

City of North Saint Paul
May 16, 2023
Approved City Council Workshop Meeting Minutes

I. CALL TO ORDER

Council Member Cole called the meeting to order at 5:36 p.m.

II. ROLL CALL

Present: Council Member Schweer
Council Member Nordby
Council Member Cole
Mayor Monge arrived at 5:55p.m.

Absent: Council Member Wong

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance
Director Dan Winek, Accountant Mary Kay Heinen, Community Development
Director Brandy Howe, City Engineer Morgan Dawley

III. ADOPT AGENDA

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (3-0), motion carried to approve the agenda as submitted.

IV. TOPICS

- A. Review of the 2022 Financial Report with the City's Audit Firm of Malloy, Montague, Karnowski, Radosevich & Co. P. A. (MMKR)

Finance Director Dan Winek introduced new accountant Mary Kay Heinen and described her experience in Finance. Jaclyn Huegel, representative from MMKR, provided detailed information on the 2022 audit and summarized the results and compliance portion of the report. She provided a timeline regarding of the audit process.

Ms. Huegel reported North St. Paul has a clean audit opinion and noted there were no instances of non-compliance. She noted the deficiency in segregation of duty, limited size of office staff in the finance department, and late payments of disbursements.

Council Member Cole inquired about the delinquent payments and if this is a normal part City government. Mr. Winek stated it is common but improvements have been made in that department. Ms. Huegel also reviewed the 2021 audit results and noted the improvements from 2021 to 2022.

Ms. Huegel stressed the importance of timely receipts and reminded City Council that charges must be for public use only.

Ms. Huegel explained market value, expenditures, different funds and their deficits, reconciliations, employee personal file locations and credit card transaction documentation graphs. She reviewed expenditures, per capita changes, property tax levy increments, increased value increments and license and permit activity. She discussed the details of the main operating fund, general fund, water, waste water, and surface water, fiber optic, electric, utility and enterprise funds.

Council Member Cole applauded Mr. Winek for emphasizing and making finance a top priority. Mr. Winek stated the City is in good financial standing and will work to reconcile the issues with the escrow funds. He also commented on the importance of adopting the 10-year financial plan explaining that it provides the City with a simple way to look at finances moving forward. Mayor Monge inquired about the process of transferring funds and how to change up revenue sources and expenditures. Mr. Winek stated some funds are transferred to help offset costs. Council Member Schweer expressed her appreciation for the report.

B. Presentation of the Draft Flood Resiliency Plan by WSB

WSB representative and senior project manager Rebecca Haugh described the flood resiliency plan as it related to the City of North St. Paul. Her research focused on vulnerable communities within North St. Paul. A kick off meeting will be held in July and will partner with the Watershed District where the demographic areas will be narrowed down. An open house was held in April and gathered information from residents and addressed concerns. Ms. Haugh will present the final draft at the June 6th City Council meeting for approval.

Ms. Haugh explained why this is such an important issue. The infrastructure created in the past was not built for the current changes in weather and stated rain events are four times more frequent than the previous three decades. Her research has identified flood prone areas and this will help with long-term planning for future infrastructure plans.

Ms. Haugh also recommended providing residents with ways they can help and communicating with Public Works on clearing clogged storm drains. Other recommendations included public outreach via the website which will include this report, surveys, posters and mailings, fact sheets. She presented this at a business meeting and had 13 residents attend. Her long-term goals are planning for capital projects and grants. She added grant points are given if a City partners with another entity like the Watershed district and will have a higher chance to receive an increase in funding. Short term goals included increased street sweeping, on-going community engagement and education.

Next steps would be City Council approval of the final report at the June 6th meeting. Council Member Cole thanked her and encouraged people to look through the draft.

V. OTHER BUSINESS

There were no presentations.

VI. ADJOURNMENT

On motion by Council Member Schweer, seconded by Council Member Nordby, with all present voting aye (4-0), meeting is adjourned at 6:25 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk