

**City of North Saint Paul
September 19, 2023
Approved Regular City Council Meeting Minutes**

I. CALL TO ORDER

Mayor Monge called the meeting to order at 6:33 p.m.

II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

III. ROLL CALL

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

Absent: Council Member Schweer

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, Finance Director Daniel Winek, Accountant Mary Kay Heinen, Communications Staff Kari Erpenbach, and City Attorney Soren Mattick.

IV. ADOPT AGENDA

On motion by Council Member Nordby, seconded by Council Member Wong, with all present voting aye (4-0), motion carried to approve the agenda as presented.

V. PRESENTATIONS

A. Update on Student Built Housing – Erick Lehet and Tom Spehn

Mr. Lehet, Assistant Principal at the 916 Tech Center, presented a brief overview of the student-built housing program. Mr. Spehn, instructor, provided an update and stated the foundation is in, water and sewer are connected, lumber will be delivered tomorrow, and it will be ready for students on Thursday.

City Council thanked them for holding an open house and the partnerships this has created. Councilmember Wong inquired if the student-built housing program allows for other types of homes to be built. Mr. Spehn commented on the possibility of using other home styles while making sure it fits within the neighborhood.

VI. APPROVAL OF CONSENT AGENDA

Assistant to City Manager Jennie Kloos requested that Consent Agenda Item N be removed and addressed under City Business.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to approve the consent agenda, Resolution No. 2023-034 consisting of:

- A. August 24, 2023 special workshop budget minutes
- B. August 21, 2023 special workshop budget minutes
- C. September 5, 2023 workshop minutes
- D. September 5, 2023 regular meeting minutes
- E. September 5, 2023 HRA meeting minutes
- F. General Claims \$2,747,659.41
- G. HRA Claims \$26,923.74
- H. EDA Claims \$750.00
- I. Resolution Accepting Donations – August 2023 ***Resolution No. 2023-035***
- J. Resolution Adopting Change to Workshop Meeting Time ***Resolution No. 2023-036***
- K. Building Permit Report – August 2023
- L. Public Works – Declaration of Surplus Vehicle
- M. Request to Purchase Pad Mount Transformers
- N. Set Public Hearing Date for Special Assessments for Unpaid City Bills on October 17, 2023 **Moved to City Business**

VII. MEETING OPEN TO PUBLIC

Terry Luger expressed his concern regarding the condition of the surrounding homes in his neighborhood and suggested City Council follow through on their ordinances.

Mary Jo Tepe invited everyone to the Fall Festival at the Church of St. Peter that will include food, crafters, music, bingo, corn hole tournament, inflatables, kid's games, and a silent auction.

John Schmahl noted his frustration with the time change of the workshop meeting.

VIII. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Preliminary 2024 City General Fund, HRA, and EDA Budgets and Property Tax Levies

Finance Director Dan Winek presented this item and reviewed much of the information from the last City Council meeting. He provided a brief description of how the timeline works and stated the maximum preliminary levy is set at 8.5%. He provided a 2023 and 2024 debt levy summary, property tax levy increases around Ramsey County, and market value trends. He described the preliminary general fund revenue, expenditures by category, and the estimated 2024 property tax impacts.

Councilmember Wong inquired how the HRA levy was increased. Mr. Winek provided an explanation and stated by increasing this levy a little at a time, it will provide funding for programs in the future. Mr. Winek also explained the taxable market value and how that affects residents.

On motion by Council Member Nordby, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to adopt Resolution No. 2023-038 approving Preliminary 2024 General Fund Budget and Setting the Preliminary 2024 General Fund Tax Levy & Debt Service Levy.

On motion by Council Member Cole, seconded by Council Member Nordby, with all present voting aye (4-0), motion carried to adopt Resolution No. 2023-039 approving the Preliminary 2024 Tax Levy for the North St. Paul Housing & Redevelopment Authority.

On motion by Council Member Wong, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to adopt Resolution 2023-040 approving the Preliminary 2024 Tax Levy for the North St. Paul Economic Development Authority.

B. Set Public Hearing Date for Special Assessments for Unpaid City Bills on October 17, 2023 (formerly Consent Agenda item N)

Mr. Winek requested this item be pulled from the consent agenda due to an email from Oakdale. He requested to include the amount of \$1,209.87 to the public hearing notice and the adjusted total.

On motion by Council Member Nordby, seconded by Council Member Wong, with all present voting aye (4-0), motion carried to adopt Resolution No. 2023-037, approving the Scheduling of a Public Hearing for October 17, 2023 to Consider Special Assessments Related to Unpaid Bills Due to the City.

IX. REPORTS OF CITY MANAGER AND DEPARTMENTS

The Electric Department continues to work on conservative and eco friendly projects and ideas. The Police Department is finalizing employee training. Fire Department discussed the east metro public safety expansion project and stated Booya sales are in full force, with event on October 8th. Public Works is almost finished with the irrigation downtown and the POW/MIA walk will be this Thursday at 6:00 p.m. at Veterans Park.

X. REPORTS OF COUNCIL, COMMISSIONS & COMMITTEES

Councilmember Nordby participated by Zoom for the Planning Commission meeting and stated they are working on condensing the ordinance to make it easier to read and understand. He also noted there will not be a meeting in October but will resume in November.

Councilmember Wong stated the Arts and Culture Commission indicated the Autumn Arts Festival was a success and thanked all of City staff. The next meeting is scheduled for October 4th at 6:30 p.m.

Councilmember Cole stated the EDA completed a by-law review and their next meeting will be October 10th at 3:00 pm. He also noted Star Watch tickets are sold out and the next Parks and Recreation meeting is scheduled for September 27th at 6:30 pm

XI. GENERAL BUSINESS

Council Member Cole participated in the fall roundup parade and expressed his appreciation for Kari Erpenbach and her hard work.

Council Member Wong also expressed her gratitude for the Fall Festival. She suggested putting the City Manager's review on the agenda for City Council to discuss.

Council Member Nordby noted his attendance at the Autumn Arts Festival.

Mayor Monge participated in the fall roundup parade as well and addressed the changes to workshop times. He stated his apologies to staff for the current changes to the workshop times and expressed his appreciation for everyone's patience and flexibility

XII. ADJOURNMENT

There being no further business, on motion by Council Member Wong, Seconded by Council Member Cole, with all present voting aye (4-0), Mayor Monge adjourned the meeting at 7:52 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk