

City of North Saint Paul
September 4, 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 (arrived 5:07 p.m.)
Council Member Jan Walczak
Mayor Mike Kuehn

Staff: City Manager Dr. Craig Waldron, Finance Director Jeanne Day, Deputy Clerk Mary Mills, Fire Chief Scott Duddeck, Public Works Director Nick Fleischhacker

Guests: Kyle Mestad, Hamline University

III. ADOPT AGENDA

On motion by Council Member Furlong, seconded by Council Member Petersen, with all present voting aye, Council Member Sonnek absent (4-0), motion carried to approve the agenda as presented.

IV. TOPIC(S)

A. 2019 Budget

City Manager Waldron noted that following the direction to reduce the levy increase to 15% by the Council, Jeanne Day worked with the Department Heads and staff to bring that in line. Finance Director Jeanne Day recapped the last budget meeting and reviewed the memo for this meeting. The proposed current levy increase stands at 15%, which is down from the original 29% when discussions began. This 15% was obtained by taking the staffing needs that were requested and doing those in half year increments for the Fire Department, Public Works, and also to take one-time expenses that were noted and move those to the LGA (Local Government Aid) Fund. The Fire Department was able to reduce some dollars out of the Fire Department general contracting services to get down to 15%.

Fire Chief Duddeck noted that an item not addressed was the request for the contribution to the Fire Relief Association. As the budget sits right now there is zero contribution. Further discussion determined this item would remain open. Financing this when there are changes in the department being considered is not prudent at this time. City Manager Waldron stated that based on the recommendation from Fitch we will be looking at a number of different structures and bring those back to council. The Finance Director will then put a pencil to those structures to find out what that actually means in dollars. It will not be a significant change to the budget, but rather to position modifications.

Duddeck handed out a spreadsheet outlining the costs and proposed timelines for completion of the proposed building maintenance items and computer improvements. Of top concern are the city hall safety areas in the Council Chambers, Finance and Community Development. Staff will continue to look at options for safety improvements and budget adjustments. In addition, computer replacement needs to begin immediately and be completed by the end of 2019. Council chamber, meeting room and cable upgrades are also in need.

The 2019 Municipal Fee schedule will be brought to Council for adoption in October. There were no further changes to this and it is ready to be adopted.

B. Performance Measurement Report

City Manager Waldron introduced Kyle Mestad, a doctoral student at Hamline. In the summer of 2018 the City of North St. Paul began a project called the “Performance Management Initiative.” Kyle had been tasked with heading this initiative. The primary goal of this project was to review and enhance the city’s ability to report and utilize performance measure data at the city and department level.

Kyle met with the department heads as well as other city employees and put together a report. This report shows what we’re doing and how we’re doing. Council Member Sonnek indicated that this report establishes the measures and how to get the data. Many of these measurements are first step and will bring awareness to see what works and what doesn’t.

Council indicated to the City Manager they would like to look at this as a priority and move forward with a kick-off in January. Phase two can be looking at history of some of the items, such as public safety. Waldron indicated that we need use caution to not lose the true core of what the city is doing. The amount of data and how it is gathered should be reasonable so as to not add work to staff who are already doing more with less staff available.

V. **OTHER BUSINESS**

There was no other business.

VI. **ADJOURNMENT**

There being no further business, on motion by Council Member Furlong, seconded by Council Member Petersen, with all present voting aye (5-0), Mayor Kuehn adjourned the workshop meeting at 6:31 p.m.

/s/ Michael R. Kuehn, Mayor

Attest:

/s/ Dr. Craig Waldron, City Manager