

City of North Saint Paul
March 17, 2026
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, Public Works Director Ron Ritchie, City Engineer Morgan Dawley, Community Development Director Ken Roberts, Police Sergeant Ben Badowich and City Attorney Jack Brooksbank

IV. ADOPT AGENDA

On motion by Council Member McKenzie, 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 McKenzie, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to approve the consent agenda, Resolution No. 2026-033 consisting of:

- A. March 3, 2026 workshop and regular meeting minutes
- B. General Claims \$1,223,685.27
- C. HRA Claims \$19,235.83
- D. Building Permits – February 2026
- E. Resolution Accepting Donations – February 2026 ***Resolution No. 2026-034***
- F. Electric Department – Purchase Pad Mount Transformers
- G. 2025 Police Employee Suspense Hour Overages

VI. MEETING OPEN TO PUBLIC

Mayor Monge noted the allotted time of three minutes per speaker.

John Schmahl suggested using a solar bench to charge phones and to communicate the ALPR (automatic license plate recognition) system to residents.

VII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Article Seven – HUD Closing Documents Approval

Community Development Director Ken Roberts presented this item. He stated the requirements are coming from U.S. Department of Housing and Urban Development (HUD). The draft amendment will require a completed project, certificate of completion, and confirmation by the City. He also stated the Minnesota Pollution Control Agency (MPCA) has to ensure any remaining contamination is handled appropriately. The new documents will also reassign Tax Increment Financing (TIF) payments to HUD versus the developer. Mr. Roberts also stated that all documents have been reviewed and approved, and City Attorney Jack Brooksbank recommended approval.

On motion by Council Member McKenzie, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to recommend City Council approval of each of the five documents.

B. Coin Press Purchase Authorization Resolution

Members of the Arts and Culture Commission, Tom Sonnek, Carey Nadeau, and Community Development Director Ken Roberts, presented this item. Mr. Sonnek expressed his gratitude for the work of the Arts and Culture Commission. He discussed the current commission's agenda and noted their projects, such as public art and community art events.

Ms. Nadeau discussed the coin press machine. She noted the use of copper blanks instead of pennies and the use of nickels and dimes. She provided coin picture options. Ms. Nadeau also stated the coin machine is on wheels and could be moved if necessary. She also added that city staff will not be able to assist with this machine.

Council Member Nordby inquired which fund the revenue would go to. Mr. Roberts stated he had not discussed that, and City Attorney Jack Brooksbank stated there is not a required fund to place the revenue.

Council Member Schweer suggested that the revenue from the coin press machine should be awarded back to the commission.

Council Member McKenzie suggested using the revenue to pay off any debts the coin machine may incur. Mr. Frandle noted putting the revenue back into the General Fund.

Council Member Schweer also suggested a different location and use at community events to increase its marketability.

On motion by Council Member Schweer, seconded by Council Member Woods, with all present voting aye (5-0), motion carried to adopt Resolution No. 2026-035, Approving the Purchase of a Coin Press to be placed in City Hall.

C. Special Event Ordinance Update

Mr. Roberts presented a proposed update to the special event ordinance. The changes are to create a special event registration separate from the current special event permit. He explained that the special event registration would be required for small events on private property, would not require city services, would only allow one mobile food vendor, and would not require city council approval. He also explained that the special event permit is defined as an event on public property that contains more than one food vendor, and would require city services and city council approval. The special event registration would not require a fee, but the permit would require an \$80 charge with a \$15 processing fee.

Mr. Roberts explained the new language changes would add definitions, site plans, application procedures, and timelines. He also added that an expedited application process would require an additional fee.

After questions from the Council, Mr. Roberts and Mr. Brooksbanks provided the following information;

- Public event locations would still require their own registration
- Special event permits are for the general public
- Special event registration would only require city staff approval
- Special event permits require city council approval
- Clarified that the special event registration is only required if the event contains a mobile food vendor
- Goal of the new special event registration is to help cut down on the number of approvals by the city council
- Defined city services

Mr. Roberts clarified that city staff will notify law enforcement and other city services if needed.

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to adopt Ordinance No. 854, Amending Chapter 122 of the North St. Paul City Code regarding Special Event Permits.

On motion by Council Member Schweer, seconded by Council Member Woods, with all present voting aye (5-0), motion carried to adopt Resolution No. 2026-036, Adopting an Amendment to the 2026 City of North St. Paul Fee Schedule.

D. 2026 Pavement Management Project (City Project No. 26-01) – Receive Bids and Award Contract, and Authorize Professional Construction Services

City Engineer Morgan Dawley presented this item and added that the project is primarily pavement replacement around various sections of city streets. He stated that the bids came in low and the project is within budget with the additional alternative. He noted there will be a neighborhood open house before construction begins.

On motion by Council Member Schweer, seconded by Council Member Woods, with all present voting aye (5-0), motion carried to adopt Resolution No. 2026-037, Accepting Bids and

Awarding a Construction Contract for the 2026 Pavement Management Project City Project No. 26-01.

Mr. Frandle recommended the construction services proposal for WSB.

On motion by Council Member Schweer, seconded by Council Member Woods, with all present voting aye (5-0), motion carried to approve a construction services proposal for the 2026 Pavement Management Project by WSB in the amount of \$263,300.50.

Mr. Frandle expressed his thanks to Mark Lynch for his contributions to the City of North St. Paul.

VIII. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle announced that city council candidates will be present in the council chambers on September 8, 2026. The Electric Department has been busy with system inspections and the construction of the second basin at Kwik Trip. The Communications Department participated in a grant writing workshop and is working on booking vendors for the Autumn Arts Festival. The Finance Department completed the work with auditors last week and held interviews for the finance coordinator position. The Police Department has one position open with 30 applications. The Public Works Department has the student-built house shelled in and is working on the interior. The Fire Department has a live burn and emergency vehicle training coming up, and continues to work on code compliance. The Community Development Department continues to work on the McKnight field agreement.

IX. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Nordby stated the next Planning Commission meeting will be on April 2, 2026.

Council Member Schweer will meet next Wednesday at 6:30 p.m.

Mayor Monge noted the paving between Sidewinders and the tattoo shop in early summer or late spring.

X. GENERAL BUSINESS

Mayor Monge noted his attendance in a plow truck during the last snowstorm and expressed his appreciation to the Public Works Department.

Council Member Nordby recommended that people celebrate St. Patrick's Day responsibly.

Council Member Schweer appreciated the plowing system of the City. Public Works Director Ron Ritchie explained the snowplow system. Mr. Frandle thanked the outgoing Public Works employee for his work.

XI. ADJOURNMENT

There being no further business, on motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), Mayor Monge adjourned the meeting at 7:43 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk