



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

**September 9, 2025
4:00 PM**

The **September 9, 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
Brandon Bramscher, Treasurer
Andrew Nath, Member
Peter Gagliardi, Member
Peter Gogra, Member
Dave McKenzie, Member/Council Representative

STAFF/EX-OFFICIO MEMBERS

Brian Frandle, Executive Director
Ken Roberts, Community Development Director
Chris Cherne, Secretary/Assistant Treasurer

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of June 10, 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. EDA 2026 Preliminary Budget
B. Community Center Land Future Discussions

VII. Updates

- A. Staff Updates
- B. EDA Member Updates

VIII. Adjournment

The next regularly scheduled Economic Development Authority meeting is December 9, 2025.



To	Date
Executive Director and Authority Members	September 9, 2025

Agenda Placement # IV.A
Approval of Minutes

Subject
Approval of June 10, 2025 Meeting Minutes

Background/Facts
N/A

Recommended Action
Staff recommend approval of the June 10, 2025 EDA Meeting Minutes.

Attachments
1. EDA Minutes 06-10-2025

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant



**Economic Development Authority
Regular Meeting Minutes
Tuesday, June 10, 2025
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
Brandon Bramscher, Treasurer
Andrew Nath, Member
Peter Gagliardi, Member
Peter Gogra, Member
Dave McKenzie, Member/Council Representative

Staff/Ex-Officio Members

Brian Frandle, Executive Director
Ken Roberts, Community Development Director
Chris Cherne, Secretary/Assistant Treasurer

III. ADOPT AGENDA

President Monge requested a motion to adopt the agenda.
M/Nath, S/Matthews.
Motion carried 7-0.

IV. APPROVAL OF MINUTES

A. Approval of April 8, 2025 Special Meeting Minutes

President Monge requested a motion to approve the April 8, 2025 special meeting minutes.
M/McKenzie, S/Gagliardi.
Motion carried 7-0.

V. MEETING OPEN TO THE PUBLIC

Tim Cole, 2570 Sean's Way, discussed the goals of the EDA was to actively work to support existing businesses to ensure they stay in the community and assist with expansion opportunities, develop and expand targeted business sectors to create additional jobs and strengthen diversity and the economy, and ensure that local infrastructure is adequate to support existing residents and businesses as well as future growth. Cole recommended the EDA bring the CEDA firm discussed at the previous EDA meeting back to the EDA for a presentation and discussion. Cole also said there are businesses downtown that are looking for a new location and they are having difficulties getting in contact with the City for possible assistance.

VI. EDA DISCUSSION AND ACTION ITEMS

A. Façade Improvement Program – Review of Applications

Roberts presented the Façade Improvement Program application for the VFW at 2483 7th Ave E. The VFW submitted an application that would include adding LED lighting around the perimeter of the building. They also proposed to add an additional Post 1350 sign under their existing VFW sign and do address sign improvements around their front entrance. When staff looked at the application as a whole and reviewed the criteria the EDA established for the program, it did not appear these types of improvements met the intent and purpose of the program, as the program seems to center around larger façade improvements.

Roberts presented the Façade Improvement Program application for Main Drag and Sweeties Candies at 2533 7th Ave E. This application is for window and door replacements. These improvements meet the criteria of the Façade Improvement Program. Staff recommended approval of this application.

Monge stated that signs come and go, and the purpose of the Façade Improvement Program is to promote physical improvements to the building itself. The Sweeties and Main Drag application is clearer cut and in line with the Program's intent. Gagliardi agreed.

McKenzie asked if it would be possible to ask the Applicant at 2533 7th Ave E if they can clean up the Schleck & Co sign and stated the stained-glass sign on this building is an iconic standout of the city.

Nath stated that he has an emotional feeling about wanting to approve the VFW application, but the EDA is bound to the established criteria of the grant program. In his view, the signs are not an integral part of an overall façade improvement.

Monge asked for a motion to deny the VFW Façade Improvement Program application as presented.

M/Gagliardi, S/Gogra.
Motion carried 7-0.

VII. UPDATES

A. Staff Updates

Frandle provided the following updates:

- **Northern Home Candle Company (2553 7th Ave E, Unit E):** Northern Home Candle Company recently opened downtown. This locally owned shop specializes in hand-poured candles made right here in the City of North St. Paul, featuring everything from floral blends to bakery scents. Members of the City Council hosted a ribbon-cutting celebration to mark the grand opening.
- **The Garter Toss (2543 7th Ave E):** The Garter Toss, a Vegas-style wedding chapel and companion Shop Country Club, held a soft opening during the first night of the History Cruze Car Show on June 6, 2025. The owner is planning a grand opening and ribbon-cutting event later this summer.
- **Pine Tree Center (2137 Division St N):** Code enforcement has continued to speak with the owner regarding ongoing issues with this property. The owners will be putting the building back up for sale. City staff met with a broker they had hired, and they were looking for information as to what uses or development the City might like to see there. Staff stated they would like to see businesses at this location; however, it sounds like the owner and broker are looking more into the redevelopment of the site into townhomes. Representatives of the Pine Tree Center were invited to today's meeting and were asked to use the City as a resource.
- **City-owned Lot at 2579 7th Ave E:** The City got a call from someone who has interest in this lot. This person is currently on vacation and will be back soon. Hopefully there will be more to

come on that.

- **Community Center Update:** The City hired EAPC Architects/Engineers to complete a feasibility study of the Community Center. They will provide an update to City Council at the upcoming City Council Workshop on June 17, 2025. There is a signup sheet on the city website to get updates on this project.
- **Downtown Design Manual:** Roberts and the Planning Commission have been looking at the Downtown Design Manual for inconsistencies and necessary updates. The Planning Commission will continue these discussions in the meetings ahead.

B. EDA Member Updates

Nath stated there are a lot of commercial developers slowing down at the moment, and there is a large saturation of apartments. Anything built from the ground up has been slow. Some bigger commercial spaces are being left vacant, and that is a challenge for the owners as it costs a lot of money to heat, cool and maintain. Rental townhomes have a lot of appeal today.

Gogra stated that the financial sectors are making decisions not to finance commercial development at this time. If money is not coming in, development slows down.

Matthews stated he has been spending time comparing North St. Paul's size to other cities and seeing how other similar cities generate revenue. One thing that he noticed is youth sports. Similar sized cities have been tapping into the private sector of sports. With youth sports, the private sector drives everything and is a tremendous revenue generator for cities. Matthews indicated the City has great infrastructure for baseball and softball facilities, and they should be packed every weekend. This would drive additional traffic into downtown North St. Paul and other local businesses. McKenzie stated that the City could let a private group come in to operate their sports programming. Monge stated that Maplewood currently partners with RevSports, who uses the city fields but takes care of everything involved with them.

Bramscher stated that he has been wondering about the broken clock on the K&J Catering building at 2544 7th Ave E. Since this is a very prominent location in North St. Paul, an updated working clock would be nice to see.

VIII. ADJOURNMENT

President Monge requested a motion to adjourn the meeting.
M/McKenzie, S/Matthews to adjourn the meeting at 4:48PM.
Motion carried 7-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, September 9, 2025 at 4:00 PM.

Members, please notify any planned absences to:

Chris Cherne
EDA Secretary
651-747-2440
chris.cherne@northstpaul.org



ECONOMIC DEVELOPMENT AUTHORITY

September 9, 2025

City of North St. Paul



EDA Discussion and Action Items

A.EDA 2026 Preliminary Budget



EDA CURRENT FINANCIAL INFORMATION



EDA Current Financial Information

Economic Development Authority
(Discretely Presented Component Unit)
Balance Sheet
as of December 31, 2024

Assets	
Cash and investments	\$ 558,924
Receivables	
Interest	2,746
Assets held for resale	<u>49,248</u>
Total assets	<u>\$ 610,918</u>
Liabilities	
Accrued salaries and employee benefits payable	\$ 1,180
Fund balances	
Restricted for Economic Development Authority	<u>609,738</u>
Total liabilities and fund balances	<u>\$ 610,918</u>



EDA Current Financial Information

9-04-2025 03:00 PM

CITY OF NORTH ST. PAUL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2025

PAGE: 1

102-EDA-ECONOMIC DEV AUTH
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	200,907	0.00	103,562.76	100,453.50	97,344.24	51.55
OTHER CHARGES	<u>2,000</u>	<u>0.00</u>	<u>10,444.90</u>	<u>13,338.07</u>	<u>(8,444.90)</u>	<u>522.25</u>
TOTAL REVENUES	202,907	0.00	114,007.66	113,791.57	88,899.34	56.19
<u>EXPENDITURE SUMMARY</u>						
	<u>267,355</u>	<u>9,579.69</u>	<u>73,907.75</u>	<u>74,070.82</u>	<u>193,447.25</u>	<u>27.64</u>
TOTAL EXPENDITURES	267,355	9,579.69	73,907.75	74,070.82	193,447.25	27.64
REVENUE OVER/(UNDER) EXPENDITURES	(64,448)	(9,579.69)	40,099.91	39,720.75	(104,547.91)	62.22-



EDA Current Financial Information

9-04-2025 03:00 PM

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

PAGE: 2

102-EDA-ECONOMIC DEV AUTH

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>TAXES</u>						
102-3011 CURRENT PROPERTY TAX	200,907	0.00	103,562.76	100,453.50	97,344.24	51.55
TOTAL TAXES	200,907	0.00	103,562.76	100,453.50	97,344.24	51.55
<u>INTERGOVERNMENTAL</u>						
<u>OTHER CHARGES</u>						
102-3800 MARKET VALUE ADJUSTMENT	0	0.00	1,748.96	5,985.78 (1,748.96)	0.00
102-3801 INVESTMENT INCOME	2,000	0.00	8,695.94	7,352.29 (6,695.94)	434.80
TOTAL OTHER CHARGES	2,000	0.00	10,444.90	13,338.07 (8,444.90)	522.25
<u>TRANSFERS</u>						
TOTAL REVENUES	202,907	0.00	114,007.66	113,791.57	88,899.34	56.19



EDA Current Financial Information

9-04-2025 03:00 PM

CITY OF NORTH ST. PAUL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

PAGE: 3

102-EDA-ECONOMIC DEV AUTH

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	PRIOR YEAR YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>PERSONNEL SERVICES</u>						
102-4-00-4010-000 FULL-TIME SALARIES	103,888	7,577.94	54,689.59	49,406.73	49,198.41	52.64
102-4-00-4011-000 OVERTIME SALARIES	0	18.99	54.86	42.08	(54.86)	0.00
102-4-00-4030-000 DEFERRED COMPENSATION	3,872	228.08	1,161.32	1,357.28	2,710.68	29.99
102-4-00-4031-000 PERA CONTRIBUTION	7,792	569.74	4,085.55	3,414.77	3,706.45	52.43
102-4-00-4032-000 FICA CONTRIBUTION	6,441	478.99	3,471.73	2,802.09	2,969.27	53.90
102-4-00-4033-000 MEDICARE CONTRIBUTION	1,506	111.98	811.60	655.08	694.40	53.89
102-4-00-4040-000 HEALTH INSURANCE	7,298	593.97	3,595.60	6,167.79	3,702.40	49.27
102-4-00-4050-000 WORKERS COMPENSATION I	675	0.00	337.50	561.75	337.50	50.00
TOTAL PERSONNEL SERVICES	131,472	9,579.69	68,207.75	64,407.57	63,264.25	51.88
<u>SUPPLIES</u>						
102-4-00-4110-000 OFFICE SUPPLIES	100	0.00	0.00	0.00	100.00	0.00
TOTAL SUPPLIES	100	0.00	0.00	0.00	100.00	0.00
<u>CONTRACTUAL SERVICES</u>						
102-4-00-4300-000 GENERAL CONTRACT/CONSU	120,383	0.00	0.00	0.00	120,383.00	0.00
102-4-00-4302-000 LEGAL SERVICES	4,000	0.00	0.00	0.00	4,000.00	0.00
102-4-00-4400-000 GENERAL LIABILITY	1,400	0.00	700.00	2,163.25	700.00	50.00
TOTAL CONTRACTUAL SERVICES	125,783	0.00	700.00	2,163.25	125,083.00	0.56
<u>CAPITAL</u>						
<u>TRANSFERS</u>						
102-4-00-4992-000 TRANSFER TO OTHER FUND	10,000	0.00	5,000.00	7,500.00	5,000.00	50.00
TOTAL TRANSFERS	10,000	0.00	5,000.00	7,500.00	5,000.00	50.00
TOTAL	267,355	9,579.69	73,907.75	74,070.82	193,447.25	27.64
TOTAL EXPENDITURES	267,355	9,579.69	73,907.75	74,070.82	193,447.25	27.64
REVENUE OVER/(UNDER) EXPENDITURES	(64,448)	(9,579.69)	40,099.91	39,720.75	(104,547.91)	62.22-



EDA 2026 PRELIMINARY --- BUDGET



2026 Levy Recommendation

EDA levy for 2026 - \$200,907, same as 2025

- Future Land Acquisition
- Programs to Promote Economic Development
- Staff Wages & Associated Expenses



2026 Preliminary Budget Summary

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Proposed Budget	Variance from 2025 Budget to 2026 Budget Increase (Decrease)	
REVENUES							
CHARGES FOR SERVICES	-	-	-	-	-	-	0%
AD VALOREM TAXES	200,907	196,473	200,907	200,907	200,907	-	0%
OTHER FINANCING SOURCES	-	-	-	-	-	-	0%
INTERGOVERNMENTAL	-	-	-	-	-	-	0%
OTHER	(4,720)	19,880	20,281	2,000	2,000	-	0%
OTHER TAXES	-	-	-	-	-	-	0%
PERMITS	-	-	-	-	-	-	0%
SPECIAL ASSESSMENTS	-	-	-	-	-	-	0%
FINES	-	-	-	-	-	-	0%
LICENSES	-	-	-	-	-	-	0%
TOTAL REVENUES	196,187	216,353	221,188	202,907	202,907	-	0%
EXPENDITURES							
PERSONNEL	50,913	125,037	127,564	131,472	113,761	(17,711)	-13%
SUPPLIES	-	51	-	100	100	-	0%
CONTRACTURAL SERVICES	191,918	8,898	2,615	125,783	125,783	-	0%
CAPITAL	-	-	-	-	-	-	0%
TRANSFERS	10,000	10,000	10,000	10,000	10,000	-	0%
TOTAL EXPENDITURES	252,831	143,986	140,179	267,355	249,644	(17,711)	-7%
CHANGE IN NET POSITION	(56,643)	72,367	81,009	(64,448)	(46,737)		



2026 Preliminary Personnel Summary

ECONOMIC DEVELOPMENT AUTHORITY					
PERSONNEL SUMMARY					
Regular Employment (FTE)					
Position Title	2022	2023	2024	2025	2026
City Manager	0.10	0.10	0.10	0.10	0.10
Community Development Director	-	0.50	0.50	0.40	0.30
Administrative Assistant	0.20	0.20	0.20	0.20	0.20
Asst To City Mgr/HR Manager	0.10	0.10	0.10	0.10	0.10
Total FTE	0.40	0.90	0.90	0.80	0.70
Inc/(Dec) From Previous Year		0.50	-	(0.10)	(0.10)



Discussion

Discussion