

**City of North Saint Paul**  
**May 1, 2018**  
**Adopted City Council Workshop Meeting Minutes**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Present: Council Member Terry Furlong  
Council Member Candy Petersen  
Council Member Tom Sonnek  
Council Member Jan Walczak  
Mayor Mike Kuehn

Staff: City Manager Dr. Craig Waldron, Finance Director Jeanne Day, Finance Coordinator Jason Zimmerman, Deputy Clerk Mary Mills, Fire Chief Scott Duddeck, City Attorney Soren Mattick, City Engineer Morgan Dawley.

Guests: Aaron Nielson and Jackie Huegel, partners with Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR)

**III. ADOPT AGENDA**

*On motion by Council Member Petersen, seconded by Council Member Sonnek, with all present voting aye (5-0), motion carried to approve the agenda as presented.*

**IV. TOPIC(S)**

**A. Silver Lake Weed Treatment**

City Manager Waldron presented a request from the Silver Lake Improvement Association (SLIA) for funding assistance with the weed treatment on Silver Lake.

Rick Gelbmann, President, and Joyce Germscheid, Treasurer and Membership of the Silver Lake Improvement Association, were present to discuss arrangements for requested share of Silver Lake invasive plant treatment costs. Gelbmann reviewed the history of weed treatment and the decline over the years of funding from the DNR and other sources. SLIA hires a contractor to do the work. The DNR issues a permit to SLIA to treat the shoreline and center of the lake as necessary according to current lake water sample results. Shoreline owners pay for their own portion.

Council Member Sonnek noted that this is a small financial amount to contribute to a large city amenity.

Also discussed was the possibility of the City paying an additional \$500 due to SLIA's depleted funds and upcoming 501c3 registration expenses. Arrangements have been made to provide SLIA with legal counsel which will eliminate an expected expense so those additional funds will not be needed.

The Watershed District does not offer monetary assistance, but does offer study and engineering advice. Each year there are additional expenses for insurance coverage to conduct fund raising events to cover the weed treatment.

It was recommended the City Council of North St. Paul pay half the 2018 Silver Lake invasive plant treatment costs, not to exceed \$3,000, to be billed directly to the City by the contractor. In addition, for this year, the City would pay an additional \$500 due to SLIA's depleted funds and upcoming 501c3 registration expenses.

***Council agreed to present this request at the May 15, 2018 regular city council meeting for consideration and approval.***

### **B. Dangerous Animal Ordinance**

It was recommended that the City Council of North St. Paul amend its Dangerous Animal Ordinance. City Attorney Soren Mattick presented a re-drafted ordinance. The new version harmonizes the City ordinance with the state statute, while maintaining those stricter provisions which the city adopted.

One notable change – the state statute requires that hearings for an appeal of a dangerous dog designation must be held within 14 days of receipt of the appeal request. This short turn around would pose an issue if the hearing was before council. The situation could arise where an appeal is delivered the day before a council meeting and, since that meeting would be the only meeting of council within the next 14 days, staff and council would have to rush to hold the hearing the next day. Since the statute doesn't require these hearings to be held before council, the ordinance will be changed so that the hearings are before the City Manager instead.

This proposed updated ordinance will be brought before the Planning Commission for their review and comment, and then brought back to the City Council for approval at a future meeting.

### **C. Comprehensive Annual Financial Report (CAFR)**

Finance Director Jeanne Day introduced Aaron Nielsen and Jackie Huegel of the city's audit firm of Malloy, Montague, Karnowski, Radosevich & Co. P.A. (MMKR), who reviewed the 2017 Comprehensive Annual Financial Report (CAFR), Special Purpose Report, and Management Report.

MMKR. has again issued a clean ("unmodified") opinion on the city's 2017 financial statement audit, and they have found two compliance issues regarding payroll declaration, and solid waste management billing. These two items have been findings in past audits and staff has been working to resolve.

Follow-up on prior year findings of vendor payment obligations was found to be corrected by the city in the current year. Also, similar to prior years, are the recommendations regarding the city's fund balance policy, housing improvement Interfund loan and land held for resales. Also individual fund deficits, and the fiber optic fund deficit.

***Council formally accepted the audit report as presented and MMKR will make a brief overview presentation at the May 1, 2018 City Council regular meeting.***

**V. OTHER BUSINESS**

There was no other business.

**VI. ADJOURNMENT**

*There being no further business, on motion by Council Member Sonnek, seconded by Council Member Furlong, with all present voting aye (5-0), Mayor Kuehn adjourned the workshop meeting at 6:33 p.m.*

/s/ Michael R. Kuehn, Mayor

Attest:

/s/ Mary Mills, Deputy Clerk