



**Economic Development Authority
Regular Meeting Minutes
April 11, 2023
3:00 PM**

North St. Paul City Hall – Council Chambers
2400 Margaret Street

I. CALL TO ORDER

Chair Dew called the meeting to order at 3:02 PM

II. ROLL CALL

EDA Members

Robert Dew, Chair

Terry Furlong, Vice-Chair

Josef Matthews

Tom Schifsky

Chris Thorsen

Tim Cole, Council Representative

arrived at 3:18 PM

John Monge, Mayor

absent

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

Chair Dew requested to swap Item XII. Closed Session and Item XI. Adjournment and remove Item IV. Presentation due to the absence of Donald Jensen.

Chair Dew asked for a motion to adopt the agenda with the suggested changes.

M/Furlong, S/Schifsky.

Motion carried 5-0.

~~IV. PRESENTATION~~

~~A. Recognition of Donald Jensen~~

V. APPROVAL OF MINUTES

A. Approval of 03-14-2023 Minutes

Chair Dew asked for a motion to approve the March 14, 2023 meeting minutes.

M/Furlong, S/Matthews.

Motion carried 5-0.

VI. MEETING OPEN TO THE PUBLIC

No public comments.



VII. ACTION ITEMS

None.

VIII. DISCUSSION ITEMS

A. Fall Roundup Parade

Communications Consultant Kari Erpenbach provided a presentation on the Fall Roundup Parade. She explained that the parade has been managed by the businesses in town throughout the years. During the pandemic, the city took a larger role but has recently been made aware of a potential conflict with this arrangement per state statute. However, there is some guidance from the League of Minnesota Cities that indicate that the EDA may be a sponsor organization for the event. Erpenbach is working with the City Attorney to determine if this arrangement is legally acceptable.

Thorsen stated everyone who grew up in the City recognizes and supports the Fall Roundup event and many businesses have participated. He noted, however, that participation from the Business Association waned because there is a lot of work involved to putting on the parade. He added that it is wonderful that someone wants to step up and do this, but the parade has been through this before.

Matthews noted that the financial summaries provided in the packet show a net gain from the parade which is a result of businesses generously sponsoring the event. He noted that during the height of the pandemic, putting a project together in this magnitude set North St. Paul apart from other cities. That is something that everybody should be proud of and it should continue. Furlong, Schifsky and Cole agreed.

Chair Dew stated that it is hard to get people to volunteer. If the EDA were to drive the event, he suggested the Arts & Culture Commission or other commissions for volunteers. Dew asked staff and Erpenbach for clarification from the City Attorney on how this can move forward.

B. EDA Bylaws

Chair Dew stated that the EDA Bylaws should be reviewed annually. Howe offered to review the bylaws against state statute and Chapter 32 of the Municipal Code for review at the next meeting. Amendments would be acted on by both the EDA and City Council.

C. EDA Advertisements

Chair Dew requested the EDA look at the sample advertisements and provide guidance within a week on what would be the preferred message for the city's newsletter.

D. Façade Improvement Program

Chair Dew stated that years ago the Metropolitan Consortium of Community Developers (MCCD) did a presentation about assisting the City with taking on business owners who wanted to do façade improvements. The MCCD managed that program for the EDA for a fee and the awards were made out of the MCCD fund. There were a few businesses that took advantage of the program. Furlong stated the program likely became inactive due to lack of staff. Chair Dew



suggested staff reach out to MCCD, not just on façade improvements but on anything that might be helpful to city businesses and report back at the next meeting.

IX. TREASURER'S REPORT

A. March 2023 Treasurer's Report

Howe provided the March 2023 Treasurer's Report and indicated that the levy money gets installed in July and December.

X. UPDATES

A. Community Development Director Updates

Little Box Architecture: The firm completed the lease area drawing of 2543 7th Ave E and provided it to the owner of the property and the owner of the Pizza Factory. The EDA should expect an invoice from Little Box Architecture within the next month.

River of God/Reflex Medical: Chair Dew reported that he, Furlong and Howe met with Kevin Fuller at Reflex Medical on 04-11-2023. It was clear from the site visit and meeting that there is a need for space at Reflex Medical. If Reflex had the opportunity to expand, they would do so. Furlong stated that they need to figure out what River of God's needs are and look for options. He hoped both parties can work together to find a solution. Chair Dew directed staff to obtain a proposal from an architect to determine what are the needs and next steps.

Old National Bank: Staff are setting up a meeting with the Facilities Property Manager of Old National Bank to discuss the Redevelopment Master Plan and how it relates to the bank site.

Gary Mulcahy concept for Seppala/Margaret Street: Dew stated that Mr. Mulcahy will put together a presentation for the May meeting.

Lillie Building: Howe reported that the developer is working to secure financing. Meanwhile, the City is making sure the secured grants are being executed. Building demolition is slated for May, pending financing.

Other: Vice-Chair Furlong stated Hang Time Board Shop had its opening. Council Member Cole stated that the business is looking for bicycle parking.

XI. CLOSED SESSION

A. The meeting will be closed as permitted by Section 13D.05(3)(C) MN Stats. To discuss the potential purchase of land at 2137 Division St N.

Chair Dew called the closed session to order at 4:07 PM. Those present included:

Robert Dew, Chair
Terry Furlong, Vice-Chair
Josef Matthews
Tom Schifsky
Chris Thorsen



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

The EDA discussed the potential purchase of the property located at 2137 Division St N.

Chair Dew requested a motion to exit the closed session.
M/Furlong, S/Schifsky to exit the closed session at 4:27 PM.
Motion carried 6-0.

XII. ADJOURNMENT

Chair Dew stated for the record that the EDA provided staff direction to gather more information from a broker about the potential value of the parcel and to bring the information to the next meeting.

Chair Dew requested a motion to adjourn the meeting.
M/Cole, S/Matthews to adjourn the meeting at 4:28 PM.
Motion carried 6-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, May 9, 2023 at 3:00 PM.

Members, please notify any planned absences to:

Chris Cherne
EDA Secretary
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