

City of North Saint Paul
March 3, 2026
Approved City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 5:25 p.m.

II. 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 Dan Winek, Public Works Director Ron Ritchie, and Community Development Director Ken Roberts

III. 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.

IV. TOPICS

A. Review Estimated 2025 Budgets – General Fund and Enterprise Funds

Finance Director Dan Winek presented this item and recognized the great work during the 2025 financial year. He stated the 2025 budget performed better than previous budgets. The General Fund budget started with a balanced budget, and he discussed the savings from each budget as a way to lessen the levy impact and property tax on residents.

Mr. Winek discussed the recommended transfers to help offset the cost of the Capital Improvement Plan. He reviewed the savings, expenditures, and revenues for each of the city's funds, including the six enterprise funds. He provided anticipatory rate increases but noted the rates will be lower due to the savings.

Mr. Winek explained that the consent agenda item will be an adjustment to the 2025 budget. He described the adjustment as a required transfer of funds from the Fire Relief Fund to the Fire Relief Association. He also added that the other adjustments were to increase the revenue and budget to the solid waste fund and the city mechanic fund.

Council Member Nordby inquired about the increase in water rates. Mr. Winek stated that the increase in water rates is due to the new water tower and added that the Capital Improvement Plan is the driving force behind all rate increases.

Public Works Director Ron Ritchie provided an update on the City's water situation. He stated they are continuing to chlorinate and that the water is safe. He stated that the plan moving forward is to continue with chlorination until the weather warms enough to flush the entire system. In order to flush the system, street sweeping needs to be completed first. The Minnesota Department of Health stated that once the system flushing begins, it takes about 2-3 weeks to complete.

B. Community Development Department 2025 Year in Review and 2026 Outlook

Community Development Director Ken Roberts presented this item and provided a department overview. He described the work on behalf of the Parks and Recreation Department, Planning and Zoning Department, which includes licenses and permits.

Mr. Roberts detailed the 2025 accomplishments and initiatives of the Community Development Department, most notably the mobile food vendor license, mechanical contractor licenses, fee schedule updates, and the high number of building permits. He recognized the collaboration and highlighted the work of each Commission. He noted the City's involvement with sustainability initiatives, including the Score Grant, and provided the previous year's statistics on the citywide clean-up project.

Mr. Roberts discussed the following 2026 projects. The projects are as follows:

- Casey Lake Park hockey rink grant process
- Continue with the solid waste/recycling/yard waste hauler RFP
- Continued improvements to better serve residents, contractors, and other city staff
- New land escrow agreement/process for development or building projects that are not complete when requesting a Certificate of Occupancy
- Create a pamphlet of the park system
- Continue with zoning ordinance revisions, updates, and amendments
- Continuing with the Comprehensive Plan update
- Plans for the McKnight Athletic Complex for potential improvements or redevelopment
- Implement a new trash to treasure event to take place before the citywide clean-up event
- Citywide clean-up date of May 9, 2026
- Coordinate a park clean-up day in May
- Achieve steps 4 and 5 in the Minnesota GreenStep Cities Program by reporting energy use-related metrics to the MPCA
- Updating, creating, and organizing documentation on city processes
- Inquire about long-range planning and improved project clarity regarding the Arts and Culture Commission

Council Member Schweer inquired about the trash to treasure date and if that could coincide with the city-wide garage sale. City Manager Brian Frandle stated yes it would be on the same weekend.

Council Member Nordby inquired about data comparison regarding the percentage of usage since the new fee schedule and park rental facility changes have gone into effect. Mr. Roberts stating he will get him that information.

Mr. Roberts expressed his great appreciation to the Community Development staff, which includes, Sara, Chris and Jordyn.

V. ADJOURNMENT

On motion by Council Member Schweer, seconded by Council Member McKenzie, with all present voting aye (5-0), meeting is adjourned at 6:20 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk