

City of North Saint Paul
July 1, 2025
Approved Regular City Council Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 6:31 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, Public Works Director Ron Ritchie, Public Works Superintendent Randy Miller, Fire Chief Jason Mallinger 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. 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. 2025-063 consisting of:

- A. June 17, 2025, workshop and regular City Council meeting minutes
- B. General Claims \$912,732.97
- C. HRA Claims \$10,725.66
- D. ISD 622 School Resource Officer (SRO) 2025-2027 Contract

VI. MEETING OPEN TO PUBLIC

Rachel Lucas suggested a website summary of the City Council's and Commission's meetings, City projects, current work, and future projects.

VII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Approve Additional 2025 Parks and Recreation Capital Improvement Projects

Finance Director Dan Winek presented this item and noted the Parks and Recreation Commission inquired about requesting projects for 2025. A small committee reviewed each request and made recommendations. The City agreed upon the removal of older shelters and an open-air shelter at Casey Lake. Another recommendation was the installation of updated playground equipment at Polar Park and updated seating for the Urban Ecology Center. It was also recommended to eliminate fields 3 and 4 at McKnight fields, with a potential replacement of soccer fields in 2026.

Council Member Nordby inquired if the updates to the playground and parks would be ADA compliant. City Attorney Jack Brooksbank noted the current proposal for playground equipment does not raise any ADA-compliant concerns.

Council Member McKenzie inquired if the replacement of soccer fields in 2026 would require new or updated trails to allow for ADA accessibility. He also inquired about potential rental usage for the future soccer fields. Mr. Dawley noted that the Public Works Department is looking into potential connections to trails that would be ADA compliant, and Mr. Dawley stated renting or using those soccer fields for tournaments is always an option that can be explored at a later date.

City staff and Council discussed the gaga ball pit idea and noted a temporary gaga ball pit will be installed at Northwood Park in order to research the likelihood of use before purchasing and installing permanent gaga ball pits at the parks.

On motion by Council Member McKenzie, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-064, Approving Additional 2025 Parks and Recreation Capital Improvement Projects.

B. Approving Agreement with Paycom for Human Resource, Payroll System, and Payroll Services

Mr. Winek presented this item, discussed the process, which included five proposals, and noted the demonstrations from two of the companies. It was a unanimous recommendation to go with Paycom. Mr. Winek stated the 4-year contract with a one-time implementation fee of \$3,000 and an annual cost of \$32,000.

Assistant to the City Manager/ Human Resource Manager Jennie Kloos expressed her excitement about this new program and noted implementation could begin as early as October.

Council Member Nordby inquired about public versus private sector rules regarding operations and security. Mr. Winek stated all of those questions were included in the RFP, and each company had to answer all of them and reiterate those answers in their demonstrations to City staff. Mr. Winek added that all upgrades and security components are completed online by the company.

On motion by Council Member Nordby, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-065, Approving Agreement with Paycom for Human Resource, Payroll System, and Payroll Services.

C. Ramsey County Hazard Mitigation Plan

Fire Chief Jason Mallinger presented this item and identified goals to eliminate long-term risk from hazards. He commented on the importance of prioritizing a wide variety of hazards and how to handle them at a local level. He also discussed that having a plan like this in place allows the City to receive future reimbursement if needed.

On motion by Council Member McKenzie, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-066, Adopting the Ramsey County All-Hazard Mitigation Plan.

D. Ramsey Washington Metro Watershed Memorandum of Understanding – Flood Risk Reduction Project at PCU Pond and 13th Avenue

City Engineer Morgan Dawley presented this item and clarified that the memorandum of understanding is between the City of North St. Paul and the Ramsey-Washington Metro Watershed District for flood improvements this summer. The Watershed District has identified the high-risk flood areas. Mr. Dawley stated the budget impact is minimal, staff recommended approval, and noted the great partnership between the City of North St. Paul and the Watershed District.

Council Member McKenzie inquired about the impact on residential lot lines. Mr. Dawley stated he does not anticipate any issues.

On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (4-0), motion carried authorizing the execution of a Memorandum of Understanding between the City of North St. Paul and the Ramsey Washington Metro Watershed District for the 2025 Flood Risk Reduction Project at PCU Pond and 13th Avenue.

E. 2025 Pavement Maintenance Overlay – Receive Bids and Award Contract

Hannah Delker with WSB, presented this item, provided background information, and locations of pavement maintenance throughout the City. The 2025 pavement maintenance overlay includes reclamation and mill and overlays. The low bid came in from Bituminous Roadways Inc., and staff recommended accepting the resolution that includes alternate 2.

Council Member Nordby inquired about who controls the thickness of the overlay. Ms. Delker noted that the inspector and contractor will have specified depth requirements and can be monitored by an inspection.

On motion by Council Member Nordby, seconded by Council Member McKenzie, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-067, accepting bids and award by resolution a construction contract for the base bid and alternate 2 bid in the amount of \$403,520.85 for the 2025 maintenance overlay to Bituminous Roadways, Inc.

F. 2026 Pavement Preservation Project (City Project 26-01) – Authorize Professional Services Proposal

Mr. Dawley presented this item and noted that next year's projects and areas within this project were reviewed by the Public Works Department, which provided pavement ratings and knowledge of identified areas of concern. He noted that, if approved, he will get back to the City Council in September with specified locations to bid it out in January or February and then be ready to go for the 2026 construction season.

Council Member Nordby inquired about the Adopt-a-Drain Program. Mr. Dawley stated he has not been a part of that Program and is not currently planning any augmentation to drains.

On motion by Council Member Woods, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried authorizing a proposal for professional services for data collection and preliminary engineering for the 2026 Pavement Preservation Project, City Project 26-01, by WSB in the amount of \$54,947.50.

VIII. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle stated that City staff is starting the process for a new solid waste contract and will be looking for input from City Council and the public at a later date. He added that the Electric Department has been busy with the recent power outages from the storms. The Communications Department continues to be busy with the outdoor events, and the Community Development Department has been busy with the townhomes project, development meetings, zoning updates regarding home occupations, and ball field fencing ordinances. He also added that McKnight Field parking continues to be an issue. The Fire Department is working on coverage for the 4th of July and has already reached 1,000 calls for service for 2025. They are also hoping to have the new firetruck by the end of the month. The Police Department will be fully staffed as of July 7th and also continues to work on coverage for the 4th of July holiday.

IX. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Nordby noted the Planning Commission's meeting has been rescheduled to Wednesday, July 9, 2025.

Council Member Woods stated the Arts and Culture Commission will meet tomorrow at 6:30 p.m.

X. GENERAL BUSINESS

Council Member Nordby commented on the new motorcycle laws now in effect.

Council Member McKenzie inquired about a trailer camera in the parks during the 4th of July.

Mayor Monge stated there was a great turnout at the Car Show.

XI. ADJOURNMENT

There being no further business, on motion by Council Member McKenzie, seconded by Council Member Woods, with all present voting aye (4-0), Mayor Monge adjourned the meeting at 7:57 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk