



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

July 11, 2023
3:00 PM

The **July 11, 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.

July 11, 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. Approval of Minutes

- A. Approval of 05-09-2023 Meeting Minutes

V. Meeting Open to the Public

VI. EDA Discussion and Action Items

- A. 2024 Budget Discussion
- B. Downtown Green Space

VII. Treasurer's Report

- A. July 2023 Treasurer's Report

VIII. Updates

- A. Staff Update

IX. Adjournment

The next regularly scheduled Economic Development Authority meeting is Tuesday, August 8, 2023 at 3:00 PM.



**Economic Development Authority
Regular Meeting Minutes
Tuesday, May 9, 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 3:00 PM

II. ROLL CALL

EDA Members

Robert Dew, Chair

Terry Furlong, Vice-Chair

Josef Matthews

Tom Schifsky

Chris Thorsen

Tim Cole, Council Representative

absent

John Monge, Mayor

Staff/Ex-Officio Members

Brian Frandle, Executive Director

Brandy Howe, Treasurer, Community Development Director

Brett Garry, Business Association Representative

absent

Chris Cherne, EDA Secretary

III. ADOPT AGENDA

Chair Dew asked for a motion to adopt the agenda.

M/Furlong, S/Schifsky.

Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of 04-11-2023 Minutes

Chair Dew asked for a motion to approve the April 11, 2023 meeting minutes.

M/Furlong, S/Matthews.

Motion carried 6-0.

V. PRESENTATION

A. Recognition of Donald Jensen

Members of the EDA recognized former member Donald Jensen with a certificate and thanked

him for his years of dedicated service to the EDA.

B. Concept Proposal for Margaret Street Site

John Dobbs, on behalf of Gary Mulcahy, presented a development proposal for the Margaret Street site. Mr. Dobbs' proposal is for garage condos, which he stated align with the History Cruiser car show. He stated garage condos can not only be used for car/hobby garage, but for small business and can offer flexible sizes. The EDA requested clarification on a number of items. Mr. Dobbs stated that the developer does not currently request any incentives and there will be no overnight space allowed in the condos.

Furlong and Dew stated the architecture across from City Hall may be of concern and it would have to be appropriate to get through the Planning Commission and City Council. Howe stated that research is needed to determine if the use is permitted within the MU-1 district.

Staff will coordinate with Mr. Dobbs on next steps.

VI. MEETING OPEN TO THE PUBLIC

No public comments.

VII. EDA DISCUSSION AND ACTION ITEMS

A. Update: River of God Church / Reflex Medical

Howe stated that DSGW Architects submitted a proposal to prepare a facility space analysis for River of God Church. She met with the River of God pastor who indicated they were not looking to move forward with the study at this time. Dew stated the EDA does not want to kick anyone out but also strives to retain and expand businesses. The EDA directed staff to get clarity from the Church and meet with Reflex Medical to notify of the current status and see their next steps.

B. Update: Old National Bank Meeting

Dew reported that he, Howe and Cherne met with the Facilities Property Manager and Corporate Facilities Director of Old National Bank. They discussed the Highway 36/120 interchange and potential development on the corridor. The bank shared they have an imminently planned renovation.

C. Update: Downtown Green Space

Howe stated bids for the work were higher than expected. Public Works can contribute some effort to offset costs, but it cannot be guaranteed due to their summer work load. Schifsky recused himself from the discussion.

Thorsen stated the project would be temporary. He questioned what improvements would be necessary if it is currently used as a parking lot. The lot would still be available for development. Thorsen recommended improving the parking lot, have it ready for development and figure out where the snow would go in the winter.

Matthews stated that he has noticed when green space gets put in it is not usually properly maintained. He said if the money goes into a green space, the City needs to make sure that it is maintained. Frandle stated that maintenance would be added to the Public Works list.

Dew recommended the EDA get a read from the City Council to see if there is a possibility of contribution to the project. The EDA asked staff to get a quote for completely paving the lot and see if the project can be included into the 2024 Capital Improvement Plan.

VIII. TREASURER'S REPORT

A. April 2023 Treasurer's Report

Howe provided the April 2023 Treasurer's Report.

IX. UPDATES

- **EDA Advertisements:** An EDA article has been published in the City newsletter. The article can continue to be rotated into the newsletter and be updated as needed.
- **17th Ave and Delaware site:** There has been some interest in development.
- **Lillie Building:** The developer is facing some hurdles with financing. The project is not expected to occur this year.
- **Fall Roundup Parade:** This topic will be addressed at the next EDA meeting with City Attorney opinion.
- **EDA Bylaws:** Staff have been working on preparing suggested updates to the EDA Bylaws and comparing them with State Statute, City Code and the enabling resolution.
- **Façade Improvement Program:** Howe, Dew and Cherne met with the Metropolitan Consortium of Community Developers. They have been invited to provide a presentation to the EDA this summer.
- **Community Center:** Wold Architects continue to meet with community members. They will consolidate their information and provide a report to City Council. Staff is working on extending a short-term lease with Kokoro Volleyball.

Due to expected absences, the EDA decided to cancel their June meeting. The next regularly scheduled EDA meeting will be Tuesday, July 11, 2023 at 3:00 PM.

X. CLOSED SESSION

- ### A. The meeting will be closed as permitted by section 13D.05, subdivision 3 (c) MN Stats. to discuss the potential purchase of land located at PIN #132922110081.

Chair Dew entered the closed session at 4:27 PM. Those present included:

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

John Monge, Mayor
Brian Frandle, Executive Director
Brandy Howe, Treasurer, Community Development Director
Chris Cherne, EDA Secretary

The EDA discussed the potential purchase of the parcel of land located at PIN #132922110081.

Chair Dew asked for a motion to exit the closed session at 4:37 PM.
M/Thorsen, S/Schifsky.
Motion Carried 6-0.

Dew stated that the EDA discussed the property and decided to take no action at this time.

XI. ADJOURNMENT

Chair Dew requested a motion to adjourn the meeting.
M/Furlong, S/Matthews to adjourn the meeting at 4:38 PM.
Motion carried 6-0.

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

Members, please notify any planned absences to:

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



To	Date
Executive Director and Authority Members	July 11, 2023

Agenda Placement # VI.A

EDA Discussion and Action Items

Subject

2024 Budget Discussion

Background/Facts

The preliminary EDA budget is enclosed.

2024 Proposed Revenues:

- The tax levy (ad valorem taxes) is not proposed to change in 2024.
- Other revenue listed is anticipated investment income.

2024 Proposed Expenditures:

- Staff levels are not proposed to change in 2024, though there is a slight decrease in health insurance based on individual elections.
- There is no budget for supplies for 2024, commensurate with previous years.
- Contracting services are limited to legal (\$4,000) and general liability insurance (\$1,247).
- Transfer to other funds (General Fund) is proposed at \$10,000 as has been done in previous years per direction of the former City Council.

Recommended Action

Approve budget as proposed or recommend modifications to City Council.

Attachments

1. DRAFT EDA Fund v2 07-06-2023

Respectfully submitted,
Brandy Howe, Community Development Director



CITY OF NORTH ST. PAUL, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN NET POSITION
2024 BUDGET

	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget	Variance from 2023 Budget to 2024 Budget Positive	
REVENUES							
CHARGES FOR SERVICES	-	-	-	-	-	-	0%
AD VALOREM TAXES	166,769	184,687	200,907	200,907	200,907	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	0%
OTHER	2,845	14,275	(4,720)	-	2,000	2,000	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	169,614	198,962	196,187	200,907	202,907	2,000	1%
EXPENDITURES							
PERSONNEL	31,034	25,800	50,913	141,119	138,451	(2,668)	-2%
SUPPLIES	-	-	-	-	-	-	0%
CONTRACTURAL SERVICES	4,965	19,960	191,918	94,788	5,247	(89,541)	-94%
CAPITAL	-	-	-	-	-	-	0%
TRANSFERS	10,000	10,000	10,000	10,000	10,000	-	0%
TOTAL EXPENDITURES	45,998	55,760	252,831	245,907	153,698	(92,209)	-37%
CHANGE IN NET POSITION	123,615	143,201	(56,643)	(45,000)	49,209		



CITY OF NORTH ST. PAUL, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY
REVENUES - LINE ITEM DETAILS
2024 BUDGET

GENERAL LEDGER CODE				2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed Budget
TOTAL CHARGES FOR SERVICES				-	-	-	-	-
CURRENT PROPERTY TAX	102 R	3011		166,769	184,687	200,907	200,907	200,907
TOTAL AD VALOREM TAXES				166,769	184,687	200,907	200,907	200,907
TOTAL OTHER FINANCING SOURCES				-	-	-	-	-
TOTAL INTERGOVERNMENTAL				-	-	-	-	-
MARKET VALUE ADJUSTMENT	102 R	3800		-18	-3,357	-12,360	0	0
INVESTMENT INCOME	102 R	3801		2,806	9,030	5,707	0	2,000
REFUNDS & REIMBURSEMENTS	102 R	3865		57	8,602	1,934	0	0
TOTAL OTHER				2,845	14,275	(4,720)	-	2,000
TOTAL OTHER TAXES				-	-	-	-	-
TOTAL PERMITS				-	-	-	-	-
TOTAL SPECIAL ASSESSMENTS				-	-	-	-	-
TOTAL FINES				-	-	-	-	-
TOTAL LICENSES				-	-	-	-	-
TOTAL				169,614	198,962	196,187	200,907	202,907



CITY OF NORTH ST. PAUL, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY
EXPENDITURES - LINE ITEM DETAILS
2024 BUDGET

				2024 Proposed				
GENERAL LEDGER CODE				2020 Actual	2021 Actual	2022 Actual	2023 Budget	Budget
Full-Time Employees - Regular	102	0	4010	23,938	21,088	39,974	101,949	102,638
Full-Time Employees - Overtime	102	0	4011	106	0	172	0	0
Deferred Compensation	102	0	4030	1,459	763	522	3,808	3,789
PERA Contribution	102	0	4031	1,537	1,023	2,971	7,642	7,693
FICA Contribution	102	0	4032	1,363	1,000	2,491	6,317	6,360
Medicare Contribution	102	0	4033	318	234	584	1,477	1,487
Health Insurance	102	0	4040	2,159	1,508	3,741	19,182	15,735
Worker's Compensation Insurance	102	0	4050	154	186	457	744	749
TOTAL PERSONNEL SERVICES				31,034	25,800	50,913	141,119	138,451
Office Supplies	102	0	4110	0	0	0	0	0
Operating Supplies	102	0	4120	0	0	0	0	0
TOTAL SUPPLIES				-	-	-	-	-
General Contract/Consulting Services	102	0	4300	0	0	24,118	0	0
Legal Services	102	0	4302	0	1,052	663	4,000	4,000
Engineering Services	102	0	4304	0	12,992	34,184	83,654	0
General Service Fees	102	0	4310	0	0	6,810	0	0
Postage	102	0	4330	0	0	9	0	0
Dues & Subscriptions	102	0	4360	450	0	0	1,000	0
General Liability Insurance	102	0	4400	925	1,065	1,134	1,134	1,247
Utilities	102	0	4500	3,590	4,852	0	5,000	0
Miscellaneous	102	0	4630	0	0	125,000	0	0
TOTAL CONTRACTUAL SERVICES				4,965	19,960	191,918	94,788	5,247
TOTAL CAPITAL				-	-	-	-	-
Transfer to other Funds	102	0	4992	10,000	10,000	10,000	10,000	10,000
TOTAL TRANSFERS				10,000	10,000	10,000	10,000	10,000
TOTAL				45,998	55,760	252,831	245,907	153,698



To	Date
Executive Director and Authority Members	July 11, 2023

Agenda Placement # VI.B

EDA Discussion and Action Items

Subject

Downtown Green Space

Background/Facts

The EDA engaged WSB in early 2022 to prepare a concept drawing to develop a green space on a vacant lot in the downtown on 7th Avenue between Sidewinders and Fallen Angel Tattoo. The concept plan includes a landscaped area, short walking path, bench pads, and an a 6'x6' concrete area for public art on the south half of the lot with the north proposed as parking. Preliminary estimates for this were provided by the City Engineer in May 2022 that estimated the total project cost to be \$93,000 with approximately \$53,000 in labor. Staff obtained bids for improvements in the spring of 2023 that include the project as initially envisioned—half parking / half greenspace and irrigation. Per the direction of the EDA at the May 2023 meeting, staff was directed to also obtain a bid to pave the entire lot to create a full parking lot with no green space. The bids are summarized below.

Green space and irrigation	\$33,753	White Bear Lawn & Snow 4/3/2023
Parking Lot Paving – Half Lot	\$63,500	T.A. Schifsky 4/7/2023
	\$45,430	B.R. Bituminous Roadways, Inc. 4/19/2023
Parking Lot Paving – Full Lot	\$70,572	T.A. Schifsky 5/25/2023
	\$52,545	B.R. Bituminous Roadways, Inc. 5/30/2023

Staff is seeking direction from the EDA on what amount, if any, the EDA is willing to invest in the project from its budget as a cost-share request with the City Council. Once that direction is provided, staff can prepare a budget amendment to be presented to City Council to determine if the project can be funded in 2023. If not an option for the 2023 budget, this project can be proposed for placement in the 2024 capital improvement plan.

Recommended Action

Provide staff direction with how to proceed with this agenda item.

Attachments

1. BR Estimate - Full Lot
2. BR Estimate - Half Lot
3. Schifsky Estimate - Full Lot
4. Schifsky Estimate - Half Lot
5. White Bear Estimate - Landscaping

Respectfully submitted,

Brandy Howe, Community Development Director



Your Preferred Pavement Partner Since 1946

1520 Commerce Drive | Mendota Heights | MN | 55120
 651-686-7001 (P) | 651-687-9857 (F)
www.bitroads.com | info@bitroads.com

To:	CITY OF NORTH SAINT PAUL	Contact:	RANDY MILLER
Address:	2400 MARGARET STREET NORTH SAINT PAUL, MN 55109 UNITED STATES	Phone:	(651) 747-2409
		Fax:	(651) 747-2550
Project Name:	NORTH ST. PAUL POCKET PARK	Bid Number:	
Project Location:	25833 7TH AVE E, NORTH ST. PAUL, 55109	Bid Date:	4/19/2023
Attachments:	N ST. PAUL SEPPALA AVE LOT.pdf		

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
4" Bituminous Pavement Replacement (1695 SY)	1,695.00	SY	\$31.00	\$52,545.00
- Remove Existing Bituminous Surface To Accommodate A 4 Inch Pavement Section. Dispose Of Off Site. - Shape And Compact Existing Aggregate Base. - Furnish And Install A 2 Inch (Compacted Thickness) MN/DOT 2360 Type SPNWB330B Bituminous Base Course. - Furnish And Install A MN/DOT 2357 Bituminous Tack Coat. - Furnish And Install A 2 Inch (Compacted Thickness) MN/DOT 2360 Type SPWEA340B Bituminous Wearing Course. - Furnish And Install Parking Lot Striping To Match Existing.				

Total Bid Price: \$52,545.00

Notes:

- All work to be completed in 2023.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope. No epoxy or thermoplastic striping.
- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS Authorized Signature: _____ Estimator: Jake Anderson 651-287-6062 jake.anderson@bitroads.com
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Your Preferred Pavement Partner Since 1946

1520 Commerce Drive | Mendota Heights | MN | 55120
 651-686-7001 (P) | 651-687-9857 (F)
www.bitroads.com | info@bitroads.com

To:	CITY OF NORTH SAINT PAUL	Contact:	RANDY MILLER
Address:	2400 MARGARET STREET NORTH SAINT PAUL, MN 55109 UNITED STATES	Phone:	(651) 747-2409
		Fax:	(651) 747-2550
Project Name:	NORTH ST. PAUL POCKET PARK	Bid Number:	
Project Location:	25833 7TH AVE E, NORTH ST. PAUL, 55109	Bid Date:	4/19/2023
Attachments:	NORTH ST. PAUL POCKET PARK.pdf		

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
4" Bituminous Pavement Replacement (826 SY)	826.00	SY	\$55.00	\$45,430.00
- Remove Existing Bituminous Surface To Accommodate A 4 Inch Pavement Section. Dispose Of Off Site. - Shape And Compact Existing Aggregate Base. - Furnish And Install 112 LF Of B612 Concrete Curb - Furnish And Install 612 SF Of 4" Concrete Walk Over 6" Aggregate Base - Furnish And Install A 2 Inch (Compacted Thickness) MN/DOT 2360 Type SPNWB330B Bituminous Base Course. - Furnish And Install A MN/DOT 2357 Bituminous Tack Coat. - Furnish And Install A 2 Inch (Compacted Thickness) MN/DOT 2360 Type SPWEA340B Bituminous Wearing Course. - Furnish And Install Parking Lot Striping To Match Existing.				

Total Bid Price: \$45,430.00

Notes:

- All work to be completed in 2023.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope. No epoxy or thermoplastic striping.
- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

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ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS Authorized Signature: _____ Estimator: Jake Anderson 651-287-6062 jake.anderson@bitroads.com
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To:	City Of North St Paul	Contact:	Randy Miller
Address:	North St Paul, MN	Phone:	
		Fax:	
Project Name:	POCKET PARK	Bid Number:	
Project Location:	2579 7th Ave, North St Paul, MN	Bid Date:	5/25/2023
Attachments:	POCKET PARK.pdf		

Item #	Item Description
--------	------------------

15,000 SF New Parking Lot

- | | |
|---|---|
| 1 | Mobilization |
| 2 | Remove Bituminous & Class V (As Needed) |
| 3 | Level, Compact, And Final Tolerance Lot |
| 5 | Furnish & Install 2.0" Bituminous Base Course SPWEA230B |
| 6 | Furnish & Install 2.0" Bituminous Wear Course SPWEA240B |
| 7 | Striping |

Total Price for above 15,000 SF New Parking Lot Items: \$70,572.09

Notes:

- **PRICING IS BASED ON QUANTITIES STATED ABOVE.**
- PRICING IS BASED ON ATTACHED PLAN
- PRICING IS BASED ON WORK BEING COMPLETED IN 2023
- ADD 1% FOR BOND
- **EXCLUSIONS:**
- PERMITS
- UNFORESEEN SITE CONDITIONS
- SURVEYING/STAKING/LAYOUT
- REMOVALS OR DEMO
- SUBGRADE PREP AND/OR CORRECTIONS
- EXCAVATION OR GRADING. SUBGRADE SHALL BE TURNED OVER WITHIN +/- 0.1'.
- GEOTEXTILE FABRIC
- TRAFFIC CONTROL AND/OR FLAGGING
- STREET PATCHING FOR UTILITY CONNECTIONS
- CLASS V FOR CURBS, ASPHALT, SLABS, CONCRETE
- LOT SIGNAGE
- SPECIAL INSPECTIONS AND/OR TESTING
- SWEEPING/CLEANUP CAUSED BY OTHER TRADES
- WINTER CONDITIONS AND/OR ROAD RESTRICTIONS
- DUE TO VOLATILE OF FUEL AND OIL, PRICING CAN ONLY BE HELD FOR 10 DAYS. AFTER 10 DAYS, PRICING IS SUBJECT TO REVIEW AND POSSIBLE REVISION.

Payment Terms:

SCHEDULE TO BE AGREED UPON BY ALL PARTIES AT TIME OF CONTRACTING. PRICING BASED ON STANDARD AIA CONTRACT WITH NET 30 PAYMENT. RETAINAGE SHALL NOT EXCEED 5% WITHOUT PRIOR APPROVAL, AND IS TO BE REDUCED/RELEASED AS SCOPE IS COMPLETE.

PRE-LIEN NOTICE

(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS
(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

TA Schifsky & Sons Inc

Authorized Signature: _____

Estimator: Noah Juliar
651-260-5926 njuliar@taschifsky.com

To:	City Of North St Paul	Contact:	Randy Miller
Address:	North St Paul, MN	Phone:	
		Fax:	
Project Name:	POCKET PARK	Bid Number:	
Project Location:	2579 7th Ave, North St Paul, MN	Bid Date:	4/7/2023
Attachments:	POCKET PARK.pdf		

Item Description	Estimated Quantity	Unit
New Parking Lot		
Mobilization	1.00	LS
Remove Bituminous & Class V	978.00	SY
Level, Compact, And Final Tolerance Lot	800.00	SY
Furnish And Install New D412 Curb	120.00	LF
Furnish & Install 2.0" Bituminous Base Course	800.00	SY
Furnish & Install 2.0" Bituminous Wear Course	800.00	SY
Striping	1.00	LS
Furnish And Install 4" Thick Sidewalk	640.00	SF
Total Price for above New Parking Lot Items:		\$63,500.96
Park Area		
Remove 6" Of Gravel For Topsoil In Green Space	800.00	SY
Furnish And Install 6" Topsoil	190.00	CY
Total Price for above Park Area Items:		\$22,184.30

Notes:

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SCHEDULE TO BE AGREED UPON BY ALL PARTIES AT TIME OF CONTRACTING. PRICING BASED ON STANDARD AIA CONTRACT WITH NET 30 PAYMENT. RETAINAGE SHALL NOT EXCEED 5% WITHOUT PRIOR APPROVAL, AND IS TO BE REDUCED/RELEASED AS SCOPE IS COMPLETE.

PRE-LIEN NOTICE

(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN

AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS
(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS
IMPROVEMENT DIRECTLY AND DEDUCT THIS AMMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMMOUNTS DUE THEM
FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVMENT UNLESS WE GIVE YOU A LIEN VAIVER SIGNED BY PERSONS
WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and
are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

TA Schifsky & Sons Inc

Authorized Signature: _____

Estimator: Jon Hager
(651) 248-0300 jhager@taschifsky.com

White Bear Lawn and Snow, LLC
 1367 County Rd H2 E
 White Bear Township, MN 55110
 651-755-8390
 whitebearlawnandsnow@gmail.com
 www.whitebearlawnandsnow.com

Estimate



ADDRESS
 City of North St Paul
 2400 Margaret Street
 North St Paul, MN 55109

SHIP TO
 City of North St Paul
 2400 Margaret Street
 North St Paul, MN 55109

ESTIMATE #	DATE	
1352	04/03/2023	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	2579 7th Ave, Green Space 120 x 50	1	33,753.00	33,753.00T
	Sub-cut any blacktop, remove blacktop and recycle base, install black dirt 4"-6"			
	Install irrigation to green space (city will have water to a meter)			
	Install sod to new green space			
	Estimate includes labor, material, equipment, hauling and disposal			

SUBTOTAL	33,753.00
TAX	0.00
TOTAL	\$33,753.00

Accepted By

Accepted Date



To	Date
Executive Director and Authority Members	July 11, 2023
Agenda Placement # VII.A	
Treasurer's Report	
Subject	
July 2023 Treasurer's Report	
Background/Facts	

1. Treasurer Report

A summary of the Treasurer's Report is enclosed. Additional details on the contractual services are listed, below.

CONTRACTURAL	JAN	FEB	MAR	APR	MAY	JUN
General Consulting			\$1,597.50 ⁽²⁾			
Legal	\$51.00 ⁽¹⁾		\$444.00 ⁽³⁾	\$891.05 ⁽⁵⁾		\$(891.05) ⁽⁶⁾
General Liability			\$283.50 ⁽⁴⁾			\$283.50 ⁽⁷⁾

1. Campbell Knutson phone call with EDA Chair
2. EDA's share of Open Window Production video marketing contract
3. EDA training by Campbell Knutson
4. General liability
5. Campbell Knutson services related to Fall Round Up Parade
6. Retraction of Campbell Knutson services related to Fall Round Up Parade (transferred to another account)
7. General liability insurance

Recommended Action
N/A
Attachments

1. JULY EDA Treasurers Report

Respectfully submitted,
Brandy Howe, Community Development Director

TREASURER REPORT

Tax levy in July/Dec/Jan												
AS OF JUNE 30, 2023	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
ASSETS												
Cash	411,834.51	389,532.65	379,605.80	370,566.21	358,547.87	341,702.00						
Land	49,248.22	49,248.22	49,248.22	49,248.22	49,248.22	49,248.22						
TOTAL	461,082.73	438,780.87	428,854.02	419,814.43	407,796.09	390,950.22						
LIABILITIES												
AP Pending	12,051.00	-	2,041.50	2,932.55	891.05	-						
TOTAL	12,051.00	-	2,041.50	2,932.55	891.05	-	-	-	-	-	-	-
REVENUE												
Property tax	-	-	-	-	-	-						
Market value adjustment	1,454.04	(1,923.45)	2,425.44	84.27	(635.34)	(858.41)						
Investment income	(1,246.91)	1,254.89	199.55	458.48	259.91	818.17						
TOTAL	207.13	(668.56)	2,624.99	542.75	(375.43)	(40.24)	-	-	-	-	-	-
TOTAL JAN TO DATE		(461.43)	2,163.56	2,706.31	2,330.88	2,290.64						
EXPENSES												
Personnel (salaries and comp)	(7,486.78)	(9,582.34)	(9,768.34)	(9,582.34)	(9,601.41)	(14,022.13)						
Contractual Services	(51.00)	-	(2,325.00)	(891.05)	-	607.55						
Capital	-	-	-	-	-	-						
Transfer to Other Funds (GF)	-	-	(2,500.00)	-	-	(2,500.00)						
TOTAL	(7,537.78)	(9,582.34)	(14,593.34)	(10,473.39)	(9,601.41)	(15,914.58)						
TOTAL JAN TO DATE		(17,120.12)	(31,713.46)	(42,186.85)	(51,788.26)	(67,702.84)						
FUND BALANCE												
Beginning Fund Balance (as of Jan 1)	456,362.38	456,362.38	456,362.38	456,362.38	456,362.38	456,362.38						
Total Revenue (+)	207.13	(461.43)	2,163.56	2,706.31	2,330.88	2,290.64						
Total Expenses (-)	7,537.78	(17,120.12)	(31,713.46)	(42,186.85)	(51,788.26)	(67,702.84)						
Ending Fund Balance	464,107.29	438,780.83	426,812.48	416,881.84	406,905.00	390,950.18						
TOTAL LIABILITIES, EQUITY & REV	476,158.29	438,780.83	428,853.98	419,814.39	407,796.05	390,950.18						



To	Date
Executive Director and Authority Members	July 11, 2023
Agenda Placement # VIII.A	
Updates	
Subject	
Staff Update	
Background/Facts	
Refer to staff report for updates.	
Recommended Action	
N/A	
Attachments	
1. EDA staff report 2. RFP Development Opportunity - 17th Ave and Delaware Ave Site 3. RFP Development Opportunity - Margaret Street Site	
Respectfully submitted, Brandy Howe, Community Development Director	

City of North St. Paul

Economic Development Authority Report

From: Brandy Howe, Community Development Director
Meeting Date: July 11, 2023
Agenda Item: EDA Project – Staff Updates



A. LILLIE REDEVELOPMENT PROJECT

Jim LaValle, of TJL Development, received PUD approval in September 2022 to redevelop a 0.74-acre site at the corner of Helen Street and 7th Avenue as a mixed-use, market rate building with 82 dwelling units and a 1,575 square foot commercial area.

The developer had been working since last fall to secure funding for the project; however, high interest rates and construction costs caused the developer to adjust the project design to make it financially feasible. Project modifications included the potential elimination of the 1,575 SF of commercial space if unleased by June 2024. In the event that a tenant isn't found by that date, this portion of the building may be built-out as two live-work units, which increases the overall dwelling unit count to 84. The increase in density triggered a Comprehensive Plan amendment.

The developer also worked on the financial components of the project to reflect adjustments (increases) in the total development costs and market conditions (rising interest rates). To make the project financially feasible, he requested an amendment to the TIF assistance agreement to include an additional \$793,295 upfront assistance for cash flow enhancement. Due to changes in the financial market, the developer's lender requested that an Assessment Agreement be incorporated into the TIF Agreement that will establish a minimum taxable value of the project over the term of the TIF District and provisions of assistance. The taxable value established for the Assessment Agreement is \$18,517,000 as of January 2, 2025 for taxes payable 2026. Staff worked with Baker Tilly on the revised TIF assistance and minimum assessment agreements.

The City Council reviewed all requests on June 6, 2023 and approved the PUD modification, comprehensive plan amendment, development agreement, and revised TIF assistance agreement and a minimum assessment agreement on June 20, 2023.

Next steps for the project include City Council review and action on a TBRA clean-up grant agreement for \$179,000 between the Metropolitan Council and the City as well as a subgrant agreement with the developer.

B. OPEN WINDOW PRODUCTIONS MARKETING VIDEO

The EDA hired Open Window Productions (OWP) to develop a short marketing video targeted at attracting businesses and new residents and families to the City of North St. Paul. The production company is in the process of filming around town scenes as well as interviews with city departments and select business representatives in the community. They plan to have a draft video to share with EDA by the August meeting.

C. CITY LOT AT 17TH AVENUE AND DELAWARE

The City issued an RFP (see enclosed) seeking proposals from qualified developers to purchase and improve the city-owned land at the intersection of 17th Avenue E and Delaware Avenue. The site is the location of a former church that was demolished in 2009. There were hazardous materials in the structure before demolition; it is unknown whether contaminants remain on the site. The City acquired the site in 2010 to eliminate blight conditions. The city received three proposals—one of which was deemed incomplete. The complete proposals were provided by Tracy Luther/Doug Andrus and High Pointe Group. Both developers were asked to present to City Council at the July 18 workshop.

D. CITY LOTS AT MARGARET STREET

The Margaret Street site is 0.79-acre located at across the street from City Hall at 2375-2395 Margaret Street. The EDA heard a presentation from John Dobbs in May 2023 who proposed to purchase the city's properties as well as a portion of the adjacent Mulcahy land to the west to develop garage condos. At that time the EDA requested that staff determine a review process to move forward with this project.

Staff had some internal conversations regarding the Margaret Street site and also reached out to the city attorney to determine the best route to identify a development partner. We landed on the RFP approach (see attached) because it opens up the site to more than one potential developer, but also keeps John Dobbs/Mulcahy in the running with their potential garage condo concept. Organizationally, staff is attempting to establish processes that are fair, transparent, and reduce any perception of favoritism. The RFP has not been issued yet; staff is in the process of establishing a distribution list and determining where to promote it aside from the City's website and direct contact.

E. PINE TREE

The Pine Tree Center at the intersection of HWY 120 and South Avenue has been discussed by the EDA as a potential redevelopment site. The existing structure is vacant but one tenant (Pizza Factory) and has several ongoing code enforcement issues, including refuse and signage. It has been rumored that the property will go up for sale, but it is not presently listed. After some discussion on this site at the May meeting, the EDA reached a consensus to take no action on the Pine Tree Center site for the time being and wait for the owner to reach out to the EDA. The EDA asked if the owner is current on property taxes; staff confirmed that the tax payments are current.

F. PIZZA FACTORY

The EDA hired Little Box, Inc. (architect) to prepare a lease area drawing for property owned by Tracy Luther located at 2543 7th Avenue E. The intent was to facilitate a possible lease negotiation to relocate Pizza Factory from the Pine Tree Center. The lease area drawings were completed in April 2023 and provided to the owner of the Pizza Factory and Tracy Luther. Staff has unsuccessfully been able to reach Cal of the Pizza Factory to learn the status of the negotiations, however, a conversation with Tracy Luther informed that the lease is not a concern for Cal, but the estimated \$300,000-\$400,000 to build out the space may be cost prohibitive.

G. REFLEX MEDICAL

At the EDA's direction, staff reached out to DSGW Architects for a proposal to prepare a facility space analysis for River of God Church. The thought behind this activity is to understand the space needs for the church so that the EDA may assist the church to potentially relocate so that Reflex Medical may expand to the east onto the church site. Staff also had a meeting with Pastor Dennis McGrane of River of God Church seeking authorization from their organization to move forward with the study if authorized by the EDA. Pastor McGrane has indicated that the congregation has decided not to move forward with a study at this time. The congregation prefers to keep discussions internal to their organization at this time. Staff reached out but was unsuccessful in connecting with Kevin Fuller with Reflex Medical to try to understand if there are alternatives to meeting the company's expansion needs.

H. EDA BYLAWS

Staff is in the process of reviewing the EDA bylaws against state statute and revising as necessary. Staff will work with the attorney for review of the document as well prior to bringing it back to the EDA for review and approval.

REQUEST FOR PROPOSALS

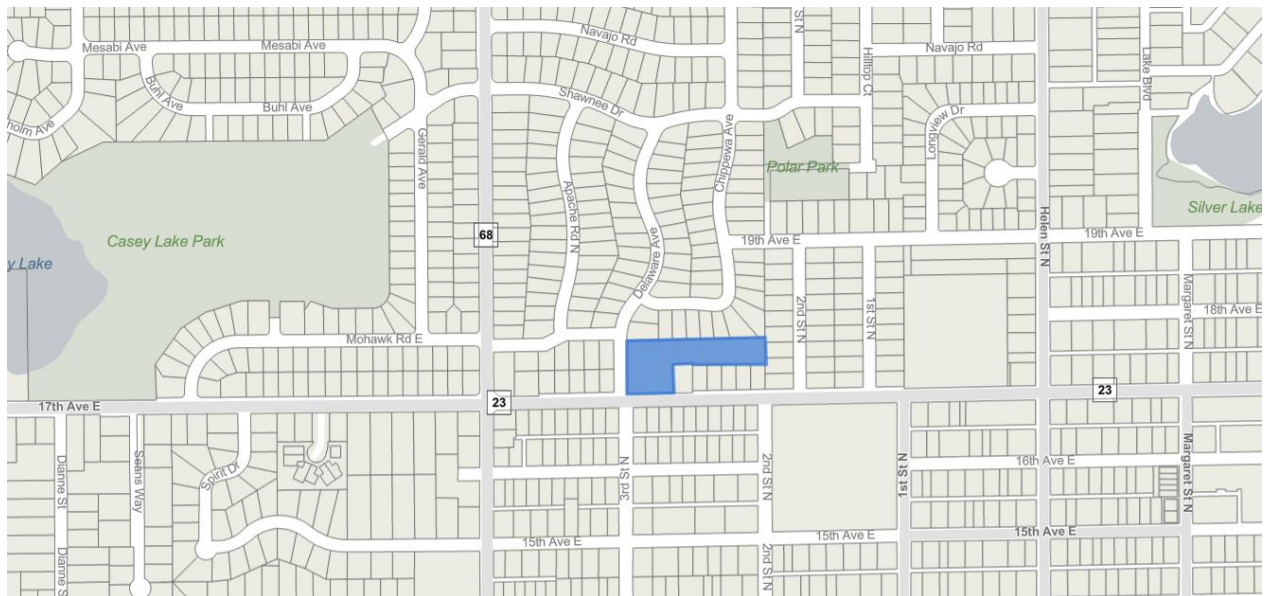
PROPERTY FOR DEVELOPMENT AT 2329 17TH AVE E. NORTH ST. PAUL

INTRODUCTION

The City of North St. Paul is requesting proposal for the sale and development of property located at 2329 17th Avenue E. The City seeks a qualified developer to purchase and improve the property. The sale price for the 2.5-acre parcel is negotiable. The City estimates the site to be valued at \$500,000 to \$800,000. No financial incentives to assist with land development are included with this RFP.

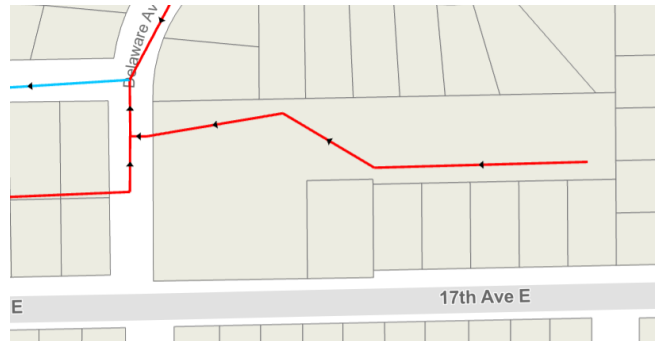
PROPERTY DESCRIPTION

The subject property is a 2.5-acre city-owned parcel located at the northeast intersection of 17th Avenue E. and Delaware Avenue. The site is the location of a former church that was demolished in 2009. There were hazardous materials in the structure before demolition; it is unknown whether contaminants remain on the site. The City acquired the site in 2010 to eliminate blight conditions. The site is across the street from Richardson Elementary School and a half mile from both of North St. Paul's community parks (Casey Lake and Silver Lake).



The site is currently zoned [R-1 Single Family](#), which allows single family or two family units at a density of up to 7 dwellings per acre. The Comprehensive Plan for future land use designates this site for Medium Density residential, which could allow up to 12 dwellings per acre if the property were rezoned to R-2 Mixed Residential.

The site can be accessed by Delaware Avenue or 17th Avenue E. Preliminary correspondence with Ramsey County has indicated support for additional driveway accesses from 17th Avenue. An 8" sanitary sewer line runs through the property. Relocation of this facility may be considered at the developer's expense.



PROPOSAL CONTENTS

The following materials shall constitute a complete submittal:

1. Formal name, address, and legal organization (if applicable) of purchaser.
2. Proposed use of property.
3. Conceptual layout depicting proposed building sites, lots, and any interior streets.
4. Timeline of proposed project.
5. Estimated total development cost for the proposed project.
6. Guarantees for completing proposed project and anticipated methods of financing.
7. Contingencies requested by purchaser and other terms of sale (e.g., cash, land contract, option).
8. Proposed purchase price.
9. Describe the proposed public outreach plan.
10. Provide a minimum of 3 examples of related experience and provide information on your firm's work with other municipalities.

The City of North St. Paul shall not be liable for any expenses incurred by a developer in relation to the preparation or submittal of a proposal, including but not limited to expenses incurred by the developer in preparing a proposal in response to this RFP. All proposals and other information submitted by a proposer shall be treated as non-public data until the proposals are opened for review by the City. Once the proposals are opened, their content will become available to the public as provided by the Minnesota Government Data Practices Act.

SUBMISSION REQUIREMENTS

1. Submit an electronic proposal via email to Brandy Howe at brandy.howe@northstpaul.org no later than May 31, 2023. Submissions received after this date will not be considered. All proposals become the property of the City of North St. Paul. The City reserves the right to reject any or all submissions, to waive irregularities, or to accept such submissions, as in the opinion of the City, will be in its best interests.
2. Proposals are prepared and submitted at the sole cost and expense of the respondent and shall become the property of the City; documents will not be returned.
3. The City reserves the right to negotiate with any and all respondents on the scope of the project, fees, timelines, and all other components of the project.

EVALUATION PROCESS

The City of North St. Paul will review the proposals based on community benefits and overall ability of the project to accomplish the City's goals as well as the following criteria:

1. Consistency with comprehensive plan, zoning regulations, and city objectives.
2. Purchase price.
3. Contribution of development project to tax base.
4. Experience/qualifications of developer and references.
5. Financial means to complete the project.
6. Determination by the City Council of which development proposal will provide the most overall benefit to the City of North St. Paul.

A short list will be established and proposers will be requested to present their conceptual plan and proposal to the City Council for review and comment.

DEVELOPMENT PROCESS

Any development or subdivision of the property will be required to pay all applicable application fees, development fees, and utility connection charges in accordance with the current fee schedule and standard development review process of the City of North St. Paul.

Developer Request for Proposals (RFP)

Margaret Street Site
2375-2395 Margaret Street
North St. Paul



Issued: _____

Submission Deadline: _____

Development Opportunity

The City of North St. Paul is seeking proposals from developers interested in purchasing and redeveloping a 0.79-acre site at 2375-2395 Margaret Street in downtown North St. Paul. This site is located across the street from City Hall/Police/Fire station. It is within walking distance of North High School, blocks from the Gateway State recreational trail, has great access to Highway 36, and is just 10 miles from downtown St. Paul.

The City owns all parcels within the project site as well as an adjacent surface parking lot just west of the subject site that could potentially be incorporated into a redevelopment scenario. The City's intent for the project site is that the existing building will be demolished and replaced with a new, residential or mixed-use building that supports the community's vision for downtown. The goal of the City for the site is to achieve a high-quality development that complements neighboring structures, enhances the surrounding community, and serves as a catalyst to spur further private investment.



Site Context

The subject site (2375–2395 Margaret Street) is 0.79-acre (34,412 SF) and owned by the City. As mentioned, it is located in downtown at the northwest intersection of Margaret Street and Seppala Boulevard and across the street from City Hall/Police/Fire. Property information from the county is listed in the table that follows.



The estimated market value of each site is listed in the table, below.

Address	Parcel ID	EMV	Area
2375 Margaret Street	122922420109	\$61,100	0.23 acre
2377 Margaret Street	122922420110	\$198,600	0.13 acre
2381 Margaret Street	122922420111	\$2,800	0.06 acre
2385 Margaret Street	122922420112	\$39,600	0.15 acre
2393 Margaret Street	122922420113	\$188,800	0.16 acre
2395 Margaret Street	122922420114	\$15,700	0.06 acre
Total		\$506,600	0.79 acre
<i>Source: Ramsey County</i>			

Buildings and Improvements

The site has been cleared of all buildings except one located at 2393 Margaret Street (see right). The remainder of the site contains a gravel parking area, greenspace, and a landscape planter.

The site is the location of two former dental offices. One, which still stands, the former Kelley Gene S DDS, at 2393 Margaret Street. The other dental office was located at 2377, Nelson Paul E DDS, which was demolished in 2020.

LHB Engineering was hired in 2022 to inspect the existing structure at 2393 Margaret Street to determine if it meets the definition of “substandard” per Minnesota Statutes, Section 469.174, subdivision 10. LHB concluded that the building does meet the substandard criteria.

Environmental Conditions

WSB Engineering prepared a Phase I ESA in 2019 to identify Recognized Environmental Conditions (REC) on the property. The ESA revealed three RECs, no historical recognized environmental conditions (HRECs), and no controlled recognized environmental conditions (CRECs). The following RECs were identified as well as hazardous waste generator listings:

REC-1: Federal Brownfields Listing. The listing is associated with 2385 Margaret is included on the Federal Brownfields database. Reportedly, a Phase I ESA and Phase II ESA was completed at this address in 2013-2014 and petroleum and lead impacts to soil and groundwater were identified. The specific compounds and concentrations detected are unknown at this time. The presence of petroleum and lead impacts at the property is considered a REC.

REC-2: Former Dry Cleaner. A dry cleaner was formerly present at 2377 Margaret Street. Dry cleaning facilities are associated with chlorinated solvent storage and use. It is possible that undocumented releases from the former dry cleaner has resulted in groundwater and soil impacts. Therefore, the presence of the dry cleaner facility is considered a REC.

REC-3: Former Adjacent Dry Cleaner. A dry cleaner was formerly present at 2374 Margaret Street / 2550 Seppala Boulevard, located east of the Property. Dry cleaning facilities are associated with chlorinated solvent storage and use. It is possible that undocumented releases from this adjacent site has resulted in property impacts via groundwater migration. Therefore, the presence of the adjacent dry cleaner facility is considered a REC.

Hazardous Waste Generator Listings.

Two hazardous waste generator listings were identified. The dental office at 2377 Margaret Street was listed on the Resource Conservation and Recovery Act (RCRA) Conditionally Exempt Small Quantity Generator (CESQG) database. This parcel is listed as a household hazardous waste site per the Minnesota Pollution Control Agency (Site ID 23528).



Existing structure at 2393 Margaret Street



Gravel parking area

The dental office at 2393 Margaret Street was listed on the RCRA Non-Generator (RCRA NON-GEN) database. Incultation on these databases indicates property tenants generate hazardous waste that requires a permit. No indication of a violation or mishandling of hazardous materials was identified during the assessment.

WSB Engineering also prepared a Limited Phase II ESA in 2019 to evaluate soil, groundwater, and soil vapor conditions. WSB Engineering also prepared a Geotechnical Report in 2019. Refer to the reports for findings.

Site Inspections

The site is open for inspection.

Utilities

The City of North St. Paul provides water, sewer, and electric service to the site. A natural gas pipeline and overhead powerlines run north-south along the west side of the site. Additionally, a 48" RCP public storm sewer is located along the west side of the site that will present some design constraints to preserve an adequate utility easement. Burying of overhead electric lines may also be necessary to facilitate redevelopment on this site. This will be further explored as developers put forth proposed plans for the property.

Zoning

The property is [Zoned MU-1](#) (Downtown Mixed Use). Permitted uses in this district include residential, a variety of commercial uses, and limited production and processing uses. This district is intended to:

1. Preserve and enhance the historical character of the Downtown where appropriate with historic renovations and adaptive reuse of structures.
2. Encourage creating a sense of place within the Downtown through aesthetics including architectural diversity, façade designs, parking configurations, pedestrian-scale amenities, streetscape enhancements, landscaping and the public realm.
3. Encourage vertical mixed-use development in which the lower floors generally have more public uses, with private uses on the upper levels.

Buildings within the MU-1 district shall give due regard to the standards within the [Downtown Design Manual](#).

Market Conditions

Downtown North St. Paul has strong market potential and has enjoyed a healthy pipeline of residential development activity over the past 10 years—approximately 300 new housing units have been constructed less than a ½ of a mile from the project site. The City is currently working with TJL Development on an agreement that will lead to the redevelopment of the former Lillie Newspaper site that will include 84 dwellings units, some of which will feature live/work potential. Construction for this project is anticipated to begin in 2023.

A [Housing Needs Assessment](#) for downtown North St. Paul was prepared by Maxfield in 2022. The study estimates that the City of North St. Paul can accommodate 955 new units of all ages owned and rented housing and 369 units of age-restricted (senior) housing from 2022 to 2030. Maxfield identified demand for most housing products with specifically rental housing and own-occupied multifamily housing.

Vision for Downtown Redevelopment

The overall Vision for the downtown as described in the in the [Redevelopment Master Plan](#) (RMP) is to continue to grow the downtown population to create new demand for services, such as retail and restaurants. The project site is located in the Downtown District per the RMP which prescribes the following for downtown redevelopment:

- New construction should, where feasible, provide housing and offices in upper floors and retail and service spaces reserved for street level.
- Development projects should be designed to support a small-town and pedestrian-friendly character while facilitating retail and service business functions.
- Residential developments must have adequate parking to support residents; under building parking is strongly encouraged and may be required based on site specifications.
- Redevelopment should enhance the historic character to ensure it remains the symbolic heart of downtown North St. Paul.



Example images: desired character

The project site is also adjacent to Seppala Boulevard and has the potential to serve as a catalyst for the conversion of the roadway to a “living street,” meaning a pedestrian and bike-friendly, multi-functional and aesthetically pleasing street.



Example images: Seppala conversion character

Proposal Requirements

Applicants should submit an electronic copy on or before _____, 2023 to Brandy Howe, Community Development Director at brandy.howe@northstpaul.org. Proposals submitted after this date will not be accepted. Proposals must include all required documents, completed and signed per the instructions and attached forms included in this RFP. The City of North St. Paul reserves the right to reject any or all proposals or to cancel this RFP if it is deemed in the best interest of the City of North St. Paul.

The City of North St. Paul makes no representations or warranties, express or implied as to the accuracy and/or completeness of the information provided in this RFP. This RFP (including all attachments and supplements) is made subject to errors, omissions, prior sale, lease or financing and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations.

RFP Schedule

Release of solicitation package	
Question and answer period	
Proposal deadline	
Respondent interviews (if needed)	
City Council presentation	

Proposers' Responsibility for Due Diligence

Prospective developers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

Submission Requirements

The City of North St. Paul will review and evaluate all complete proposals in response to this RFP. Response must include the following information.

1. **Letter of Interest**, including a narrative describing the alignment of the project with the City's vision and objectives for the site.
2. **Development Design** documents including:
 - a. Proposed land use(s).
 - b. Conceptual site layout depicting building location, access, circulation, and greenspace.
 - c. Conceptual rendering depicting building height, architectural character, and building materials.
3. **Public outreach plan**.
4. **Proposed Purchase Price** for the property in its "as is" condition, subject to typical contingencies including inspections, environmental assessments, planning reviews, etc.
5. **Financing plan**, such as guarantees for completing proposed project and anticipated methods of financing.
6. **Project Team** including an experienced lead developer entity, architects, engineers, attorneys, economic and financial consultants, construction managers, leasing and management companies, and other development and/or financial partners, as applicable.
7. **Proposed development schedule**.
8. **Portfolio** of comparable completed projects and references.

The City of North St. Paul shall not be liable for any expenses incurred by a developer in relation to the

preparation or submittal of a proposal, including but not limited to expenses incurred by the developer in preparing a proposal in response to this RFP.

All proposals and other information submitted by a proposer shall be treated as non-public data until the proposals are opened for review by the City. Once the proposals are opened, their content will become available to the public as provided by the Minnesota Government Data Practices Act.

Selection Criteria

The City of North St. Paul will review the proposals based on community benefits and overall ability of the project to accomplish the City's goals as well as the following criteria:

1. Completeness of submission.
2. Development vision and adherence to the City's objectives.
3. Proposed use and site design.
4. Fiscal and community/economic benefits of development.
5. Project feasibility and financing commitments.
6. Financial impact to the City (accounting for land price and any anticipated City financial contribution).

Evaluation Process

The City of North St. Paul evaluation committee will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. A short list will be established and proposers may be requested to present their conceptual plan and proposal to the City Council for review and comment.

Development Process

All redevelopment activity will be subject to all applicable application fees, development fees, and utility connection charges in accordance with the current fee schedule and standard development review process of the City of North St. Paul.

Incentives

Understanding that redevelopment of the Margaret Street site may be challenging due to current conditions, the City is open to exploring the use of various incentive tools to achieve its vision. With just cause, the City is potentially open to the use of tax increment financing (TIF) to support costs related to site remediation, new infrastructure and vertical development components that contribute to the City's redevelopment goals for this site.