

City of North Saint Paul
June 16, 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 absent
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos,
Community Development Director Ken Roberts, and City Engineer Morgan
Dawley

IV. ADOPT AGENDA

On motion by Council Member McKenzie, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to approve the agenda as submitted.

V. APPROVAL OF CONSENT AGENDA

On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (4-0), motion carried to approve the consent agenda as amended, Resolution No. 2026-062 consisting of:

- A. June 2, 2026 workshop and regular meeting minutes
- B. General Claims \$1,522,226.76
- C. HRA Claims \$13,958.29
- D. EDA Claims \$55,776.81
- E. Tobacco Sale License Renewals for 2026-2027 **Resolution No. 2026-063**
- F. Liquor License Renewals for 2026-2027 **Resolution No. 2026-064**
- G. Resolution Accepting Donations – May 2026 **Resolution No. 2026-065**
- H. Building Permits – May 2026
- I. New Appointments to the Parks and Recreation Commission **Resolution No. 2026-066**
- J. Approval to Complete Curb and Sidewalk Improvements on 7th Ave.
- K. Relocation of Fiber Service from Community Center to Public Works Building
- L.

VI. MEETING OPEN TO PUBLIC

John Schmahl suggested talking to elderly residents before City Council meetings and the power adjustment reduction for June.

VII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Variance Request – 2130 Cowern Place E

Community Development Director Ken Roberts presented this item and stated the request is for an increase in the maximum size for an accessory dwelling unit (ADU). He provided the existing conditions from the survey and stated that City Code limits the square footage of the accessory dwelling unit to the measurements of the ground floor. He reviewed the variance criteria and stated that City Staff's opinion is that the request does not meet all of the criteria and recommended denial.

Council Member McKenzie inquired if the applicant could come back with smaller size proposal. Mr. Roberts stated yes.

On motion by Council Member Nordby, seconded by Council Member Woods, with all present voting aye (4-0), motion carried to approve Resolution No. 2026-068, Denying a Variance Application for the Property at 2130 Cowern Place East.

B. Zoning Ordinance Text Amendment – Accessory Dwelling Units

Mr. Roberts presented this item and provided background information on the current accessory dwelling unit ordinance. He stated that the Planning Commission and City Staff proposed language changes that would amend and clarify the zoning ordinance's definition of accessory dwelling units, amend the maximum size of an attached accessory dwelling unit to 40% of the floor area of the principal dwelling unit, and amend the maximum size of a detached accessory dwelling unit to 1000 square feet. The proposed amendment also includes additional language regarding required utility connections and clarification of ownership of an accessory dwelling unit.

On motion by Council Member Woods, seconded by Council Member McKenzie, with all present voting aye (4-0), motion carried to adopt Ordinance 857, Amending Portions of Chapter 154 of the North St. Paul City Code Regarding the Definition of an Accessory Dwelling Unit and Accessory Dwelling Unit Regulations.

C. McKnight Athletic Complex Preliminary Design Development Professional Services Proposal

Mr. Roberts presented this item and provided background information on the design. The final design, created by HGA, includes the demolition of two tennis courts, a t-ball field, and a parking lot, as well as the addition of a flex field, skatepark, playground, open green space, an event space, and new parking. The City has also identified the need for more storage that was not part of the original design. He stated there are no land restrictions on this property and noted additional storage could be accommodated. Mr. Roberts provided next steps would be to conduct a site evaluation and develop a preliminary design. He added that City Staff contacted WSB to

develop a proposed contract for preliminary design and professional services that includes: geotechnical exploration, asbestos and regulated material survey, wetland delineation, natural resources review, several stakeholder meetings, schematic design, and feedback from the Park and Recreation Commission.

Mayor Monge noted the poor soil. Mr. Roberts stated that the soil borings would be done in advance.

Council Member Nordby inquired about the bid process as it relates to this and future projects. City Engineer Morgan Dawley explained that hiring a consultant's requirements differ from municipal hiring law. Professional services do not require an RFP, and there is no statutory requirement to offer the contract to the lowest bidder. He stated this project is an extension of the contract with WSB for ongoing services.

On motion by Council Member Nordby, and seconded by Council Member Woods, with all present voting aye (5-0), motion carried to authorize the City Manager to execute a contract with WSB for preliminary design development professional services dated June 10, 2026, for the McKnight Athletic Complex, with a not-to-exceed amount of \$129,000.00.

D. 2026 Crack Sealing Project – Receive Bids and Award Contract

Tierney Hjelmberg, with WSB presented this item and noted the proposed areas were calculated with help from Public Works. She stated they received four quotes and noted that the lowest bid was from a new crack sealing company titled Seal Pros. She stated that she requested and received good references from past Cities who used this company.

Council Member McKenzie inquired about the color-coded map. Ms. Tierney explained that the color-coded streets are ranked in order of need.

On motion by Council Member McKenzie, and seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to recommend that the City Council accept bids and award by resolution a construction contract for the grand total quote amount of \$60,116.78 to SEALPROS for the 2026 Crack Sealing Project.

VIII. REPORTS OF CITY MANAGER AND DEPARTMENTS

City Manager Brian Frandle stated that the Electric Department will have a contractor install conduit at Tower Park, and pole change-outs will continue. The Communications Department celebrated the time capsule event this past weekend. The Human Resources Department did not have workplace injuries to report, and the personnel policy has been updated. The Finance Department had all 27 department budgets submitted with CIP requests, and the Police Department will conduct sergeant interviews this week, and there will be cameras placed at Casey and Silver Lake for the 4th of July holiday weekend. Mr. Frandle noted the Public Works Department continues with the student-built house, the pond out at Casey Lake, street sweeping, and paving. The Community Development Department selected an applicant for their internship position. Mr. Frandle also acknowledged City Attorney Brooksbank for his service to the City.

IX. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Nordby stated that the Planning Commission will meet on Thursday, July 2, 2026.

Council Member McKenzie stated that the EDA reported four applicants for the façade program.

Council Member Woods noted that the Arts and Culture Commission discussed the budget and reviewed the design of upcoming utility boxes at their last meeting.

X. GENERAL BUSINESS

Council Member McKenzie noted his attendance at the time capsule event.

Mayor Monge noted the attendance at the car shows.

XI. CLOSED SESSION

Pursuant to Minn. Stat. 13D.05 subd. 3(c) the North St. Paul City Council meeting shall be closed to consider an offer regarding the sale of the property located at 2300 North St. Paul Drive.

XII. ADJOURNMENT

Mayor Monge recessed the regular meeting at 7:13 p.m. to conduct the closed session.

Mayor Monge called the closed session to order at 7:17 p.m.

Mayor Monge adjourned the closed session and regular meeting at 7:36 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk