



# ECONOMIC DEVELOPMENT AUTHORITY MEETING

**MUNICIPAL CENTER COUNCIL CHAMBERS**  
**1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**  
**June 28, 2021 - 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. Minutes Of March 22, 2021 Regular EDA

Documents:

[03.22.21 REGULAR EDA MINUTES.PDF](#)

6. Public Hearing

7. New Business

7.A. Establish EDA Meeting Schedule

Documents:

[MODIFY EDA MEETING SCHEDULE.PDF](#)  
[2021 MEETING CALENDAR \(APPROVED BY COUNCIL 12.14.20\).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*



**City of West St. Paul  
Economic Development Authority Minutes  
March 22, 2021**

**1. Call to Order**

President Napier called the meeting to order at 8:29 p.m.

**2. Roll Call**

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

Absent: None

Also Present: City Manager/Executive Director Ryan Schroeder  
City Attorney Kori Land  
Police Chief Brian Sturgeon  
Community Development Director Jim Hartshorn  
City Clerk/Secretary Shirley Buecksler  
  
Nate Burkett, Incoming City Manager

**3. Adopt the Agenda**

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

Vote: 7 ayes / 0 nays. Motion carried.

**4. Commissioner Comments**

Commissioner Eng-Sarne

- Visited the food trucks at MGM – the next event is scheduled for April 24.
- Support our local businesses.

Commissioner Gulley

- Welcome back to food trucks and patio weather.

Commissioner Vitelli

- Amazed at the amount of redevelopment, spurred by the redevelopment of Robert Street.

Commissioner Justen

- Remember to spend your stimulus checks at a local business or restaurant. We appreciate your support.

President Napier

- Get out and spend locally in West St. Paul.

## **5. EDA Consent Agenda**

Motion was made by Commissioner Eng-Sarne and seconded by Commissioner Berry to adopt the following items on the Consent Agenda:

- A. Minutes of the February 22, 2021 Regular EDA Meeting
- B. December 2020 Financial Update
- C. February 2021 Financial Update

Vote: 7 ayes / 0 nays. Motion carried.

## **6. New Business**

### **A. Batteries Plus – Commercial Exterior Grant Request**

Motion was made by Commissioner Justen and seconded by Commissioner Berry to approve the Commercial Exterior Grant Application for Batteries Plus in the amount of \$10,000.

Vote: 7 ayes / 0 nays. Motion carried.

### **B. Open to Business – Joint Powers Agreement**

Motion was made by Commissioner Vitelli and seconded by Commissioner Eng-Sarne to approve the Joint Powers Agreement between the City of West St. Paul Economic Development Authority and the Dakota County Community Development Authority.

Vote: 7 ayes / 0 nays. Motion carried.

## **7. Adjourn**

Motion was made by Commissioner Berry and seconded by Commissioner Justen to adjourn the meeting at 8:47 p.m.

Vote: 7 ayes / 0 nays. Motion carried.

David J. Napier  
President  
City of West St. Paul

To: **Mayor and City Council**  
From: **Nate Burkett, City Manager/Executive Director**  
Date: **June 28, 2021**

## **Establish EDA Work Session/Meeting Schedule**

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### **BACKGROUND INFORMATION:**

When the 2021 meeting schedule was established it stated that EDA work sessions and regular meetings would be held on an “as needed” basis. This has the effect of making every meeting of the EDA a special meeting under the open meeting law.

Staff is proposing to amend the meeting schedule to state that EDA work sessions and regular meetings will be held on the 4<sup>th</sup> Monday of every month following the city council meeting. This would be an alteration to the normal pattern where OCWS and EDA work sessions are held before regular city council.

EDA meetings that are unnecessary will be cancelled.

### **FISCAL IMPACT:**

<b>Fund</b>	<b>Department</b>	<b>Account</b>	<b>Amount</b>
NA			

### **STAFF RECOMMENDATION:**

Approve amendment to the EDA work session meeting schedule to state that EDA work sessions and regular meetings will be held on the 4<sup>th</sup> Monday of every month following the regular city council meeting.

# City of West St. Paul - 2021 Meeting Calendar

City Council	6:30 p.m.	2nd and 4th Monday of the month
Open Council Work Session	5:00 p.m.	2nd and 4th Monday of the month; held prior to the City Council meeting
EDA Meeting/Work Session	held as needed	Typically held in conjunction with a City Council meeting
Parks & Recreation	5:30 p.m.	2nd Tuesday of the month
Planning Commission	6:30 p.m.	3rd Tuesday of the month
Environmental Committee	6:00 p.m.	1st Wednesday of the month
SMFD Board of Directors	4:30 p.m.	3rd Wednesday of the month
Charter Commission		
Election Day		No elections scheduled for 2021
Holidays		

JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 Holiday	2		1	2	3 Environmental	4	5	6		1	2	3 Environmental	4	5	6
3	4 Special Council	5	6 Environmental	7	8	9	7	8 Council	9 Park & Rec	10	11	12	13	7	8 Council	9 Park & Rec	10	11	12	13
10	11 Council	12 Park & Rec / Charter	13	14	15	16	14	15 Holiday	16 Planning	17 SMFD @ WSP	18	19	20	14	15	16 Planning	17 SMFD @ WSP	18	19	20
17	18 Holiday	19 Planning	20 SMFD @ WSP	21	22	23	21	22 Council	23	24	25	26	27	21	22 Council	23	24	25	26	27
24	25 Council	26	27	28	29	30	28							28	29	30	31			
31																				
APRIL							MAY							JUNE						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3							1			1	2 Environmental	3	4	5
4	5	6	7 Environmental	8	9	10	2	3	4	5 Environmental	6	7	8	6	7	8 Park & Rec	9	10	11	12
11	12 Council	13 Park & Rec	14	15	16	17	9	10 Council	11 Park & Rec	12	13	14	15	13	14 Council	15 Planning	16 SMFD @ SSP	17	18	19
18	19	20 Planning	21 SMFD @ SSP	22	23	24	16	17	18 Planning	19 SMFD @ SSP	20	21	22	20	21	22	23	24	25	26
25	26 Council	27	28	29	30		23	24 Council	25	26	27	28	29	27	28 Council	29	30			
							30	31 Holiday												
JULY							AUGUST							SEPTEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3	1	2	3	4 Environmental	5	6	7				1 Environmental	2	3	4
4	5 Holiday	6	7 Environmental	8	9	10	8	9 Council	10 Park & Rec	11	12	13	14	5	6 Holiday	7	8	9	10	11
11	12 Council	13 Park & Rec		15	16	17	15	16	17 Planning	18 SMFD @ WSP	19	20	21	12	13 Council	14 Park & Rec	15 SMFD @ WSP	16	17	18
18	19	20 Planning	21 SMFD @ WSP	22	23	24	22	23 Council	24	25	26	27	28	19	20	21 Planning	22	23	24	25
25	26 Council	27	28	29	30	31	29	30	31					26	27 Council	28	29	30		
OCTOBER							NOVEMBER							DECEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2		1	2	3 Environmental	4	5	6				1 Environmental	2	3	4
3	4	5	6 Environmental	7	8	9	7	8 Council	9 Park & Rec	10	11 Holiday	12	13	5	6	7	8	9	10	11
10	11 Council	12 Park & Rec	13 SMFD @ SSP	14	15	16	14	15	16 Planning	17 SMFD @ SSP	18	19	20	12	13 Council	14 Park & Rec	15 SMFD @ SSP	16	17	18
17	18	19 Planning		21	22	23	21	22 Council	23	24	25 Holiday	26 Holiday	27	19	20	21 Planning	22	23 Holiday	24 Holiday	25
24	25 Council	26	27	28	29	30	28	29	30					26	27	28	29	30	31 Holiday	
31																				