



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

June 9, 2026
4:00 PM

The June 9, 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, Assistant Treasurer
Chris Cherne, Secretary

III. Adopt Agenda

IV. Approval of Minutes

A. Approval of March 10, 2026 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. Facade Improvement Program Updates
B. Discussion of the Car Show
C. Community Center Updates

VII. Updates

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

VIII. Adjournment

The next regularly scheduled Economic Development Authority meeting is September 8, 2026.



To	Date
Executive Director and Authority Members	June 9, 2026

Agenda Placement # IV.A
Approval of Minutes

Subject
Approval of March 10, 2026 Meeting Minutes

Background/Facts
N/A

Recommended Action
Staff recommend approval of the March 10, 2026 EDA Meeting Minutes.

Attachments
1. EDA Minutes 03-10-2026

Respectfully submitted,
Chris Cherne, Community Development Administrative Assistant



**Economic Development Authority
Regular Meeting Minutes
Tuesday, March 10, 2026
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
Cesar Reynoso, Member

Peter Gogra, Member

Arrived at 4:02 PM

Dave McKenzie, Member/Council Representative

Staff/Ex-Officio Members

Brian Frandle, Executive Director
Ken Roberts, Assistant Treasurer
Chris Cherne, Secretary
Ron Ritchie, Public Works Director

III. ADOPT AGENDA

President Monge requested a motion to adopt the agenda.

M/McKenzie, S/Matthews.

Motion carried 5-0.

IV. APPROVAL OF MINUTES

A. Approval of December 9, 2025, Meeting Minutes

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

M/McKenzie, S/Matthews.

Motion carried 6-0.

V. MEETING OPEN TO THE PUBLIC

There were no public comments.

VI. EDA DISCUSSION AND ACTION ITEMS

A. Election of 2026 Officers

President Monge called for nominations for Assistant Treasurer.

Monge nominated Roberts for Assistant Treasurer.

M/Matthews, S/McKenzie to elect Ken Roberts as the 2026 EDA Assistant Treasurer.

Motion carried 6-0.

President Monge called for a motion to reelect all existing EDA officers for another term. M/McKenzie, S/Bramscher to reelect John Monge as President, Josef Matthews as Vice-President, Brandon Bramscher as Treasurer, and Chris Cherne as Secretary for 2026. Motion carried 6-0.

B. Discussion of Current Environment for Construction

Jim LaValle of 2515 7th Ave, LLC presented a discussion on the current environment for construction with the EDA. LaValle stated that they are going to refinance the Article No. 7 building. LaValle discussed that he is building a Culver's in Faribault. Some things that are bad in the construction world include issues with development and redevelopment within the downtown areas of Minneapolis and St. Paul. Monge asked for LaValle's thoughts on the Margaret Street Commons site. LaValle stated they had originally drafted some plans but due to the nature of financing and tax issues, it is very difficult to move forward with a proposal. LaValle stated that he does not have answers for the Margaret Street Commons question, but recommended the EDA advertise opportunities in North St. Paul. LaValle stated there hasn't been too much of a roll down of the tariffs that they are seeing with construction costs. Rent growth has not necessarily kept up with other construction cost growth, however. LaValle discussed the issues that he encountered with mixed-use development and with acquiring commercial tenants.

C. City-Owned Lot at 2579 7th Ave E

Ritchie presented the plans for City-Owned Lot at 2579 7th Ave E item to the EDA. Ritchie stated that Public Works aims to plow all snow out of the downtown area during the overnight hours. To do that, they make different piles of snow at each end of downtown. One pile goes on the lot at 2579 7th Ave E and the other by the well house on Helen Street & Seppala Blvd. Using the lot helps the city to take care of snow removal promptly. The lot is partially paved and where the original building existed there is dirt. The dirt gets iced up in the winter and it is nearly impossible to salt and maintain it in the winter. Paving the lot would help with snow storage during plowing. There are two quotes in the packet for the paving of the parking lot, and the bids are about 16k cheaper than they were a few years ago.

President Monge asked for a motion to approve the paving of the City-owned parking lot at 2579 7th Ave E.

M/McKenzie, S/Matthews.

Motion carried 6-0.

D. Updates to the Façade Improvement Program

Frandle presented the Façade Improvement Program Updates item to the EDA. McKenzie stated there are many buildings in the downtown area that have very old roofs and may need repair. Bramscher stated if there are updates that support local businesses, he would be supportive especially if it keeps downtown in business. Frandle stated that parameters should be established if the EDA expands eligible projects. Bramscher stated there could be staged releases of expanded eligibility. McKenzie asked if there could be flyers to promote the grant and whether it can be put into the newsletter. Matthews stated something needs to change as not enough people are participating. The EDA discussed reaching out to the building owners instead of the business owners about the program.

Matthews asked staff to reach out to both the property owners and business owners with information on the Façade Improvement Program. The EDA agreed to continue pushing the advertisement of the program and reconvene with next steps depending on the response. The EDA also agreed that retaining walls would be considered eligible projects.

E. Discussion of the Car Show

Frandle stated the History Cruiser Car Show decided to scale back their event this year to biweekly car shows. The City is looking to hear back from a third party to have car shows on the Fridays that are not currently scheduled for a car show.

VII. UPDATES

A. Staff Updates

Roberts provided the following updates:

- Kwik Trip recently was granted a CUP amendment approval to add a second car wash.
- Staff have begun working on updates to the Comprehensive Plan with the Planning Commission. Staff will bring the economic development information from the Plan to the EDA for review at an upcoming meeting. There are a lot of updates that need to be done including new statistics, development trends, etc.
- Staff are working with the DNR to submit a grant application for improvements to the hockey rink at Casey Lake Park. If approved, the hockey rink will be redone in 2027. The proposal is to tear down the rink, put in a concrete base for a new rink, and have it striped for summer use.
- Staff is in the process of reviewing proposals for the solid waste and recycling contract for the City.

B. EDA Member Updates

There were no EDA member updates.

VIII. ADJOURNMENT

President Monge requested a motion to adjourn the meeting.
M/McKenzie, S/Matthews to adjourn the meeting at 5:20 PM.
Motion carried 6-0.

The next regularly scheduled Economic Development Authority meeting is Tuesday, June 9, 2026, at 4:00 PM.

Members, please notify any planned absences to:

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

Attested:

Approved:

Chris Cherne
EDA Secretary

John Monge
EDA President



To	Date
Executive Director and Authority Members	June 9, 2026

Agenda Placement # VI.A
EDA Discussion and Action Items

Subject
Facade Improvement Program Updates

Background/Facts
Please refer to the attached spreadsheet detailing the current status of all Facade Improvement Program applications received by the Economic Development Authority.

Recommended Action
N/A

Attachments

1. Facade Improvement Program Update June 2026
2. Facade Program APPROVED

Respectfully submitted,
Brian Frandle, City Manager
Chris Cherne, Community Development Administrative Assistant

Applications Received for Facade Improvement Program as of June 3, 2026

Application	Date Received	Applicant	Address	Business	Project	Date Approved/Denied	Submitted Docs for Reimburse	Grant Requested	Approved for Reim	Date of Reimburse	Status
FIP-1	4/25/2025	Steve Maukstad	2483 7th Ave E	VFW	LED Lights & Sign Addition	7/3/2025					DENIED
FIP-2	5/1/2025	Craig Toquam	2533 7th Ave E	Main Drag/Sweeties Candies	Windows/Storefront	7/8/2025	11/18/2025	\$ 20,000.00	12/18/2025	1/21/2026	COMPLETE
FIP-3	7/21/2025	Josef Matthews	2555 7th Ave E	Garry Insurancenter	Bay Windows & Brick/Stucco Replacement	8/12/2025		\$ 9,432.50			
FIP-4	4/8/2026	John Kimmel	2576 7th Ave E	2576 7th LLC (Rossbach Construction Building)	Pressure wash and repaint, Replace 12 windows, Replace parapet	5/7/2026		\$ 14,223.00			
FIP-5	4/14/2026	BJ Junaidi	2473 Division St N	Division Street Fuels	Repair windows, Brick, Siding	AWAITING CHANGES		TBD			
FIP-6	4/17/2026	Kathryn Harris	2539 7th Ave E	Paperbacks Plus Bookstore	Redo fascia, 4 new windows, steel siding and wrap	5/8/2026		\$ 20,000.00			

TOTAL APPROVED FUNDS \$63,655.50

FUNDS REMAINING FOR THE PROGRAM \$136,344.50



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



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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 _____