

**CITY OF NORTH ST. PAUL  
CITY COUNCIL  
WORKSHOP AGENDA  
JULY 3, 2018  
6:00 PM**

North St. Paul City Hall – Sandberg Room  
2400 Margaret Street

**I. CALL TO ORDER**

**II. ROLL CALL**

Council Member Furlong  
Council Member Petersen  
Council Member Walczak  
Council Member Sonnek  
Mayor Kuehn

**III. ADOPT AGENDA**

**IV. TOPIC(S)**

- A. 2018-2019 council meeting calendar adjustments 6:00 p.m.
- B. Parade 6:20 p.m.

**V. OTHER BUSINESS**

**VI. ADJOURNMENT**

Agenda Information Memorandum  
North St. Paul City Council  
July 3, 2018

FROM THE OFFICE OF THE CITY MANAGER

**Subject:** Request to amend the 2018 City Council and HRA meeting calendar and set January 2019 City Council meeting dates.

**To:** Honorable Mayor and City Council

**Background/Facts:**

- The annual schedule for the 2018 City Council workshops, regular meetings and Housing and Redevelopment Authority (HRA) meetings was adopted in January of 2018.
- At that time the HRA was scheduled to meet following a regular city council meeting on the third Tuesday of the month and only every other month. This schedule does not meet the needs of the City or the HRA. It is better served to hold the HRA meetings on an as needed basis. Because the City Council also serves as the City's HRA it is not a hardship to schedule as needed meetings. It is proposed the City Council set the HRA's meetings to take place at the end of regular meetings on an as needed basis.
- The first regular council meeting of November falls on General Election day. That meeting was officially canceled on the schedule. However, the results of the General Election have set dates that they must be canvassed on. In order to meet statutory requirements the Council needs to schedule that date. The canvass must take place on November 13, 14, 15 or 16, (Tuesday-Friday) thus requiring a special council meeting. Historically this canvassing meeting has been held in the early afternoon and is the only item on that agenda.
- Election laws also state that the first day a newly elected official may serve as a sworn council member is January 7, 2019. The first regular meeting for January 2019 falls on January 1, which is a holiday, and therefore would need to be rescheduled. The next regular meeting would fall on January 15<sup>th</sup>. There are five Tuesdays in January. Council has the following options:
  - To only have one meeting on January 15.
  - Reschedule both the January 1 and January 15 meetings to January 8 and 22, thus keeping two weeks between meetings.
  - Reschedule the first meeting to Tuesday, January 8.
- Regardless of the chosen dates for the meetings, the Oaths of Office for newly elected officials must be administered prior to them taking office. This normally takes place at the beginning of the first meeting in January. The Oaths are allowed to be administered in December, but the newly elected officials could not begin serving on the Council prior to January 7, 2019.

**Recommendation:** To amend the 2018 City Council and HRA meeting calendar and set January 2019 City Council meeting dates.

**ATTACHMENTS**

Resolution amending the City Council and HRA meeting dates for 2018 and January, 2019.

Respectfully,

/s/ Mary Mills  
Mary Mills, Deputy Clerk

Approved for Agenda:

/s/ CW by mm  
Dr. Craig Waldron, City Manager

**CITY OF NORTH ST. PAUL**

**RESOLUTION NO. 2018-xxx**

**RESOLUTION AMENDING THE 2018 CITY COUNCIL AND HRA MEETING CALENDAR  
AND SET JANUARY 2019 CITY COUNCIL MEETING DATES**

**WHEREAS**, the annual schedule for the 2018 City Council workshops, regular meetings and Housing and Redevelopment Authority (HRA) meetings was adopted in January of 2018; and

**WHEREAS**, the current HRA schedule does not meet the needs of the City or the HRA. It is proposed the City Council set the HRA's meetings to take place at the end of regular meetings on an as needed basis; and

**WHEREAS**, the first regular council meeting of November falls on General Election day. That meeting was officially canceled on the schedule. However, the results of the General Election have set dates that they must be canvassed on. In order to meet statutory requirements the Council needs to schedule that date. The canvass must take place on November 13, 14, 15 or 16, (Tuesday-Friday) thus requiring a special council meeting. Historically this canvassing meeting has been held in the early afternoon and is the only item on that agenda; and

**WHEREAS**, Election laws also state that the first day a newly elected official may serve as a sworn council member is January 7, 2019. The first regular meeting for January 2019 falls on January 1, which is a holiday, and therefore would need to be rescheduled. The next regular meeting would fall on January 15<sup>th</sup>. There are five Tuesdays in January. Council has the following options:

- To only have one meeting on January 15.
- Reschedule both the January 1 and January 15 meetings to January 8 and 22, thus keeping two weeks between meetings.
- Reschedule the first meeting to Tuesday, January 8.

**WHEREAS**, regardless of the chosen dates for the meetings, the Oaths of Office for newly elected officials must be administered prior to them taking office. This normally takes place at the beginning of the first meeting in January. The Oaths are allowed to be administered in December, but the newly elected officials could not begin serving on the Council prior to January 7, 2019.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH ST. PAUL, MINNESOTA**, to amend the 2018 City Council and HRA meeting calendar and set January 2019 City Council meeting dates.

**ADOPTED** this 3<sup>rd</sup> day of July, 2018.

Motion by Council Member xxx

Second by Council Member xxx

Voting:    Aye:        Council Member Furlong  
                         Council Member Petersen  
                         Council Member Walczak  
                         Council Member Sonnek  
                         Mayor Kuehn

                  Nay:        None

                  Abstain: None

                  Absent:  None

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Michael R. Kuehn, Mayor

Attest: \_\_\_\_\_  
          Dr. Craig Waldron, City Manager