

City of North Saint Paul
February 7, 2023
Approved City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 5:30 p.m.

II. ROLL CALL

Present: Council Member Cole
Council Member Schweer
Council Member Wong
Council Member Nordby
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos,
Communications Staff Kari Erpenbach, and City Attorney Soren Mattick

III. ADOPT AGENDA

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (5-0), motion carried to approve the agenda.

IV. TOPICS

A. City Council Training

City Attorney Soren Mattick presented City Council with definitions, descriptions, regulations, and requirements of the open meeting law, data practice act, conflicts of interest, abstention, gift law, City Manager's role, and Rules of Order.

Mr. Mattick stated emails between Council members give the appearance of decisions being made without public knowledge. He recommended Council members gather information, make a report, and send it that way. He also requested Council members use their City issued email and only use it for City business. He specified when a resident email is forwarded to anyone on City staff, it then becomes public.

Council Member Nordby inquired about texting from your personal cell phone. Mr. Mattick stated it follows the same rules as emails.

Mr. Mattick also discussed how to change meeting dates and discussing only meeting agenda items during a special meeting. He stated closed meetings could only be closed meetings for certain items, including labor negotiations, City Manager review, and pending litigations. He recommended routing anything in question through City Manager Brian Frandle or Deputy Assistant to the City Manager Jennie Kloos to prevent the possibility of violating the open meeting law.

Mr. Mattick stated when it comes to the Data Practices Act, it is to be presumed that all information is public data, except for personnel data.

Mr. Mattick provided clarity regarding conflicts of interest and the gift law and recommended always checking with him first if in question. He also noted if concerns arise with the City Manager to seek out the City Attorney first but in all other situations, honor the hierarchy and proceed accordingly.

Mr. Mattick provided details on *Robert's Rule of Order* and the sequence of discussions and motions.

The difference between a City Administrator and City Manager was explained with North St. Paul being a plan B city and referencing an hour glass, stating that the top is the city council, the middle being the City Manager and the bottom being city staff. It is highly encouraged that all topics, issues and discussions go through the City Manager. The City Manager takes care of the day to day operations.

V. OTHER BUSINESS

There was no other business.

VI. ADJOURNMENT

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (5-0), meeting is adjourned at 6:20 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk