

MEETING AGENDA
ECONOMIC DEVELOPMENT AUTHORITY
January 22, 2019
4:00 PM

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

I. CALL TO ORDER

II. ROLL CALL

Robert Dew, Chair
Richard McNamara, Treasurer
William Fairbanks
Tom Schifsky
Don Jensen
Terry Furlong, Council Representative
Scott Thorsen, Council Representative

III. ADOPT AGENDA

IV. CONSENT AGENDA

A. Approve minutes of November 19, 2018 meeting

V. MEETING OPEN TO 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.

VI. Strategic Initiatives and Projects

- a. Election of EDA Officers
 - i. Chair
 - ii. Vice Chair
 - iii. Treasurer
- b. 2019 Initiatives
 - i. Develop/Execute Business Retention Program
 - ii. Research any potential grant options to help facilitate development/re-development
 - iii. Connect with Target Real Estate on empty parcel plan
 - iv. Explore brewery/tap room opportunities within the City
 - v. Revisit and potential refresh the Buxton Retail report
 - vi. Revisit past completed studies and decide on refresh
 - vii. Consideration of approaching venture capital firms to create incubator program(s)
- c. EDA Equity Capital Enhancement Strategy – Follow up
- d. Thor living project
- e. Anchor Block property – Development updates
- f. Old City Hall Site
- g. Polar Plaza expansion

- VII.** Budget Review
 - a. Earmark 2019 commitments
 - b. Treasurer report (if any)
- VIII.** Chair Report
- IX.** Mayor Report
- X.** Reports from EDA Members
- XI.** Future Business
- XII.** Adjourn

Next Meeting: March 12, 2019

MEETING MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
November 19, 2018
4:00 PM

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

I. CALL TO ORDER

The meeting was called to order at 4:00 pm.

II. ROLL CALL

Present: Robert Dew, Chair
Tom Schifsky
Terry Furlong, City Council Member
Mike Kuehn, Mayor
Don Jensen

Absent: William Fairbanks, Rich McNamara

Staff: Paul Ammerman, Community Development Director, Craig Waldron, City Manager and Rick Seaberg, Economic Development Intern, Scott Duddeck, Fire Chief, Scott Thorsen, Councilmember elect.

III. ADOPT AGENDA

On motion by Tom Schifsky, seconded by Mike Kuehn, with all present voting aye, motion carried to adopt the agenda.

IV. CONSENT AGENDA

A. Approve the September 11, 2018 meeting regular meeting minutes.

On a motion by Terry Furlong, seconded by Don Jensen, with all present voting aye, the motion carried to approve the September 11, 2018 minutes.

V. MEETING OPEN TO PUBLIC

Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.

No public was in attendance at this meeting.

VI. STRATEGIC INITIATIVES & PROJECTS

A. Election of Officers

- a. Members tabled the election of officers until the January 2019 meeting. Members were asked to send nominations to staff and Chair prior to the January meeting.

B. 2019 EDA Goals & Activities

- a. Develop BRE program for 2019. Staff to make recommendations on business focus (e.g. downtown retail, service, manufacturers. etc.) and types of questions to ask those businesses.
 - b. Explore an incubator program/building needs, etc. Staff to provide a list of existing area incubators to use as case studies.
 - c. Explore what grants and other incentives are available for the EDA to tap for future (re)development projects (e.g. business assistance, environmental remediation/exploration, and other “gap financing” purposes.
 - d. Identify key land parcels within the city that may have potential for redevelopment. Match relevant available grant programs that might be used to assist in that redevelopment. Develop overall plan to redevelop those identified vacant or underutilized properties. One example would be approaching Target about potential excess parking lot space.
 - e. Revisit Buxton materials/retail targets.
 - f. Revisit past studies and concept plans for relevance today.
- C. EDA Equity Capital Enhancement Strategy (Rick Seaberg)
- a. Interest in VC connects and in attracting talent/skills into North St. Paul. Seaberg to provide lists of local and national VC firms that are interested in incubators and life sciences/medical and bio tech/pharma startups.
 - b. CBRE case studies on Nashville and Austin, TX to be distributed to the EDA once available.
 - c. Business Retention program: interest in restarting the program with a focus on finding firms that may need the City’s help to grow and/or find complimentary types of businesses to attract.
 - d. Look into financial vehicles to fund proactive land purchases in the future. Review a grants program with a focus on obtaining funds to help with soils on north Anchor Block site.
- D. Thor Living Project Status
- a. Thor is considering a 74 unit multi-family housing development on the site. The building would also have a single space for retail on the first floor. Parking would be accommodated by underground and surface spaces in the rear of the property. In order to make the project feasible, Thor contemplates the need for TIF assistance. Once the city controls the entire project site, Thor is ready to start making the necessary development applications.
- E. Anchor Block Property South/MI Homes/ North Status
- a. The final plat, storm water management plan, TIF request and development agreements will be review and acted upon at the December 4th City Council meeting. If approved, the project’s first phase (site work and half the units) will begin in the spring of 2019.
 - b. Inland Development was not able to renegotiate the price of the land for the northern parcel and has decided to cancel their plans for the part of the Anchor site. However, Trident Development remains interested in a multi-family project. Staff plans to meet with the property owner and Trident to keep the project moving forward.
- F. Old City Hall Site Redevelopment Proposal
- a. A local group of investors and Amcon Construction have teamed up to develop an 87 apartment building with limited commercial space on the first floor. Their

concept entails acquiring several of the adjacent privately-owned properties. They plan to enter into a MOU with the city.

G. Polar Plaza Expansion

- a. The owners of Polar Plaza met with staff to discuss the possibility of adding two out buildings on the southern portion of their property. The two structures would add about 7,000 additional sq. ft. They are looking into a variety of potential commercial tenants for the new space.

VII. TREASURER REPORT

- A. No report.

VIII. CHAIR REPORT

- A. Recommended that the EDA remain involved with the Anchor Block North site, in order to keep developers engaged and the keep the project alive.

IX. MAYOR REPORT

- A. The ACE Hardware store will be closing and might be purchased by Window World.
- B. Recommended looking into exploring the potential of adding a city east/west street through the Anchor Block North parcel to deal with truck traffic circulation I the area.
- C. Buxton will be having a webinar December 11th on retail strategies
- D. Met Council will be hosting a workshop on Livable Communities Grant application on December 11th
- E. Out-going Mayor's reception at City Hall on December 7th.

X. REPORTS FROM EDA MEMBERS

- A. None

XI. FUTURE BUSINESS

- A. Election of Officers.

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:00 pm.

Next regular meeting: January 8, 2019 at 4:00 pm.

2018 EDA Budget

REVENUES

Item	Description	Amount
Taxes	2018 Levy	148,999
TOTAL REVENUES		148,999

EXPENDITURES

Item	Description	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	EXPTD
Personnel		3,162	4,859	7,024	4,859	4,955	4,451	4,659	6,712	4,563	4,674	-	-	49,918
Staff Salaries		3,162	4,859	7,024	4,859	4,955	4,451	4,659	6,712	4,563	4,674	-	-	49,918
Professional Fees & Marketing		560	-	-	694	-	-	-	-	-	231	-	-	1,485
Memberships	EDAM/NSP BA/MSP BIZ Journal	900												560
Insurance	LMC EDA BOARD	1,000			694						231			975
Programs		1,528		887		29,904					40,000			72,319
	Land & Project Development	45,200				3,260					40,000			43,260
	EDA Approved Project Consultants	24,000		887		26,644								29,059
Supplies		2,500	11	-	15	11	6	43	-	10	-	-	-	96
	Office Supplies	500	11	-	15	11	6	43	-	10	-	-	-	96
	Training & Travel	2,000	-	-	-	-	-	-	-	-	-	-	-	-
City of North St. Paul		10,000	-	-	-	-	-	-	10,000	-	-	-	-	10,000
NSP	EDA Supportive Services	10,000							10,000					10,000
TOTAL EXPENSES		148,800												
EDA 2017 ENDING CASH BALANCE		199												
		133,818												
		15,181												