

City of North Saint Paul
April 15, 2025
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 Nordby
Council Member Woods
Council Member McKenzie
Council Member Schweer absent
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, City Engineer Morgan Dawley, 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 Woods, seconded by Council Member McKenzie, with all present voting aye (4-0), motion carried to approve the agenda as submitted.

V. PRESENTATIONS

A. Arbor Day Proclamation

City Manager Brian Frandle read the proclamation declaring April 25, 2025, as Arbor Day in the City of North St. Paul.

B. National Animal Therapy Day Proclamation

Mr. Frandle read the proclamation declaring April 30, 2025, as National Animal Therapy Day in the City of North St. Paul.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Nordby, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to approve the consent agenda, Resolution No. 2024-037 consisting of:

A. April 1, 2025 workshop and regular meeting minutes

- B. General Claims \$1,188,893.63
- C. HRA Claims \$37,464.65
- D. Proposed Ordinance Amending Chapter 117 of the North St Paul City Code – Consumption and Display Permit– **Ordinance No. 839**
- E. Park and Open Space Master Plan Final Approval **Resolution No. 2025-038**
- F. AFSCME Non-Essential Union Supplemental Agreement
- G. Charitable Gambling Permit – North Metro Flex Academy Annual Carnival May 9, 2025 **Resolution No. 2025-039**
- H. Building Permit Report – March 2025
- I. Resolution Accepting Donations – March 2025 **Resolution No. 2025-040**

VII. MEETING OPEN TO PUBLIC

Jeff Schmidt requested consideration of the special event permit ordinance for non-profit organizations.

Kari Erpenbach expressed her concern with changes to the special event permit ordinance and suggested maintaining the umbrella license fee.

VIII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Approve Ordinance Amending Chapter 12 of the North St. Paul City Code (Special Event Permits)

City Attorney Jack Brooksbank presented this item and discussed the requirement of one annual event permit and a food vendor permit, if applicable. He noted that this ordinance will also clear up some language and grammatical errors.

The City Council held a robust conversation regarding the types of permits and licenses required by different agencies. Mr. Brooksbank reviewed a previously passed ordinance that has already been approved by the City Council.

Council Member McKenzie requested clarification on the use of one inspection for multiple food trucks owned by one company. Mr. Brooksbank stated this would require another amendment to the current City code, but did note that regardless of the number of trucks, it must be inspected by the City of North St. Paul, if used in the City.

Council Member Woods reiterated the reason for the licenses and fees.

Mr. Brooksbank stated that annual licenses expire on April 30th of each year and clarified that the ordinance tonight removes the vendor license requirement from the ordinance and cleans up the language and grammar.

Council Member Nordby suggested maintaining the current cost of the inspection.

Kari Erpenbach provided more information regarding her request to keep the umbrella fee.

Council Member Nordby suggested a future discussion regarding a possible amendment and how it would financially affect local charities.

On motion by Council Member Woods, seconded by Council Member Nordby, with Mayor Monge and Council Members Nordby and Woods voting aye and Council Member McKenzie voting nay (3-1), motion carried to adopt Ordinance No.840, Amending Chapter 122 of the North St. Paul City Code; Special Event Permits.

B. Award the Sale of \$6,530,000 General Obligation Street Reconstruction and Utility Bonds, Series 2025A

Mikayla Huot with Baker Tilly presented the bid results and recommended award of the bond sale to Northland Securities based on their low bid of 4.021%. She stated the proceeds will be used to finance various street reconstruction and utility projects within the City. She explained the bond buyer index and showed the bond sale bid results. She also noted the rating upgrade from AA to AA+ and financial accomplishments.

On motion by Council Member McKenzie, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to adopt Resolution No. 2024-041 Providing for the Issuance and Sale of \$6,530,000 General Obligation Street Reconstruction and Utility Bonds, Series 2025A, Pledging for the Security Thereof Net Revenues and Levying a Tax for the Payment Thereof, as recommended by Baker Tilly.

C. 2025 Street and Utility Improvement Project (City Project No. 25-01)

City Engineer Morgan Dawley presented and described the details of the street and utility improvements. This also includes improvements to Casey Lake Park and stormwater basins.

Mr. Dawley stated the bids came in at a good market price and noted a 5% contingency was added to allow for extra costs. He reminded everyone about the open house at the Casey Lake Park building tomorrow from 6:00 p.m. to 7:00 p.m.

Mr. Dawley stated work could start in late May or early June, with substantial completion by October. There will be some small landscaping projects and the last layer of asphalt will be completed in 2026.

Council Member Nordby inquired about contract protection. Mr. Dawley stated the City can take special circumstances into account if the project is not within the expectations of the contract.

On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-xxx, Accepting Bids and Awarding a Construction Contract with RL Larson Construction for the Grand Total Bid in the Amount of \$5,137,768.48 for the 2025 Street and Utility Improvement Project (City Project No. 25-01).

On motion by Council Member Nordby, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-042, Approving a Construction Services Proposal for the 2025 Street and Utility Improvement Project by WSB in the Amount of \$625,936.00.

IX. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle stated the Electric Department has put up all the lights at Casey Lake and along the trail, and the new city website will launch on April 29, 2025. The Finance Department has been busy with the bond rating, and the Police Department is still one patrol officer and one community service officer short of a full staff. The Public Works Department continues street sweeping, ball field prep work, sewer line clean-up, and lead inspections. The Fire Department has two new part-time firefighters on staff and will have a live burn training tomorrow.

X. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Nordby noted the Planning Commission met on April 3rd and recommended approval of the Park Master Plan and discussed the Downtown Design Manual.

Council Member Woods stated that the Arts and Culture Commission met and discussed the Autumn Arts Festival.

Council Member McKenzie noted the EDA met last week and is looking at fascia and soffit on City buildings.

XI. GENERAL BUSINESS

Council Member Nordby reminded everyone that they can start putting yard waste out.

Mayor Monge expressed how well the student built house looks and commented how the location is a great spot for it.

XII. ADJOURNMENT

There being no further business, on motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (4-0), Mayor Monge adjourned the meeting at 7:34 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk