City of North Saint Paul
December 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 Mayor Monge
Staff:	City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance Director Daniel Winek, Community Development Director Ken Roberts, Public Works Director Ron Ritchie, Communications Coordinator Ava Griemert, Fire Chief Jason Mallinger, City Engineer Morgan Dawley and City Attorney Jack Brooksbank.

IV. ADOPT AGENDA

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the agenda as submitted.

V. PRESENTATIONS

A. Holiday Lights Award

Communications Coordinator Ava Griemert presented the top three holiday lights contest winners in each category. The City Council voted and awarded the winners. Winners will be notified tomorrow.

VI. APPROVAL OF CONSENT AGENDA

On motion by Council Member Schweer, seconded by Council Member McKenzie, with all present voting aye (5-0), motion carried to approve the consent agenda, Resolution No. 2025-118 consisting of:

A. December 2, 2025 City Council Workshop and Regular Meeting minutes
B. General Claims $1,782,620.06
C. HRA Claims $1.086.23
D. Annual Review of Attendance of Boards and Commission Members (informational)

E. Resolution Accepting Donations – November 2025 ***Resolution No. 2025-119***
F. Building Permits – November 2025
G. Resolution Approving the Reinstatement of Patrick Blees to the Planning Commission ***Resolution No. 2025-120***
H. Arts and Culture Commission Appointment ***Resolution No. 2025-121***
I. Resolution Approving the 2026 Fee Schedule ***Resolution No. 2025-122***
J. Approve the 2026 City Council Meeting Calendar ***Resolution No. 2025-123***
K. Annual Resolution Appointing Acting Mayor – 2026 ***Resolution No. 2025-124***
L. 2026 Annual Polling Place Designations ***Resolution No. 2025-125***
M. Special Event Permit – History Cruzer Car Show ***Resolution No. 2025-126***
N. Approve Surplus Equipment – Fire Department ***Resolution No. 2025-127***
O. Approve Abatement of Dead Ash Trees
P. Ramsey-Washington Metro Watershed District Memorandum of Understanding for Removal of Sediment in North St. Paul Ponds 7 and 4
Q. Approve Software and Service Extension Agreement between the City of North St. Paul and Sensus

VII. MEETING OPEN TO PUBLIC

John Schmahl suggested that all water in North St. Paul contain chlorine.

VIII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. <u>Adopt the 2026 Final Levy and Budgets</u>

Finance Director Dan Winek presented this item and noted the budget process over the previous months. He stated all budgets and resolutions are in line with what was discussed at the previous City Council workshop on December 2, 2025.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-128, Adopting the Final 2026 General Fund, Park Fund, Street Maintenance, Asset Preservation Budgets & Setting the Final 2026 General Purpose & Debt Service Levies.

On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-129, Adopting the Final 2026 Tax Levy for the North St. Paul Housing & Redevelopment Authority.

On motion by Council Member Schweer, seconded by Council Member Woods, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-130, Adopting the Final 2026 Tax Levy for the North St. Paul Economic Development Authority.

B. <u>Adopt the 2026 City Non-Levy Budgets</u>

Finance Director Dan Winek presented this item

On motion by Council Member McKenzie, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-131, Approving the 2026 Non-Levy Budgets.

C. Adopt the 2026-2035 Capital Improvement Plan

Finance Director Dan Winek presented this item and noted the items slated for 2026 have funding.

On motion by Council Member McKenzie, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-132, Adopting the 2026 to 2035 Capital Improvement Plan.

D. Adding Application Definition to City Code

Community Development Director Ken Roberts presented this item and explained the need for clarification on the definition of application within the City Code. He recommended the use of electronic submission for any future application processes and noted the City will make reasonable accommodations upon request for those who may need assistance with electronic submissions. Mr. Roberts stated that the electronic submission requires a fee.

On motion by Council Member Schweer, seconded by Council Member McKenzie, with all present voting aye (5-0), motion carried to adopt Ordinance No.851, Adding the definition of application to the City Code.

E. Second Amendment to the Agreement with Rum River Consultants

Mr. Roberts presented this item and noted the proposed fee changes from Rum River. He stated the fee change will be entered into the fee schedule. He also added contractual language regarding a five-year term to the agreement. He stated that Rum River has reviewed and accepted the changes.

On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (5-0), motion carried to recommend the approval of the second amendment to the agreement with Rum River Consultants.

F. Solid Waste and Recycling Collection Services RFP

City Manager Brian Frandle presented this item and noted the draft assistance from Foth for the RFP. Mr. Frandle explained the contractual services the RFP would require, with additional language regarding optional fee-based yard waste pick-up. Once awarded, the contract would run September 1, 2026, through August 31, 2031, and would include three one-year extensions. He provided a timeline of events if approved. Mr. Roberts stated he has a team within the City to review and score the applications.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the RFP and authorize its release.

G. Authorizing the Purchase of an E-One Metro 100’ Quint Ladder Truck

Fire Chief Jason Mallinger presented this item with support from Assistant Fire Chiefs Jordan Wardell and Ethan John and provided additional information on the history of the current ladder truck, the cost of continual repairs and maintenance, and the need for the new truck with the new 3-4 story housing complexes and the narrower roads in North St. Paul.

Mr. Mallinger stated that a committee discussed the research, fiscal responsibility, future planning, and resident and firefighter safety. He acknowledged the potential changes to policies and procedures due to the lack of a platform on the new ladder truck.

Council Member Nordby inquired how many floors the new ladder truck could safely fight a fire, and if a permit denial would be acceptable if a building is too high to safely fight a fire. Mr. Mallinger stated the new truck’s ladder is 100 feet tall, which is typical for ladder trucks. City Attorney Jack Brooksbank stated that a permit requires a maximum height allowance and could deny the change if it would not meet fire safety regulations or change the city code.

Mr. Mallinger discussed the ISO rating as it relates to the ladder truck and mentioned that North St. Paul is currently at a 3 (out of 1-10 with 1 being the best). Poor ISO ratings could increase resident and business owner’s insurance premiums. He stated the ladder truck is not required in a Fire Department but comes highly recommended.

Council McKenzie inquired about maintenance shop locations. Mr. Mallinger stated there is a service company in Ham Lake.

Finance Director Dan Winek provided payment options for the City Council to decide on. Mr. Winek stated that there is no required deposit, but if a deposit is applied, the City would gain about a percent of interest to be used to pay down the ladder truck upon completion. Mr. Winek stated there is funding in the equipment fund if a deposit is warranted.

Council Member Schweer inquired about the cost of additional apparatuses for the ladder truck. Mr. Mallinger stated that additional funding will be placed in the Capital Improvement Plan for those apparatuses.

On motion by Council Member Woods, seconded by Council Member Schweer, with all present voting aye (5-0), motion carried to adopt Resolution No. 2025-133, Authorizing the Purchase of an E-One Metro 100’ Quint Ladder Truck.

IX. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle stated that the Electric Department had the new apprentice start, wrapped up the inventory count, and is looking ahead to substation upgrades in 2026. The Community Development Department continues to update the ordinances and work on the year-end review. The Communications Department continues to work on the resident guide and the final newsletter of the year. The Finance Department is preparing for the auditors, and the Police Department attended active shooter training. The Public Works Department continues to work on prepping the skating rinks and ash tree removal grants. The Fire Department continues to work on its insurance rating.

X. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Nordby noted the Planning Commission voted to approve Patrick Blees as the chair and will meet on January 8, 2026.

Council Member Woods stated that the Arts and Culture Commission has a new member.

Council Member McKenzie noted that the EDA discussed the budget at the December meeting and will meet again in March of 2026.

Council Member Schweer stated the Park and Recreation Commission will meet on January 28, 2026.

XI. GENERAL BUSINESS

Council Member Nordby thanked everyone who supported the Christmas Tree Project.

Council Member Woods noted his attendance at the Holly Jolly night at Casey Lake.

Council Member McKenzie stated that coffee with the council will be in January.

Council Member Schweer noted the great attendance at the Holiday Hop.

The City Council wished everyone a happy, healthy, and safe holiday season.

XII. ADJOURNMENT

There being no further business, on motion by Council Member Schweer, seconded by Council Member McKenzie, with all present voting aye (5-0), Mayor Monge adjourned the meeting at 7:45 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk