

City of North Saint Paul
January 19, 2021
Adopted City Council Workshop Meeting Minutes

The January 19, 2021 meeting was held via Zoom and complied with all requirements of Minnesota State Statute 13D.021.

I. CALL TO ORDER

Mayor Furlong called the meeting to order at 5:00 p.m.

II. ROLL CALL

Present: Council Member Scott Thorsen
Council Member Candy Petersen
Council Member Tim Cole
Council Member Lisa Wong
Mayor Terry Furlong

Staff: City Manager Scott Duddeck, Deputy Clerk Jennie Kloos, Finance Director Jason Zimmerman, Communications Consultant Keri Erpenbach.

III. TOPIC(S)

A. Budget Calendar.

Finance Manager Zimmerman updated the City Council on the budget process, timelines and what to expect during the upcoming 2022 budget. Zimmerman presented the City Council with a budget calendar and pointed out the target date of May 18, 2021 as a date to present City Council with baseline budgets for General, Enterprise, Internal Service and Special Revenue Funds. Zimmerman will look for Council input on changes/enhancement/ prioritization of activities and will relay back to department heads when creating the proposed budget.

Council Member Peterson pointed out that the August 3rd date on the proposed calendar will need to be adjusted due to National Night Out scheduled for that date. A City Council budget retreat will be scheduled for early February. Mayor Furlong commented that he likes how the timeline is laid out. Council Member Thorsen mentioned if additional workshop meetings need to be held, we can add to the calendar in the future.

B. OpenGov Long-Term Debt Reporting.

At the June 30, 2020 City Council meeting, a contract was approved with OpenGov for service that include reporting and transparency software. Within the reporting module are “Stories”, which are built on the OpenGov platform, utilizing embedded reporting and transparency tools. Council Member Thorsen commented that he hopes to continue to see this program move forward into future years for the transparency and openness it provides the Council and residents.

Mayor Furlong asked Communications Consultant Kari Erpenbach on any issues she may have encountered with OpenGov. Erpenbach mentioned that the only problems she’s had is on the

permits and licensing as it's still a relatively new product to OpenGov. They have worked more than diligently to get the bugs fixed. She also commented that City licensing was up and running on Dec 7th, utility rebates last week. In a matter of hours applications coming through. City trash, recycling and utility set up was also moved to Open Gov last week. The goal is to have all permits up by February 1st. City residents are really taking to the options now offered online.

C. City Council Salaries.

City Manager Duddeck brought to the City Council an informational item of an Ordinance that will be brought forward at the February 2nd City Council meeting regarding Council Member Thorsen's request to for-go his council salary for 2021.

The most recent Ordinance (No. 633) establishing salaries for Mayor and Council Members was from October 17, 2000. This Ordinance was erroneously not included in the codification of North St. Paul City Code. A change that has taken place within the past two years is that any Ordinance to be adopted must be posted on our website for 10 days prior to council action.

Council Member Thorsen stated that when this was first brought up in budget workshops back in August, the intent was that the City was looking at some significant budget shortfalls. In an attempt to help balance the budget, Council Member Thorsen said he would forego his salary of \$5,200. He was later told that according to State Statute he could not waive his salary. According to State Statute Section 415.11, it states that governing body salaries is set by City Ordinance. However, the governing body may enact an Ordinance to temporarily reduce member salaries, which is what will be brought before the Mayor and Council at the next Council meeting to grant Council Member Thorsen's request to reduce his 2021 salary to zero.

D. Operational Updates

City Manager Duddeck informed council of a last minute agenda item that was added to the January 19th council packet. As we are nearing closing on Anchor View, it was necessary to add additional documents to be able to continue with closing as scheduled.

Council Member Thorsen requested when items are added to the packet that City Council also be notified as to what the changes are.

Mr. Duddeck asked Communications Consultant Kari Erpenbach to discuss a recent program purchase in relation to CivicPlus. Erpenbach commented that the program software is called CivicClerk. It's a meeting management software that integrates with our website and has great functionality for City Council packet pre-planning, agenda items, and getting our packets more organized.

Council Member Wong asked what the timeline would be on implementing CivicClerk. Erpenbach stated that the contract is signed and has been informed it would be approximately 6-8 weeks for implementation.

City Manager Duddeck commented on the re-opening of City Hall and would like to do so on Monday, February 1st. He would also like to move City Council meetings back to City Hall starting with the next meeting on February 2nd. Meetings will continue on Zoom as well for

those not comfortable being in City Hall and also for residents. Chambers will be spaced out and limited on the number people able to be present due to social distancing.

Council consensus agreed to the re-opening of City Hall and for meetings to move back to City Hall.

Mr. Duddeck commented on scheduling a council retreat in the near future to review. After discussion on at date/time, a council retreat will be scheduled for Tuesday, February 23rd from 5:00- 9:00 p.m.

Pictures for Council will be Tuesday, February 2nd at 5:00 p.m. at City Hall.

VI. ADJOURNMENT

There being no further business, on motion by Council Member Cole, seconded by Council Member Petersen, with all present voting aye (5-0), Mayor Furlong adjourned the workshop meeting at 6:11 p.m.

/s/ Terrence J. Furlong, Mayor

Attest: /s/ Scott A. Duddeck, City Manager/Clerk