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

September 13, 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 EXCUSED ABSENCE
Don Jensen, Treasurer
Tom Schifsky EXCUSED ABSENCE
Archie Vickerman
Terry Furlong, Mayor/Council Representative
Tim Cole, Council Representative EXCUSED ABSENCE
Brett Garry, Business Association Representative ARRIVED LATE

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

Dew requested to add 7C. Review of Subordination Agreement to Mac's Diner Lender.

V. Approval of Minutes
A. Approval of the August 9, 2022 Meeting Minutes

Under E. EDA Levy, Dew clarified that he stated he was not going to use the EDA surplus to fund the budget but will use it for projects in 2023.

Dew asked for a motion. It was moved by Mayor Furlong and seconded by Jensen to approve the August 9, 2022 meeting minutes as submitted. 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.

Open Windows Production, Henry Schneider, provided a presentation showing how to promote the City of North St. Paul. Mayor Furlong requested him to be a part of this as he did a marketing piece for the EDA a while ago. Mr. Schneider thanked the EDA for the opportunity and stated he loves this community and wants to see the tradition of live, work, play here. He played a 3-minute video showcasing what he does. Chair Dew suggested sitting down with him and looking at next steps and what costs look like. Mayor Furlong stated the opportunity for this is now, noting a lot of new residents and businesses are looking at our side of town. Chair Dew suggested including the City Council, Arts and Culture, and Parks and Recreation to do a collective video marketing North St. Paul. Chair Dew added he will set up a meeting with City staff and discuss the next steps.

Mr. Olson is also looking to open up a skate shop and commented that it could potentially land in North St. Paul.

VII. Authority Business & Action Items

A. JB Vang Memorandum of Understanding

Craig Waldron**,** Consultant, defined the memorandum of understanding as a standard 90-day agreement to work exclusively with a specific developer. Staff and City Attorney Mattick recommended entering into the agreement with modified dates. Chair Dew added this would require 2 signature blocks; one from the Executive Director and one from the EDA Chair.

Chair Dew asked for a motion. It was moved by Mayor Furlong and seconded by Vickerman to approve the JB Vang Memorandum of Understanding as revised to include modified dates and the requirement of 2 signatures. All present voting aye. Motion carried.

Mr. Waldron stated City Planner Brandy Howe laid out time frames and came up with the October 18th workshop to include Chair of EDA and Planning Commission. Chair Dew inquired about the price of the land. Mr. Waldron noted the basic planning and engineering will take some work and questioned if it qualifies as a TIF district. Chair Dew recommended that it come through EDA before it goes to City Council and he would encourage the developer to talk to the adjacent property owner, if necessary. Mr. Waldron stated it will come back to the EDA.

B. Lillie Building Update

Mr. Waldron updated the EDA and stated the Planning Commission approved all elements at the Sept. 1st meeting and it will go to City Council on Sept. 20th. Chair Dew noted he received a copy of the Phase 2 environmental report and found the corner contained a gas station in the past but nothing was found to prohibit it from moving forward. Chair Dew added the clean-up will go all the way to the corner, a fair amount of removals will be considered environmental waste that will go to an environmental landfill, and require a vapor barrier.

C. Review of Subordination of Mac's Diner Lender

Chair Dew stated the City was first in line and the lender requested to enter into a subordinate loan agreement that would place the City second in line behind the lender.

Dew asked for a motion. It was moved by Vickerman and seconded by Mayor Furlong to authorize the execution of the subordination agreement to Bank Vista on the City's debt to Mac's Diner. Three voted aye (Dew, Vickerman and Furlong) and 1 abstained (Jenson). Motion failed.

Chair Dew requested this be tabled until next meeting to ensure an effective quorum.

VIII. Old Business

A. River of God Church

Mayor Furlong suggested this be done as a team. Chair Dew recommended discussing this deal with the person on the ground before we move forward on an appeal. Ms. Ritchie stated the MN headquarters are located in Minneapolis and Mayor Furlong will reach out and set up a meeting. Ms. Ritchie will provide a hard copy of redevelopment master plan to bring with.

B. FKA: Ground Round Site

Mr. Frandle noted the citation was handed out and the owner contacted the City and requested information to get back in compliance. The owner reached out stating the land may be ready for sale in the future.

C. Target Vacant Lot Clean-Up

This item was discussed in conjunction with other topics.

D. Oil Can Henry's

Mr. Frandle stated it was recently purchased and ownership information is in the packet. Chair Dew recommended keeping it as an old business item and adding it into the Sept. 13th meeting if it ever needs to be looked at in the future.

E. McKnight Left Turn Lane (moved to Item A due to Mr. Dawley's schedule)

Mr. Dawley provided an update stating a modification of a raised concrete median to allow northbound traffic a turn lane and future development. Mr. Dawley stated he spoke to the past county engineer and verified modifications. City staff is working with Ramsey County staff and will have a follow up conversation. This is not part of the CIP so other funding sources will be needed. Mayor Furlong recommended including Target in the conversations. Chair Dew suggested Mayor Furlong make the contact. Mr. Dawley added a letter from surrounding businesses in support of this would be very helpful. Vickerman agreed and noted opening up dialogue with Target will create a strong relationship with them.

F. 2579 Green Space or Skate Park (moved to Item B)

Mr. Dawley stated soil borings were completed and found no issues with groundwater. The soil borings did indicate locations of buried masonry but found no evidence of a full slab or footings. The report did note one of the borings identified a lot of fill that will need to be removed in the future. Mr. Dawley stated the site is in good shape for moving forward with a parklet. The concept sketch plan with show a small parking area adjacent to Seppala Blvd. and the estimated cost would be approximately $75,000 with portions of the work done by Public Works decreasing the overall cost to approximately $45,000. Chair Dew requested staff archive this report in order to have access to the boring reports. Mr. Dawley stated this item is ready to go in front of City Council as is.

Chair Dew suggested adding a proposal to present other agencies in the City including City Council and then bring it back to EDA to formalize and make motion. Chair Dew believed we do not have enough documentation yet and stated he will work directly with Mr. Dawley prior to the next EDA meeting. Mr. Dawley noted the EDA would be funding a portion of it and looking to receive other funding before it goes to Planning Commission.

G. Knick Knack Building

Mayor Furlong stated he talked with Council Member Cole and could make another offer. Chair Dew noted the asking price for this building is currently $299,000. Chair Dew questioned if it was purchased by someone else, would the City lose access to the alley. Chair Dew recommended taking action at a later date, if needed, and to use the City versus a real estate agency. Mr. Frandle will make the contact.

H. Commercial Properties Listed for Sale on North St. Paul City Website

Ms. Ritchie stated she made contact and has not heard back from them. Community and Development Director Erpenbach noted it is not a service the City pays for and recommended it be taken down. The conversation continued about properties North St. Paul has for sale. Ms. Erpenbach recommended using a web designer to create a website of available properties for sale.

IX. Executive Director Report

Mr. Frandle already provided an update

X. Treasurer's Report

A. Financials

Jensen will reach out to Finance Director Daniel Winek for specifics on Mac's Diner and will have more information at the next meeting. Jensen noted the EDA budget is in good standing. Chair Dew requested putting Mac's loan contract on the agenda so the EDA knows the annual responsibilities and provided the 2023 EDA budget to Mr. Winek. Mr. Frandle noted the budget will contain approximately the same numbers as last year.

XI. Chair Report

Dew stated his items were already discussed in conjunction with other items.

XII. Mayor Report

Mayor Furlong reported meeting with the potential developer of the 17th and Delaware St. property. EDA requested a proposal and ideas for this development. Mayor Furlong questioned if this would go through the Planning Commission. Mr. Frandle noted the EDA has been focused on the downtown area. Chair Dew stated this project will go to the Housing Redevelopment Authority. Deputy City Clerk Jennie Kloos stated she will schedule a Housing Redevelopment Authority meeting, put this on the agenda, and include Brent Garry from the Business Association.

XIII. Reports from EDA Members

Chair Dew inquired about the Economic Development Coordinator position. Mr. Frandle stated it was posted 2 days ago. Mayor Furlong noted the City will install irrigation and plantings downtown in the fall or next spring.

XIV. Reports from Staff

Ms. Ritchie stated the presentation for the housing study will be at the City Council workshop meeting on Oct. 4th and noted the EDA is invited to attend. Mr. Waldron suggested doing the presentation for all involved and as long as it is a presentation a quorum is not required. Chair Dew will not be able to attend and recommending forwarding any questions or comments to him, noting Vice Chair Fuller will be present.

XV. Adjournment

Dew requested a motion to adjourn the meeting. It was moved by Mayor Furlong moved and seconded by ?? to adjourn the meeting. All present voting aye. Motion carried.