City of North Saint Paul
July 18, 2023
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, Accountant Mary Kay Heinen, Community Development Director Brandy Howe, Communications Coordinator Kari Erpenbach, and City Attorney Soren Mattick.

IV. ADOPT AGENDA

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

V. APPROVAL OF CONSENT AGENDA

On motion by Council Member Wong, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2023-017 consisting of:

A. June 20, 2023 workshop meeting minutes
B. June 20, 2023 regular meeting minutes
C. General Claims $4,210,070.71
D. HRA Claims $22,125.73
E. Special Event Permit for St. Peter's Fall Festival – September 24, 2023 – ***Resolution No. 2023-018***
F. Application for a Temporary On-Sale Liquor License and an Application for a Charitable Gambling for Exempt Permit for the Church of St. Peter, North St. Paul, September 23 & 24, 2023 ***Resolution No. 2023-019***
G. Cigarette and Tobacco License Renewal ***Resolution No. 2023-020***
H. Building Permit Report – June 2023
I. Resolution Accepting Donations – June 2023 ***Resolution No. 2023-021***
J. Tyler Technologies Agreement for Credit Card Processing Services

VI. MEETING OPEN TO PUBLIC

Leigh Ann Wiener expressed her concerned regarding excess storm water encroaching on her property.

Shawn Rivet described his frustration with the continued water issues on his street.

John Schmahl expressed his concern regarding the workshop meeting times, length of fireworks at Casey Lake, and East Metro groundwater meeting.

VII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. TBRA Grant Agreement for Lillie Redevelopment Project
B. TBRA Subgrant Agreement for Lillie Redevelopment Project

Community Development Director Brandy Howe presented this item and briefly reviewed past approvals by City Council. She stated City Attorney Mattick reviewed the agreement and subsequently wrote up the subgrant agreement. City staff recommended authorization to execute both grants.

Mr. Mattick recommended City Business Action Items A and B be approved together as one motion.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the TRBA grant agreement between the City of North St. Paul and the Metropolitan Council for the Lillie Redevelopment Project and approve the subgrant agreement between the City of North St. Paul and 2515 NSP, LLC.

C. Security Agreement for Lillie Redevelopment

Mikayla Huot, with Baker Tilly, described the requested security agreement by Sunrise Banks. All parties have reviewed the agreement and requested the City Council approve the agreement. Ms. Huot noted the developer needs this agreement in order to move forward and added the TIF note will be used as collateral in order to receive funding for the project.

Council Member Wong inquired about the commonality of security agreements. Ms. Huot stated this is fairly standard practice from a lender’s perspective.

Jim LaValle, developer, expressed his appreciation to the City Council and provided a timeline for demolition and noted a ribbon cutting ceremony in the future.

On motion by Council Member Cole, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to approve the enclosed security agreement related to the Lillie Redevelopment Project contingent on satisfaction of an assignment provided to the satisfaction of the TIF consultants.

D. Fair Housing Policy

Ms. Howe stated this is also part of the Lillie Redevelopment Project. She provided a brief history of this policy and requested the City Attorney prepare a Fair Housing Policy to coincide with the Fair Housing Act.

On motion by Council Member Wong, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Resolution No. 2023-022, Authorizing Establishing Fair Housing Policy.

E. Parking Lot Paving at 2579 7th Avenue E

The EDA prepared concept plans that include green space and parking availability. The EDA recommended pavement of the entire lot and would help fund 50% of the cost. The EDA would also provide $5,000 to aid in street amenities and other costs. The bid was approximately $52,000 and the EDA requested the City approve $26,272.50 from the 2023 budget.

Council Member Cole requested sketch plans be shown for consideration and review. Council Member Wong noted the Redevelopment Master Plan proposes green space for this area and is concerned about taking the little bit the City has and creating a parking lot. Council Member Schweer added that green space would bring beautification to this location and inquired if this has been discussed with Public Works. Ms. Howe noted Public Works Director Ron Ritchie has been included on these discussions.

City Council had a discussion on this property that included the following:

- Grass versus turf
- If grass, water services will be difficult
- Half versus full parking lot
- Angled parking spots created a better in and out flow of traffic

Mr. Frandle will request estimates on turf and water access. City Council agreed on tabling this item until further information can be acquired.

Finance Director Dan Winek recommended the following options:

Option 1 – Resolution, as written tonight

Option 2 – Use artificial turf for the green space

Option 3 – use seeded grass and use one-time capital funding to implement.

On motion by Council Member Schweer, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to approve three options provided and table this item until the August 15th City Council meeting.

F. 2024 Budget

Mr. Winek presented this item and noted the high amount of information in the packet. He stated the next steps will be to meet with department heads regarding their budgets, look at preliminary levy amounts, and general fund budgets. He added that the General Fund, HRA and EDA levies are required to be certified by the end of September.

Mr. Winek reviewed the City Council's list of priorities from the last workshop meeting and the driving factors behind the estimated preliminary budget for 2024. He noted revenues and expenditures have increased for 2024 and consequently needed to raise the levy in order to maintain a balanced budget.

Mr. Winek discussed the Capital Improvement Plan for 2024-2033. Mary Kay Heinen provided more information on the 2024-2033 Capital Improvement Plan and summarized the prioritization of projects for 2024. She noted the new organization should allow for better reporting and increased details.

Mr. Winek recommended special sessions in order to hear from each department. His expectation is to provide City Council with summaries from each department before the meetings.

Mr. Winek thanked City staff for their help with the upcoming 2024 budget.

VIII. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle thanked the Finance Department for all of their hard work. He noted Public Works is continuing with road repair and the sprinkler system is completed at Casey Lake. The student built house has a poured driveway and is being painted, carpeted, and landscaped. The downtown street project involved hauling out contaminated fill and soil. The Police Department provided the community with trigger gun locks at the Car Show. The Fire Department had fire extinguisher training and the Electric Department relighted the path on 19th Avenue

IX. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole reported the EDA discussed the budget, and the vacant lot across from City Hall. The next EDA meeting is scheduled for August 8, 2023.

Council Member Wong stated the Arts and Culture Commission is starting Phase 2 of the utility wraps, discussing their budget, continuing the mural project. The next meeting is August 2, 2023.

Council Member Nordby stated the Planning Commission had a meeting on July 6th and that information is on the website. The next meeting is August 3, 2023.

Council Member Schweer stated Food Truck Night will be Wednesday, July 26th at Hause Park with the Parks and Recreation Commission meeting at 6:30 p.m.

X. GENERAL BUSINESS

Council Member Wong commented on the discussion around the culture component of the Arts and Culture Commission and how it can be implemented throughout the organization and beyond.

Council Member Schweer participated in the Fire Department cook out and thanked them for their time.

Council Member Cole attended the ribbon cutting ceremony at the new candy and board shops and also the reopening of the Carpenter Small Engine Repair Shop.

Mayor Monge noted it was nice to see all the children who attended the Fire Department picnic.

Council Member Nordby noted the upcoming food recycling program.

City Attorney Mattick recommended the City Council recess the regular session and convene for the HRA meeting.

XI. RECESS

On motion by Council Member Schweer, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to recess this meeting at 8:00 p.m. to go into the HRA meeting and come back into session immediately following the HRA meeting.

XII. CLOSED SESSION

On motion by Council Member Wong and seconded by Council Member Schweer, with all present voting aye (5-0), the meeting was reconvened and went into closed session at 8:11 p.m.

A. The meeting will be closed pursuant to Minn. Stat. 13D.05 Subd. 3 (a) to conduct a performance review of the City Manager, Brian Frandle.

XIII. ADJOURNMENT

There being no further business, on motion by Council Member Schweer, Seconded by Council Member Wong, with all present voting aye (5-0), Mayor Monge adjourned the meeting at 9:59 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk