MEETING AGENDA
ECONOMIC DEVELOPMENT AUTHORITY
JULY 14TH, 2020
3:30 PM

North St. Paul City Hall – Training Room
2400 Margaret Street

I. CALL TO ORDER

II. ROLL CALL

Robert Dew, Chair
Richard McNamara, Vice Chair
Don Jensen, Treasurer
Tom Schifsky
Kevin Fuller
Archie Vickerman
Terry Furlong, Mayor/Council Representative
Scott Thorson, Council Representative
Scott Duddeck, Executive Director

Staff/Guest: Olivia Boerschinger; EDA Secretary; Brett Garry, Business Association President

III. ADOPT AGENDA

The agenda was adopted by unanimous consent.

IV. CONSENT AGENDA

A. Approve minutes of March 10th, 2020 meeting

The minutes were adopted by unanimous consent.

V. MEETING OPEN TO THE PUBLIC

Note: This is a courtesy extended to persons wishing to address the Authority concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.
No members of the public were in attendance at the meeting.

VI. AUTHORITY BUSINESS & ACTION ITEMS

A. Welcome new EDA members

Chair Dew welcomed new EDA members and stated the EDA general charter and provisions shall be sent out and reviewed to help new members get adjusted and assist as EDA refocuses. New EDA member Kevin Fuller introduced himself, followed by new

EDA member Archie Vickerman. All other commission members introduced themselves and their role on the EDA.

B. EDA meeting format and frequency discussion

Chair Dew reviewed the EDA's previous focus of bringing in new businesses and retaining current businesses, and attracting development. He stated since some major developments are underway and less need for new development, the EDA could reconsider its main functions and goals.

Chair Dew suggests the EDA continues to review business and development topics strictly from an economic development perspective. He continued that the EDA should continue to find use of the people and knowledge the individuals of the EDA offer to provide advice, and recommendations to city, staff, and Council. In the past, the EDA had more of a role taking on major studies of the City, completing grant applications, and had a dedicated EDA staff to assist with projects between meetings. Chair Dew stated he would like the EDA to review its role and adopt a strategy or goals that reflect how the EDA and its members can best be advisory to the City.

Regarding frequency, Chair Dew proposed quarterly in-person meetings supplemented by one hour conference calls on 'off' months. Mr. McNamara agreed that quarterly meetings make sense for when votes or action items need to be addressed and other discussions could be handled via conference call. Mr. Thorsen agreed, stating that this would be best for consistency and momentum. Chair Dew announced that with no objection, future EDA meetings would occur on the second Tuesday of the month via conference call from 3-4pm, with quarterly meetings being held in-person from 3-5pm, the next one falling on October 13th.

The EDA requested clarification from staff if the meetings and conference calls would be recorded and public. The EDA had received a request for meetings to be taped or recorded. Chair Dew suggested this be an agenda item for next meeting, requesting staff to provide an overview of what the City and legal requirements are in order to have discussion at the next meeting.

C. Joint meeting of Planning Commission and EDA

Members of the EDA had discussed holding a joint meeting with the Planning Commission at the March meeting. The joint meeting would have to be held electronically given the size of both groups and COVID restrictions. Chair Dew has asked staff to facilitate a proposed agenda and to invite representatives from both committees. City Manager Duddeck stated the joint meeting should be to find a balance in the goals and purpose of Planning Commission and the EDA, and to understand the group's different perspectives and roles in development.

D. Items from Council and Staff

Chair Dew highlighted the new agenda and meeting format being proposed. Going forward the EDA requests that business and action items from staff or Council are started with a brief update and conclude with the action or request.

i. **CARES grant funding distribution**

City staff Jason Zimmerman and Kyle Stasica presented on CARES grant funding that the City has received. Mr. Zimmerman presented on the process of how funds were received, information regarding the distribution, and how the City would like to use funds. The funds must be utilized by the end of the year. Staff is requesting funds be used to provide assistance to local businesses and is seeking input from the EDA. The City would like a recommendation for how to proceed and best assist local businesses. A recommendation could include guidance on who can apply, what businesses would be eligible, and how applicants are reviewed and accepted. City staff emphasized however funds are distributed must be well documented since the distribution will likely trigger a federal audit. Due to time constraints of the meeting, this item will continue to be discussed at the next EDA meeting.

ii. **Property acquisition**

Mr. Duddeck reported that the old BP gas station has officially been acquired by the City. The survey and asbestos work is currently underway.

iii. **Community Center – potential sale**

Mr. Duddeck reported there are two interested parties and staff is looking for EDA recommendations on how to move forward with the potential sale.

iv. **Recent property sales/turnover –** No update.

v. **Development updates**

Mr. Duddeck reported that the Anchor projects have been going well and is making great progress. The road work for Anchor Drive has started as well as electric utility work. The storage facility development has closed and has been started. Mr. Duddeck continued by reported progress has been made with Kwik Trip, with intentions to close before the end of the year and begin construction in Spring 2021. Anchor apartments will begin construction later this year. M&I homes has nearly 48 homes constructed and are beginning to pull permits for phase two of the project. The utilities have been installed, but the road must be constructed prior to the build of phase two beginning.

Chair Dew suggested the EDA and staff develop some kind of statistics to document the value of work that has been done so far to be able to highlight the development projects and show Council what the EDA has assisted with and its value.

Mr. Duddeck continued reporting that the process for Uptown Commons has been slower than expected but still making the necessary progress forward. The intention is to start construction August 1, and due to delays, the downtown street project will start ahead of the building construction. Due to street project and construction, the downtown area will be closed until October.

Mr. Duddeck presented briefly on requests for EDA action or guidance on two properties. A rental property on 4th and Margaret is half vacant and is disrepair. The City has talked with the owner, and the site has potential for acquisition. Chair Dew stated this particular site may be of better fit and interest for the HRA since the property is residential surrounded by other residential sites however the EDA should be aware of opportunities to remove blight near the downtown area. Chair Dew stated he believes this site does not require formal action from the EDA.

The second location presented by Mr. Duddeck is located on the corner of Helen and Margaret. The site is currently owned by a church and the owner is looking to sell. Mr. Duddeck brought this to the EDA for comment and input. Chair Dew stated it is a strategic location but not necessary for City involvement. He suggested the City look into completing a survey and preliminary study of this site and the Lillie News property to better understand highest and best use of parcels and what the sites could be used for. Chair Dew suggested the study could provide information about the site's potential based on lot dimensions, parking needs, zoning, and need for remediation to better understand what needs to be done before site could be developed. Mr, McNamara agreed that funds for a study would be well spent as this information would inform owners and potential developers.

E. Discuss EDA direction and focus

i. Future strategic initiatives and projects

This item was addressed during section B. EDA meeting format and frequency discussion earlier in the meeting.

VII. EXECUTIIVE DIRECTOR REPORT – None.

VIII. TREASURER REPORT -– None.

IX. CHAIR REPORT – None.

X. MAYOR REPORT – None.

XI. REPORTS FROM EDA MEMBERS – None.

XII. FUTURE BUSINESS

The next EDA meeting will be August 11th, 3-4pm conducted virtually over Zoom.

XIII. ADJOURN

The meeting was adjourned at 5:03pm