



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

April 8, 2025
4:00 PM

The April 8, 2025 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.

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 March 11, 2025 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. Discussion: Amending the Membership of the EDA
B. Election of 2025 Officers
C. Facade Improvement Program

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	April 8, 2025
Agenda Placement # IV.A	
Approval of Minutes	
Subject	
Approval of March 11, 2025 Meeting Minutes	
Background/Facts	
N/A	
Recommended Action	
Staff recommend approval of the March 11, 2025 EDA meeting minutes.	
Attachments	
1. EDA Minutes 03-11-2025	

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant



**Economic Development Authority
Regular Meeting Minutes
Tuesday, March 11, 2025
4:00 PM**

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

I. CALL TO ORDER

Vice-President Matthews called the meeting to order at 4:08 PM.

II. ROLL CALL

EDA Members

John Monge, President/Mayor	absent
Josef Matthews, Vice-President	
Andrew Nath, Member	
Brandon Bramscher, Member	
Peter Gagliardi, Member	
Peter Gogra, Member	arrived at 4:10
Dave McKenzie, Council Representative	

Staff/Ex-Officio Members

Brian Frandle, Executive Director
Chris Cherne, EDA Secretary

III. ADOPT AGENDA

Vice-President Matthews requested a motion to adopt the agenda.
M/Bramscher, S/Nath.
Motion carried 4-0.

IV. APPROVAL OF MINUTES

A. Approval of December 10, 2024 Meeting Minutes
Vice-President Matthews requested a motion to approve the December 10, 2024 meeting minutes.
M/Bramscher, S/Matthews.
Motion carried 5-0.

V. MEETING OPEN TO THE PUBLIC

No public comments.

VI. EDA DISCUSSION AND ACTION ITEMS

A. Election of 2025 Officers

Cherne provided an overview of the responsibilities of the president, vice-president, treasurer, assistant treasurer and secretary offices. The EDA agreed that they would prefer all members to be present for the election of officers.

M/Matthews, S/Nath to table the election of 2025 officers to the next EDA meeting.
Motion carried 5-0.

B. WSB Proposal – Downtown Design Manual Update

Frandle stated that the Downtown Design Manual should be brought to the Planning Commission for review and to determine next steps with the manual (what changes or updates need to be made, etc.). The EDA agreed to bring this item to the Planning Commission. Frandle stated that a final updated copy of the Façade Improvement Program and Application will be ready for the EDA to consider at their next meeting.

C. Discussion: Amending the Membership of the EDA

Frandle presented the item on amending the membership of the EDA. The idea of amending the membership of the EDA to be the members of the City Council and the current body comprising the EDA transitioning into an Economic Development Commission (EDC) has been floating around over the last year. Matthews clarified that the EDA has a budget and can spend their money while an EDC would be a recommending body to the EDA. Matthews indicated that he would like to know what the pros and cons are for the body transitioning into an EDC and recommended staff to do some research and come back with information. Nath and Gogra stated that they do not yet have an opinion as they are new members, but they would like to learn more. Bramscher wondered if the City Council can make this decision without input from the EDA. This discussion will continue at the next EDA meeting.

VII. UPDATES

A. Staff Updates

- Frandle stated the City has two lots available for redevelopment:
 - Margaret Street Commons- The City issued a Request for Proposals (RFP) on that property, but there were no official proposals submitted. Staff engaged in conversation with a developer who said interest rates and construction costs are high. When the time is right again, the City could issue another RFP.
 - Lot adjacent to Sidewinders Bar- There are no inquiries into this lot.
- Frandle stated there are two companies that the City communicated with who could be that desired “cheerleader” for the City. These companies provided information to the City, and that will be looked at during the next EDA meeting.
- Frandle stated that the Article No. 7 building is up and running and more than 75% of the units are rented.
- Delaware Place Project: Two of the twin home buildings are well underway, and the developer is looking to pull more permits shortly.
- There are a few more potential developments in the City:
 - On McKnight Rd N just north of Hwy 36, a funeral home and banquet/event hall space is looking to potentially develop there.
 - On South Avenue by the western border of the City, two townhome buildings are looking to potentially develop.
- Pine Tree Center: Pizza Factory extended their lease and are still operating out of the building.
- Luv’s Ice Cream: The owner had tried to sell the business and property over the winter. They will be putting it back on the market soon.
- Puzzles Bar and Banquet: There was a ribbon cutting at the new business yesterday. It is a nice-looking place, and their event space is booked out until August.

B. EDA Member Updates

There were no updates from EDA members.

VIII. ADJOURNMENT

Vice-President Matthews requested a motion to adjourn the meeting. M/Matthews, S/Bramscher to adjourn the meeting at 4:54 PM. Motion carried 5-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, June 10, 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	April 8, 2025

Agenda Placement # VI.B
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
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Executive Director and Authority Members	April 8, 2025
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Agenda Placement # VI.C

EDA Discussion and Action Items

Subject

Facade Improvement Program

Background/Facts

See attached Facade Improvement Program details and application.

Recommended Action

Attachments

1. Facade Program REVISED
2. Facade Application REVISED

Respectfully submitted,
Brian Frandle, City Manager



City of North St. Paul Economic Development Authority

Façade Improvement Program

Purpose

The City of North St. Paul recognizes the important role that a vibrant Downtown plays in the city's vitality. Strategic planning efforts of the Economic Development Authority (EDA) identify Downtown Revitalization as an important objective. A well-maintained and attractive public realm reflects community pride and contributes to urban vitality. Building façades are critical elements of the public realm and in a Downtown District, the need for on-going maintenance is crucial to preserving a character and experience known to visitors of downtown North St. Paul. The Façade Improvement Grant Program aims to strengthen, revitalize and sustain the Downtown by encouraging and assisting property owners to make improvements to buildings within the Downtown area. By providing a financial incentive, the program will stimulate private investment and support stabilized and increased property values. The EDA is funding this program over the course of three years. Each year, the EDA will review the program outcomes and make adjustments as necessary.

Who can apply for a matching grant?

The program extends to all commercial buildings along 7th Avenue East and Margaret Street to Highway 36 to Sixth Street, except for the postal office (Program Area). Building owners and commercial tenants (with property owner's approval) of commercial properties within the Program Area can apply for a Façade Improvement Grant. For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial building.

How much are the matching grants?

Grants will pay for 50% of the total project costs, up to a maximum grant amount of \$20,000 per property. Grant funds must be matched 1:1 with private dollars. Owners of multiple properties can apply for separate grants for each property, as long as the cumulative grant amount awarded does not exceed the maximum grant amount. The minimum grant amount is \$5,000 (\$10,000 total project cost). Total façade program amount is limited to \$200,000.

This is a reimbursement program. Applicants must complete all improvements and pay for the total project cost or total private match, prior to receiving a reimbursement check from the City.

When are grants available?



City of North St. Paul Economic Development Authority

Façade Improvement Program

Applications will be accepted at any time throughout the year.

What will the matching grant dollars pay for?

Façade Improvement Grants can pay for a variety of exterior building façade improvements. The work must be visible from a public street or sidewalk. The following types of improvements are eligible for grants:

- Restoration of exterior finishes and materials
- Masonry repairs and tuckpointing
- Exterior painting or re-siding
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Repair or replacement of windows and doors (replacement must be architecturally appropriate)
- Signs, if an integral part of the overall façade improvement
- Contracted labor related to any of the above improvements, including design work for improvements that are to be completed (up to 25% of total project cost eligible)
- Other improvements similar in nature to the above
- Grant funds may be used to pay for materials

The City of North St. Paul requires permits for most of the eligible improvements listed above. For questions about permits, please contact the Community Development Department at nspcd@northstpaul.org or (651) 747-2407.

What will the matching grant dollars NOT pay for?

The following activities are not eligible for matching grants:

- Improvements already in progress or completed prior to contract approval
- Improvements to a building interior, rear, or side not visible from a public street or sidewalk
- Improvements to non-commercial buildings
- Roofing
- HVAC systems, building mechanicals, or security systems
- Fencing (excludes decorative fencing as part of landscaping improvement)
- Parking areas



City of North St. Paul Economic Development Authority

Façade Improvement Program

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- City permit fees
- Purchase or rental of tools and equipment, or for labor performed by the building or business owner, family members, employees, or any other person with a financial interest in the property or business.
- Any other improvement not deemed eligible

Eligible properties

All commercial buildings along 7th Avenue East and Margaret Street to Highway 36 to Sixth Street, except for the postal office.

How do I receive a grant?

Step 1: Meet program requirements

- The property is a commercial building along 7th Avenue East and Margaret Street to Highway 36 to Sixth Street, except for the postal office.
- The property is up-to-date on all property taxes.
- All construction management is your responsibility.
- This is a reimbursement program; you must complete and pay for the private match for the work before the program administrator will issue a reimbursement check. See step 5 for further information.

Step 2: Contact the Community Development Department

Contact the Community Development Staff to set up a meeting to discuss your project at nspcd@northstpaul.org or (651) 747-2407.

Step 3: Submit the application and agreement

Submit the Façade Improvement Matching Grant Application and Participation Agreement to the program administrator, including:

1. A written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
2. A contractor's bid that meets the following guidelines:



City of North St. Paul Economic Development Authority

Façade Improvement Program

- a. Matching grants may only be used for eligible costs as identified in this document.
- b. If qualified to do so, you may perform the work yourself; however, grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment. Sweat equity labor includes that of a friend, relative, or anyone with a financial interest in the business or property.
- c. Evidence that contractor is bonded and/or insured.
- d. The EDA reserves the right to request a second bid from the applicant.

Step 4: Review and select grant

Proposal review and grant selection will be conducted by Community Development Staff and the Economic Development Authority and will be evaluated through a competitive process. The Community Development Department will first review the application and make a recommendation to the Economic Development Authority who will make the final decision. Selection will consider the following:

- Total value of project
- Current conditions of building
- Aesthetics of finished work
- Available funds for grant
- Preference given to projects proposing structural repairs.

Step 5: Secure a signed copy of the application and participation agreement

Secure a signed copy of the Façade Improvement Matching Grant application and participation Agreement from the program administrator after the project has been approved. The Participation Agreement authorizes you to proceed with the project. Before you begin, be sure to obtain all the necessary City permits for the project or ensure your contractor pulled the necessary permits.

Permit and taxes paid verification is required prior to grant disbursements.

Step 6: Complete the project and submit documentation

Complete the project and submit documentation to the program administrator within 9 months of the date on the signed Participation Agreement. The program administrator will disburse to you or to your contractor the grant funds after they have received ALL



City of North St. Paul Economic Development Authority

Façade Improvement Program

FOUR (4) of the following items (if more than one contractor is used, you must submit all four items for each contractor):

1. Proof of completion by the City of North St. Paul Community Development Department. Staff will tour the property before and after the project to confirm project completion.
2. Final invoice from the contractor showing the total project cost.
3. Before and After Photographs highlighting the improvement project from the same vantage point.
4. Proof of payment paid to contractor in one of the following two forms. You should be totally satisfied with the work before paying.
 - a. A lien waiver - a statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are satisfied with the compensation for the work they performed, and (c) waive their right to place any liens on the property for the work completed. (If there are significant material costs, we advise you to obtain a lien waiver from the materials supplier, advising that the contractor paid them in full.)
OR
 - b. A cancelled check AND a signed receipt - if you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment. You will need a copy of the actual cancelled check(s), returned to you by the bank you used to pay the contractor. Both the front and back of the check must be copied and must be made payable to the contractor for a minimum of the private match. You will also need a properly executed receipt, signed by an authorized officer of the contracting firm that includes the contractor's name, address, telephone number, and notation that a minimum of the private match was paid in full.



City of North St. Paul Economic Development Authority
Façade Improvement Program
Application

Applicant contact information

Business/organization

Property address

Building owners

Contact person

Contact title

Contact phone number

Contact email address

Applicant information

Is the building within the Program Area?

Yes

No



City of North St. Paul Economic Development Authority
Façade Improvement Program
Application

Is the building commercial?

___ Yes

___ No

Is the building Historic?

___ Yes

___ No

Project description

Amount of funds requested

\$ _____

Additional description of proposed improvement



City of North St. Paul Economic Development Authority

Façade Improvement Program

Application

Have you attached photos of current façade or areas to be improved?

Yes

No

Signature

Date
