



**City of North St. Paul
City Council
Workshop Meeting Agenda**

**April 1, 2025
5:15 PM**

The City Council Workshop Meeting will be conducted on **April 1, 2025** at 5:15 p.m. in the Council Chambers at City Hall, located at 2400 Margaret St., North St. Paul.

You can watch the meeting on our YouTube channel here: [**tinyurl.com/NSPYouTube**](https://tinyurl.com/NSPYouTube)

I. Call to Order

II. Roll Call

Council Member McKenzie
Council Member Schweer
Council Member Woods
Council Member Nordby
Mayor Monge

III. Adopt Agenda

IV. Topic(s)

- A. Discussion on Proposed Ordinance Amending Chapter 117 of the North St. Paul City Code - Consumption and Display Permits
- B. Code Compliance Overview

V. Other Business

VI. Adjournment

The next regularly scheduled City Council Workshop meeting is April 15, 2025.



To	Date
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Honorable Mayor Monge and City Council
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April 1, 2025

Agenda Placement # IV.A

Topic(s)

Subject

Discussion on Proposed Ordinance Amending Chapter 117 of the North St. Paul City Code - Consumption and Display Permits

Background/Facts

This memorandum is to present a proposed ordinance amending Chapter 117 of the North St. Paul City Code, specifically Section 117.025, to allow the City to issue **Consumption and Display Permits** for the consumption and display of intoxicating liquor on certain business premises. The revised ordinance includes provisions related to the discussion at the March 18, 2025 city council meeting, application process, permit requirements, and related fees.

Recommended Action

Attachments

1. Ord xxx CONSUMPTION_AND_DISPLAY_LIQUOR_LICENSE v2

Respectfully submitted,
Jack Brooksbank, City Attorney

CITY OF NORTH ST. PAUL
ORDINANCE NO. 2025-_____

**ORDINANCE AMENDING CHAPTER 117 OF THE NORTH ST. PAUL CITY CODE;
ALCOHOL BEVERAGES; CONSUMPTION AND DISPLAY PERMITS**

The City Council of the City of North St. Paul does hereby ordain as follows:

SECTION 1. The City Code of the City of North St. Paul, Section 117.025, is hereby enacted to read as follows:

§ 117.025 CONSUMPTION AND DISPLAY PERMITS.

(A) Permit required; operation.

(1) No business establishment or club which does not hold an on-sale intoxicating liquor license may directly or indirectly allow the consumption and display of alcoholic beverages or knowingly serve any liquid for the purpose of mixing with intoxicating liquor without first having obtained a permit from the City.

(2) A permit issued under this section authorizes the holder to permit the consumption and display of intoxicating liquor on the premises; it does not authorize the sale, dealing, exchange, gifting, barter, or dispensing of intoxicating liquor by the holder. The holder of a permit under this section may not allow consumption and display of alcoholic beverages outside the hours of operation allowed for on-sale licenses under this Chapter.

(3) Patrons of an establishment holding a permit under this chapter wishing to consume alcoholic beverages shall provide a designated patron who is responsible for opening, mixing, or serving all alcoholic beverages consumed by other patrons. The designated patron must have training in the service of alcoholic beverages, such as an MLBA bartender course, TIPS on-sale alcohol server training, or equivalent. The designated patron may not consume any alcoholic beverages themselves, and may not be under the influence of any substance tending to impair judgment such as cannabis or lower-potency hemp edibles. The designated patron shall be responsible for ensuring that all patrons consuming alcohol are legally allowed to do so, including that all patrons consuming alcohol are at least 21 years of age. The identity of the designated patron, and proof of appropriate training, shall be provided to the establishment in writing before any consumption of alcoholic beverages shall be permitted. The establishment shall keep a record of the identity of the designated patron and proof of training for at least three (3) years following the date of the event.

(B) No applicant may obtain a Consumption and Display Permit if the applicant has, within five prior years to the application, been convicted of a felony of or violating any provision of or rule adopted pursuant to Minnesota Statutes, Chapter 340A, or of any local ordinance relating to the sale of intoxicating liquor.

- (C) Eligibility.
 - (1) The City may issue a Consumption and Display permit to an applicant who has not, within five years prior to the application, been convicted of a felony or of violating any provision of Minn. Stat. Chapter 340A or any rule or ordinance adopted under that chapter.
 - (2) No consumption and display permit may issue for a location ineligible for licensure under § 117.110. A consumption and display permit is not a “new on-sale license” for the purposes of determining eligibility for licensure.
- (D) Insurance.
 - (1) Each application for a permit under this section shall be accompanied by a certificate of commercial liability insurance for a policy that will remain active at all times during the validity of the permit.
 - (2) Each application must also include a certificate of workers compensation insurance.
 - (3) For any event at an establishment holding a permit under this section involving twenty-five (25) patrons or more who may consume alcohol, the patrons organizing the event shall obtain event insurance including liquor coverage in an amount of not less than \$250,000 per occurrence/\$500,000 aggregate. The patron shall provide the permit holder with a certificate of insurance proving compliant coverage, which proof of insurance the permit holder shall keep on record for not less than three (3) years after the date of the event. Nothing in this ordinance shall prohibit the holder of a permit under this section from requiring additional insurance from its patrons above and beyond the limits required in this ordinance.
- (E) Application procedure.
 - (1) The applicant must complete and submit an application to the City Manager or designee, and pay the fee as set by the council. The City Manager or designee shall review the application for completeness, and shall reject any incomplete applications.
 - (2) If the application is deemed complete, the City Manager or Designee shall refer the application to the Chief of Police and to such other city departments as the Manager or Designee shall deem necessary for the verification and investigation of the facts set forth in the application. The Chief of Police shall cause to be made such investigation, and shall make a written recommendation and report to the Council. The Council may order or conduct such additional investigation as it shall deem necessary.
 - (3) The City Council shall approve or deny the application. Opportunity shall be given to any person to be heard for or against granting the permit.
 - (4) No consumption and display permit shall be valid until it is approved by the Commissioner of Public Safety and any fees or costs required for such approval are paid.
- (F) Consumption and display permits expire one year after issuance.
- (G) Permits are issued to the location specified in the application only, and may not be transferred between locations or between permittees.
- (H) No permit may be issued or renewed if the results of the investigation show, to the satisfaction of the City Council, that issuance or renewal would not be in the public interest.

(I) Violations of this section shall be subject to the penalty provisions of § 117.600.

SECTION 2. The City Code of the City of North St. Paul, Section 117.050, is hereby amended with the following original text, new text, and ~~deleted text~~:

§ 117.050 INSURANCE REQUIRED.

(A)

* * *

(3) The above insurance requirements do not apply to licensees who establish by affidavit any of the following:

(a) They are on-sale 3.2% malt liquor licensees with sales of less than \$25,000 in the preceding year;

(b) They are off-sale 3.2% malt liquor licensees with sales of less than \$50,000 in the preceding year;

(c) They are on-sale wine licensees with sales of less than \$25,000 in the preceding year; ~~or~~

(d) They are temporary wine licensees under law-; or

(e) They hold only a consumption and display permit.

SECTION 3. Fee.

The Fee Schedule of the City of North St. Paul is hereby amended to add the following item:

Alcoholic Beverage Licenses:

Type	Fee	Unit	Authority
Consumption and Display Permit	\$300	Annual	§117.025

SECTION 3. Effective Date. This ordinance shall be effective immediately upon its passage and publication.

SECTION 4. Summary Publication. Because of the lengthy nature of Ordinance No. 2025-_____, the following summary of the ordinance has been prepared for publication:

Ordinance No. 2025-_____ allows the City to issue Consumption and Display permits for intoxicating liquor. A printed copy of the entire Ordinance is available for inspection by any person during the City Clerk's regular office hours.

ADOPTED by the City Council of the City of North St. Paul this ____ day of _____, 2025.

Motion by Council Member

Second by Council Member

Voting: Aye: Council Member
 Council Member
 Council Member
 Council Member
 Mayor
 Nay:
 Abstain:
 Absent:

John Monge, Mayor

Attest: _____
 Brian Frandle, City Manager



To	Date
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Honorable Mayor Monge and City Council	April 1, 2025
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Agenda Placement # IV.B

Topic(s)

Subject

Code Compliance Overview

Background/Facts

Topics of Discussion:

- Code Compliance Officer responsibilities
- Review 2024 Code Compliance numbers
- Code Compliance process - complaint-driven and proactive inspections
- Notification to the property owner
- Time to correct violations
- Legal options when progress has not been achieved

Recommended Action

presentation

Attachments

1. NSPFD 2025 Code Compliance Review

Respectfully submitted,
Jason Mallinger, Fire Chief

City of North St. Paul

Code Compliance Review

- ◆ Code Compliance Officer responsibilities
- ◆ Code Compliance process - complaint-driven and proactive inspections
- ◆ Review 2024 Code Compliance numbers
- ◆ Notification to the property owner
- ◆ Time to correct violations
- ◆ Summary Abatement Order
- ◆ Legal options when progress has not been achieved

Who's Enforcing Code Compliance

- ◆ 1 Firefighter/Code Compliance Officer
 - ◆ Code Compliance – Owner-Occupied Single-Family Homes
 - ◆ Zoning inspections
 - ◆ Fire and EMS response
- ◆ 2 Fire Inspectors
 - ◆ Rental Licensing (includes code compliance)
 - ◆ Fire Certificate of Compliance – Commercial Fire Inspections(includes code compliance)
 - ◆ Schools and Group Homes
 - ◆ Fire Sprinkler & Fire Alarm System plan review
 - ◆ Fire and EMS response

Code Compliance Process

- ◆ How does staff get notified of a complaint
 - ◆ Resident Resource - Report A Problem/Code Compliance Concern link from the city's website to OpenGov for reporting. Complaint sent directly to staff
 - ◆ Called in to City Hall – Main Line 2400, Code Compliance 2439, Code Tip 2633, or directly to M. Foster
 - ◆ Emailed directly to staff or M. Foster
- ◆ Proactive Inspections
 - ◆ Staff look for and note code compliance concerns when out in the community
 - ◆ All city staff are encouraged to report code compliance issues. Most will report in person. Staff can either email or complete a form in OpenGov to jumpstart the process – preferred method

2024 Code Compliance in Review

- ◆ Code Violations entered in OpenGov by staff – 228
 - ◆ 93 - Tall Grass/Weeds
 - ◆ 48 – Vehicle Parking
 - ◆ 26 – Garbage, Trash, & Debris
 - ◆ 24 - Property Maintenance
 - ◆ 17 - Snow Removal
 - ◆ 14 – Other (signs, trees, depositing materials on street)
 - ◆ 4 – Unauthorized Burn – No Fire Department Response
 - ◆ 2 – Home Occupation

2024 Code Compliance in Review

- ◆ Resident Resource Submissions reported in OpenGov -121
 - ◆ Residence Resource Submission allows the complainant to enter what the problem is in detail in the notes and for them to click on a “problem”
 - ◆ 19 – Garbage
 - ◆ 17 – Other (Sidewalk obstruction, broken window, construction trailers, junk in yard, car parts, illegal dumping)
 - ◆ 2 – Excessive Trash
 - ◆ 83 – Did not click on the “problem”
 - ◆ The Code Compliance Officer can follow up with the complainant through OpenGov throughout the process

Notification to the Property Owner

- ◆ How does the property owner get notified of the violation
 - ◆ During the initial inspection, the code compliance officer will take photos, attempt to make contact with the property owner, and talk to them directly
 - ◆ Staff will provide resources if available to the property owner. Example – Ramsey County Recycling and Waste, city-wide cleanup, & appliance pick-up
 - ◆ A letter documenting and citing the ordinance is sent in the mail in all instances
- ◆ Snow Removal and Tall Grass notifications
 - ◆ Due to the high number of violations and the need to get a notice out quickly, a notice will be completed on-site and given to the property owner or left on a door

Time to Correct Violations

- ◆ Time frame given to correct violations (examples)
 - ◆ Immediate – Dumping in Right of Way, Snow Removal (must be cleared 12 hours after snow has stopped), Illegal Recreational Fires
 - ◆ 3 – 5 Days – Garbage issues, Tall Grass & Weeds
 - ◆ 5 – 10 Days – Yard Maintenance, Parking in the Yard, Trailer Parking
 - ◆ 10 – 15 Days – Property Maintenance Items (exterior home)
 - ◆ 15 – 30 Day – Tree Removal
 - ◆ All are based on severity
 - ◆ A request to have more time can be granted upon request when warranted

Summary Abatement Order

- ◆ How does the abatement process work?
 - ◆ A Summary Abatement Order can be used in extreme situations when no progress has been made, and the city has the resources to handle the abatement. Examples – Vacant property, garbage and debris to be picked up, and/or needs to be mowed. Snow removal on neglected sidewalks
 - ◆ The Code Compliance officer works directly with the Public Works Department to achieve completion
 - ◆ If the City corrects the nuisance, the charges will include the cost of correction, inspection, travel time, equipment, etc. The rate will be approximately \$240.00 per hour plus expenses for abatement
 - ◆ 1 Abatement completed in 2024 – Property Cleanup

Legal Options

- ◆ What do we do when progress has not been achieved?
 - ◆ Multiple inspections may need to be conducted; if any progress has been made, staff continue to enforce corrections
- ◆ When is legal intervention needed?
 - ◆ When no progress has been made
 - ◆ Refusing to make corrections

Legal Options cont.

- ◆ Legal options when progress has not been achieved
 - ◆ Citation through the police department. Need a Sergeant to write the citation, which will go through city attorney Erickson, Bell, Beckman, & Quinn P.A. Timeframe in the court system can be 2 – 6 months, and the violation will still be active. The judge will determine the outcome – removal of violation, fine, probation, timeline, etc.
 - ◆ Summary Judgment Order through Campbell Knutson P.A. (City of NSP vs Property owner). Timeframe in the court system can be 2 – 6 months or longer
 - ◆ Both take several months or longer to get into court and does not necessarily mean 100% compliance in the end, and both will have additional costs associated with them

Legal Options cont.

- ◆ Extreme Case

- ◆ In the spring of 2023, Code Compliance, with the authority from a judge through the Summary Judgment order, allowed the city to go onto a property to clean it up. With the help of Public Works staff, we filled multiple dumpsters over 2 days. All costs were assessed to the property for reimbursement. This process took approximately 18 months with delays in the court system due to COVID

Questions

- ◆ Do you have any question?



THANK YOU!!