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

August 9, 2022
3:00 PM

I. Call to Order
Chair Dew called the meeting to order at 3:00 PM

II. Pledge of Allegiance

III. Roll Call
Robert Dew, Chair
Kevin Fuller, Vice Chair ABSENT
Don Jensen, Treasurer
Tom Schifsky
Archie Vickerman
Terry Furlong, Mayor/Council Representative ABSENT
Tim Cole, Council Representative
Brett Garry, Business Association Representative

STAFF
Lisa Ritchie, EDA Admin. Assistant
Brian Frandle, Interim City Manager/Executive Director
Craig Waldrin, City Consultant

IV. Adopt Agenda
Dew asked for a motion to adopt the agenda. It was moved by Vickerman and seconded by Jensen. All present voting aye. Motion carried.

V. Approval of Minutes
A. Approval of the July 12, 2022 Meeting Minutes
Dew asked for a motion to approve the July 12, 2022 minutes. It was moved by Vickerman and seconded Schifsky to approve the July 12, 2022 meeting minutes as presented. All present voting aye. Motion carried.

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 wasn't anyone from the public in attendance.

VII. Authority Business & Action Items
A. 2395 Margaret Street Update - JBVang
Waldrin gave an update and stated a memorandum of understanding is being reviewed by City Attorney Mattick. He also stated the EDA needs authorization from City Council to engage in a memorandum of understanding. Dew recommended waiting to vote until the EDA looks at it and suggested putting it off until next month. Waldrin questioned proper protocol regarding City Council signatures. Dew stated the City Council can enter into this without a recommendation from EDA

according to by-laws. Dew recommended getting it to the EDA as soon as City Attorney Mattick goes through it and have it as an agenda item for next month. He also suggested a special meeting, if necessary, before next month's meeting.

B. North St. Paul Housing Study Update

Dew stated the 90-page document update is in draft form. Waldrin has not looked through it and Ritchie noted a few edits that need to be cleaned up. Dew commented this has not been done since 2011 and noted the background data is tied to census data. He stated he would like to complete a full study following every census year and look at the housing development aspect to make sure the information such as housing capacity, affordability, senior housing is up to date. The report noted a higher demand for various types of senior housing.

Dew proposed the EDA review the report and email concerns to Frandle and copy Ritchie as well. He also noted a follow up with Maxfield to make the draft is available to potential developers. Ritchie inquired if next month's meeting is too soon to go over the final draft. Dew stated if the EDA can get it a few days in advance of the next meeting that should provide time for review. Ritchie will make sure they can adhere to the Sept. 13th deadline. Dew also noted it can wait until October.

Dew suggested distributing it to City Council members. Council Member Cole clarified it has not been distributed to City Council. Frandle questioned if it was to be distributed as a draft form or final draft before being sent to City Council. Frandle suggested a City Council workshop or meeting to review it and have potential developers in attendance also. Council Member Cole recommended this item be discussed at a City Council workshop. City staff will meet with Maxfield and schedule a presentation to the EDA.

C. Lillie Building Update

Waldrin stated the proposal has far exceeded expectations. The building contains 82 units with a commercial and architectural component. There is a City Council work session on August 16th to provide further information and discussion. Waldrin also stated there will be a TIF component to this project and is still working with Baker Tilly on details and will go to the Planning Commission for review of the PUD. Dew requested current drawings distributed to the EDA in case of questions or comments.

Jensen stated there has been a lawsuit and a possible hearing at the end of October. Dew commented he hopes they sort it out in court and wants to keep an open door and help out the business owner if possible. Dew also noted the EDA will not address the legal circumstances and will have to let it play out in court. The next step will be to engage with the developer and to meet with the City Council next Tuesday for a special meeting.

D. 2579 7th Ave. Parklet - Borings

Dew stated it is the space between Sidewinders and the tattoo shop and there will be a preliminary report to look at before the next EDA meeting.

E. EDA Levy

Dew noted this was a carryover from last meeting. He requested to make a recommendation to City Council for a levy for EDA. The EDA would recommend an appropriate percentage for the 2023 levy. Dew and Jensen reviewed current levy and expenditures for the last few years. They also discussed past and current increases and the demand for a dedicated staff person to work on behalf of the EDA. There is money set aside for consulting fees and studies. Dew noted the EDA has run on a surplus each year and this has allowed the EDA to spend $125,000 on a loan to Mac's Diner.

Dew requested the levy be approved at the maximum percentage moving forward and stressed the need for a permanent staff member. There was also discussion around opening up the EDA to new members or increasing the number of members on the EDA board.

Ritchie discussed more levy information and noted the beginning balance. Ritchie stated Winek is asking each Commission to send him an itemized list of what the levy money would be used for.

Ritchie added at the Planning Commission meeting, WSB provided a list of priorities and noted some of the priorities could fall under the responsibility of the EDA. The two main priorities were to establish a sidewalk maintenance district and market vacant sites and buildings. Dew agreed with the marketing of the vacant sites and buildings but suggested moving the sidewalk maintenance district to the capital improvement plan.

Dew would recommend not using any of the EDA surplus money to fund base budget. It is likely to be used for projects in 2023. Vickerman inquired how specific the itemized list has to be. Dew noted that he has talked to Winek and will provide a list of broad items. Vickerman suggested a more generalized list versus more specific. Dew requested historic data on past investments and what money the City has put into the EDA. Dew asked Ritchie to go over this at the next meeting.

VIII. Old Business

A. River of God Church

Dew stated he will discuss this and get a redevelopment plan approved. Mayor Furlong was slated to discuss this item but was not in attendance. Ritchie stated the church is part of a larger organization.

B. FKA: Ground Round Site

Dew reviewed notes from last meeting and stated there was compliance with the Fire Chief and has been brought to City Council. Dew suggested leaving it as Old Business. Jensen agreed keeping it on the agenda.

C. Target Vacant Lot Clean-Up

Dew noted code enforcement issues and that the item was previously tabled due to the newly appointed Target Government Affairs position. Mayor Furlong was scheduled to reach out to that person but was not in attendance to provide update.

D. Knick Knack Building – Possible Repurchase

Dew stated the EDA collectively agreed not to repurchase this building at its current listing price. Council Member Cole suggested making an offer. Dew requested staff research the building regarding permitting, current asking price, and past City purchase price. Dew also noted it would be a benefit to the City by creating connections to the back parking lot. Vickerman asked what is behind the building. Dew stated he believes it is adjacent (on the South side) to an alley way. Vickerman inquired if it is a joint lot. Dew stated it is not all owned by the same party. Dew suggested a possible rough drawing of how these properties create a connection with parking to 7th Avenue without people having to wedge in between buildings.

E. McKnight Left Turn Lane

Dew stated this is in conjunction with the Target issue and believes it is on the workshop with MnDOT. Dawley would provide the EDA with an update. Dew also suggested the median should be spruced up but does not think it should fall on the responsibility of the EDA but would be a good opportunity for the City.

IX. Executive Director Report

Frandle reported Dawley noted soil borings are done and the preliminary report stated the foundation was sound and will be written up in a report. Ritchie inquired if the number of soil borings was four or five.

X. Treasurer's Report

A. Financials

Jensen reported the allocation of the first half revenue funds. He mentioned there has not been discussion on the breakdown but did note the $16,800 in personnel costs, $26,000 in engineering fees, and $6,100 in general service fees. Ritchie stated she was unsure if the $125,000 loan had to be paid back and had been distributed yet. Dew stated it has not been yet and Jensen has it on the expense side of the financial report. Ritchie agreed but would need confirmation from the financial director. Frandle stated he will confirm with Winek regarding the $125,000 loan.

Dew suggested the EDA follow up and verify the terms of the agreement. It was also suggested to put it on next month's agenda. Ritchie stated she will make sure Winek has all the necessary documents and will follow up with EDA. Dew suggested contacting Winek and getting a better itemized list of the EDA expenditures and where the money is being spent and also suggested a notification if the City writes a check on behalf of the EDA. Ritchie will contract with project management to track these.

XI. Chair Report

Dew questioned the website about real estate property. He stated the website had a link from the City website and showed commercial properties for sale. He noted the website has the "economic development contact" as the private broker. Frandle stated he will look at it and try to adjust it to separate the private broker contact and the economic development contact.

XII. Mayor Report

Mayor Furlong was not in attendance.

XIII. Reports from EDA Members

Garry stated there was another business association meeting yesterday and next month's meeting will include employees from Port Authority. Dew stated he has started hearing discussion on the Hillcrest property.

Dew inquired about adding new members to the EDA. Garry will talk with them and could meet with members of current EDA to discuss process. Schifsky asked if there were currently any vacancies. Dew stated there are no current vacancies but looking ahead to the future. Dew stated there has been discussion about changing the by-laws and taking on two more members.

XIV. Reports from Staff

Ritchie stated a quorum is required per City Attorney Mattick for all EDA meetings as well as joint meetings with the Planning Commission. The EDA discussed this at length and Ritchie stated she will forward the email from Mattick. Dew stated he will look for staff guidance. Jensen stated he will look for emails on changes to the housing study, will forward by the end of the week, and stated acknowledging email silence as consent.

XV. Adjournment

Dew requested a motion to adjourn the meeting. Schifsky moved and Vickerman seconded a motion to adjourn the meeting.

All present voting aye. Motion carried.

Meeting adjourned at 4:18 p.m.