

City of North Saint Paul
October 21, 2025
Approved Regular City Council Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 6:35 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
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance Director Daniel Winek, and Community Development Director Ken Roberts.

IV. ADOPT AGENDA

On motion by Council Member Schweer, seconded by Council Member Woods, 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 Nordby, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2025-095 consisting of:

- A. October 7, 2025 workshop, regular city council, and HRA meeting minutes
- B. General Claims \$1,833,263.77
- C. HRA Claims \$15,468.67
- D. Resolution Accepting Donations – September 2025 **Resolution No. 2025-096**
- E. Application for a Temporary On-Sale Liquor License for Exempt Permit for the North Star Museum of Boy Scouting and Girl Scouting Saturday, October 25, 2025 **Resolution No. 2025-097**
- F. Resolution Approving the 2026 SCORE Grant Application **Resolution No. 2025-098**
- G. Cancellation of November 4, 2025, City Council Workshop and Regular Meeting
- H. Special Event Permit – Veterans Day Celebration **Resolution No. 2025-099**

VI. PUBLIC HEARINGS

- A. Special Assessment Hearing for Unpaid Bills and Authorizing the City of North St. Paul to Certify to the County Auditor's Office all Unpaid Fees

Mayor Monge opened the public hearing at 6:39 p.m.

Mr. Winek discussed the delinquent, unpaid, and outstanding bills. He stated that all individuals have received notice and have until November 21, 2025, to pay their balance. If unpaid after November 21st, Mr. Winek and City Manager Brian Frandle will authorize the delinquent bills and certify them to Ramsey County.

Mayor Monge closed the public hearing at 6:41 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. 2025-100, Approving Assessment to Properties for Unpaid Water, Waste Water, Environmental Utility and Recycling for Maplewood Properties.

On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-101, Approving Assessment to Properties for Unpaid Water, Waste Water, Environmental Utility, Street Lights, Solid Waste and Recycling for North St. Paul Properties Billed by City of Oakdale.

On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-102, Approving Assessment to Properties for Unpaid Water, Waste Water, Environmental Utility, Street Lights, Solid Waste and Recycling for North St. Paul Properties.

VII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Park Rental Fee and Policy Updates for 2026

Community Development Director Ken Roberts presented this plan and noted the collaboration with the Park and Recreation Commission. He noted the number of rentals, the rental rate, and the issues, if any, regarding each rental. He also provided information and cost estimates on the two sheltered buildings.

City Council discussed at length the park rental fees and alcohol policy when renting either of the two sheltered buildings. Mr. Roberts stated that the proposed language identifies an alcohol fee if serving alcohol at one of the two buildings. Clear language and communication regarding closing time and requirements. Mr. Frandle stated there have not been any issues or concerns with the 10:00 p.m. closing time. Mr. Roberts noted these policies will affect any park reservation made for 2026. Mr. Roberts and Mr. Frandle provided details on how the alcohol fee would be assessed and the withholding or returning of the deposit. Mr. Roberts and the City Council agreed on additional language clarifying the amount of time a resident will have to wait to receive a deposit refund.

It was recommended to revisit this policy again in 2026 for any potential changes if needed.

On motion by Council Member Schweer, seconded by Council Member McKenzie, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-103, Amending the Park Rental Policy and Park Rental Fees.

On motion by Council Member Schweer, seconded by Council Member Woods, with all present voting aye (5-0), motion carried to adopt the Revised Park Rental Policy.

VIII. REPORTS OF CITY MANAGER AND DEPARTMENTS

City Manager Brian Frandle noted the turnout at the Historical Society question-and-answer forum. He noted the Electric Department has more energy kits out and will be giving out Christmas lights again this year. Community Development continues to work on the fee schedule. Assistant to the City Manager Jennie Kloos has been busy with open enrollment and Paycom. The Police Department will put out information regarding winter parking. The Public Works Department continues to get ready for winter and hydrant flushing with the Fire Department.

IX. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Nordby noted the Planning Commission will meet on November 6, 2025.

Council Member Woods stated the Arts and Culture Commission has not met yet.

Council Member McKenzie noted the EDA will meet in December.

Council Member Schweer stated the Park and Recreation Commission will meet tomorrow night.

X. GENERAL BUSINESS

Council Member Nordby noted the North St. Paul Christmas tree project will continue this year.

Council Member McKenzie noted the November 2nd police foundation pancake breakfast at the Legion from 830 a.m. to 1:00 p.m.

Council Member Schweer noted the absence of a City Council meeting on November 4th and encouraged everyone to vote and encouraged everyone to familiarize themselves with the school district technology levy.

Mayor Monge noted the next City Council meeting will be on November 18, 2025.

XI. ADJOURNMENT

There being no further business, on motion by Council Member Schweer, seconded by Council Member Woods, with all present voting aye (5-0), Mayor Monge adjourned the meeting at 7:24 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager