

**City of North Saint Paul
December 6, 2022
Approved Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Furlong 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 Thorsen
Council Member Petersen
Council Member Cole
Council Member Wong
Mayor Furlong

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, City Engineer Morgan Dawley, Finance Director Dan Winek, Communications Consultant Kari Erpenbach, and City Attorney Soren Mattick.

IV. 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 submitted.

V. PRESENTATIONS

There were no presentations.

VI. APPROVAL OF CONSENT AGENDA

Council Member Thorsen requested that Consent Agenda Items E and I be moved to City Business.

On motion by Council Member Cole, seconded by Council Member Wong, with all present voting aye (5-0), motion carried to approve the consent agenda as amended, Resolution No. 2022-112 consisting of:

- A. November 15, 2022 regular meeting minutes
- B. November 15, 2022 workshop meeting minutes
- C. General Claims \$1,368,901.77
- D. HRA Claims \$2,519.77
- E. 2023 City Council Meeting Calendar **Moved to City Business**
- F. 2023 SCORE Grant Fund Application Approval **Resolution No. 2022-114**
- G. 2023 Annual Polling Place Designations **Resolution No. 2022-115**

- H. Resolution Approving Acceptance of Donations Received October 2022 **Resolution No. 2022-116**
- I. 2022 Annual Review of Attendance of Boards and Commission Members **Moved to City Business**
- J. Towards Zero Death (TZD) Grant Agreement **Resolution No. 2022-117**
- K. Electric Department – Purchase 3, 3 – Phase Fuse Cabinets
- L. Electric Department – Purchase 3, 1800’ Reels of 500 mcm Aluminum High Voltage Cable

VII. MEETING OPEN TO PUBLIC

John Schmahl commented on his electric bill and expressed his concern regarding the open meeting law. City Attorney clarified the definition of the open meeting law.

Dave Nelson inquired on which city owned buildings require payments and noted his concern regarding the increase in taxes.

Glenn and Kaitlyn Petersen thanked Council Member Petersen (Glenn’s mom) for all her years of service to the City and shared a special family announcement to Council Member Petersen.

VIII. PUBLIC HEARINGS

A. Truth in Taxation Hearing – 2023 Tax Levy and Budget

Finance Director Dan Winek provided a brief presentation on the 2023 tax levy and budget. He detailed the breakdown of the tax levy and stated most residents will see a 10-15% property tax increase for 2023. He noted the City’s transparency during this process and encouraged residents to look into the Homestead Deadlines and Exclusions Programs for financial assistance.

Mayor Furlong opened the public hearing at 7:03 p.m.

Naomi and Rocky expressed their concern regarding their property tax increase of 30%. Mr. Winek stated the market value has increased across the City and recommended reaching out to Ramsey County Assessor’s office for more information.

John Schmahl expressed his concern regarding the fee schedule and lack of input from residents.

Donald Bieniek noted the evaluation rates increasing. Mayor Furlong inquired on who is responsible for the market value equations. Mr. Winek stated the county assessor’s office reevaluated a large part of North St. Paul.

Mayor Furlong closed the public hearing at 7:11 p.m.

Council Member Thorsen suggested a reduction in spending as an option to lower the tax levy and creating a budget advisory board.

Mayor Furlong questioned what amount the surplus should be at moving forward. Mr. Winek stated the surplus should be at 40-50% of the fund balance which would give the City a better credit rating.

IX. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. 2023 Municipal Fee Schedule and Rates, Ordinance No. xxx

Mr. Winek discussed shelter, open air, ball field rental, and utility rates. Parks and Recreation Commission recommended keeping the shelter and open-air rates the same as 2022 and to include all groups paying a rental fee for the field regardless of profit status. Mr. Winek noted the electric and waste water rates will increase by 2.75%, staff will look to other credit card companies to reduce cost to the City, and may recommend changes to the ordinance.

On motion by Council Member Petersen, seconded by Council Member Cole, with Mayor Furlong and Council Members Petersen, Wong, and Cole voting aye and Council Member Thorsen voting nay, (4-1), motion carried to adopt Ordinance No. 811 approving the 2023 Municipal Fee Schedule and Utility Rates.

B. 2023 Budget and Levy Overview

1. Adopt Resolution for 2023 Final General Fund Budget and Levy
2. Adopt Resolution for 2023 Final HRA Levy
3. Adopt Resolution for 2023 Final EDA Levy

Mr. Winek stated his agreement with Council Member Thorsen regarding the process of passing levies the same night as the Truth in Taxation hearing. City Attorney Mattick clarified cities do it this way but could also wait after a public hearing about Truth and Taxation if desired.

On motion by Council Member Petersen, seconded by Council Member Cole, with Mayor Furlong and Council Members Petersen, Wong, and Cole voting aye and Council Member Thorsen voting nay, (4-1), motion carried to adopt Resolution No. 118 approving the Final 2023 General Fund Budget & Setting the Final 2023 General Purpose & Debt Service Levies.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 119 approving the Final 2023 Tax Levy for the North St. Paul Housing and Redevelopment Authority.

On motion by Council Member Cole, seconded by Council Member Wong, with Mayor Furlong and Council Members Petersen, Wong, and Cole voting aye and Council Member Thorsen voting nay, (4-1), motion carried to adopt Resolution No. 120 approving the Final 2023 Tax Levy for the North St. Paul Economic Development Authority.

C. Adopt the 2023 City Non-Levy Budgets

Mr. Winek summarized the non-levy budgets and noted all of the back-up documentation is attached and will be made public on the website.

On motion by Council Member Petersen, seconded by Council Member Cole, with Mayor Furlong and Council Members Petersen, Wong, and Cole voting aye and Council Member Thorsen voting nay, (4-1), motion carried to adopt Resolution 2022-121 approving the 2023 non-levy budgets.

D. Adopt the 2023-2032 Capital Improvement Plan

Mr. Winek reviewed the Capital Improvement Plan and explained the changes suggested by Council Member Wong regarding Police Department vehicle replacement and the adjustment made to align with the Parks Improvement Plan. He noted the street and utility projects have been reprioritized to comply with the Comprehensive Plan.

On motion by Council Member Thorsen, seconded by Council Member Petersen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-122 approving the revised 2023 to 2032 Capital Improvement Plan.

E. 2022 MnDOT Active Transportation Grant Program – Resolution of Support

City Engineer Morgan Dawley discussed information in the packet for the support of grant funds identified by MnDOT for \$3.5 million dollars in improvements for 2023-2024.

Mayor Furlong inquired about a bus stop improvement. Mr. Dawley believed there would be some improvement and it could be included in the grant. Council Member Wong thanked Mr. Dawley for the grant application.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-123 approving support for the City of North St. Paul grant application submittal for the 2022 MnDOT active transportation grant program.

F. 2022 Crack Sealing Project – Approve Pay Voucher No. 1 and Final

Mr. Dawley showed a map of the recommended sealing project which is done approximately every 3-5 years. City staff had to subtract a few sections in order to keep it on budget.

On motion by Council Member Petersen, seconded by Council Member Thorsen, with all present voting aye (5-0), motion carried to adopt Resolution No. 2022-124 approving the Authorization of Pay Voucher No. 1 and Final Payment to the 2022 Crack Sealing Project.

G. City Council Meeting Calendar

Council Member Thorsen pulled this item and suggested it be tabled until the first meeting in January due to the new Council and Mayor. City Attorney Mattick stated the first meeting in January has to be set now and recommended setting the dates through January for the public. Council Member Wong inquired if the new Council members have been notified of this. Mr. Frandle noted no, they have not.

On motion by Council Member Petersen, seconded by Council Member Cole, with all present voting aye (5-0), motion carried to adopt Resolution No. 113 approving the 2023 City Council meeting schedule.

H. 2022 Annual Review of Attendance of Boards and Commission Members

Council Member Thorsen pulled this item and suggested this be discussed with the new Commission and Council members. City Attorney Mattick stated it can be handled at the first meeting in January and suggested a motion to table it until the January 3rd City Council meeting.

Council Member Cole inquired about the resolution language. Assistant to City Manager Jennie Kloos clarified this is an attendance report of each meeting throughout the year as required by ordinance and it is only required to be reviewed as an informational read. Item approved as a consent item.

X. REPORTS OF CITY MANAGER AND DEPARTMENTS

Mr. Frandle noted the Police Department took drugs and money off of the street with a few major warrants. The Electric Department is still changing out decorative lights. Community Development is down to 128 requested permits. He also noted North St. Paul will be part of a pilot program regarding food waste. Fire Department had a record year for calls in 2022 and department heads will be coming to City Council meetings to provide updates in 2023.

XI. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Council Member Cole noted the EDA will meet Wednesday, December 13, at 3:00 and Parks and Recreation will meet on December 21, 2022.

Council Member Wong stated the Arts and Culture Commission meets tomorrow at 6:30 p.m. Interviews for new Commissioners and Project Snowy continues. Planning Commission met yesterday to revisit sign ordinance and noted there are currently 2 vacancies.

Council Member Petersen had nothing to report

Council Member Thorsen had nothing to report.

Mayor Furlong had nothing to report.

XII. GENERAL BUSINESS

Council Member Petersen announced the Holiday Hop and noted the generous donations received by the Christmas Tree Project that will help 17 North St. Paul families. She also reminded everyone of the free pack of LED Christmas lights from the Electric Department.

Council Member Thorsen stated this was his last City Council meeting and thanked City staff for their hard work, support, and wished everyone a Merry Christmas and Happy New Year.

Mayor Furlong noted the deadline for entry into the Christmas Light Up Contest is Saturday, judging will occur between December 14th -18th and there be a business category and a residential category. He thanked Council Member Thorsen for his service on the City Council and wished everyone a Merry Christmas.

XIII. CLOSED SESSION

There was no Closed Session.

XIV. ADJOURNMENT

There being no further business, on motion by Council Member Petersen, Seconded by Council Member Thorsen, with all present voting aye (5-0), Mayor Furlong adjourned the meeting at 8:06 p.m.

/s/ Terrence J. Furlong, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk