

City of North St. Paul
May 17, 2022
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
Council Member Cole
Mayor Furlong

Staff: City Manager John Stark, Deputy Clerk Jennie Kloos, Finance Director Dan Winek, City Planner Brandy Howe, Communications Consultant Kari Erpenbach

III. ADOPT AGENDA

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

IV. TOPIC(S)

A. Review of the 2021 Financial report with the City's Audit Firm of Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR)

Finance Director Dan Winek stated that the financial position of the City has improved in both the general and enterprise funds and are making some very good improvements. Mr. Winek introduced Jackie Huegel, Partner, with the City's auditing firm, Malloy Montague Karnowski Radosevich and Co. P.A. (MMKR) who presented the 2021 Annual Comprehensive Financial Report, the Special Purpose Report and reviewed the Management Report.

There was no action required of the city council as the auditor's report is informational only.

B. Statements of Revenues, Expenditures, and Changes in Fund Balance for the General Fund and Enterprise Funds

Finance Director Winek presented the financial report of City operations. This report contained information on resources through the first quarter of 2022. The report includes the General Fund and Enterprise Funds. Information contained within the report was preliminary and unaudited. Mr. Winek stated we had a balance budget which was adopted for 2022. Revenues and Expenditures seem to be on track at this time, with positive projections.

C. Fund Balance Policy Discussion

Per the Fund Balance Policy, the City Council should conduct an annual review of the sufficiency of the minimum unassigned Fund balance level. Fund balance measure the net

financial resources available to finance expenditures of future periods within Governmental Funds of the City.

At December 31, 2021, the City's General Fund balance was \$3,688,344, an increase of \$844,802 from the prior year and the unassigned fund balance of \$3,497,620 for the General Fund was 44% of the subsequent year's budgeted expenditures. With the good performance in 2021 and to strengthen the City's overall financial position, it is the recommendation to increase the minimum fund balance policy to 40% beginning in 2022 and in future years to strive to maintain a minimum unassigned General Fund balance of 50% of the subsequent years budgeted expenditures. Staff intends to bring the revised policy to the June 7, 2022 city council meeting for approval and recommendations on the use of fund balance above the minimum.

D. Review of proposed Sign Ordinance changes

City Planner Brandy Howe presented information on the Sign Ordinance in which the Planning Commission has been working on since October 2021. The purpose is to improve clarity and simplify the Ordinance, remove regulations from definitions, comply with 2015 Reed v Town of Gilbert Supreme Court decision, eliminate regulations deemed unnecessary, and strengthen regulations as needed. Ms. Howe reviewed what would remain the same and what would change in the proposed Sign Ordinance.

City Manager Stark asked Ms. Howe what the next steps were in the process. Ms. Howe stated the next Planning Commission meeting will be June 2nd and the draft Ordinance will be brought to that meeting followed with a Public Hearing with the Planning Commission at their July meeting. Final approval from City Council will be brought forward at the 2nd meeting in July.

OTHER BUSINESS

None.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Petersen, seconded by Council Member Cole, with all present voting aye (5-0), Mayor Furlong adjourned the workshop meeting at 6:26 p.m.

/s/ Terrence J. Furlong, Mayor

Attest:

/s/ John Stark, City Manager/ Clerk