

City of North Saint Paul
October 19, 2021
Approved City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 5:00 p.m. The meeting was conducted at City Hall in the Council Chambers, and also via Zoom.

II. ROLL CALL

Present: Council Member Thorsen
Council Member Petersen
Council Member Wong
Mayor Furlong

Absent: Council Member Cole

Staff: Interim City Manager Brian Frandle, Deputy Clerk Jennie Kloos, Finance Director Dan Winek, City Attorney Shana Conklin, Communications Consultant Kari Erpenbach.

Guests: Arts and Culture Commission Members: Tom Sonnek, Trudy Ohnsorg, Stacy Maher, Carey Nadeau

III. ADOPT AGENDA

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

IV. TOPIC(S)

A. Arts and Culture Commission Introduction

Arts and Culture Commission Chair Tom Sonnek and members of the Commission presented their mission and vision “to inspire connection and community through the development of public art and cultural expression”. Direction Statements the Commission is currently working on includes: Broad collaborative representation, sustainable funding sources, exceptional and engaging artists and ideas and clear bylaws and procedures. The Arts & Culture Commission looks forward to working with residents and businesses and plans to keep the Council informed as they continue to develop their operational guidelines.

B. City of North St. Paul COVID Operational Plan

On October 5, 2021, staff presented to City Council items regarding Covid-19 for consideration in developing a City of North St. Paul COVID Operational Plan. City Council directed staff to review the League of Minnesota Cities website and prepare a draft of a plan to be reviewed and discussed with the City Council. Finance Director Dan Winek presented a draft policy for council’s review. He recommended adding to the policy, Covid leave time of 80 hours (or the unused balance 2020). The Operational Plan highly encourages and shows employees that we’re a very supportive employer and encourages staff to follow the CDC and MDH guidelines if they

should have symptoms. City Council and staff discussed the policy and made recommendations to be brought back for additional review.

C. Purchasing Policy Updates and Annual Training Materials

Finance Director Winek stated that staff had previously presented purchasing policy updates earlier in the year. As a recommendation from the City's independent auditors Malloy, Montague, Karnowski, Radosevich & Co., P.A.(MMKA) to include the following in our Purchasing Policy:

- All increases to the contract price, whether through change orders or otherwise, be approved by the City Council; and
- When the City Council approves an increase to a contract price, also consider requiring additional contractor's bonds, and votes to require or waive such bonds.

In addition, City Council, City Attorney, auditors, and staff made additional recommendations to address the following:

- Align with state and federal purchasing law.
- Increase controls and accountability.
- Emphasize only authorized City personnel could make purchases on City accounts.

Finance Director Winek reviewed the changes and stated the importance of communicating and educating staff. In addition to that, to be able to make sure we have the checks and balances in place to shut off authorities if not in compliance.

Council Member Thorsen addressed concerns on "Flowers" under Prohibited Expenditures, stating he wanted to make sure it was clear what can and can't be purchased, such as not allowing the purchase of condolence flowers but are able to make the purchase for "city flowers" for beautification.

Discussion was held on credit cards and charge accounts. Mr. Winek stated the big factor is training and communication. The Purchasing Policy will be brought to back to city council for approval. Once approved a training date for staff will be established.

OTHER BUSINESS

None.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Wong, seconded by Council Member Petersen, with all present voting aye (4-0), Mayor Furlong adjourned the workshop meeting at 6:34 p.m.

/s/ Terrence J. Furlong, Mayor

Attest:

/s/ Brian Frandle, Interim City Manager/ Clerk