

South St. Paul City Council Work Session

Session Notes for January 13, 2025

1. CALL TO ORDER

Mayor Jimmy Francis called the City Council Work Session to order at 7:00 PM on Monday, January 13th, 2025.

No formal Council Action is taken at a work session meeting, this is a summary of discussion that took place.

Present: Jimmy Francis, Todd Podgorski, Lori Hansen, Pam Bakken, Tom Seaberg, Joe Kaliszewski, Matt Thompson

Absent: None

Staff Present:

Ryan Garcia, City Administrator

Clara Hilger, Director of Finance

2. DISCUSSION ITEMS

A. 2024 Third Quarter Financial Report

Finance Director Clara Hilger provided a brief summary of the 2024 Third Quarter Financial Report. Ms. Hilger conveyed that the report revealed no worrisome variances in operating funds for the third quarter and that no budget adjustments were necessary or proposed for the third quarter. Ms. Hilger noted that due to the absence of findings from the most recent financial audit, the Third Quarter Financial Report did not include reference to any previous audit findings or notes. Councilmember Seaberg expressed support for continuing to include such references with future Quarterly Financial Reports to the Council, which Council agreed were meaningful and helpful. The 2024 Third Quarter Financial Report will be placed on the January 21, 2025, Consent Agenda for formal council action.

B. Worksession Format Discussion

City Administrator Ryan Garcia provided a summary overview of potential adjustments to the time, frequency, manner, format, and location of City Council Work Sessions. Following discussion of various options as outlined in the work session cover report, City Council's consensus was that continuing to conduct work sessions on the 2nd and 4th Mondays of each month at 7:00 PM was optimal. At this time, the Council felt encouraging in-person participation in work sessions was of value and will not pursue televising or otherwise broadcasting work sessions. For 2025 work sessions and going forward, Staff will prepare written Session Notes to be published and approved on a following Business Meeting of the Council.

3. COUNCIL COMMENTS & QUESTIONS

- Mayor Francis noted that the City Attorney RFP is due on Friday, January 17th, and assigned Councilmembers Hansen and Thompson to the Proposal Review Team.
- City Administrator Garcia advised that the Office of Administrative Hearings Denied a motion by Blue Ox for summary disposition of the Minnesota Department of Transportation's denial of a Billboard Application on City-Owned property adjacent to I-494.
- Councilmember Hansen requested a future work session discussion on Councilmember Salaries.

4. ADJOURNMENT

There being no further business to come before the City Council at the regular work session meeting, Mayor Francis declared the meeting adjourned at 7:42 PM.

Respectfully submitted,

/s/: Ryan Garcia

City Administrator