

City of North Saint Paul
January 7, 2025
Approved City Council Workshop Meeting Minutes

I. CALL TO ORDER

Mayor Monge called the meeting to order at 5:19 p.m.

II. ROLL CALL

Present: Council Member Schweer
Council Member Nordby
Council Member Elect Woods
Council Member Elect McKenzie
Mayor Monge

Staff: City Manager Brian Frandle, Assistant to the City Manager Jennie Kloos, and
Finance Director Dan Winek

III. ADOPT AGENDA

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

IV. TOPICS

A. Council and its Powers

City Attorney Jack Brooksbank described and reviewed the role of a Council Member. He discussed the open meeting law and the Data Practice Act emphasizing the need for transparency. He provided City Council with boundaries regarding City Council discussions, emails, and social media posts. He provided information on notice requirements for public meetings, defined a closed meeting, and stated all government data except personnel and certain law enforcement information may be public.

Mr. Brooksbank clarified conflicts of interest and recommended communicating with Mr. Frandle or himself about any potential issues that may arise. He discussed how to abstain from a vote if an item may be a potential conflict of interest. He defined the gift law and stated that City staff can accept gifts on behalf of the City but cannot be gifted to any specific City department.

Council Nordby inquired about purely coincidental social gatherings. Mr. Brooksbank stated that social gatherings are allowed as long as they do not discuss City business.

Mr. Brooksbank stated that the City Council can call for another meeting if something needs to be discussed further and reminded them that it has to be posted three days in advance.

Mr. Brooksbank discussed that the City of North St. Paul is a City Manager system. This system is defined as the City Manager having more authority and responsibility, including overseeing all departments for the day-to-day function of the City.

Mr. Brooksbank discussed *Robert's Rules of Order*. Mr. Frandle inquired about the procedure for adding items to the agenda. Mr. Brooksbanks stated this is currently a less formal process and could be changed if desired by the City Council.

Council Member Nordby inquired about providing all City Council members with Mr. Brooksbank's email address. Mr. Brooksbank stated he would get that information to all of the members.

Mayor Monge provided a very brief description of each item on the agenda.

Finance Director Dan Winek provided a brief overview of the City's budgeting process and the City Council's financial authorities. These authorities include depositories, levy and budget approval, proprietary and internal service funds, and other budgeted funds. He stated City Council approves claims, debt issuance, purchases, and contracts over \$20,000.

Mayor Monge inquired about a budget timeline. Mr. Winek provided a timeline the City used for the 2024 budget and suggested the completion of next year's budgeting process be almost complete by September to set up a truth in taxation date in November or December.

Mr. Frandle inquired about the 10-year CIP regarding scheduling capital projects. Mr. Winek stated the City has developed a 10-year improvement plan to evaluate future needs.

Mr. Frandle provided information on current projects within the City. He discussed the Margaret Street Commons and stated the plan is to keep this on hold until the market and economy are favorable. He discussed the past and future student-built homes. Mr. Frandle provided information on the Community Center Feasibility Study and stated the study would be brought to the City Council for approval in approximately four months.

V. ADJOURNMENT

On motion by Council Member Nordby, seconded by Council Member Schweer, with all present voting aye (5-0), meeting is adjourned at 6:25 p.m.

/s/ John Monge, Mayor

Attest:

/s/ Brian Frandle, City Manager / Clerk