

City of North Saint Paul
May 02, 2023
Approved City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 5:36 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, Finance Director Dan Winek, Communication Kari Erpenbach

III. ADOPT AGENDA

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

IV. TOPICS

A. Credit Card Processing Fees

Finance Director Winek reviewed current credit card status, research, 2022 costs, and payment options. He provided information on 3 different options for the City Council to discuss and decide on. He also provided information on surrounding municipalities credit card usage and fees. He acknowledged credit card usage is increasing but also create a flexible and simple way to pay City bills. Mayor Monge noted the app used for paying utilities only allows for credit card payment as an option. Mr. Winek stated he will get this changed to allow residents to pay through their bank.

After questions from City Council, Mr. Winek provided the following information:

- If changed, multiple communications will go out to residents
- Delinquency information will be not be available until after a new plan has started
- Possible resident survey to gather more information
- Will break down data by residential versus commercial
- Currently the City's credit card fees are included in each department's budget

There was discussion around a possible levy increase to compensate for credit card fees if applied to residents.

Mr. Winek described the three options for the City Council to discuss.

Option 1 – City continues to pay all credit card fees and changes companies with an estimated savings of \$31,000

Option 2 – City pays credit card fees but charges a percentage to the customer. A 2.25% increase would put the City at a break-even point

Option 3 – Shift all utility and park fees over to residents who pay with a credit card

The Council discussed topics such as flexibility within payment options, credit card fee to residents, low tax for residents who use credit cards, no charge for park rentals, and possible discount to those who use autopay or bank drafts.

Mr. Winek stated he will do an RFP and bring it to the next City Council meeting for approval, provide yearly delinquency statistics and provide a breakdown of residential versus commercial credit card use.

V. OTHER BUSINESS

There were no presentations.

VI. ADJOURNMENT

On motion by Council Member Cole, seconded by Council Member Schweer, with all present voting aye (5-0), meeting is adjourned at 6:24 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk