



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

August 8, 2023
3:00 PM

The **August 8, 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.

August 8, 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 07-11-2023 Meeting Minutes

V. Presentation

- A. Open Window Productions Marketing Video
- B. Metropolitan Consortium of Community Developers (MCCD) Services

VI. Meeting Open to the Public

VII. EDA Discussion and Action Items

- A. Discussion - Facade Improvement Program

VIII. Treasurer's Report

- A. August Treasurer's Report

IX. Updates

- A. Staff Updates
- B. EDA Member Updates

X. Adjournment

The next regularly scheduled Economic Development Authority meeting is September 12, 2023.



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

II. ROLL CALL

EDA Members

Robert Dew, Chair

Terry Furlong, Vice-Chair

absent

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

absent

Chris Cherne, EDA Secretary

III. ADOPT AGENDA

Chair Dew asked for a motion to adopt the agenda.

M/Cole, S/Schifsky.

Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of 05-09-2023 Minutes

Chair Dew asked for a motion to approve the May 9, 2023 meeting minutes.

M/Matthews, S/Schifsky.

Motion carried 6-0.

V. MEETING OPEN TO THE PUBLIC

No public comments.

VI. EDA DISCUSSION AND ACTION ITEMS

A. 2024 Budget Discussion

Howe presented the proposed EDA budget for 2024. Dew stated that contractual services typically eat up most of the EDA expenses and asked if the EDA should be specifically allocated for anything else. After some discussion, Thorsen requested the noted surplus be moved into planned expenditures. The EDA agreed. The net gain will show as \$0.

Dew asked for a motion to approve and recommend to City Council the 2024 budget with the mentioned changes.

M/Thorsen, S/Matthews.

Motion carried 6-0.

B. Downtown Green Space

Howe provided an update on the open space at 2579 7th Avenue. Per EDA direction, staff received quotes from T.A. Schifsky & Sons, Inc., B.R. Bituminous Roadways, Inc. and White Bear Lawn & Snow for paving the full lot, half the lot or creating full green space and irrigation of the lot.

Dew stated that the EDA was not willing or able to pay for the entirety of the project, but would be willing to put up to 50%. Matthews stated it is a worthy contribution. Thorsen advocated for paving the full lot, stating that it would look better, be useful to the public and would be cheaper if the site were to be redeveloped in the future. Schifsky concurred. Dew stated that as part of the Redevelopment Master Plan, the EDA should consider pulling softer spaces into the downtown area. A soft space could include potted plants, benches and portable décor. Mayor Monge cautioned against overloading the duties of the Public Works Department.

Cole stated that conversations for the space have occurred for almost 2 years. Since the conversations started, prices have more than doubled. Cole expressed that the half parking lot, half green space plan would be good for the downtown. Cost factors such as City involvement, irrigation and maintenance should be questioned. Cole requested a presentation be given to City Council with the options.

Chair Dew asked for a motion to direct staff to engage with B.R. Bituminous Roadways, Inc. for the pavement of the full parking lot quoted at \$52,545 and allocate a budget of \$5,000 for portable planters and benches contingent on a presentation to City Council and a 50% contribution.

M/Matthews, S/Thorsen.

Motion carried 4-1, with Cole dissenting and Schifsky abstaining.

VII. TREASURER'S REPORT

A. July 2023 Treasurer's Report

Howe provided the July 2023 Treasurer's Report.

VIII. UPDATES

- **Lillie Redevelopment Project:** A revised plan along with Comprehensive Plan and PUD amendments were sent to City Council and passed on June 6. A grant agreement and subgrant agreement will go to City Council on July 18. Demolition permit applications have been submitted. The EDA asked staff to look into any potential reimbursements related to the Lillie Project. Frandle asked the EDA if they have the ability to make grants available to fill the live/work units. Dew stated the EDA may be interested, and it is worth revisiting at a future meeting.
- **Open Window Productions (OWP) Marketing Video:** OWP is in the process of filming scenes around town, including interviews with City departments and business representatives in the community. OWP plan to share a draft video with the EDA by the August meeting.
- **City Lot at 17th Avenue and Delaware:** A few developers have been interested in purchasing the lot. The City has put out an RFP. Two complete proposals were provided and will be brought to City Council for presentation on July 18.
- **City Lots at Margaret Street:** A presentation on behalf of Gary Mulcahy was given at the previous EDA meeting for proposed garage condominiums. Based on attorney opinion, the City wanted to give others a chance to apply. An RFP has been put together but not sent out. Dew stated that he is not in agreement with the RFP. The Mulcahy proposal incorporates a significant amount of property not owned by the City. The EDA spends personal capital in getting out and talking to people, and he spent some of his own personal capital getting the Mulcahy project to the table. The EDA stated that they would get in contact with him regarding next steps, but the next step of putting an RFP out may lead the proposal to be withdrawn. Thorsen agreed. Monge stated he likes the proposal as it was presented. Cole and Monge agreed the proposal should be brought to City Council to get a clear understanding of the project. EDA directed staff to bring the Mulcahy project to City Council and to not issue the RFP.

Dew asked for a motion to support the concept proposal of the garage condos and a presentation be given to City Council.

M/Thorsen, S/Schifsky.

Motion Carried 5-0, with Cole abstaining.

- **Pine Tree Center:** There were no updates.
- **Pizza Factory:** The EDA will soon receive the bill for the lease area drawing.
- **Reflex Medical:** There were no updates.
- **EDA Bylaws:** Staff is in the process of looking into the EDA Bylaws and may need to bring in the City Attorney.

IX. ADJOURNMENT

Chair Dew requested a motion to adjourn the meeting.

M/Cole, S/Schifsky to adjourn the meeting at 4:16 PM.

Motion carried 6-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, August 8, 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	August 8, 2023
Agenda Placement # V.A	
Presentation	
Subject	
Open Window Productions Marketing Video	
Background/Facts	
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. OWP plans to share a draft video at the August meeting.	
Recommended Action	
N/A	
Attachments	
None	
Respectfully submitted, Brandy Howe, Community Development Director	



To	Date
Executive Director and Authority Members	August 8, 2023
Agenda Placement # V.B	
Presentation	
Subject	
Metropolitan Consortium of Community Developers (MCCD) Services	
Background/Facts	
Presentation by Luis Mendoza of MCCD. In the past, the City of North St. Paul and the EDA have partnered with MCCD to provide technical assistance and loans for start-up and small businesses. The most recent contact for services is enclosed for reference.	
Recommended Action	
N/A	
Attachments	
1. Open to Business - Digital (1) 2. MCCD Loan Products Digital Brochure (1) 3. OTB-Loans 4. OTB-Starting a Business 5. 2013 NSP MCCD Contract	

Respectfully submitted,
Brandy Howe, Community Development Director



Starting or Expanding a Business?

Free Business Consulting & Financing Opportunities

Trusted Business Advisors

Open to Business provides free, confidential business counseling to current and prospective entrepreneurs. Our experienced consultants work with you to develop a strong business plan, identify challenges and opportunities, and tailor solutions to your business needs.

We also work with entrepreneurs to find financing that best meets your unique needs. Whether it's from a bank, a community lending program, or through direct Open to Business funding, we'll help you assess your options and chart the best path.

No-Cost Business Consulting

Our experienced advisors offer FREE, confidential business consulting & lending options:

- Business & strategic planning
- Marketing & communications planning
- Regulatory, tax, licensing, & accounting training
- Financial assessment
- Direct lending
- Access to governmental & community financing
- Loan packaging for private financing
- Referrals to critical professional services

Financing Opportunities

As a Community Development Financial Institution (CDFI), MCCD provides capital to entrepreneurs including those who face challenges in accessing the commercial banking system, with a focus on Black, Indigenous and People of Color (BIPOC), women, low-wealth individuals, and geographic areas of underinvestment.

The Open to Business program is available to residents and businesses located in:

Anoka County
Dakota County
Hennepin County
Ramsey County
Washington County
City of Northfield

About Us

MCCD is a 501(c)(3) nonprofit and through the Open to Business program we provide business assistance and capital to entrepreneurs in the greater Twin Cities region. Our experienced consultants work with small business owners to access the technical assistance and financing options they need to succeed.



Language Assistance

Our business advisors speak English, Spanish, Somali, and Hmong.

Contact a Business Advisor

(612) 789-7337
info@mccdmn.org
3137 Chicago Ave
Minneapolis, MN 55407

mccdmn.org



SMALL BUSINESS LOAN PRODUCTS

About Us

MCCD is a 501c3 nonprofit and through the Open to Business program we provide business assistance and capital to entrepreneurs in the greater Twin Cities region. Our experienced consultants work with small business owners to access the technical assistance and financing options they need to succeed.

Our Mission

To work collectively to build strong stable communities by leveraging resources for the development of people and places.

Our Approach

As a Community Development Financial Institution (CDFI), MCCD provides capital to entrepreneurs who face challenges in accessing the commercial banking system, with a focus on Black, Indigenous and People of Color (BIPOC), women, low-wealth individuals, and geographic areas of underinvestment.

Serving small businesses for more than 30 years

Loan Products

Loans for Start-up Businesses

Direct lending targeted at start-up or early-stage businesses unable to secure financing from traditional lenders.

Micro Loans

Designed for start-up and early stage businesses. 3 - 5 year terms with loan sizes up to \$25,000 for retail or service businesses and up to \$50,000 for manufacturing businesses.

Advisor Express

Loans up to \$5,000 for small and early stage micro-enterprises. Loan terms range from short turn around (financing for an event) to terms of 3 - 5 years.

Loans for Growing Businesses

Direct lending or in partnership with banks, financial institutions, or nonprofits. Includes projects financed traditionally or through the SBA 7(a) and 504 programs.

Gap Financing

Designed to benefit the borrower so working capital can be preserved in the business. Loans provided in partnership with banks or lending institutions for a range of business projects including business or equipment purchases and leasehold improvements. Loan size and terms vary and can range from \$5,000 to \$100,000+ depending on use.

Commercial Real Estate Gap & Acquisition Financing

Financing for real estate acquisitions and property improvements for small business owners. MCCD Loans provide a portion of the small business owner's required equity contribution. This is permanent term financing with terms up to 10 years (with longer amortizations) and no prepayment penalties.

Cooperative & Employee Owned

Financing for member/employee owned cooperatives and other democratically owned businesses including Community Land Trusts. This product is available for projects primarily benefiting BIPOC communities, women, veterans, and low-wealth neighborhoods.

Fee-Based Financing

Alternative fee-based financing is available for start-up and growing businesses.



Contact Us

(612) 789-7337
info@mccdmn.org
3137 Chicago Ave
Minneapolis, MN 55407

opentobusinessmn.org

Language Assistance

Our business advisors speak English, Spanish, Somali, and Hmong.

SMALL BUSINESS LOANS

As a CDFI, our lending program is dedicated to delivering non-traditional financing opportunities to small businesses and entrepreneurs who face challenges accessing the commercial banking system. Loans are available to qualified start-up and existing businesses.

LEARN MORE

info@mccdmn.org

(612) 789-7337

mccdmn.org/open-to-business





No-Cost Advising **STARTING A BUSINESS?**

Our program offers free, one-on-one business consulting to assist entrepreneurs with the dos, don'ts, and all the necessary steps of starting a new business.

LEARN MORE

info@mccdmn.org

(612) 789-7337

mccdmn.org/open-to-business



Contract for Services
Between North St. Paul Economic Development Authority
and
Metropolitan Consortium of Community Developers
for the
North St. Paul Open to Business Program

THIS AGREEMENT, is made and entered into as of the 8 day of October, 2013, between North St. Paul Economic Development Authority (herein called "EDA") and **Metropolitan Consortium of Community Developers**, (herein called "MCCD").

WHEREAS, EDA wishes to retain an entity with the capacity to provide small business technical assistance and access to capital to existing North St. Paul businesses, North St. Paul residents and those parties interested in opening a business in North St. Paul (the "Initiative") and

WHEREAS, MCCD has represented itself as competent to provide the services required to administer and carry out the Initiative; and

WHEREAS, EDA wishes to engage MCCD to provide said services necessary to carry out the Initiative;

NOW THEREFORE, it is agreed between the parties hereto that;

TIME OF PERFORMANCE

The service to be provided by MCCD shall commence upon the first day of April, 2013, and shall terminate one year from that date. All services, documents, and information to be furnished or performed by MCCD in order to carry out the Initiative shall be furnished or performed as promptly as possible, and with the fullest due diligence.

COMPENSATION

EDA shall provide MCCD \$5,000 for a one year period (the Contract Amount) to manage the North St. Paul Open to Business program. The Contract Amount will be due sixty (60) days after the execution of this Agreement.

SCOPE OF SERVICES

MCCD will use the Contract Amount to provide technical assistance and access to capital to existing North St. Paul businesses, North St. Paul residents and those parties interested in opening a business in North St. Paul. (See **Exhibit A** Scope of Services-North St. Paul Open to Business Program).

REPORTING

MCCD will submit the required reports quarterly. Items to be reported on include, but are not limited to, the following:

- Number of inquiries
- Hours of technical assistance provided
- Type of assistance provided
- Type of business
- Number and amounts of financing packages
- Demographic information on entrepreneurs

The reporting schedule is as follows:

April – June, report due July 31st

July – September, report due October 31st

October – December, report due January 31st

January – March, report due April 30th

MCCD will provide additional reports as requested by EDA.

PERSONNEL

MCCD represents that it has, or will secure, at its own expense, all personnel required in performing the services to carry out the Initiative. Such personnel shall not be employees of or have any contractual relationship with the City of North St. Paul. No tenure or any other rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation pay, severance pay, or any other benefits available to City of North St. Paul or EDA employees shall accrue to MCCD or employees of MCCD performing services under this agreement. MCCD is an independent contractor.

All of the services required to carry out the Initiative will be performed by MCCD, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such work.

INTEREST OF MEMBERS OF THE CITY, NSP AND OTHERS

No officer, member, or employee of the City of North St. Paul, and no member of its governing body, and no other public official or governing body of the locality in which the Initiative is situated or being carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Initiative, shall participate in the decision relating to this Agreement which affects his/her personal interest or the interest of any corporation, partnership, or association in which he/she is, directly or indirectly, interested or has any personal or pecuniary interest, direct or indirect, in this Agreement or proceeds thereof.

ASSIGNABILITY

MCCD shall not assign any interest in this Agreement, and shall not transfer any interest in the same without the prior written approval of the EDA thereto.

COMPLIANCE WITH LOCAL LAWS

MCCD agrees to comply with all federal laws, statutes and applicable regulations of the State of Minnesota and the ordinances of the City of North St. Paul.

INSURANCE

MCCD agrees to provide proof of workers' compensation and comprehensive general liability insurance. Comprehensive general liability insurance shall be in the minimum amount of \$1,000,000.

HOLD HARMLESS

MCCD agrees to defend, protect, indemnify and hold harmless the NSP, its agents, officers and employees harmless from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney's fees, arising out of, or related to the administration and operation of the Initiative, and from any act of negligence of MCCD, its officers, employees, servants, agents, or contractors.

EDA agrees to defend, protect, indemnify and hold harmless the MCCD, its agents, officers and employees harmless from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney's fees, arising out of, or related to the administration and operation of the Initiative, and from any act of negligence of EDA, its officers, employees, servants, agents, or contractors.

NOTICES

A notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested, or delivered personally; and

- (a) In the case of MCCD, is addressed or delivered personally to:

David Chapman, Director of Lending and Operations
Metropolitan Consortium of Community Developers
3137 Chicago Avenue South
Minneapolis, MN 55407

(b) In the case of the City of North St. Paul:

Paul Ammerman, Economic Development Director
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

or at such other address with respect to any party as that party may designate in writing and forward to the other as provide in the Section.

MODIFICATION

This Agreement may not be modified, changed, or amended in any manner whatsoever without the prior written approval of all the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

CITY OF NORTH ST. PAUL

**METROPOLITAN CONSORTIUM
OF COMMUNITY DEVELOPERS**

By: _____



By: _____

Jim Roth, Its Executive Director

Exhibit A

Scope of Services

Open for Business Technical Assistance Services

MCCD will provide intensive one-on-one technical assistance to North St. Paul businesses, North St. Paul residents and aspiring entrepreneurs intending to establish, purchase, or improve a business in North St. Paul. Technical assistance includes, but is not limited to, the following:

- Business plan development
- Feasibility analysis
- Marketing,
- Cashflow and other financial projection development
- Operational analysis
- City and State licensing and regulatory assistance
- Loan packaging, and other assistance in obtaining financing
- Help in obtaining competent legal advice

Open for Business Access to Capital

Access to capital will be provided to qualifying businesses through MCCD's Emerging Small Business Loan Program (see **Exhibit B** Small Business Loan Program Guidelines below). MCCD also provides its financing in partnership other community lenders, banks or both.

In addition, MCCD will underwrite, close and administer the North St Paul Façade Improvement Program in partnership and on behalf of the City.

EXHIBIT B

Small Business Loan Program Guidelines

Loan Amounts:

- Up to \$25,000 for start-up businesses
- Larger financing packages for Established businesses
- Designed to leverage other financing programs as well as private financing provided by the commercial banking community.

Eligible Projects:

- Borrowers must be a “for-profit” business.
- Business must be complimentary to existing North St. Paul business community.
- Borrowers must have equity injection as determined by fund management.

Allowable Use of Proceeds:

- Loan proceeds can be used for working capital, inventory, equipment and general business operations.

Interest Rates:

- Loan interest rate is dependent on use, term and other factors, but not to exceed 10%.

Loan Term Length:

- Loan repayment terms will generally range from three to five years.

Fees and Charges:

- Borrowers are responsible for paying all customary legal and other loan closing costs.



To

Executive Director and Authority Members

Date

August 8, 2023

Agenda Placement # VII.A

EDA Discussion and Action Items

Subject

Discussion - Facade Improvement Program

Background/Facts

In the past, the EDA offered a facade improvement loan program that was administered by MCCD (see enclosed brochure). The program was active from about 2013 to 2018 and approximately seven businesses were loan recipients. At some point after 2018 the program became inactive. This summer, a couple of downtown businesses inquired about a facade improvement program. Staff requests a discussion by the EDA on whether to reestablish the facade improvement loan program, or potentially create a similar program that is a matching grant, rather than a loan. Two programs are provided for reference - City of Cottage Grove and City of Minneapolis. See attached.

Recommended Action

N/A

Attachments

1. NSP Facade Improvement Program Brochure
2. Facade Improvement Grant _ Cottage Grove, MN
3. Facade Improvement Program _ Minneapolis

Respectfully submitted,
Brandy Howe, Community Development Director



Facade Improvement Program

For commercial storefronts in the Downtown B2 Zoning District

About...

The City of North Saint Paul is offering a simple, fast, and easy way to upgrade your business storefront. This ongoing program will help you attract customers and will enhance the aesthetic appeal of the downtown commercial district.

The City will provide loans to approximately five businesses for projects in 2013, with loan amounts ranging from \$1,000 to \$15,000.



A simple, fast, and easy way to upgrade your downtown storefront

Facts...

Loan Amount: \$1,000 - \$15,000

Forgivable Loan/Grant: 20% is forgivable

Owner Equity: 20% of project amount

Loan Term: Up to 5 years

Eligible Uses: Front/rear building facade, windows/doors, signage, awnings, landscaping, lighting, restoration (paint, cleaning, siding), etc.

Application Process: Business owner provides basic business and project information, including:

- Business Tax Returns for previous two years
- Credit Score of 680 or greater
- Real Estate taxes have been paid
- No outstanding collections or judgments
- Business is current on rent/payroll/sales tax

Loan Documents:

- Promissory Note
- Loan Agreement
- Personal Guarantee

Deadline: Continuous



Where...



Downtown B2 Zoning District (in Red)

Sample Project...

Project Size: \$10,000

- Owner pays \$2,000 upfront (20% Owner Equity)
- Owner receives \$8,000 loan amount (\$6,000 from MCCD and \$2,000 from the City and North Saint Paul Business Association, which converts to a grant)
- 5-year term monthly payment: \$119 per month (includes 7.25% interest)
- 3-year term monthly payment: \$185 per month (includes 7.25% interest)
- Incentive: Owner saves 20% (\$2,000) through the program

Action Steps...

- 1 Contact City of North Saint Paul or MCCD
- 2 Submit Application to MCCD, including basic business and project information (See Far Left)

If loan approved...
- 3 Submit Project and Construction documents to MCCD
- 4 Construction
- 5 Pay back loans and enjoy your building and business improvements!

Contact...

Paul Ammerman
Economic Development Director
City of North Saint Paul
651-747-2437
Paul.Ammerman@ci.north-saint-paul.mn.us

Lee Hall
Metropolitan Consortium of Community Developers
612-789-7337 ext 17
leehall@aol.com

Sponsors:
City of North Saint Paul/Economic Dev. Authority
Metropolitan Consortium of Community Developers
North Saint Paul Business Association

Facade Improvement Grant

The City of Cottage Grove is excited to announce a competitive grant opportunity for façade improvements. Eligible building or business owners may apply for grant assistance up to 50% of the cost of improvements - up to \$25,000. [Apply for the program.](#)

Purpose

The City of Cottage Grove is looking to strengthen the vitality of the community by improving the overall appearance of our commercial district. The purpose of the façade improvement program is to enhance our existing commercial buildings through financial assistance to property and business owners. These improvements are meant to help beautify buildings, increase consumer awareness of businesses and sustain a healthy commercial building stock in Cottage Grove.

Applicants

Any business or property owner in a commercially zoned building within the City of Cottage Grove city limits. Criteria for selection will be based on the following:

- Ability to encourage improvements to surrounding businesses.
- Ability to improve the appearance and attractiveness of an area.
- Building owners who have not previously been awarded a grant will be considered before those who have already received grant funding.
- Compliance with City Codes.
- Consistence with Cottage Grove Comprehensive Plan.
- Location within the City of Cottage Grove ([view the priority project map \(PDF\)](#)).

Application Due Date

Applications for the 2023 Façade Improvement Grant Program are due by March 31, 2023. Applications requesting design assistance are due by March 10, 2023. Projects submitted after March 31 will be considered based on availability of funding.

Design Assistance

Design Assistance allows applicants to apply for an additional \$2,000 (matching funds are not required) to procure a licensed design professional/architect to assist with creative design to ensure appropriate scale and scope of the desired revitalization project for the exterior of the building. Design assistance must be requested at the time of applying. If funds are given for design assistance, the design must be incorporated into the project in order to receive the funds.

Eligible Improvements

Façade Improvement Grants can pay for a variety of exterior building façade improvements. Matching grants are awarded for 50% of the costs of improvements for a maximum of \$25,000. The work must be visible from a public street. The following improvements are eligible for grants:

- Canopy or awning installation or repair.
- Exterior building or accent lighting (parking lot lighting ineligible).
- Exterior painting or re-siding.
- Landscaping work done as part of a larger project (up to 25% of total project cost eligible).
- Masonry repairs and tuckpointing.
- Removal of architecturally inappropriate or incompatible exterior finishes and materials.
- Removal of barriers to building access for pedestrians and people with disabilities (Americans with Disabilities Act (ADA) compliance).
- Repair or replacement of exterior wall or monument signs.
- Repair or replacement of windows and doors (replacement must be architecturally appropriate).
- Restoration of exterior finishes and materials.

Ineligible Improvements

- Billboards, roof, pylon, off-premise or temporary signs.
- Dynamic display or electronic message signs.
- Fencing (excludes decorative fencing as part of the landscaping improvement).
- Heating, Ventilation, and Air Conditioning (HVAC) systems or building mechanicals.
- Improvements already in progress or completed prior to approval.
- Improvements to a building interior.
- Improvements to non-commercial zoned buildings.
- Parking areas.
- Permits.
- Purchase or rental of tools and equipment, or for labor performed by the building or business owner, family members, employees, or any other person with a financial interest in the property or business. Grant funds may

be used to pay for materials.

- Roofing.
- Routine maintenance that is not part of an eligible façade improvement project.
- Security systems.
- Sidewalks (excludes bringing sidewalks into ADA compliance).
- Any other improvement not deemed eligible on the above list.

How to Apply

Please complete the Façade Improvement Application.

You will be required to supply the following documents in addition to the application:

- Estimates supplied by a City of Cottage Grove licensed contractor.
- Evidence supporting your ability to cover 50% of project costs (i.e. bank statement, loan approval letter).
- If you do not own the building, a letter of support from the building owner with their contact information.
- Itemized budget of the project.
- Photos of the current façade.
- Proposed project description, detailing the entire scope of improvements you would like to undertake on the building.

Disbursement Process

Applications will be reviewed internally before being brought before the City of Cottage Grove Economic Development Administration (EDA) for approval. If approved, a letter of approval and contract will be given to the applicant letting them know they may begin work on the project. No submitted work should be performed before grants are awarded. Grant funds will not be disbursed until after all proposed work in the project description is completed. At that time, you will be required to submit copies of all receipts/invoices detailed in the project budget and photos of the completed work. After those items are completed and found to match the application your grant funds will be awarded.

Contact

If you have any questions on how to apply or what work qualifies for the program, please contact:

Economic Development Director Gretchen Larson by email or at 651-458-2830.

Jaime Mann by email or phone at 651-458-2833.



Lake Street Council's City of Minneapolis Facade Improvement Grant Program

Overview & Process

The Lake Street Council offers grants to businesses, non-profits, and property owners to make exterior improvements to their commercial buildings. Grants from the Lake Street Council are available in the following geographic areas and generally extend one block north and south of Lake Street. **You must submit a full application and be approved before the work begins to be eligible for the grant.**



*Please contact the Lake Street Council if you have questions about your eligibility.
Note: If you are outside of these geographic areas, you may still be eligible for a grant from a different organization.*

PROGRAM OVERVIEW

Total Available Funds: \$42,500

Type of Funding: Reimbursement, matching grants.

Application Deadline: Applications are accepted on a rolling basis.

Max Grant Size: \$5,000 – \$10,000 depending on your geographic area.

All grants must be matched with private funds. Matching dollars can come from many sources, for example, private equity, grants, etc. Your location along Lake Street determines your maximum grant amount and matching criteria. These are set by the City of Minneapolis, not the Lake Street Council.

Eligible area: 1:2 match, or **one-third of the total cost**, up to **\$5,000**.

Priority areas: 1:1 match, or **one-half of the total cost**, up to **\$7,500**.

Cultural Districts: 2:1 match, or **two-thirds of the total cost**, up to **\$10,000**.

For example, a project costing \$10,000 would be eligible for a maximum grant of:

*\$3,333 in an eligible area
\$5,000 in a priority area
\$6,666 in a cultural district*



VisitLakeStreet.com
2925 Chicago Ave Ste 190
Minneapolis, MN 55407

PROCESS/CHECKLIST

1. Fill out the inquiry form at VisitLakeStreet.com/building-improvement-grant-programs. *You may be eligible for additional funds beyond this program.*
2. Wait for confirmation from the Lake Street Council that you are eligible for this program.
3. Schedule a meeting with Ruth Howell and/or Oscar Corral about your projects.
4. Read the attached Business Guidelines and Eligibility Requirements.
5. Decide on a project and get the necessary number of bids/estimates.
6. **Fill out the full application online or submit a paper copy in person or via email with all necessary documentation before work begins.** *A link to the application will be provided once we determine your eligibility.*
7. Wait for approval before starting your project/s. This process typically takes 1-2 weeks.
8. After approval, you must complete your project/s **within 9 months**.
9. Submit proof of payment and for wait for reimbursement. This process typically takes 3-6 weeks.

FREQUENTLY ASKED QUESTIONS

Who can apply for a matching grant?

Building owners and commercial tenants (with property owner's approval) can apply if

- They are located within an eligible business district AND
- The façade improvements are for a commercial business or commercial building

Can I apply for more than one grant?

You can apply for more than one grant, provided the cumulative total of all the Great Streets grants awarded does not exceed the maximum grant amount.

When can I expect to get my grant funds?

This is a reimbursement grant program. *You must complete and pay for the total project cost or total private match, prior to receiving a reimbursement check from the program administrator.*

Who decides the amount of my grant?

All applications are reviewed and approved by a committee made up of Lake Street Council staff and board members.

When is the deadline to apply?

There is no deadline to apply, applications are accepted on a rolling basis. We suggest applying as early as possible to secure our limited funds for this program.

How do I know if my project/s are eligible?

Please refer to the Business Guidelines for a list of eligible and illegible projects. Additionally, please set up a meeting with the Lake Street Council to discuss your projects/s in detail.

For more information and questions, contact:

Ruth Howell

Grants and Administrative Specialist
grants@lakestreetcouncil.org
612-822-0232

Oscar Corral

Business Outreach Specialist
oscar@lakestreetcouncil.org
612.601.6980

Façade Improvement Matching Grant Program Business Guidelines

The City of Minneapolis recognizes that healthy neighborhood business districts play an important role in the vitality of Minneapolis and understands there are many challenges that neighborhood businesses can face. The Great Streets program aims to help revitalize and sustain neighborhood business districts. One component of the Great Streets program is the Façade Improvement Matching Grant, designed to help create healthy commercial areas by providing incentives to improve the appearance of building façades and stimulate private investment.

Who can apply for a matching grant?

Building owners and commercial tenants (with property owner's approval) can apply for a Great Streets Façade grant if:

1. They are located within an eligible business district AND
2. The façade improvements are for a commercial business or commercial building.

For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial building. Most commercial uses are retail and office; however, other uses may qualify, such as day care centers. Mixed-use buildings are eligible for the commercial portion for the building.

A *property owner* who leases a commercial building for religious use is eligible to apply for a grant if the improvements do not promote the religious use and would remain in place regardless of changes in the tenant (i.e. tuckpointing, windows, lighting). Signs, stained glass windows, and murals are examples of façade improvements that would normally be eligible but would be *ineligible* when they promote a religious use.

How much are the matching grants?

In Eligible areas, one matching grant can be a maximum of \$5,000 per storefront. In Priority areas of the city, a matching grant can be a maximum of \$7,500. In Cultural Districts, a matching grant can be a maximum of \$10,000 per storefront. Contact the program administrator for your area to discuss if your building qualifies as having more than one storefront. You can view the Great Streets eligible area map [here](#).

You can apply for more than one grant, provided the cumulative total of all the Great Streets grants awarded does not exceed the maximum grant amount. If you have received a Great Streets

Façade Improvement Matching Grant in the past, contact your program administrator to determine your eligibility for a second grant.

All grants must be matched.

Eligible area – 1:2 public to private match, maximum grant amount \$5,000.

Priority area - 1:1 public to private match, maximum grant amount \$7,500.

Cultural District area - 1:0.5 public to private match, maximum grant amount \$10,000.

In areas with a 1:2 match, every grant dollar must be matched by two dollars. In areas with a 1:1 match, every grant dollar must be matched by one dollar. In areas with a 1:0.5 match, every grant dollar must be matched by fifty cents. Matching dollars can come from any non-Great Streets source. Examples include private equity, NRP funds, and loans.

This is a **reimbursement program**. You must complete and pay for the total project cost or total private match, prior to receiving a reimbursement check from the program administrator.

What will the matching grant dollars pay for?

Great Streets Matching Grants can pay for many exterior, façade improvements. The work must be visible from a public street (and not an alley). Review the Façade Design Guide, which shows specific façade improvements that are encouraged and discouraged. **Discouraged activities are not eligible for matching grants.**

The following are eligible improvements for façade matching grants:

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of architectural details or removal of materials that cover architectural details
- Repair or replacement of windows and doors (if replacement, windows and doors must be architecturally appropriate)
- Window and cornice flashing and repair
- Canopy or awning installation or repair
- Murals
- Installation or repair of exterior signage
- Removal of barriers to access the building from outside for people with disabilities
- Exterior lighting
- Contracted labor related to any of the above improvements, including design work for projects that are completed
- Wall, window, hanging, and monument signs advertising the business name and identity
- Living wall or “green façade”
- Multiple improvement projects, not to exceed the maximum grant amount per business or storefront

The City of Minneapolis requires permits for most of the eligible improvements listed here. If you have any questions about permits, please visit [Minneapolis Development Review](#), call 311 or 612-673-3000, or visit the Public Service Building at 505 Fourth Ave. S., Room 320 (downtown Minneapolis).

What will the matching grant dollars NOT pay for?

The following activities are not eligible for matching grants:

- Improvements in progress or completed prior to preliminary approval
- Routine maintenance that is not part of an eligible façade improvement project
- Billboards
- Roofing
- Mechanicals and HVAC systems
- Interior work
- New construction
- Pylon, temporary, or roof signs
- Interior window displays
- Security systems (including metal roll down gates, window bars and cameras)
- Trash and mechanical enclosures
- Fencing
- Landscaping
- Parking areas
- Bike parking *
- Improvements to non-commercial buildings
- Improvement to a building interior, rear, or side not visible from the main street
- Backlit awnings (see pages 12-13 and 16-17 of the [Design Guide](#))
- Any other improvement **not** deemed eligible on the above list

* Funding is available to assist businesses interested in installing bike racks. The City can pay for half of the cost of purchasing racks when funds are available. Please contact Minneapolis Public Works Parking Department at (612) 673-2943 for more information. You can also view the information online [here](#).

The City has small business loan programs with favorable interest rates to assist with many interior and system improvements that are not eligible for façade matching grants. Contact Judy Moses at 612-673-5283 or judy.moses@minneapolismn.gov for more information.

How do I receive a grant?

Step 1: Be sure you meet program requirements.

- ✓ The property is located in an eligible area with an active façade contract.
- ✓ The property is current on all property tax payments.
- ✓ All construction management is your responsibility.
- ✓ This is a reimbursement program; you must complete and pay for the private match for the work before the program administrator will issue a [reimbursement check](#). See step 6 for further information.

Step 2: Set-up a meeting with the program administrator to discuss your project and review the Great Streets Façade Design Guide.

Step 3: Submit the Great Streets Business Application and Participation Agreement to the program administrator, including:

- a. A written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
- b. Two (2) contractors' bids that meet the following guidelines.
 - i. Both bids must be for identical scopes of work.
 - ii. If qualified to do so, you may perform the work yourself; however, grant funds can **only** be used to compensate for materials, not for labor or the purchase or rental of tools and equipment. Sweat equity labor includes that of a friend, relative, or anyone with a financial interest in the business or property.
 - iii. Evidence that contractors are licensed, bonded, and/or insured.
 - iv. Applicants are encouraged to solicit estimates from women and minority contractors.
 - v. Projects totaling less than \$5,000 and murals only need to submit one bid.
 - vi. Grant amounts are based on the lower bid; however, you are free to accept the higher bid.
- c. **All applications are reviewed and approved by a committee, the makeup of which varies.** This step is different for each organization administering the program

Step 4: Receive a signed copy of the Business Application and Participation Agreement from the program administrator after the project has been approved. The Participation Agreement authorizes you to proceed with the project. Before you begin, be sure to obtain all the necessary City permits for the project or ensure your contractor pulled the necessary permits. Permit and taxes paid verification is required prior to grant disbursements.

Step 5: Complete the project and submit documentation to the program administrator within nine (9) months of the date on the signed Participation Agreement. The grant funds will be disbursed to you or to your contractor(s) by the program administrator after they have received **ALL FOUR (4)** of the following items_ (if more than one contractor is used, you must submit all four items for each contractor:

- a. **Proof of final inspection** by the City of Minneapolis Inspections Department for work requiring a City permit (a copy of the permit signed off by the responsible City Inspector).
- b. **Final invoice** from the contractor showing the total project cost.
- c. **Before and After Photographs** highlighting the improvement project from the same vantage point.
- d. **Proof of payment** paid to contractor in one of the following two forms. You should be totally satisfied with the work before paying.
 - i. A **lien waiver** - a statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are satisfied with the compensation for the work they performed, and (c) waive

their right to place any liens on the property for the work completed. *(If there are significant material costs, we advise you to obtain a lien waiver from the materials supplier, advising that the contractor paid them in full.)* **OR**

- ii. **A cancelled check AND a signed receipt** - if you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment. You will need a copy of the actual cancelled check(s), returned to you by the bank you used to pay the contractor. Both the front and back of the check must be copied and must be made payable to the contractor for a minimum of the *private match*. You will also need a properly executed receipt, signed by an authorized officer of the contracting firm that includes the contractor's name, address, telephone number, and notation that a minimum of the *private match* was paid in full.

Who can I contact at the City?

Judy Moses

505 4th Ave S., Room 320

Minneapolis, MN 55415

612-673-5283

judy.moses@minneapolismn.gov

Façade Improvement Matching Grant Program Business Application and Participation Agreement

Date:	
Grant Applicant Name:	
Email Address:	Phone Number:
Address of Property to be Improved: , Minneapolis MN	
Property ID Number (PID):	
*Property Owner Name:	Phone Number:

**If the Grant Applicant is NOT the property owner, then the owner must sign page 3 to approve the proposed improvements*

Minority & Women Owned Business Information (Optional)

Note: this information will not be used in determining eligibility nor will it be used to make funding decisions. It is for reporting purposes only.

Is the business at least fifty-one percent (51%) woman owned? ☐ Yes ☐ No

Is the business at least fifty-one percent (51%) minority owned? ☐ Yes ☐ No

If the business is at least 51% minority-owned, please check the most appropriate description(s):

- | | | |
|---|--|--|
| ☐ American Indian or Alaska Native | ☐ Asian | ☐ Black or African American |
| ☐ Hispanic or Latino Origin | ☐ Native Hawaiian or Pacific Islander | ☐ Other: |

STEP 1 - Describe work/project(s)

In a separate document attached to this sheet, describe the work/project(s) to be completed, and include a **"before" photographs**.

STEP 2 - Submit two (2) written bids for all work/project(s)

- ✓ If the total project cost is more than \$5,000, get two (2) written bids for all the work. Be sure that both bids are based on the same scope of work. For example, if your first bid is for tuckpointing, window replacement, and flashing, then the second bid must also be for

tuckpointing, window replacement, and flashing. If a grant is approved, it will be based on the lower bid.

- ✓ If the total project cost is \$5,000 or less or you are doing a mural, you only need one bid.
- ✓ Verify that contractors are licensed, bonded, and insured. If you have questions about licensing, call the City of Minneapolis at 311.
- ✓ If qualified to do so, you may perform the work, but grant funds cannot be used to compensate you for the purchase or rental of tools and equipment or for your labor or the labor of family, friends, employees, or others with a financial interest in the business or property. Grant funds can be used to pay for materials.
- ✓ Applicants are encouraged to solicit estimates from women and minority contractors.
- ✓ Summarize the bids in the box below.
- ✓ **Grant amounts are based on the lower bid; however, you are free to accept the higher bid.**

Brief Work Description		Contractor		Bid	Bonded & Insured?
1		1		\$	☐ Yes / ☐ No
		2		\$	☐ Yes / ☐ No
2		1		\$	☐ Yes / ☐ No
		2		\$	☐ Yes / ☐ No

STEP 3 – Select contractor and estimate work dates

Contractor Selected:

Approximate date work will begin:

Approximate date work will be
complete:

STEP 4 - Review terms and conditions

The Grant Applicant will receive a Grant in the amount specified below pending Grant Applicant's compliance with (1) the Great Streets Façade Improvement Program *Business Guidelines*, (2) the Great Streets *Façade Design Guide*, (3) this Agreement, and (4) available funding. Final determination of eligibility rests with the City of Minneapolis.

1. The Grant Applicant certifies that he/she is an owner of record of the property where the funds will be used to finance repairs and/or improvements; or where not the owner of record of the property, has obtained the Owner's written authorization to cause the repairs or improvements to be made. **The property owner certifies that all property taxes are paid and up-to-date and will remain so throughout the entire project, until grant funds are disbursed.**
2. Work performed at the Property shall be as stated in the contractor(s) bid(s) obtained by the Grant Applicant or the materials list submitted with (or a subsequent part of) the application for the Grant.

3. Any contractor(s) who performs work at the Property must meet City of Minneapolis licensing, building permit, and building code requirements.
4. If the Grant Applicant is performing any work, the Grant Applicant understands that upon completion (1) all work must meet City of Minneapolis zoning code, building permit, and building/housing code requirements and (2) grant funds can **only** be used to compensate for materials, **not** for the purchase or rental of tools and equipment or the labor of the Grant Applicant, a relative, or someone with a financial interest in the business or property receiving the grant funds.
5. All improvements must be completed and reimbursement request documents provided to your Program Administrator **within nine (9) months** of the Grant Approval Date. The Grant applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
6. The Grant funds will be disbursed to the Grant Applicant by your Program Administrator based upon the receipt and review of **items (a) through (c)** below. The Grantee must submit the following items to your Program Administrator upon completion of the work. **If more than one contractor** is used, there must be complete sets of the items listed below for each contract/contractor:
 - a. **Proof of final inspection** by the City of Minneapolis for work requiring a city permit (send a copy of the permit signed off by the responsible City Inspector), for work NOT requiring a city permit, call Program Administrator (phone) to notify them work is complete.
 - b. **Final invoice** from the contractor showing the total project cost.
 - c. **Proof of payment** paid to contractor in one of the following two forms. You should be totally satisfied with the work before paying.
 - i. A **lien waiver** - a statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are satisfied with the compensation for the work they performed, and (c) waive their right to place any liens on the property for the work completed. *(If there are significant material costs, we advise you to obtain a lien waiver from the materials supplier, advising that the contractor paid them in full.)* **OR**
 - ii. A **cancelled check AND a signed receipt** – to be submitted if you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment. You will need a copy of the actual cancelled check(s), returned to you by the bank you used to pay the contractor. Both the front and back of the check must be copied and must be made payable to the contractor for a minimum of the *private match*. You will also need a properly executed receipt, signed by an authorized officer of the contracting firm that includes the contractor's name, address, telephone number, and notation that a minimum of the *private match* was paid in full.
7. Grant reimbursement is based on funding availability. If the funds available to the overall program have been disbursed to other grant applicants before you submit your completed reimbursement request, you will not receive reimbursement.

STEP 5 – Sign and date

Sign and date below, accepting the forgoing terms. A grant is not approved until this document is signed on page four (4) by your Program Administrator.

GRANT APPLICANT

Its:

*If the grant applicant is the property owner, go on to step 6.
If the Grant Applicant IS NOT the property owner, the property owner must sign below
in front of a notary or a known second party witness.*

PROPERTY OWNER

By
Its

NOTARY

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2010 by
_____, the _____ of
_____, a _____, on behalf of the
_____.

_____, Notary Public

or **WITNESS**

By Name
Its Façade Program Administrator

STEP 6 - Deliver the application to:

Lake Street Council
Attn: Ruth Howell, *Grants and Administrative Specialist*
ruth@lakestreetcouncil.org
2925 Chicago Ave S Ste 190
Minneapolis, MN
55407

**TO BE COMPLETED BY THE
PROGRAM ADMINISTRATOR**

Date Application Received:

Grant Amount: (herein referred to as "Grant")

Private Match: (herein referred to as "Matching Funds")

Total Project Cost: (Grant plus Matching Funds)

Grant Approval Date:

The property is in:

- ☐ Eligible area – 1:2 public to private match, maximum grant amount \$5,000.
- ☐ Priority area - 1:1 public to private match, maximum grant amount \$7,500.
- ☐ Cultural District area - 1:0.5 public to private match, maximum grant amount \$10,000.

PROGRAM ADMINISTRATOR



By: Theresa Swaney, *Sr Creative Operations Manager*

Its: Façade Program Administrator



To	Date
Executive Director and Authority Members	August 8, 2023
Agenda Placement # VIII.A	
Treasurer's Report	
Subject	
August Treasurer's Report	
Background/Facts	
Refer to enclosed summary table.	
Recommended Action	
N/A	
Attachments	
1. August EDA Treasurers Report	
Respectfully submitted, Brandy Howe, Community Development Director	

TREASURER REPORT

Tax levy in July/Dec/Jan												
AS OF JULY 31, 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	438,608.81					
Land	49,248.22	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	487,857.03					
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	-	-	-	-	-	-	100,453.50					
Market value adjustment	1,454.04	(1,923.45)	2,425.44	84.27	(635.34)	(858.41)	506.69					
Investment income	(1,246.91)	1,254.89	199.55	458.48	259.91	818.17	746.30					
Refund & reimbursement							4,820.75					
TOTAL	207.13	(668.56)	2,624.99	542.75	(375.43)	(40.24)	106,527.24	-	-	-	-	-
TOTAL JAN TO DATE		(461.43)	2,163.56	2,706.31	2,330.88	2,290.64	108,817.88					
EXPENSES												
Personnel (salaries and comp)	(7,486.78)	(9,582.34)	(9,768.34)	(9,582.34)	(9,601.41)	(14,022.13)	(9,620.43)					
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)	(9,620.43)					
TOTAL JAN TO DATE		(17,120.12)	(31,713.46)	(42,186.85)	(51,788.26)	(67,702.84)	(77,323.27)					
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	456,362.38					
Total Revenue (+)	207.13	(461.43)	2,163.56	2,706.31	2,330.88	2,290.64	108,817.88					
Total Expenses (-)	7,537.78	(17,120.12)	(31,713.46)	(42,186.85)	(51,788.26)	(67,702.84)	(77,323.27)					
Ending Fund Balance	464,107.29	438,780.83	426,812.48	416,881.84	406,905.00	390,950.18	487,856.99					
TOTAL LIABILITIES, EQUITY & REV	476,158.29	438,780.83	428,853.98	419,814.39	407,796.05	390,950.18	487,856.99					



To	Date
Executive Director and Authority Members	August 8, 2023
Agenda Placement # IX.A	
Updates	
Subject	
Staff Updates	
Background/Facts	
Refer to enclosed report.	
Recommended Action	
N/A	
Attachments	
1. EDA staff report 08-08-2023	
Respectfully submitted, Brandy Howe, Community Development Director	

City of North St. Paul

Economic Development Authority Report

From: Brandy Howe, Community Development Director
Meeting Date: August 8, 2023
Agenda Item: EDA Project – Staff Updates



A. 2579 7TH AVENUE E - DOWNTOWN PARKING/ GREEN SPACE

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

At the July 11th EDA meeting, the EDA voted to move forward with the full parking lot paving by B.R. Bituminous Roadways, Inc. with some planters and benches proposed for the area near the sidewalk along 7th Avenue. The EDA would contribute \$5,000 toward portable planters and benches. Staff was directed by the EDA to request a 50 percent cost share from the City Council to complete the project with the EDA contributing \$31,272.50 and the City Council contributing \$26,272.50 for the overall project.

Council considered the EDA's request at the July 18th meeting. Council indicated a preference for green space in this area and noted that the Redevelopment Master Plan identifies this location for a downtown plaza/urban open space. Council directed staff to collect additional information for the following three options, including pros and cons and cost estimates for each:

1. Pave entire lot (as proposed by EDA)
2. Pave half of the lot with half turf (provide actual cost of water service connection)
3. Pave half of the lot with half artificial turf

Staff is in the process of collecting this information and plans to provide it to City Council at their August 15th meeting.

B. 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. At the July 18th meeting, the City Council approved an TBRA clean-up grant agreement for \$179,000 between the Metropolitan Council and the City as well as a subgrant agreement with the developer.

Two underground storage tanks, including a 420-gallon UST and a 1,000-gallon UST, were removed from the site on May 9, 2023. Asbestos abatement of the site buildings began in late June 2023 and was completed in July 2023. Demolition permits have been pulled for the site to be completed in August.

C. 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.

D. 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 presented to City Council at the July 18 workshop. The Council will consider both proposals and select a developer at the August 15th meeting.

E. 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. Mr. Dobbs will present the concept plan to City Council on August 15.

F. 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. No further updates.

G. 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. No further updates.

H. 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. No further updates.

I. 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. No further updates.