



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

March 11, 2025
4:00 PM

The March 11, 2025 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.

You can watch the meeting on our YouTube channel here: <https://tinyurl.com/NSPYouTube>.

I. Call to Order

II. Roll Call

John Monge, President/Mayor
Josef Matthews, Vice-President
Andrew Nath, Member
Brandon Bramscher, Member
Peter Gagliardi, Member
Peter Gogra, Member
Dave McKenzie, Member/Council Representative

STAFF/EX-OFFICIO MEMBERS

Brian Frandle, Executive Director
Chris Cherne, EDA Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of December 10, 2024 Meeting Minutes

V. Meeting Open to the Public

This Open Forum is an opportunity for persons to address the Economic Development Authority on items not on the agenda. A completed public comment form should be presented to the staff liaison prior to the meeting. Comments will be limited to 3 minutes per person. While the Authority may ask clarifying questions of the speaker, no formal action by the Authority or discussion will be held on these items.

VI. EDA Discussion and Action Items

- A. Election of 2025 Officers
- B. WSB Proposal - Downtown Design Manual Update
- C. Discussion: Amending the Membership of the EDA

VII. Updates

- A. Staff Updates
- B. EDA Member Updates

VIII. Adjournment

The next regularly scheduled Economic Development Authority meeting is June 10, 2025.



| To | Date |
|--|----------------|
| Executive Director and Authority Members | March 11, 2025 |

Agenda Placement # IV.A
Approval of Minutes

Subject
Approval of December 10, 2024 Meeting Minutes

Background/Facts
N/A

Recommended Action
Staff recommend approval of the December 10, 2024 Meeting Minutes.

Attachments
1. EDA Minutes 12-10-2024

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant



**Economic Development Authority
Regular Meeting Minutes
Tuesday, December 10, 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 4:02 PM.

II. ROLL CALL

EDA Members

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
Chris Cherne, EDA Secretary

III. ADOPT AGENDA

President Monge requested a motion to adopt the agenda.
M/Furlong, S/Cole.
Motion carried 6-0.

IV. APPROVAL OF MINUTES

A. Approval of September 10, 2024 Meeting Minutes
President Monge requested a motion to approve the September 10, 2024 meeting minutes.
M/Cole, S/Matthews.
Motion carried 6-0.

V. MEETING OPEN TO THE PUBLIC

No public comments.

VI. EDA DISCUSSION AND ACTION ITEMS

A. Discussion: Economic Development Authority Updates

- **Margaret Street Commons Request for Proposals:** Grams explained the RFP process for the Margaret Street Commons site located across the street from City Hall. Grams spoke with a total of five developers interested in the site. The RFP is open until the end of 2024 and requests a mixed-use development based on the city's interest and zoning. Cole asked for next steps after the RFP closes. Grams stated that staff will review the proposals and provide them to the EDA in a presentation. The EDA would then make a recommendation to City Council of what they would like to move forward with.

- **Update on EDA Façade Program/Downtown Design Manual:** The cost of the Downtown Design Manual will be included in the 2025 EDA budget. More information will be coming to the EDA in early 2025 for consideration.
- **Article No. 7 Update:** The Article No. 7 building is now open. A ribbon cutting ceremony was held on Wednesday, December 4, at 4:30PM. The Developer states that more and more units are being leased each week.
- **Delaware Place Townhomes Update:** Progress is being made each day at the Delaware Place Townhomes site. Most recently, encroachment agreements allowing the placement of private patios into the City Easement have been signed and sent to Ramsey County for recording.
- **CEDA:** Frandle stated that Community and Economic Development Associates (CEDA) is a consultant group who works closely with cities to understand their priorities and help them to actualize goals. Frandle met with a representative of CEDA who toured the city. The representative will put together a high-level report for the EDA and may be invited at a future meeting. Cole stated that he reached out to CEDA a month or so ago and they had a great conversation. As far as the services offered, they can vary from ad hoc up to staffing somebody in city hall five days a week. Cole recommended getting CEDA onto a future EDA meeting agenda, hear what they have to say, and determine the funding moving forward. There is budget already slated for this type of service. Monge asked for clarification on CEDA's scope of work and services they offer. Furlong stated the key is to get them in front of the EDA, understand their findings, and determine if they can do anything to enhance downtown North St. Paul.

B. Approve Update to EDA Bylaws

Grams stated there was a request to update the EDA Bylaws to move meeting frequency from monthly to quarterly. This change would be consistent with what is already outlined in the City Code. The Authority would hold regular meetings on the second Tuesday of March, June, September, and December.

President Monge requested a motion to approve the update to the EDA Bylaws as proposed.
M/Matthews, S/Gagliardi.
Motion carried 6-0.

VII. UPDATES

A. Staff Updates

Frandle stated the Student Built House project is well underway and coming together.

B. EDA Member Updates

Cole asked if there were any updates on posting for consultant recommendations on the League of Minnesota Cities web board. Grams stated that he is in groups with other folks in Community Development who are keeping an eye out and they will send him any information that they see.

Cole asked if there is any update on the overgrowth near the Target parking lot. Frandle stated the City may end up taking care of it and billing the County.

Cole asked about a turn lane coming off northbound McKnight Road N into the south entrance to the Target parking lot. Furlong stated that back when Target was approached, they did not want to do that. However, with Taco Bell being there, it may be worth getting the dialogue going again between the businesses. Monge questioned if there is a need for a turn lane.

VIII. ADJOURNMENT

President Monge requested a motion to adjourn the meeting.
M/Bramscher, S/Gagliardi to adjourn the meeting at 4:33 PM.
Motion carried 6-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, March 11, 2025 at 4:00 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 | March 11, 2025 |

Agenda Placement # VI.A
EDA Discussion and Action Items

Subject
Election of 2025 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, Community Development Administrative Assistant



| To | Date |
|--|----------------|
| Executive Director and Authority Members | March 11, 2025 |

Agenda Placement # VI.B
EDA Discussion and Action Items

Subject
WSB Proposal - Downtown Design Manual Update

Background/Facts
See attached proposal by WSB to update the North St. Paul Downtown Design Manual as it relates to facades.

Recommended Action

Attachments
1. WSB Proposal to Update Downtown Design Manual Facade Section

Respectfully submitted,
Brian Frandle, City Manager



February 27, 2025

Brian Frandle,
City Manager
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

Re: A Proposal to Update the Design Manual for Downtown North St. Paul-Façade Section

Dear Mr. Frandle:

Thank you for the opportunity to submit a proposal to you and the City of North St. Paul for an update to the façade section of the Downtown Design Manual. It is my understanding this section will be used for a new façade enhancement program you are proposing for the Downtown.

The basis for the update will be the 2005 Design Manual with focus on the façade section but also including some information about outdoor seating, fencing, and landscaping. The City would like the draft to city staff by the end of April to permit its use with the rollout of the façade enhancement program. WSB will provide new graphics, illustrations or photos and updated narrative, organized in a package that can be distributed electronically or on paper.

WSB can provide the draft document to City Staff in the timeframe desired, by April 29, 2025. It is noted that the current guidelines include many photos. Unfortunately, this time of year is not best for photos given the weather. WSB can either utilize photos available from the city or take new updated winter/spring photos. WSB would also be happy to take photos in a summer month and replace them with the placeholders provided in the April draft. The revised summer photos will provide the best image of the community given the differing nature of Minnesota’s weather.

WSB is proposing to complete the façade enhancement program guidelines for a cost not to exceed \$9000. This will include the above noted façade information, illustrations and pictures with updated written content in a well organized and easy to read document.

ACCEPTANCE

This letter represents our entire understanding of the project scope. If the City of North St Paul is in agreement, please sign below.

We look forward to the opportunity to assist North St Paul in this exciting Downtown project. If you have any questions or comments about our offering, please feel free to call me at 612.670.2790 or email me at klindquist@wsbeng.com.

Sincerely,

WSB


Kim Lindquist, AICP
CPED Director

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between City of North St. Paul and WSB.

By: City of North St. Paul, MN

Name: _____
Title: _____
Date: _____