

City of North Saint Paul
August 20, 2024
Approved Regular City Council Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 6:37 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

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

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance Director Daniel Winek, Public Works Director Ron Ritchie, Public Works Superintendent Randy Miller and City Attorney Jack Brooksbank.

IV. ADOPT AGENDA

On motion by Council Member Nordby, seconded by Council Member Schweer, 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 Schweer, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2024-082 consisting of:

- A. July 16, 2024 workshop meeting minutes
- B. July 16, 2024 regular meeting minutes
- C. July 30, 2024 special city council minutes
- D. General Claims \$1,074,164.00
- E. HRA Claims \$24,191.61
- F. Approve Ordinance No. 832 Amending the Fee Schedule for Special Event Permit Fees
- G. Approve Acceptance of a Donation of a Memorial Picnic Table and Plaque at Casey Lake Park **Resolution No. 2024-083**
- H. Resolution Accepting Donations – July 2024 **Resolution No. 2024-084**
- I. Application for a Special Event Permit for the North St. Paul Business Association on September 19, 2024 **Resolution No. 2024-085**
- J. Application for a Special Event Permit and a Temporary Liquor License Extension of Premises for American Legion Club 39 on August 24, 2024 **Resolution No. 2024-086**

- K. Arts and Culture Commission Appointment for Raquel Soto ***Resolution No. 2024-087***
- L. July Building Permit Report - Informational

VI. MEETING OPEN TO PUBLIC

John Schmahl commented on the upcoming election change to the City Council.

David Nelson noted his concern regarding a potential tax increase if the community center is approved. He also suggested a more affordably priced student-built house.

VII. PUBIC HEARINGS

A. Vacation Public Easements at 2329 17th Ave. East

Mayor Monge opened the public hearing at 6:45 p.m.

Mayor Monge stated the message that was received on August 15, 2024, will be added to the official record.

Mayor Monge closed the public hearing at 6:46 p.m.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Resolution No. 2024-088, Vacating Public Easements at 2328 17th Avenue East.

VIII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Authorize the Issuance of an RFP for a Community Multicultural Outreach Center Feasibility Study

City Manager Brian Frandle noted the information, comments, and suggestions from the previous City Council meeting.

Finance Director Dan Winek reviewed the RFP changes and expedited timeline. He added staff was concerned about the short turn around so he built a comparable timeline to the original one. The new dates would be as follows:

- Date of issuance: August 23, 2024
- Questions due September 9, 2024
- Submittal date of September 20, 2024
- Interviews the week of September 30, 2024
- City Council action on October 15, 2024
- Final report would be approximately February 15, 2025

Mr. Winek suggested a committee be established to evaluate and score the proposals. He recommended the process be done in a private forum.

Council Member Cole suggested the final report be completed by December 15, 2024.

Council Member Wong expressed her concern with the tight timeline and the difficulty with engaging the community around the holidays. She suggested a project manager be involved in this process, especially with the upcoming turnover in City Council members.

Mr. Frandle noted the City may lose potential proposals if such a quick timeline is given.

After discussion by the City Council and City staff, the new timeline is as follows:

- Date of issuance: August 23, 2024
- Questions due September 16, 2024
- Submittal date of September 20, 2024
- Interviews the week of September 30, 2024
- Selection and City Council action on October 15, 2024
- Final Report Date of February 28, 2025

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2024-089, Authorizing the Issuance of an RFP for a Community Multicultural Outreach Center Feasibility Study with scheduled changes as follows: Date of issuance August 23, 2024; questions due September 16, 2024; submittal September 20, 2024; interviews week of September 30, 2024; selection and City Council action October 15, 2024; and, final report due February 28, 2025.

B. Approve Conditional Use Permit (CUP) for Special Infill Housing at 2007 6th Street North

Mr. Frandle noted this is compliant with City Code and consistent with the Comprehensive Plan. Public notice was provided on July 23, 2024, property owners within 350 feet have been notified, and it was unanimously recommended for approval at the Planning Commission meeting.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Resolution No. 2024-090, Approving a Conditional Use Permit for Special Infill Housing Located at 2007 6th Street North.

C. Approve Lot Setback Variance Request at 2007 6th Street North

Mr. Frandle noted this is a recommended action in conjunction with the previous item.

On motion by Council Member Schweer, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to adopt Resolution No. 2024-091, Approving Findings of Fact and Reasons for Approval for Variance Application at 2007 6th Street North.

D. Approve Updated Fence Ordinance

Mr. Frandle noted this was last looked at and updated in 2015. The 2024 updates highlighted organizational language changes and added clarity and useability to the ordinance.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Ordinance No. 833, Amending the North St. Paul City Code as it Relates to Fences and Walls.

IX. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle noted the 50-year-old snowman got a facelift, an offer was received for the student-built house, the Electric Department has a planned outage on Seppala Boulevard tonight, and has notified businesses. He also noted movie night is this Thursday at 8:00 p.m. at Hause Park and the Autumn Arts Festival is September 14, 2024, from 11:00 a.m. to 6:00 p.m. The Community Development Department is looking at a possible RFP for property across the street from City Hall. The Public Works Department is losing some of its summer help and work continues on the mill and overlay, catch basins, and pothole patching. The Fire Department is part of a service called MnFIRE, which is a critical call support system for first responders and the Police Department had three interviews for new officers.

X. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole stated the EDA meeting was moved from September 13 to September 22, 2024.

Council Member Nordby noted he missed the Planning Commission meeting on August 1st and their next meeting is September 5, 2024.

Council Member Schweer stated the Parks and Recreation Commission meeting is August 28th at 6:30 p.m. and noted the Autumn Arts Festival is still looking for volunteers.

Council Member Wong stated the Arts and Culture Commission met on August 7th and may have identified a new mural site. She noted they are looking at covering the utility box at Veteran's Park and working on their budget.

XI. GENERAL BUSINESS

Council Member Schweer commented on completion of the Hause Park pickleball courts and is looking forward to the election candidates and forum. Mr. Frandle noted times and dates have not been determined as it pertains to the election forum.

Council Member Cole expressed his congratulations on completion of the pickleball courts and expressed his appreciation for the student-built house project.

Council Member Wong attended the opening of the pickleball courts also and the student-built house open house.

Council Member Nordby noted a fun page on the City website regarding the fall roundup parade.

Mayor Monge thanked the City Council while he was absent. He clarified and reviewed his role as Mayor versus the role of the City Manager.

XII. ADJOURNMENT

There being no further business, on motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), Mayor Monge adjourned the meeting at 7:35 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk