



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

January 10, 2023
3:00 PM

I. Call to Order

Chair Robert Dew called the meeting to order at 3:04 PM.

II. Pledge of Allegiance

III. Roll Call

Robert Dew, Chair
Kevin Fuller, Vice Chair
Terry Furlong
Tom Schifsky
Archie Vickerman
Tim Cole, Council Representative
Brett Garry, Business Association Representative
John Monge, Mayor

STAFF

Brian Frandle, Executive Director
Brandy Howe, Community Development Director
Craig Waldron, Consultant
Chris Cherne, EDA Admin. Assistant

Members	Robert Dew, Chair
Present:	Kevin Fuller, Vice-Chair
	Terry Furlong
	Tom Schifsky
	Archie Vickerman
	Tim Cole, Council Representative
	John Monge, Mayor/Council Representative
	Brett Garry, Business Association Representative - Ex Officio
Members Absent:	
Staff Present:	Brandy Howe, Community Development Director
	Chris Cherne, EDA Secretary

IV. Adopt Agenda

Chair Dew asked for a motion to adopt the 01-10-2023 EDA meeting agenda.
M/Furlong, S/Vickerman.
Motion carried 7-0.

V. Approval of Minutes

A. Approval of 12-13-2022 EDA Meeting Minutes

Chair Dew asked for a motion to approve the December 13, 2022 meeting minutes.

M/Vickerman, S/Furlong.

Motion carried 7-0.

VI. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the Economic Development Authority on items not on the agenda. A completed public comment form should be presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Authority may ask clarifying questions of the speaker, no formal action by the Authority or discussion will be held on these items.

No public comments.

VII. Authority Business & Action Items

A. Chair, Vice-Chair and Treasurer Election

EDA Member Vickerman nominated Robert Dew to be EDA Chair.

Robert Dew accepted the nomination.

M/Vickerman, S/Cole to elect Robert Dew as EDA Chair.

Motion carried 7-0.

Chair Dew nominated Terry Furlong to be EDA Vice-Chair.

Terry Furlong accepted the nomination.

M/Dew, S/Fuller to elect Terry Furlong as EDA Vice-Chair.

Motion carried 7-0.

Chair Dew stated that the Treasurer of the EDA does not have to be on the commission and nominated Community Development Director Brandy Howe as Treasurer. Dew stated that there are benefits to Ms. Howe taking the position and having someone who is at the City daily and can report to the EDA the financial state and current expenditures.

Brandy Howe accepted the nomination.

M/Dew, S/Vickerman to elect Brandy Howe as EDA Treasurer.

Motion carried 7-0.

VIII. Old Business

A. Community Marketing Video

Henry Marvin from Open Window Productions addressed the EDA. Mr. Marvin stated they have a few ideas for a more comprehensive video. There are ways they can gather footage and make one video along with many different variations.

Chair Dew asked for a target date for the process. Mr. Marvin responded that once they get the confirmation to move forward, they shall work on a schedule for taking various footage. They can capture interviews and b-roll and have those done by mid-summer. Chair Dew stated that if Open Window Productions can lay out a schedule to the EDA in terms of what they are trying to achieve as it relates to participation from City staff, City Council, or community members, the EDA would establish a subcommittee. Vice-Chair Furlong stated that Open Window Productions should coordinate with Communications Consultant Kari Erpenbach. Chair Dew asked Howe to connect Open Window Productions with Ms. Erpenbach.

B. River of God Church

Chair Dew requested City staff coordinate a meeting with the Church, the City Manager and 1-2 EDA members. Chair Dew emphasized being open with the Church during the meeting about how the EDA perceives that property down the line, how their property relates to the Redevelopment Master Plan and to ensure they have a home within the community.

C. FKA: Ground Round Site

Chair Dew stated some level of cleanup has occurred.

D. McKnight Blvd Left Turn Lane

Howe stated that she spoke with the real estate representative for Target, who indicated they were not interested in participating in a cost share for the turn lane at this time. Howe also contacted Ramsey County who indicated that they are going out to bid in the fall for a mill and overlay project on McKnight from 11th Avenue to the north that would start in spring 2024. If the City submits a design, the County could include it in the bid package at the city's expense.

Chair Dew added that the turn lane would be a good step towards attracting development to those parcels. The EDA does not have a desire to fund that effort, but it is something they would push to the Council to request inclusion in the Capital Improvement Plan or other funding mechanisms, like assessments. Howe will work with the City Engineer on a design proposal. Council Representative Cole stated that he would bring the topic to the Council as an update.

IX. Executive Director Report

No report.

X. Treasurer's Report

Chair Dew discussed the EDA cash balance and the expenditure budget for the year. Expenditures are below those expected for last year.

XI. Chair Report

Chair Dew stated he intends to prepare a draft annual report that will follow a similar format to years past and will prepare a final draft for the February EDA meeting for their approval to go to the Council.

Chair Dew and Council Representative Cole clarified the make-up and voting statuses of the EDA. They spoke with the City Attorney, who indicated the Mayor and Council Member of the Board are voting members of the EDA. For quorum purposes, the councilmembers get to vote. The Business Association Representative does not get a vote.

XII. Mayor Report

Mayor Monge stated that it has now been a week since he was sworn in as Mayor. He has been meeting with City Manager Frandle often and is getting acquainted with the position.

XIII. Reports from EDA Members

Vice-Chair Furlong extended an invitation to a "One Last One for the Road" event at the American Legion on Friday, January 13th, from 4:30pm-7:00pm.

Council Representative Cole clarified the vacancies in the EDA. The EDA is full today, but will be missing one member at the end of February.

Council Representative Cole also stated that he believes there are two new restaurants coming to the City. One restaurant will be located in the old Brother's Bistro- an Ethiopian cuisine restaurant. There was a sign in the plaza by Target, but he was unsure of what for.

XIV. Reports from Staff

Howe stated that the City has received a site plan for a Dunkin' Donuts on the corner of 11th and McKnight on the Polar Plaza. Howe stated the Lillie Development received 2 of the 3 grants applied for and the comprehensive plan amendment was approved by the Met Council. The JB Vang agreement expires at the end of the month. We are still unsure of where to go from that, but will report on that next month.

Howe reported on the MPCA EV Grant. There is a 20% match required for the EV charging stations grant. They require 2 stations and are willing to award up to \$7500 per station. The community center and parking lot by the bank downtown are potential spots.

Business Association Representative Brett Garry stated that the Business Association met today with BizRecycling. Businesses that want to leverage their recycling program can work with them to get a grant of up to \$10,000 for their business. The Association launched their new website, which can be found at <https://northstpaulbusiness.com/>. In December, the Association hosted a happy hour at the Legion. They solicited donations for the food shelf and received \$1,100 to be donated to the food shelf.

XV. Closed Session

- A. The meeting will be closed as permitted by Section 13D.03 MN Stats. to discuss the potential purchase of property.

Chair Dew ended the regular EDA meeting and opened the Closed Session at 4:07 PM.

Chair Dew requested a motion to close the Closed Session.

M/Schifsky, S/Fuller to exit the Closed Session at 4:24 PM.

Motion carried 7-0.

XVI. Adjournment

Chair Dew requested a motion to adjourn the meeting.

M/Vickerman and S/Schifsky to adjourn the meeting at 4:25 PM.

Motion carried 7-0.

The next EDA meeting is scheduled for Tuesday, February 14, 2023 at 3:00 PM.

Members, please notify any planned absences to: Chris Cherne
EDA Secretary
651-747-2440
chris.cherne@northstpaul.org