

**City of North Saint Paul**  
**July 23, 2018**  
**Adopted City Council Special Workshop Meeting Minutes**

**I. CALL TO ORDER**

Mayor Kuehn called the meeting to order at 5:33 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, Strategic Operations Director Debra Gustafson, Electric Director Brian Frandle, Public Works Director Nick Fleischhacker, Fire Chief Scott Duddeck

**III. ADOPT AGENDA**

*Mayor Kuehn stated that pursuant to this being classified as a special meeting, the agenda item is set and cannot be changed.*

**IV. TOPIC(S)**

A. Budget

Finance Director Jeanne Day provided a brief synopsis of the last budget discussion that occurred at the July 17, 2018 Council Workshop meeting. Day mentioned based on initial health care renewal discussions the City Insurance portion is proposed to increase \$24,000, \$15,000 of which would fall under the general fund.

Council requested to leave the following items in the general fund budget for now:

- Human Resources Application Incode
- Public Works Snow Pusher 710
- Contracted Transcription of Minutes
- Public Works Trailer
- Administration Training
- Recreation Vehicle Expenses
- Council Dues and Subscriptions
- Fire Department Staffing Changes –change in pay structure. Council stated they would like to review the Public Safety Study prior to making final decisions regarding this item.
- Additional Emerald Ash Borer Tree removal. Council Member Furlong stated prior to having trees removed, the City will need to communicate information with the community.

- Promotional Items – Leave in but reduce to \$300. Director Frandle stated that the City could use the Clean Renewal Energy Pinwheels he has at the Electric Department as giveaways for kids.
- Public Works Staffing Changes.

Council requested additional information regarding the following item:

- Mobile App for Website. Gustafson stated she thought it may be a requirement of the Civic Plus Contract. She stated she would get further information regarding the City's contract obligation from the Community Relations Coordinator.

Council requested the following items be moved to the Park Fund Budget:

- Summer Youth Program
- ADA Mats for Swing Areas in Two Parks

The following items were removed:

- POLCO. Staff is working to secure grant funding for POLCO.
- Finance Six Sigma Lean Training. Council Member Sonnek stated that Staff would be able to attend training at Capella University.

Chief Duddeck mentioned that the overtime budget for the Fire Department has already been used for the year and we're only a little half way through the year. This is due to the City's requirement to pay full-time staff overtime for the hours they report to fire calls outside of their regular work shift. Mayor Kuehn suggested putting another \$10,000 in the 2019 fire department overtime fund, to cover the costs related to necessary overtime.

Director Day provided an overview of the following Funds: Debt Service Levy, LGA Fund, Electric Fund, Water Fund, Waste Water Fund, Surface Water Fund, Fiber Fund, EDA Fund and HRA Fund.

At approximately 8:50 p.m. Mayor Kuehn excused himself from the meeting and Council Member Walczak was acting Mayor for the remainder of the meeting.

Director Day provided an overview of the Solid Waste fund. Staff is currently working on an RFP for solid waste and recycling contract, the current contract expires in August of 2019. A budget adjustment will be needed once the RFP is finalized. Chief Duddeck stated that the Acquisition of Roll-Off boxes are a must.

Director Day provided an overview of the Equipment Fund. Chief Duddeck stated the Squad replacements for next year were incorrect, there should only be two replacements. He said the vehicle amounts listed includes the vehicle camera and computer. Chief Duddeck also mentioned the 800 MHz Radios were supposed to be a payment to the fund not replacement cost. Director Day asked Chief Duddeck to work with Finance Staff Member Zimmerman to update the correct information. Staff will bring updated Equipment Fund numbers to the August meeting.

Director Day stated staff will bring adjusted numbers based on what was discussed to the August meeting. Day said that if any member does not feel comfortable with any items to contact staff to discuss further prior to the August Meeting.

## V. OTHER BUSINESS

There was no other business.

## VI. ADJOURNMENT

*There being no further business, on motion by Council Member Petersen, seconded by Council Member Furlong, with all present voting aye, Mayor Kuehn absent (4-0), Council Member Walczak adjourned the workshop meeting at 9:12 p.m.*

/s/ Michael R. Kuehn, Mayor

Attest:

/s/ Dr. Craig Waldron, City Manager