



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

March 10, 2026
4:00 PM

The March 10, 2026 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
Cesar Reynoso, 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 December 9, 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. Election of 2026 Officers
- B. Discussion of Current Environment for Construction
- C. City-Owned Lot at 2579 7th Ave E
- D. Updates to the Facade Improvement Program

- E. Discussion of the Car Show

VII. Updates

- A. Staff Member Updates
- B. EDA Member Updates

VIII. Adjournment

The next regularly scheduled Economic Development Authority meeting is June 16, 2026.



To	Date
Executive Director and Authority Members	March 10, 2026

Agenda Placement # IV.A
Approval of Minutes

Subject
Approval of December 9, 2025 Meeting Minutes

Background/Facts
N/A

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

Attachments
1. EDA Minutes 12-09-2025

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant



**Economic Development Authority
Regular Meeting Minutes
Tuesday, December 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 4:12 PM.

II. ROLL CALL

EDA Members

John Monge, President/Mayor

Josef Matthews, Vice-President

Brandon Bramscher, Treasurer

Andrew Nath, Member

Absent

Peter Gagliardi, Member

Absent

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/McKenzie, S/Matthews.

Motion carried 4-0.

IV. PRESENTATION

A. Recognition and Appreciation to Outgoing Member Andrew Nath

The EDA recognized and thanked Andrew Nath for his 1 year of dedicated service to the EDA.

V. APPROVAL OF MINUTES

A. Approval of September 9, 2025, Meeting Minutes

President Monge requested a motion to approve the September 9, 2025, meeting minutes.

M/McKenzie, S/Matthews.

Motion carried 4-0.

VI. MEETING OPEN TO THE PUBLIC

There were no public comments.

VII. EDA DISCUSSION AND ACTION ITEMS

A. EDA & City Budget Overview

Finance Director Winek presented the 2026 budget and levy overview. It is important the EDA understands what the City is doing and its difficulties and needs. The EDA is looking at maintaining, holding and attracting businesses in the City. Winek stated he wanted to get the EDA's feelings on whether the City is on the right track and can provide any input moving forward.

In the City's general fund, from a revenue standpoint, almost 57.50% comes from property taxes. A little over 21% is intergovernmental- mostly aid from the State of Minnesota. If the State were to cut LGA money, that intergovernmental piece would shrink. Looking at expenditures, personnel costs are 69%. Winek reviewed the 2026-2035 Capital Improvement Plan (CIP). There are still some adjustments to make regarding cash flow issues, but the CIP shows over \$100 million in needs over the course of 10 years. To fund the current CIP and operating budget, the City will have to increase the levy 8-10% each year.

In 2026, the EDA levy will stay at \$200,907. Winek reviewed the 2026 property tax impact. Winek also reviewed the current EDA financial information including the 2026 Preliminary EDA Budget Summary. Winek asked the EDA for their reaction and thoughts on the information.

Matthews stated he appreciates the transparency of the presentation. Matthews indicated there is a lot of maintenance in the City that needs to happen. To have all this planned out is appreciated. McKenzie stated that the proposed levy makes sense. Monge stated 6.5% of the levy is just to do business. What is put on top of that are things the City is trying to do and achieve.

B. Facade Improvement Program Updates & Discussion

Frandle asked what the EDA wants to do moving forward for the Façade Improvement Program. The way the program is set up is for a maximum of \$20,000 reimbursement for eligible projects. There is still a lot of money left for the program; does the EDA want to expand the program? The EDA could expand the eligible projects or eligible properties. The EDA is in a good position for their budget, and that would be good to help the businesses out. McKenzie asked what should be done with the VFW and if there is anything else they could possibly do, such as lighting or a mural. Frandle stated that if there are creative ideas, those are welcome to be presented in front of the EDA.

Matthews stated he would like to see the funds used for building infrastructure. With this program, there would be a return on investment. Matthews recommended speaking about HVAC top units and whether they should be eligible. Bramscher stated the buildings downtown are a part of the city's history and are important. Matthews questioned if there could be a rebate program moving forward. Monge stated this program is a partnership and the City is the utility too, so it wants to encourage insulation and energy saving. Frandle stated the minimum grant allowed could be \$2,500. Frandle stated the EDA can get the word out, get a story in the newsletter, and go to the North St. Paul Area Chamber of Commerce meetings.

VIII. UPDATES

A. Staff Updates

Frandle provided the following updates:

- Pine Tree Center: There are two businesses in the building now. It sounds like the owner may have a gas station lined up to go in there again. It also sounds like there is interest from the owner in beautifying the building a little bit.

- Frandle announced there will be a new EDA member, Cesar Reynoso, who will be at the next EDA meeting.
- Staff have detected the presence of coliform bacteria in the City water system. The water system is currently being chlorinated out of precautionary measures.

B. EDA Member Updates

- There were no EDA member updates.

IX. ADJOURNMENT

President Monge requested a motion to adjourn the meeting.

M/McKenzie, S/Matthews to adjourn the meeting at 5:24 PM.

Motion carried 4-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, March 10, 2026, 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 10, 2026

Agenda Placement # VI.A
EDA Discussion and Action Items

Subject
Election of 2026 Officers

Background/Facts
Per the Bylaws of the Economic Development Authority of the City of North St. Paul, Minnesota, 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 10, 2026

Agenda Placement # VI.B
EDA Discussion and Action Items

Subject
Discussion of Current Environment for Construction

Background/Facts
Jim LaValle of 2515 7th Ave, LLC will be present to discuss the current environment for construction with the Economic Development Authority.

Recommended Action
N/A

Attachments
None

Respectfully submitted,
Brian Frandle, City Manager



To	Date
Executive Director and Authority Members	March 10, 2026

Agenda Placement # VI.C
EDA Discussion and Action Items

Subject
City-Owned Lot at 2579 7th Ave E

Background/Facts
Public Works Director Ron Ritchie will be present to discuss the proposed pavement project of the City-owned lot at 2579 7th Ave E (Lot between Sidewinders and Fallen Angel Tattoo). The City has received two quotes for this work and are attached for the EDA's review and consideration.

Recommended Action

- Attachments**
1. 2579 7TH AVE E LOT Bid Form
 2. POCKET PARK PAVING QUOTE

Respectfully submitted,
Brian Frandle, City Manager



Your Preferred Pavement Partner Since 1946

1520 Commerce Drive | Mendota Heights | MN | 55120
 651-686-7001 (P) | 651-687-9857 (F)
 www.bitroads.com | info@bitroads.com

To: CITY OF NORTH SAINT PAUL	Contact: RANDY MILLER
Address: 2400 MARGARET STREET NORTH SAINT PAUL, MN 55109 UNITED STATES	Phone: (651) 747-2409 Fax: (651) 747-2550
Project Name: 2579 7TH AVE E LOT	Bid Number:
Project Location: 2579 7TH AVE EAST, NORTH ST PAUL, MN	Bid Date: 2/26/2026

Item Description

4 Inch Bituminous Pavement Replacement (1825 SY)

- Mill Entire Surface To A Depth Of 4".
- Furnish And Install A 2.5 Inch (Compacted Thickness) MN/DOT 2360 Type SPNWB330B Bituminous Base Course.
- Furnish And Install A MN/DOT 2357 Bituminous Tack Coat.
- Furnish And Install A 1.5 Inch Average (Compacted Thickness) MN/DOT 2360 Type SPWEA240B Bituminous Wear Course.
- Furnish And Install Parking Lot Striping To Match Existing.

Total Bid Price: \$58,400.00

Notes:

- All work to be completed in 2026.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope. No epoxy or thermoplastic striping.
- **If wear course is to be placed after October 31, Bituminous Roadways cold weather paving advisory will need to be signed.**
- Noted Addn: None
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS</p> <p>Authorized Signature: _____</p> <p>Estimator: Paul Hildestad 952-250-2898 Paul.Hildestad@bitroads.com</p>
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TRANSMITTAL OF PROPOSAL



PARK CONSTRUCTION

MINNEAPOLIS, MN

Contact: NOAH JULIAR

Phone: 651-260-5926

Fax:

Quote To: CITY OF NORTH ST PAUL
RANDY MILLER

Job Name: POCKET PARK

Date of Plans:

Phone:

Revision Date:

Fax:

ITEM	DESCRIPTION	QUANTITY	UNIT		
10	MOBILIZATION	1.00	LS		
20	REMOVE ASPHALT AND GRAVEL	1,667.00	SY		
30	TOLERANCE PARKING LOT	1,667.00	SY		
40	INSTALL 2" BIT BASE COURSE SPNWB230B	200.00	TON		
50	INSTALL 2" BIT WEAR COURSE SPWEA240B	200.00	TON		
60	PARKING LOT STRIPING	1.00	LS		

GRAND TOTAL

\$55,668.27

NOTES:

- ALL WORK FOR 2026
- NO GRAVEL IMPORT
- NO CONCRETE
- NO PERMITS
- NO TRAFFIC CONTROL
- NO SIGNS
- NO SURVEYING
- NO IRRIGATION WORK REPLACEMENT/REMOVALS/RELOCATIONS)
- NO ELECTRICAL WORK OR REWORK
- NO SUBGRADE CORRECTIONS INCLUDED
- NO STREET SWEEPING
- NO FLAGGING INCLUDED
- NO PARKING BUMPERS
- NO TRAFFIC CONTROL
- NO NIGHT WORK
- NO SUNDAY WORK
- STAGING OF WORK TO TAKE PLACE AT THE SAME TIME
- NO EROSION CONTROL
- NO GUARANTEE ON DRAINAGE LESS THAN 1%
- ADD BOND AT @ 0.40% IF REQUESTED
- RETAINAGE SAME AS OWNER



To	Date
Executive Director and Authority Members	March 10, 2026

Agenda Placement # VI.D
EDA Discussion and Action Items

Subject
Updates to the Facade Improvement Program

Background/Facts
At the previous EDA meeting, the EDA identified the potential need to improve the Facade Improvement Program by broadening the eligibility requirements of both projects and properties. The approved Facade Improvement Program details are attached for review and consideration.

Recommended Action
Discuss updates to the EDA's Facade Improvement Program

Attachments
1. Facade Program APPROVED

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 \$2,500 (\$5,000 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 _____