

Housing and Redevelopment Authority
February 21, 2023
Approved Meeting Minutes

I. CALL TO ORDER

Chair Monge called the meeting to order at 8:23 p.m.

II. ROLL CALL

Present: Chair John Monge, Commission Members Cassidy Schweer, Lisa Wong, Jason Nordby and Executive Director Brian Frandle.

Absent: Commission Member Cole and Executive Director Brian Frandle

Staff: Assistant to City Manager, Jennie Kloos

III. ADOPT AGENDA

On motion by Commission Member Petersen, seconded by Commission Member Wong, with all present voting aye (4-0), motion carried to approve the agenda.

IV. HRA ACTION ITEMS & RECOMMENDATIONS

A. Update on 2172 Eldridge Ave E Student-Built – Tom Spehn

Tom Spehn, Construction Occupations Instructor with NE Metro 916 gave an update on the student-built home at 2172 Eldridge Ave E. The project started August 2022 when the property was obtained. The lot was a double lot, allowing the lot to be split for two homes to be constructed within a 2 year timeframe in the 2022 and 2023 school year.

The students first day on site was September 29, 2022. There are approximately 54 students enrolled in the program currently with a waitlist of approximately 40. Currently, the house has been shingled and the framing work completed. Windows are backorder. The biggest challenge has been the weather. Donations have been coming in and all are greatly appreciated. The timeframe for completion is looking to be mid-July 2023.

B. Marketing Video by Open Window Productions

The Economic Development Authority requested a proposal from Open Window Productions company to develop a short marketing video targeted at attracting businesses and new residents and families to the City of North St. Paul. In developing the scope of work with Open Window Productions, it was determined that the final deliverable would be beneficial to the City in marketing for economic development purposes as well as providing a marketing tool to showcase redevelopment projects, City services, and quality of life amenities, and is thus beneficial to the City overall. The EDA requested a cost-share with the City Council and the HRA to cover the cost of the contract where the EDA would contribute 50 percent of the overall cost of production and the HRA and City will each contribute 25 percent. This request was approved by City Council on February 7 and the EDA reaffirmed their commitment on February 14. The total cost of the production is \$10,649.95.

On motion by Commission Member Wong seconded by Commission Member Nordby with all present voting aye (4-0), motion carried to Adopt Resolution No. 2023-001 Authorizing cost share for Open Window Productions Marketing Video Proposal.

V. ADJOURNMENT

Commission Member Wong moved and Commission Member Schweer seconded to adjourn. Motion passed 4-0. Meeting adjourned at 8:44 p.m.

Next regular meeting: TBD as needed.

/s/ John Monge, Chair

Attest:

/s/ Jennie Kloos, Assistant to City Manager