City of North St. Paul
Economic Development Authority
Regular Meeting Minutes

December 14, 2021

3:00 PM

The Economic Development Authority meeting was conducted at 3:00 p.m. The meeting location is the Sandberg Room at City Hall, located at 2400 Margaret St., North St. Paul.

I. Call to Order

II. Roll Call

Robert Dew, Chair - Here
Kevin Fuller, Vice Chair - Absent
Don Jensen, Treasurer - Here
Tom Schifsky - Here
Archie Vickerman - Here
Terry Furlong, Mayor/Council Representative - Here
Tim Cole, Council Representative - Here
Brian Frandle, Executive Director - Here
Brett Garry, Business Association Representative – Absent

<u>STAFF</u>
Lisa Ritchie, EDA Admin. Assistant

III. Adopt Agenda

Archie Vickerman made a motion to adopt the agenda and it was seconded by Don Jensen. Motion carried to adopt the agenda with all present voting AYE. Motion carried.

IV. Meeting Minutes

Archie Vickerman made a motion to approve the November 9th meeting minutes which was seconded by Tom Schifsky the with all present voting aye more soon. To prove the meeting minutes.

V. Meeting Open to the Public

There was no one from the public in attendance.

VI. Public Hearings

None

VII. Authority Business & Action Items

A. Update on SPPA activities

SPPA has been contracted with the EDA to represent the EDA to find the best course of action in regards to the Lilly Property. The agreement was executed and the work is well underway. SPPA did meet with the seller's representative. They have been on site and have met with potential developers. SPPA has made a recommendation to the EDA but is confidential at this point as it has terms and details that the prospect does not wish to disclose to the public at this point. Robert made a request to schedule a closed session meeting in December 20th at 3:15 to discuss. He stated there is a lot of interest in the Lilly property. Terry Furlong indicated he would need to attend via ZOOM as he will be in Texas.

B. **Development interest on city owned parcel at 2395 Margaret**

Per Robert Dew, there has been some interest expressed in the above listed property. A multi-use developer presented a package to us. They also met with another (smaller) developer interested in a beverage type operation. At this point, there really isn't anything to discuss but Robert thinks this is a potential opportunity to engage with the SPPA to do similar work on these parcels, particularly because there are multiple interested parties and a lack of full-time staff to support the EDA. Robert did forward some basic information to the SPPA for review. He is proposing the SPPA does some marketing on this as well. Robert added the EDA is not engaging with them at this point but would like to get some proposals. Terry Furlong stated the new city manager has a background in EDA and that is his strength so that may be (potentially) him hearing this but he thinks reaching out to the SPPA will this off his plate right away. Robert stated that we wouldn't act on anything with the SPPA until at least the January meeting.

C. **Update on Redevelopment Master Plan review committee**

In Robert's perspective, the main goal – There is a strong emphasis of alignment of what the vision for the city. It's important to have all commissions involved and understand that vision. Every commission will know and understand the priorities such as parking, green space and places to eat. Another key element is to take into consideration what the residents want. The Redevelopment Master Plan (RMP) Review committee discussed who the audience is and how do they get there, creating a vision and taking a path to get there. One of the key documents that previously was thought of as city ordinance, but apparently is only recommendations is The Downtown Design Manual. It is a guide but not set in stone. It was previously managed by a Design Review committee but that was disbanded and the responsibilities of this disbanded committee have been passed off to the Planning Commission. The Planning Commission is looking into utilizing that document as a jumping off point to get vision alignment on what the downtown district will look like. Another thing brought up during the RMP meeting was to get public comment at the end. Robert stated we need to move that up and get public comment earlier.
These are Robert's take away' s from the RMP. Don Jensen stated that previously there wasn't a lot of activity but now there is. Therefore, these documents are important and continuity both with the principals involved (all commissions, EDA and Council) and the constituents. The other thing is now that there is activity, what do we want the downtown to look like. Archie asked what was the original intent of the Downtown Design Manual? Was it intended to be an official document to set standards. It was Robert's understanding that it was. Previously, if you had a project, it had to go thru the DHRC and that was the document that the project was measured against. It was a guide book for the DHRC but was never formally adopted. Robert thinks we should have this documented adopted as these things are not covered in the Comp Plan nor Zoning Code.
Terry stated these standards need to be set now as some downtown establishments want outdoor seating. They should get something that is aesthetically pleasing and decent quality. Robert stated that if we get things right, it will give potential developers the information they will need to decide quickly if they want to proceed

with development in North Saint Paul. Archie agreed and added, “If we have a plan, it makes the process easier. Robert concluded with indicating the next RMP meeting is scheduled for December and the long-term schedule is to wrap it up by June/July.

VIII. Executive director report

A. The new city manager is scheduled to start on January 3rd.
B. WSB has scheduled a meeting to look at the Parking Lot behind FKA: K&J. It will include new lighting and electric charging stations.
C. 2022 EDA budget approved for 8% increase to $200,907

IX. Treasurer's report

Nothing really changed. The SPPA agreement is the only funds withdrawn from the EDA account.

X. Chair report

The issue of city owned parcels and how they are or are not being maintained. Robert thinks the comments were specific to the gravel pile and private parcels such as the FKA: Ground Round, the city should set the standard. He thinks they (Public Works?) should do a survey of the city owned parcels and make a punch list. They should be either mowable or parkable. It should be put on the docket for spring.

Tom Schifsky stated the FKA: Ground Round has been an issue for several years. Robert stated that makes an impact on the city’s potential economic development activities and how people view our city. The Council should push code enforcement to have it cleaned up.

Archie Vickerman inquired about Target access? Brian stated that per WSB (Morgan) there is concern with it being so close to the intersection. An update from WSB is needed. Robert would like this issue pushed a little. Don’s inquired about who would pay for this? He added this would help with the backup at 11th. Robert stated everything in this area should be addressed and cleaned up. Don added with the new residential units that went in, he has to believe there will be some development activity on those parcels.

Robert inquired about the EDA gain control of the FKA: Ground Round. Don stated the value will go up. Robert stated that it is within the SPPA’s scope. He made a motion: to take steps to engage the SPPA to attempt to get a purchase price on the Valvoline Building and the FKA: Ground Round. Potentially, if it fits within the dollar figure, basic ideas of what we can do with it as a city. The engagement would be up to $2500 at an hourly rate and if further work is required, it would be brought back to the EDA for discussion. Archie seconded the motion. All in favor voting AYE. Motion carried (4-0).

XI. Mayor report

Tomorrow night there is a ZOOM meeting for city managers and mayors for NSP, Oakdale, Maplewood, Mahtomedi (major stakeholders) and MN DOT to review the HWY 36/HWY 120 project. Funding will be coming from a National fund. Robert stated we need to advocate for ourselves to have good access to North Saint Paul.

Terry added the Food Shelf and the Toy Shelf need new locations. There was talk of these businesses going into the Community Center but as of now, we are in negotiations with the Volleyball group and we don’t know what will become of that yet so there a lot of unknowns. Gene Berwald’s building may be a potential for the Food Shelf.

Terry would like to hold a meeting in January or February with the council, city attorney, engineer and with the chairs of all of the commissions. To introduce the new city manager and have the attorney talk about roles and answer questions.

Robert Dew inquired about the status of the lease for the Volleyball organization. He stated he doesn’t need the details but indicated he thinks it could be put to better use and get more money than what we currently are getting. He mentioned the possible sale of the building but Terry indicated the Council has made the decision that they will keep the building and not sell it. Robert asked for information about the community center to be shared at the RMP meeting.

XII. Reports from EDA members
None

XIII. Staff report
None

XIV. Adjournment
Meeting adjourned at 4:22 PM