This Agreement shall remain in force and effect commencing from the effective date and continuing until the completion of the project, unless terminated by the City or amended pursuant to the Agreement.
- 3. Consideration.** The City shall pay Contractor for the Services according to the terms on the attached hereto as **Exhibit B**. The consideration shall be for both the Services performed by Contractor and any expenses incurred by Contractor in performing the Services. Contractor shall submit statements to the City upon completion of the Services. The City shall pay Contractor within thirty (35) days after Contractor's statements are submitted.
- 4. Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:
 - a. The parties, by mutual written agreement, may terminate this Agreement at any time;

- b. Contractor may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days' written notice to the City;
- c. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
- d. The City may terminate this Agreement immediately upon Contractor's failure to have in force any insurance required by this Agreement.

In the event of a termination, the City shall pay Contractor for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.

5. Amendments. No amendments may be made to this Agreement except in a writing signed by both parties.

6. Remedies. In the event of a termination of this Agreement by the City because of a breach by Contractor, the City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. These remedies provided to the City for breach of this Agreement by Consultant shall not be exclusive. The City shall be entitled to exercise any one or more other legal or equitable remedies available because of Contractor's breach.

7. Records/Inspection. Pursuant to Minnesota Statutes § 16C.05, subd. 5, Contractor agrees that the books, records, documents, and accounting procedures and practices of Contractor, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. Contractor shall maintain such records for a minimum of six years after final payment. The parties agree that this obligation will survive the completion or termination of this Agreement.

8. Indemnification. To the fullest extent permitted by law, Contractor, and Contractor's successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; or costs, disbursements, and expenses of defending the same, including but not limited to attorneys' fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of Contractor's (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct by Contractor, or arising out of Contractor's failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled. The parties agree that these indemnification obligations shall survive the completion or termination of this Agreement.

9. Insurance. Contractor shall maintain reasonable insurance coverage throughout this Agreement. Contractor agrees that before any work related to the approved project can be performed, Contractor shall maintain at a minimum: Worker's Compensation Insurance as required by Minnesota Statutes, section 176.181; Business Auto Liability in an amount not less than \$1,000,000.00 per occurrence; Professional Liability in an amount not less than \$1,000,000.00 per occurrence; and Commercial General Liability in an amount of not less than \$1,000,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,000,000.00 per occurrence for property damage, \$2,000,000.00 aggregate. To meet the Commercial General Liability and Business Auto Liability requirements, Contractor may use a combination of Excess and Umbrella coverage. Contractor shall provide the City with a current certificate

of insurance including the following language: "The City of Golden Valley is named as an additional insured with respect to the commercial general liability, business automobile liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." Such certificate of liability insurance shall list the City as an additional insured and contain a statement that such policies of insurance shall not be canceled or amended unless 30 days' written notice is provided to the City, or 10 days' written notice in the case of non-payment.

10. Subcontracting. Neither the City nor Consultant shall assign, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent consultants, associates, and subcontractors, as it may deem appropriate to assist it in the performance of the Services required by this Agreement. Any instrument in violation of this provision is null and void.

11. Assignment. Neither the City nor Consultant shall assign this Agreement or any rights under or interest in this Agreement, in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision is null and void.

12. Independent Contractor. Consultant is an independent contractor. Consultant's duties shall be performed with the understanding that Consultant has special expertise as to the services which Consultant is to perform and is customarily engaged in the independent performance of the same or similar services for others. Consultant shall provide or contract for all required equipment and personnel. Consultant shall control the manner in which the services are performed; however, the nature of the Services and the results to be achieved shall be specified by the City. The parties agree that this is not a joint venture and the parties are not co-partners. Consultant is not an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided in this Agreement. All services provided by Consultant pursuant to this Agreement shall be provided by Consultant as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

13. Compliance with Laws. Consultant shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Consultant agrees to provide the Services. Consultant's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies prohibiting sexual harassment and tobacco, drug, and alcohol use as defined on the City's Tobacco, Drug, and Alcohol Policy, as well as all other reasonable work rules, safety rules, or policies, and procedures regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Consultant agrees and understands that a violation of any of these policies, procedures, or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.

14. Entire Agreement. This Agreement, any attached exhibits, and any addenda signed by the parties shall constitute the entire agreement between the City and Consultant, and supersedes any other written or oral agreements between the City and Consultant. This Agreement may only be modified in a writing signed by the City and Consultant. If there is any conflict between the terms of this Agreement and the

referenced or attached items, the terms of this Agreement shall prevail. If there is any conflict between Exhibits A and B, the terms of Exhibit B shall prevail.

15. Third Party Rights. The parties to this Agreement do not intend to confer any rights under this Agreement on any third party.

16. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Hennepin County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

17. Conflict of Interest. Consultant shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Consultant shall advise the City and, either secure a waiver of the conflict, or advise the City that it will be unable to provide the requested Services.

18. Work Products and Ownership of Documents. All records, information, materials, and work product, including, but not limited to the completed reports, data collected from or created by the City or the City's employees or agents, raw market data, survey data, market analysis data, and any other data, work product, or reports prepared or developed in connection with the provision of the Services pursuant to this Agreement shall become the property of the City, but Consultant may retain reproductions of such records, information, materials and work product. Regardless of when such information was provided or created, Consultant agrees that it will not disclose for any purpose any information Consultant has obtained arising out of or related to this Agreement, except as authorized by the City or as required by law. Notwithstanding the foregoing, nothing in this Agreement shall grant or transfer any rights, title or interests in any intellectual property created by Consultant prior to the effective date of this Agreement; however, to the extent Consultant generates reports or recommendations for the City using proprietary processes or formulas, Consultant shall provide the City (1) factual support for such reports and recommendations; (2) a detailed explanation of the method used and data relied upon to arrive at the recommendation; and (3) a detailed explanation of the rationale behind the methodology used. All of the obligations in this paragraph shall survive the completion or termination of this Agreement.

19. Agreement Not Exclusive. The City retains the right to hire other professional consultant service providers for this or other matters, in the City's sole discretion.

20. Data Practices Act Compliance. Any and all data provided to Consultant, received from Consultant, created, collected, received, stored, used, maintained, or disseminated by Consultant pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Consultant agrees to notify the City within three business days if it receives a data request from a third party. This paragraph does not create a duty on the part of Consultant to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations shall survive the termination or completion of this Agreement.

21. No Discrimination. Consultant agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Consultant agrees to comply with the Americans with Disabilities Act as

amended ("ADA"), section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Consultant agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorneys' fees and staff time, in any action or proceeding brought alleging a violation of these laws by Consultant or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, Consultant shall provide accommodation to allow individuals with disabilities to participate in all Services under this Agreement. Consultant agrees to utilize its own auxiliary aid or service in order to comply with ADA requirements for effective communication with individuals with disabilities.

22. Authorized Agents. The City's authorized agent for purposes of administration of this contract is Timothy Cruikshank, the Manager of the City, or designee. Consultant's authorized agent for purposes of administration of this contract is Matt Mullins, Vice President, Maxfield Research & Consulting, LLC or designee who shall perform or supervise the performance of all Services.

23. Notices. Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

CONSULTANT	THE CITY
Matt Mullins	Timothy Cruikshank
Vice President	City of Golden Valley
Maxfield Research & Consulting, LLC	7800 Golden Valley Road
2823 Hamline Avenue North	Golden Valley, MN 55427
Roseville, MN 55113	TCruikshank@goldenvalleymn.gov
mmullins@maxfieldresearch.com	

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

24. Waiver. No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

25. Headings. The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.

26. Payment of Subcontractors. Consultant agrees that it must pay any subcontractor within 10 days of the prime contractor's receipt of payment from the City for undisputed Services provided by the subcontractor. Consultant agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorneys' fees, incurred in bringing the action.

27. Publicity. At the City's request, the City and Consultant shall develop language to use when discussing the Services. Consultant agrees that Consultant shall not release any publicity regarding the Services or

the subject matter of this Agreement without prior consent from the City. Consultant shall not use the City's logo or state that the City endorses its services without the City's advanced written approval.

28. Severability. In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

29. Signatory. Each person executing this Agreement ("Signatory") represents and warrants that they are duly authorized to sign on behalf of their respective organization. In the event Consultant did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of Consultant, described in this Agreement, personally.

30. Counterparts and Electronic Signatures. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format ("pdf") and signatures appearing on electronic mail instruments shall be treated as original signatures.

31. Recitals. The City and Consultant agree that the Recitals are true and correct and are fully incorporated into this Agreement.

[Remainder of page left blank intentionally. Signature page follows.]

IN WITNESS WHEREOF, the City and Consultant have caused this Professional Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

MAXFIELD RESEARCH & CONSULTING, LLC:

By: _____
Matt Mullins
Vice President

HOUSING AND REDEVELOPMENT AUTHORITY
CITY OF GOLDEN VALLEY:

By: _____
Maurice Harris, Chair

By: _____
Timothy J. Cruikshank, Executive Director

EXHIBIT A
SCOPE OF SERVICES

Proposal to Prepare a Comprehensive Housing Needs Assessment, March 2022

A Proposal to Prepare a Comprehensive Housing Needs Assessment for the City of Golden Valley, Minnesota

Prepared for:

City of Golden Valley
Golden Valley, MN

March 2021



Maxfield
Research & Consulting

2823 Hamline Avenue N.
Roseville, MN 55113
612.338.0012
www.maxfieldresearch.com



March 3, 2022

Ms. Cherie Shoquist
Housing and Economic Development Manager
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

Dear Ms. Shoquist:

Thank you for contacting Maxfield Research and Consulting, LLC to provide a proposal for to update the 2017 Comprehensive Housing Needs Assessment for the City of Golden Valley, Minnesota. Maxfield Research & Consulting is a full-service real estate consulting and advisory firm that has provided consulting services on multiple private and public sector projects within and near Golden Valley; including several multifamily projects in Golden Valley.

The analysis would examine demographic and economic factors, current housing market conditions, and would determine the market potential for developing additional housing products in the City. We would provide detailed recommendations (number of units/lots; unit mix and sizes; price/rent; housing features and amenities, etc.) for the housing types identified as being needed in the short- and long-term. In addition, recommendations would be provided on housing programs and other incentives (if needed) that should be initiated to attract specific housing products.

During these turbulent times, the real estate industry and economic conditions are changing daily; now more than ever it is imperative to have real-time housing data to aid decision making policies. Maxfield Research is staying in-front of the changing landscape and working with our clients to find opportunities during this unique time.

Along with the proposal is a statement of qualifications for our firm which provides a company background, outlines our services and representative clients, and provides resumes of Maxfield staff who would be conducting the housing study. We welcome the opportunity to work with you on this project. If this proposal meets with your approval, please sign and return one copy of the contract. Please call me at (612) 904-7971 if you have any questions about the proposed work program or if you need any other information. I can also be reached via email at mmullins@maxfieldresearch.com

Sincerely,

MAXFIELD RESEARCH AND CONSULTING, LLC

A handwritten signature in black ink that reads "Matt Mullins".



March 3, 2022

Ms. Cherie Shoquist
Housing and Economic Development Manager
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

SCOPE OF SERVICES

Maxfield Research and Consulting, LLC proposes to provide market research and consulting services to the City of Golden Valley (the "Client") to prepare an update to the 2017 Comprehensive Housing Needs Assessment. The updated market study will determine the market potential for developing different types of owned and rented housing in Golden Valley through 2035 based on an examination of demographic and employment growth trends and current housing market conditions. Detailed recommendations (number of units/lots; unit mix and sizes; prices/rents; housing features and amenities, etc.) for the housing types identified as needed in the short-term (2022 to 2027) and long-term (2028 to 2035) would be provided. Furthermore, the housing study will review all housing programs and recommend housing initiatives to close the gap where needed. Finally, Maxfield Research will address changing housing preferences and needs based on the COVID-19 pandemic.

DESCRIPTION AND BIOGRAPHY OF FIRM

Maxfield Research and Consulting, LLC has over 35 years of experience in assisting communities to determine market conditions for planning and development efforts, providing demographic estimates and projections, and analyzing county and municipal commercial and residential real estate needs. Our thorough knowledge of market trends in the real estate industry allows us to support our clients with valuable information that affects planning and development. We are able to determine viable solutions to the issues that communities face. We are local, regional and national with work completed in over 40 states.

Maxfield Research and Consulting, LLC provides research and analysis in the areas of general market housing, student housing, senior housing, office, retail, hospitality, industrial, and financial institutions. Maxfield also has experience in organizing and conducting focus groups, preparing and administering on-line and mail surveys, holding public forums for large scale planning documents, and organizing and making presentations to city councils, planning commissions, and economic development authorities. A more detailed company overview is located in the Appendix.

METHODOLOGY

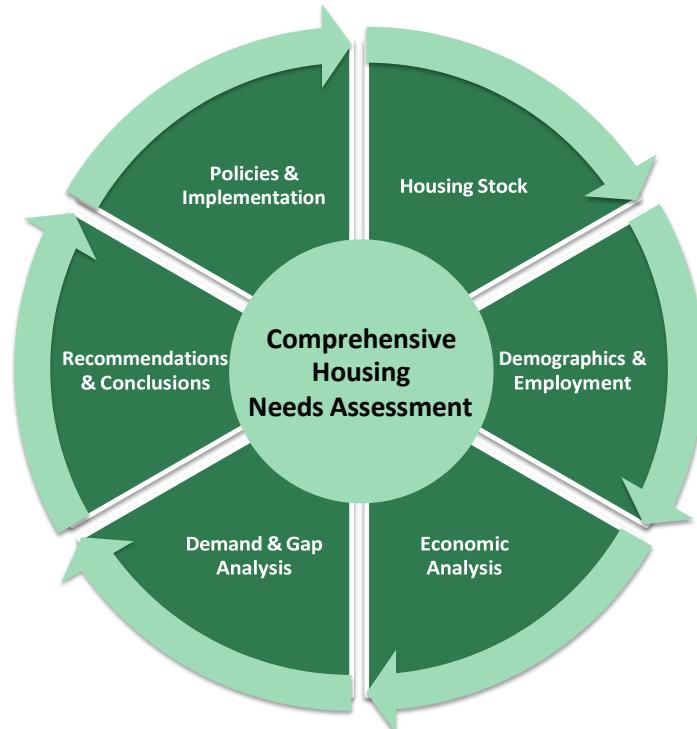
It is our understanding that the primary objective of this analysis is to provide the City of Golden Valley with a market-based analysis that will identify current and future housing needs in Golden Valley and help decision makers develop a greater understanding of the City's housing market. Maxfield Research and Consulting, LLC will provide detailed recommendations and an action plan for housing development (both short-term and long-term) and recommend tools and policies that will assist implementation. Our findings will provide a basis for community leaders, stakeholders, and decision-makers to guide future efforts when addressing housing needs.

The hallmark of Maxfield Research and Consulting, LLC.'s approach to comprehensive housing studies is a thoughtful, in-depth combination of primary and secondary research. Primary research includes surveys of existing housing properties, one-on-one interviews with major employers, developers, builders, Realtors, property managers, city and government agency staff, and others familiar with housing issues and the local housing market. Secondary research includes data obtained from reliable published sources including the Census Bureau, ESRI (a national demographics firm), State demographic centers and economic development agencies, among others.

Published secondary data is always reviewed carefully in light of other local factors revealed through the primary research that may have an impact on the analysis. The result is a custom report that provides the Client with information that is timely and locally pertinent.

Our work approach will draw on our experience and expertise in conducting housing studies on behalf of public entities and private developers.

Maxfield Research and Consulting, LLC routinely completes over 100 housing studies annually and is a market leader on housing research and consulting in the Upper Midwest.



WHY MAXFIELD RESEARCH?

We Know Golden Valley and the Twin Cities Metro Area

- Benefit: Work efficiency – our past experience in Golden Valley and throughout the Twin Cities Metro Area will allow us to be on the ground immediately

Housing Inventory

- Benefit: Maxfield Research's proprietary housing data includes detailed information on multifamily properties across the Metro Area & State of Minnesota

Experience Counts

- Benefit: Committed team of senior-level leaders; the four team members dedicated to this project have a combined 70-plus years of experience and have completed nearly 30 Comprehensive Housing Studies over the past two years

Local Knowledge - National Experience

- Benefit: Our work is grounded in local issues/reality and we can integrate best practices from elsewhere

Relationships

- Benefit: We have deep relationships with the development community; we understand their barriers and opportunities, we know what they want, and they will talk to us

Full-Service Real Estate Advisory Firm

- Benefit: We understand the connection between all real estate types and we advise both public- and private-sector clients

Comprehensive Approach

- Benefit: Data-driven analyses generate conclusions and recommendations based on market realities

On the Ground Field Research

- Benefit: Hands-on field work, in-person interviews, and telephone surveys, combined with the analysis of the Census and other data to gain the most information possible.

Proven Methodologies & Results Oriented

- Benefit: Our process for projecting housing demand has proven to be effective and we deliver action-oriented strategies

RESEARCH STAFF



Mary Bujold, CRE, President, Maxfield Research and Consulting, LLC, will serve as principle-in-charge of the project and serves as a consultant for the recommendations. Ms. Bujold has over thirty years of experience in housing market research and is regarded as a market expert in the field of residential real estate. Ms. Bujold has been involved in numerous housing and commercial analyses for private developers and public agencies.



Mr. Matt Mullins, Vice President, brings over 20 years of real estate consulting and advisory service experience to the project and will serve as the project manager and principal analyst for the project. Mr. Mullins will oversee the project timeline and will be responsible for the execution of the work program associated with the project. Mr. Mullins will work closely with junior staff to complete all work tasks associated with the project. Mr. Mullins was the lead analyst on several recent comprehensive housing studies, including projects completed for the Minnesota communities of White Bear Lake, Elk River, Big Lake, Ramsey, Plymouth, Golden Valley, St. Louis Park, Sherburne County, and Olmsted County. Mr. Mullins is currently overseeing multiple market feasibility studies for tax credit housing projects in four communities located in eastern South Dakota and is also providing counsel on multifamily developments in Oakdale, Chaska, and Edina.



Mr. Joe Hollman, Senior Analyst would assist Mr. Mullins on the project as a principal analyst. With over 20 years of experience, Mr. Hollman would be responsible for completing a portion of the data gathering, preparing the conclusions and recommendations, and compiling the written report. Mr. Hollman was the lead analyst on several recent research studies that focused on the demand for residential and commercial real estate, including comprehensive housing studies for the City of Luverne, Minnesota and the City of Maple Grove, Minnesota. Mr. Hollman is currently working on analyses for general occupancy rental housing and senior housing in the Phillips Community of Minneapolis, Minnesota.



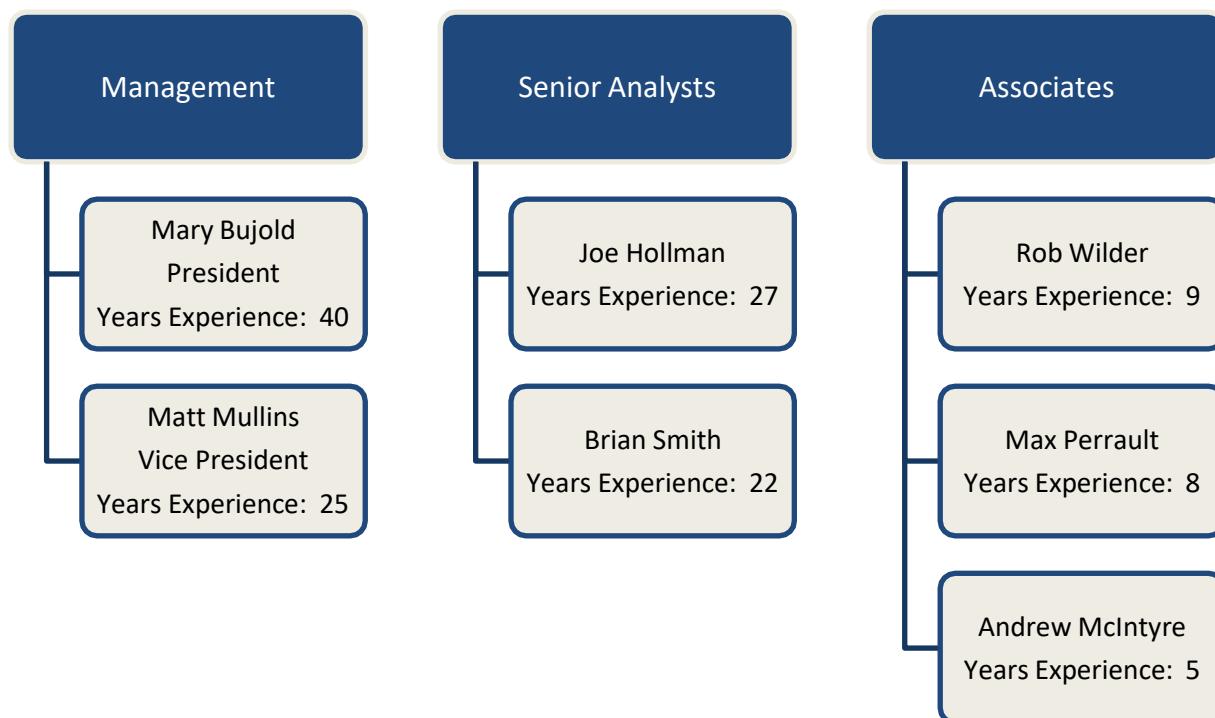
Mr. Andrew McIntyre, Research Associate, will provide data gathering services for this project. Mr. McIntyre will be responsible for compiling demographic and employment data, gathering base market information and GIS mapping. Mr. McIntyre has assisted on several comprehensive housing needs analyses during his tenure with Maxfield Research and Consulting, LLC, including studies for the Cities of St. Cloud and Edina, Minnesota.

Consultant's Name: Maxfield Research and Consulting, LLC
Year Established: 1983
Type of Ownership: LLC
Federal ID Number: 41-1463801
Employees: 7

Primary Contact:

Mr. Matt Mullins
Vice President
Maxfield Research and Consulting, LLC
2823 Hamline Avenue North
Roseville, MN 55113
email: mmullins@maxfieldresearch.com
www.maxfieldresearch.com

**Maxfield Research and Consulting, LLC
Organization Chart**



SCOPE AND COST OF SERVICES – Comprehensive Housing Needs Assessment

A. Project Kickoff Meeting

1. Meet with representatives of the City of Golden Valley and other stakeholders to review project goals and objectives. Refine work program if required. This report will require some assistance from the stakeholders; data requests and other project assistance will be discussed during this time. (In person if possible; may move to video conference due to the pandemic).
2. Data will be provided for comparison purposes to other communities similar to Golden Valley. Peer communities will be discussed during the kick-off meeting.

B. Review of Past Studies/Planning Documents

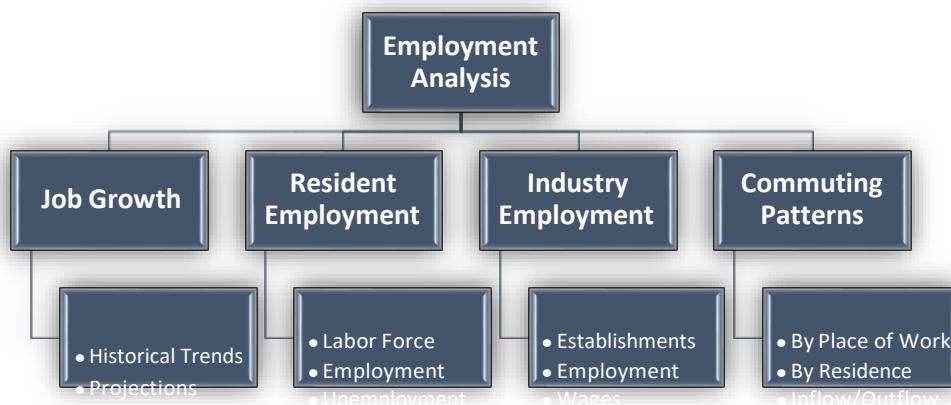
1. Obtain information on past housing studies/planning documents, ordinances, or other research reports/publications with information pertinent to the assignment. Review these documents and identify information from these documents that is important for this analysis; identify how current conditions have changed.
2. Summarize information obtained from previous documents and their impact on the current analysis; include conflicting information or document key issues and their relevance to the current project.

C. Demographic Analysis

1. Review previous primary housing draw area for the City of Golden Valley, Minnesota. Revise and update if necessary.
2. Update and examine population and household growth trends and projections to 2040.
3. Update and examine demographic information on:
 - a) Population age distribution
 - b) Persons per household (household size)
 - c) Household incomes by age of householder
 - d) Household incomes by tenure
 - e) Household net worth
 - f) Household tenure
 - g) Household tenure by age of householder
 - h) Household tenure by household size
 - i) Household type
 - j) Diversity/ethnicity/culture
4. Update and present information on mobility trends.
5. Summarize links between the demographic profile and housing demand.
6. Discuss the implications of the findings on housing demand in Golden Valley.

D. Employment Trends

1. Update and examine local data on resident employment (based on place of residence).
2. Update and examine local data on covered employment (based on location of jobs).
3. Update data on jobs by NAICS industry sector.
4. Update projected job growth to 2040. Analyze any business expansions/contractions and their effect on the local housing market.
5. Update and identify commuting patterns of area workers.
 - a) Place of residence vs. place of employment
 - b) Wages
 - c) Demographic characteristics
6. Update and identify major employers.
7. Discuss the implications of the findings on housing demand in Golden Valley.



E. Housing Characteristics & Condition

1. Update statistics on the age of the housing stock in Golden Valley and the draw area.
2. Update residential building permit data by type of housing to the most current available figures for Golden Valley and the draw area.
3. Update and analyze U.S. Census and American Community Survey (ACS) findings collected between 2010 and 2019 (most current data). Compile the following:
 - a) Renter-occupied units by contract rent
 - b) Owner-occupied housing units by value
 - c) Owner-occupied housing units by mortgage status
 - d) Housing units by structure and occupancy
 - e) Housing units by occupancy status and tenure
4. Update and review housing market value data from City/County tax records (if available) or ACS.
5. Identify the residential land supply in the City and its impact on potential housing production (data to be provided by Client).
6. Discuss the implications of the findings on housing demand in Golden Valley.

F. For-Sale Housing Market Analysis

1. Update data on housing resale values (single-family and multifamily); examine price distribution and average/median sale price of home resales in Golden Valley and the draw area (Note: this may require assistance from the city or county assessor).
2. Update and analyze data on the inventory and list price of homes currently for sale.
3. Survey active and recently completed for-sale housing developments (single-family homes, townhomes, twinhomes, etc.) in Golden Valley and the surrounding area; analyze information on product types, lot sizes, home sizes, sale prices, buyer profile, and absorption (if available). For condominium or cooperative products (if any), provide data on building and unit amenities and common areas.
4. Identify pending for-sale housing developments in Golden Valley and the draw area and discuss the likely impact of these developments on the housing market.
5. Interview real estate sales agents, developers, and builders to assess the overall strength of the for-sale housing market, buyer profiles, the impact of COVID-19 on the housing market, desired housing types and price range, and unmet market niches.
6. Based on interviews with City staff and Realtors discuss the overall condition of the owner-occupied housing stock in the City.

G. General Occupancy Rental Market Analysis

1. Survey larger (12 units or more) general occupancy rental housing projects, including subsidized (deep subsidy/extremely low income), affordable (shallow subsidy/very low income), workforce housing (80% to 120% of AMI) and market rate developments in the City. Map locations of the multifamily housing stock.
2. Update and analyze data collected from the rental survey on year built/remodeled, monthly rents, vacancies, per square-foot rents, unit types/sizes and features, common area amenities, and resident profiles.
3. Based on monthly rents by unit type; collected NOAH (naturally occurring affordable housing) by Area Median Income (AMI) in Golden Valley. Determine the number of older rental housing units that are serving as affordable housing in the marketplace.
4. Inventory pending rental developments in Golden Valley and the draw area and assess their potential impact on the market.
5. Interview owners/managers of rental housing in the area to assess rental trends and the need for additional rental housing in the City. Identify appropriate rental rates and the target markets for new rental construction in the community.

H. Senior Housing Market Analysis

1. Inventory existing senior housing developments in the draw area, including subsidized (deep subsidy), affordable (shallow subsidy), and market rate developments. Projects will include rental and for-sale active adult, independent living with services available (congregate), assisted living, and memory care senior housing developments. In addition, collect information on skilled nursing facilities. Map locations of the senior housing stock.

2. Update and analyze data collected from the survey on year opened, number of units, vacancies, pricing, unit types and features, common-area amenities, services provided (if applicable), and resident profile.
3. Inventory pending senior developments in Golden Valley and the draw area and assess their potential impact on the market.
4. Interview managers/sponsors of senior housing in the area to assess market trends and the potential need for additional senior housing in Golden Valley.

I. Housing Affordability

1. Update and review and present income limits, maximum gross rents, and fair market rents by household size in Hennepin County.
2. Based on income guidelines, present maximum rents based on household size and Area Median Income.
3. Based on the average rents by unit type from the *General Occupancy Rental Market Analysis Section*, present information on income-qualified renter households.
4. Based on the median home resale value from the *For-Sale Housing Market Analysis Section*, present information on income-qualified owner households.
5. Identify the number of cost burdened households (i.e., households paying more than 30% of their income on housing) in Golden Valley. Present cost burdened information for renters and owners.
6. Discuss housing voucher program in Golden Valley and present information on historic housing vouchers; both ported in and in the City.
7. Obtain information from the Met Council and Metro HRA regarding the housing vouchers distributed in Golden Valley. If available, present demographic and detailed information on the 44 vouchers that are presently located in the City of Golden Valley.

J. Conclusions and Recommendations

1. Quantify demand for housing (subsidized, affordable, and market rate) in Golden Valley through 2035 based on employment and household growth projections, pent-up demand, turnover/mobility, and estimated replacement needs.
2. Identify potential target markets for new for-sale, rental, and senior housing.
3. Identify potential unmet market niches and discuss the primary deficiencies in the current market situation.
4. Based on current market conditions (i.e., vacancy rates, development pipeline, etc.) along with projected demand, identify market segments at risk of saturation.
5. Based on lot supply and absorption trends, discuss the current supply and whether more lots should be platted to meet projected demand.
6. Suggest an appropriate housing mix by product type (rental, ownership, and senior) and price point and discuss the target markets for each.
7. Suggest appropriate development concepts in the short-term (developments needed by 2026) and long-term (2027 to 2035), including number of units, unit mix, sizes, sale prices or monthly rents, and in-unit features and common area amenities.

8. Discuss the potential need for public/private partnerships to achieve housing development goals and support economic development in Golden Valley.
9. Discuss housing programs and resources that may be administered by the City to help achieve housing goals (i.e., home improvement loans, energy and environmental sustainability, foreclosure assistance, first-time home buyer classes, etc.).
10. Provide recommendations on other challenges and opportunities that relate to the housing stock and housing development in the City.

K. Meetings and Client Contact

1. One kick-off meeting with Client (in person or via conference call pending COVID-19 restrictions).
2. Status updates as needed via conference calls (typically 1-2/times month).
3. Review of Draft analysis (via conference call or in person) to address report findings.
4. Formal presentation to appropriate governing body (in person; pending COVID-19 video conference)
5. Report Preparation.

Cost for Comprehensive Housing Needs Assessment (Staff Time) **\$19,905.00**

GIS MAPPING

Maxfield Research and Consulting, LLC will present key data visually and spatially through GIS mapping. However, Maxfield Research will require assistance from the Client to obtain parcel level data and the City/County assessor database. We will provide a detailed data request list that will outline the mapping and data needs.

In addition, Maxfield Research will assist the City of Golden Valley GIS staff on creating a housing dashboard with key characteristics on the multifamily housing stock in the City.

COST PROPOSAL

The work outlined under the Scope of Services for the **Comprehensive Housing Needs Assessment** will be performed for Nineteen Thousand Nine Hundred and Five Dollars (\$19,905.00), including out-of-pocket expenses, postage, travel costs, data purchases, and an electronic PDF version. Work completed on the assignment would be billed to the Client monthly as costs are incurred. Any additional research or meeting time requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal hourly rates for staff time (\$65 to \$160).

The following fee proposal provides a detailed summary of staff hours needed to complete this project. The fee proposal includes a breakdown of costs by project task and Maxfield Research and Consulting, LLC staff assigned to the project.

Project Task	FEE PROPOSAL COMPREHENSIVE HOUSING NEEDS ASSESSMENT FOR GOLDEN VALLEY, MINNESOTA						
	Maxfield Research and Consulting, LLC Staff						Cost by Task
	Mary Bujold	Matt Mullins	Joe Hollman	Andrew McIntyre	Admin. Assistant	Maxfield Research	
A. Project Kick-off & Windshield Survey	0	4	0	2	0	6	\$810
B. Review of Past Studies	0	0	0	2	0	2	\$170
C. Demographic Analysis	0	2	0	16	0	18	\$1,680
D. Employment Trends	0	2	2	8	0	12	\$1,300
E. Housing Characteristics and Condition	0	2	2	10	0	14	\$1,470
F. For-Sale Housing Market Analysis	0	8	0	10	0	18	\$2,130
G. General Occupancy Rental Analysis	0	4	6	16	0	26	\$2,900
H. Senior Housing Market Analysis	0	2	4	10	0	16	\$1,770
I. Housing Affordability	0	4	0	13	0	17	\$1,745
J. Conclusions and Recommendations	2	12	4	4	0	22	\$3,180
K. Meetings and Report Preparation	0	6	2	4	2	14	\$1,730
L. Mapping & GIS	0	0	0	12	0	12	\$1,020
Total Hours	2	46	20	107	2	177	
(times) Hourly Rate	160	160	150	85	65		
Total Cost for Staff Time	320	7,360	3,000	9,095	130	\$19,905	

**Printing cost billed at our direct cost estimated at \$80 per copy.

WORK PRODUCT

Findings will be presented in an electronic PDF format. Bound copies are optional and would be billed at our direct printing cost estimated at \$80 per copy.

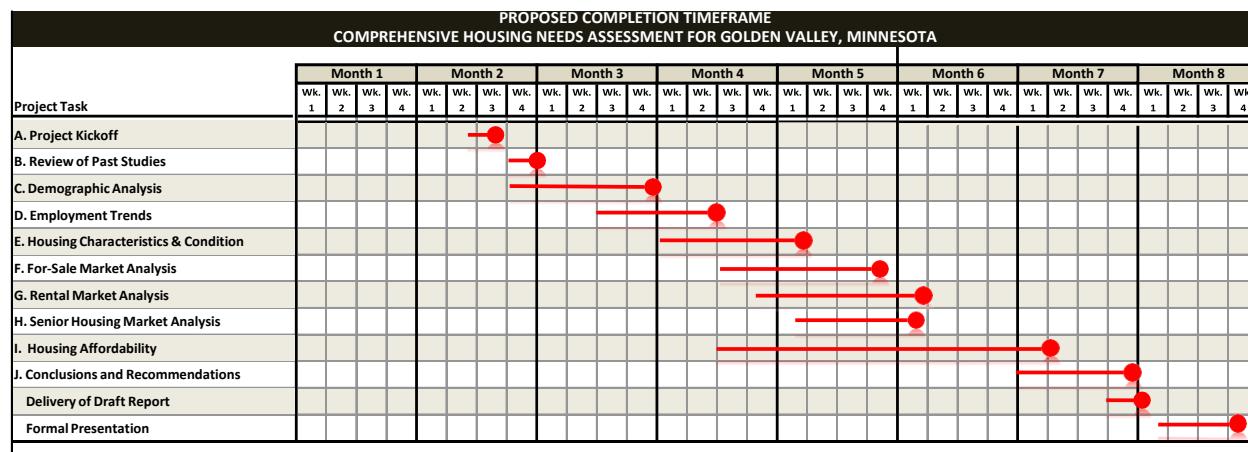
The Comprehensive Housing Needs Assessment is accepted by many lenders, limited partners, investors or governmental bodies who require such documentation to satisfy their financing criteria.

COMPLETION TIME

The work outlined under Scope of Services will be completed in draft form within 150 to 200 days of the execution of this agreement unless delayed by unexpected emergencies, forces beyond the control of the parties, or by written agreement of the parties.

Please note: 2020 U.S. Census data has not been fully released and this report will be incorporating 2020 official numbers. Therefore, demographic analysis and demand will not be calculated until the formal release by the U.S. Census thereby affecting the deliverable date of the Draft housing study.

A final report would be issued within two weeks of receiving all comments and feedback from the Client.



PAYMENT

All invoices are payable to Maxfield Research and Consulting, LLC within fifteen (15) days of receipt of an invoice showing the work completed and the direct costs for expenses. A finance charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days.

All invoices are sent via email. A current email address needs to be supplied to Maxfield Research for billing purposes. A final invoice will be sent with the release of the draft report.

DISCLAIMER

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement.

We assume no responsibility for matters legal in character. The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated.

If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property. We assume no responsibility for the accuracy of any building or site plans.

Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research and Consulting, LLC disclaims any express or implied warranty of assurance of representation that the projections or conclusions will be realized as stated.

The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances.

In the event payment is not received on a timely basis, Maxfield Research and Consulting, LLC shall be entitled to a lien against the subject property.

This agreement will be construed according to the laws of the State of Minnesota.

TERMINATION

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research and Consulting, LLC for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination.

If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research and Consulting, LLC.

The costs outlined in the Scope of Services shall remain in effect for a period of 90 days from the date listed at the top of this contract.

MAXFIELD RESEARCH AND CONSULTING, LLC



Matt Mullins
Vice President

SELECTED HOUSING STUDIES/REFERENCES
Maxfield Research and Consulting, LLC

- 1. Comprehensive Housing Needs Assessment for Maple Grove, Minnesota** 2020
Client: City of Maple Grove
Contact: Joe Hogeboom, (763) 494-6045, jhogeboom@maplegrovemn.gov
- 2. Comprehensive Housing Needs Analysis for Sherburne County, Minnesota** 2020
Client: Sherburne County
Contact: Dan Weber, (763) 765-3007, Dan.Weber@co.sherburne.mn.us
- 3. Comprehensive Housing Market Analysis for Edina, Minnesota** 2020
Client: City of Edina
Contact: Scott Neal, (952) 826-0401, sneal@EdinaMN.gov
- 4. Comprehensive Housing Market Study for White Bear Lake, Minnesota** 2020
Client: City of White Bear Lake
Contact: Tracy Shimek, (651) 762-4838, tshimek@whitebearlake.org
- 5. Comprehensive Housing Needs Analysis for St. Cloud, Minnesota** 2019
Client: City of St. Cloud
Contact: Matt Glaesman, (320) 650-3110, matt.glaesman@ci.stcloud.mn.us
- 6. Comprehensive Housing Market Study for the City of Ramsey, Minnesota** 2019
Client: City of Ramsey | Community Development
Contact: Tim Gladhill, (763) 433-9826, tgladhill@cityoframsey.com
- 7. Comprehensive Housing Needs Update for Roseville, Minnesota** 2018
Client: Roseville Economic Development Authority
Contact: Ms. Jeanne Kelsey, (651) 792-7086, Jeanne.Kelsey@cityofroseville.com
- 8. Comprehensive Housing Needs Update for St. Louis Park, Minnesota** 2018
Client: City of St. Louis Park
Contact: Ms. Karen Barton, (952) 924-2684, kbarton@stlouispark.org
- 9. Comprehensive Housing Needs Analysis for Bloomington, Minnesota** 2017
Client: Bloomington Housing and Redevelopment Authority
Contact: Mr. Bryan Hartman, (952) 563-8943, BHartman@bloomingtonmn.gov
- 10. Comprehensive Housing Needs Analysis for Golden Valley, Minnesota** 2017
Client: City of Golden Valley
Contact: Mr. Jason Zimmerman, (763) 593-8099, jzimmerman@goldenvalleymn.gov

—APPENDIX—



Maxfield

Research & Consulting

Breaking Ground since 1983

WHO WE ARE

Maxfield Research & Consulting is a full-service research firm providing timely and comprehensive real estate market information and analysis that is critical to the success of our clients. With 35 years of experience in real estate market feasibility and consulting, our expertise enables us to offer solutions to difficult challenges. We assess the needs of each project, anticipate problems and provide solutions. We work closely with each client to assure our research data and analysis provide exactly the information needed in planning and developing new projects. We provide customized studies designed to deliver strategic framework for each of our clients' objectives to optimize land use and value of their real estate needs.

Developing dynamic relationships and delivering strategic solutions has earned us our clients' confidence in our expertise. Our broad experience and varied customer base includes public, private and institutional clients seeking crucial information in making decisions regarding the latest trends in the real estate industry.

Maxfield is a local, regional, national and international player in the real estate consulting industry.

WHAT WE DO

- ◆ **Residential**—Assist with information on multifamily, senior housing, tax credit, master-planned communities and residential scenarios.
- ◆ **Commercial**—Analysis for retail, office, industrial and hotel space working with private developers on specific projects.
- ◆ **Land Use**—Highest and best use assessments, redevelopment and development issues, collaborating with planning consultants to provide market data and support land use recommendations.
- ◆ **Special**—Provide expert testimony and litigation support, economic impact analysis, and financial pro-formas.
- ◆ **Consulting Services**—Custom analysis according to specific needs, specified aspects regarding floor plans, unit-mix, premium pricing assessments and competitive shopping.

OUR CLIENTS

Public Sector—Recommendations provide decision makers a guide to future planning. Strategic counsel on market trends and real estate activities assists clients with a value added service.

Private Sector—Provides clients with objective and unbiased advice to position themselves to maximize opportunity and reduce risk.

Institutional Sector—Extensive experience serving broad spectrum of clients with unique organizational needs.

OUR STAFF

Mary Bujold, President
Matt Mullins, Vice President
Dan Gatchell, Senior Research Associate
Joe Hollman, Senior Research Associate
Brian Smith, Senior Research Associate
Andrew McIntyre, Research Associate
Max Perrault, Research Associate
Rob Wilder, Research Associate



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

Mary has over 35 years of experience in real estate research and consulting and is considered a market expert in the field of residential real estate and in market analysis for financial institutions. She regularly testifies as an expert witness for eminent domain, tax appeal and other types of real estate litigation.

As President, she heads projects for large-scale land use and redevelopment studies including downtown revitalization for private developers and municipalities as well as private developers and universities on their student housing needs.

Mary frequently gives presentations at seminars and workshop sessions on current real estate market topics.



Mary Bujold
President

EXPERIENCE

- ◆ *Large-scale Redevelopment*
- ◆ *Master-planned Communities*
- ◆ *Rental Housing*
- ◆ *Condominium Housing*
- ◆ *Senior Housing*
- ◆ *Student Housing*
- ◆ *Financial Institutions*
- ◆ *Expert Testimony and Litigation Support*
- ◆ *Comprehensive Housing Needs*
- ◆ *Retail Analysis*
- ◆ *Downtown Revitalization*
- ◆ *Industrial Analyses*
- ◆ *Fiscal Impact Analyses*

EDUCATION

Bachelor of Arts in Business Administration

Marquette University

Masters of Business Administration

University of Minnesota

PROFESSIONAL DESIGNATIONS AND APPOINTMENTS

Counselors of Real Estate (CRE)

CRE Vice Chair Liaison

CRE Budget & Finance Committee

CRE Minneapolis Chapter Chair

Housing Development Committee-Project for Pride in Living

PROFESSIONAL ORGANIZATIONS

Counselors of Real Estate (CRE)

National Association of Realtors (NAR)

Minnesota Association of Realtors (MAR)

Minneapolis Area Association of Realtors (MAAR)

National Historic Trust – Main Street Center

Sensible Land Use Coalition

Lambda Alpha International (LAI)

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Maxfield

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Breaking Ground since 1983

GENERAL BACKGROUND

Matt Mullins brings over 20 years of real estate consulting and advisory service experience to Maxfield Research & Consulting. Matt has managed and directed real estate analysis projects locally, regionally, and nationally for a broad spectrum of private and public sector clients. Matt's experience canvasses a variety of real estate and land use types, including: single-family and multifamily housing, commercial, industrial, mixed-use, hospitality, entertainment, tourism, transit-oriented developments, among others.

Matt is a trusted adviser whom industry leaders regularly rely on for forthright insight into the real estate market. Matt frequently presents real estate findings and emerging trends to public sector entities and professional trade organizations. In addition to his strategic research and consulting responsibilities, Mr. Mullins manages and implements business development strategies and marketing initiatives for Maxfield. Furthermore, he oversees and mentors other Maxfield advisors. Mr. Mullins joined Maxfield Research in January 2003. Matt's previous experience was as a consultant for other nationally and globally based advisory service firms providing real estate advisory services.



Matt Mullins
Vice President

EDUCATION

Bachelor of Arts in Urban Studies & Geography

St. Cloud State University

Mini-Masters in Real Estate Development

Mini-Masters in Investment Real Estate

University of St. Thomas

EXPERIENCE

- ◆ *Highest & Best Use Studies*
- ◆ *Comprehensive Housing*
- ◆ *Apartments & Condominiums*
- ◆ *Senior Housing & Retirement Communities*
- ◆ *Redevelopment and Adaptive Reuse*
- ◆ *Master-planned Communities*
- ◆ *Single-family Subdivisions*
- ◆ *Condominiums & Townhomes*
- ◆ *Retail, Commercial, & Industrial*
- ◆ *Hospitality & Conference Centers*
- ◆ *Golf Courses & Marinas*
- ◆ *Mixed-use Development*
- ◆ *Transit-oriented Development (TOD)*
- ◆ *Resort & Second Home Communities*
- ◆ *Student Housing*
- ◆ *Financial Analyses*

PROFESSIONAL ORGANIZATIONS

- *Urban Land Institute (ULI)*
- *Sensible Land Coalition (SLUC)*
- *National Association of Realtors (NAR)*
- *Minnesota Association of Realtors (MAR)*
- *Minneapolis Association of Realtors (MAAR)*
- *Builders Association of the Twin Cities (BATC)*
- *Builders Association of Minnesota (BAM)*
- *National Association of Home Builders (NAHB)*

REGISTRATION AND LICENSURE

Licensed Real Estate Broker in the State of Minnesota

CONTACT INFORMATION

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<http://www.linkedin.com/in/mattlmullins>



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

As a former city planner and commercial real estate professional, Joe has over 25 years of experience in the research, analysis and presentation of data relevant to the real estate industry. He has expertise in commercial real estate, housing, city planning, location analytics, and demographic analysis.

Prior to joining Maxfield Research, Joe was a member of the national research team for Cushman & Wakefield, one of the world's largest commercial real estate firms. In this role, he conducted research and analyses focusing on the office, industrial and retail real estate markets in the Twin Cities Metropolitan Area. Before joining the commercial real estate industry, Joe was a planner for the following organizations: City of Columbia Heights, Minnesota; Arrowhead Regional Development Commission in Duluth, Minnesota; and, Peoria County, Illinois. As a planner, he contributed to the creation of multiple comprehensive plans, land use studies, zoning ordinances and site assessments.

EDUCATION

Bachelor of Science in Geography
University of Wisconsin at La Crosse

EXPERIENCE

- ◆ *Retail, Office and Industrial Real Estate*
- ◆ *Redevelopment*
- ◆ *Hotel Feasibility*
- ◆ *Market Rate Rental Housing*
- ◆ *Affordable Rental Housing*
- ◆ *Market Potential Analyses*
- ◆ *Comprehensive Housing Needs Analyses*
- ◆ *Amphitheaters*
- ◆ *Senior Housing*
- ◆ *Age-restricted active adult communities*
- ◆ *Detached Single-Family Housing*
- ◆ *Condominiums*



Joe Hollman
Senior Associate

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Maxfield

Research & Consulting

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GENERAL BACKGROUND

Andrew joined Maxfield Research and Consulting in September 2018 as a Research Associate. His professional experience prior to Maxfield includes positions with city and county government in planning and economic development as well as in the private sector providing market research, demographic analysis and site selection.

His skills and knowledge of both the public and private sectors has helped him complete in depth studies for numerous public entities and developers.

Andrew has completed studies in a variety of geographic contexts including urban, suburban, exurban, and rural locations. Specific metropolitan areas he has study experience in include the Twin Cities, Des Moines, Sioux Falls, and Fargo-Moorhead. Overall, Andrew has worked on projects in the following states: Minnesota, Iowa, South Dakota, North Dakota, Wisconsin, and Wyoming.

In addition to his work in communities throughout the US, Andrew also has an interest in development abroad, a result of his education and study abroad experiences in South Africa and Western Europe.

EDUCATION

Bachelor of Arts in Political Science and History
Concentration in Africa and the Americas

St. Olaf College

Master of Urban and Regional Planning ([Capstone Project](#))

Graduate Certificate in African Studies
University of Michigan

Professional Organizations

- *Urban Land Institute (ULI)*
- *Young Professionals of Minneapolis (YPM)*



Andrew McIntyre
Research Associate

EXPERIENCE

- ◆ *Planning and Demographic Analysis*
- ◆ *GIS Mapping*
- ◆ *Market Research and Site Selection*
- ◆ *Community Needs Assessments*
- ◆ *Permanent Supportive Housing Market Assessments*
- ◆ *Housing Market Analysis*
- ◆ *Market Rate Rental Housing*
- ◆ *Tax Credit and Affordable Rental Housing*
- ◆ *Senior Housing and Retirement Communities*
- ◆ *Storage Facilities*
- ◆ *Market Segmentation*

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Maxfield
Research & Consulting

MULTIFAMILY RENTAL
HOUSING SERVICES

Real Estate Research Providing Comprehensive Market Information and Feasibility Studies

**Maxfield Research & Consulting has
been a leader in the multifamily rental
housing industry for over three decades.**

Our experts have conducted analyses nationwide and are trusted advisors for multifamily rental housing developers, operators, investors, agencies, lenders, architects and construction companies. Field research provides the framework to assist clients with real-time analysis that drives strategic planning. Whether you are developing, acquiring, expanding or investing in the multifamily rental housing market, Maxfield Research & Consulting can provide the due diligence and market knowledge to ensure your project's success.

Local • Regional • National

MULTIFAMILY RENTAL HOUSING PRODUCT TYPES

We provide services to the entire spectrum of multifamily rental related products.

Market Rate

Affordable/Tax Credit

Workforce Housing

Student Housing

Single-Family Built-for-Rent
(SFBFR)

Mixed-Use

Short-Term Rentals

Micro-Apartments

Rehab & Repositioning

Special Needs Housing

Naturally Occurring Affordable
Housing (NOAH)

Master Planned Communities

WHAT WE DO

Maxfield provides insight and solutions to key considerations in the multifamily rental market.



Competitive Analysis



Product/Service Optimization



Site Optimization



Business Cycle Assessment



Highest & Best Use



Risk Reduction



Market Saturation



Red Flags

STUDIES

Your key to bringing a successful multifamily rental project to market is accurate information. Our specialized division has developed a successful methodology to accurately measure market demand. We also maintain a proprietary database tracking multifamily rental products and development since the mid-1980s.

Maxfield Research & Consulting offers an extensive array of market studies and consulting assignments.

- Initial Market Assessment
- Full Feasibility Study
- Affordable Tax Credit (LIHTC)
- HUD 221D4
- Hourly Consulting
- Litigation Support

ANALYSIS

Our analysis will enable you to bring a successful, competitive product to the multifamily rental marketplace. In addition to our comprehensive economic, demographic and market reviews, we consider the human factor. Analysis may include an evaluation of:

- Competitive Market Analysis
- Market Positioning/Strategies
- Housing Concept Recommendations
- Critiques of Preconceived Development Concepts
- Competitive “Shops”
- Demographic & Economic Analysis
- Financial Feasibility
- Focus Groups
- Site Selection



Maxfield
Research & Consulting

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EXHIBIT B
FEE SCHEDULE

The work outlined under the Scope of Services for the **Comprehensive Housing Needs Assessment** will be performed for Nineteen Thousand Nine Hundred and Five Dollars (\$19,905.00), including out-of-pocket expenses, postage, travel costs, data purchases, and an electronic PDF version. Work completed on the assignment would be billed to the Client monthly as costs are incurred. Any additional research or meeting time requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal hourly rates for staff time (\$65 to \$160).

The following fee proposal provides a detailed summary of staff hours needed to complete this project. The fee proposal includes a breakdown of costs by project task and Maxfield Research and Consulting, LLC staff assigned to the project.

Project Task	Maxfield Research and Consulting, LLC Staff						Cost by Task Total
	Mary Bujold President	Matt Mullins Vice-President	Joe Holliman Sr. Analyst	Andrew McIntyre Associate	Admin. Assistant Support	Maxfield Research Total	
	President	Vice-President	Sr. Analyst	Associate	Support	Total	
A. Project Kick-off & Windshield Survey	0	4	0	2	0	6	\$810
B. Review of Past Studies	0	0	0	2	0	2	\$170
C. Demographic Analysis	0	2	0	16	0	18	\$1,680
D. Employment Trends	0	2	2	8	0	12	\$1,300
E. Housing Characteristics and Condition	0	2	2	10	0	14	\$1,470
F. For-Sale Housing Market Analysis	0	8	0	10	0	18	\$2,130
G. General Occupancy Rental Analysis	0	4	6	16	0	26	\$2,900
H. Senior Housing Market Analysis	0	2	4	10	0	16	\$1,770
I. Housing Affordability	0	4	0	13	0	17	\$1,745
J. Conclusions and Recommendations	2	12	4	4	0	22	\$3,180
K. Meetings and Report Preparation	0	6	2	4	2	14	\$1,730
L. Mapping & GIS	0	0	0	12	0	12	\$1,020
Total Hours	2	46	20	107	2	177	
(times) Hourly Rate	160	160	150	85	65		
Total Cost for Staff Time	320	7,360	3,000	9,095	130	\$19,905	

**Printing cost billed at our direct cost estimated at \$80 per copy.



EXECUTIVE SUMMARY

Housing and Redevelopment Authority

763-593-8006 / 763-593-8109 (fax)

Golden Valley HRA Meeting

March 15, 2021

Agenda Item

3. D. Approve HRA Resolution No. 22-01 Authorizing the Transfer of Housing and Redevelopment Authority General Fund Balance to the Housing Fund

Prepared By

Sue Virnig, Finance Director

Summary

The transfer of \$25,000 from the Housing and Redevelopment Authority (HRA) General Fund to the Housing Fund will fund the Maxfield Study of the Housing Fund. The study is less but if there were to be additional work the \$25,000 will cover those costs.

Recommended Action

Motion to approve HRA Resolution No. 22-01 Authorizing the Transfer from the HRA General Fund to the Housing Fund.

Supporting Documents

- HRA Resolution No. 22-01 Authorizing the Transfer from HRA General Fund to the Housing Fund

HRA RESOLUTION NO. 22-01

RESOLUTION AUTHORIZING THE TRANSFER OF \$25,000 FROM THE HOUSING AND REDEVELOPMENT GENERAL FUND TO THE HOUSING FUND FOR \$25,000

WHEREAS, the Housing and Redevelopment Authority (HRA) General Fund (9000) will transfer \$25,000 of fund balance to the Housing Fund (9190); and

WHEREAS, with this transfer it will fund a comprehensive housing needs assessment; and

WHEREAS, the Housing and Redevelopment Authority will be able to use the information for future decisions regarding housing.

NOW, THEREFORE, BE IT RESOLVED by the HRA of the City of Golden Valley authorizes the transfer of \$25,000 from the HRA General Fund to Housing Fund.

Adopted by the Housing and Redevelopment Authority of Golden Valley, Minnesota this 15th day of March 2022

Gillian Rosenquist, Chair

ATTEST:

Timothy J. Cruikshank, Executive Director



EXECUTIVE SUMMARY

Housing and Redevelopment Authority

763-593-8006 / 763-593-8109 (fax)

Golden Valley Housing and Redevelopment Authority

March 15, 2022

Agenda Item

3. E. Receive and File Public Land Disposition – 2022 City Property Inventory and Recommendations

Prepared By

Myles Campbell, Planner

Cherie Shoquist-Henderson, Housing and Economic Development Manager

Eric Eckman, Environmental Resources Supervisor

Summary

In 2021, the City adopted its Public Land Disposition Ordinance. The ordinance was intended to help manage those lands for which the City or HRA is custodian, with an emphasis on lands not needed for existing or planned public services or infrastructure. Land identified as unnecessary towards City functions or planned usage would be identified as surplus land. This category of surplus land would be further examined by staff and the HRA for any parcels which may have development potential for affordable housing, or for properties that might be transferred to an adjacent private property owner. In either case, the disposition of this surplus land would have the immediate benefit of reducing City maintenance from Public Works staff, and in the case of developable parcels, also support the City's initiatives around the provision of quality affordable housing.

The Public Land Disposition Ordinance calls for an annual report on the inventory of land held by the City, any changes in its status, and whether the land is suitable for consideration as surplus property. Additionally, on every third year, starting with 2022, City staff will also provide recommendations for certain properties considered surplus and explanation as to why other property is recommended to be retained. In this first year of the ordinance, staff has remained somewhat conservative in what is or is not being designated for re-use, mostly following the guidance provided by the Comprehensive Plan and by a previous review by the Environmental Commission in 2017. Both documents identified a little over a dozen properties that were already targeted for potential redevelopment, and as such staff is recommending that City efforts around surplus land be focused here at first. Other lands currently in use, or guided for open space and infrastructure, have been maintained based on their previous designation.

Inventory Overview

Overall staff identified 103 real properties for which the city is custodian, and 30 turnback parcels either the City or MnDOT. While not directly controlled by the city in this last case, staff still felt them relevant to include here for those properties that had development potential. For more detail on each of these properties the attached master list and map can be referred to.

Overall, for this first iteration of the public land inventory, staff largely followed guidance from both the 2040 Comprehensive Plan in terms of properties' guided land use as well as using the 2017 inventory of remnant parcels compiled by the Environmental Commission as another source for determining applicability for affordable housing. Other than some minor changes, those recommendations have mostly been carried forward, and at the macro level no city parks, facilities, etc., in active uses are being considered for anything other than preservation.

Of more interest in this process are those parcels that are identified as surplus to City needs and services. These are properties without a current or planned use related to public operations, a portion of which could be used for affordable housing development, and those which are not developable and which could be transferred to adjacent properties.

Property to Transfer

In addition to examining which public held lands are suitable for redevelopment, an additional option for surplus land is to transfer it to an adjacent property owner, combining it with their existing property. Staff has identified 14 real properties and 18 remnant turnback parcels that are not necessary for City services, are not guided for preservation as open space, and which do not meet the criteria to be considered developable properties under the public land disposition ordinance.

In discussing these properties with department staff, it was noted that the process of these individual land transfers can be very time consuming. More commonly in the past, the City has initiated these transfers on individual request by existing property owners. The process involves an external title review, a petition from nearby properties, and staff time to prepare transfer documentation.

Because it is impractical to identify these properties and then dispose of them wholesale in a given year, staff is planning to develop a work plan for addressing these properties in chunks on an annual to semi-annual basis, starting first with those properties that have the highest associated maintenance from our Public Works staff.

Surplus Developable Property

In conjunction with previous property reviews conducted by the City, staff has identified 15 properties that meet the standards for development laid out in the ordinance for use as affordable housing. These properties are a mix of real property, unplatting turnback property, and property still held by the Department of Transportation. This mix of ownership has played into how staff has prioritized these sites for disposal, given that some will have a smoother path to completion. A map highlighting just these development potential parcels has been attached with this summary.

Of the 15 properties, seven are real property, four are turnback parcels which would need to go through a zoning and platting process, and four are controlled by MnDOT. Staff has also categorized these properties based on what density or type of housing they could potentially support. A handful of these properties likely have greater potential for multifamily housing if eventually combined with adjacent land, and as such have been given lower priority in disposal.

Address	Acres	Type	2022 Recommendation
Suitable for Single-Family Home			
1605 Douglas Drive N	0.33	City Real Property	Pursue RFP
1435 Douglas Dr N	0.25	City Real Property	Retain
208 Meander Rd	0.31	City Real Property	Pursue RFP
1131 Lilac Dr N	0.26	City Turnback Property	Retain
4707 Circle Down	0.55	City Turnback Property	Pursue RFP
504 Lilac Dr N	0.50	MnDOT Turnback	Coordinate with DOT
Ottawa Ave S (address unassigned)	0.29	MnDOT Turnback	Coordinate with DOT
Suitable for Two-Family Home			
2415 Douglas Dr N	0.52	City Real Property	Pursue RFP
1211 Lilac Dr N	0.52	City Turnback Property	Retain
Greenvie Ln (address unassigned)	0.28	MnDOT Turnback	Coordinate with DOT
Suitable for Rowhomes + Low Multi-family			
300 Turners Crossroad N	2.53	City Turnback Property	Potential RFP
1611 Lilac Dr N	0.68	MnDOT Turnback	Coordinate with DOT
Greater Potential in combination with Private Parcels			
3300 Lilac Dr N	0.75	City Real Property	Retain
1935 Brunswick Ave N	0.66	City Real Property	Retain
7831 Olson Memorial Hwy	0.62	City Real Property	Retain

In order to account for the staff time involved in creating an RFP for each development, managing development partners, additional title review, and other necessary activities associated with disposing and developing these sites, staff has started this year by identifying a handful of the total properties with development potential to actually move forward with an RFP over the summer. This RFP would be timed to not conflict with other request or grant deadlines that many non-profit organizations use to solicit funding, in order to ensure the broadest possible pool of candidates. The majority of these properties staff would like to take forward for RFP are suitable for single-family homes and are considered real property, although one turnback parcel was included. This specific site would require a replatting action in order to be developed. Staff also highlighted 2415 Douglas Drive which is zoned for and sized to support a duplex home.

Staff has also highlighted 300 Turner's Crossroads for consideration, however this site is slightly more complex than those that are limited to single-family construction. The site is by far the largest at 2.53 acres, and as such could be developed in a number of different ways. This was one of the sites explored during the Capacity Grant community engagement process, which would provide excellent feedback to guide decision-making, but the HRA or City Council may elect to hold off on this site until a plan that best utilizes the space is landed on.

For those properties that are not being recommended for action in 2022, staff still recommends retaining these with the goal of affordable housing in mind. This classification may change in the future, based on the outcomes for the first round of RFPs in 2022, but all generally have the characteristics to potentially provide affordable housing. Staff also designated three properties for

perhaps longer retention as they are in areas targeted for more significant multifamily development, or otherwise have potential to be incorporated with surrounding private parcels to achieve additional units or amenities.

Next Steps

Depending on the recommendations coming out of tonight's discussion with the HRA, Physical Development staff will prepare to bring the identified priority sites forward for consideration at City Council. Staff's plan is to create and disperse a request for proposal for those sites involved this year, being careful to avoid overlapping this RFP with similar deadlines from grant and regional organizations. The goal would be to target these sites having any necessary approvals in place, and transferred to the development party in time for the 2023 building season. As mentioned above, certain properties may have more approvals needed than others.

In terms of goals staff has for this annual update moving ahead, the hope is to continue to improve upon this first iteration of the inventory. GIS staff have discussed the possibility of a live online map that could be more user friendly than a map and data table, as it could allow HRA commissioners and members of the public to click through different sites to see details on acreage, presence of utilities, or guided land use to name a few options. In addition to improving the method of tracking the inventory, as mentioned above in regard to transferable parcels, staff would like to establish a plan for handling these surplus properties over time, in a fashion that doesn't overload staff resources.

Financial Or Budget Considerations

No direct financial impact since the goal is not to sell land in this case, however disposing of publicly held lands would result in lower maintenance costs and requirements for the city, and reintroduce these as taxable properties.

Recommended Action

Motion to receive and file the 2022 Public Land Inventory and recommend to the City Council action be taken to explore affordable housing on the following parcels:

- 1605 Douglas Drive N
- 208 Meander Rd
- 4707 Circle Down
- 2415 Douglas Dr N
- 300 Turners Crossroad N

Supporting Documents

- Public Lands Inventory Map (1 pages)
- Data tables for Inventory (2 pages)
- Potential Developable Land Map (1 page)
- 2022 Developable Sites (5 pages)

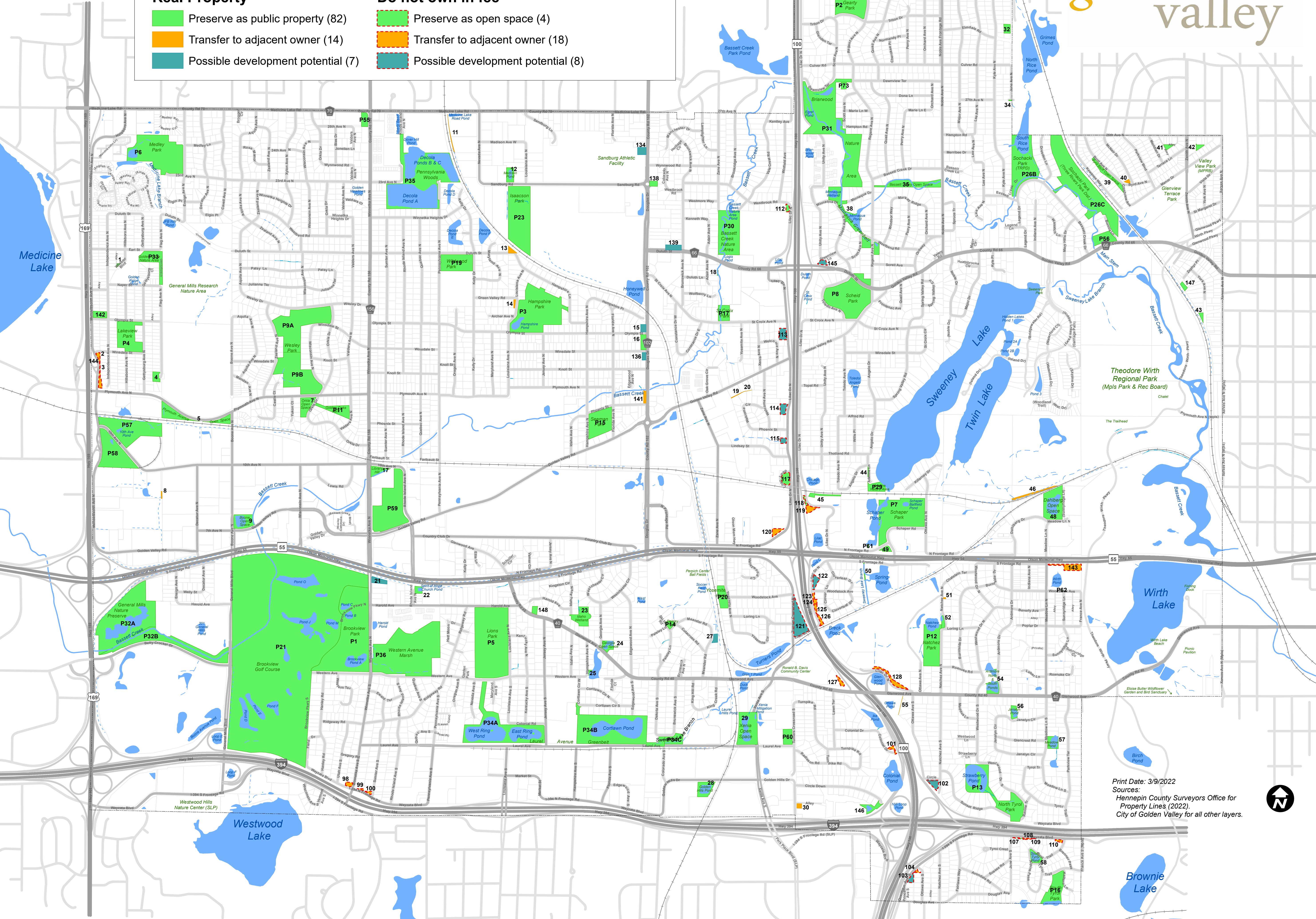
Remnant Parcels & Unimproved ROW

Real Property

- Preserve as public property (82)
- Transfer to adjacent owner (14)
- Possible development potential (7)

Do not own in fee

- Preserve as open space (4)
- Transfer to adjacent owner (18)
- Possible development potential (8)



ID	Type	Description	Maintained	Primary Land Cover	Comments	Tax Forfeit	Tax Forfeit Use/Purpose	Sq. Ft.	Acres	2022 Update	Staff & EC Recommendation
1	Open Space		Yes	Road		No		2,283	0.05		Keep as Open Space (ROW)
2	Open Space		Yes	Turf	Adjacent Owner maintain. Sliver of land.	Yes	Street and Utility R/W	65	0		Transfer
3	Open Space		No	Trees	Sliver of land. Transfer only if this additional r.o.w. is not needed.	Yes	Street and Utility R/W	397	0.01		Transfer
4	Open Space	Flag Ave N	No	Trees	3 parcels, steep slope present	Yes	Street Utilities, Park, Public Access, and Open Space	23,381	0.54		Keep as Open Space
5	Open Space	Plymouth Avenue Open Space	No	Trees		No		118,494	2.72		Keep as Open Space
7	Open Space	Orkla Open Space	Yes	Turf	Turf maintained by city weekly.	No		68,287	1.57		Keep as Open Space
8	Open Space		No	Vegetation	Transfer and retain esmt or continue to hold tax forfeit property. Has wetland and storm pipe present.	Yes	Utility	2,709	0.06		Transfer
9	Open Space	Boone Open Space	Yes	Vegetative Buffer	Underground Utilities	No		92,159	2.12		Keep as Open Space
11	Open Space		Yes	Turf	Adjacent Owner maintain. Sliver of land.	Yes	Utility R/W	4,825	0.11		Transfer
12	Open Space	Madison Pond	Yes	Vegetative Buffer		No		37,925	0.87		Keep as Open Space
13	Open Space		No	Trees	Underground Utilities present. Need to retain esmts if transfer.	Yes	Street and Sewer Purposes	11,280	0.26		Transfer
14	Open Space		Yes	Turf	Adjacent Owner maintain.	No		4,815	0.11		Transfer
15	Open Space		Yes	Turf	Property for Douglas Dr Project	No		14,262	0.33	Develop	Keep as Open Space
16	Open Space		Yes	Turf	Property for Douglas Dr Project	No		14,261	0.33	Keep as Open Space	Keep as Open Space
17	Open Space	Library Hill	Yes	Turf	Turf maintained by city about ever other week, streetscape, underground utilities	No		37,823	0.87		Keep as Open Space
18	Open Space		No	Water Feature	Bassett Creek channel	Yes	Drainage	1,939	0.04		Keep as Open Space
19	Open Space		No	Trees	Underground Utilities and easements present	Yes		2,223	0.05		Transfer
20	Open Space		No	Trees	Sliver of land. Easements present.	Yes	Ponding	284	0.01		Transfer
21	Open Space		No	Trees		No		26,813	0.62		Develop
22	Open Space		Yes	Water Feature	Turf near road maintained by city 2-3 times a year, remainder is road and pond, Underground Utilities	No		17,852	0.41		Keep as Open Space
23	Open Space	Idaho Wetland	No	Water Feature		Yes	Drainage	88,165	2.02		Keep as Open Space
24	Open Space	Georgia Open Space	Yes	Water Feature	Turf portion mowed about every other week. The rest is a wetland with cattails.	No		36,480	0.84		Keep as Open Space
25	Open Space		No	Water Feature		No		15,842	0.36		Keep as Open Space
27	Open Space		No	Trees		Yes	Drainage	13,443	0.31		Develop
28	Open Space	Golden Hills Pond	Yes	Vegetative Buffer		No		73,274	1.68		Keep as Open Space
29	Open Space	Xenia Open Space	Yes	Vegetative Buffer		No		216,569	4.97		Keep as Open Space
30	Open Space		Yes	Turf	Adjacent Owner maintains. Transfer should only occur as part of development.	No		8,180	0.19		Transfer
31	Open Space		Yes	Trees	Wooded, low, turf by road maintained by city 2-3 times a year, underground utilities present. Could be developed with adjacent underutilized parcels.	No		32,852	0.75		Develop
32	Open Space		No	Trees	No utilities present, steep slope, adjacent to Sochacki, add to park area	No		20,546	0.47		Keep as Open Space
34	Open Space		Yes	Road		No		900	0.02		Keep as Open Space (ROW)
35	Open Space	Bassett Valley Open Space	No	Water Feature	Small portions are mowed, Underground Utilities	Yes	Park and Ponding Area	124,757	2.86		Keep as Open Space
38	Open Space	Minnaqua Greenbelt	Yes	Vegetative Buffer	Multiple parcels, some tax forfeit, floodplain area.	Yes	Recreation and Ponding Area	216,676	4.97		Keep as Open Space
39	Open Space	Byrd Bluff Open Space	Yes	Trees	Steep slope, turf by road maintained by city about ever other week.	No		50,708	1.16		Keep as Open Space
40	Open Space		Yes	Turf	Should be sold to neighboring property.	No		5,003	0.11		Transfer
41	Open Space		Yes	Turf	Platted as park. Nearby owners maintain. Bordered by r.o.w., accessible. Pocket park potential.	No		10,588	0.24		Keep as Open Space
42	Open Space		Yes	Turf	Platted as park. Turf maintained by city weekly - need to check this. Not very accessible. Possible potential for pocket park if retained.	No		9,917	0.23		Keep as Open Space
43	Open Space		No	Trees	Underground Utilities	Yes	Ponding Area	8,295	0.19		Keep as Open Space
44	Open Space		Yes	Road	Adjacent Owner maintain, Underground Utilities	No		2,750	0.06		Keep as Open Space (ROW)
45	Open Space		Yes	Trail	Regional trail. Turf maintained by Three Rivers Park District as per a Maintenance Agreement	No		20,720	0.48		Keep as Open Space
46	Open Space		No	Trees	Property adjacent to Wirth and railroad.	No		23,036	0.53		Transfer
48	Open Space	Dahlberg Open Space	Yes	Turf	Regional pond. Adjacent Owner maintain turf (Animal Humane Society?), Underground Utilities	No		196,578	4.51		Keep as Open Space
49	Open Space		Yes	Turf	Turf maintained by city 2-3 times a year.	No		14,841	0.34		Keep as Open Space

ID	Type	Description	Maintained	Primary Land Cover	Comments	Tax Forfeit	Tax Forfeit Use/Purpose	Sq. Ft.	Acres	2022 Update	Staff & EC Recommendation
50	Open Space		No	Water Feature	Sweeney Branch of Bassett Creek	Yes	Nothing	8,198	0.19		Keep as Open Space
51	Open Space		Yes	Turf	Adjacent Owner maintain. No City utilities present.	No		1,207	0.03		Transfer
52	Open Space		No	Trees		No		12,409	0.28		Keep as Open Space
54	Open Space	Ardmore North and South Ponds	No	Water Feature		Yes	Conveyed	58,212	1.34		Keep as Open Space
55	Open Space		No	Trees	Sliver of land.	Yes	Street and Utility R/W	367	0.01		Transfer
56	Open Space	Janalyn Pond	No	Water Feature		No		27,359	0.63		Keep as Open Space
57	Open Space	Meadow Pond	No	Water Feature		No		46,250	1.06		Keep as Open Space
58	Open Space	South Tyrol Pond	Yes	Vegetative Buffer		No		36,984	0.85		Keep as Open Space
134	Open Space		Yes	Turf	Property for Douglas Dr Project	No		22,680	0.52	Develop	Keep as Open Space
136	Open Space		Yes	Turf	Property for Douglas Dr Project	No		10,694	0.25	Develop	Keep as Open Space
138	Open Space		Yes	Turf	Property for Douglas Dr Project	No		14,854	0.34		Keep as Open Space
139	Open Space		Yes	Turf	Property for Douglas Dr Project. Combine with adjacent underutilized parcels for development.	No		28,773	0.66	Develop	Develop
141	Open Space		Yes	Turf	Property for Douglas Dr Project	No		12,073	0.28	Transfer	Keep as Open Space
142	Open Space		Yes	Turf	Property for flood mitigation project	No		7,319	0.17		Keep as Open Space
146	Open Space	Spring Green South Open Space	Yes	Turf	Property for ponding and a trail	No		24,199	0.56		Keep as Open Space
147	Open Space	1800 Zephyr Pl	No	Trees	Slopped property with utilities, super difficult to build on	No		10,655	0.24		Keep as Open Space
148	Open Space	6920 Glenwood Ave	Yes	Water Feature	Property for ponding and a trail	No		13,955	0.32		Keep as Open Space
98	Turnback	I-394	Yes	Turf	Adjacent Owner maintain turf.			9,491	0.22		Transfer
99	Turnback	I-394	Yes	Turf	Turf by trail maintained by city about every other week.			2,400	0.06		Transfer
100	Turnback	I-394	Yes	Turf	Adjacent Owner maintain turf.			4,487	0.1		Transfer
101	Turnback	I-394	Yes	Turf	(note - need to remap this) Adjacent Owner maintain turf, Underground Utilities present, transfer only if adjacent property is developed			8,213	0.19		Transfer
102	Turnback	I-394	No	Vegetation	Underground Utilities present.			23,853	0.55		Develop
103	Turnback	I-394	Yes	Turf	Adjacent Owner maintain turf. May make more sense to transfer parcels to adj owners. Variance to develop?			12,691	0.29		Develop MnDOT
104	Turnback	I-394	Yes	Turf	Adjacent Owner maintain turf.			3,626	0.08		Transfer
107	Turnback	I-394	No	Vegetation	Underground Utilities			3,036	0.07		Keep as Open Space
108	Turnback	I-394	Yes	Turf	Adjacent Owner maintain turf.			2,275	0.05		Transfer
109	Turnback	I-394	Yes	Turf	Adjacent Owner maintain turf.			367	0.01		Transfer
110	Turnback	I-394	No	Trees				5,632	0.13		Transfer
112	Turnback	Hwy 100	Yes	Turf	Honeywell soil and groundwater wells, treatment system present			8,221	0.19		Keep as Open Space
113	Turnback	Hwy 100	Yes	Turf	Adjacent Owner maintain turf, Underground Utilities			29,489	0.68		Develop MnDOT
114	Turnback	Hwy 100	No	Trees				22,628	0.52		Develop
115	Turnback	Hwy 100	No	Vegetation				11,216	0.26		Develop
117	Turnback	Hwy 100	Yes	Vegetation	City mows 2-3 times a year.			30,294	0.7		Keep as Open Space
118	Turnback	Hwy 100	Yes	Turf	City mows 2-3 times a year.			6,190	0.14		Keep as Open Space
119	Turnback	Hwy 100	Yes	Turf	Adjacent Owner maintain turf.			18,886	0.43		Transfer
120	Turnback	Hwy 100	Yes	Turf	Adjacent Owner maintain turf.			17,064	0.39		Transfer
121	Turnback	Hwy 100	No	Trees	Part of the property is mowed 2-3 times a year. MnDOT only had highway esmt here.			110,247	2.53		Develop
122	Turnback	Hwy 100	No	Vegetation				21,612	0.5		Transfer
123	Turnback	Hwy 100	Yes	Turf	Adjacent Owner maintain turf.			4,161	0.1		Transfer
124	Turnback	Hwy 100	No	Vegetation				5,797	0.13		Transfer
125	Turnback	Hwy 100	Yes	Turf	Adjacent Owner maintain turf.			7,058	0.16		Transfer
126	Turnback	Hwy 100	Yes	Turf	Adjacent Owner maintain turf.			10,324	0.24		Transfer
127	Turnback	Hwy 100	Yes	Road	Adjacent Owner maintain turf.			10,882	0.25		Transfer
128	Turnback	Hwy 100	No	Trees	Transfer only if redevelopment or Lilac Dr removed.			35,908	0.82		Transfer
143	Turnback	Hwy 55	No	Trees	MnDOT or Southwirth Apts maintains Turf alongside Hwy 55			45,291	1.04		Transfer
144	Turnback	Hwy 169	No	Vegetation	Portions may be transferred, depends on r.o.w. avail			22,460	0.52		Keep as Open Space
145	Turnback	Hwy 100	Yes	Turf				12,320	0.28		Develop MnDOT

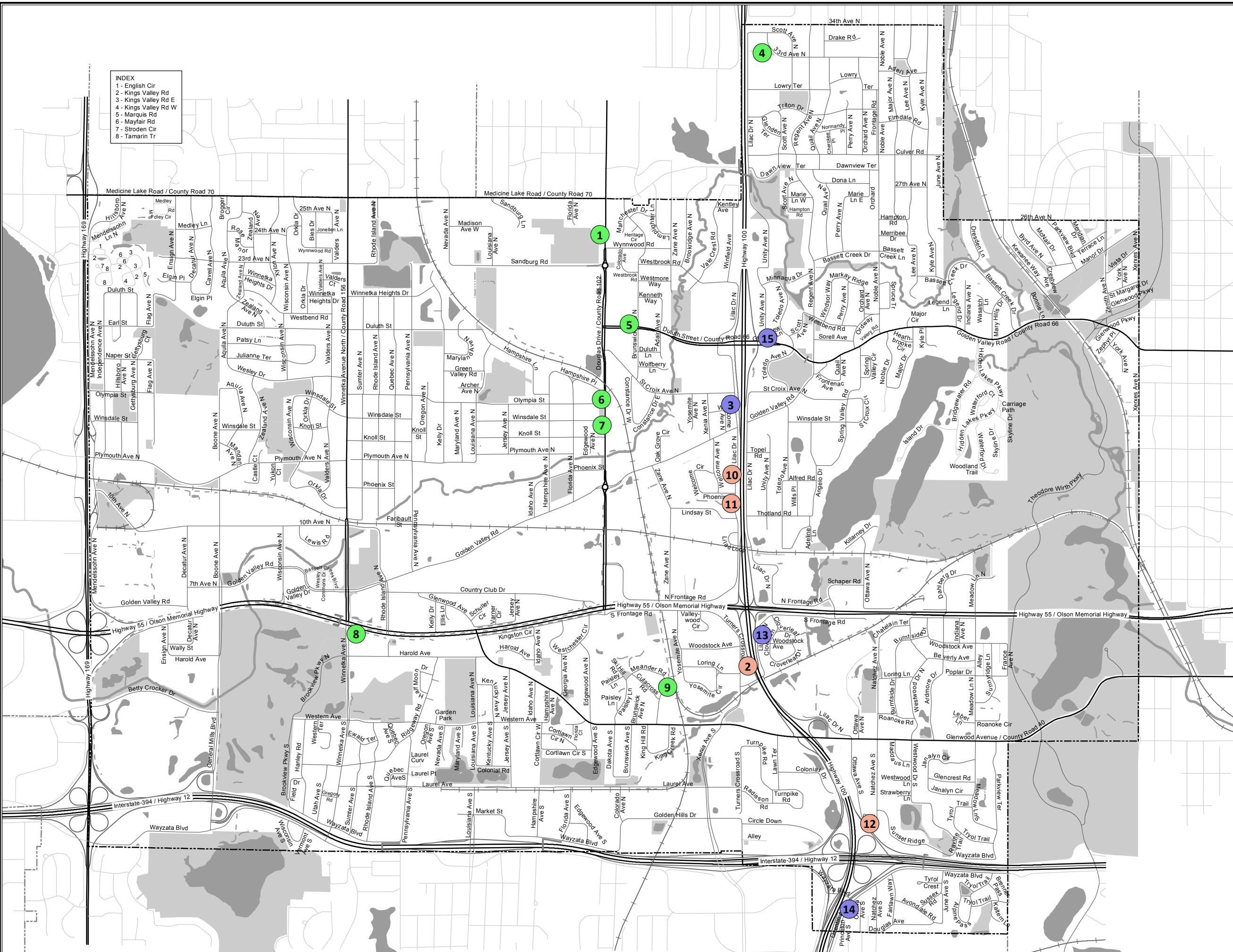


Properties with Development Potential

Property

- City Owned Real Property
- City Turnback Property
- MnDOT Conveyance Property

- 1) 2415 Douglas Dr N
- 2) 300 Turners Crossroad N
- 3) 1611 Lilac Dr N
- 4) 3300 Lilac Dr N
- 5) 1935 Burnswick Ave N
- 6) 1605 Douglas Dr N
- 7) 1435 Douglas Dr N
- 8) 7831 Olson Memorial Hwy
- 9) 208 Meander Rd
- 12) 4707 Circle Down
- 10) 1211 Lilac Dr N
- 11) 1131 Lilac Dr N
- 13) 504 Lilac Dr N
- 14) Ottawa Ave S
- 15) Greenview Ln

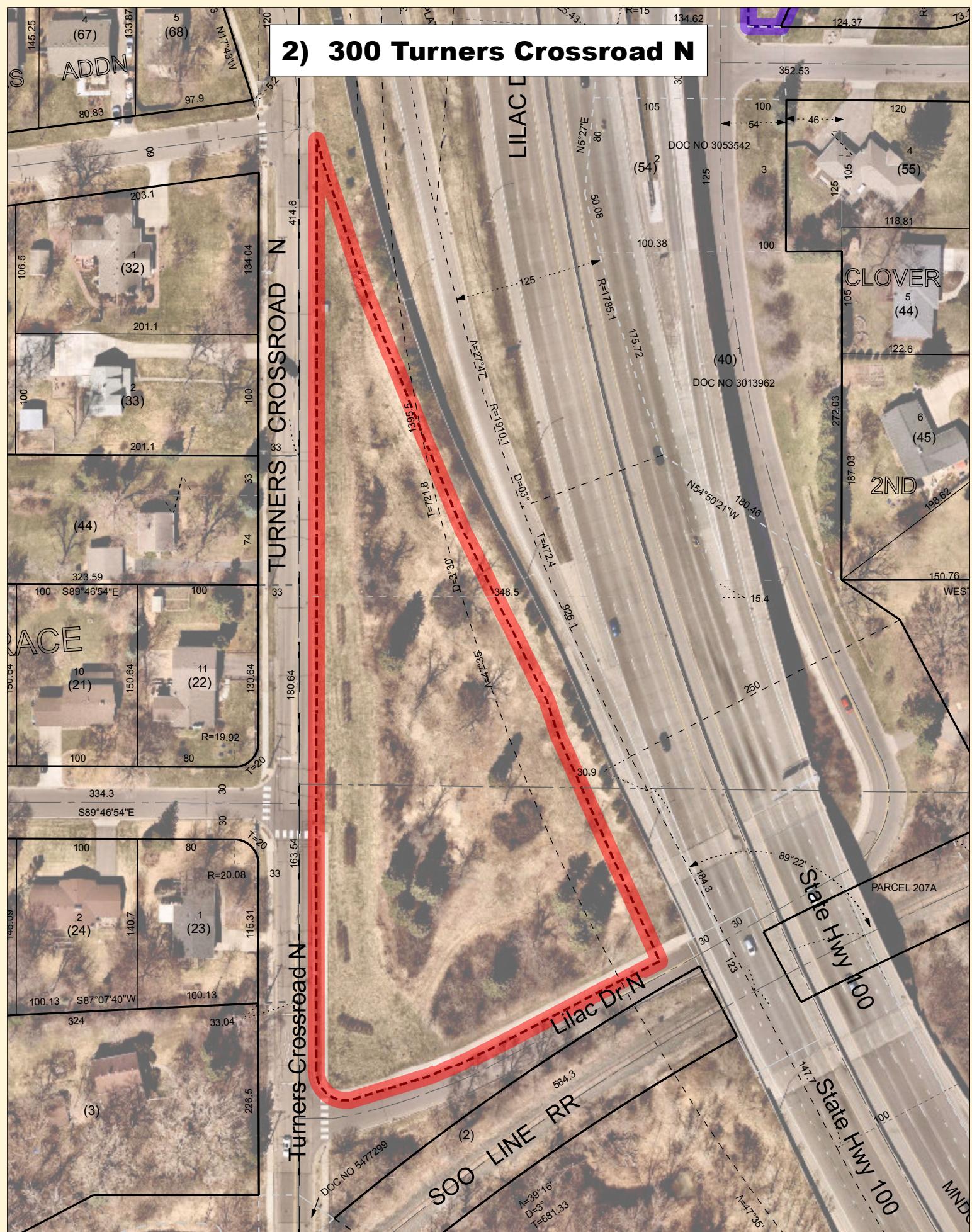


Print Date: 2/25/2022
 Sources:
 -Hennepin County Surveyors Office for Property Lines (2022).
 -City of Golden Valley for all other layers.





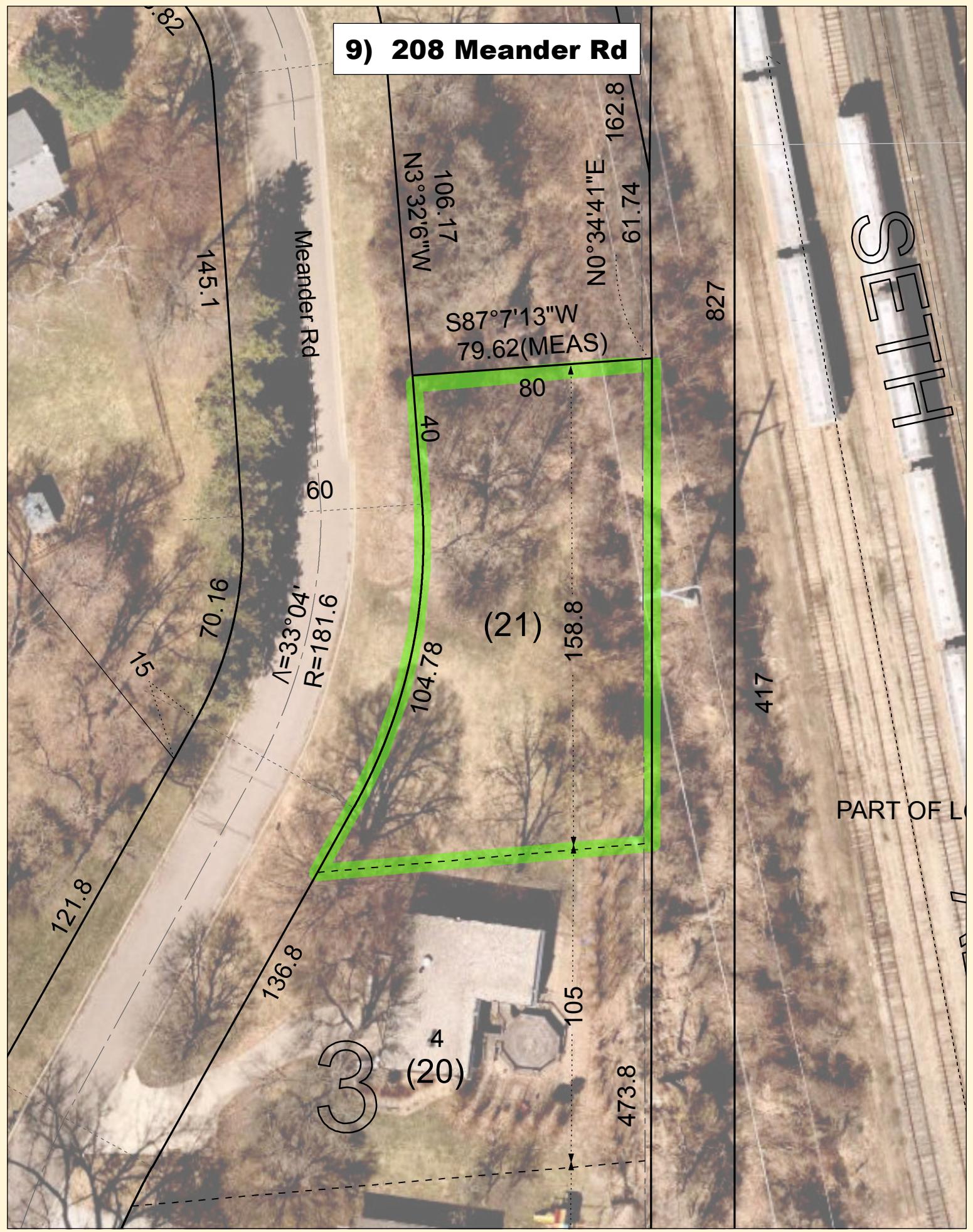
2) 300 Turners Crossroad N



6) 1605 Douglas Dr N



9) 208 Meander Rd



12) 4707 Circle Down

