



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

**November 14, 2023
3:00 PM**

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

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

November 14, 2023 Zoom meeting can be accessed

via: <https://tinyurl.com/NSPEconDevAuth>

(from a PC, Mac, tablet, iPhone or Android device)

or by phone at US: +1 929 205 6099 or +1 301 715 8592

**Participants joining the meeting by phone please use the following passcode:
86929140679**

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

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

I. Call to Order

II. Roll Call

Robert Dew, Chair

Terry Furlong, Vice Chair

Josef Matthews

Tom Schifsky

Chris Thorsen

Tim Cole, Council Representative

John Monge, Mayor

STAFF/EX OFFICIO MEMBERS

Brian Frandle, Executive Director

Brandy Howe, Treasurer/Community Development Director

Brett Garry, Business Association Representative

Chris Cherne, EDA Secretary

- III. Adopt Agenda**
- IV. Approval of Minutes**
 - A. Approval of October 10, 2023 Meeting Minutes
- V. Meeting Open to the Public**
- VI. EDA Discussion and Action Items**
 - A. Resolution to Amend EDA Bylaws
 - B. Facade Improvement Program
- VII. Treasurer's Report**
 - A. Treasurer's Report
- VIII. Updates**
 - A. Staff Updates
 - B. EDA Member Updates
- IX. Adjournment**

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



**Economic Development Authority
Regular Meeting Minutes
Tuesday, October 10, 2023
3:00 PM**

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

I. CALL TO ORDER

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

II. ROLL CALL

EDA Members

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

Arrived at 3:04 PM

Staff/Ex-Officio Members

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

Absent

III. ADOPT AGENDA

Chair Dew requested a motion to adopt the agenda.
M/Furlong, S/Schifsky.
Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of September 12, 2023 Minutes

Chair Dew requested a motion to approve the September 12, 2023 meeting minutes.
M/Schifsky, S/Thorsen.
Motion carried 7-0.

V. PRESENTATION

A. Open Window Productions Marketing Video

Open Window Productions (OWP) presented the long form and short form North St. Paul promotional videos. The EDA applauded each video. The videos will be shown to City Council at a future meeting. OWP stated that the videos can be posted into social channels and the City website and that a pay-per-click campaign would be a good long-term marketing strategy. The EDA discussed collecting data on views and clicks. Furlong stated the City should have information ready for developers who reach out due to the videos.

VI. MEETING OPEN TO THE PUBLIC

No public comments.

VII. EDA DISCUSSION AND ACTION ITEMS

A. EDA Project Updates

Dobbs/Mulcahy Garage Condo Proposal: Howe reported that the garage condo proposal was brought to City Council at a recent workshop meeting. Only 3 members were present at that meeting and staff was directed to bring the proposal back to Council when all 5 members would be in attendance. Howe state that the site will be replatted.

Dew expressed concerns with the procedure of the project and how it relates to the duties of the EDA. The EDA strives to attract and retain business in the City of North St. Paul, however, the decision to obtain appraisal and replat adds time to the process, which tends to kill deals. It is not developer friendly for there to be additional hoops to go through. Developers have stated that there is too much red tape in the City. Additionally, a memorandum of understanding (MOU) does not make a deal. The re-platting would happen regardless and adds unnecessary time to this step. Dew questioned the organization's purpose if the EDA needs to go to City Council every time something is done.

Dew stated that the EDA has spoken before about the City selling or signing property to the EDA. Frandle asked Dew what the EDA would gain and if there are any drawbacks on either side to having the City sign off land to the EDA. Dew stated that there is an argument as to why the City wouldn't want to put land into EDA hands, however, the EDA would be able to accomplish its tasks without needing higher approval with every step.

Thorsen inquired about City Council's initial thoughts on the proposal. Cole stated that he addressed the platting and the appraisals at the City Council meeting. Dew stated that with development, land conveyed for as little as one dollar or incentives from the City, such as utility work may be provided. Thorsen stated that the MOU indicated the City would negotiate with the developers on what they would pay for the land. The discussion of appraisals was brought up because of the MOU. Dew stated that the developer will be gone within eight weeks and time is running out.

Thorsen echoed the concerns of Dew and stated the potential developer for the garage condos had a potential project at the old City Hall site in the past that was shot down. Dew stated that the developer is still at the table but is under the impression that the City is not interested. At the end of the day, the MOU has to come forward so the EDA can talk about the proposal with the developer and what changes need to be made. Frandle thanked Dew for providing information and his expertise to the conversation.

Thorsen stated there have been two projects the EDA has endorsed that have not gotten far since his term started. The duty of the EDA is to bring forward economic development through a variety of projects. He stated that he was asked if he would seek reappointment to the Authority but wanted to respond in front of the group. Thorsen indicated that he will not be seeking reappointment because of the lack of progress with the projects endorsed by the EDA. Thorsen urged the EDA to fill his seat with someone who has a background in business.

Cole stated that in 2019 the EDA was a part of the drafting process of the Redevelopment Master Plan. The City does not want to kick any business that currently exists out of the downtown, but helps determine how the incoming bodies are decided. When developers come in, there is a document to discuss with them. The garage condos do not fit with the Redevelopment Master Plan, and that is why he indicated he is not in favor with the plan. Howe stated that placing the MOU on the upcoming City Council meeting agenda can give them a chance to react to the proposal and either approve or not approve the MOU. Frandle suggested Dew speak to the City Council at their upcoming meeting. Matthews stated it

would be important for the City Council to understand what the City faces with that site from a development standpoint and suggested it is important to be respectful to the developer.

2579 7th Avenue E: The listing agreement for the site will go to City Council at their October 17, 2023 meeting.

Lillie Redevelopment Project: The developers for the project uncovered contaminated materials and went back to the City for TBRA grant funding. Dew asked if there is a schedule for the project. Howe stated a schedule has not been shared with her.

Façade Improvement Program: Due to Thorsen's inquiry regarding gooseneck lighting at the previous EDA meeting, Howe reported on the requirements included in the Downtown Design Manual. While the Downtown Design Manual urges gooseneck lighting, it does not require it. Howe stated that the Redevelopment Master Plan suggests that the Downtown Design Manual is due to be looked at..

VIII. TREASURER'S REPORT

A. October Treasurer's Report

Howe provided the October 2023 Treasurer's Report. Howe clarified the noted entry from the previous meeting was an error and has been removed.

IX. UPDATES

A. EDA Member Updates

There were no updates.

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 122922110083

Chair Dew entered the closed session at 4:13 PM. Those present included:

Robert Dew, Chair
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
Chris Cherne, EDA Secretary

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

Chair Dew requested a motion to exit the closed session.

M/Schifsky, S/Matthew to exit the closed session at 4:33 PM.

Motion carried 7-0.

XI. ADJOURNMENT

Chair Dew requested a motion to adjourn the meeting.

M//Schifsky, S/Cole to adjourn the meeting at 4:34 PM.

Motion carried 7-0.

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

Agenda Placement # VI.A

EDA Discussion and Action Items

Subject

Resolution to Amend EDA Bylaws

Background/Facts

EDA requested that the bylaws be reviewed to ensure consistency with changes in state statute. Staff prepared a draft which was reviewed and vetted by the City Attorney's office. The following changes are proposed:

1. Update the name of the EDA to be the Economic Development Authority of the City of North St. Paul to match the enabling resolution.
2. The presiding officers shall be the President and Vice President to be consistent with statutory language.
3. Only the offices of Secretary, Executive Director, and Assistant Treasurer can be held by non-commissioners per statute.
4. Other minor modifications to mirror statutory language.

The enclosed draft bylaws are recommended for approval by the EDA.

Recommended Action

Approve the EDA resolution amending the bylaws

Attachments

1. EDA BY-LAWS_10-05-2023 (clean version)
2. Resolution Amending EDA By-Laws

Respectfully submitted,
Brandy Howe, Community Development Director

BY-LAWS OF THE NORTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY

1. The Authority

Section 1.1. Name of Authority. The name of the Authority shall be the Economic Development Authority of the City of North St. Paul, Minnesota (hereinafter, the "Authority").

Section 1.2. Office. The principal office of the Authority shall be at City Hall, 2400 Margaret Street, North St. Paul, Minnesota.

Section 1.3. Seal. The Authority shall have an official seal.

2. Organization

Section 2.1. Members. The Authority shall consist of seven (7) members of which one (1) shall be the Mayor and at least one (1) a City Council member. The Mayor shall present candidates for the Authority to the City Council for consideration of approval. The Authority membership term for the Mayor and member(s) of the City Council shall be co-terminant with their City Council office term. All other members shall be appointed by City Council for six-year terms. Candidates for the Authority shall have an interest in advancing the business and economic climate of the City but need not be residents of the City.

Section 2.2. Officers. The Authority shall annually elect a president, vice-president, secretary, treasurer, and assistant treasurer. The president and vice-president shall be members of the Authority. No member may serve as president and vice-president at the same time. The offices of secretary and assistant treasurer need not be held by an Authority member.

Section 2.3. President. The president shall preside at all meetings of the Authority.

Section 2.4. Vice-President. The vice-president shall preside at any meeting of the Authority in the absence of the president and may exercise all powers and perform all responsibilities of the president if the president cannot exercise or perform the same due to absence or other inability.

Section 2.5. Treasurer. The treasurer shall receive and be responsible for Authority money, is responsible for the acts of the assistant treasurer, shall disburse authority money by check only, keep an account of all Authority receipts and the nature, purpose, and authority of all disbursements, and shall file the Authority's financial statement with its secretary at least once a year as set by the Authority.

Section 2.6. Assistant Treasurer. The Assistant Treasurer shall have all powers and duties of the Treasurer if the Treasurer is absent or disabled.

Section 2.7. Secretary. Shall keep the minutes of all meetings of the Authority and shall

maintain or cause to be maintained all records of the Authority. The secretary shall also have such additional duties and responsibilities as the Authority may from time to time and by resolution prescribe.

Section 2.8. Executive Director. The City Manager or designee shall serve as the executive director of the Authority, shall be chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Authority may from time to time by resolution prescribe. The City Manager may designate an assistant.

3. Procedures.

Section 3.1. Regular Meetings. The Authority shall hold regular meetings on the second Tuesday of each month, commencing at a regular time as the Authority determines at the beginning of each year. In the event such date shall fall on a legal holiday, the meeting shall be held on a designated alternate day as determined by the Authority.

Section 3.2. Special Meetings. Special meetings of the Authority may be called by the president, the executive director or four members of the Authority for the purpose of transacting any business designated in the call.

The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member or may be mailed to the business or home address of each member at least two (2) days prior to the date of such special meeting.

At least three days prior to a special meeting, written notice of its date, time, place and purpose shall (a) be mailed or delivered to anyone who has specifically requested notice of special meetings or, as an alternative, (b) be posted on the "principal bulletin board" of the Authority or, if there is none, on the door of the Authority's "usual meeting room." At such special meeting, no business shall be considered other than as designated in the notice, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 3.3. Emergency Meetings. Meetings regarding matters which, in the judgment of those calling the meeting pursuant to Section 3.3, above, require the immediate consideration of the Authority may be held without regard to the notice requirements otherwise applicable to special meetings. The Authority shall make good faith effort to give notice of such emergency meeting, including the purpose thereof, to any news medium that has filed such a written request with the Authority. If matters other than those related to the emergency are permitted to be discussed under Section 3.3, above, and so are discussed, the minutes of the meeting shall include a specific description of such matters.

Section 3.4. Quorum. A quorum of the seven-member Authority shall consist of four members. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Authority.

Section 3.5. Adoption of Resolutions. Resolutions of the Authority shall be deemed adopted

if approved by not less than a simple majority of all members present and constituting a quorum.

Section 3.6. Rules of Order. The meetings of the Authority shall be governed by the most recent edition of Robert's Rules of Order.

4. Duties and Powers

Section 4.1. Duties and powers. The officers shall have the duties and powers of their offices and other powers and duties as may be delegated by the Authority, its Bylaws, and Minnesota State Statutes. No action of the Authority may be in conflict with the City's current Comprehensive Plan or controls instituted to effectuate the Plan. All modifications of the EDA Enabling Resolution must be presented as a recommendation to the City Council.

Section 4.1.1 Executive Director. The executive director shall attend all meetings of the Authority, shall serve as a consultant and advisor to the Authority and shall make quarterly reports to the City Council.

Section 4.1.2 Conflicts of Interest. Except as authorized by Minnesota Statute 471.88, a member, officer or employee of the Authority may not have a substantial conflict of interest, in projects undertaken by the Authority.

Section 4.1.3. Report to Council. The Authority shall submit a written report of its activities to the City Council at least annually.

Section 4.2. Development Districts. The Authority may create and define the boundaries of economic development districts and use the powers as allowed by city ordinance granted to carry out economic development in these districts.

Section 4.3. Acquire property. The Authority may acquire, by lease, purchase, devise or through condemnation proceedings, title in property to create economic development in the Development Districts. Property acquired, leased, owned, controlled, used or occupied by the Authority for any of the purposes of Section 469.101, Subd. 2 of Minnesota Statutes is for public purposes and is exempt from taxation by the state or its political subdivisions. The exemption from property taxes only applies while the Authority holds the property for its own purpose(s).

Section 4.3.1. Options. The Authority may negotiate and acquire options to purchase, sell or lease property for the purpose of economic development.

Section 4.4. Contracts. The Authority may make contracts for the purpose of economic development.

Section 4.5. Limited partnerships. The Authority may become a limited partner in a partnership whose purpose is consistent with the Authority's purpose.

Section 4.6. Rights and easements. The Authority may acquire rights or easements for a term of years or perpetually for the development of an economic development district.

Section 4.7. Receive public property. The Authority may accept land, money or other assistance, whether by gift, grant, loan or otherwise in any form from federal or state government, any agency of either or a local division of state government.

Section 4.8. Public facilities. The Authority may operate and maintain a public parking facility, housing facility, or other public facilities to promote development in an economic development district.

Section 4.9. Other powers. The Authority shall have such other powers as authorized in Minnesota Statutes.

5. Limit of Powers

Section 5.1. General obligation and revenue bonds. The Authority may issue general obligation bonds or revenue bonds after receiving the approval and authorization through a majority vote of City Council.

Section 5.2. Comprehensive Plan. The official actions of the Authority must be consistent with the adopted comprehensive plan of the City, and any official controls implementing the comprehensive plan.

6. Budget

Section 6.1. Fiscal Year. The fiscal year of the Authority shall be the same as the City's fiscal year.

Section 6.2. Fiscal budget. The Authority shall prepare an annual budget to coincide with the City's budget process. The Authority shall recommend a budget and submit it to the City Council for final approval. All payments drawn on the account of the Authority shall be by written statement signed by two officers of the Authority, directing the Executive Director to prepare and deliver payment. All expenditures shall be consistent with the operation of the Authority.

Section 6.3. Levy. Levy authority shall be consistent with Minnesota Statute 469.033, Subd. 6. and rest with the City Council.

Section 6.4. Audit. All financial records of the Authority shall be prepared, audited, and filed with the City, said records being coordinated by the City Finance Department at the direction of the City Manager.

Section 6.5. Treasurer's Bonds. The Treasurer shall give bond to the state conditioned for the faithful discharge of official duties. The bond must be approved as to form and surety by the Authority and filed with the Secretary and must be for twice the amount of money likely to be on hand at any one time as determined at least annually by the Authority, provided that

said bond must not exceed \$300,000.

Section 6.6. Checks. An Authority check must be signed by the Treasurer and Assistant Treasurer. The check must state the name of the payee and the nature for which the check was issued.

Section 6.7. Financial Statements. The Authority shall examine the financial statement together with the Treasurer's vouchers, which financial statement shall disclose all receipts and disbursements, their nature, money on hand and the purposes to which it shall be applied, the Authority's credits and assets and its outstanding liabilities. If the Authority finds the financial statement and Treasurer's vouchers to be correct, it shall approve them by resolution.

Section 6.8. Report to City. The Authority shall annually, at a time designated by the City, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the city.

Section 6.9. Budget to City. The Authority shall annually, at a time designated by the City, send its budget to the City Council which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year. The needed amount is what is needed in excess of any expected receipts from other sources.

7. Miscellaneous

Section 7.1. Employees. The Authority shall utilize City staff and facilities as it may require as assigned by the executive director. City personnel policies shall apply to all employees of the Authority. The City Manager shall hire, manage, and terminate all Authority employees.

Section 7.2. Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 7.3. Supplies, Purchasing, Facilities and Services. The Authority may purchase the supplies and materials it needs. The Authority may use the facilities of the City's purchasing department in connection with construction work and to purchase equipment, supplies, or materials. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 7.4. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the president and/or the executive director.

Section 7.5. Amendment of By-Laws. These By-Laws may be amended by the Authority by

majority vote of its members, provided that any such proposed amendment shall first have been delivered to each member at least five days prior to the meeting at which such amendment is considered.

The foregoing By-Laws were duly adopted by the Economic Development Authority of the City of North St. Paul on the 9th day of February, 2010 and amended on the ____ day of _____, 2023.

ECONOMIC DEVELOPMENT AUTHORITY
OF NORTH ST. PAUL

RESOLUTION #2023-01

RESOLUTION AMENDING THE EDA BYLAWS

WHEREAS, the members of the Economic Development Authority of North St. Paul (the “Authority”) have considered certain proposed amendments to its Bylaws duly adopted on February 9, 2010; and

WHEREAS, Section 7.5 of the Bylaws provides for amendments to the Bylaws by a majority vote of its members provided that any such proposed amendment shall first have been delivered to each member at least five days prior to the meeting at which such amendment is considered; and

WHEREAS, the members of the Authority have reviewed the Bylaws and determined to amend the Bylaws for clarity and consistency with Minnesota Statutes §§ 469.090 through 469.1081.

NOW THEREFORE BE IT RESOLVED, the Economic Development Authority of the City of North St. Paul hereby approves the amended Bylaws in the form attached to this Resolution as Exhibit A.

ADOPTED by the Economic Development Authority of North St. Paul this ____ day of ____, 2023.

Robert Dew, EDA Chairperson

Date

Brian Frandle, EDA Executive Director

Date



To	Date
Executive Director and Authority Members	November 14, 2023

Agenda Placement # VI.B

EDA Discussion and Action Items

Subject

Facade Improvement Program

Background/Facts

In the past, the EDA offered a facade improvement loan program that was administered by MCCD. The program was active from about 2013 to 2018 and approximately seven businesses were loan recipients. The program became inactive after 2018. This summer, a couple of downtown businesses inquired about a facade improvement program. At the August EDA meeting, the EDA discussed the potential of reestablishing the facade improvement program. It was noted by EDA members that many facades in the downtown are in need of improvement. Staff was directed to begin developing a program based on a two-tiered model with one tier being dedicated to minor/simple improvements and the other tier would be larger improvements that may require matching funds.

Recommended Action

N/A

Attachments

1. DRAFT Façade Improvement Program

Respectfully submitted,
Brandy Howe, Community Development Director

Façade Improvement Program

PROGRAM SUMMARY

The Façade Improvement Grant program is established to support and encourage small business to reinvest in the downtown business district. The program provides matching grants to small business owners and tenants to assist them in restoring or beautifying their facades or storefronts. Attractive building facades can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners to reinvest in their downtown properties, the City of North St. Paul is offering façade improvement grants to assist in the exterior renovations of these otherwise sound and vital properties. The program is funded by the Economic Development Authority.

GRANT AMOUNT

There are two tiers of grants:

Tier I. Mini Grants

Grants up to \$_____ have no match requirement.

Tier II. Façade Improvement Grant

Grant requests for amounts over \$_____ require a one-to-one match.

ELIGIBILITY REQUIREMENTS

Applicant Eligibility

- The applicant must be the property owner or a commercial tenant with written permission from the property owner to make façade improvements.
- The applicant must not have delinquent bills, charges or taxes due.

Property Eligibility

- Property must be located within the Target Area.
- Property must have conforming uses under the zoning ordinance.

Target Area

The target area of the North St. Paul Façade Improvement Program is Downtown North St. Paul. Properties along 7th Avenue E from North St. Paul Dr to Hwy 120 are eligible.

Eligible Costs

- Exterior Lighting
- Exterior painting or re-siding

- Canopy or awning installation or repair
- Masonry repairs or tuckpointing
- Removal of barriers to building access for pedestrians and people with disabilities (ADA Compliance)
- Restoration of exterior finishes or materials
- Architecturally appropriate windows and doors
- Installation or repair of exterior signage, in addition to other façade improvements
- Murals, subject to approval by the North St. Paul Arts & Culture Commission
- Labor costs if labor is done by a third party with no financial interest in the building or program

Ineligible Costs

- Improvements started or completed prior to approval
- Routine maintenance
- Signage only
- Security Systems
- Mechanicals
- Roofing
- Interior work or construction
- Improvements to parking areas or landscaping
- Purchase or rentals of tools and equipment
- Permit Fees
- Purchase of property
- Fencing

GRANT REQUIREMENTS

- Grants payments will be made on a reimbursement basis after completion of the project and after the grantee presents an itemized invoice for services actually performed.
- All work must be done in compliance with local, state and federal building codes, the North St. Paul zoning ordinance, and the requirements of the Façade Improvement Program.
- All construction must be completed in compliance with approved plans.
- All work must be completed and inspections passed within 12 months of project approval. Extensions may be obtained if deemed acceptable by the Building Official.

The City of North St. Paul has the right to terminate any Façade Improvement Program agreement if the applicant/participant is deemed to be in violation of the requirements of the program, building code, or zoning ordinance.

APPLICATION

Apply for the Façade Improvement Program [here](#). The following documents are required for submittal alongside the application:

- Project description, detailing all improvements you wish to undertake on the building

- Clear and color photos of the current building façade
- Estimates of the project supplied by a licensed contractor
- Itemized budget of the project
- If the applicant is a tenant, a letter of support from the building owner and their contact information is required

PROCESSING

1. Complete Façade Improvement Program application via OpenGov by the due date of _____ at 4:30 PM.
2. Applications will be reviewed by City staff before being brought in front of the North St. Paul Economic Development Authority (EDA) for approval. Staff will evaluate the proposed façade improvement projects based on the following criteria:
 - a. Impact to the vitality of downtown North St. Paul (10 points)
 - i. Project helps to preserve the small-town unique character of downtown North St. Paul
 - ii. Project increases pedestrian traffic and activity
 - iii. Project is pedestrian oriented and provides a design that is inviting
 - b. Impact to the aesthetic character of downtown North St. Paul (10 points)
 - i. Project increases the curb appeal of the property
 - ii. Project preserves/enhances/complements the historically significant architecture of downtown North St. Paul
 - iii. Project improves the visual elements of the building
 - c. Economic impact (5 points)
 - i. Extent to which the project leverages private investment in the building
 - d. Readiness (5 points)
 - i. Applicant has the required matching funds and the ability to start the project in a timely manner

Projects must score a minimum of 20 points to move forward in the selection process. Projects will be selected based on their point ranking and the availability of funding for the program.

1. The EDA will consider the projects and make decisions on approval or denial.
2. If approved, a letter of approval and contract will be sent to the applicant.
3. No work should be done prior to the awarding of grants. Grant funds will not be disbursed until all proposed work in the project description is completed.
4. Once the work is completed, the applicant will submit all receipts and invoices. Staff will review the receipts and invoices. Once the items are found to match the application, the applicant will be awarded the grant funds.



To	Date
Executive Director and Authority Members	November 14, 2023
Agenda Placement # VII.A	
Treasurer's Report	
Subject	
Treasurer's Report	
Background/Facts	
See enclosed.	
Recommended Action	
N/A	
Attachments	
1. EDA Treasurers Report	
Respectfully submitted, Brandy Howe, Community Development Director	

TREASURER REPORT

Tax levy in July/Dec												
AS OF OCT 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	404,007.73		
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	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	453,255.95		
LIABILITIES												
AP Pending	12,051.00	-	2,041.50	2,932.55	891.05	-	-	5,453.50	136.00	-		
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	-	419.59		
Investment income	(1,246.91)	1,254.89	199.55	458.48	259.91	818.17	746.30	1,562.43	-	850.37		
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	-	1,269.96	-	-
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	111,946.06		
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)	(9,806.46)		
Contractual Services	(51.00)	-	(2,325.00)	(891.05)	-	607.55	-	(5,737.00)	2,283.75	(283.50)		
Transfer to Other Funds (GF)	-	-	(2,500.00)	-	-	(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)	(12,589.96)		
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)	(107,804.72)		
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	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	111,946.06		
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)	(107,804.72)		
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	460,503.72		
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	460,503.72		



To	Date
Executive Director and Authority Members	November 14, 2023
Agenda Placement # VIII.A	
Updates	
Subject	
Staff Updates	
Background/Facts	

1. Dobbs/Mulcahy garage condo proposal

City Council voted to deny the draft MOU with Mr. Dobbs on the proposed garage condo project at the Margaret/Seppala Street property. Instead, the Council directed staff to obtain an appraisal for the property.

2. 2579 7th Avenue E.

City Council considered a listing agreement for 2579 7th Avenue E (the City-owned site next to Sidewinders) and opted to pass on the agreement. Instead, the Council directed staff to obtain an appraisal for the property.

Recommended Action
N/A
Attachments

None

Respectfully submitted,
Brandy Howe, Community Development Director