



**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
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