City of North St. Paul
Economic Development Authority
Regular Meeting Agenda (Amended)

March 14, 2023
3:00 PM

The **March 14, 2023** Economic Development Authority meeting will be conducted at 3:00 p.m. The meeting location is the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

Members of the public are permitted to attend the meeting in person, however, it is encouraged to view the meeting remotely. Instructions can be found below.

March 14, 2023 Zoom meeting can be accessed via: https://tinyurl.com/NSPEconDevAuth
(**from a PC, Mac, tablet, iPhone or Android device)**
or by phone at US: +1 929 205 6099 or +1 301 715 8592
Participants joining the meeting by phone please use the following passcode: 86929140679

The Economic Development Authority Zoom meeting will be 'open to the public to listen in but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

Robert Dew, Chair
Terry Furlong, Vice Chair
Josef Matthews
Tom Schifsky
Chris Thorsen
Tim Cole, Council Representative
John Monge, Mayor

STAFF/EX OFFICIO MEMBERS

Brian Frandle, Executive Director
Brandy Howe, Treasurer/Community Development Director
Brett Garry, Business Association Representative
Chris Cherne, EDA Secretary

III. Adopt Agenda

IV. Presentation

A. Recognition of Departing Members

V. Approval of Minutes

A. Approval of 02-14-2023 Meeting Minutes

VI. Commissioner Training

VII. 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.

VIII. Action Items

A. Pizza Factory

IX. Discussion Items

A. Pine Tree Center

B. Downtown Green Space (2579 7th Ave)

C. River of God Church

D. Margaret Street Development Site

X. Treasurer's Report

A. February 2023 Treasurer's Report

XI. Adjournment

The next regularly scheduled Economic Development Authority meeting is Tuesday, April 11th, 2023 at 3:00 PM.

NORTH ST. PAUL
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Agenda Information Memorandum

To	**Date**
Executive Director and Authority Members	March 14, 2023

Agenda Placement # IV.A

Presentation

Subject

Recognition of Departing Members

Background/Facts

The Economic Development Authority wishes to recognize and thank Archie Vickerman and Kevin Fuller for their 3 years of dedicated service to the Authority.

Recommended Action

N/A

Attachments

None

Respectfully submitted,
Chris Cherne, Planning Commission/EDA Secretary

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Agenda Information Memorandum

To	Date
Executive Director and Authority Members	March 14, 2023

Agenda Placement # V.A

Approval of Minutes

Subject

Approval of 02-14-2023 Meeting Minutes

Background/Facts

N/A

Recommended Action

Staff recommends approval of the February 14, 2023 EDA Meeting Minutes.

Attachments

1. EDA Minutes 02-14-2023

Respectfully submitted,
Chris Cherne, Planning Commission/EDA Secretary

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

February 14, 2023
3:00 PM

I. Call to Order

Chair Robert Dew called the meeting to order at 3:01 PM.

II. Pledge of Allegiance

III. Roll Call

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

STAFF/EX OFFICIO MEMBERS
Brian Frandle, Executive Director
Brandy Howe, Treasurer/Community Development Director
Brett Garry, Business Association Representative
Chris Cherne, EDA Secretary

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

IV. Adopt Agenda

Chair Dew asked for a motion to adopt the 02-14-2023 EDA meeting agenda.
M/Furlong, S/Schifsky.
Motion carried 6-0.

V. Approval of Minutes

A. Approval of 01-10-2023 EDA Meeting Minutes

Chair Dew asked for a motion to approve the 01-10-2023 EDA Meeting Minutes.
M/Vickerman, S/Schifsky.
Motion carried 6-0.

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. Marketing Video by Open Window Productions

Howe stated that she and Communications Consultant Kari Erpenbach met with Open Window Productions to discuss the scope of work of the marketing video. The total cost of the marketing video is $10,649.95. The cost-share proposal between the EDA, HRA, and City Council was approved by the City Council on 02-07-2023.

Chair Dew stated that the EDA is prepared to commit to 50% of the total costs. The HRA is expected to confirm their commitment on 02-21-2023.

Chair Dew asked for a motion to authorize staff to execute the contract with Open Window Productions on condition of HRA approval of participation in a cost-share of the remaining 25%.
M/Furlong, S/Vickerman.
Motion carried 6-0.

B. 2022 Annual Report

Chair Dew stated that he prepared a draft of the 2022 annual report and received no comments for revision. Vice-Chair Furlong mentioned double checking for typos.

Chair Dew asked for a motion to approve and authorize staff to submit the 2022 Annual Report to the City Council for review at their February 21, 2023 regular meeting on condition of fixing typos.
M/Vickerman, S/Schifsky.
Motion carried 6-0.

C. EDA Meeting Frequency

Howe stated that Chapter 34.05(E) of the City Code states the EDA "shall meet quarterly and at such other times as necessary." She inquired whether the group would like to continue meeting monthly.

Chair Dew stated that the EDA met quarterly when at that point they did not have a lot of business to conduct. At some point the EDA switched to monthly meetings to keep the ball moving on activities. Chair Dew stated that in terms of the meeting frequency going quarterly, he has a little concern about the things the EDA is actively engaged in and the Authority may find itself too far between meetings to discuss things that require action. Now that there are full-time staff working on things between meetings, the EDA now has flexibility to cancel meetings if needed and meet the next month.

Vice-Chair Furlong stated the bulk of the work they have done over the past few years was good for monthly meetings, but if there is not much on the agenda he does not mind canceling a meeting for a month. Member Vickerman expressed agreement.

Member Schifsky expressed interest in continuing monthly meetings but making them shorter. Chair Dew stated that making meetings shorter is an option as the agenda is set by staff needs, the Chair and the Mayor.

Chair Dew stated that an item can be inserted under staff reports regarding whether it makes sense to schedule a meeting for the following month. There are certain things that the EDA must do at every meeting. Chair Dew asked staff to confirm what is needed at each meeting.

D. EDA Appointments

Howe stated that staff received three applications for appointment to the EDA, and two of the applicants are here today to see how the meeting functions. The Mayor and City Council will make an appointment at a future council meeting.

Chair Dew stated that at present the EDA is full. Kevin Fuller requested a replacement; that is the current seat the EDA is seeking to fill. The EDA has viable candidates and should be thinking forward about filling the next seat. At some juncture, the Mayor will have to make a recommendation for appointment to the Council. Member Fuller will have to resign for a new member to come in. Member Schifsky's term ends at the end of the month, but it will be extended through Council approval. Councilmember Cole stated the terms are staggered and incoming members finish the term when resignation occurs.

Mayor Monge expressed thanks to the committees helping with the appointment process.

Chair Dew requested staff get an accounting of where everybody's terms officially sit.

VIII. Discussion Items

A. Parklet

Chair Dew requested the terminology of "parklet" be dropped and changed to avoid locking the parcel of land as a park. Howe recommended "Green Space".

Howe showed the two green space options illustrated in the packet. The main difference between the two is the center walkway. The intent of the green space is to clean up/beautify the parcel of land in a temporary use that may be part of a larger project at some point.

Chair Dew stated that the EDA received rough costs from WSB in early 2022. The EDA did authorize and execute some soil borings to make sure the old basement of the medical building was not intact or flooded. If a future redeveloper came, the EDA wants to show it didn't want to pay for improvements and have them destroyed shortly after. As spring and summer approach, it would be ideal to get the green space in place. The EDA needs to briefly revisit the plan options and/or confirm the plan and give direction to staff to verify costs and work out where the money will come from to get this effort done.

Chair Dew stated that the EDA previously approved the second of the two plans in the packet, consisting of an art block, picnic table, and center sidewalk.The hard surface is located in the center to avoid it becoming a smoking space for surrounding businesses. It would be beneficial to share costs with other departments such as public works. Chair Dew asked if cost-sharing has been discussed at the city management level.

Executive Director Frandle stated that he will confer with Public Works on the project.

Chair Dew stated if the city can't participate, the EDA is not willing to write a check to make this happen. If the costs can't be shared, the project will probably die a quick death. If the city is interested in picking up different portions of the work, the EDA is more willing to go out to bid for the work.

Executive Director Frandle stated he would like to have a conversation with Finance Director Daniel Winek to discuss this further.

Chair Dew asked for input from EDA applicants Josef Matthews and Chris Thorsen.
Mr. Matthews stated the green space is a great idea, but the EDA probably shouldn't cut a check for the full cost.
Mr. Thorsen stated that the area has been used as a parking lot forever and guessed that it will be treated as a parking lot for the future. If there are goals to develop that property, Thorsen recommended paving it all, as people would continue to drive over the sod unless it is curbed in or surrounded by knee-high fence.

Chair Dew stated that the property has proven to have some challenges due to it being a tight site. One of the things the EDA has tried to do is to not let areas be unnamed and used. When prospective developers come down to look, the EDA wants to keep the City and downtown district looking good. With the car show activities, this was a good way to provide a little soft space within downtown. That harkens back to the Redevelopment Master Plan, which is an effort to create some of these softened green spaces within downtown. These opportunities were bypassed when the Sentinel was built, and the EDA does not want to limit pedestrian traffic. The longer term vision is that there is some level of focus on Seppala. The City has turned its back on Seppala in the past. Over the years, planners have said Seppala is unique and should be much greater than an alleyway. In order to do that, there needs to be a connection between 7th and Seppala. If the EDA can secure their contributions, staff will ask WSB to get a bid package. It would be good to have the project done by summer.

B. River of God Church

Howe stated that Chair Dew, City Manager Frandle and the Pastor of River of God Church will meet on February 28th to discuss the vision of the Redevelopment Master Plan and how it relates to the River of God Church.

Chair Dew stated that when we paint a vision like that of the Redevelopment Master Plan, we will be drawing circles and boxes on top of existing properties. These meetings allow an opportunity to engage with them and explain the EDA perspective on why their property has shown up in the plan as something other than what it currently is. It is not about pushing anyone out but, dealing with the reality that over time something else is likely to happen in their area. The River of God Church happens to be the first the EDA engages with.

C. McKnight Turn Lane

Chair Dew explained there is some scheduled work to occur on McKnight by the county. The EDA sees an opportunity to create a left-hand turn to get to Target. The EDA approached the county which seemed quite open to allowing that to happen. The EDA is in the midst of playing that out. If there is an opportunity, the Authority does not want to pass on it. The EDA does not want to pay for this, but it would make the lots over there more attractive for private development.

Howe stated there are no updates. Staff requested a cost assessment from WSB and are waiting to hear back.

D. Pine Tree

Chair Dew stated that the entire Pine Tree Center building appears to be vacant with the exception of Pizza Factory. It appears to be in disrepair. It raises the question of what is happening there. The EDA wants to take some affirmative steps to reach out and see if they have a vision or plans.

Howe stated she spoke with the Pizza Factory business owner to discuss relocation options. Howe left the door open ot the business owner and would update the EDA once he is ready to talk.

Furlong stated the owner has been great in the community and is in a hard position right now due to the building's condition. He doesn't know the future of the building. If there is some way the City can help, that would be good. Furlong expressed that he thinks the building could be shut down from code enforcement very soon.

Member Vickerman asked what would be the next step.

Chair Dew stated the Pizza Factory is a longstanding business in the community and requested a deeper conversation with the owner of the business and the owner of the building.

Councilmember Cole mentioned that there was a pizza place in the past looking at a space at Polar Plaza. That space might still be open.

IX. Treasurer Report

A. January 2023 Treasurer Report

Howe updated the EDA on the January 2023 numbers:

The beginning fund balance was $468,362.38.
Assets included cash of $411,834.51 and land of $49,248.22.
Revenue of $201.13.
Expenses of $7,486.78.
Ending Fund balancewas $461,082.73.

Chair Dew asked at what point the funds for 2023 hit the account. Executive Director Frandle stated that he would follow up with Finance Director Daniel Winek.

X. Executive Director Report

No report.

XI. Chair Report

No report.

XII. Mayor Report

No report.

XIII. Reports from EDA Members

Vice-Chair Furlong mentioned that on Saturday, February 18th at 9:00 AM, the Historical Society will go into the Lillie Building one last time to recover old documents from the basement. If anyone wants to help, they are welcome to come. The developer plans on using some of that history in the new project.

XIV. Reports from Staff

A. Lillie redevelopment project update

Howe updated the EDA on the Lillie project schedule and secured grant awards.

B. Vang Project

Howe updated that Vang is looking to fill a $3 million gap and is looking at other funding options. They have not opted to extend their MOU with the EDA.

XV. Closed Session

Chair Dew explained that the EDA will enter into a closed meeting as permitted by Section 13D.03 MN Stats.

Robert called for a motion to open the closed session at 4:30pm.
M/Furlong, S/Cole.
Motion Carried 6-0.

The EDA discussed property located at 2535 Division St N, the EDA's potential to purchase it, the financial mechanisms that might come into play to make that happen, as well as the issues surrounding the current operating business that may remain.

Chair Dew called for a motion to exit the closed session at 4:39pm.
M/Furlong, S/Vickerman.
Motion carried 6-0.

XVI. Adjournment

Chair Dew requested a motion to adjourn the meeting.
M/Vickerman, S/Schifsky to adjourn the meeting at 4:41 PM.
Motion carried 6-0.

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

Members, please notify any planned absences to:

Chris Cherne
EDA Secretary
651-747-2440
chris.cherne@northstpaul.org

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Agenda Information Memorandum

To	Date
Executive Director and Authority Members	March 14, 2023

Agenda Placement # VIII.A

Action Items

Subject

Pizza Factory

Background/Facts

Discuss potential EDA expenditure for a lease outline drawing of 2543 7th Avenue for the possible relocation of the Pizza Factory.

Recommended Action

Attachments

1. Little Box Architects proposal

Respectfully submitted,
Brandy Howe, Community Development Director

2023/03/02

Proposal for Services:
2543 7th Ave. East, North St. Paul, MN – Site Visit and LOD

Scope of work and assumptions are outlined below:
It is understood that you would like to divide the existing building at the address above into separate tenant spaces. This is a limited scope proposal consisting of the following:

1. Site visit
A site visit to obtain existing measurements and to observe and document the existing conditions to the best of our knowledge and ability. Survey will be of the building in only areas affected by the scope of work and only seen elements without demolition. Survey shall confirm/verify dimensions of the basement, ground floor, and exterior shell.

Phase deliverables:
- A base drawing for the basement plan and ground floor plan. Elevations are not part of the scope of work, but key window heights, ceilings, or obstructions may be noted in plan.
- Bulk photographs of existing conditions

2. Lease Outline Drawing (LOD)
A demised plan of the building shall be created to show two or three tenant spaces. This plan shall note square footages of each space per BOMA standards. Up to two revisions of the plan is included in the base fee.

Phase deliverables:
- LOD

Assumptions

- The drawings, specifications, and other documentation are intended as a design concept only and cannot be used for construction purposes unless specifically noted on said documents.
- Little Box, Inc does not assume any responsibility for the design of architectural, civil, structural, electrical, plumbing, heating, mechanical, or any other system that may be needed for this project. Any drawings and/or sketches prepared regarding these disciplines are strictly design intent. It is understood that any necessary elements of the design pertaining to architectural, structural sizing of elements, plumbing, mechanical, electrical, and civil be performed by licensed professionals, who will be under separate contract through owner.
- We shall perform the agreed upon services in good faith, but is not responsible for the performance, quality, or timely completion of work by others. Furthermore, Little Box, Inc, is not responsible for any changes to the project by the client, contractor, or others.
- Inasmuch as the remodeling and/or rehabilitation of an existing tenant space/building requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure, the Client agrees to bear all

costs, losses and expenses, including the cost of the Design Professional's additional services, arising or allegedly arising from the discovery of concealed or unknown conditions in the existing structure.

The aforementioned services are to be undertaken with respect to the following method of compensation:

1. Fee for Services = Hourly at $140/hr not to exceed **$2,800.00** plus reimbursables and any additional services or unknowns.
2. The first invoice will occur no earlier than 2 weeks after the kick-off of the project.

General Terms and Conditions in this contract shall follow the AIA B102/A201 document and also include:

A. This estimate is valid for 60 days from date of proposal.
B. LIMITATION OF LIABILITY:
Client agrees to limit the liability of Little Box, Inc and its Professionals to any and all persons, firms, or any other entity due to any cause of action, arising out of or alleged to arise out of the performance of services, including but not limited to, negligent acts, error or omissions, such that the total aggregate liability of the Design Professional to all those named shall be $0.00 (zero dollars). Such causes include all theories of claimed liability, including but not limited to; claims regarding negligence, errors, omissions, strict liability, or breach of contract. If, due to an error and any required item or component of the project is omitted from or changed in the Construction Documents, Little Box, Inc and its Professionals shall not be responsible for paying the costs to add or change such item or component to the extent that such item or component or change to such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project.

Thank you again for the chance to present this proposal to you. Please feel free to call with any questions that you may have. We look forward to working with you on this project.

Sincerely,
Jeremy Nelson - Principal

Little Box, Inc.
348 East 44th Street
Minneapolis, MN 55409

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Agenda Information Memorandum

To	Date
Executive Director and Authority Members	March 14, 2023

Agenda Placement # IX.D

Discussion Items

Subject

Margaret Street Development Site

Background/Facts

See attached concept plan for discussion.

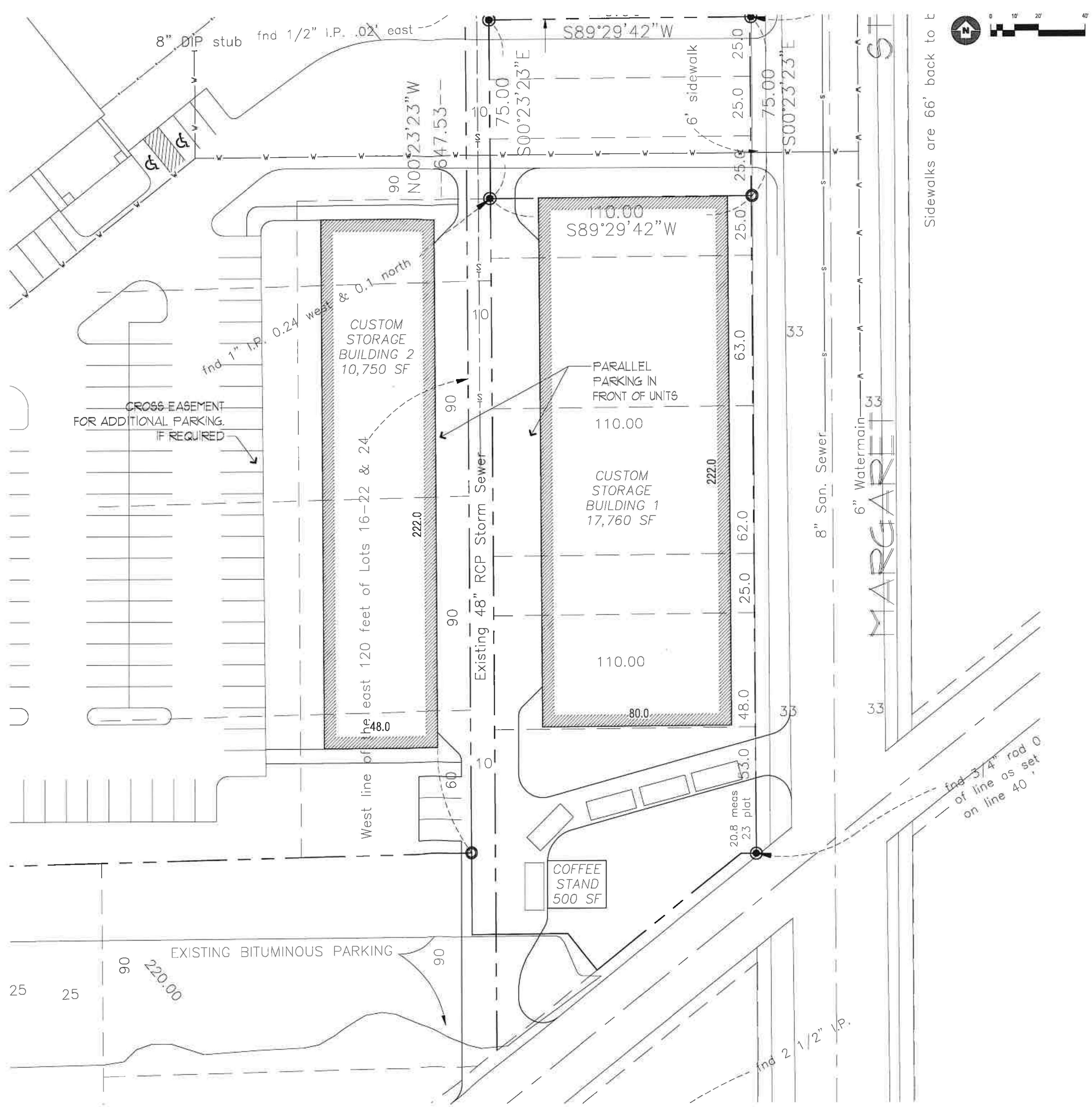
Recommended Action

N/A

Attachments

1. Mulcahy Site Plans - Preliminary

Respectfully submitted,
Brandy Howe, Community Development Director



RESERVED FOR CITY USE:

n a i ARCHITECTS

2375 ARIEL ST N, STE A
SAINT PAUL, MN 55109

Phone: 651.487.3281
NAI-Architects.com

PRELIMINARY NOT FOR CONSTRUCTION

Proposed Building for:

North Saint Paul Storage

Margaret St N
North St Paul, MN

Issues & Revisions:

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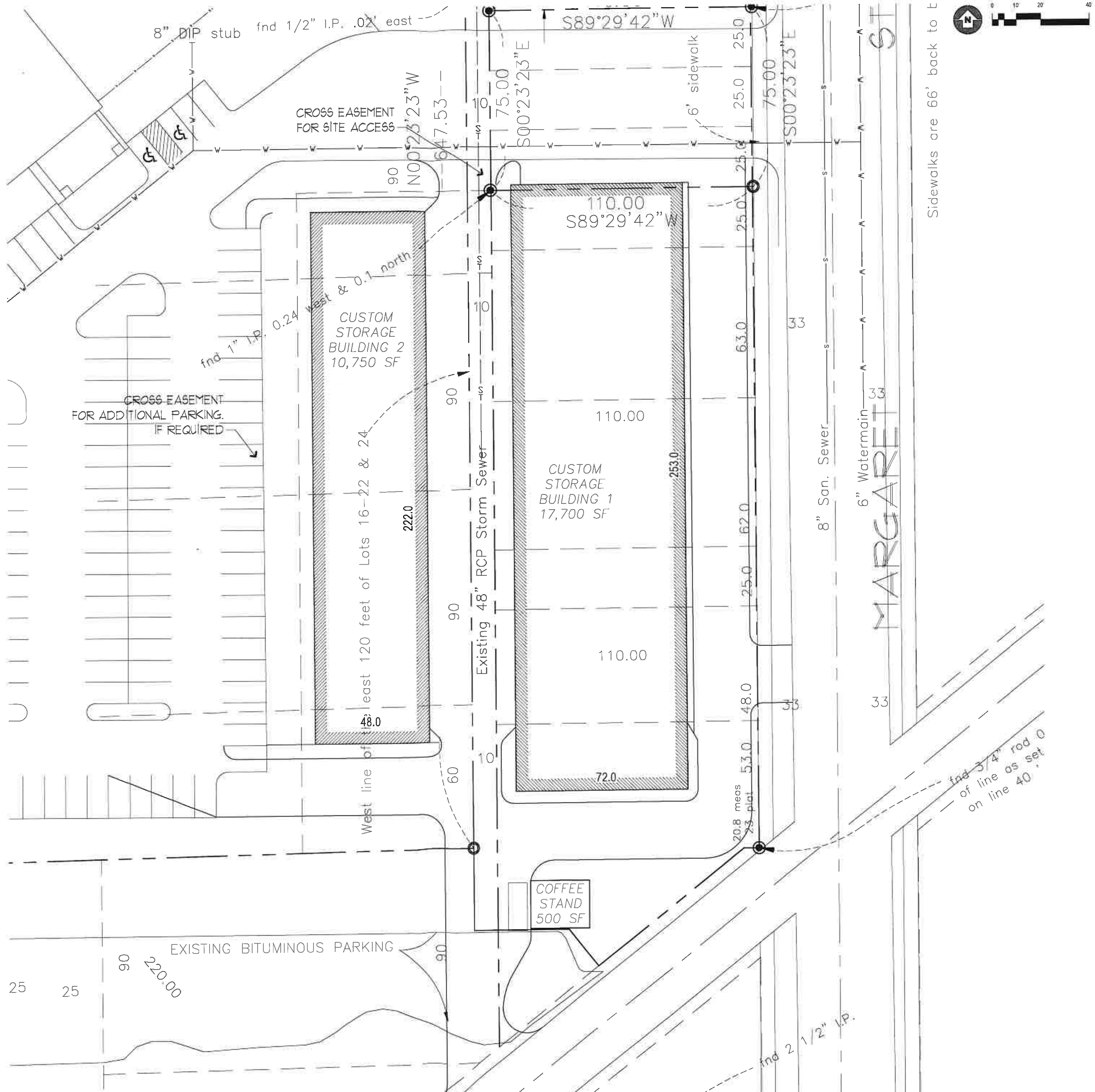
Comm. No.: **2023015**

Drawn By: **SB**

Date: **03/10/2023**

Sheet Name:
PROPOSED
SITE PLAN
OPTION A

Sheet No.:
AC101



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Comm. No.: 2023015

Drawn By: SB

Date: 03/10/2023

Sheet Name:

PROPOSED
SITE PLAN
OPTION B

Sheet No.:

AC101

NORTH ST. PAUL
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Agenda Information Memorandum

To	Date
Executive Director and Authority Members	March 14, 2023

Agenda Placement # X.A

Treasurer's Report

Subject

February 2023 Treasurer's Report

Background/Facts

See enclosed. Note that the beginning fund balance listed is dated January 1, 2022. Once the budget has been approved for this year, the beginning fund balance will be updated as of January 1, 2023.

Recommended Action

Attachments

1. FEB EDA Treasurers Report

Respectfully submitted,
Brandy Howe, Community Development Director

EDA TREASURER REPORT
AS OF FEBRUARY 28, 2023

	JANUARY	FEBRUARY
BEGINNING FUND BALANCE	**$ 513,005.73**	**$ 513,005.73**
ASSETS		
Cash	$ 411,834.51	$ 390,201.21
Land	$ 49,248.22	$ 49,248.22
Total	**$ 461,082.73**	**$ 439,449.43**
REVENUE		
Other changes (investment income)	$ 207.13	$ 207.13
Property tax	$ -	$ -
Total	**$ 207.13**	**$ 207.13**
EXPENSES		
Personnel Services (full time salaries and comp)	$ 7,486.78	$ 17,069.08
Supplies	$ -	$ -
Contractual Services	$ -	$ 51.00
Capital	$ -	$ -
Transfer	$ -	$ -
Total	**$ 7,486.78**	**$ 17,120.08**
FUND BALANCE		
Beginning Fund Balance	$ 513,005.73	$ 513,005.73
Total Revenue (+)	$ 207.13	$ 207.13
Total Expenses (-)	$ (7,486.78)	$ (17,120.08)
Total To Close for 2022	$ (44,643.35)	$ (56,643.35)
ENDING FUND BALANCE	**$ 461,082.73**	**$ 439,449.43**