



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

October 10, 2023
3:00 PM

The **October 10, 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.

October 10, 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 September 12, 2023 Meeting Minutes

V. Presentation

- A. Open Window Productions Marketing Video

VI. Meeting Open to the Public

VII. EDA Discussion and Action Items

- A. EDA Project Updates

VIII. Treasurer's Report

- A. October Treasurer's Report

IX. Updates

- A. EDA Member Updates

X. Closed Session

- A. Discussion of PID 122922110083

XI. Adjournment

The next regularly scheduled Economic Development Authority meeting is Tuesday, November 14, 2023



**Economic Development Authority
Regular Meeting Minutes
Tuesday, September 12, 2023
3:00 PM**

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

I. CALL TO ORDER

Vice-Chair Furlong called the meeting to order at 3:00 PM.

II. ROLL CALL

EDA Members

Robert Dew, Chair, absent
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

Vice-Chair Furlong requested a motion to adopt the agenda.
M/Cole, S/Thorsen.
Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of August 8, 2023 Minutes

Vice-Chair Furlong requested a motion to approve the August 8, 2023 meeting minutes.
M/Monge, S/Schifsky.
Motion carried 6-0.

V. MEETING OPEN TO THE PUBLIC

No public comments.

VI. EDA DISCUSSION AND ACTION ITEMS

A. Project Updates

- **2579 7th Ave E – Downtown Parking/Greenspace:** City Council discussed the site at their meeting on August 15th, 2023. Crossroads Properties expressed interest in marketing the site. A listing agreement with Crossroads Properties will go to City Council at a future meeting.
- **Lillie Redevelopment Project:** The groundbreaking for the new building was held on August 24th, 2023. Building plans have been submitted and construction has commenced.

- **Open Window Productions (OWP) Marketing Video:** OWP will present their videos to the EDA at their regular meeting in October.
- **Pine Tree Center:** Code Enforcement have been working on violations at the site. The hanging sign has been removed.
- **Pizza Factory:** Staff reached out to the owner of the Pizza Factory. He plans to schedule a sit-down meeting with the City.
- **Reflex Medical:** There were no updates.
- **Façade Improvement Program:** A draft of a façade improvement program will be presented at the regular October EDA meeting. Thorsen stated that the discussion around the gooseneck lighting requirements was missing from the approved August 8th, 2023 meeting minutes. He stated he would like to discuss the possible revision of gooseneck lighting requirements moving forward.

B. EDA Bylaws Review

Staff and the City Attorney have reviewed the EDA Bylaws and noted potential revisions. Howe recommended the EDA strip the bylaws containing duplicated language from the City Code and perform minor modifications to be consistent with State Statute and the Enabling Resolution. Thorsen stated since the EDA spent money on the Attorney, it should be adopted as proposed. The EDA asked staff to clarify the potential revisions for discussion at the next regular EDA meeting.

Vice-Chair Furlong requested a motion to table the conversation of EDA Bylaws.
M/Cole, S/Matthews.
Motion Carried 6-0.

C. MOU for Dobbs/Mulcahy Garage Condo Proposal

Howe stated that the developer of the proposed garage condominiums presented the concept to City Council at an August 2023 workshop meeting; however, City Council did not have the chance to discuss the project after the presentation. In order to keep the developer interested, Dew had suggested entering into a Memorandum of Understanding (MOU) with the developer.

Cole questioned if presenting an MOU to City Council would be moving the cart in front of the horse, as City Council has not had a chance to discuss the proposal yet. Thorsen stated that it is most important to find out what the developer will have to pay for that land and what criteria will be used by the City to determine fair market price as fair market value is an arbitrary number. If the developer is interested in the price, the project can easily move forward. Monge asked how the City can get the value of the Margaret Street site. Frandle stated the City could hire an appraiser. Thorsen recommended having more than one appraisal done. Monge, Schifsky and Matthews agreed that the City should move forward with an appraisal. Matthews stated that the site is difficult to develop. There are not a lot of developers jumping at the property, so this opportunity should be taken seriously. Thorsen recommended that City Council be made clearly aware of the resounding recommendation from the EDA.

Howe clarified that the MOU does not bind the City to the sale of land, but ensures that the Dobbs/Mulcahy project is the only one to be considered until a purchase agreement is reached or until the termination of the agreement. Furlong agreed and stated the MOU gives exclusive rights to the developer to negotiate with the City.

Vice-Chair Furlong requested a motion to request staff to prepare a City Council resolution authorizing the EDA to enter into an MOU with the developer.
M/Matthews, S/Thorsen.
Motion carried 6-0.

VII. **TREASURER'S REPORT**

A. September 2023 Treasurer's Report

Howe provided the September 2023 Treasurer's Report. Thorsen inquired about the noted

\$12,000 AP Pending. Howe will follow up with a clarification of that number.

VIII. UPDATES

A. EDA Member Updates

Cole stated it has been a busy few weeks in the City of North St. Paul. A few of the events included the well-attended groundbreaking for the Lillie Building and the grand opening of the Blue Nile, a new Ethiopian restaurant with phenomenal people and food. Cole shared that he toured the new candy store and noted they are building a coffee area. The owner has many ideas for the City and recommended he approach the City with his vision. Cole also congratulated Schifsky for being the Grand Marshal of the Fall Roundup Parade.

Matthews stated that the Fall Roundup Parade will be held on Thursday, September 14th at 6:00 PM. There are 86 registered units for the parade, and many different aspects of the community are involved. There are not a lot of parades anymore due to the Covid-19 pandemic, so the Fall Roundup Parade brings great attention to the City of North St. Paul.

IX. 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 #122922110083

Vice-Chair Furlong entered the closed session at 3:48 PM. Those present included:

Terry Furlong, Vice-Chair
Josef Matthews
Tom Schifsky
Chris Thorsen
Tim Cole, Council Representative
John Monge, Mayor
Brian Frandle, Executive Director
Brandy Howe, Treasurer, Community Development Director
Brett Garry, Business Association Representative
Chris Cherne, EDA Secretary

The EDA discussed the potential purchase of the parcel of land located at PIN #122922110083.

Vice-Chair Furlong requested a motion to sign a confidentiality agreement in order to get more information on the parcel.

M/Matthews, S/Cole.

Motion carried 6-0.

Vice-Chair Furlong closed the closed session at 4:02 PM.

X. ADJOURNMENT

Vice-Chair Furlong requested a motion to adjourn the meeting.

M//Thorsen, S/Matthews to adjourn the meeting at 4:02 PM.

Motion carried 6-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, October 10, 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	October 10, 2023
Agenda Placement # VII.A	
EDA Discussion and Action Items	
Subject	
EDA Project Updates	
Background/Facts	
See enclosed staff report.	
Recommended Action	
N/A	
Attachments	
1. EDA staff report 10-10-2023	
Respectfully submitted, Brandy Howe, Community Development Director	

City of North St. Paul

Economic Development Authority Report

From: Brandy Howe, Community Development Director
Meeting Date: October 10, 2023
Agenda Item: EDA Project – Staff Updates



A. DOBBS/MULCAHY GARAGE CONDO PROPOSAL

City Council discussed the project at its September 19th workshop. Two Council members were absent at that time and the discussion was tabled.

Staff engaged a surveyor to replat the development site to combine the redevelopment lots, separate them from the parking lot, and establish the necessary utility easements. Once that work has been completed, an appraisal will be obtained to understand the property value of the site. Staff is also in the process of evaluating the proposal against long range plans and the zoning ordinance. All of this information will be presented to City Council for their consideration at a future meeting.

B. 2579 7TH AVENUE E.

Crossroads Properties provided a listing agreement for the marketing of 2579 7th Avenue E in the downtown. The attorney reviewed agreement and suggested some adjustments. Once an agreement has been reached with Crossroads Properties on the terms of their engagement, the listing agreement will be submitted to City Council for approval. Staff will also work to get the property appraised.

C. LILLIE REDEVELOPMENT PROJECT

During recent demolition activities of the Lillie redevelopment project, fill soil with debris was unexpectedly encountered below and around the building foundations. Because of the presence of debris, which included concrete, brick, glass and metal, excess fill soil from the site will require landfill disposal in accordance with Minnesota Pollution Control Agency's (MPCA's) Best Management Practices (BMPs) rather than allowing the material to be re-used onsite.

The project received a contamination cleanup grant from the Metropolitan Council's Tax Base Revitalization Account (TBRA) in January 2023 that included cleanup of petroleum, arsenic and polynuclear aromatic hydrocarbon (PAH) impacted soil on the western portion of the site but did not anticipate the need to dispose of fill with debris from below the building footprints.

On projects where additional environmental work is required and an existing TBRA grant is in place, the Metropolitan Council can issue an eligibility determination, which would allow the project to apply for an additional cleanup grant in the next grant cycle (i.e., November 2023) to retroactively fund the additional costs. To issue the eligibility determination, the Metropolitan Council requires a resolution of support from the City Council. If approved, work incurred after the date of this letter would be eligible for funding should an additional grant be awarded.

D. OPEN WINDOW PRODUCTIONS PROMOTIONAL VIDEO

The EDA hired Open Window Productions (OWP) to develop short promotional videos to attract businesses and new residents and families to the City of North St. Paul. A draft video was presented to the EDA in August. Revised drafts will be presented in at the October meeting for review by the EDA. Once recommended for approval by the EDA, the City Council will consider the videos before moving forward with implementing best practices for using the video.

E. FAÇADE IMPROVEMENT PROGRAM

Staff is in the process of reviewing existing plans and regulations as it relates to a potential façade improvement program—specifically as it relates to exterior lighting.

The Downtown Design Manual, which was adopted in 2005 per Resolution 05-143. The Manual lists standards and guidelines for architecture, lighting, landscaping, and signs in the downtown. The lighting standard in the Manual is as follows:

Lighting fixtures shall be concealed or integrated into the overall design of the project. All outdoor lighting shall be directed away from adjoining property and from the street. Bare incandescent light bulbs shall not be permitted in view of adjacent property or the public right-of-way except decorative holiday lights having 7.5 watts or less. No exterior lighting shall exceed 0.4-foot candles at the lot line. Non-city light standards shall not exceed 20' in height and shall include full cutoff luminaries so as not to shine onto adjacent properties or produce glare. Additional lighting on the main city streetscape is not allowed except to illuminate signs, doorways, or inside storefronts.

While there is an image in the Manual of gooseneck lighting as an example of how to meet the standard described above, it is not explicitly called out as being a requirement.

The zoning ordinance also regulates some aspects of building design, such as building orientation. The zoning ordinance states that all buildings in the MU-1 district shall give due regard to the standards within the Downtown Design Manual.

Note that the current zoning ordinance was updated in 2015 and the sign ordinance was updated in 2022; as such, there are now inconsistencies between the Downtown Design Manual and these documents. The Redevelopment Master Plan recommends applying the design standards in the downtown area, but it also identified a need to update the Manual for consistency with zoning regulations.



To	Date
Executive Director and Authority Members	October 10, 2023
Agenda Placement # VIII.A	
Treasurer's Report	
Subject	
October Treasurer's Report	
Background/Facts	
Refer to enclosed summary table.	
Recommended Action	
N/A	
Attachments	
1. EDA Treasurers Report (OCT)	
Respectfully submitted, Brandy Howe, Community Development Director	

TREASURER REPORT

Tax levy in July/Dec												
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	427,877.05	415,173.72			
Interest Rec Invest	-	-	-	-	-	-	-	-	-			
Land	49,248.22	49,248.22	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	477,125.27	464,421.94			
LIABILITIES												
Accrued Salaries	-	-	-	-	-	-	-	5,453.50	136.00			
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	-	-	5,453.50	136.00	-	-	-
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	295.79	-			
Investment income	(1,246.91)	1,254.89	199.55	458.48	259.91	818.17	746.30	1,562.43	-			
Refund & reimbursement							4,820.75	-	-			
TOTAL	207.13	(668.56)	2,624.99	542.75	(375.43)	(40.24)	106,527.24	1,858.22	-	-	-	-
TOTAL JAN TO DATE		(461.43)	2,163.56	2,706.31	2,330.88	2,290.64	108,817.88	110,676.10	110,676.10			
EXPENSES												
Personnel (salaries and comp)	(7,486.78)	(9,582.30)	(9,768.34)	(9,582.34)	(9,601.41)	(14,022.13)	(9,620.43)	(9,806.48)	(9,669.58)			
Contractual Services	(51.00)	-	(2,325.00)	(891.05)	-	607.55	-	(5,737.00)	2,283.75			
Transfer to Other Funds (GF)	-	-	(2,500.00)	-	-	(2,500.00)	-	(2,500.00)				
TOTAL	(7,537.78)	(9,582.30)	(14,593.34)	(10,473.39)	(9,601.41)	(15,914.58)	(9,620.43)	(18,043.48)	(7,385.83)			
TOTAL JAN TO DATE		(17,120.08)	(31,713.42)	(42,186.81)	(51,788.22)	(67,702.80)	(77,323.23)	(95,366.71)	(102,752.54)			
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	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	110,676.10	110,676.10			
Total Expenses (-)	(7,537.78)	(17,120.08)	(31,713.42)	(42,186.81)	(51,788.22)	(67,702.80)	(77,323.23)	(95,366.71)	(102,752.54)			
Ending Fund Balance	449,031.73	438,780.87	426,812.52	416,881.88	406,905.04	390,950.22	487,857.03	471,671.77	464,285.94			
TOTAL LIABILITIES, EQUITY & REV	461,082.73	438,780.87	428,854.02	419,814.43	407,796.09	390,950.22	487,857.03	477,125.27	464,421.94			