



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

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June 11, 2024  
4:00 PM

The June 11, 2024 Economic Development Authority meeting will be held at 4:00 p.m. in the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

**I. Call to Order**

**II. Roll Call**

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

**STAFF/EX-OFFICIO MEMBERS**

Brian Frandle, Executive Director  
Riley Grams, Community Development Director  
Brett Garry, Business Association Representative  
Chris Cherne, EDA Secretary

**III. Adopt Agenda**

**IV. Approval of Minutes**

A. Approval of April 23, 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 Meeting Schedule
- D. EDA Project Updates

**VII. Updates**

- A. Staff Updates
- B. EDA Member Updates

## **VIII. Adjournment**

**The next regularly scheduled Economic Development Authority meeting is Tuesday, July 9, 2024.**



To	Date
Executive Director and Authority Members	June 11, 2024

**Agenda Placement # IV.A**  
Approval of Minutes

**Subject**  
Approval of April 23, 2024 Special Meeting Minutes

**Background/Facts**  
N/A

**Recommended Action**  
Staff recommend approval of the April 23, 2024 Special Meeting Minutes.

**Attachments**  
1. EDA Minutes 04-23-2024 (Special Meeting)

Respectfully submitted,  
Chris Cherne, Planning Commission/EDA Secretary



**Economic Development Authority  
Special Meeting Minutes  
Tuesday, April 23, 2024  
4:00 PM**

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

**I. CALL TO ORDER**

President Monge 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  
Daniel Winek, Finance Director  
Chris Cherne, EDA Secretary

**III. ADOPT AGENDA**

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

**IV. APPROVAL OF MINUTES**

A. Approval of March 21, 2024 Special Meeting Minutes

President Monge requested a motion to approve the March 21, 2024 special meeting minutes.  
M/Furlong, S/Matthews.  
Motion carried 4-0.

**V. MEETING OPEN TO THE PUBLIC**

No public comments.

**VI. EDA DISCUSSION AND ACTION ITEMS**

A. EDA Budget & Staffing

Finance Director Winek presented information on the EDA levy and budget. Winek discussed the personnel summary. Winek indicated that the Community Development Director's allocation of 0.5 occurred under the former City Manager, and the rest of the staff percentages existed prior to Winek's arrival to the City in 2021.

Winek noted that there was some discussion at the recent EDA meeting regarding whether the staff allocations would continue with an EDA versus an Economic Development Commission. The EDA is its own entity, and the other commissions do not have their own fund like the EDA. If the EDA were to change the staff allocations, the only place it could be redistributed to would be to the general fund, which

would have a levy impact. If this is something the EDA wants to do, Winek recommended it be done over a number of years so the general fund can absorb some of the allocation. Winek stated he does not believe it is necessary to remove all of the allocations, but perhaps lessening the allocation of the Community Development Director would be appropriate.

President Monge asked for a comparison between the staff allocations of the EDA and the Housing Redevelopment Authority (HRA). Winek stated the Community Development Director's allocation is 50% in the EDA versus 20% in the HRA.

Winek stated there is room in the 2024 budget to hire a consultant, and he will return at a future meeting to discuss the 2025 budget, staff allocations, and the Façade Improvement Program. The balance sheet as of the end of 2023 indicates the EDA currently has \$479,020.33 in cash to be able to provide a Façade Improvement Program. The EDA would need to appropriate those funds and put it into a budget in order to use it for the program.

Winek stated that it would be beneficial to wait and see what talent arises from the Community Development Director position that is waiting to be filled. Cole stated during his tenure on the EDA, the EDA has always wanted a full time EDA individual. A position like that has previously existed but went away. It was the original intent that 50% of the Community Development Director's time would be allocated to the EDA. Cole stated he would like to hire an outside consultant and not hold the Director entirely responsible for all EDA duties.

#### B. Façade Improvement Program

Frandle presented the Façade Improvement Program item to the EDA. There were two tiers of grants proposed. One grant would be mini grants with no match requirement and the other larger grant would require a one-to-one match. The target area is downtown properties along 7<sup>th</sup> Ave. Winek added that the grant payments would be made on a reimbursement basis. Winek and Frandle discussed the application requirements and review process. They agreed there should be an application requirement including clear photos of the current status and renderings of proposed improvements. The applicants may present their ideas to the EDA at their regular meetings. Winek recommended all grants require matching requirements one-to-one and that no money should be reimbursed until all work is complete and demonstrated to the EDA.

Frandle stated he will continue to work out a streamlined draft to present at the next EDA meeting. Frandle stated it could be a grant or it could be a low-interest loan as well. Furlong stated if it is a loan it would be overwhelming to the Finance Department. Furlong recommended staff look at how other cities facilitate their façade improvement programs, such as the City of Oakdale.

The EDA discussed marking a certain amount of dollars in the EDA budget for the Façade Improvement Program. Matthews stated it is important to know what businesses would want to participate in the program prior to its establishment. Frandle stated that approaching some of these businesses with program logistics and parameters would be most efficient.

#### C. EDA Project Updates

Frandle provided updates on the following EDA projects:

- **2579 7<sup>th</sup> Ave E:** Crossroad 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. The property was appraised in December 2023, and no further action has been taken.
- **Article 7:** Construction is underway and planned to be completed and open for move-in by fall 2024.
- **Delaware Place Plat:** 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 17<sup>th</sup> Ave and Delaware Ave. A preliminary plat and PUD application were submitted on March 26, 2024 for staff review. The Planning Commission will hold a public hearing

on the proposal on May 2, 2024, and the City Council is tentatively scheduled to act on May 21, 2024.

- **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.
- **Taco Bell:** A site plan was approved in the fall of 2023 to develop a Taco Bell at 2371 McKnight Rd. A building permit has been applied for and will be issued once all site plan approval contingencies have been satisfied.
- **Reflex Medical/River of God:** In the fall of 2023, staff reached out to DSGW Architects at the EDA's direction for a proposal to prepare a facility space analysis for River of God Church. The intention of this activity was 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. Staff had a meeting with the Pastor of River of God Church seeking authorization to move forward with the study if authorized by the EDA. The Pastor indicated the congregation has decided to not move forward with a study at this time, and prefers to keep discussions internal at this time. Staff reached out but was unsuccessful in connecting with Reflex Medical to understand if there are alternatives to meeting the company's expansion needs.
- **Pine Tree Center:** Fire inspectors went through the property about a year ago to make sure some minimum requirements were being addressed. The property owner was given a list of items to be completed on the inside. There was nothing at that time that would lead the enforcement officers to consider it a hazardous or condemned building.
- **Pizza Factory:** There are 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.

#### D. 2024 EDA Meetings

The EDA clarified that they will continue their regular meetings on the second Tuesday of each month with a meeting time of 4:00 PM.

### VII. **UPDATES**

#### A. Staff Updates

Frandle stated that two individuals have applied for vacant seats on the Economic Development Authority. He and the Mayor have reached out to other local businesses and owners and have received interest; the goal is to have a decision by the next meeting.

#### B. EDA Member Updates

Cole stated that he is looking for an EDA cheerleader to attend meetings, fill in the Article 7 building, and try to develop the lot across the street from City Hall. President Monge asked staff to reach out to the Article 7 developer to understand what spaces and sizes are involved.

Cole asked if the EDA wants to contact the owner of the Pine Tree Center again. Frandle stated he reached out and left a voicemail to the property owner. Monge asked if the building is still considered safe. Frandle will ask the fire inspectors for more information. Cole recommended taking a proactive approach to find out if the property owner is looking to sell Pine Tree Center or if the EDA can be involved.

Frandle stated that staff can invite a few potential EDA consultants to present at the next meeting.

Cole indicated his absence from the EDA meeting on May 14.

### VIII. **ADJOURNMENT**

President Monge requested a motion to adjourn the meeting.  
M/Cole, S/Matthews to adjourn the meeting at 5:07 PM.

Motion carried 4-0.

**The next regularly scheduled Economic Development Authority meeting is Tuesday, May 14, 2024 at 4:00 PM.**

Members, please notify any planned absences to:

Chris Cherne  
EDA Secretary  
651-747-2440  
[chris.cherne@northstpaul.org](mailto:chris.cherne@northstpaul.org)

# City of North St. Paul

## Economic Development Authority Report

From: Brian Frandle, Executive Director  
Meeting Date: June 11, 2024  
Agenda Item: Project Updates



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### A. ARTICLE NO. 7

Construction is underway and planned to be completed and open for move-in by fall 2024. A temporary leasing office is currently being set up on the NW corner of 7<sup>th</sup> Ave E and Margaret St N (2543 7<sup>th</sup> Ave E).

### B. DELAWARE PLACE PLAT (2329 17<sup>TH</sup> 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 17<sup>th</sup> Avenue and Delaware Avenue. A preliminary plat, planned unit development and rezoning application was submitted on March 26, 2024 for staff review. The Planning Commission held a public hearing on the proposal on May 2 and the City Council approved on May 21. The Applicant is currently working with the watershed district in regards to the onsite stormwater pond. After they receive watershed approval, next steps include the purchase of the land and final plat and planned unit development approval.

### C. 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.

A party interested in the development of Margaret Street Commons will present a proposal to the City Council during their workshop meeting on June 18.

### D. 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 has been issued. The project is underway and demolition has occurred.

### E. 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. Staff have attempted to reach the property owner but have not been successful in getting a hold of him.

### F. PIZZA FACTORY

There are new owners of the Pizza Factory business, now named Buddy's Pizza Factory, and they currently operate out of the same tenant space at Pine Tree Center.