

**City of North Saint Paul  
September 16, 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, Finance Director Daniel Winek, Community Development Director Ken Roberts, 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. Proclamation: POW/MIA Recognition Day**

City Manager Brian Frandle read the proclamation and declared Friday, September 19, 2025, as POW/MIA Recognition Day in the City of North St. Paul.

**VI. APPROVAL OF CONSENT AGENDA**

***On motion by Council Member McKenzie, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to approve the consent agenda, Resolution No. 2025-084 consisting of:***

- A. September 2, 2025 workshop and regular city council meeting minutes
- B. General Claims \$1,501,331.41
- C. HRA Claims \$778.72
- D. Fire Relief Booya Use of Payment System Agreement
- E. Building Permit Report – August 2025
- F. Resolution Accepting Donations – August 2025 ***Resolution No. 2025-085***

- G. Application for a Charitable Gambling Permit to Conduct Excluded Bingo by the Knights of Columbus Council 4967, November 22, 2025. **Resolution No. 2025-086**
- H. Public Works – Disposition of Surplus Property, 1995 Ford Super Duty **Resolution No. 2025-087**
- I. Electric Department – Purchase of Energy Kits
- J. Set Public Hearing Date for Special Assessments for Unpaid City Bills on October 21, 2025, **Resolution No. 2025-088**

## **VII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS**

### **A. Preliminary 2026 City, HRA, and EDA Budgets & Property Tax Levies**

Finance Director Dan Winek presented this item and provided a brief overview of past budget decisions and discussions. He described the makeup of the City levy, including the general fund, street maintenance, parks, asset preservation, and debt increase due to bond issuance. He noted the main driver for the budget has been and will continue to be streets, parks, and asset preservation. He stated the reasons for the 8.6 % maximum levy are due to additional monies allocated to parks and asset preservation, and the reduced transfer amount from the Electric Fund. Mr. Winek also noted the additional money to help with the levy from fiscal disparities.

Mr. Winek reiterated that the levy amount can be reduced but not raised.

***On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-089, Adopting the Preliminary 2026 General Fund Budget & Setting the Preliminary 2026 General Fund Tax Levy & Debt Service Levy.***

***On motion by Council Member Woods, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-090, Adopting the Preliminary 2026 Tax Levy for the North St. Paul Housing & Redevelopment Authority.***

***On motion by Council Member McKenzie, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-091, Adopting the Preliminary 2025 Tax Levy for the North St. Paul Economic Development Authority.***

### **B. Cowern Elementary School – Conditional Use Permit Amendment and Site Plan Approval**

Community Development Director Ken Roberts presented this item. He stated the project will involve a 2-story addition on the back of the building, a small addition on the front, security improvements, and increased parking, including bus parking. He added Planning Commission held the public hearing, and the City Engineer recommended approval.

Mr. Roberts provided maps and diagrams of parking lots, entrances, additions, etc. He stated that the conditional use permit and the site plan require findings to approve, and both the CUP and the site plan have met all of the standards.

One recommendation noted would be to combine all four school parcels into one. City Manager Brian Frandle inquired about the easement to the pond. Mr. Roberts stated the site plan allows access for maintenance vehicles to get back there if needed.

Mr. Roberts provided additional details about the parking lot, driveway entrance to the school, new bus parking, landscaping, screening, fencing to include a swing gate, and drainage additions. He added a timeline of construction with an anticipated end date of 2028.

Council Member McKenzie inquired about the left turn blocking the view from the parked cars on the street. Project Engineer Greg Buchal stated that a traffic study has not been completed, and may provide clarity regarding the left turn lane when completed.

Mr. Roberts stated the resolution contains approval of plans and clear language on what is expected from the developer.

***On motion by Council Member Nordby, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-092, Approving a Conditional Use Permit Amendment for Additions and Site Improvements for Cowern Elementary School Located at 2181 Margaret Street North.***

***On motion by Council Member Nordby, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to adopt Resolution No. 2025-093, Approving the Site Plans for the Expansion and Remodeling of Cowern Elementary School at 2181 Margaret Street North.***

#### C. Subdivision Ordinance Update

Mr. Roberts presented this item and stated that language from the ordinance was reviewed by the city attorney and was found to be confusing. He stated the updates clarify, strengthen, and bring it to current standards. The Planning Commission had two different meetings on this topic and recommended approval.

Mr. Roberts and Mr. Brooksbank described all of the updates within the ordinance, including definitions, updated references, and allowed ordinance approvals from staff.

***On motion by Council Member McKenzie, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to adopt Ordinance No. 847, Amending the North St. Paul City Code as it Relates to Subdivisions.***

#### D. Zoning Ordinance Text Amendments

Mr. Roberts presented this item and noted that most of the text amendments relate to permitted encroachments. He added that there is new language in the zoning ordinance that clarifies the types of improvements on a property that the city will not consider to be an encroachment. Mr. Roberts noted that the Planning Commission held the public hearing and recommended approval.

Mr. Roberts also discussed the new definition of pergola and language changes regarding ramps and other ADA-compliant devices that may encroach on setbacks. He discussed other examples,

such as ramps, egress window wells, patios, outdoor fireplaces, grills and BBQs, air conditioner equipment, and standby and permanent generators, as they relate to the zoning ordinance.

Council Member Woods inquired about deck encroachments. Mr. Brooksbank suggested adding language to the zoning ordinance specifically stating the allowed six-foot encroachment into a setback for further clarification.

There was discussion surrounding non-conforming setbacks and additions to properties not to exceed 50% of the original principal structure footprint.

Council Member Nordby inquired about a non-conforming lot that is not square. Mr. Roberts stated it would depend on the lot and may require a variance.

***On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (4-0), motion carried to adopt Ordinance No. 848, Amending the North Saint Paul City Code Regarding the Standards for Permitted Encroachments into Required Setbacks and Additions to Nonconforming Structures.***

## **VIII. REPORTS OF CITY MANAGER AND DEPARTMENTS**

Mr. Frandle stated the cold weather rule will begin on October 1, 2025. The Electric Department continues to change the cross arms on Highway 120, and Community Development continues to review ordinances and look at the downtown design manual. The Communications Department stated the Autumn Arts Festival had over 650 attendees and noted the parade to benefit the Food Shelf is this Thursday. The Police Department is looking at a second vendor for bodycam systems, and the Fire Department continues with building inspections and will have a live burn training with the new fire truck. The Public Works Department continues to work on road projects.

## **IX. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES**

Council Member Nordby noted the Planning Commission will meet next Thursday, October 2, 2025.

Council Member Woods stated the Autumn Arts Festival was last weekend and was well attended, and noted two more craft project dates for October and November.

Council Member McKenzie noted the EDA met last week and sought out businesses that would still like facade work to be done, but have previously been turned down.

## **X. GENERAL BUSINESS**

Council Member Nordby thanked everyone for the wonderful Autumn Arts Festival.

Council Member McKenzie noted his attendance at the student-built open house.

Mr. Frandle noted the student-built house program will now be managed by St. Paul College.

## 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 7:46 p.m.*

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk