

City of North Saint Paul
January 17, 2022
Approved Regular City Council Meeting Minutes

I. CALL TO ORDER

Acting Mayor Wong called the meeting to order at 6:30 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

Present: Council Member Cole
Council Member Schweer
Council Member Nordby
Acting Mayor Wong
Mayor Monge absent

Staff: City Manager Brian Frandle, Assistant to City Manager Jennie Kloos, Community Development Director Brandy Howe, Communications Consultant Kari Erpenbach, and City Attorney Jack Brooksbank

IV. ADOPT AGENDA

On motion by Council Member Schweer, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to approve the agenda as submitted.

V. APPROVAL OF CONSENT AGENDA

Council Member Cole requested that Consent Agenda Item D be moved to City Business.

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to approve the consent agenda, Resolution No. 2023-110 consisting of:

Council Member Cole expressed his concern regarding Consent Agenda Item H regarding the time limit of 60 minutes for workshops. He suggested the length of workshop meetings maintain previous allotted minutes, if needed. Council Member Nordby questioned whether a workshop item could be discussed after the regular city council meeting. Council Member Cole noted this is not a practice he would be in favor of.

- A. January 3, 2023 regular meeting minutes
- B. General Claims \$1,752,090.08
- C. HRA Claims \$12,449.32
- D. Police Employee Suspense Hour Overages 2022 **Moved to City Business**
- E. Appointment to Arts and Culture Commission **Resolution No. 2023-111**
- F. Building Permit Report – November/December 2022

- G. Resolution Accepting Donations **Resolution No. 2023-112**
- H. Resolution Repealing Resolution No. 2022-113, Adopting the 2023 City Council Meeting Schedule **Resolution No. 2023-113**
- I. Resolution Repealing Resolution No. 2023-008, Approving Pause on Employee Union Contracts and Employee Manual Policy Regarding Vacation Accrual **Resolution No. 2023-114**

VII. MEETING OPEN TO PUBLIC

John Schmahl expressed his concern regarding term length for different commission members and money used to assist the food shelf.

Roseanne McCann proposed a free snow removal program for elderly and disabled residents. City Manager Frandle noted he will contact her.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Encroachment Agreement at 2470 McKnight Road N.

Community Development Director Howe presented this item and stated the applicant requested a permit to replace the existing chain link fence with a vinyl fence. The CUP was found to contain a misrepresented property line that would currently be in the right-of-way. She referenced an encroachment agreement included in the packet, noting it has the ability to be terminated at any time with notice.

Council Member Cole questioned whether any easements exist and if all parties have been notified.

Christina with Mandel Properties stated she is aware of the liabilities and is still able to maintain the required footage for licensing.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to approve the encroachment agreement between the City of North St. Paul and Mandel Properties, LLC.

B. Sign Ordinance Amendment

Ms. Howe reviewed the sign ordinance and briefly clarified the definition of a sign face, setbacks for non-permanent signs, and multi-tenant building signs and dimensions within. A public hearing was held last month at the Planning Commission meeting and the Commission recommended approval.

Council Member Nordby inquired if electric signs under 4 feet fall under electric signs. Ms. Howe stated she believes no matter the size, it would fall under electronic signs.

On motion by Council Member Nordby, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to adopt Ordinance No. 812, amending Chapter 157 of the Municipal Code.

C. Police Employee Suspense Hour Overages 2022

Council Member Cole pulled this item from the Consent Agenda in order to allow more time for information and statistics. Council Member Nordby questioned if the motion is approved, would money be allocated to the 2022 or 2023 budget. City Manager Frandle clarified he will discuss this with City Finance Director Winek and bring the information to the next meeting.

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to table this item until the next City Council Workshop.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Ms. Howe updated City Council on the roles and responsibilities of the Community Development department and current projects.

Mr. Frandle noted Public Works are clearing power lines and tree trimming. Ms. Kloos stated she and Finance Director Winek have been looking at HR/ payroll software with ADP and will be requesting approval at the next meeting for implementation. Mr. Frandle also noted the Fire Department hired a fire inspector and the Police Department is still looking to fill one more position.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole stated the next Park and Rec meeting will be January 26th and the EDA met on the January 10th and is in communication with a video company to create a marketing tool for the City. The next EDA meeting will be February 14, 2023.

Acting Mayor Wong noted the Arts and Culture Commission met January 11th and reviewed election positions, student application, and discussed an ordinance for project snowy.

Council Member Nordby thanked Acting Mayor Wong for her time on the Planning Commission.

Council Member Schweer had nothing to report.

XII. GENERAL BUSINESS

Council Member Cole noted the Community Center Committee met last week, reviewed possible users for the building and will present updated information to City Council at a workshop meeting sometime in February. He also encouraged residents to shovel out fire hydrants and complimented the Fire Department, Public Works Department, and Jill and Kari for all of their hard work with the Fire and Ice Festival.

Council Member Schweer thanked Public Works for snow removal especially around fire hydrants.

XIII. CLOSED SESSION

There was no Closed Session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Cole, seconded by Council Member Schweer, with all present voting aye (4-0), Acting Mayor Wong adjourned the meeting at 7:14 p.m.

/s/ Lisa Wong, Acting Mayor

/s/ Brian Frandle, City Manager / Clerk