MEETING AGENDA
ECONOMIC DEVELOPMENT AUTHORITY
AUGUST 11TH, 2020
3:00 PM

North St. Paul – ZOOM MEETING

I. CALL TO ORDER

II. ROLL CALL

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

Staff/Guest: Olivia Boerschinger; EDA Secretary

III. ADOPT AGENDA

The agenda was adopted by unanimous consent.

IV. CONSENT AGENDA

A. Approve minutes of July 14th, 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. **Items from Council and Staff**

i. CARES grant funding distribution

City Manager Scott Duddeck provided and update on the City's plan to use CARES grant funding. He announced that the entirety of the funds will be used to cover additional public safety expenses and payroll. He stated than many other communities are using funds in the same ways as it provides a more seamless transfer of funds and provides a more simple process for reporting for when funds are audited. Mayor Furlong added that one of the stipulations for distributing the funds stated that funds would have to be repaid if it was determined they were used to cover a cost that did not meet the CARES criteria. This plan avoids that concern.

Chair Dew commented that he liked the idea of using some funds to assist with the City's plan to update software. Mr. McNamara clarified the City or EDA are not looking for businesses to apply for funds at this time.

Mr. Thorson agreed from a Council perspective it was challenging to decipher exactly what expenses were qualifying, so the move to public safety was a good choice. He continued that this frees up money in the general fund to be used to meet other needs without being held to such a short timeline.

Chair Dew asked if it would be helpful for the EDA to present a position paper to Council explaining how the EDA could support Council with distributing funds to the businesses in need. The EDA could provide recommendations for the process and for economic or business causes for fund consideration. Mr. Duddeck expressed interest in the potential to transfer funds to the EDA to distribute to businesses or other needs and would value EDA input in that process. Chair Dew requested staff draft a memo to circulate among EDA members to provide feedback prior to going to Council.

ii. Community Center – potential sale

City Manager Scott Duddeck provided a brief update. The update remains that there are two interested parties. Mr. McNamara confirmed the volleyball club utilizing the Community Center is one of the interested parties. Chair Dew announced there is a third party that is interested in the purchase, and he is an equity partner in that party. He will be abstaining from current and future discussion on the Community Center sale.

iii. Joint meeting of Planning Commission and EDA

Staff is still working on coordinating a time for the joint meeting. Chair Dew has requested an agenda item for the meeting would be to provide an annual report to Planning Commission and Council prior to the budget discussions. The written report would highlight the EDA's actions and recommendations from the previous year. The EDA also discussed the potential of a Planning Commission liaison to the EDA for the future.

iv. Development updates

City Manager Duddeck provided development updates for the EDA. He stated that the downtown area of town is messy and fully underway. The street and utility projects are making great progress. A few buildings will be demolished prior to the construction of Uptown Commons.

The Anchor Block North site is progressing well. The storage facility project is making headway. The Kwik Trip project is preparing plans to present to Planning Commission and Council. Their intention is to have building permits submitted and have closing before the end of 2020, for construction in spring 2021. Trident apartments is in the final stretch of the purchase agreement. Building permits have been submitted and reviewed and will be issued once purchase agreement is complete.

Mr. Duddeck continued stating that M/I sales have been going well. Everything is prepared for Phase 2 construction and paving. Chair Dew started discussion asking if the City receives any information on the demographics of families purchasing the homes and moving into North St. Paul. The EDA discussed the potential of providing a 'welcome packet' to new households moving into the City which includes a brief survey. The information could be helpful to the City and be used in future marketing to interested developers. EDA members agreed it would be nice to draft up a 'welcome packet' and survey. Mr. Duddeck reiterated staff could work on this right away, and it could be distributed easily through the same information provided to get new utility accounts set up.

B. Discuss EDA direction and focus

i. Review EDA by-laws

Chair Dew restated that he would like the EDA to provide an annual report to Council highlighting the work the EDA has completed in the last year. He will work with Mr. Jensen to provide a report that includes reengaging with the EDA budget for review by EDA members and the Council.

Mr. Dew also asked that members of the EDA bring forward proposed comments or updates to the bylaws to the next meeting, specifically noting that the language around the frequency of meetings should be updated to be less rigid.

ii. Future strategic initiatives and projects

A brief update from City Manager Duddeck included there was potential interest in the site across from City Hall from an outside developer, and also from the Ramsey County library. As the sale of the Community Center advances, the library will need a new home. This may involve EDA action.

VII. EXECUTIIVE DIRECTOR REPORT

Mr. Duddeck added that the City is preparing demolition for the BP site. More updates to come in future meetings.

VIII. TREASURER REPORT -– None.

IX. CHAIR REPORT

Chair Dew commented that when looking at the original charter from the creation of the EDA, it reflects the length of development work, but also how far the EDA has come and grown.

X. MAYOR REPORT

Mayor Furlong briefly stated he is excited about the new website and all the new communications work that has been completed recently.

XI. REPORTS FROM EDA MEMBERS – None.

XII. FUTURE BUSINESS

The next EDA meeting will be September 8th, 3-4pm conducted virtually over Zoom.

XIII. ADJOURN

The meeting was adjourned at 4:00pm