

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

1. Call to Order

President Napier called the meeting to order at 7:08 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
Finance Director Char Stark
City Clerk/Secretary Shirley Buecksler

3. Adopt the Agenda

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

Vote: 7 ayes / 0 nays. Motion carried.

4. Commissioner Comments

No comments.

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 January 25, 2021 EDA Work Session
- B. Minutes of the February 8, 2021 EDA Work Session

Vote: 7 ayes / 0 nays. Motion carried.

6. Public Hearing

A. Sale of EDA Owned Property at Wentworth Avenue and Crawford Drive (Development Agreement to be Sent Under Separate Cover)

At the last EDA Work Session, Community Development Director Hartshorn said the Board reviewed a project proposal from Centra Homes. The proposal included purchasing the remaining one-acre (approximate) of vacant property located along Crawford Drive for \$320,000. They intend to build 16 town homes.

Dakota County purchased a 30-foot easement on the north end of the property for the River-to-River trail construction for \$125,000.

Last August, the EDA entered into a Permanent Ingress and Egress Easement with the current Home Owners Association (HOA) allowing a new developer access to finish the town home project. The HOA also agreed to allow a new developer to join their association.

Staff reached out to several developers, but only one made an offer to purchase the property. David Pattenburg, President of Centra Homes, offered \$320,000 (\$20,000 per lot x 16 lots). Town home prices would range from \$275K to \$325K.

Components of the attached Development Agreement:

1. Earnest Money equals \$20,000
2. Closing is on or before May 31, 2021
3. Commence construction date is June 15, 2021
4. Complete construction date is October 2022
5. Exhibit E fees are due prior to the release of the building permit
6. Cash Deposit (to pay administrative costs) is \$5,000

In addition to purchasing the property and constructing new town homes, the developer would also:

- Repair retaining walls
- Install remaining perimeter fencing per development plans
- Repair damaged curb on the private roads
- Install final lift of asphalt on the private roads
- Complete landscaping for the neighborhood (irrigation, sod and trees)
- Estimate of additional work is \$200,000

The estimated market value of 16 town homes would total approximately \$5M. The new estimated annual tax base is \$60,000. There were no public subsidies requested.

President Napier opened the Public Hearing at 7:16 p.m. Hearing from no one wishing to speak, President Napier closed the Public Hearing at 7:18 p.m.

Motion was made by Commissioner Vitelli and seconded by Commissioner Berry to approve the sale of EDA owned property at Wentworth Avenue and Crawford Drive.

Vote: 7 ayes / 0 nays. Motion carried.

Motion was made by Commissioner Justen and seconded by Commissioner Berry to table approval of the Development Agreement to March 8, 2021.

Vote: 7 ayes / 0 nays. Motion carried.

7. New Business

A. **Housing Rehab Loan Program Extension**

The Housing Rehab Program was originally approved on March 23, 2020. The intent was to review the program after one year and discuss possible adjustments to the program. In 2020, there were no loans administered. At the last EDA Work Session, the Board supported expanding the program boundaries to include north of Butler, west to Dodd Road, east to Highway 52, and north to Annapolis Street.

The program assists home owners maintaining and improving their properties by offering below-market rate financing. The program is administered by the NeighborWorks Home Partnership (NWHP). The minimum loan amount is \$5,000 and the max is \$15,000. The loans are below-market rate determined by NWHP. Only owner-occupied single-family detached homes are eligible.

Other housing programs available to WSP include:

- CBDG – Federal Program that is administered through the Dakota County CDA
- Housing Replacement Program
- Dakota County Home Improvement Loans and Property Fix-Up Program
- Dakota County Tax Forfeiture Development Program (TFDP)
- Property Recognition Program
- Code Enforcement
- Rental Licensing Program
- DARTS – Outdoor Chore Service and Home Repairs
- Habitat for Humanity – A Brush with Kindness Program

Commissioner Justen noted that the 40 acres was missed in the description, and it should include Butler Avenue to the north.

Commissioner Eastman noted that it should include east to Waterloo, not east to Highway 52, which includes part of South St. Paul.

Motion was made by Commissioner Justen and seconded by Commissioner Gulley to include the changes noted by Commissioners Justen and Eastman and approve the expansion of the Housing Rehab Program boundaries, as amended.

Vote: 7 ayes / 0 nays. Motion carried.

8. Adjourn

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

All members present voted aye. Motion carried.

A handwritten signature in black ink, appearing to read "David J. Napier". The signature is fluid and cursive, with a large initial "D" and "N".

David J. Napier
President
City of West St. Paul