



## ECONOMIC DEVELOPMENT AUTHORITY

**Municipal Center Council Chambers**  
1616 Humboldt Ave, West St. Paul, MN 55118  
Monday, February 23, 2026

Immediately following the Regular City Council Meeting

1. Call To Order
2. Roll Call
3. Adopt Agenda
4. Commissioner Comments
5. EDA Consent Agenda Items
  - 5.A. Approve EDA Meeting Minutes Of January 12, 2026  
Documents:  
[1.12.26 REGULAR EDA MINUTES.PDF](#)
6. General Business
  - 6.A. Commercial Exterior Grant Request - 883/885 Smith Ave S.  
Documents:  
[EDA ACTION ITEM - EXTERIOR GRANT 883-885 SMITH.PDF](#)  
[ATTACHMENT - APPLICATION.PDF](#)  
[ATTACHMENT - ESTIMATES.PDF](#)  
[ATTACHMENT- EXTERIOR PHOTO.PDF](#)
7. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4108 or email [ADA@wspmn.gov](mailto:ADA@wspmn.gov) at least 5 business days prior to the meeting*



**City of West St. Paul  
Economic Development Authority Minutes  
January 12, 2026**

**1. Call to Order**

President Napier called the meeting to order at 8:04 p.m.

**2. Roll Call**

Present: President Dave Napier  
Commissioners Pat Armon, Wendy Berry, Lisa Eng-Sarne, Doug Fromm  
Robyn Gulley, John Justen and Junior Commissioner Elise Moga

Absent: None

Also Present: Executive Director Nate Burkett  
Assistant City Manager Dan Nowicki  
City Attorney Jana O’Leary Sullivan  
Police Chief Brian Sturgeon  
City Planner Melissa Houtsma  
Finance Director Susan Earle  
EDA Secretary Nicole Tillander

**3. Election of Officers**

The EDA Commission shall elect officers for the positions of President and Vice President for 2026. The Treasurer (Mayor), the Assistant Treasurer (Finance Director) and Secretary (City Clerk) are all sitting positions per the bylaws.

Commissioner Berry nominated Mayor Napier to the position of EDA President and Commissioner Eng-Sarne to the position of EDA Vice President, nomination seconded by Commissioner Justen.

Motion was made by Commissioner Berry and seconded by Commissioner Justen to approve EDA Resolution No. 25-001 Electing Officers as follows:

President: Mayor David J. Napier

Vice President: Councilmember Lisa Eng-Sarne

Treasurer: Mayor (David J. Napier)

Assistant Treasurer: Finance Director (Susan Earle)

Secretary: City Clerk (Nicole Tillander)

Vote: 7 ayes / 0 nays. Motion carried.

**4. Adopt the Agenda**

Motion was made by Commissioner Justen and seconded by Commissioner Eng-Sarne to adopt the agenda as presented.

Vote: 7 ayes / 0 nays. Motion carried.

**5. Commissioner Comments**

**6. EDA Consent Agenda**

- A. Approve EDA Meeting Minutes of December 8, 2025
- B. Non-Waiver of Statutory Tort Liability Limits

Motion was made by Commissioner Eng-Sarne and seconded by Commissioner Berry to adopt the agenda as presented.

Vote: 7 ayes / 0 nays. Motion carried.

**7. General Business**

- A. EDA Bylaws Review

Executive Director Nate Burkett presented; changes to the bylaws include aligning signing authority and adding Assistant Executive Director, who would be the Community Development Director.

Motion was made by Commissioner Justen and seconded by Commissioner Gulley to approve the EDA bylaws amendments as presented.

Vote: 7 ayes / 0 nays. Motion carried.

**8. Adjourn**

Motion was made by Commissioner Berry and seconded by Commissioner Justen to adjourn the meeting at 8:10 p.m.

Vote: 7 ayes / 0 nays. Motion carried.

David J. Napier  
President  
City of West St. Paul

**Subject:** Commercial Exterior Grant Request - 883/885 Smith Ave S.

<b>Meeting Date:</b> Monday, February 23rd, 2026	
<b>Submitted/Presented by/Department:</b> Ben Boike - Community Development	
<b>Action Type</b>	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other: Closed Session
<b>Action</b>	
<p>Erik Funk, owner of 879-885 Smith Ave S., has submitted an application for the Commercial Exterior Grant program offered through the Economic Development Authority (EDA). Mr. Funk is proposing to replace the existing storefront glass and framing for the two southerly retail spaces at 883/885 Smith Ave, currently Centsibly Chic and Bubbles and Ecourture. Total estimated cost of the improvements per the attached estimates is \$25,826, therefore the request is for the full \$10,000 grant.</p> <p>This EDA grant money is available to encourage commercial property owners to re-invest in their properties and make improvements to their building, specifically the exterior. By doing so, this increases the esthetic and overall value of the property as well as the adjacent properties.</p> <p>Selection and review criteria for this grant includes,</p> <ul style="list-style-type: none"> <li>• Location within the City, i.e. preference to redevelopment area or heavily commercialized area with high visibility,</li> <li>• Ability to encourage improvements to surrounding businesses,</li> <li>• Ability to improve the appearance and attractiveness of an area,</li> <li>• Consistency with Comprehensive and other long term planning documents,</li> <li>• Compliance with City Codes, and</li> <li>• Building owners who have not previously been awarded a grant will be considered prior those that have already received grant funding.</li> </ul> <p>The work is scheduled to begin should the EDA approve the grant. City Staff recommends the EDA review and approve the exterior grant application for \$10,000. This is the first grant request for 2026.</p> <p>Payment to the applicant will be made upon the review and completion of the following,</p> <ul style="list-style-type: none"> <li>• Inspection by City staff to verify completion of work and compliance with building and code regulations</li> <li>• Submittal of paid invoices for the work outlined in the application. Should the total cost be below \$20,000, the payment will be prorated to a maximum of half the eligible costs.</li> <li>• Verification of submittal and payment of all permits as well as a passing final inspection</li> </ul>	

**Subject:** Commercial Exterior Grant Request - 883/885 Smith Ave S.

<ul style="list-style-type: none"> <li>Confirmation that all property taxes are current.</li> </ul>	
<b>Background</b>	
N/A	
<b>Attachments</b>	
Grant Application	
Quotes	
Existing photo	
<b>Previous Relevant Actions</b>	
The EDA previously approved a commercial exterior grant to replace the storefront glass and framing for the Amore Coffee space.	
<b>Alternatives</b>	
N/A	
<b>Financial</b>	
Budgeted: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund: EDA Fund	\$10,000
Department: 209	
Account: 41121	
Amount: 40495	

## Commercial Exterior Grant Program

Provide a brief project description:*	Replacement of storefront glass, doors and frames for the retail building at 883-885 Smith Avenue
Building square footage*	2200
Size of property:*	.08 acre
Materials and other additional relevant building information:*	brick
Provide a brief description of your business:*	Two retail stores, Centsibly Chic is a vintage homewares thrift shop, SoulAwear is a new shop opening early 2026 specializing in clothing resale.
Business Name:*	Centsibly Chic
Address:*	885 Smith Avenue S.
Telephone:*	(612) 242-4403
Contact Name:*	Cheyenne Morris
Email Address:*	candgdesign@yahoo.com
Provide information on the present ownership of the building:	
Name:*	Alto Properties LLC
Address:*	310 Salem Church Road Sunfish Lake
Phone Number:*	612-581-8549
Contact Name:*	Erik Funk
Identify Estimated Qualified Project Costs for the following:	
Exterior:*	25816
Signage:*	0
Awnings:*	0
Other:	
<b>TOTAL ESTIMATED COSTS:*</b>	<b>25816</b>
Provide Estimated Project Funding for the following:	
Private financing institution:	
Building owner equity:	25816
Other public funds:	
<b>TOTAL ESTIMATED SOURCES:</b>	<b>25816</b>
<b>(Should equal Total Estimated Costs)</b>	
Are Real Estate Property Taxes Current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Provide Estimated Construction Rehab Start Date:	4/1/2026
Provide Estimated Construction Rehab Completion Date:	4/7/2026
Provide pictures of project before start:	<a href="#">IMG_0235 (1)(1).jpg</a>
Please provide drawings/sketches of project completion:	
How will rehab activities enhance the value of this property and surrounding businesses?*	New storefront glass and framing will increase the curb appeal of this building as well as improving the energy efficiency and functionality for the

\* indicates required fields.

**PROPOSAL**

Evolve Windows and Doors  
 2615 79th St. E.  
 Inver Grove Hts., MN 55076  
 (651) 341-3526

**Sales Representative**  
 Lynda Bartlette  
 lynda@evolvewindowsanddoors.com  
 www.evolvewindowsanddoors.com



**Erik Funk**  
**Alto Properties**  
**310 Salem Church Rd.**  
**W. St. Paul, MN 55118**  
**(612) 581-8549**

<b>Estimate #</b>	1667
<b>Date</b>	11/18/2025

883 Smith  
 Job Address: 883 Smith Ave., W. St. Paul

Item	Description	Amount
Commercial - Storefront	<p>Furnish and install 5 CMI #450-TB storefront window systems for the above property. Color to be Bronze. Glazing will be 1" insulated glass with Low-E/argon gas, tempered where required by code. This system features a heavy duty 4 1/2" jamb depth with thermally broken frame and exterior glazing.</p> <p>Installation includes removing existing windows complete, the squaring of the new windows in the opening with the use of shims and screws. Perimeter to be insulated with fiberglass insulation and sealed on the interior and exterior with a commercial grade of caulking. Install new break metal as needed on entire window.</p>	\$8,115.00
Commercial - Door	<p>Furnish and install 1 custom sized CMI medium stile single door with transom for the above building entrance. Color to be Bronze. Glazing will be 1" insulated tempered glass with Low-E/argon gas. This system features a heavy duty 4 1/2" jamb depth with thermally broken frame and exterior glazing. The door includes butt hinges, closers, sweeps, weather-stripping, push/pull hardware with thumb turn lock.</p> <p>Installation includes removing existing entryway complete, the squaring of the new entryway in the opening with the use of shims and screws. Perimeter to be insulated with fiberglass insulation and sealed on the interior and exterior with a commercial grade of caulking. Install new break metal as needed on entire entryway.</p>	\$4,798.00
Commercial Warranty	<p>Parts and labor guaranteed for 5 years including but not limited to defective hardware, worn weather stripping, glass stress fractures, fogged insulated glass units, defective caulking, etc. this guarantee covers deficiencies under the manufacturer's warranty and does not anticipate coverage or damage caused by vandalism, Acts of God, negligence, misuse, etc.</p>	\$0.00

We are licensed and insured.  
All work to be done by experienced crews.  
Sales tax is included.  
Removal of all debris is included.  
Building permit, if necessary, is NOT included.  
Lien waiver provided upon request.  
Rotted wood to be replaced at the cost of material and Labor at \$ 125.00  
per man hour.

**A 3% processing fee will be added to any payments made by  
credit/debit cards.**

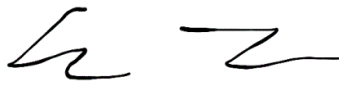
**BC768221**

<b>Sub Total</b>	\$12,913.00
<b>Total</b>	\$12,913.00

**S E E T E R M S A N D C O N D I T I O N S**

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**DocuSigned by:**

  
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Erik Funk Alto Properties LLC

2/3/2026

**P R O P O S A L**

Evolve Windows and Doors  
 2615 79th St. E.  
 Inver Grove Hts., MN 55076  
 (651) 341-3526

**Sales Representative**  
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**Erik Funk**  
**Alto Properties**  
**310 Salem Church Rd.**  
**W. St. Paul, MN 55118**  
**(612) 581-8549**

<b>Estimate #</b>	1668
<b>Date</b>	11/18/2025

885 Smith  
 Job Address: 885 Smith Ave., W. St. Paul

Item	Description	Amount
Commercial - Storefront	<p>Furnish and install 5 CMI #450-TB storefront window systems for the above property. Color to be Bronze. Glazing will be 1" insulated glass with Low-E/argon gas, tempered where required by code. This system features a heavy duty 4 1/2" jamb depth with thermally broken frame and exterior glazing.</p> <p>Installation includes removing existing windows complete, the squaring of the new windows in the opening with the use of shims and screws. Perimeter to be insulated with fiberglass insulation and sealed on the interior and exterior with a commercial grade of caulking. Install new break metal as needed on entire window.</p>	\$8,115.00
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Commercial Warranty	<p>Parts and labor guaranteed for 5 years including but not limited to defective hardware, worn weather stripping, glass stress fractures, fogged insulated glass units, defective caulking, etc. this guarantee covers deficiencies under the manufacturer's warranty and does not anticipate coverage or damage caused by vandalism, Acts of God, negligence, misuse, etc.</p>	\$0.00

We are licensed and insured.  
All work to be done by experienced crews.  
Sales tax is included.  
Removal of all debris is included.  
Building permit, if necessary, is NOT included.  
Lien waiver provided upon request.  
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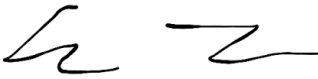
**BC768221**

<b>Sub Total</b>	\$12,913.00
<b>Total</b>	\$12,913.00

**S E E T E R M S A N D C O N D I T I O N S**

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DocuSigned by:

  
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Erik Funk Alto properties LLC

2/3/2026

