



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

December 9, 2025
4:00 PM

The December 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. Presentation

A. Recognition and Appreciation to Outgoing Member Andrew Nath

V. Approval of Minutes

A. Approval of September 9, 2025 Meeting Minutes

VI. 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.

VII. EDA Discussion and Action Items

A. EDA & City Budget Overview

- B. Facade Improvement Program Updates & Discussion

VIII. Updates

- A. Staff Updates
- B. EDA Member Updates

IX. Adjournment

The next regularly scheduled Economic Development Authority meeting is expected to be March 10, 2025.



To	Date
Executive Director and Authority Members	December 9, 2025

Agenda Placement # IV.A
Presentation

Subject
Recognition and Appreciation to Outgoing Member Andrew Nath

Background/Facts
The Economic Development Authority wishes to recognize and thank Andrew Nath for his 1 year of dedicated service to the EDA.

Recommended Action
N/A

Attachments
None

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant



To	Date
Executive Director and Authority Members	December 9, 2025

Agenda Placement # V.A
Approval of Minutes

Subject
Approval of September 9, 2025 Meeting Minutes

Background/Facts
N/A

Recommended Action
Staff recommend approval of the September 9, 2025 EDA Meeting Minutes.

Attachments
1. EDA Minutes 09-09-2025

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant



**Economic Development Authority
Regular Meeting Minutes
Tuesday, September 9, 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

Absent

Andrew Nath, Member

Peter Gagliardi, Member

Peter Gogra, Member

Absent

Dave McKenzie, Member/Council Representative

Staff/Ex-Officio Members

Brian Frandle, Executive Director

Ken Roberts, Community Development Director

Chris Cherne, Secretary/Assistant Treasurer

Dan Winek, Finance Director

III. ADOPT AGENDA

President Monge requested a motion to adopt the agenda.

M/Nath, S/McKenzie.

Motion carried 5-0.

IV. APPROVAL OF MINUTES

A. Approval of June 10, 2025, Meeting Minutes

President Monge requested a motion to approve the June 10, 2025, meeting minutes.

M/Nath, S/Matthews.

Motion carried 5-0.

V. MEETING OPEN TO THE PUBLIC

There were no public comments.

VI. EDA DISCUSSION AND ACTION ITEMS

A. EDA 2026 Preliminary Budget

Finance Director Winek presented the 2026 Preliminary Budget to the Economic Development Authority. Winek walked the EDA through the current financial information for the EDA. On the expenditures side, personnel are the only expenditures. The EDA looks to be in a good financial position. Unless there are huge new needs coming up, we are looking at the preliminary 2026 EDA budget staying at the same levy at \$200,907, the same as 2025.

The budget is in line with what the 2025 budget was, except the personnel services decreases due to past agreements with the EDA to decrease the salary allocation of the Community Development Director position. With the 2026 preliminary budget, the allocation for that position continues to decrease from 40% to 30%. Winek asked if there are any questions on the proposed 2026 EDA budget.

The EDA discussed the contractual services allocated budget. Monge asked what parcels are currently owned by the EDA. Winek stated there is a small triangle parcel at the corner of 7th Ave E and McKnight that is owned by the EDA. Monge asked if there is any land transfer that could happen.

President Monge asked for a motion to recommend approval of the 2026 EDA Preliminary Budget.

M/Nath, S/Matthews

Motion approved 5-0.

B. Community Center Land Future Discussions

Frandle stated the City received grants to conduct a feasibility study for the Community Center. After looking at the numbers and grant terms, it was ultimately decided by the City Council to turn the grant money down but ask for a redirect of the money to a new water tower. There are different ideas and options available. There was interest in somebody potentially buying the Community Center. The concern is that the library is still located in the Community Center. There is big support in the community for the library. There are still 5 years left of the library's contract with the City. Does the City work to relocate the library or ensure they are a tenant for a new owner? There is a lot of money that needs to go into that building- heating over the winter, for example. If we can find another place for the library to move into that would be ideal, as there are many costs associated with the Community Center. Staff wanted to bounce this topic off the EDA to see if they have any ideas.

Monge stated he had a conversation with the head librarian after the vote. They talked about various things and wanted to reach out to the library itself but haven't been able to get anything scheduled until the end of September. Winek stated that the City Council discussed options for reallocation of the grant funds, options for Ramsey County Library, and options for the Community Center and site. The City Council thought the water tower would be a good reallocation of the grant funds. If there is something that can come out of this, that is a community benefit.

Nath stated that he likes the water tower idea. He does see land leases, but a negative he sees is that there is a commitment for decades, good or bad. There are many organizations who have sold over the years and regretted and bought back. Nath stated that we know there are not a lot of buyers out there for commercial space. If you sell it, you are going to lose a lot. Nath inquired about patching the Community Center and leasing it. Monge stated it could cost up to \$3 million just to make the building usable. Matthews stated the condition of the community center is too far gone. Matthews stated in the December meeting, everyone should bring 1 or 2 ideas for the future of the community center. Take a step back and brainstorm. Winek asked if the city was to sell the building, what would it be worth? Taking everything into consideration, what would the purchase price be? Roberts stated if the City is not going to take it, to tear it down and have a vacant development site is an option. Matthews stated it is probably worth more to tear it down. McKenzie stated it should be re-graded if demolished. Roberts stated one of the key questions for redevelopment will be what they will do for stormwater management.

VII. UPDATES

A. Staff Updates

Frandle provided the following updates:

- Article No. 7 is filled up and at capacity. In the front on the first level, they had 9 work/live units. They only have 1 business that's in the building, a photography place, but they don't live there.
- With the current Façade Improvement Program, the concept is to improve our Downtown area. We have had two successful applications for the Façade Improvement Program. Does the EDA want to expand the program? Would it be feasible to look to other areas and make them eligible? Nath asked if we could go back to the VFW to see if they can amend their application to conform to the requirements of the program. Frandle stated that we can have conversations. Frandle stated that one of the businesses he spoke to today stated they could use help with their sign. Matthews stated that signs could be looked at on a case-by-case basis. Monge stated that a lot of people downtown who have businesses own the building.
- Frandle stated Pine Tree Center indicated they have an interested party, perhaps townhomes, a gas station, or gas station with apartments.
- The Student Built House is complete and now on the market.

B. EDA Member Updates

- There were no EDA member updates.

VIII. ADJOURNMENT

President Monge requested a motion to adjourn the meeting.

M/Mathews, S/McKenzie to adjourn the meeting at 5:01PM.

Motion carried 5-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, December 9, 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	December 9, 2025
Agenda Placement # VII.A	
EDA Discussion and Action Items	
Subject	
EDA & City Budget Overview	
Background/Facts	
Finance Director Dan Winek will present the EDA with information regarding the 2026 EDA budget and City budget.	
Recommended Action	
N/A	
Attachments	
1. 2026 LEVY AND BUDGET OVERVIEW 12.9.25	

Respectfully submitted,
Daniel Winek, Finance Director



2026 BUDGET & LEVY OVERVIEW

December 9, 2025

City of North St. Paul



AGENDA

- 2026 General Fund Budget
- 2026 – 2035 CIP
- 2026 Proposed Levy
- 2026 Property Tax Impact
- Preliminary Market Values
- EDA Current Financial Information
- EDA Preliminary 2026 Budget
- Discussion

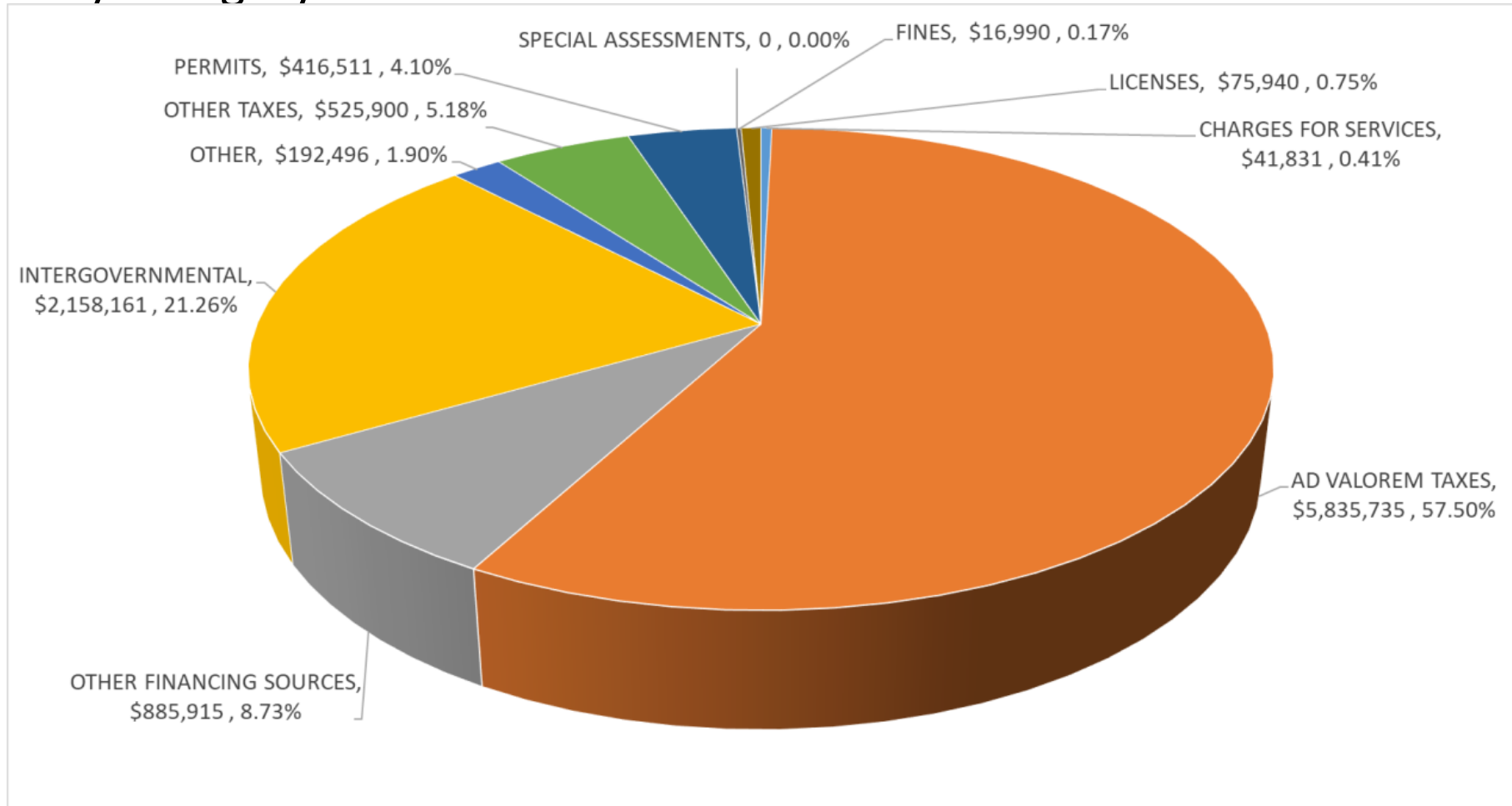


2026 GENERAL FUND BUDGET



2026 Proposed General Fund Budget

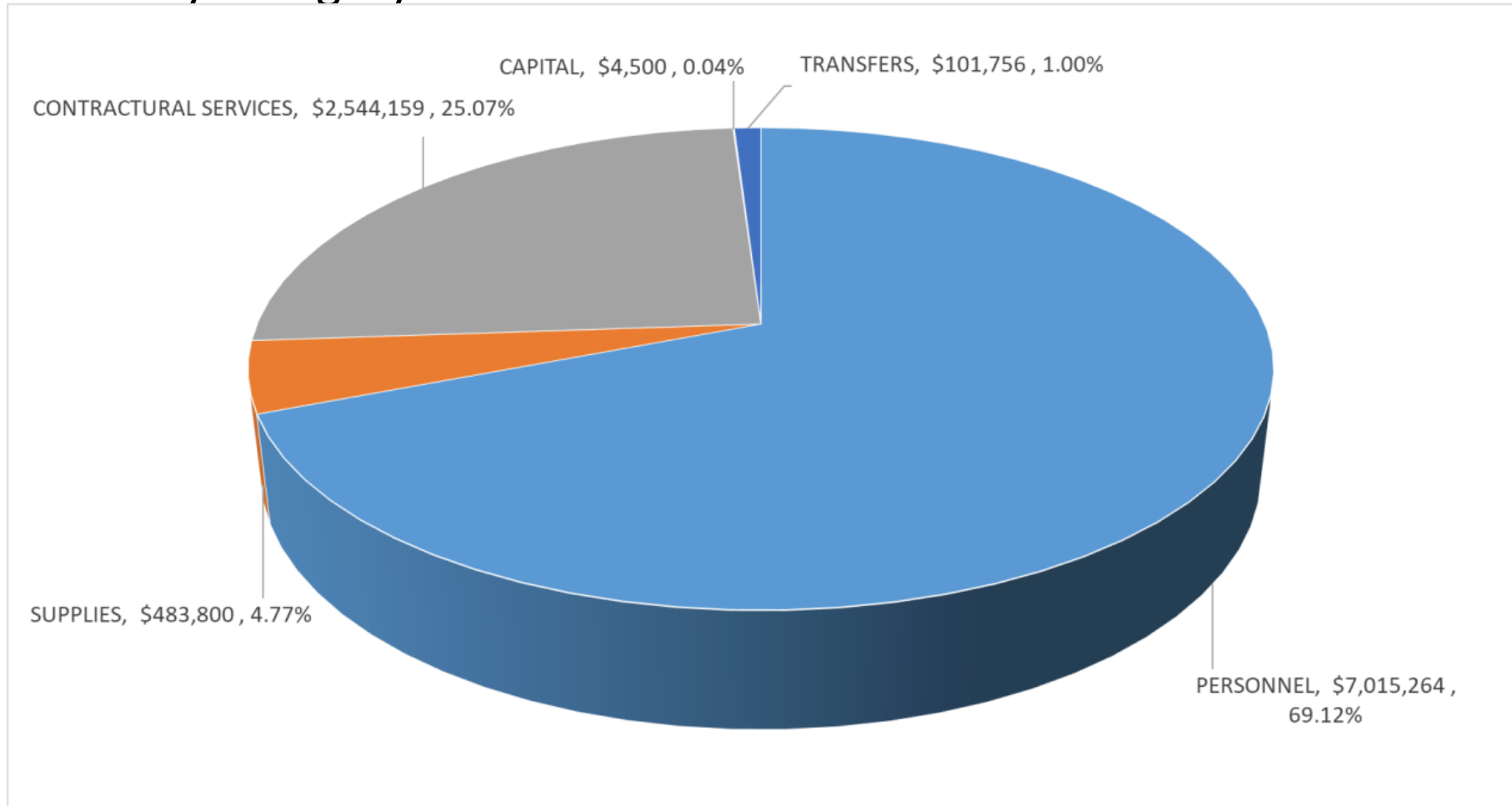
- Revenue by Category





2026 Proposed General Fund Budget

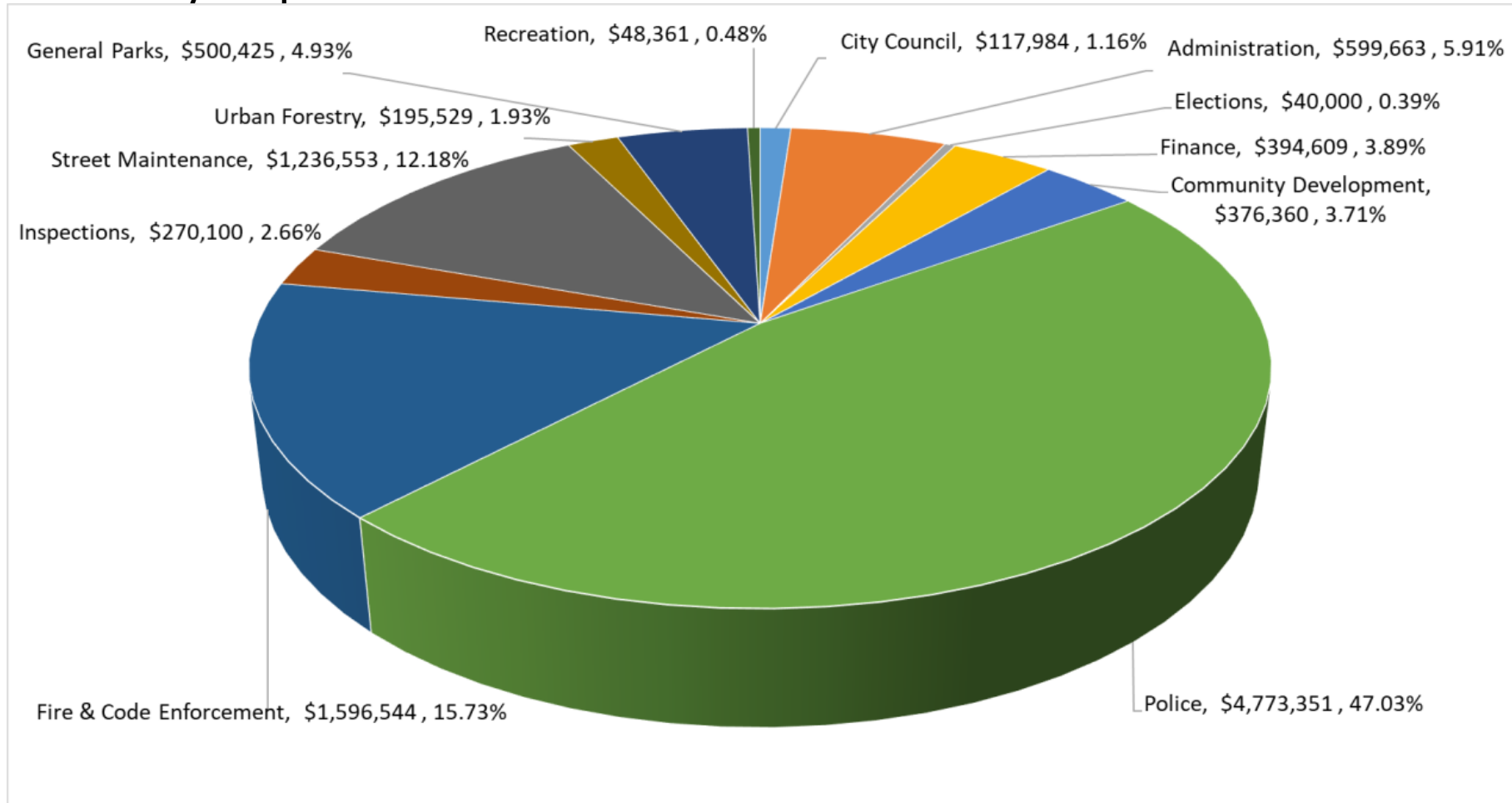
- Expenditures by Category





2026 Proposed General Fund Budget

- Expenditures by Department





2026 – 2035 CIP



2026 – 2035 CIP – FUNDING SOURCE

Source	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
010 Asset Preservation Fund	1,848,476	203,474	4,937,036			6,120,580	99,100		3,310,977		16,519,643
011 Street Maintenance Fund	2,748,590	1,109,276	2,624,831	475,221	2,672,402	499,280	2,776,372	2,753,656	2,922,315	2,851,105	21,433,048
022 Bonding - Streets		3,356,310		3,000,000		4,100,000					10,456,310
034 Park Dedication Fund		450,000									450,000
048 Bonding - Water		1,385,370		1,124,800		1,551,000					4,061,170
048 Water Fund	696,293	471,500	752,666	4,854,000	1,323,350	2,003,292	1,782,838	195,200	328,590	185,150	12,592,879
049 Bonding - Waste Water		1,348,550		1,310,900		971,200					3,630,650
049 Waste Water Fund	434,100	157,233	1,012,117	180,060	1,456,225	151,700	1,172,775	1,094,388	1,159,970	1,144,970	7,963,538
050 Electric Fund	206,400	425,785	315,572	477,300	438,775	451,300	47,200	288,700	143,000	82,000	2,876,032
052 Bonding - Surface Water		555,060		1,125,200		219,800					1,900,060
052 Surface Water Fund	429,300	387,190	385,316	139,200	398,199	188,000	442,924	421,466	431,249	441,340	3,664,184
063 Park Fund	334,200	1,055,000	1,285,867	252,000	1,165,000	484,000	525,000	1,462,900			6,563,967
097 Equipment Fund	2,386,704	680,979	722,854	1,083,524	198,474	853,894	850,922	1,250,124	535,694	541,944	9,105,113
GRAND TOTAL	9,084,063	11,585,727	12,036,259	14,022,205	7,652,425	17,594,046	7,697,131	7,466,434	8,831,795	5,246,509	101,216,594

Note: Capital Improvement Plan needs to be adjusted to avoid cashflow issues or City Council needs to approve temporary loans.



2026 – 2035 CIP FINANCIAL IMPACT

- To fund this 2026 – 2035 CIP:
 - Streets & Street Debt – \$248,854 increase or Levy Increase of 3.20%
 - Parks – Needs additional \$30,000 for a total of \$76,658 increase or Levy Increase of .99%
 - Asset Preservation - \$142,200 increase or Levy Increase of 1.83%

TOTAL \$467,712 OR 6.01% Levy Increase
- In addition:
 - Internal Service Fund charges for Equipment and Building Maintenance will need to increase approximately 5% per year (2027-2035).
 - **Levy increase approximately \$28,300 or .36 LEVY Increase**
 - **Non-levy increase approximately \$13,750**



2026 – 2035 CIP FINANCIAL IMPACT

- Enterprise Funds would need rate increases:
 - Water Fund – Approximately 6.25% per year (2027 – 2035)
 - Waste Water Fund – Approximately 6.75% per year (2027 – 2035)
 - Electric Fund – TBD
 - Surface Water Fund – Approximately 6.00% per year (2027 – 2035)
 - Solid Waste Fund – TBD after RFP

TO FUND THE CURRENT CIP AND OPERATING BUDGET, THE CITY WILL HAVE TO INCREASE THE LEVY 8-10% EACH YEAR.



2026 PROPOSED LEVY



2026 PROPOSED LEVY

Taxing Authority	2025	2026 - 12/2/2025	\$ Diff	% Change
City	\$7,776,312	\$8,415,083	\$ 638,771	8.21%
HRA	11,000	11,000	-	0.00%
EDA	200,907	200,907	-	0.00%
Totals	\$7,988,219	\$8,626,990	\$ 638,771	8.00%

Levy Components	2025	2026 - 12/2/2025	\$ Diff	% Change
General Fund	\$5,697,698	\$5,792,481	\$ 94,783	1.66%
Street Maintenance	835,477	889,807	54,330	6.50%
Park	78,702	155,360	76,658	97.40%
Asset Preservation	171,689	390,165	218,476	127.25%
Debt	992,746	1,187,270	194,524	19.59%
City Total	\$7,776,312	\$8,415,083	\$ 638,771	8.21%
HRA	\$ 11,000	\$ 11,000	\$ -	100.00%
EDA	200,907	200,907	-	0.00%
Totals	\$7,988,219	\$8,626,990	\$ 638,771	8.00%



2025 & 2026 Debt Levy Summary

Total Levied Debt Service

Issue	Debt Type	2026 Levy	2025 Levy	Change	Final Levy Year	Final Pay Year	Description
2014A/2021A	GO Assessed Improvements & Capital Equipment Certificate (Issued Refunding Bonds in 2021)	\$ 114,142	\$ 110,402	\$ 3,740	2029	2030	2014 Street and Utility project including surface improvements along Chippewa, Shawnee, Apache, and Mohawk; Fire Truck purchase
2016A	GO Assessed Improvements	\$ 159,225	\$ 156,017	\$ 3,208	2031	2032	2016 Street and Utility project including surface, trail and sidewalk improvements along Helen, Navajo, Longview and 1st
2016A	GO Abatement*	\$ -	\$ -	\$ -	NA	2037	Improvements to Casey Lake; Construction of a new park shelter and renovations to existing structures
2017A	GO Assessed Improvements	\$ 59,563	\$ 60,689	\$ (1,126)	2032	2033	Mill and Overlay, curb and gutter replacement and sidewalk repairs to various streets East of Margaret & North of Holloway
2018A	GO Assessed Improvements	\$ 247,230	\$ 246,012	\$ 1,218	2033	2034	2018 Street and Utility project including surface and trail improvements along Lake, Swan, Poplar, 19th, Park Row
2020A	GO Tax Increment Refund	\$ 87,628	\$ 88,363	\$ (735)	2046	2047	Reconstruction of 7th Avenue from Margaret Street to Helen Street and Margaret Street from 7th Avenue to 5th Avenue
2022A	GO Capital Improvement	\$ 334,413	\$ 331,263	\$ 3,150	2041	2042	2022 Street and Utility Reconstruction Projects
2025A	GO Capital Improvement	\$ 185,069	\$ -	\$ 185,069	2044	2045	2025 Street and Utility Reconstruction Projects
Total Levied Debt Service		\$ 1,187,270	\$ 992,746	\$ 194,524			

*2016A GO Abatement (Casey Lake) paid through LGA



2026 HRA & EDA LEVIES

HRA levy for 2026 - \$11,000, same as 2025

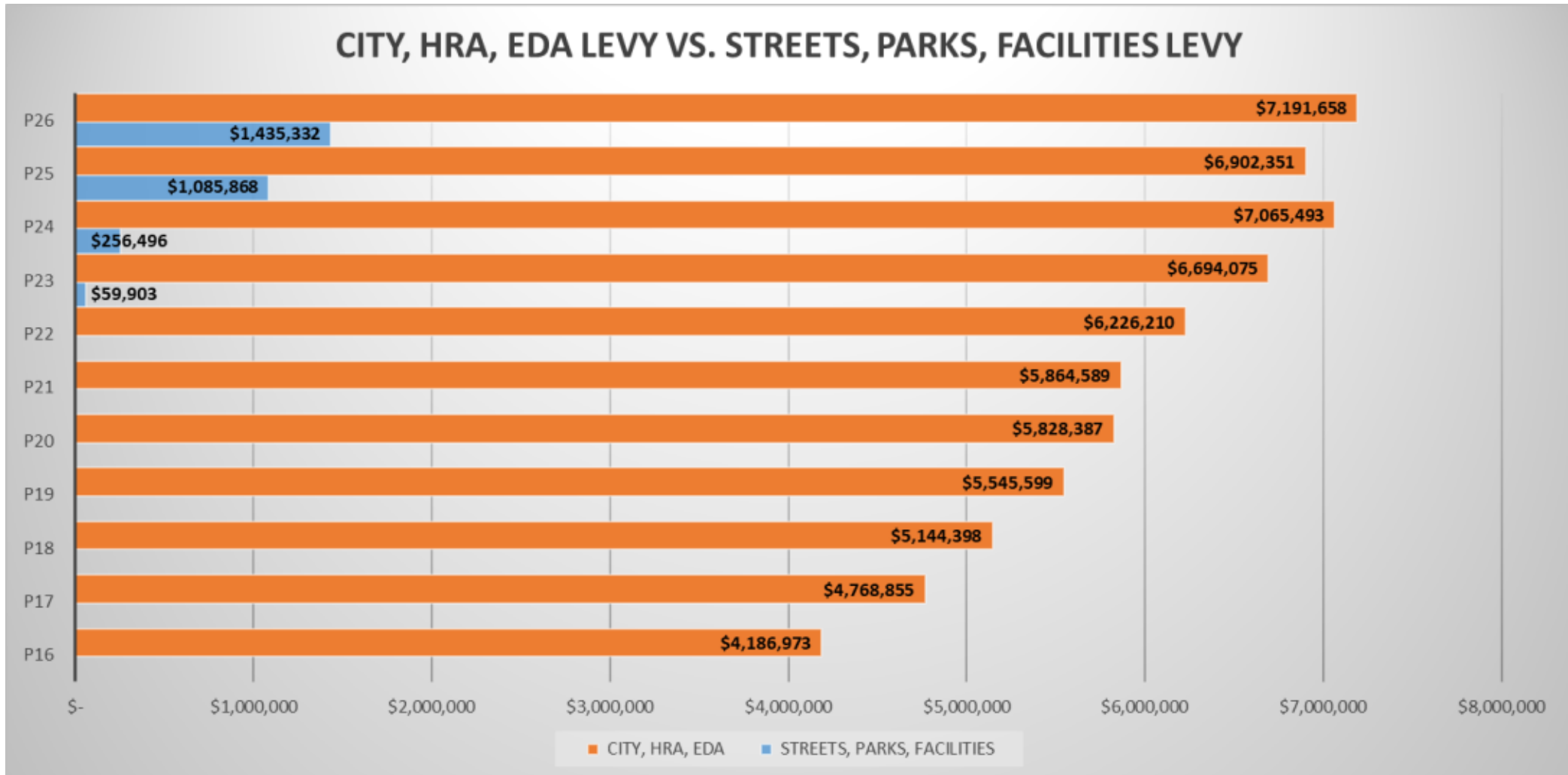
- Student Built Housing Program
- Future Land Acquisitions & Residential Development
- Monitoring Existing Home Improvement & Emergency Loans
- Staff Wages & Associated Expenses

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

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

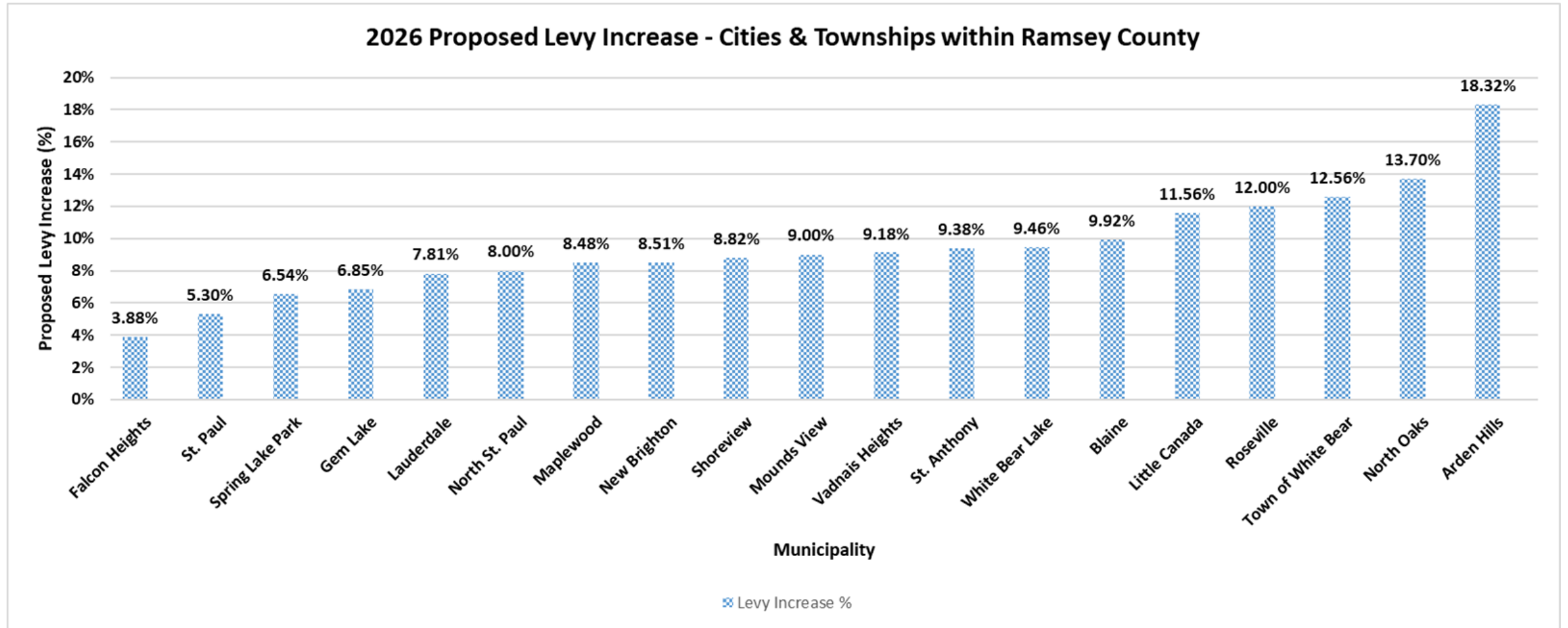


CITY, HRA, EDA LEVY VS. STREETS, PARKS, FACILITIES LEVY





2026 Ramsey County City/Towns Preliminary Levy Changes





2026 PROPERTY TAX IMPACT



2026 Property Tax Impact

**CITY OF NORTH ST. PAUL
ESTIMATED PROPERTY TAXES - PAYABLE 2026
CITY, HRA, and EDA PORTION OF TAXES ONLY**

**TAX IMPACT FOR PROPERTY WITH VALUE INCREASING 2.41% (the median increase for NSP)
CITY LEVY - 8.21% EDA LEVY - 0.00% HRA - 0.00% (8.00% Total Levy Increase)**

<u>Pay Year</u>	<u>2025</u>	<u>2026</u>	<u>25 to '26 Change</u>
Market Value	303,400	310,600	2.37%
Market Value Exclusion	(19,244)	(18,596)	-3.37%
Taxable Market Value	284,156	292,004	2.76%
Tax Capacity	2,842	2,920	
Tax Capacity Rates:			
City & EDA	48.982%	50.893%	3.90%
HRA	0.065%	0.064%	-1.00%
Total	49.047%	50.957%	3.90%
Property Taxes:			
City	1,392.06	1,486.07	94.01
HRA	1.85	1.88	0.03
Total	1,393.91	1,487.95	\$ 94.04
			6.75%



Potential 2026 Property Tax Impacts

City	School	Total # of Parcels	Number of Parcels With % Change in Tax					Median % Change
			Decrease or 0	0 to 10%	10% to 20%	20% to 30%	> Than 30%	
Arden Hills	621	2,531	87	1,562	814	48	20	8.2%
	623	116	2	47	56	7	4	11.2%
Blaine	621	-						
Falcon Heights	623	1,302	89	842	351	14	6	6.6%
Gem Lake	624	222	23	120	76	2	1	8.1%
Lauderdale	623	653	25	400	201	14	13	7.9%
Little Canada	623	2,885	110	1,747	764	46	218	7.8%
	624	86	8	45	30	-	3	8.2%
Maplewood	622	9,583	235	5,830	3,482	160	76	8.8%
	623	1,924	130	1,143	581	55	15	7.3%
	624	103	21	74	7	1	0	4.0%
Mounds View	621	3,280	283	2,215	722	30	30	6.2%
New Brighton	282	573	103	397	65	6	2	5.8%
	621	5,931	549	4,253	1,010	81	38	6.4%
North Oaks	621	1,502	69	712	601	92	28	9.7%
	624	625	78	291	143	22	91	8.2%
North St Paul	622	3,782	373	2,153	1,018	174	64	7.6%
Roseville	621	1,411	32	910	410	42	17	7.0%
	623	10,129	268	5,075	4,202	443	141	9.6%
Shoreview	621	8,975	566	6,247	1,944	157	61	6.6%
	623	722	9	400	283	13	17	9.1%
Spring Lake Park	621	69	5	40	20	1	3	5.2%
St Anthony	282	607	31	395	150	27	4	5.1%
St Paul	625	73,981	13,008	44,228	14,003	1,651	1,091	5.0%
Vadnais Heights	621	396	7	197	187	3	2	9.9%
	624	4,238	183	2,099	1,789	106	61	9.4%
White Bear Lake	622	1	1	0	0	0	0	0.0%
	624	7,780	408	4,199	2,792	238	143	8.7%
White Bear Town	621	6	0	2	4	0	0	11.1%
	624	4,573	374	2,449	1,557	144	49	8.3%
Total		147,986	17,077	87,872	37,262	3,577	2,198	6.7%
% of Total			11.5%	59.4%	25.2%	2.4%	1.5%	

Decrease or 0	Number of Parcels With Change in Total Property Tax						Median Tax Change
	\$1 to \$100	\$101 to \$200	\$201 to \$300	\$301 to \$400	\$401 to \$500	> Than \$500	
87	165	276	311	302	289	1,101	\$443
2	10	3	5	9	7	80	\$630
							N/A
89	85	143	218	231	170	366	\$355
23	17	16	16	22	16	112	\$513
25	110	88	62	109	117	142	\$343
110	597	381	309	275	253	960	\$320
8	8	8	8	12	5	37	\$394
235	566	976	1,112	1,488	1,563	3,643	\$430
130	168	173	396	266	201	590	\$330
21	1	69	3	0	0	9	\$120
283	448	632	510	496	380	531	\$260
103	73	120	77	91	41	68	\$190
549	564	959	1,144	978	594	1,143	\$282
69	60	45	50	63	79	1,136	\$943
78	30	31	36	28	30	392	\$728
373	325	533	533	724	364	930	\$320
32	128	277	271	146	123	434	\$299
268	676	1,181	1,001	1,127	1,136	4,740	\$470
566	1,178	1,217	1,856	1,044	879	2,235	\$281
9	38	43	76	111	93	352	\$491
5	21	7	7	4	16	9	\$211
31	178	61	87	51	56	143	\$260
13,008	10,829	10,772	9,943	8,635	6,397	14,397	\$224
7	15	28	29	54	59	204	\$508
183	310	683	262	417	586	1,797	\$436
1	0	0	0	0	0	0	\$0
408	503	822	1,100	1,167	1,342	2,438	\$394
0	0	0	0	0	1	5	\$629
374	375	426	539	552	650	1,657	\$404
17,077	17,478	19,970	19,961	18,402	15,447	39,651	\$298
11.5%	11.8%	13.5%	13.5%	12.4%	10.4%	26.8%	



PRELIMINARY MARKET VALUES



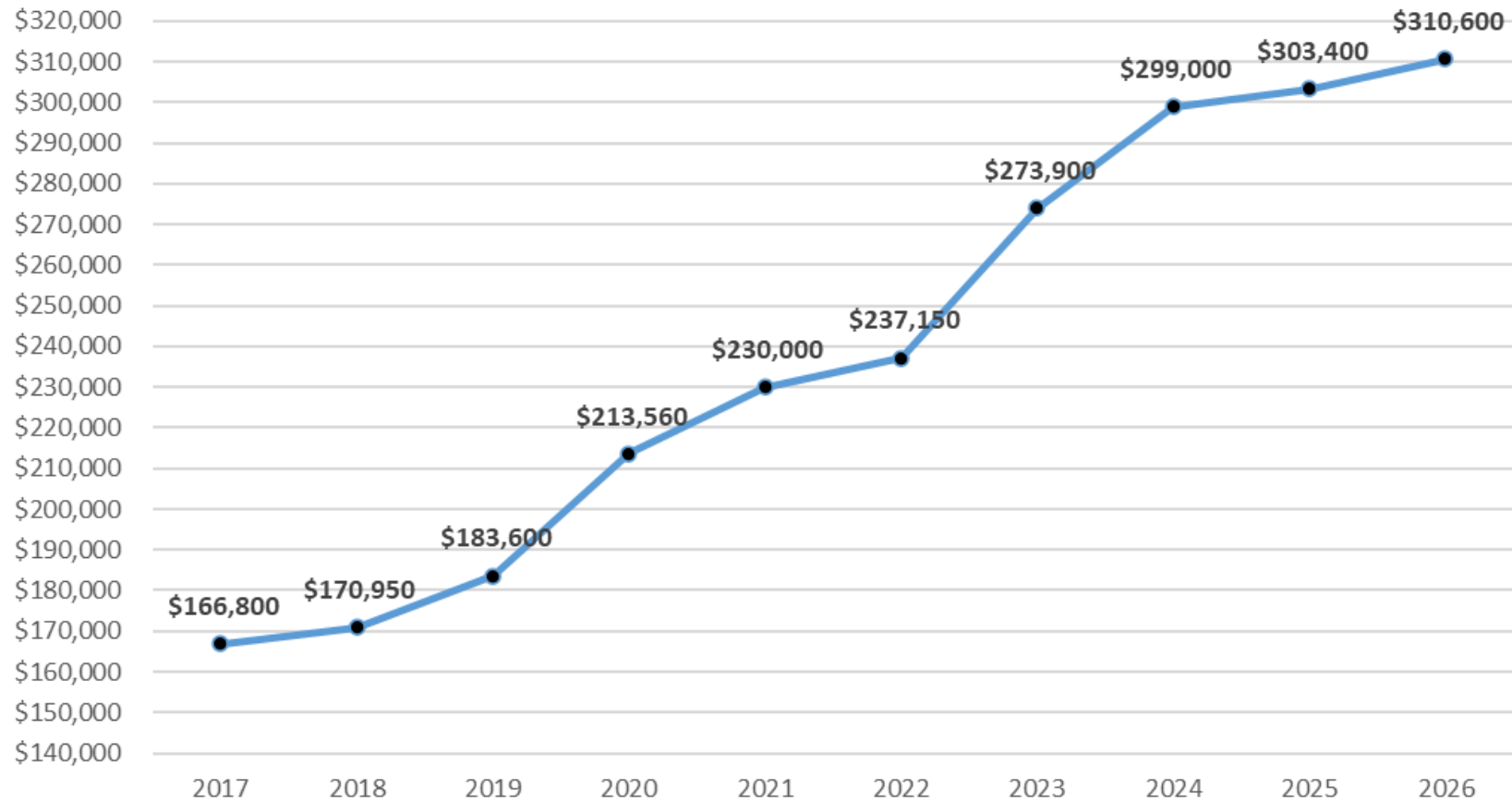
Market Values

- Preliminary Median Value Home increasing 2.4% for Payable 2026.
 - Median Value Home increased 1.5% in Payable 2025.
 - Median Value Home increased 9.2% in Payable 2024.
 - Median Value Home increased 15.5% in Payable 2023.
- Preliminary Market Values increasing 3.9% for Payable 2026.
 - Market Values increased 0.6% in Payable 2025.
 - Market Values increased 7.7% in Payable 2024.
 - Market Values increased 17.7% in Payable 2023.



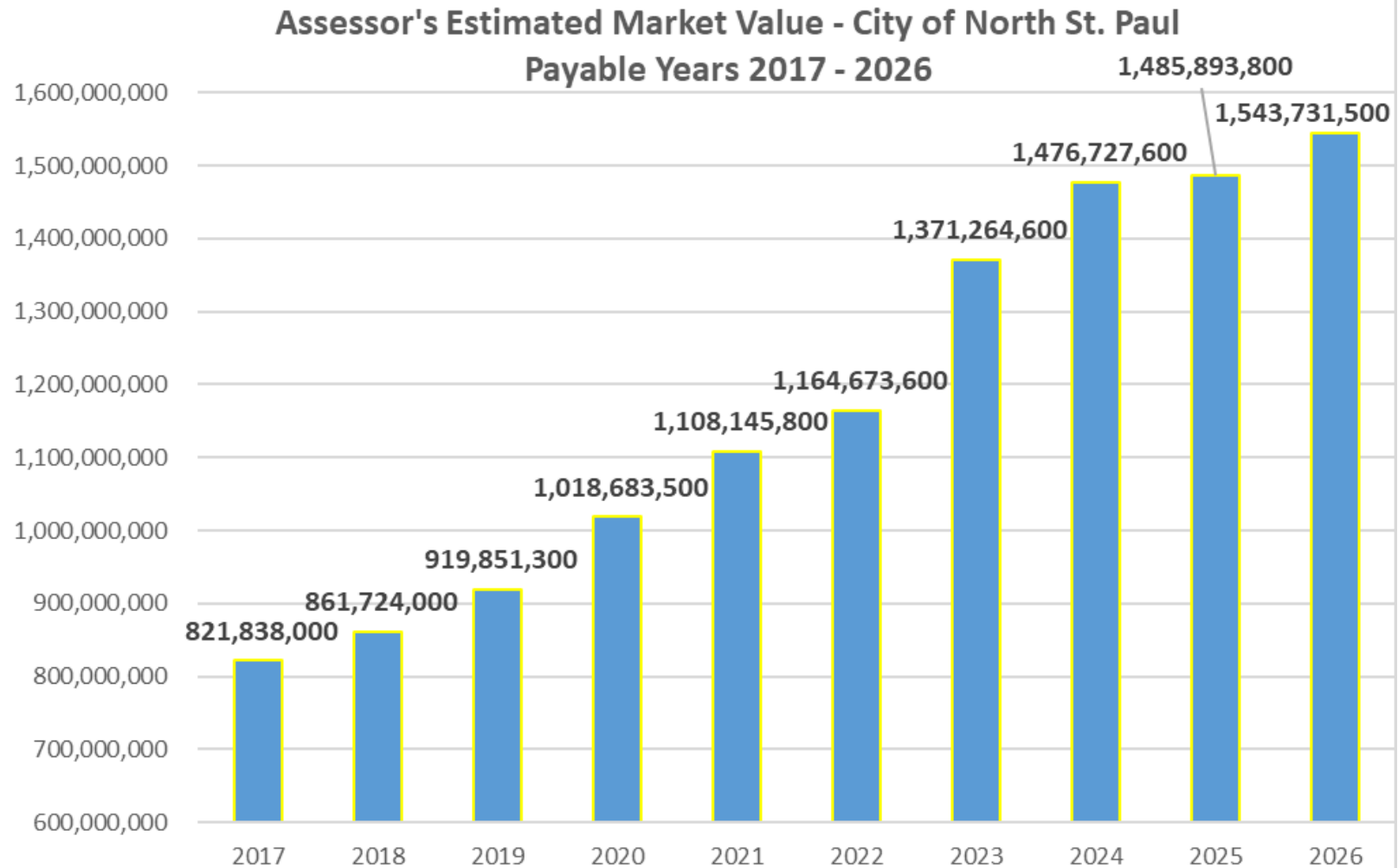
Median Value Home

North St. Paul - Estimated Median Residential Market Value
Payable Years 2017 - 2026





Estimated Market Values





EDA CURRENT FINANCIAL INFORMATION



EDA Current Financial Information

12-04-2025 12:49 PM

CITY OF NORTH ST. PAUL
YEAR TO DATE BALANCE SHEET
AS OF: DECEMBER 31ST, 2025

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102-EDA-ECONOMIC DEV AUTH

ACCT NO#	ACCOUNT NAME	BEGINNING BALANCE	M-T-D ACTIVITY	Y-T-D ACTIVITY	CURRENT BALANCE
ASSETS					
102-1010	CASH	558,924.01	0.00	7,815.10	566,739.11
102-1060	INTEREST REC INVEST	2,745.88	0.00	2,745.88CR	0.00
102-1200	LAND	49,248.22	0.00	0.00	49,248.22
	TOTAL ASSETS	610,918.11	0.00	5,069.22	615,987.33
LIABILITIES					
102-2012	ACCRUED SALARIES	1,179.89CR	0.00	1,179.89	0.00
	TOTAL LIABILITIES	1,179.89CR	0.00	1,179.89	0.00
FUND EQUITY					
102-2900	FUND BALANCE	609,738.22CR	0.00	0.00	609,738.22CR
	TOTAL REVENUES	0.00	0.00	120,781.93CR	120,781.93CR
	TOTAL EXPENDITURES	0.00	0.00	114,532.82	114,532.82
	TOTAL FUND EQUITY	609,738.22CR	0.00	6,249.11CR	615,987.33CR



EDA Current Financial Information

12-04-2025 12:53 PM

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

PAGE: 1

102-EDA-ECONOMIC DEV AUTH
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	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	200,907.00	97,344.24	51.55
OTHER CHARGES	2,000	0.00	17,219.17	20,281.41	(15,219.17)	860.96
TOTAL REVENUES	202,907	0.00	120,781.93	221,188.41	82,125.07	59.53
<u>EXPENDITURE SUMMARY</u>						
	267,355	0.00	114,532.82	140,179.33	152,822.18	42.84
TOTAL EXPENDITURES	267,355	0.00	114,532.82	140,179.33	152,822.18	42.84
REVENUE OVER/ (UNDER) EXPENDITURES	(64,448)	0.00	6,249.11	81,009.08	(70,697.11)	9.70-



EDA Current Financial Information

12-04-2025 12:53 PM

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

PAGE: 2

102-EDA-ECONOMIC DEV AUTH

% OF YEAR COMPLETED: 100.00

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	200,907.00	97,344.24	51.55
TOTAL TAXES	200,907	0.00	103,562.76	200,907.00	97,344.24	51.55
<u>INTERGOVERNMENTAL</u>						
<u>OTHER CHARGES</u>						
102-3800 MARKET VALUE ADJUSTMENT	0	0.00	4,603.68	5,604.78 (4,603.68)	0.00
102-3801 INVESTMENT INCOME	2,000	0.00	12,615.49	14,640.63 (10,615.49)	630.77
102-3865 REFUND & REIMBURSEMENTS	0	0.00	0.00	36.00	0.00	0.00
TOTAL OTHER CHARGES	2,000	0.00	17,219.17	20,281.41 (15,219.17)	860.96
<u>TRANSFERS</u>						
TOTAL REVENUES	202,907	0.00	120,781.93	221,188.41	82,125.07	59.53



EDA Current Financial Information

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	0.00	81,225.07	100,381.56	22,662.93	78.19
102-4-00-4011-000 OVERTIME SALARIES	0	0.00	111.83	131.99	(111.83)	0.00
102-4-00-4030-000 DEFERRED COMPENSATION	3,872	0.00	2,095.85	3,042.48	1,776.15	54.13
102-4-00-4031-000 PERA CONTRIBUTION	7,792	0.00	6,079.94	7,189.77	1,712.06	78.03
102-4-00-4032-000 FICA CONTRIBUTION	6,441	0.00	5,153.25	6,095.93	1,287.75	80.01
102-4-00-4033-000 MEDICARE CONTRIBUTION	1,506	0.00	1,204.81	1,425.24	301.19	80.00
102-4-00-4040-000 HEALTH INSURANCE	7,298	0.00	5,379.07	8,548.36	1,918.93	73.71
102-4-00-4050-000 WORKERS COMPENSATION I	675	0.00	675.00	749.00	0.00	100.00
TOTAL PERSONNEL SERVICES	131,472	0.00	101,924.82	127,564.33	29,547.18	77.53
<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
102-4-00-4320-000 COMMUNICATIONS DEVICES	0	0.00	0.00	140.00	0.00	0.00
102-4-00-4400-000 GENERAL LIABILITY	1,400	0.00	2,608.00	2,475.00	(1,208.00)	186.29
TOTAL CONTRACTUAL SERVICES	125,783	0.00	2,608.00	2,615.00	123,175.00	2.07
<u>CAPITAL</u>						
<u>TRANSFERS</u>						
102-4-00-4992-000 TRANSFER TO OTHER FUND	10,000	0.00	10,000.00	10,000.00	0.00	100.00
TOTAL TRANSFERS	10,000	0.00	10,000.00	10,000.00	0.00	100.00
TOTAL	267,355	0.00	114,532.82	140,179.33	152,822.18	42.84
TOTAL EXPENDITURES	267,355	0.00	114,532.82	140,179.33	152,822.18	42.84
REVENUE OVER/(UNDER) EXPENDITURES	(64,448)	0.00	6,249.11	81,009.08	(70,697.11)	9.70-



EDA 2026 PRELIMINARY BUDGET



EDA 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)		



EDA 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

Reaction and thoughts.



To	Date
Executive Director and Authority Members	December 9, 2025

Agenda Placement # VII.B
EDA Discussion and Action Items

Subject
Facade Improvement Program Updates & Discussion

Background/Facts
The Economic Development Authority will discuss the current Facade Improvement Program and potential improvements to the program. The attached documents include the current program form/participation agreement and the current application tracker.

Recommended Action
N/A

Attachments

1. Facade Program APPROVED
2. Facade Improvement Program Application Tracker

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 may be necessary.

Who can apply for a matching grant?

The program is available for all commercial buildings along 7th Avenue East from 1st St N to Hwy 120, except for the postal office and Margaret Street from 7th Ave E to Highway 36 in North St. Paul (Program Area). Building owners and commercial tenants (with property owner's approval) of commercial properties within the Program Area may 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 façade improvements to 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 EDA.



City of North St. Paul Economic Development Authority

Façade Improvement Program

When are grants available?

Applications will be accepted at any time throughout the year.

What will the matching grant dollars pay for?

Façade Improvement Grants can help 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 used in the project.

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 repair or replacement
- HVAC systems, building mechanicals, or security systems
- Fencing (excludes decorative fencing as part of landscaping improvement)



City of North St. Paul Economic Development Authority

Façade Improvement Program

- Parking area maintenance, repair or replacement
- 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 the EDA deems not eligible.

Eligible properties

All commercial buildings along 7th Avenue East from 1st St N to Hwy 120, except for the postal office and Margaret Street from 7th Ave E to Highway 36 in North St. Paul.

How do I receive a grant?

Step 1: Meet program requirements

- The property is located within the Program Area.
- The property is up-to-date on all property taxes.
- All construction management is the responsibility of the property owner or their designee.
- This is a reimbursement program; you must complete and pay for the private match for the work before the EDA 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 summary of the project that outlines the overall scope and intended results and an explanation of how the project aligns with the goals and objectives of the Façade Improvement Program.
2. Include clear and accurate drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.



City of North St. Paul Economic Development Authority

Façade Improvement Program

3. A contractor's bid that meets the following guidelines:
 - a. Matching grants may only be used for eligible costs as identified in this document and by the EDA.
 - 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 the contractor is bonded and/or insured.
 - d. The EDA reserves the right to request a second bid from the applicant.
4. Any other information the EDA deems necessary to consider the grant application.

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. The selection process will consider the following:

- Total value of project
- Current conditions of building
- Aesthetics of finished work
- Available funds for grant
- Preference will be 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 the project, be sure to obtain all the necessary City permits for the project or ensure your contractor pulled the necessary permits.

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 consistent with the approved plans.
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 advising 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, email and notation that a minimum of the private match was paid in full.

Participation Agreement (Signed upon application approval)

I acknowledge the guidelines of this program and will adhere to the details above.

Applicant Name: _____

Applicant Signature: _____ Date _____

Executive Director Signature: _____ Date _____

Application	Date Receive	Applicant	Address	Business	Project	Date Approved/De	Submitted Documentation for Reim	Grant Request	Grant Amount Prov	Approved for Reim	Date of Reimburse	Check Number
FIP-1	4/25/2025	Steve Maukstad	2483 7th Ave E	VFW	LED Lights & Sign Addition	7/3/2025						
FIP-2	5/1/2025	Craig Toquam	2533 7th Ave E	Main Drag/Sweeties C	Windows/Storefront	7/8/2025	11/18/2025	\$20,000	\$20,000			
FIP-3	7/21/2025	Josef Matthews	2555 7th Ave E	Garry Insurancenter	Bay Windows & Brick/Stucco Rep	8/12/2025		\$9,432.50				

TOTAL APPROVED FUNDS \$29,432.50

FUNDS REMAINING FOR THE PROGRAM \$170,567.50