



# ECONOMIC DEVELOPMENT AUTHORITY

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

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## ECONOMIC DEVELOPMENT AUTHORITY MEETING

MUNICIPAL CENTER COUNCIL CHAMBERS

JUNE 24, 2019

IMMEDIATELY FOLLOWING CITY COUNCIL MEETING

1. Call To Order
2. Roll Call
3. Adopt Agenda
4. EDA Consent Agenda Items
  - 4.A. Minutes Of May 13, 2019  
Documents:  

[MINUTES - EDA 05-13-19.PDF](#)
  - 4.B. Financial Statement Through May 2019  
Documents:  

[MAY 2019 BUDGET TO ACTUAL REPORT.PDF](#)
5. Commissioner Comments
6. New Business
  - 6.A. Closed Session Pursuant To Minnesota Statute 13D.05 Subd. 3(C) To Discuss The Sale Of The Former Maaco Properties
  - 6.B. Closed Session Pursuant To Minnesota Statute 13D.05 Subd. 3(C) To Discuss The Sale Price Of A Portion Of The Former Thompson Oaks Golf Course
7. Old Business
8. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at  
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting  
[www.wspmn.gov](http://www.wspmn.gov) EOE/AA*

**City of West St. Paul  
Economic Development Authority Minutes  
May 13, 2019**

**1. Call to Order**

President Napier called the meeting to order at 7:28 p.m.

**2. Roll Call**

Present: President Dave Napier  
Commissioners Wendy Berry, Lisa Eng-Sarne,  
Anthony Fernandez, John Justen, Bob Pace and Dick Vitelli

Absent: None

Also Present: City Manager Ryan Schroeder  
Executive Director Jim Hartshorn  
City Attorney Kori Land  
Finance Director Char Stark  
City Clerk/Secretary Shirley Buecksler

**3. Adopt the Agenda**

Motion was made by Commissioner Justen and seconded by Commissioner Vitelli to adopt the agenda, as presented.

All members present voted aye. Motion carried.

**4. EDA Consent Agenda Items**

Motion was made by Commissioner Vitelli and seconded by Commissioner Berry to approve the Consent Agenda, as presented:

- A. Meeting Minutes of the April 22, 2019 EDA Regular Meeting
- B. Financial Report for April 2019

All members present voted aye. Motion carried.

**5. Commissioner Comments**

Commissioner Eng-Sarne said she recently visited Hamburguesas El Gordo, a new restaurant that recently opened at 1731 Robert Street, and commented that the food was great.

**6. New Business**

**A. Closed Session Pursuant to Minnesota Statute 13D.05 Subd. 3(C) to Discuss the Sale Price of the Former Car X and Maaco Properties**

Motion was made by Commissioner Eng-Sarne and seconded by Commissioner Vitelli to close the Regular EDA Meeting, pursuant to Minnesota Statute 13D.05 Subd. 3(C) to Discuss the Sale Price of the Former Car X and Maaco Properties, at 7:30 p.m.

All members present voted aye. Motion carried.

The Commission asked questions and received answers.

Motion was made by Commissioner Berry and seconded by Commissioner Eng-Sarne to open the meeting at 7:54 p.m.

All members present voted aye. Motion carried.

**7. Old Business**

There was no old business to discuss.

**8. Adjourn**

Motion was made by Commissioner Vitelli and seconded by Commissioner Berry to adjourn the meeting at 7:55 p.m.

All members present voted aye. Motion carried.

David J. Napier  
President  
City of West St. Paul

# City of West St Paul Economic Development Authority

## Income Statement

Through 5/31/2019

| Account        | Account Description       | 2019                |                      | 2019 YTD              | Budget Less         | % of       |
|----------------|---------------------------|---------------------|----------------------|-----------------------|---------------------|------------|
|                |                           | Budget Amount       | Actual Amount        | Actual Amount         | YTD Actual          | Budget     |
| <b>REVENUE</b> |                           |                     |                      |                       |                     |            |
|                | Tax - Ad Valorem-Current  | 337,043.00          | .00                  | .00                   | (337,043.00)        | 0%         |
|                | Investment - Interest     | 5,000.00            | .00                  | 2,589.38              | (2,410.62)          | 52%        |
|                | Other Interest Earnings   | 50,000.00           | .00                  | .00                   | (50,000.00)         | 0%         |
|                | Investment - Market Adjus | .00                 | .00                  | 5,461.39              | 5,461.39            |            |
|                | Insurance - Policy Dividn | .00                 | .00                  | .00                   | .00                 |            |
|                | Misc Revenue - All Other  | 10,000.00           | .00                  | .00                   | (10,000.00)         | 0%         |
|                | Sale of Real Property     | .00                 | .00                  | .00                   | .00                 |            |
|                | Transfers In              | .00                 | .00                  | .00                   | .00                 |            |
|                |                           | <u>\$402,043.00</u> | <u>\$0.00</u>        | <u>\$8,050.77</u>     | <u>393,992.23</u>   | <u>2%</u>  |
|                | <b>REVENUE TOTALS</b>     | <b>\$402,043.00</b> | <b>\$0.00</b>        | <b>\$8,050.77</b>     | <b>393,992.23</b>   | <b>2%</b>  |
| <b>EXPENSE</b> |                           |                     |                      |                       |                     |            |
|                | Full Time Reg Wages       | 128,645.00          | 9,702.40             | 58,299.72             | 70,345.28           | 45%        |
|                | PERA                      | 9,649.00            | 727.68               | 4,178.21              | 5,470.79            | 43%        |
|                | FICA                      | 9,841.00            | 660.33               | 4,033.93              | 5,807.07            | 41%        |
|                | Health Insurance          | 17,508.00           | 1,359.00             | 7,495.00              | 10,013.00           | 43%        |
|                | Other Grp Insurance       | 400.00              | 22.73                | 113.65                | 286.35              | 28%        |
|                | Office Supplies           | 300.00              | .00                  | .00                   | 300.00              | 0%         |
|                | Motor Fuels & lubricants  |                     | .00                  | .00                   | .00                 |            |
|                | General Supplies          | 500.00              | .00                  | .00                   | 500.00              | 0%         |
|                | Auditing Services         | 2,000.00            | .00                  | .00                   | 2,000.00            | 0%         |
|                | Civil Legal Fees          | 9,000.00            | 2,255.00             | 5,574.00              | 3,426.00            | 62%        |
|                | Travel,Conference,Schools | 4,715.00            | 2,449.26             | 3,083.56              | 1,631.44            | 65%        |
|                | Advertising               | 5,000.00            | .00                  | 1,250.00              | 3,750.00            |            |
|                | Postage                   | 150.00              | 3.35                 | 10.15                 | 139.85              | 7%         |
|                | Printing & Publishing     | 1,000.00            | .00                  | .00                   | 1,000.00            | 0%         |
|                | Insurance - Gen Liability | 1,800.00            | .00                  | 1,791.45              | 8.55                | 100%       |
|                | Water/Sewer Charges       | .00                 | .00                  | 158.65                | (158.65)            |            |
|                | Contractual Services      | 45,970.00           | 23,268.00            | 32,994.48             | 12,975.52           | 72%        |
|                | Subscriptions,Memberships | 775.00              | 435.00               | 750.00                | 25.00               | 97%        |
|                | Loss on Sale of Asset     | .00                 | .00                  | .00                   | .00                 |            |
|                | Misc Expenses             | 1,500.00            | 191.89               | 224.63                | 1,275.37            | 15%        |
|                | Business Subsidy          | 161,785.00          | 49,999.00            | 96,779.20             | 65,005.80           | 60%        |
|                |                           | <u>.00</u>          | <u>.00</u>           | <u>.00</u>            | <u>.00</u>          |            |
|                | <b>EXPENSE TOTALS</b>     | <b>\$400,538.00</b> | <b>\$91,073.64</b>   | <b>\$216,736.63</b>   | <b>\$183,801.37</b> | <b>54%</b> |
|                | <b>REVENUE TOTALS</b>     | <b>402,043.00</b>   | <b>.00</b>           | <b>8,050.77</b>       | <b>393,992.23</b>   | <b>2%</b>  |
|                | <b>EXPENSE TOTALS</b>     | <b>400,538.00</b>   | <b>91,073.64</b>     | <b>216,736.63</b>     | <b>183,801.37</b>   | <b>54%</b> |
|                |                           | <u>\$1,505.00</u>   | <u>(\$91,073.64)</u> | <u>(\$208,685.86)</u> | <u>\$210,190.86</u> |            |

Cash Balance:

|            |         |
|------------|---------|
| 12/31/2018 | 571,139 |
| 1/31/2019  | 535,070 |
| 2/28/2019  | 519,452 |
| 3/31/2019  | 468,009 |
| 4/30/2019  | 524,146 |
| 5/31/2019  | 438,019 |