



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

**April 23, 2024
4:00 PM**

The **April 23, 2024** Economic Development Authority Special Meeting will be held at 4:00 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 April 23, 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

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

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 March 21, 2024 Special Meeting Minutes

V. Meeting Open to the Public

VI. EDA Discussion and Action Items

- A. EDA Budget & Staffing
- B. Facade Improvement Program
- C. EDA Project Updates

D. 2024 EDA Meetings

VII. Updates

A. Staff Updates

B. EDA Member Updates

VIII. Adjournment

The next regularly scheduled Economic Development Authority meeting is Tuesday, May 14, 2024.



**Economic Development Authority
Special Meeting Minutes
Thursday, March 21, 2024
4:00 PM**

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

I. CALL TO ORDER

Member Furlong called the meeting to order at 4:00 PM.

II. ROLL CALL

EDA Members

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

Staff/Ex-Officio Members

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

III. ADOPT AGENDA

Furlong requested a motion to adopt the agenda.
M/Cole, S/Monge.
Motion carried 4-0.

IV. APPROVAL OF MINUTES

A. Approval of November 14, 2023 Minutes
Furlong requested a motion to approve the November 14, 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. Election of 2024 Officers

Furlong called for nominations for President and Vice-President.

On motion by Cole, seconded by Monge to elect John Monge as the 2024 President and Josef Matthews as the 2024 Vice-President of the Economic Development Authority.
Motion carried 4-0.

The remaining office positions will be filled once the vacant seats on the EDA are filled.

B. Amending the Membership of the Economic Development Authority

Howe provided the staff report regarding amending the membership of the Economic Development Authority to be the members of the City Council and the creation of a new Economic Development Commission (EDC).

Furlong stated this conversation started when Dew ended his term with the Economic Development Authority in 2023. Furlong stated his only concern is that the EDA has been an effective body since its creation in 2009 is not sure why it needs to be changed. The City Council has always been the approving body for EDA decisions. Monge replied that part of the reason is that there isn't a huge difference between the EDA and EDC. Furlong stated maybe the vacant EDA seats should be filled before the group makes a recommendation.

Matthews stated that when the Authority was implemented in 2009, there was an exceptionally strong EDA that got a lot done. Some of the key members of the EDA throughout its history are no longer members. Whatever direction the group decides, there needs to be a cheerleader for the EDA moving forward. Cole agreed with Matthews and stated the group needs a strong advocate that brings objectives to the City. There is a phenomenal opportunity with new residents moving in; someone needs to assist in bringing businesses into the City.

The EDA will meet again on April 23, 2024 at 4:00 PM and advertise quarterly meetings for applicants. Cole recommended listing all projects that the EDA was previously working on for their next meeting and include discussion about a third-party consultant on the meeting agenda.

C. Façade Improvement Program

Howe presented the proposed Façade Improvement Program with the recommended changes. The remaining issue is to determine the two-tier grant numbers. The smaller grants would have no match requirement and the larger grants would have a match requirement. Howe asked for direction on the program as it relates to the EDA budget. Cole recommended granting a certain capped amount of dollars per award. Matthews stated that it is important to advertise this properly but to first consider the finances and recommended the Finance Director provide a presentation at the next meeting.

VII. TREASURER'S REPORT

A. 2023 Treasurer's Report

Howe provided the 2023 Treasurer's Report.

VIII. UPDATES

A. Staff Updates

There were no updates.

B. EDA Member Updates

There were no updates.

IX. ADJOURNMENT

Furlong requested a motion to adjourn the meeting.
M/Cole, S/Matthews to adjourn the meeting at 5:09 PM.
Motion carried 4-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, April 23, 2024 at 3:00 PM.

Members, please notify any planned absences to:

Chris Cherne, EDA Secretary



To	Date
Executive Director and Authority Members	April 23, 2024
Agenda Placement # VI.A	
EDA Discussion and Action Items	
Subject	
EDA Budget & Staffing	
Background/Facts	
See enclosed list of economic development consultants.	
Recommended Action	
Attachments	
1. Economic Development Consultants	
Respectfully submitted, Brandy Howe, Community Development Director	

Economic Development Consultants

1. [Baker Tilly](#)
2. [Boston Consulting Group](#)
3. [Fourth Economy](#)
4. [EY](#)
5. [Site Selection Group](#)
6. [Hickey Global](#)
7. [Incentis Group](#)
8. [BAE](#)
9. [Saint Paul Port Authority](#)



To	Date
Executive Director and Authority Members	April 23, 2024
Agenda Placement # VI.B	
EDA Discussion and Action Items	
Subject	
Facade Improvement Program	
Background/Facts	
See enclosed report.	
Recommended Action	
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.~~

~~2.1.~~ 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.



To	Date
Executive Director and Authority Members	April 23, 2024
Agenda Placement # VI.C	
EDA Discussion and Action Items	
Subject	
EDA Project Updates	
Background/Facts	
See enclosed report.	
Recommended Action	
N/A	
Attachments	
1. Project Updates Report 04-23-2024	
Respectfully submitted, Brandy Howe, Community Development Director	

City of North St. Paul

Economic Development Authority Report

From: Brandy Howe, Community Development Director
Meeting Date: April 23, 2024
Agenda Item: Project Updates



A. 2579 7TH AVENUE E. (SITE BETWEEN SIDEWINDERS AND FALLEN ANGEL TATOO)

Crossroads Properties provided a listing agreement to market this site, but the City Council voted down the listing agreement and instead directed staff to have the property appraised. This property was appraised in December 2023 with an estimated market value of \$110,000. No further action has been taken on this site.

B. ARTICLE 7 (FORMERLY KNOWN AS LILLIE REDEVELOPMENT)

Construction is underway and planned to be completed and open for move-in by fall 2024. Developer Jim LaValle intends to rent the space at the NW corner of 7th Avenue and Margaret Street (owned by Tracy Luther) as a temporary leasing office.

C. DELAWARE PLACE PLAT (2329 17TH AVENUE)

Doug Andrus of Andrus Built, LLC entered into a contract for private development with the City to build 10 townhouse units on the City-owned property at the NE intersection of 17th Avenue and Delaware Avenue. A preliminary plat and planned unit development application was submitted on March 26, 2024 for staff review. The Planning Commission will hold a public hearing on the proposal May 2 and the City Council is tentatively scheduled to act on May 21.

D. MARGARET STREET COMMONS

In late 2023, 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. The platting process was completed with the final plat approval by City Council on March 19, 2024. The City owned parcels were conveyed to the Housing and Redevelopment Authority at that time.

The property was appraised with an estimated market value of \$230,000.

There is potential interested by Jim LaValle for a four-story, moderate-rent high density housing project on this site.

E. TACO BELL (FORMERLY OIL CAN HENRY'S)

A site plan was approved in the fall of 2023 to develop a Taco Bell at the site of the former Oil Can Henry's at 2371 McKnight Boulevard. A building permit has been applied for and will be issued once all site plan approval contingencies have been satisfied (one remaining – the recordation of an easement agreement).

F. REFLEX MEDICAL/RIVER OF GOD

Back in fall 2023, staff reached out to DSGW Architects at EDA's direction for a proposal to prepare a facility space analysis for River of God Church. The thought behind this activity is to understand the space needs for the church so that the EDA may assist the church to potentially relocate so that Reflex Medical may expand to the east onto the church site. Staff also had a meeting with Pastor Dennis McGrane of River of God Church seeking authorization from their organization to move forward with the study if authorized by the EDA. Pastor McGrane has indicated that the congregation has decided not to move forward with a study at this time. The congregation prefers to keep discussions internal to their

organization at this time. Staff reached out last fall but was unsuccessful in connecting with Kevin Fuller with Reflex Medical to try to understand if there are alternatives to meeting the company's expansion needs. No new updates.

G. PINE TREE CENTER

Fire inspectors went through the property about a year ago to make sure some minimum requirements were being addressed (i.e., fire sprinkler system annually tested and inspected, properly secured, and exterior maintenance items). The property owner was also given a list of items to be completed on the inside that have not been completed (i.e., missing ceiling tiles and other items that could be addressed with a new tenant). There is nothing at that time that would lead the enforcement officers to consider it a hazardous building or condemned.

H. PIZZA FACTORY

No official updates on this business; however, there is news on the business Facebook page that a potential sale is in the works and they are looking for a site to relocate to.

OTHER PRIORITIES

1. Identify staff needs for the EDA and explore options (in-house staff vs. consultant).
2. Continue to develop a façade improvement program.
3. Marketing strategy utilizing the EDA's promotional video prepared last fall by Open Window Productions.
4. Potential update to the Downtown Design Manual. This was adopted by the City Council in 2005 per Resolution 05-143. The manual lists standards and guidelines for architecture, lighting, landscaping, and signs downtown. It has been suggested by the EDA that the design guidelines might be prohibitive to new development/investment downtown.