**City of North Saint Paul**
**July 30, 2024**
**Approved City Council Special Meeting Minutes**

## I. CALL TO ORDER

Mayor Monge called the special meeting to order at 5:15 p.m.

## II. THE PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

## III. ROLL CALL

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| Present: | Council Member Nordby | arrived at 5:25 p.m. |
| | Council Member Schweer | |
| | Council Member Cole | |
| | Council Member Wong | |
| | Mayor Monge | |

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, , Finance Director Daniel Winek, Fire Chief Jason Mallinger, Public Works Director Ron Ritchie, Public Works Director Randy Miller, City Engineer Morgan Dawley

## IV. ADOPT AGENDA

Mayor Monge requested that City Business Action Items & Recommendations Item B be considered prior to Item A.

***On motion by Council Member Cole, seconded by Council Member Schweer, with all present voting aye (4-0), motion carried to approve the agenda as amended.***

## V. APPROVAL OF CONSENT AGENDA

***On motion by Council Member Schweer, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to approve the consent agenda, Resolution No. 2024-080 consisting of:***

A. General Claims $1,550,643.07
B. HRA Claims $13,891.63

## VI. CITY BUSINESS ACTION ITEMS & RECOMMENDATIONS

B. Award Contract – 2024 Crack Sealing Project

City Engineer Morgan Dawley presented this item. He noted the project came in below budget, staff recommended approval, and the project should be completed by mid-October.

***On motion by Council Member Cole Wong, seconded by Council Member Cole, with all present voting aye (4-0), motion carried to adopt Resolution No. 2024-081, Accepting Quotes and Awarding a Construction Contract for the 2024 Crack Sealing Project.***

A. Community Center RFP Discussion

City Manager Brian Frandle suggested more time to review the RFP. Council Member Cole requested he share his revisions. Council Member Schweer requested she submit her revisions after she has reviewed it. Council Member Wong requested she share her revisions. Council Member Cole recommended open Council discussion on this topic.

Council Member Cole provided the following inquiries, clarifications and suggestions regarding the RFP. They are as follows:

- Paragraph regarding non-essential and City required services be stricken
- Removal of the word "extra" in the statement "extra recreational space"
- Edit proposal and submittal dates
- Recommended a conclusion by the end of the year
- Change wording of "multi-disciplinary team" to "community center"
- Recommended using meeting or community space instead of "rec space"
- Full scope of partnership development and overall existing facility
- More detail and description regarding usage fees and third party involvement
- Clarification on fee/rate structure

Council Member Cole recommending striking "must" from "must consider modifications and identify all recommended site preferences." Mr. Winek stated this language was placed in the RFP due to a suggestion by City Council to discuss the possibility of a different site location. Mr. Winek also noted if kept in the RFP, it would allow for more information to be gathered versus having it site specific. He added that funding is for the current location and would need legislative approval if moved to a different location as long as it continued to fall under the "multi-cultural" vision of the community center.

Council Member Cole also recommended striking the projected capital cost estimate as it is vague. Mr. Winek suggested it may be beneficial to keep in the RFP in order to provide even more information.

Mr. Winek stated the RFP will require a final report to be presented to staff and City Council.

Council Member Cole suggested the removal of the virtual option for the City Council presentation.

Council Member Wong provided the following inquiries, clarifications and suggestions regarding the RFP. They are as follows:

- Language in the grant states "multi-cultural" versus "multi-purpose"
- Add language to include an implementation plan developed by a consultant
- Specific details regarding the operations component
- Under partnership development, add language regarding specific community engagement experience
- Add strengths, opportunities and assets to the scope of services

- Include any previous information to the RFP
- Include, collect and compile existing impact reports in analysis
- Suggested community engagement language include youth, elders and people from different backgrounds to create a representation of North St. Paul
- Suggested a reissuance of an RFI and follow up from interested parties
- Include different models, strategies and best practices of other successful community centers
- Eliminate the 6-year experience amount under the proposed project team experience requirement

Council Member Wong also suggested the inclusion of a Capital Improvement Plan draft and funding analysis to look at the economic impact on residents as well as businesses.

Council Member Nordby suggested looking at what variances may be needed depending on development and add that to the final report.

Mayor Monge recommended the RFP include the length of commitment for potential partnerships and grant details and specifications.

B. Award Contract – 2024 Crack Sealing Project

Item B was considered prior to Item A.

C. 2025 Budget Discussion – Levy Budgets

Mr. Winek presented the 2025 budget and will focus on levy budgets through September. Mr. Winek reviewed all of the funds, budgets, and priorities within the City for 2024. He noted department heads have completed their proposed budgets. This puts the overall City levy increase at 9.88%. Mr. Winek noted the 2025 proposed budget changes and the 2024 and 2025 debt levy information. He showed the proposed general fund budget by revenue and expenditure category.

Mr. Winek discussed the proposed HRA and EDA levies, 2025 budget calendar, department budget presentations dates, and potential solutions to reduce the overall levy.

Council Member Nordby inquired about resident penalty distribution and what funds the delinquent penalties go towards. Mr. Winek stated the penalties are distributed amongst the appropriate enterprise funds.

Fire Chief Mallinger presented his budget for 2025. He reviewed his full-time staff as well as his part-time on call staff. He provided part-time salaries for paid on-call staff. He clarified the difference between on-call wages versus responding wages.

Mr. Mallinger described the part-time on-call staff duties and the continual increase in Fire and EMS calls. He provided call volume by category and discussed the difference between his on-call part-time Fire Department versus other communities' full-time all the time departments.

Council Member Nordby inquired about the below minimum wage rate of $7.62 for on-call firefighters. Mr. Mallinger stated it is a standby at home rate and if a call comes in, they get their hourly rate on top of the stand by rate.

Council Member Cole inquired if it is common practice for an Assistant Fire Chief to go out on EMS calls. Mr. Mallinger noted depending on type of call and need, he will send whoever he can so that response times are quick as possible. He added response times are his number one priority and will reach out to other agencies for more assistance, if needed.

Council Member Cole inquired about the workload of the full-time employees during business hours when an EMS call goes out. Mr. Mallinger stated he typically has one employee go on EMS calls. He also focuses on the level of medical necessity for each call and would send more employees, if warranted.

**Recess and Reconvene**

Mr. Frandle called for a short recess at 8:33 p.m.

Mayor Monge reconvened the meeting at 8:38 p.m.

2025 Budget Discussion – Levy Budgets

Mr. Winek presented the City Council, Administration, Election and Finance budgets. He stated the City Council budget will see an overall reduction of $6,000 or 5%. The administration budget will see an overall increase of 9% or $50,000 due mostly to personnel costs. The election budget was reduced $5,000.

Mr. Winek noted the Finance Department budget will see an overall reduction of $86,000 or 19% due to the elimination of the accountant position. He believes the City can function without an accountant at this time and he has provided other staff with additional duties to make up for elimination of that position.

## VII. ADJOURNMENT

***There being no further business, on motion by Council Member Cole, seconded by Council Member Wong, with all present voting aye (5-0), Mayor Monge adjourned the special meeting at 7:30 p.m.***

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk