



# ECONOMIC DEVELOPMENT AUTHORITY MEETING

**MUNICIPAL CENTER COUNCIL CHAMBERS**  
**1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**  
**MONDAY, SEPTEMBER 26, 2022**

**Immediately Following the City Council Meeting**

1. Call To Order
2. Roll Call
3. Adopt Agenda
4. Commissioner Comments
5. EDA Consent Agenda Items
  - 5.A. Approve Minutes Of The June 27, July 11 And August 8, 2022 Regular EDA Meetings  
Documents:
    - [6.27.22 REGULAR EDA MINUTES.PDF](#)
    - [7.11.22 REGULAR EDA MINUTES.PDF](#)
    - [8.8.22 REGULAR EDA MINUTES.PDF](#)
6. Public Hearing
7. New Business
  - 7.A. Amore Coffee Commercial Exterior Grant Request  
Documents:
    - [ACTION ITEM - EXTERIOR GRANT \(AMORE\).PDF](#)
    - [ATTACHMENT - EXTERIOR GRANT APPLICATION - 879 SMITH \(AMORE\).PDF](#)
  - 7.B. Closed Session Pursuant To Minn. Stat. 13D.05 Subd. 3c To Discuss Potential Sale Of 1619 Oakdale Avenue  
Documents:
    - [ACTION ITEM - EDA CLOSED SESSION.PDF](#)

8. Old Business

9. 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  
[www.wspmn.gov](http://www.wspmn.gov) EOE/AA*

**City of West St. Paul  
Economic Development Authority Minutes  
June 27, 2022**

**1. Call to Order**

President Napier called the meeting to order at 7:17 p.m.

**2. Roll Call**

Present: President Dave Napier  
Commissioners Wendy Berry, Julie Eastman, Lisa Eng-Sarne,  
John Justen and Dick Vitelli

Absent: Commissioner Robyn Gulley

Also Present: Executive Director Nate Burkett  
City Attorney Kori Land  
Assistant City Manager Dan Nowicki  
Police Chief Brian Sturgeon  
Community Development Director Ben Boike  
Public Works & Parks Director / City Engineer Ross Beckwith  
Finance Director Char Stark  
EDA Secretary Nicole Tillander

**3. Adopt the Agenda**

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

Vote: 6 ayes / 0 nays. Motion carried.

**4. Commissioner Comments**

Commissioners addressed the public on various topics.

**5. EDA Consent Agenda**

- A. Approve Minutes Of The February 28, April 25, May 23 And June 13, 2022 Regular EDA Meetings
- B. Thompson Oaks Redevelopment Phase II - Termination Of Existing Development Agreement And Sale Of Property

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

Vote: 6 ayes / 0 nays. Motion carried.

**6. Public Hearing**

A. Thompson Oaks Redevelopment Phase II - Purchase Agreement For The Sale Of The Property

Staff recommends continuance of this item to a future meeting. Motion was made by Commissioner Eng-Sarne and seconded by Commissioner Berry to continue the public hearing to the July 11<sup>th</sup> EDA meeting.

Vote: 6 ayes / 0 nays. Motion carried.

**7. New Business**

**8. Old Business**

**9. Adjourn**

Motion was made by Commissioner Justen and seconded by Commissioner Berry to adjourn the meeting at 7:21 p.m.

Vote: 6 ayes / 0 nays. Motion carried.

David J. Napier  
President  
City of West St. Paul

**City of West St. Paul  
Economic Development Authority Minutes  
July 11, 2022**

**1. Call to Order**

President Napier called the meeting to order at 8:42 p.m.

**2. Roll Call**

Present: President Dave Napier  
Commissioners Wendy Berry, Julie Eastman, Lisa Eng-Sarne,  
Robyn Gulley and John Justen  
Commissioner Dick Vitelli, virtual

Absent: None

Also Present: Executive Director Nate Burkett  
City Attorney Kori Land  
Assistant City Manager Dan Nowicki  
Police Chief Brian Sturgeon  
Community Development Director Ben Boike  
Public Works & Parks Director / City Engineer Ross Beckwith  
Finance Director Char Stark  
EDA Secretary Nicole Tillander

**3. Adopt the Agenda**

Motion was made by Commissioner Gulley and seconded by Commissioner Berry to adopt the agenda as presented.

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

Vote: Gulley – aye  
Berry – aye  
Eastman – aye  
Eng-Sarne – aye  
Justen – aye  
Vitelli – aye  
Napier – aye  
7 ayes  
Motion carried.

**4. Commissioner Comments**

**5. EDA Consent Agenda**

**6. Public Hearing**

- A. Thompson Oaks Redevelopment Phase II - Purchase Agreement For The Sale Of Real Property And Conveyance Of Property

Community Development Director Ben Boike presented information and purchase agreement. Staff looks to hold the public hearing and approval of the purchase agreement and related resolutions.

President Napier opened the Public Hearing at 8:46 p.m. Hearing from no one wishing to speak, President Napier closed the Public Hearing at 8:47 p.m.

Motion was made by Commissioner Justen and seconded by Commissioner Berry to approve EDA Resolution Nos. 22-006 Approving Conveyance of Certain Property to the City of West St. Paul for Pondering Purposes and 22-007 Approving Sale of Certain Property to M/I Homes of Minneapolis/St. Paul, LLC for Redevelopment Purposes and Related Purchase Agreement.

Vote: Justen – aye  
Berry – aye  
Eastman – aye  
Eng-Sarne – aye  
Gulley – nay  
Vitelli – nay  
Napier – aye  
5 ayes, 2 nays  
Motion carried.

**7. New Business**

**8. Old Business**

**9. Adjourn**

Motion was made by Commissioner Gulley and seconded by Commissioner Justen to adjourn the meeting at 8:48 p.m.

Vote: Gulley – aye  
Justen – aye  
Berry – aye  
Eastman – aye  
Eng-Sarne – aye  
Vitelli – aye  
Napier – aye

7 ayes  
Motion carried.

David J. Napier  
President  
City of West St. Paul

**City of West St. Paul  
Economic Development Authority Minutes  
August 8, 2022**

**1. Call to Order**

President Napier called the meeting to order at 7:14 p.m.

**2. Roll Call**

Present: President Dave Napier  
Commissioners Wendy Berry, Julie Eastman, Lisa Eng-Sarne,  
John Justen and Dick Vitelli  
Commissioner Robyn Gulley, virtual

Absent: None

Also Present: Executive Director Nate Burkett  
City Attorney Kori Land  
Assistant City Manager Dan Nowicki  
Police Chief Brian Sturgeon  
Community Development Director Ben Boike  
Public Works & Parks Director / City Engineer Ross Beckwith  
Finance Director Char Stark

**3. Adopt the Agenda**

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

Vote: Eng-Sarne – aye  
Eastman – aye  
Berry – aye  
Gulley – aye  
Justen – aye  
Vitelli – aye  
6 ayes  
Motion carried.

**4. Commissioner Comments**

**5. EDA Consent Agenda**

A. July Financial Update



Motion was made by Commissioner Justen and seconded by Commissioner Berry to adopt the consent agenda as presented.

Vote: Justen – aye  
Berry – aye  
Eastman – aye  
Eng-Sarne – aye  
Gulley – aye  
Vitelli – aye  
6 ayes  
Motion carried.

**6. Public Hearing**

**7. New Business**

A. Resolution Approving the Purchase of 150 Thompson Avenue East and 1520 Robert Street South for Redevelopment Purposes

EDA Executive Director Nate Burkett presented information and purchase agreement. Staff looks for approval of the purchase agreement. Motion was made by Commissioner Vitelli and seconded by Commissioner Eastman to approve EDA Resolution 22-008 Approving Purchase of 150 Thompson Avenue East and 1520 Robert Street South, West St. Paul, MN for Redevelopment Purposes.

Vote: Vitelli – aye  
Eastman – aye  
Eng-Sarne – aye  
Berry – aye  
Gulley – aye  
Justen – aye  
Napier – aye  
7 ayes  
Motion carried.

**8. Old Business**

**9. Adjourn**

Motion was made by Commissioner Vitelli and seconded by Commissioner Eng-Sarne to adjourn the meeting at 7:34 p.m.

Vote: Vitelli – aye  
Eng-Sarne – aye  
Berry – aye  
Eastman – aye  
Gulley – aye

Justen – aye  
Napier – aye  
7 ayes  
Motion carried.

David J. Napier  
President  
City of West St. Paul

**Subject:** Commercial Exterior Grant Request - 879 Smith Ave South (Amore Coffee)

**Meeting Date:** Monday, September 26th, 2022

**Submitted/Presented by/Department:** Ben Boike - Community Development

**Action Type**

- |   |  |
|---|--|
| <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 |

**Action**

Erik Funk, owner of the Amore Coffee building at 879 Smith Ave. S., has submitted an application for the Commercial Exterior Grant program offered through the Economic Development Authority (EDA). Proposed improvements are listed below with more specifics on the work to be done included in the attachments.

- Replacement of storefront glass and framing
- Painting of storefront
- Replacement of storefront signage

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.

Selection and review criteria for this grant includes,

- Location within the City, i.e. preference to redevelopment area or heavily commercialized area with high visibility,
- Ability to encourage improvements to surrounding businesses,
- Ability to improve the appearance and attractiveness of an area,
- Consistency with Comprehensive and other long term planning documents,
- Compliance with City Codes, and
- Building owners who have not previously been awarded a grant will be considered prior those that have already received grant funding.

The total estimate for the proposed improvements is \$22,594. The work is scheduled to be completed by end of year. City Staff recommends the EDA review and approve of the exterior grant application for \$10,000.

**Subject:** Commercial Exterior Grant Request - 879 Smith Ave South (Amore Coffee)

<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</li> <li>• Verification of submittal and payment of all permits as well as a passing final inspection</li> <li>• Confirmation that all property taxes are current.</li> </ul>	
<b>Background</b>	
N/A	
<b>Attachments</b>	
<ul style="list-style-type: none"> <li>• Grant Application</li> </ul>	
<b>Previous Relevant Actions</b>	
N/A	
<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	

CITY OF WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY (EDA)

COMMERCIAL EXTERIOR GRANT PROGRAM

**Purpose**

The purpose of the program is to encourage commercial building owners to reinvest in their properties and make improvements to the exteriors of commercial buildings thereby enhancing the esthetics of commercial districts.

**Matching Grant:**

Minimum allowed is \$5,000

Maximum allowed is \$10,000

Owners are eligible for only one grant per year.

**Eligible Properties:**

Businesses that are zoned for commercial uses, as shown in the Comprehensive Plan.

Properties that are not the recipient of tax increment financing, tax abatement or other City financing programs.

**Eligible Owners:**

Only an existing building owner is eligible to apply.

**Eligible Projects:**

Exteriors and façade improvements for **existing buildings** and additions, such as patio installation for customer use, signage and awnings.

**Ineligible Projects:**

Land acquisition, financing fees, landscaping, sidewalks, refinancing of existing debt, personal property, working capital, machinery, interior remodeling, roof repair, electrical and plumbing upgrades, energy upgrades, HVAC systems, furniture and fixtures, previously completed projects, and projects started prior to EDA approval.

**Application Deadline:**

Applications will be accepted year round on a first come, first served basis.

**Application Process:**

Applicant should contact primary lending institution to determine private financing, if any.

Applicant will meet with City staff to obtain program information/application forms and discuss the project.

Applicant will complete and submit application to City staff.

City staff will review the application for completeness and to determine if it conforms to program guidelines.

Economic Development Authority (EDA) will consider approval or denial of all applications.

**Selection Criteria:** Applications will be reviewed and analyzed against the following criteria:

- Location within the City, i.e. preference to redevelopment area or heavily commercialized area with high visibility.
- Ability to encourage improvements to surrounding businesses.
- Ability to improve the appearance and attractiveness of an area.
- Consistency with Comprehensive and Robert Street Plans.
- Compliance with City Codes.
- Building owners who have not previously been awarded a grant will be considered before those who have already received grant funding.

**Project Completion:** The project is to be completed within 180 days (6 months) from approval date.

**Disbursement Process:** Payment to the applicant will be made upon completion of work following:

- Inspection by City staff to verify completion of work and code compliance.
- Submittal of paid invoices for the work outlined in the application.
- Verification of payment of all permits and closed by the Building Official.
- Property taxes are current.

# COMMERCIAL EXTERIOR GRANT APPLICATION

1. Provide a brief project description and the following information:
  - a. Building square footage: 7128 sqft total
  - b. Size of property: 0.08 acre
  - c. Description of building: Mixed use-retail street level apartment second floor
  - d. Materials and other additional relevant building information: Brick
  
2. Provide a brief description of your business and the following information:
  - a. Business Name: Amore Coffee (tenant)
  - b. Address: 879 Smith Ave S. West St. Paul MN 55118
  - c. Telephone:651-330-0570
  - d. Contact Name: Tara Wright
  
3. Provide information on the present ownership of the building:
  - a. Name: Alto Properties LLC
  - b. Address: 7450 France Ave S. #260 Edina MN 55435
  - c. Phone Number: 612-581-8549
  - d. Contact Name:Erik Funk
  
4. Identify Estimated Qualified Project Costs:
  - a. Exterior:\$18,145 (storefront glass, frame and door)
  - b. Signage: \$3,449
  - c. Awnings:
  - d. Other:Paint \$1,000

TOTAL ESTIMATED COSTS                      \$22,594\_\_\_\_\_

5. Estimated Project Funding:
  - a. Private financing institution:
  - b. Building owner equity:\$21,594
  - c. Other public funds:

TOTAL ESTIMATED SOURCES                      \$22,594\_\_\_\_\_

(Should equal Total Estimated Costs)

6. Are Real Estate Property Taxes Current: Yes \_\_\_X\_\_\_ No  
\_\_\_\_\_

7. Provide Construction Rehab Schedule:

- a. Estimated rehab start date: September 2022\_\_\_\_\_
- b. Estimated rehab completion date: September 2022\_\_\_\_\_

8. Provide pictures of project before start and drawings/stenches after project completion:





9. How will the rehab activities enhance the value of this property and surrounding businesses?

New storefront glass and framing will increase the curb appeal of this over 100 year old building as well as improving the energy efficiency and functionality for the store. The panels on the blade sign of the front door are in need of replacement which will improve curb appeal as well. Amore coffee is a beloved neighborhood café positioned at one of the major entry points to West St. Paul from St. Paul on Smith Avenue.

**Subject:** Closed Session to Discuss Potential Sale of 1619 Oakdale Avenue

<b>Meeting Date:</b> Monday, September 26th, 2022	
<b>Submitted/Presented by/Department:</b> Ben Boike - Community Development	
<b>Action Type</b>	
<input type="checkbox"/> Consent Item	<input checked="" type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Other: Closed Session
<b>Action</b>	
Close the meeting in accordance with MN Statute 13D.05 Subd. 3(c) to discuss a potential offer for the sale of 1619 Oakdale Avenue.	
<b>Background</b>	
N/A	
<b>Attachments</b>	
N/A	
<b>Previous Relevant Actions</b>	
N/A	
<b>Alternatives</b>	
N/A	
<b>Financial</b>	
Budgeted: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Financial Impact
Fund: N/A	N/A
Department: N/A	
Account: N/A	
Amount: N/A	