



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

January 9, 2024
3:00 PM

The January 9, 2024 Economic Development Authority will meet at 3:00 p.m. in the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

Members of the public interested in joining remotely can connect with the following information:

The January 9, 2024 meeting can be accessed:

On Zoom at <https://tinyurl.com/NSPEconDevAuth> or

YouTube at <https://tinyurl.com/NSPYouTube>

Additional connection information is available at

<https://www.northstpaul.org/1187/Meeting-Zoom-Links>

I. Call to Order

II. Roll Call

Terry Furlong, Vice President
Josef Matthews, Member
Tim Cole, Council Representative
John Monge, Mayor

STAFF/EX OFFICIO MEMBERS

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

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of November 14, 2023 Meeting Minutes

V. Presentation

A. Recognition and Appreciation to Outgoing EDA Members

VI. Meeting Open to the Public

VII. EDA Discussion and Action Items

- A. Election of 2024 Officers
- B. Facade Improvement Program

VIII. Treasurer's Report

- A. January 2024 Treasurer's Report

IX. Updates

- A. Staff Updates
- B. EDA Member Updates

X. Adjournment

The next regularly scheduled Economic Development Authority meeting is February 13, 2024.



**Economic Development Authority
Regular Meeting Minutes
Tuesday, November 14, 2023
3:00 PM**

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

I. CALL TO ORDER

Vice-President Furlong called the meeting to order at 3:02 PM.

II. ROLL CALL

EDA Members

Robert Dew, President

Absent

Terry Furlong, Vice-President

Josef Matthews

Tom Schifsky

Chris Thorsen

Absent

Tim Cole, Council Representative

Absent

John Monge, Mayor

Staff/Ex-Officio Members

Brian Frandle, Executive Director

Brandy Howe, Assistant Treasurer, Community Development Director

Brett Garry, Business Association Representative

Absent

Chris Cherne, EDA Secretary

III. ADOPT AGENDA

Vice-President Furlong requested a motion to adopt the agenda.

M/Schifsky, S/Matthews.

Motion carried 4-0.

IV. APPROVAL OF MINUTES

A. Approval of October 10, 2023 Minutes

Vice-President Furlong requested a motion to approve the October 10, 2023 meeting minutes.

M/Monge, S/Matthews.

Motion carried 4-0.

V. MEETING OPEN TO THE PUBLIC

No public comments.

VI. EDA DISCUSSION AND ACTION ITEMS

A. Resolution to Amend EDA Bylaws

Howe stated at the direction of the EDA, staff worked with the City Attorney to propose the following changes to the EDA Bylaws to bring them into compliance with statutory requirements:

- Update the name of the EDA to be the Economic Development Authority of the City of North St. Paul, Minnesota
- The presiding officers shall be the President and Vice-President.

- Only the offices of Secretary, Executive Director and Assistant Treasurer can be held by non-commissioners.
- Other minor modifications to mirror statutory language.

Vice-President Furlong requested a motion to approve EDA Resolution #2023-01 Amending the EDA Bylaws.

M/Schifsky, S/Matthews.

Motion carried 4-0.

B. Façade Improvement Program

Howe reported that staff have prepared a draft Façade Improvement Program for review, per EDA direction. The draft Façade Improvement Program is a two-tiered grant program for façade improvements. No dollar amounts have yet been established. Eligible projects would be located within a target area that has yet to be defined, but would likely be the downtown area abutting 7th Avenue and Margaret Street. Howe described the potential eligible costs, ineligible costs, grant requirements and clarified that the EDA would give project approval. Previous loans for the Façade Improvement Program were from one to fifteen thousand dollars with a term of one to five years.

Furlong expressed the need to establish a dollar amount. Monge recommended there be no specific deadline for applications. The EDA discussed whether parking areas and landscaping should be considered eligible or ineligible expenses. Furlong stated improvements to parking areas and landscaping is part of a façade and should be under eligible costs. Frandle stated that most businesses in the downtown do not have parking lots, but perhaps planters could be allowed. Matthews stated that the Façade Improvement Program would benefit from only allowing structural improvement of the buildings such as tuckpointing, painting, stucco, windows and doors. Matthews continued that if the EDA awards grants, it would be a better investment to improve the structural components rather than add landscaping and flower pots and would ultimately increase the value of downtown. The EDA discussed and recommended the removal of parking areas and landscaping from the ineligible costs list. If an application contains a parking area or landscaping, the EDA would then discuss and consider the project.

Howe explained that “signage only” stated on the ineligible costs list is due to the removability of signs as businesses move, and that it is not a permanent façade improvement. The EDA recommended “signage only” be removed from the ineligible costs list and asked staff to bring examples of other cities’ loan and grant amounts for their façade improvement programs.

VII. **TREASURER’S REPORT**

A. November Treasurer’s Report

Howe provided the November 2023 Treasurer’s Report.

VIII. **UPDATES**

A. Staff Updates

Dobbs/Mulcahy Garage Condo Proposal: The City Council voted to deny the draft MOU with Mr. Dobbs. Instead, the City Council directed staff to obtain an appraisal for the property.

2579 7th Avenue E: The City Council considered a listing agreement for 2579 7th Avenue E and opted to pass on the agreement. Instead, the City Council directed staff to obtain an appraisal for the property.

B. EDA Member Updates

Schifsky indicated that he will be resigning from the EDA, and his last meeting will be the regularly scheduled EDA meeting on December 12, 2023.

Frandle stated that the EDA may be looking at some big changes in the future with the incoming resignations and term expirations of Dew, Schifsky and Thorsen. After conducting research on

other cities' EDAs and conversations with the City Attorney, the EDA responsibilities may be moved under the City Council body. With this change, the City Council operating as the EDA would vote and control the purse strings. Furlong clarified that there would still be an advisory commission for recommendation to the EDA. Matthews requested more information on this matter.

IX. ADJOURNMENT

Vice-President Furlong requested a motion to adjourn the meeting.
M/Schifsky, S/Matthews to adjourn the meeting at 3:39 PM.
Motion carried 4-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, December 12, 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	January 9, 2024
Agenda Placement # V.A	
Presentation	
Subject	
Recognition and Appreciation to Outgoing EDA Members	
Background/Facts	
The Economic Development Authority wishes to recognize and thank outgoing EDA members Robert Dew (14 years), Tom Schifsky (7 years) and Chris Thorsen (10 months) for their dedicated service to the EDA and the City of North St. Paul	
Recommended Action	
N/A	
Attachments	
None	
Respectfully submitted, Chris Cherne, Planning Commission/EDA Secretary	



To	Date
Executive Director and Authority Members	January 9, 2024
Agenda Placement # VII.A	
EDA Discussion and Action Items	
Subject	
Election of 2024 Officers	
Background/Facts	
Per the Bylaws of the North St. Paul Economic Development Authority, the Authority shall annually elect the offices of: • President • Vice-President • Treasurer • Assistant Treasurer* • Secretary* *The offices of secretary and assistant treasurer need not be held by an Authority member.	
Recommended Action	
Staff recommend the EDA conduct the annual election of the offices of president, vice-president, treasurer, assistant treasurer and secretary.	
Attachments	
None	
Respectfully submitted, Chris Cherne, Planning Commission/EDA Secretary	



To	Date
Executive Director and Authority Members	January 9, 2024
Agenda Placement # VII.B	
EDA Discussion and Action Items	
Subject	
Facade Improvement Program	
Background/Facts	
Continued discussion of the Facade Improvement Program. Per EDA direction, staff has provided edits to the draft FIP and examples of funding approaches from other communities.	
Recommended Action	
N/A	
Attachments	
1. DRAFT Façade Improvement Program v2 2. Example Facade Improvement Programs	
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.~~

~~2.1.~~ 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.

City of Minneapolis, MN - Lake Street Façade Improvement Program

Type of Funding: Reimbursement, matching grants.

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

All grants must be matched with private funds. 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.

<https://www.visitlakestreet.com/facade-improvement-program>

City of Hopkins, MN - Façade Improvement Program

Type of Funding: Forgivable loan

Max Grant Size: \$5,000 to \$25,000, 50% match required

<https://www.hopkinsmn.com/DocumentCenter/View/4062/2022-Fa%C3%A7ade-Improvement-Program-Guidelines-PDF>

Columbia Heights, MN - Façade Improvement Grant Program

Type of Funding: Grant program

Max Grant Size: \$5,000, 50% match required

https://www.columbiaheightsmn.gov/business/facade_improvement_grant.php

Maple Grove, MN – Façade Improvement Program

Type of Funding: Grant program

Max Grant Size: \$1,000 to \$15,000, 50% match required

<https://www.maplegrovmn.gov/AgendaCenter/ViewFile/Item/246?fileID=1852>

Jackson, MN – Façade Improvement Program

Type of Funding: Grant program

Max Grant Size: \$5,000, 50% match required

<https://www.maplegrovmn.gov/AgendaCenter/ViewFile/Item/246?fileID=1852>



To	Date
Executive Director and Authority Members	January 9, 2024
Agenda Placement # VIII.A	
Treasurer's Report	
Subject	
January 2024 Treasurer's Report	
Background/Facts	
Refer to enclosed report.	
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	415,463.73	404,007.73	393,896.93	475,484.49
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	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	464,711.95	453,255.95	443,145.15	524,732.71
LIABILITIES												
AP Pending	12,051.00	-	2,041.50	2,932.55	891.05	-	-	5,453.50	697.00	-	232.06	-
TOTAL	12,051.00	-	2,041.50	2,932.55	891.05	-	-	5,453.50	697.00	-	232.06	-
REVENUE												
Property tax	-	-	-	-	-	-	100,453.50	-	-	-	-	96,019.59
Market value adjustment	1,454.04	(1,923.45)	2,425.44	84.27	(635.34)	(858.41)	506.69	295.79	-	419.59	1,339.52	-
Investment income	(1,246.91)	1,254.89	199.55	458.48	259.91	818.17	746.30	1,562.43	-	850.37	536.67	-
Refund & reimbursement							4,820.75	-	290.01	-	-	35.00
TOTAL	207.13	(668.56)	2,624.99	542.75	(375.43)	(40.24)	106,527.24	1,858.22	290.01	1,269.96	1,876.19	96,054.59
TOTAL JAN TO DATE		(461.43)	2,163.56	2,706.31	2,330.88	2,290.64	108,817.88	110,676.10	110,966.11	112,236.07	114,112.26	210,166.85
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)	(9,665.99)	(14,234.97)
Office supplies											(50.90)	-
Contractual Services	(51.00)	-	(2,325.00)	(891.05)	-	607.55	-	(5,737.00)	1,722.75	(283.50)	(181.16)	-
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)	(7,946.83)	(12,589.96)	(9,898.05)	(14,234.97)
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)	(103,313.54)	(115,342.50)	(127,561.55)	(141,796.52)
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	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	110,966.11	112,236.07	114,112.26	210,166.85
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)	(103,313.54)	(115,342.50)	(127,561.55)	(141,796.52)
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	464,014.95	453,255.95	442,913.09	524,732.71