



## OPEN COUNCIL WORK SESSION

**MUNICIPAL CENTER COUNCIL CHAMBERS**  
**1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118**  
**MONDAY, APRIL 24, 2023**  
**5:45PM**

1. Welcome and Note Attendance
  
2. Agenda Item(s)
  - A. 2024-25 Budget Introduction and Process

Documents:

[CITY COUNCIL ACTION ITEM-2024-2025 BUDGET-TAX LEVY KICKOFF MEETING.PDF](#)  
[BUDGET PRESENTATION-BUDGET KICKOFF.PDF](#)

- B. Boards and Commissions Appointment Process

Documents:

[OCWS ITEM - COMMITTEE APPOINTMENT PROCESS.PDF](#)

- C. Future OCWS Items

3. Regular Meeting Consent Agenda Review
  
4. Adjourn

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at 651-552-4108 or email [ADA@wspmn.gov](mailto:ADA@wspmn.gov) at least 5 business days prior to the meeting.*

*Si usted desea que alguna parte del paquete de esta agenda sea traducida al Español, por favor solicítelo al [social@wspmn.gov](mailto:social@wspmn.gov).*

*[www.wspmn.gov](http://www.wspmn.gov) EOE/AA*

**Subject: 2024-2025 Budget Kick off**

<b>Meeting Date:</b> April 24, 2023	
<b>Submitted/Presented by/Department:</b> Char Stark/Finance	
<b>Action Type</b>	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
<b>Action</b>	
Give directions on the 2024 Tax Levy.	
<b>Background</b>	
<p>Kicking off the 2024-2025 Budget process</p> <ul style="list-style-type: none"> <li>• Updating Council on where the 2024 Budget/tax levy is currently projected.</li> <li>• Presentation</li> </ul> <p>Council discussion:</p> <ul style="list-style-type: none"> <li>• Current projection</li> <li>• Council budget requests</li> <li>• The level the Council finds acceptable for the levy for 2024.</li> </ul>	
<b>Budget Presentation</b>	
<b>Previous Relevant Actions</b>	
<b>Alternatives</b>	
<b>Financial</b>	
Budgeted: <input type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund:	
Department:	
Account:	
Amount:	

# 2024-2025 Budget Kickoff

# Tonight's Goal

Currently the Preliminary Tax Levy % increase is at 8.40%

- Additional Expenses to budget for
- Possible decreases-Health insurance (August)
- No new positions in the current prelim. budget

Update Council on current tax levy levels. What the increases are for.

Is this current tax levy on target or is there another range that we should be moving toward? Acceptable Maximum?

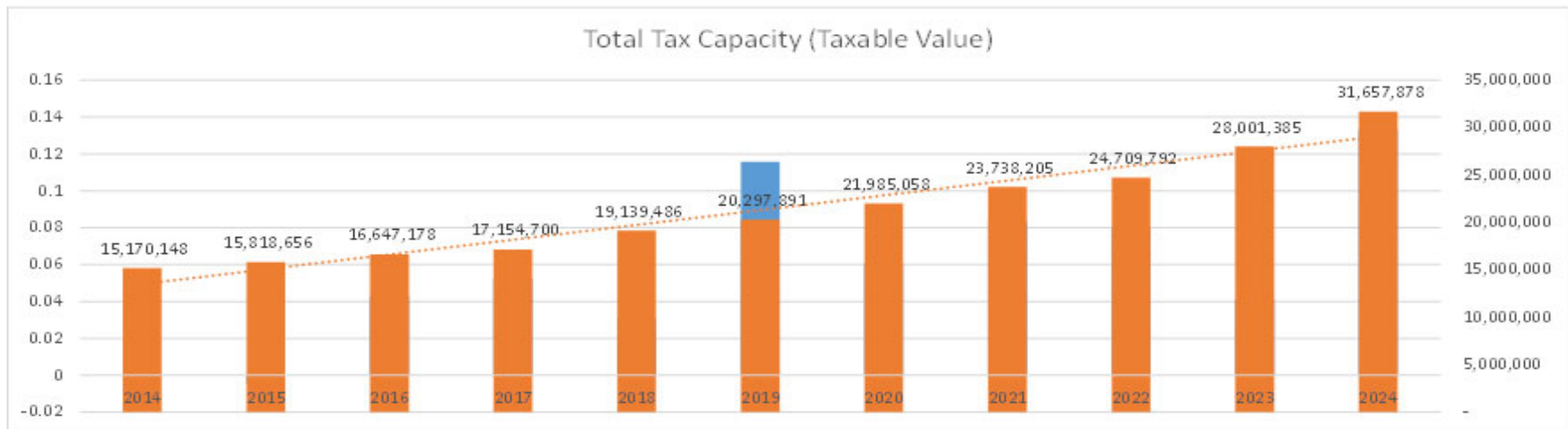
# Budget Schedule- Preliminary

## March 24-April 7 Preliminary Review with Finance and Departments

28-Apr	City Manager's Memo to Staff-Budget kickoff
19-May	Budget Request period closes
13-Jun	City Manager and Finance Director Review
20-Jun	Meet with DH staff and review all budget requests
24-Jul	OCWS
21-Aug	OCWS if needed
11-Sep	Council Adoption of Preliminary Budget
Nov ?	Bring back to OCWS?
11-Dec	Final Adoption of Budget

# West St. Paul's Payable 2024 Tax Capacity

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
-0.46%	4.27%	5.24%	3.05%	11.57%	6.05%	8.31%	7.97%	4.09%	13.32%	13.06%
15,170,148	15,818,656	16,647,178	17,154,700	19,139,486	20,297,891	21,985,058	23,738,205	24,709,792	28,001,385	31,657,878



## 2024 Increases

Residential	Commercial	Industrial	Apartments	Personal	TOTAL
1,390,321	401,998	219,408	1,654,730	(9,964)	3,656,493
9%	8%	20%	29%	-6%	13%

# Annual Budget and Levy

	2022	2023	Conceptual	2024 Prelim
TOTAL BUDGET	37,926,075	42,667,522	37,926,075	39,835,515
TOTAL LEVY	18,657,789	19,755,031	20,979,745	21,413,485
Levy % Increase		5.88%	6.20%	8.40%

# 2024 Preliminary Budget

No added staffing positions

No changes for the Dome operations

20% increase for Health insurance (August will know actual)

Capital based on 2023 CEP-CIP plan

Continual planning for the redemption of bonds in Early 2024



<b>2023 Levy</b>	<b>\$19,755,031</b>
Neighborhood Street Program/Street Maint/Ally Program	552,000
Wages	500,000
WC/Auto/Liability Insurance	255,000
Health Insurance	100,000
Fire Contract	198,000
Arena (Parking Lot) 1X	189,000
Dome (Debt)	49,000
Pool Operations	17,500
GO Debt	31,000
Other	8,000
Reduction for Facility Capital	(241,000)
TOTAL LEVY REQUIREMENT INC	1,658,000
<b>2024 Levy</b>	<b>\$21,413,485</b>

# City Tax Levy affects on Residential Properties



House 1	2022	2023	2024 - Prelim	Increase
Taxable MV	200,200	236,100	246,200	10,100
City Tax	1,280	1,482	1,528	
Annual \$ Increase		202.00	46.00	

House 2	2022	2023	2024 - Prelim	Increase
Taxable MV	255,300	288,489	314,453	25,964
City Tax	1,701	1,866	2,019	
Annual \$ Increase		165.00	153.00	



<b>Levy Supported</b>	<b>Budget</b>	<b>Levy</b>	<b>%</b>	<b>Monthly</b>	<b>Annual</b>
Public Safety	11,426,289	9,976,389	44.61%	56.80	685.13
Debt	3,698,803	3,555,650	16.61%	21.15	253.83
Administration	4,633,415	2,251,738	10.52%	13.40	160.74
Public Works Operational	2,156,835	2,083,335	9.73%	12.39	148.72
Infrastructure	4,048,493	1,541,245	7.20%	9.17	110.02
Parks Maintenance	858,713	858,713	4.01%	5.11	61.30
Parks & Rec Enterprise	2,682,575	747,276	3.49%	4.45	53.35
Community Development	645,019	390,091	1.82%	2.32	27.85
Parks & Rec Programming	460,345	380,345	1.78%	2.26	27.15
<b>Non-Levy Supported</b>					
Parks & Rec Infrastructure	499,500	-	0.00%	-	-
Equipment	1,117,100	-	0.00%	-	-
Utilities	7,599,380	-	0.00%	-	-
<b>TOTAL BUDGET/LEVY</b>	<b>\$ 39,826,467</b>	<b>\$ 21,404,437</b>	<b>100%</b>	<b>\$ 124.79</b>	<b>\$ 1,528.09</b>

## Monthly/Annual Payment for City Services

This table illustrates the monthly and annual payment for city services on a residential home with a market value of \$246,200. This is adjusted by the market value exclusion credit of -15,082 for a taxable market value of \$231,118. The City-only tax portion for 2024 is \$1,528.09



## **Council Discussion**

## Subject: Boards and Commissions Appointment Process

<b>Meeting Date:</b> April 24, 2023	
<b>Submitted/Presented by/Department:</b> Nate Burkett, City Manager	
<b>Action Type</b>	
<input type="checkbox"/> Consent Item	<input checked="" type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Other:
<b>Action</b>	
Discussion and Direction	
<b>Background</b>	
<p>During the last round of appointments to boards and commissions several council members relayed concerns that the process is not sufficiently transparent, and that confusion on the part of council members and applicants exists. The purpose of this discussion is to offer a potential solution to change the process for appointments to boards and commissions. Staff is seeking direction from the council as to how to proceed. Staff has no objections to the process outlined below for Parks and Recreation/Environmental Committees and make no specific recommendation related to the process for Planning Commission/Board of Adjustment.</p> <p>The current process is outlined in the previous related actions. This process does take a reasonable amount of staff time and discretion. The proposed process is intended to put the council completely in control of all appointments.</p> <p><b><u>Parks and Recreation/Environmental Committee</u></b></p> <ul style="list-style-type: none"> <li>• 45-60 days before seats are vacated and at least 30 days before the second February meeting staff posts a call for applicants. All applicants MUST apply including those seeking re-appointment. (this will typically happen between January 1 and January 15 of each year). Applications are always open but will typically not be advertised unless it is during this time period.</li> <li>• All applications (with private data redacted) will be forwarded to the Council. All applicants seeking appointment to Parks and Recreation Committee or Environmental Committee will be asked to interview with the Council at the 2nd February Council meeting. The application will make applicants aware of the date and time of interviews and request they mark it in their calendars.</li> <li>• Council will determine appointments either at 2nd February meeting or 1st March meeting.</li> <li>• Staff will inform appointees and those not appointed.</li> </ul> <p><b><u>Planning Commission/Board of Adjustment</u></b></p> <p>Council has indicated an interest in making changes to the process to appoint members of the Planning Commission/BOA. As it is now, charter establishes the existence of a Planning Commission/BOA and ordinance sets forth the parameters.</p>	

## **Subject: Boards and Commissions Appointment Process**

Section 31.01 of the Ordinance states that:

*“The Planning Commission shall consist of nine members who are appointed by the Mayor and confirmed by the City Council.”*

There is very little detail in process outlined in the ordinance but it is clear that:

- (1) All vacancies on the Planning Commission shall be advertised for 30 days after a seat becomes open, or before the expiration of a member(s) term.*
- (2) Vacancies shall be advertised as a vacancy in the ward(s) with the lowest number of representatives.*
- (3) If the open seat(s) cannot be filled by a representative from the desired ward after 30 days, the seat may be designated as “at-large.”*

The ordinance, as it reads today, really leaves the vetting and research of candidates to the Mayor. The Council is not compelled to confirm Mayoral appointees, but the process would seem to be under Mayoral control.

As it is today, staff provides all of the applications for those individuals who are interested in the planning commission. However, it appears the Mayor has a right to recruit from outside the candidate pool.

### **Proposed Changes to the Application**

- Clear notation that applicants should expect to interview with the Council on a specific date (typically 2nd regular meeting in February).
- Addition of the following question "Do you serve on any other government, non-profit, not-for-profit or private business boards, commissions or governing bodies which are located in, provide services, or engage in business in the City of West St. Paul?"

### **Attachments**

### **Previous Relevant Actions**

[March 8, 2021 - Adopted Committee Appointment Process](#)

[January 9, 2023 - 2023 Committee Appointment Process Update](#)

### **Alternatives**

**Subject: Boards and Commissions Appointment Process**

<b>Financial</b>	
Budgeted: <input type="checkbox"/> Yes	<input type="checkbox"/> No Financial Impact
Fund:	
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