



CITY OF SOUTH ST. PAUL MEETING AGENDA

ECONOMIC DEVELOPMENT AUTHORITY

Council Chambers
125 3rd Avenue North
South St. Paul, MN 55075

Tuesday, September 8, 2026

IMMEDIATELY FOLLOWING THE CONCLUSION OF THE 7:00 P.M. MEETING OF THE CITY
COUNCIL

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

All items listed on the Consent Agenda are items, which are considered routine and will be approved by one motion. There will be no separate discussion of these items unless requested by a member of the governing body or citizen, in which case the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

A. EDA Minutes for August 3, 2026 EDA Meeting.

B. Mortgage Satisfaction for EDA Home Improvement Loan- Applicant #58008

C. Approve Proposal for Site Restoration at 417 Concord Street North

5. PUBLIC HEARINGS

6. GENERAL BUSINESS

A. Review and Approve 2027 EDA Budget and Property Tax Levy, Resolution 2026-19

B. Review and Approve 2027 HRA Budget and Property Tax Levy, Resolution 2026-20

7. ITEMS FOR FUTURE FOLLOW-UP

General communications of the President and Commissioners are provided and may be considered for inclusion on a future agenda. There will be no discussion or decisions made related to these items at this meeting.

8. CLOSED SESSION

A. Closed Session pursuant to Minn. Stat. 13D.05 subd. 3(c)(3) to develop or consider offers or counteroffers for the purchase of real property located at 400 Concord Exchange South (No Attachment)

9. ADJOURNMENT



ECONOMIC DEVELOPMENT AUTHORITY AGENDA REPORT

DATE: September 8, 2026
DEPARTMENT: City Clerk
PREPARED BY: Deanna Werner
AGENDA ITEM NUMBER: 4.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

EDA Minutes for August 3, 2026 EDA Meeting.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Approval of meeting minutes for the Regular EDA Meeting held on Monday, August 3, 2026.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 08-03-2026 EDA Minutes



SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY MINUTES OF AUGUST 3, 2026

1. CALL TO ORDER

President Jimmy Francis called the regular meeting of the Economic Development Authority to order at 8:00 PM on Monday, August 3, 2026.

2. ROLL CALL

Present: Tom Seaberg, Jimmy Francis, Lori Hansen, Todd Podgorski, Matt Thompson, Joe Kaliszewski

Absent: Pam Bakken

Staff Present:

Ryan Garcia, EDA Executive Director

Kori Land, City Attorney

Deanna Werner, EDA Secretary

Brian Wicke, Chief of Police

3. APPROVAL OF AGENDA

Moved by: Joe Kaliszewski / Matt Thompson

Moved: To approve Agenda as presented.

Vote: 6 ayes / 0 nays, motion Passed

4. CONSENT AGENDA

All items listed on the Consent Agenda are items, which are considered routine and will be approved by one motion. There will be no separate discussion of these items unless requested by a member of the governing body or citizen, in which case the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

A. EDA Minutes of 7-6-2026

B. Amendment #3 to Purchase Agreement

Moved by: Joe Kaliszewski / Matt Thompson

Moved: To approve Consent Agenda as presented.

Vote: 6 ayes / 0 nays, motion Passed

5. GENERAL BUSINESS

A. Approval of Transfers of Fund Balances to Fund 20284

Moved by: Joe Kaliszewski / Matt Thompson

Moved: To Approve Resolution 2026-016 and 2026-017 Approval of Transfers of Fund Balances to Fund 20284

Vote: 6 ayes / 0 nays, motion Passed

6. ITEMS FOR FUTURE FOLLOW-UP

General communications of the President and Commissioners are provided and may be considered for inclusion on a future agenda. There will be no discussion or decisions made related to these items at this meeting.

7. ADJOURNMENT

Moved by: Matt Thompson / Tom Seaberg

Moved: To Adjourn

Vote: 6 ayes / 0 nays, motion Passed

The meeting was adjourned at 8:27 PM.

A handwritten signature in black ink that reads "Deanna Werner". The signature is written in a cursive style with a horizontal line underneath.

/s/: Deanna Werner
City Clerk



ECONOMIC DEVELOPMENT AUTHORITY AGENDA REPORT

DATE: September 8, 2026
DEPARTMENT: Economic Development
PREPARED BY: Monika Miller
AGENDA ITEM NUMBER: 4.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Mortgage Satisfaction for EDA Home Improvement Loan- Applicant #58008

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Adopt Resolution 2026-18 authorizing the appropriate

OVERVIEW

Background on EDA Home Improvement Loans

In 2024, the South St. Paul Economic Development Authority authorized the creation of a Housing Reinvestment Fund and established a renovation and rehabilitation loan program to provide funding to residential property owners in the City and meet the goals and objectives of the City's Master Housing Strategy and Comprehensive Plan. Today, there are three different loan programs that are available through the program:

- A "Senior Deferred" loan which offers 0% interest, fully deferred loans to eligible householders over the age of 55 that have owned/occupied their property for at least 5 years and have a household income of 120% or less of the Area Median Income.
- A "Home Improvement" loan which offers 3.875% fixed interest loans up to 15 years in term and fully amortized for homeowners with a household income of 120% or less of the Area Median Income.
- A "Multi-Family Home Improvement" Loan which offers 6.5% fixed interest loans up to 15 years in term, fully amortized to owners of 2-16 unit properties within SSP.

Mortgage Satisfaction for Applicant #58008

The first loan for the low-interest "Home Improvement" loan program was issued in 2024 to Applicant #58008. They received a loan in the amount of \$7,039.00 and a mortgage was recorded at that time. The loan was recently paid back in full, thus satisfying the mortgage. Now that the loan has been satisfied, the next step is for the EDA to issue a mortgage satisfaction to the Applicant. To do so, the EDA must adopt Resolution No. 2026-18, which will authorize the

designated officers of the Economic Development Authority to execute the Satisfaction of Mortgage.

SOURCE OF FUNDS

Housing Reinvestment Fund (Fund 20298)

ATTACHMENTS

1. Resolution 2026-18_Mortgage Satisfaction - #58008
2. Mortgage Satisfaction 58008

South St. Paul Economic Development Authority
Dakota County, Minnesota

RESOLUTION NO. 2026-18

**RESOLUTION AUTHORIZING REPRESENTATIVES TO SIGN MORTGAGE
SATISFACTION FOR APPLICANT #58008**

WHEREAS, the Economic Development Authority established via Resolution 2024-5 a locally focused housing improvement loan fund designed to offer resources to households in South St. Paul that wish to reinvest in their property; and

WHEREAS, this fund is used to offer renovation and rehabilitation home improvement loans to eligible property owners; and

WHEREAS, the South St. Paul Economic Development Authority of the City of South St. Paul, Minnesota issued a mortgage to Applicant #58008, in the amount of \$7,039.00; and

WHEREAS, such mortgage was recorded as Document # 3628009 on April 24, 2024, in Dakota County has been satisfied in full by the applicant.

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of the City of South St. Paul that:

1. The EDA shall secure the signatures of the appropriate representatives to execute the required documents to satisfy the loan and mortgage.

Adopted this 8th day of September 2026

President, James P. Francis

Executive Director, Ryan Garcia

(Top 3 inches reserved for recording data)

**MORTGAGE SATISFACTION
by Individual(s)**

**Minnesota Uniform Conveyancing Blanks
Form 20.5.1 (2011)**

DATE: September 8, 2026
(month/day/year)

THAT CERTAIN MORTGAGE owned by the undersigned, dated March 29, 2024, executed by _____
(month/day/year)

Antoinette Mitchell
(insert name of mortgagor)

as mortgagor, to South St. Paul Economic Development Authority
(insert name of original mortgagee)

as mortgagee, and recorded on April 24, 2024, as Document Number 3628009 (or in Book _____)
(month/day/year)

of _____ Page _____), in the Office of the ☒ County Recorder ☐ Registrar of Titles of _____
(check the applicable boxes)

County, Minnesota, is with the indebtedness thereby secured, fully paid and satisfied.

(signature) Jimmy Francis, President

(signature) Ryan Garcia, Executive Director

State of Minnesota, County of Dakota

This instrument was acknowledged before me on September 8, 2026, by Jimmy Francis, President and Ryan
(month/day/year)

Garcia, Executive Director

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

South St. Paul Economic Development Authority
125 3rd Avenue North
South St. Paul, MN 55075
(651) 554-3270



ECONOMIC DEVELOPMENT AUTHORITY AGENDA REPORT

DATE: September 8, 2026
DEPARTMENT: Economic Development
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 4.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Approve Proposal for Site Restoration at 417 Concord Street North

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Through consent, motion to accept proposal from Carl Bolander and Sons, Inc. for site restoration at 417 Concord Street North and authorize the execution of proposal to complete the work.

OVERVIEW

In late 2025, the EDA approved proposals for petroleum tank removal and building demolition of the former Jiffy Gas property located at 417 Concord Street North in order to complete the demolition and decommissioning work prior to obtaining title to the property. At the time, the scope of work was limited to demolition and decommissioning, as the EDA contemplated whether removal of the building slab, fencing, and rough finish grading should be deferred until the site was "ripe" for redevelopment. As it is likely that redevelopment of this site is several years into the future, Staff recommends "cleaning up" the property by completing the removal of site improvements and rough grading the site with Class V material, similar to the approach we employed at 456 - 464 Concord Exchange South, 400 Concord Exchange South, and others. As a micro purchase in accordance with our purchasing policy, a proposal was solicited from Carl Bolander and Sons and they are able to complete the work for a total fee of \$16,490.

SOURCE OF FUNDS

Concord TIF

ATTACHMENTS

1. Proposal - 417 Concord Restoration



251 STARKEY ST. - P.O. BOX 7216
SAINT PAUL, MINNESOTA 55107
PHONE: (651) 224-6299 FAX: (651) 223-8197

September 4th, 2026

Ryan Garcia
City Administrator
rgarcia@southstpaul.org
608-412-5154 cell
651-554-3278 direct

417 North Concord St., South Saint Paul – slab/ footings/ fencing removal, spread class 5.

Thank you for the opportunity to help you with this project, we appreciate it!

Bolander's price to remove the slab, footings, chain link fence and then spread class 5 recycle over the building footprint of the former gas station building at 417 North Concord St., South Saint Paul is \$16,490.00

Our price includes:

- Removal of the building slab and footings
- Import and place class 5 gravel to create a uniform level surface

We do NOT include: pavement removal outside of building footprint, contaminated soil removal, asbestos abatement, site restoration other than Class 5 recycle over the building footprint

Please review and let me know if you have any questions or need anything else.

Thank you,

Andy Ristrom
Vice President
Cell: 612.242.4118
andy@bolander.com



ECONOMIC DEVELOPMENT AUTHORITY AGENDA REPORT

DATE: September 8, 2026
DEPARTMENT: Economic Development
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 6.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Review and Approve 2027 EDA Budget and Property Tax Levy, Resolution 2026-19

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to Approve Resolution 2026-19

OVERVIEW

According to Section 4.6 of the EDA's by-laws, the EDA shall send its budget to the City Council which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Attached is the 2027 Preliminary Budget for the EDA, totaling \$329,058. The following notes summarize the key points about this year's proposed budget and levy:

- State Statutes provide that a City may levy an Annual EDA Property Tax Levy in an amount not to exceed 0.01813 percent of estimated market value (EMV). For 2027, that amount is equal to \$469,604; Staff is proposing a 2027 EDA levy of 442,468 which is about 94% of the maximum levy.
- Personnel Services (\$82,587 or 25.1%) include a portion of the salaries and benefits for the Executive Director (City Administrator) and Senior Planner.
- Professional Services (\$40,000 or 12.2%) and Other Contracted Services (\$50,000 or 15.2%) make up a little more than 25% of the 2027 EDA Budget. These line items account for Legal costs, maintenance costs at the EDA's vacant properties and gateway corridor streetscapes, and the EDA's investment in Open to Business.
- Operating Transfers account for the most significant portion (39.5%) of the budget for 2027, as follows:
 1. A transfer of \$30,000 (9.1% of the 2027 Budget) is proposed as a transfer to the general fund to support the Development Services functions of the City

(Planning/Zoning, Building) which provide significant value to our Economic Development Program.

2. A transfer of \$100,000 (30.4% of the 2027 Budget) is proposed to be transferred to the Business and Development Loan Fund (Fund 20283). This fund provides financing to local businesses that can assist in expansions, renovations, equipment, and other activities that foster job creation and growth of the city's property tax base.

SOURCE OF FUNDS

2027 EDA Property Tax Levy and Budget

ATTACHMENTS

1. Resolution 2026-19

South St. Paul Economic Development Authority
Dakota County, Minnesota

RESOLUTION NO. 2026 – 19

WHEREAS, State Statute 469.107 subd. 1 provides that a city may, at the request of the Economic Development Authority (EDA), levy a tax for the benefit of the authority in an amount not to exceed 0.01813 percent of estimated market value;

WHEREAS, the EDA proposes a 2027 tax levy for economic development purposes in the amount of \$442,568;

WHEREAS, the South St. Paul EDA proposes a 2027 annual budget in the amount of \$329,058 to carry out its Economic Development Strategy and other economic development purposes;

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of the City of South St. Paul that:

1. The EDA requests that the South St. Paul City Council levy a special tax of \$442,568 to be collected in 2027 pursuant to Minnesota Statutes 469.107.
2. The EDA request that the South St. Paul City Council adopt the 2027 annual budget in the amount of \$329,058.

Adopted this 8th day of September, 2026.

President, James P. Francis

Executive Director, Ryan Garcia



ECONOMIC DEVELOPMENT AUTHORITY AGENDA REPORT

DATE: September 8, 2026
DEPARTMENT: Housing
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 6.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Review and Approve 2027 HRA Budget and Property Tax Levy, Resolution 2026-20

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to approve Resolution 2026-20.

OVERVIEW

The HRA programs and projects were transferred to the EDA on January 1, 2016. The responsibility for approving the HRA Property Tax Levy and Budget was also transferred to the EDA. State Statute 469.033, Subd. 6, sets the maximum HRA levy at .0185% of the taxable market value of the City. For 2027, an HRA Property Tax Levy of \$451,600 is proposed. Attached is the 2027 Preliminary Budget for the HRA. The following notes summarize the key points about this year's proposed levy and budget:

- The HRA General Housing & Redevelopment budget totals \$638,132. The 2027 budget is a 15.1% decrease from the 2026 Budget, and includes \$300,000 in expenditures for Local Affordable Housing Aid (LAHA)-eligible activities that are fully funded through an allocation from the State of Minnesota. Including the HUD-funded public housing program, the total 2027 HRA operating budget amounts to \$1,709,957.
- An HRA Property Tax Levy of \$451,600 is proposed for 2027. This is "flat" with the 2026 HRA Levy.
- 12.9% of all budgeted costs in the HRA General budget for 2027 are related to department staffing.
- The 2027 HRA Budget includes \$300,000 under "Other Contracted Services" (6375), which reflects the pass-through of Local Affordable Housing Aid dollars (referenced above and approved by Council via Resolution 2024-153) to the Dakota County CDA for administration of Radon Mitigation Grant programs and Low-Interest Loan Programs that they administer in our community. For now, this is a "placeholder" as the City Council will discuss potential alternative programs for these funds prior to the end of 2026.

- The 2027 HRA Budget proposes an operating transfer of \$150,000 (23.5%) to Fund 20298. This Fund is the Housing Reinvestment Fund, authorized by EDA Resolution 2024-5 and which helps residential property owners in South St. Paul by offering favorable loan terms to make a wide range of investments in and improvements to homes throughout the community.

SOURCE OF FUNDS

Preliminary 2027 HRA Property Tax Levy and Budget.

ATTACHMENTS

1. Resolution 2026-20

South St. Paul Economic Development Authority
Dakota County, Minnesota

RESOLUTION NO. 2026-20

WHEREAS, State Statute 469.033 subd. 6 provides that subject to the consent by the resolution of the governing body of the city in and for which it was created, an authority may levy a tax upon all taxable property within the city for housing and redevelopment purposes. The amount of the levy shall be an amount approved by the governing body of the city, but shall not exceed 0.0185 percent of estimated market value;

WHEREAS, the EDA proposes a 2027 tax levy for housing and redevelopment purposes in the amount of \$451,600;

WHEREAS, the South St. Paul EDA proposes a 2027 annual budget in the amount of \$638,132 to support its Public Housing Program, carry out its Master Housing Strategy, and for other housing and redevelopment purposes;

NOW, THEREFORE, BE IT RESOLVED by the Economic Development Authority of the City of South St. Paul that:

1. The EDA requests that the South St. Paul City Council levy a special tax of \$451,600 to be collected in 2027 pursuant to Minnesota Statutes 469.033.
2. The EDA requests that the South St. Paul City Council adopt the 2027 annual budget for housing and redevelopment purposes in the amount of \$638,132.

Adopted this 8th day of September, 2026.

President, James P. Francis

Executive Director, Ryan Garcia