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

June 14, 2022
3:00 PM

I. Call to Order

Robert Dew called the meeting to order at 3:00 PM

II. Pledge of Allegiance

III. Roll Call

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

STAFF
Lisa Ritchie, EDA Admin. Assistant
John Stark, Executive Director
Brian Frandle – Interim City Manager

IV. Adopt Agenda

Terry made a motion to adopt the agenda and Archie seconded the motion. All in favor voting aye. Motion carried.

V. Approval of Meeting Minutes from April 12th and May 10th

Robert made a motion to move the April 12th meeting minutes that was moved by Archie and seconded by Tom. Robert made a motion to approve the May 10th minutes that was also moved by Archie and seconded by Kevin.

VI. Meeting Open to the Public

Note: This is a courtesy extended to persons wishing to address the committee who are not on the agenda. A completed public comment form should be presented to the Arts and Culture Commission Committee Secretary prior to the meeting; presentationswill be limited to 3 minutes. This session will be limited to 15 minutes.

There was no one from the public in attendance

VII. Commission Business, Action Items & Recommendations

A. Presented by Brandy Howe – WSB

Brandy gave a high-level overview of the Redevelopment Master Plan Review Draft.
She noted a commissioner of the planning commission had a concern of the word "density" being used. Brandy explained the plan is geared towards developers so it stands as is.
Elain Barton had a concern with the bike paths and bike racks.
Robert inquired about the timeline. Going to council on July 19th.
He hopes the plan will be used by all commissions.
EDA should have final vote prior to going to Council.
All EDA members are asked to review before next months meeting for final approval.
This is a visioning document to show developers where opportunities may be.
***Note schedule for the RMP Presentation:
6/14 – Business Association & EDA
6/21 – City Council
6/27 – Task Force
7/07 – Planning Commission
7/12 - EDA
7/19 – City Council – Final Review
Any EDA members who are able to attend the public hearing are encouraged to do so. Don and Robert should attend.

B. Follow up on Joint EDA/Planning Commission Meeting

The meeting was an update of what both commissions have been working on. The Joint EDA/Planning Commission meeting was held on May 10, 2022 in the Council Chambers of City Hall. Present from the EDA were Don Jensen, Terry Furlong and Tim Cole. Present from the Planning commission were Elaine Barton, Patrick Blees, Rick Gelbmann, John Monge, Andrew Wise, Cameron Muhic & Lisa Wong who participated via Zoom. There was not anyone from the public participating.
City Planner Brandy Howe presented an overview of the Sign Ordinance including language additions and deletions, maintenance, advertisements, enforcement, and variances.
Chair Barton continued with the presentation.
Mayor Furlong questioned if there was a time constraint on non-permanent signs.
Chair Barton stated signs are monitored by maintenance rather than time. Mayor Furlong inquired about billboard signs. Chair Barton explained the state has regulations on billboard signs. City Manager John Stark stated he and Howe would look into sign variances. Howe
also stated the sign ordinance will be given to City Council for review on June 2, 2022 and then schedule a public hearing.
Ms. Howe and Planning Secretary Lisa Ritchie discussed the work plan for 2022 and beyond. Ms. Ritchie provided information on the outdoor patio furnishings for downtown, cleaning up the CIP to comply with all state statutes, off street parking requirements, amount of short-term parking requirements, and the wayfinding plan.
City Attorney Mattick cautioned us about the need for contiguous outdoor seating.
Ms. Ritchie noted the Downtown Design Guidelines have been briefly discussed but

not funding. She also noted the City would want to talk about funding sources and how to implement them.
Mr. Stark provided a brief update on the FKA: Lilly Building. As of March 8, 2022, two development teams made bids. Both bids will turn the building into housing units. Parking would include podium parking in the back and also a parking unit underground. This building would contain 1,200 feet of commercial space which could be used for small businesses to provide live/work units. On April 6, 2022, the EDA approved a memorandum of understanding and North St. Paul will look into financial assistance. The next step is meeting with leaders to discuss land use issues, planning, and zoning concerns, and financial concerns. Mr. Stark added by the end of 2022, there will be a development agreement and construction will begin next spring. Chair Barton inquired about the workability of the live/work units and if it is possible to have small businesses without the apartment unit connected. Stark stated the 1,200 feet of commercial space has not yet been decided or occupied.
The status of 2579 7th Street was presented by EDA member Don Jensen presented this item. It is currently used as parking. He is looking to develop the space into a 14-stall functional parking lot with added greenspace. Mr. Jensen noted the cost is around $75,000. Mayor Furlong mentioned he may be able to offset some of the costs. Chair Barton questioned if this property would become permanent. Mr. Jensen added this could be a long-term use of space. Commissioner Muchic suggested the use of a service organization to help off-set the cost of the clean-up. Mr. Jensen stated there is more work to be done before it comes in front of City Council.

C. 2579 7th Ave quotes from WSB

Lisa noted the revised quote came in a bit higher than the original quote. The difference was adding Sod instead of the previously quoted seed and irrigation. Another change was to have Public Works do the pavement removal and earthwork resulting in a $28,000 savings. The revised quote also reflected the city to purchase the top soil, irrigation, tables and benches. If the city were to make those purchases, multiple quotes would need to be obtained. Robert inquired about challenges of having PW doing this. Per John Stark, Public works could do this but it would be during their down time. Tom – noted the city can go in to do this but this could disturb the ground water. If the city does this, Shifsky's would not be able to warranty the work. Along with this, where would this be dumped? The basement is still there. It is unknown if the basement is already breaking up or not. Per Tom, the fill is "recycle" which could hold a lot. Robert would like to get contractors quotes, Robert noted the building was pushed into the whole and used as fill. Terry questioned whether or not we want to spend a lot of money on this as it is a temporary use of space. John – Inquired about doing a lease with Sidewinders for them to put in a patio. Archie commented that he has an opinion that Sidewinders would most likely not be interested. Robert stated he would like to get some understanding on what is there. Robert noted we want to be sure we don't call the location a "Park", a better term is "Open Urban Space". It should be noted in the Redevelopment Master Plan that this is temporary.
Robert stated a better path would be the EDA do some borings so we can know what is there. We should get the borings done this year and contractors estimates in 2023. Going to CIP in 2023. Kevin stated it may be beneficial to get the existing fill out of the location making it ready for a building. John sent an email to Jim LaValle to inquire on who did their borings sub surface work. Not only for temporary – go to the appropriate depth if we were doing to build. Building

was centered and went to edges of sidewalks.

VIII. Old Business

A. Housing Study – First week of July. Brian will handle

B. River of God Church – Terry was going to find out if there is a board. Nothing has been determined yet. City Manager and Mayor

Use RMP as a tool for talking points.

Terry spoke to Gene Berwald and was told the church may be able to relocate above the food shelf. Gene is willing to work with the church.

Per page 37 – Transition zone is where the current location is. The question needs to be asked – Who is the decision maker?

This will be tabled until the RMP has been published.

C. Property across from City Hall – 2395 Margaret

JB Vang previously gave a proposal. John has been in communication with LS Black and also has North Bay. Not sure if North Bay is still interested. JB Vang is eager to move forward.

Robert – ask staff to get in touch with LS Black for something preliminary for a July meeting.

EDA & Planning Commissions Chair and Co-Chairs to meet for a presentation.

Schedule for July. Additional meeting. Right after EDA meeting. (Planning/EDA and Council)

D. Engagement Letters for Legal Services related to Tax Increment Financing and Bonding – John had brought this up. He now thinks it can wait for a new city manager.

Campbell does not specialize in this. Taft Law – Mary Ipple does work with TIF & the developer agreement

John previously recommended to get quotes from Taft and one other firm such as Kennedy & Graven, but now recommends just using Taft for the Lilly Property. Robert indicated that we want to keep this ball moving.

IX. Executive Director Report

John spoke with Port Consulting. They were involved with the EDA. Port Consulting is not available to but can use Baker Tilly (Mikayla Hewitt). Project Management – help to be a bridge and EDA and developer. Mikayla is very knowledgeable on TIF - Existing contract allows for billing hourly.

Robert – Port Consulting's in depth understanding of grants etc. was very attractive but that is a separate issue from the Lilly Building.

The EDA has a memorandum of understanding. The Developers contract will happen by the end of the year. The EDA should make a recommendation.

Robert stated there are some expenses that we hope to recapture; ½ of Port Authority costs and ongoing cost of TIF

Interfund loan set up by Dan so the EDA can get the financing as needed.

Transfer of knowledge, we need to hang on to what we have started. At the next meeting, Mikayla should attend. John spoke of the Community Development Director position that was planned to be filled. Terry – recommendation per Craig Waldon suggested let the new City Manager choose what position will be filled. John is optimistic the Lilly building will get done. He speaks highly of LaValle.

Terry – Craig Waldron is coming on board to help out. Reassured Robert that Craig will be able to help out.

Robert inquired about an intern who could do grant searching etc. He stated from a council standpoint, it would be important to put this in the CIP.

X. Treasurer Report

Not present

XI. Chair Report

Robert stated he got an update from LaValle and wanted to ensure his team is comfortable Intent is for the Lillie Building project to go all the way down to the corner which includes the Coffee Loft. Robert asked if anyone knows the status of the parking lot update. Per Brian, they are looking to get the south side of the lot done. The Electric Charging stations locations will be put in next year. Robert inquired about bike racks – Terry that public works should have those.

XII. Mayor Report

Terry – Mac's soft opening July 5th & 6thRecommendation for attendance – City Department heads, Deputy Clerk, Kari, EDA & Planning as well as select residents who participated with the history search. Mac's will staff 45 Employees – 5 to 8 will be full-time. Terry got a call from the broker of the Lillie building, Tony Schwarts who inquired about the possibility of also acquiring the post office but this is not a city owned property. Terry thanked John for his contributions.

XIII. EDA Members Report

Tim Cole noted Knick Knack shop is up for sale and asked if there still an interest from the EDA? Robert stated, We are interested but not at the price they are asking. Council member Cole brought up the responsibility of the Community Center. Robert stated we previously spoke on this and we need to look into what the EDA can and cannot do. Robert stated it is better served by the EDA as this location is right for redevelopment. They can make better decisions that are for the best use of this building. Given the timeline, there are things that can be done per Tim Cole. Robert stated there could be significant efforts towards the better use of the building. Kevin inquired about the Medical Building for his company. Robert stated the EDA would encourage it. Tom Schifsky – went to the car show. He is impressed with the new sidewalks. It needed it badly and he was impressed. Terry stated now we need to get the street scape completed.

XIV. Staff Report

None

XV. Adjournment

Archie made a motion to adjourn the meeting. Tom seconded it.

Meeting adjourned at: 4:32