

City of North Saint Paul
May 02, 2022
Approved Regular City Council Meeting Minutes

I. CALL TO ORDER

Mayor Monge 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 Wong
Council Member Nordby
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance Director Daniel Winek, Finance Coordinator Jackie Lutmer, Utility Billing Coordinator Barb Huelsman, Community Development Director Brandy Howe, Communications Staff Kari Erpenbach, and City Attorney Soren Mattick.

IV. ADOPT AGENDA

On motion by Council Member Cole, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to approve the agenda as submitted.

V. PRESENTATIONS

A. Certificate of Achievement for Excellence in Financial Reporting

Mayor Monge and City Manager Brian Frandle presented Certificate of Achievement for Excellence awards to Barb Huelsman, Jacquelyn Lutmer and Finance Director Dan Winek for their work in financial reporting. Mr. Winek expressed his thanks and applauded the Finance Department.

VI. APPROVAL OF CONSENT AGENDA

Council Member Nordby requested that Consent Agenda Item G be removed and addressed under City Business.

On motion by Council Member Schweer, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to approve the consent agenda as amended, Resolution No. 2023-153 consisting of:

A. April 18, 2023 workshop meeting minutes

- B. April 18, 2023 regular meeting minutes
- C. General Claims \$770,815.83
- D. HRA Claims \$1,941.94
- E. EDA Claims \$444.00
- F. Neumann's Fest 2023 Special Event Permit **Resolution No. 2023-154**
- G. Resolution Changing the Location of a Polling Place for Elections. **Moved to City Business**
- H. Approval On-Sale and Sunday Liquor License for Bekele Bogale/DBA Blue Nile Ethiopian Restaurant **Resolution No. 2023-156**

VII. MEETING OPEN TO PUBLIC

North St. Paul resident expressed his concern regarding parking enforcement and space. Mayor Monge stated he will look into code enforcement and get back to him.

John Schmahl expressed concern with his property taxes, pedestrian crossings, and changes to City Council meeting notifications.

VIII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Blue Nile Encroachment Agreement

Community Development Director Brandy Howe presented this item regarding a building permit that was submitted in February 2023 to build out a new restaurant at 2649 7th Avenue E. The site is the former location of Brother's Bistro, and before that, a Subway restaurant. The applicant is expanding the interior footprint of the restaurant which triggered zoning review.

Zoning review determined that a minimum of 14 parking stalls are required for the new restaurant based on floor area; however, the site is not large to accommodate this amount of parking. Staff proposed the following options to the applicant to move forward with the building permit: 1) enter into a shared parking agreement with a nearby business, 2) apply for a parking variance, or 3) enter into an encroachment agreement with the City to utilize a portion of Seppala Boulevard (up to the centerline). The applicant subsequently submitted a request for a right-of-way encroachment agreement with the City.

Council Member Cole inquired if the agreement accounts for the hair salon on the other side of the building. Ms. Howe stated it does not but this will be discussed at a future Planning Commission meeting.

On motion by Council Member Wong, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to approve the encroachment agreement between the City of North St. Paul and the NSP Properties, LLC for property located at 2649 7th Avenue E.

B. Resolution to Approve a Ballfield Rental Policy

Ms. Howe reviewed the discussion at the last City Council meeting surrounding the ball field and its modifications to the fee schedule. The decision was to charge the continuation for existing fees with the exception of certain non-profit organizations that serve North St. Paul youth.

Ms. Howe noted lighting will be charged an additional fee of \$25 per hour on top of the rental fees. Reservations continue to be taken online and scheduling priority has been given to North St. Paul high school and the American Legion with a deadline of February 1st of the current year. The insurance requirement will be formalized, and denial and revocation will be at the discretion of the City Manager. Renter responsibilities, refund cancellation policy, and snow removal as it applies to Public Works were also discussed.

On motion by Council Member Nordby, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-157, Approving a Ball Field Rental Policy.

C. Ordinance to Amend the 2023 Fee Schedule

Ms. Howe stated she will refer users to the Ball Field Policy and look at changes, if necessary.

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Ordinance No. 816, Amending the 2023 Municipal Fee Schedule.

D. Resolution Changing the Location of a Polling Place for Elections

Council Member Nordby requested this item be pulled to ensure the required 25 days legal notice and inquired about extending the required 25 days longer to give residents more time.

On motion by Council Member Nordby, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to adopt Resolution 2023-155, Changing the Location of a Polling Place for Elections.

IX. REPORTS OF CITY MANAGER AND DEPARTMENTS

A. Finance Department Update – Dan Winek

Finance Director Dan Winek presented this item, introduced the finance staff and complimented them on their customer service. He reviewed the financial department duties, current projects, and budgetary work.

He detailed utility billing statistics, duties, processes of collection for unpaid bills, move in and out account transfers, rebates, clean energy programs, solar power, delinquent utilities, and city cash collections.

After questions from City Council, Mr. Winek provided the following information:

- Rebates usually are for water or electric savings
- Purchasing guidelines go through City Manager or Council approval depending on cost
- Finance department will look into paperless billing

Mr. Winek stated he has a great team and expressed his gratitude toward City Council.

Mr. Frandle stated Public Works is in the process of leaves cleanup, street patchwork, Fire Department code compliance, and the Electric Department is working on an underground feeder line and pole change outs. He added 200 Community Development permits were submitted in April, 37 properties were registered for the City wide garage sale - all information on the garage sale locations can be found on the City website.

X. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole noted the next EDA meeting will be May 9th at 3:00 p.m. in the Council Chambers.

Council Member Wong stated the Arts and Culture Commission will meet tomorrow at 6:30 p.m. and winners for the utility box wrap were announced.

Council Member Nordby noted the Planning Commission meets this Thursday to discuss zoning changes in order to comply with the Capital Improvement Plan.

Council Member Schweer stated Parks and Recreation Commission had a budget presentation, reviewed a community library proposal, and their next meeting will be the last Wednesday of May.

XI. GENERAL BUSINESS

Council Member Cole attended the History Museum event and noted St. Marks Church is still looking for donations for patrol officers. The donations can be dropped off between 9:00 a.m. and 1:00 p.m. at the fellowship hall and looks forward to the city-wide cleanup.

Mayor Monge stated he received threatening voicemails and expressed his concern for all. He encouraged residents to reach out in a respectful and civil manner.

City Manager Frandle, mentioned the passing of Jim Bowers, who was a long-time past employee with the City of North St. Paul.

XII. CLOSED SESSION

- A. The meeting will be closed as permitted by Minn. Stat. 13D.05 subd 3(b), for a confidential, attorney-client privileged settlement discussion related to litigation *In the Matter of Amendments to Various Water Appropriation Permits*, Office of Administrative Hearings File No. 8-2002-37733

On motion by Council Member Cole, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to move into closed session at 7:52 p.m.

XIII. ADJOURNMENT

There being no further business, on motion by Council Member Wong, Seconded by Council Member Schweer, with all present voting aye (5-0), Mayor Monge adjourned the meeting at 8:31 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk