

**City of North Saint Paul
December 5, 2023
Approved City Council Workshop Meeting Minutes**

I. CALL TO ORDER

Mayor Monge called the meeting to order at 5:15 p.m.

II. ROLL CALL

Present: Council Member Schweer
Council Member Nordby
Council Member Cole
Council Member Wong
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos,
Community Development Director Brandy Howe, Public Works Director Ron
Ritchie, Public Works Supervisor Randy Miller

III. ADOPT AGENDA

On motion by Council Member Wong, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the agenda as submitted.

IV. TOPICS

A. Potential Development of 2329 17th Avenue E

Community Development Director Brandy Howe presented this item. She reviewed previous proposals, history, appraiser's report, and background information on the property and noted the City has received two offers on the property. Ms. Howe briefed the City Council on all four options and described each of the developments by the proposed builders; Andrus Built and High Point, respectively. She explained the other two options including the use of the property for the student-built housing project or listing it with a real estate agent. Ms. Howe noted there was an error in the staff report and a variance was not needed. She provided cost estimates for site development if retained by the City and prices for the student built homes.

After questions from City Council, Ms. Howe provided the following information:

- Planning Commisison had not reviewed this property
- Both proposals are acceptable and in line with the Comprehensive Plan
- High Pointe's 12-unit development would require a Planned Unit Development (PUD)

Mayor Monge stated his appreciation for the information. The City Council discussed their concerns. Council Member Wong inquired about other City-owned lots for the student-built housing program. Ms. Howe noted one property on 6th Street has retained a conditional use permit.

City Manager Brian Frandle noted a few other properties that could be used for the student-built housing program. Council Member Wong stated the housing study suggested a need for multi-plex and duplex-style developments.

After discussion, the City Council agreed the property would not be used for the student-built housing project.

Ms. Howe suggested a closed session to discuss the proposals. The City Council agreed to hear the developers' presentations on January 16th and suggested the Planning Commission review the proposals at the January meeting.

B. Property Redevelopment / Disposition Policy

Ms. Howe presented this item and reviewed the draft policy from a previous meeting. The draft policy describes a four-step process to include a review by a planning commission agency, City Council review and action and a negotiation of price. The policy would include a staff prepared memorandum of understanding (MOU) in order to retain the desired developer. After the MOU has been signed by the developer, the proposal could then be placed as a regular agenda item. The City Council would have the opportunity to deny any proposals with a 14-day written notice. It is possible that any proposals could be reviewed by other commissions, if needed. Once a process is determined by the City Council, the HRA would modify its process based on their statutory requirements

Council Member Nordby suggested setting a purchase price to determine whether it is reviewed by a city planning agency or by City Council in a closed session. This would allow lower value properties a quicker process.

Council Member Wong inquired about a timeline from start to finish. Ms. Howe noted it is approximately a 12-18 month process from the time of RFP issuance. Council Member Wong suggested finding a bigger list of potential developers to cast a wider net of applications for proposals for future properties and inquired about appraisals on all City-owned properties. Ms. Howe noted there are not appraisals on all City owned properties.

Mayor Monge inquired about the structure of the EDA. Mr. Frandle noted he is currently in communication with City Attorney Soren Mattick on that item.

V. OTHER BUSINESS

There were no presentations.

VI. ADJOURNMENT

On motion by Council Member Cole, seconded by Council Member Wong, with all present voting aye (5-0), meeting is adjourned at 6:14 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager