



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

July 13, 2021
3:00 PM

The Economic Development Authority Meeting will be conducted on Tuesday, July 13, 2021 at 3:00 PM. The meeting location is in the Sandberg Conference Room of City Hall, located at 2400 Margaret St., North St. Paul.

The Economic Development Authority will also be meeting via online Zoom under Minn. Stat. 13D.02. Members of the public are permitted to attend the meeting in person, however, it is encouraged to participate in the meeting remotely.

Instructions can be found below.

Access information and links to meetings are available at www.northstpaul.org. This change to online meeting access will remain in effect until further notice. (Stat. 13D.02 subd. 4)

The **Zoom meeting can be accessed**

via: <https://us02web.zoom.us/j/86929140679?pwd=blpXUEgvWWVR0Z0x0OERPZlpoaHJXUT09>

Passcode: 269520

Or Telephone:

US: +1 929 205 6099 or +1 301 715 8592

Webinar ID: 869 2914 0679

Passcode: 269520

The Economic Development Authority Zoom meeting will be 'open to the public' to listen in, but will be muted from contributing at all times with the exception of a Public Hearing and open to the public forum.

Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option in order to be heard.

I. Call to Order

II. Roll Call

Robert Dew, Chair
Kevin Fuller, Vice Chair
Don Jensen, Treasurer
Tom Schifsky
Archie Vickerman

Terry Furlong, Mayor/Council Representative
Tim Cole, Council Representative
Brian Frandle, Executive Director
Brett Garry, Business Association Representative

STAFF

Lisa Ritchie, EDA Admin. Assistant

III. Adopt Agenda

IV. Consent Agenda

A. Meeting minutes from June 22, 2021

V. Authority Business & Action Items

A. Redevelopment Master Plan Update/Review

1. Discuss the current value of the RMP and what, if anything, should be done to update this document.
2. If a review and update is desired, develop a plan to execute the process and establish a timeline.

B. Downtown Parking Needs

1. Discuss any current efforts that have been undertaken providing EDA and Planning an opportunity to comment. (This is not a plan presentation it is intended to be a high level discussion about need and opportunity within the downtown).
2. Discuss any current efforts that have been undertaken providing EDA and Planning an opportunity to comment. (This is not a plan presentation it is intended to be a high level discussion about need and opportunity within the downtown).

VI. Executive Director Report

VII. Treasurer Report

VIII. Chair Report

IX. Mayor Report

X. Reports from EDA Members

XI. Reports from Staff

A. 2564 7th Avenue - Redemption date: 8/22/2021

- B. Job Descriptions for Community Development Director and Strategic Operations Director - See Attachments

XII. Future Business

XIII. Adjournment

The next regularly scheduled Economic Development Authority meeting is Tuesday, August 10, 2021



To

Honorable Mayor Furlong and City Council

Date

July 13, 2021

Agenda Placement # IV.A

Consent Agenda

Subject

Meeting minutes from June 22, 2021

Background/Facts

Recommendation:

Approve minutes

Attachments

1. 2021-06-22 EDA Minutes

Respectfully submitted,

**CITY OF NORTH ST PAUL
ECONOMIC & DEVELOPMENT AUTHORITY
MEETING MINUTES**

June 22, 2021

3:00 p.m.

The June, 22 2021 meeting was held in the Sandberg Room at City Hall and via Zoom, and complied with all requirements of Minnesota State Statute 13D.021.

I. CALL TO ORDER

Chair Robert Dew called the meeting to order at 3:00 p.m.

II. ROLL CALL

Robert Dew, Chair
Kevin Fuller, Vice Chair - excused
Don Jensen, Treasurer
Tom Schifsky, Commissioner
Archie Vickerman, Commissioner
Terry Furlong, Mayor
Brett Garry, Business Association Representative – absent

Staff: Kari Erpenbach/Lisa Ritchie

III. ADOPT AGENDA

Agenda Adopted

IV. CONSENT AGENDA

Meeting minutes from the April 13 meeting approved.

V. MEETING OPEN TO THE PUBLIC

No members of the public

VI. AUTHORITY BUSINESS AND ACTION ITEMS

A. General EDA Discussion

Chair Dew recognized the departure of City Manager Scott Duddeck and noted all of the work he accomplished for the EDA during his time with the City. He also noted that Council member Scott Thorsen has resigned from the EDA. Mayor Terry Furlong said a new council representative would be appointed soon.

Chair Robert Dew discussed the need for the EDA to have additional staff support to support the EDA, development in the City, business retention, and grant writing for future projects.

The EDA discussed how an EDA position was handled in the past and the challenges faced when an employee is tasked with both EDA and City responsibilities. Dew noted that the EDA has enough in their budget to hire a fulltime staff member dedicated to this work. Dew requested staff research the job descriptions of the previous staffers who held this position. The EDA needs of the City are different than the past and they are always evolving.

Chair Dew mentioned the challenges of retaining businesses, developing the current infill sites and the ongoing work facing the EDA and the City.

B. Business Visits

Mayor Furlong reported that he and Archie Vickerman had visited several businesses along 7th Ave. They were well received by the business owners and they hope to schedule more in the future. Mayor Furlong will notify members of future dates so others can join future business visits.

C. City Parking Lot

EDA members discussed the parking challenges the City will soon face as the new apartment/mixed use development is complete and more people visit the downtown. The current City-owned lot behind the former K&J Catering is in disrepair and needs to be replaced. The Authority discussed options to improve the lot and lighting in the area.

EDA members requested staff look into conceptual plans and estimates to upgrade the parking lot. Interim City Manager Brian Frandle stated that our Municipal Power Company could install an electric car-charging station in the lot for not additional cost to the City.

According to information shared from the City Engineer a similar lot in another City came in at an estimated cost of \$900,000.

Mayor Furlong mentioned the federal funds the City is expected to receive as a potential funding source. Chair Dew will draft a memo to Council to emphasize the need for improved parking in the downtown area.

D. Commercial Property for Sale/Sold

The Lillie Building is back on the market after a recent sales agreement fell through.

EDA members also mentioned the undeveloped property along McKnight Road and the challenges faced when private property is not maintained to look attractive to potential developers. There is pending litigation with the property owners at this time.

The redemption date on 2564 7th Ave. is approaching. The EDA is looking for concept plans and estimates for the building's removal at a future date.

The City is working with the Community Center on their leases and the pending property taxes due to the tenant's for-profit status. City legal is working on the agreement. The EDA would like to see a Community Center committee formed to address the building's future use.

Rotary Park is interested in installing a monument sign. Lisa Ritchie updated the Authority on the City's current way-finding plans. Mayor Furlong discussed the importance of welcoming the thousands of people who use the Gateway Trail to visit our downtown.

E. Development Updates

The Downtown Street Improvement project is progressing nicely, Sidewalk installation is almost complete and streetscape work will begin next. Chair Dew requested more information on the City's plans to include tables, chairs, and planters in the area. The EDA discussed who would cover the expenses. Mayor Furlong asked staff to look into the Façade Improvement Grants that were previously available to see if some of the downtown businesses might be interested in upgrading their buildings after the new construction.

Kwik Trip construction is currently underway.

The new Anchor View Apartment project is advancing and M&I Townhomes are finishing the rest of their units.

There are several new townhomes and three single-family homes currently under construction off 7th St. and along 6th St.

F. CivicClerk Update

Kari Erpenbach updated the EDA on the City's new meeting management software CivicClerk. An email was sent to all commissioners with information on how to set up their accounts. The new tool will help staff improve meeting packets and help commissioners better prepare for meetings.

G. Seppala Blvd. Vision

The EDA briefly discussed Seppala Blvd and how it could connect the City to the Gateway Trail. The Authority also noted that the public parking lot along Seppala needs to also be upgraded.

H. Restaurant Incentive

Mayor Furlong informed the EDA that a potential restaurant is in final negotiations with the Sentinel Residence. The new restaurant owner is a graduate of North St. Paul High School and still has family in town. He is excited to expand his business in our community and is looking forward to naming and decorating his new business with a historic North St. Paul look and feel.

The new restaurant has requested City support to move their business. Mayor Furlong stated they are currently working on a report to outline their goals for job creation and to protect the City's investment.

Chair Dew made a motion to provide the new restaurant with \$125,00 in city incentives. The motion was Seconded by Archie Vickerman. All present voted aye.

VII. EXECUTIVE DIRECTOR REPORT

Chair Dew reminded the EDA members of the joint meeting with the Planning Commission on Thursday, July 15 at 6:30 p.m.

VIII. TREASURER REPORT

No report was given

IX. CHAIR REPORT

No report was given

X. MAYOR REPORT

No report was given

XI. REPORTS FROM EDA MEMBERS

No report was given

XII. FUTURE BUSINESS

No report was given

XIII. ADJOURN

The meeting adjourned at 4:45 p.m.

There is a special meeting (joint between EDA and Planning commissions) scheduled for July 15 at 6:30 p.m.

The next EDA meeting is scheduled for July 13 2021 at 3:00 p.m.

City of North Saint Paul Job Description

POSITION: Community Development Director
DEPARTMENT: Community Development
REPORTS TO: City Manager

SUMMARY

Serves as department head with the primary responsibility of managing the daily administration of the Community Development department, including the building services division, economic development, code enforcement and ROW administration. Acts as the Executive Director of the EDA. Assists the City Manager in carrying out the tasks necessary to achieve the development goals of the City and accompanied policies set by the City Council.

ESSENTIAL FUNCTIONS OF THE JOB

Formulates and recommends long-term goals and plans for community development programs as to achieve the goals identified in the comprehensive plan and other guiding plans adopted by the City Council.

Assists in City planning of new development and redevelopment projects, including housing, business, and infrastructure.

Directs and administers planning programs to encourage community development in accordance with the City's comprehensive plan and ordinances.

- Responsible for the coordination , review, and evaluation of proposed development plans by department and outside consultants
- Determines compatibility and consistency of development proposals with city development goals and plans
- Coordinate planning commission activities and reports

Directs and administers building and code enforcement services

- Ensures requirements of City Building Code and related polices and regulations are met
- Ensures ordinance requirements are met prior to permit issuance
- Ensures code violation procedures are consistent and completed timely
- Ensures rental inspections process achieves clear health and human safety standards and encourages investment in rental dwellings
- Develop and implement metrics to assess rental property conditions
- Coordinate ROW permitting activities

Coordinate and administer activities of the Economic Development division

- Act as the Executive Director for the EDA
- Assist in carrying out economic development goals identified by the EDA and City Council
- Develop and implement a plan to increase the visibility of the development opportunities within the City

Performs a variety of internal and external communications activities

- Create a communication channel for all divisions within Community Development to share and disseminate information with one another
- Oversee staff reports and agenda preparation for the Planning Commission, Economic Development Authority, Design and Historical Review Commission and Neighborhood Stabilization Task Force
- Act as, or appoint liaison, as the City Representative with adjacent communities, and metropolitan and state organizations where interests of North St. Paul are involved
- Attends staff meetings and provide information to other department heads as necessary
- Attends City Council meetings as required
- Draft and administer annual operating budget for all divisions within Community Development

Serves as the engineering liaison

Provides technical assistance to ensure proper implementation and reporting for the City's Well Head Protection Plan(WHPP), Surface Water Management Plan (SWMP), and Storm Water Pollution Prevention Plan (SWPPP)

Administer City's grant process, from application to final reporting

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern principles, practices, and procedures in community development.

Knowledge of planning, zoning, community and economic development

Ability to Establish and maintain effective working relationships with Council, employees, the general public, and other units of government.

EDUCATION AND/OR EXPERIENCE

Master's degree in public administration or related field.

Minimum of 5 years leadership experience a government organization.

**CITY OF NORTH ST. PAUL
JOB DESCRIPTION**

**STRATEGIC OPERATIONS DIRECTOR
(CONFIDENTIAL)**

DEPARTMENT:	Administration
JOB LOCATION:	North St. Paul
SUPERVISOR:	City Manager
STATUS:	Full-Time, Non-Exempt
FLSA EXEMPT:	Yes

CREATED: December 16, 2014

Position Summary

Provides administrative support to the City Manager, and City Council, staff and consultants as directed by the City Manager. Serves as City staff liaison to citizen commissions and City representative to outside organizations as assigned. Assists with employee relations and human resource programs and policies, budget preparation and asset management, special program and policy analysis and writing of reports, grant applications, information technologies and other administrative-level tasks. Administers projects under oversight of the City Manager.

Essential Duties

General

- Develops and maintains a thorough working knowledge of all City department policies and procedures in order to help facilitate compliance with such policies and procedures.
- Exhibits respectful and cooperative relationships with co-workers, City management, City Council, general public and City consultants and contractors in an effort to help establish, maintain and enhance North St. Paul's reputation as a well-managed City.
- Demonstrates, by example, leadership, ingenuity, service excellence and integrity expected from all City staff as defined by our core values and code of conduct.
- Helps establish a team environment that encourages open communication and empowers staff to take ownership in position and organization in a manner that supports the vision and direction of the City and enhances employee satisfaction.
- Serves as an integral part of the City's Leadership Management team.

Strategic

- Coordinates integration and implementation of the City's strategic planning and related initiatives, including evaluating action plans and timelines, producing progress reports, and measuring outcomes.
- Manages and analyzes processes that coordinate, implement and evaluate initiatives aimed at supporting and enhancing City operations, delivery of high-impact services, and continued successful implementation of City strategies, goals and policies.
- Researches resource and technology needs to meet those objectives and manages successful rollout of new technologies.

- Plays a significant role in short- and long-term strategic planning, including initiatives aimed at continued operational excellence.

Administrative

- Coordinates work of all citizen advisory commissions that require action by the City Council; prepares information for City Council agendas.
- Serves as City staff liaison to the Environmental Advisory Commission, Parks & Recreation Commission, and other commissions and Council-appointed task forces as assigned; attends meetings, records meeting minutes; and assists with the preparation and distribution of meeting materials.
- Conducts research and delivers presentations to the City Manager, City Council and other commissions
- Assists City Manager with preparation and implementation of annual budgets.
- Participates in community events, and helps facilitate City-sponsored functions aimed at engaging citizens, neighborhood and business groups, and other civic organizations.
- Monitors state and federal legislation and trends potentially impacting the City, and keeps the City Manager promptly informed of all significant developments.
- Identifies potential grant funding opportunities and assist with development of applicable materials and applications to submit to funding agencies.
- Helps negotiate contracts for service and other legal agreements as assigned.
- Performs a variety of advanced, detailed research and special assignments.
- Develops, plans, organizes, implements and monitors programs and policies as assigned.
- Fills in for City Manager when necessary in absence of City Manager.

Human Resources

- Manages employee recruitment and retention programs, and oversees onboarding programs for new employees.
- Coordinates administration of the City's employee insurance benefit programs, including, but not limited to, health, life, and dental insurance; and works with outside insurance agents, brokers and plan administrators regarding plans offered by the City. Manages the renewal process, change in providers and open enrollment process. Arranges meetings of the City's employee insurance committee.
- Facilitates meetings of the City's employee insurance, safety and employee engagement committees.
- Evaluates position descriptions and classifications and compensation issues. Assists Finance Director with submittal of the City's pay equity reports and ensures City is in compliance.
- Assists City Manager, Department Heads and Supervisors with timely dissemination of annual employee evaluation process.
- Reviews and recommends changes to City employee and human resource-related policies, such as the employee handbook.
- Administers employee engagement activities and recognition programs.
- Participates in union negotiations and ensures City is meeting obligations of negotiated collective bargaining agreements.
- Stays current on changes in federal and state employment laws, rules and regulations; recommends actions necessary for compliance.
- Assists the City Manager and Deputy Clerk with Human Resource functions of the City, including, but not limited to: ensuring proper maintenance of City personnel files according to data practices laws, coordinating administration of employee benefits,

COBRA, hiring processes and other employment related topics and issues, and assisting with employee performance evaluation process.

Other Duties & Responsibilities

- Attends meetings of outside organizations of which the City is a member or participant, such as Ramsey County League of Local Governments.
- Works with Department Heads to facilitate the work of City interns according to intern policy and work plans.
- Assists Community Relations Coordinator with maintenance of City's Web site, including posting meeting agendas, meeting minutes, legal notices and other information.
- Performs other duties as apparent or assigned.

Supervisory Responsibilities

None.

Qualification Requirements

- Bachelor's degree in Public Administration, Business Administration, Human Resource Management or related field.
- At least two years of related experience
- Minnesota Class C Driver's License

Desirable Qualifications

- Master's degree in Public Administration, Business Administration, Human Resource Management, Public Policy or related field
- Two years of responsible municipal experience involving general administration, public relations, and project management.
- Previous internship working under City manager or in Human Resources Department.
- Knowledge of human resources laws and practices.

Knowledge, Skills & Abilities

- Knowledge of applicable municipal laws, city policies and ordinances, and federal and state laws regarding local government operations.
- Knowledge of current principles and practices of local public administration, including general knowledge of departmental services, functions and operations.
- Knowledge of principles and practices of public sector human resources administration
- Skill to establish and maintain effective working relationships with appointed officials, co-workers, outside agencies and the public.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Ability to present organized and clear proposals and recommendations effectively at public meetings and in group settings.
- Ability to use various office equipment and software, including accounting programs.
- Ability to prepare work results with completeness and accuracy, and use critical thinking to analyze situations and identify solutions to problems.
- Ability to perform duties with tact, diplomacy and discretion, and to handle private and confidential information appropriately.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to handle interruptions and concentrate on the task at hand.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.

- Ability to occasionally lift, move and/or carry files, deliveries, and storage boxes.

Safety

It is the responsibility of all City staff to promote and contribute to a safe work environment. This is accomplished by proactively identifying and correcting the unsafe condition, or notifying the appropriate personnel to address the problem.

All employees shall follow all City and other applicable safety policies and procedures related to the job. Operates all equipment according to proper safety procedures and standards; does not exceed load limits, performance abilities and adheres to all traffic laws.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Schedule

The work week will consist of 40 hours of work, with the potential for scheduled and unscheduled overtime hours as determined by the City Manager or as required by the job. This position is EXEMPT.

Physical Demands

Physical demands include: standing, walking, sitting, reaching with hands and arms, climbing, crouching, kneeling, or crawling. The employee must have the ability to regularly lift and/or move up to 25 pounds.

Language Skills

Ability to read and interpret detailed instructions, correspondence and procedural manuals, City policies, ordinances and contracts, state statutes. Ability to use grammar and spelling to communicate effectively orally, and in writing, to the City staff, City Council and general public.

Mathematic Skills

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

Reasoning Ability

Ability to solve and deal with practical problems. Ability to interpret a variety of instructions in written, oral or other forms.

Other Knowledge, Skills & Abilities

Ability to read, review and interpret City policies and ordinances.