



South St. Paul

MAYOR/COUNCIL WORKSESSION
SSP City Hall
125 3rd Avenue North

Monday, February 8, 2016
7:00 p.m.

AGENDA:

1. Continued Discussion – Ordinance authorizing imposition of Commercial Inspection Fees for services provided by the South Metro Fire Department
2. Kaposia Landing Phase 1 - Change Order #3
3. Potential Turn back of TH 156 (Concord St.) from I-494 to US-52
4. Introduction and Initial Background – 2016 Space and Infrastructure Needs Analysis for the Library (No attachments)
5. Board/Commission Vacancies
6. Discuss and develop legislative priorities for 2016 State Legislative Session
7. Discuss recommendation for award of 2015 performance pay pursuant to Supervisory labor agreement.



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: February 3, 2016

TO: Mayors and Council Members

FROM: Mike Pott, Fire Chief

RE: **Proposed Commercial Inspection Fee Program**

Summary:

Over the past several months, the concept of implementing inspection fees has been discussed at numerous meetings; the most recent being the South Metro Board of Directors meeting on January 20th. Following extended discussions at that meeting, staff was directed to bring this topic back to a South St Paul Council worksession to determine support for any of the following options:

- 1) Implement the inspection fee program on all business/commercial properties and all hangars at the airport.
- 2) Implement the proposed inspection fee program, including all airport buildings conducting business/commercial activities; exclude all private-use hangars at this time.
- 3) The airport is very unique as compared to other commercial properties. Implement the proposed inspection fee program, with the exclusion of all properties on the airport at this time. Evaluate the airport properties at a future date to determine the appropriateness of inclusion in the inspection fee program.
- 4) No implementation of the proposed inspection fee program, yet continue with the current inspection program.

The proposed inspection fee is based on four different categories of square footage of the building or occupancy, as illustrated in the chart below.

Property Classification by Sq. Ft.		
Class 1	0 – 5,000 sq. ft.	\$75.00
Class 2	5,001 – 50,000 sq. ft.	\$150.00
Class 3	50,001 – 100,000 sq. ft.	\$225.00
Class 4	100,000 and over sq. ft.	\$300.00

Budget Impact:

Total estimated annual revenue from:

Option 1 – \$73,500

Option 2 – \$68,000

Option 3 – \$66,000

Option 4 – \$0

Recommendation:

Provide staff with Council's recommended action(s) for reporting back to the South Metro Fire Board of Directors.



SOUTH METRO FIRE DEPARTMENT

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Phone: (651) 552-4176 • FAX: (651) 552-4195
www.southmetrofire.com

DATE: October 7, 2015

TO: Mayors and Council Members

FROM: Mike Pott, Fire Chief

RE: **Commercial Inspection Fee Program Overview**

Summary:

At their September 16, 2015 Board meeting, the South Metro Fire Board approved the concept to implement a Commercial Property Inspection Fee Program. Their desire was to bring this topic forward to each of the City Councils for discussion and feedback. Following the Council worksessions, the intent is to bring the topic forward for discussion with various business groups, prior to the Board's final decision on this topic.

The mission of the South Metro Fire Department is to safeguard the health, safety, and public welfare in our communities. A portion of that mission directly relates to the protection of the tax base of the communities. To help achieve this goal, the Fire Prevention Division conducts fire and life safety inspections in commercial properties on an annual or biennial basis. The purpose of this inspection program is to assist building owners, managers and occupants with identifying and resolving fire and life safety issues prior to an incident occurring.

The Federal Emergency Management Agency (FEMA) reports that 40% of businesses do not reopen after experiencing a disaster and another 25% will fail within the following year. Similar statistics from the US Small Business Administration (SBA) indicate that over 90% of businesses fail within two years after being struck by a disaster. *We cannot control natural disasters; however, through a vigilant inspection program we can reduce the number of fires that occur through prevention and education.*

The Insurance Service Office's (ISO) Fire Suppression Rating Schedule evaluates four primary categories of fire suppression, one of which is community risk reduction. ISO recognizes proactive efforts to reduce fire risk and frequency. A strong fire inspection program helps increase the overall rating for the community, thus reducing the cost of insurance for the business community.

Commercial property inspections are beyond the basic service level of the fire department, with the specific business population receiving the benefits of the service provided. The current SMFD inspection policy requires that all commercial occupancies are inspected on a one or two year cycle. The frequency of the inspection is determined based on the type of occupancy, building population, fuel load, potential hazards within the occupancy and the potential of community risk associated with the occupancy.

Both South St Paul and West St Paul have recently reevaluated their rental housing inspection programs in an effort to maintain quality housing options for the citizens and to ensure the upkeep and safety of the

neighborhoods. South Metro's commercial property inspection program serves a similar purpose, as the means to maintain a quality business community and stable property values.

A review of surrounding communities and their inspection programs revealed almost no consistent approach to the implementation of commercial property inspection programs. Some communities such as Burnsville operate a complaint-based program, Eagan is working to implement an inspection program as time and availability of personnel permit, and Inver Grove Heights only inspects new construction projects and complaints.

We were able to identify four communities in the Metro area that have a strong inspection program and charge a fee for their commercial inspection programs. The Cities of Woodbury, St. Paul and Minneapolis base their fee structure on the square footage of the occupancies. The City of Edina bases its fee on an operational permit program. The following information outlines these commercial inspection programs:

The City of Woodbury instituted an Inspection fee program adopted through ordinance in 2006; the Fire Marshal reported there were some complaints about the fee for the first couple of years; however, now that the program is operational they receive very few fee related complaints. Inspections are conducted every 1 to 2 years based on the hazards of the occupancy.

The St. Paul "Fire Certificate of Occupancy" Inspection Program includes all occupied buildings, except owner-occupied houses and duplexes. Inspections are conducted every 1 to 3 years based on the hazards of the occupancy.

The City of Minneapolis established a Commercial Building Registration program in March of 2009. The program was adopted by city ordinance with the Fire Department responsible for issuing Commercial Building Certificates of Registration. All commercial occupancies are required to register with the Fire Department to provide important information about the use and occupancy of the building. Inspections are conducted every 1 to 3 years based on the hazards of the occupancy.

The City of Edina charges for Operational Permits based on the Minnesota State Fire Code Chapter 105.6. Although the code lists 46 types of "operations" that require an annual permit, the City elects to charge one flat fee for any operational permit.

After considerable evaluation and discussion, it is proposed that South Metro institute the following Commercial Property Inspection Fee:

Property Classification by Sq. Ft.		
Class 1	0 – 5,000 sq. ft.	\$75.00
Class 2	5,001 – 50,000 sq. ft.	\$150.00
Class 3	50,001 – 100,000 sq. ft.	\$225.00
Class 4	100,000 and over sq. ft.	\$300.00

<i>Annual Inspection Cycle</i>				
Classification	Number of Occupancies	Inspection Fee for Classification	Total Estimated Fees	
Class 1	171	\$75.00	\$12,825.00	
Class 2	124	\$150.00	\$18,600.00	
Class 3	11	\$225.00	\$2,475.00	
Class 4	16	\$300.00	\$4,800.00	
Total Annual Fees				\$38,700

<i>*Biennial Inspection Cycle</i>				
Classification	Number of Occupancies	Inspection Fee for Classification	Total Estimated Fees	Total Estimated Fees/2
Class 1	556	\$75.00	\$41,000.00	\$20,500.00
Class 2	89	\$150.00	\$13,350.00	\$6,675.00
Class 3		\$225.00		
Class 4	1	\$300.00	\$300.00	\$150.00
Total Annual Fees				\$27,325

<i>Airport Inspections</i>				
Annual Business Hangar Inspections	26	\$75.00	\$1,950.00	
*Biennial Hangar Inspections	147	\$75.00	\$11,025.00/2	\$5,512.50
Total Annual Fees				\$7,462.50

*Inspection fees charged when occupancy is inspected.

Grand Total Annual Fees				\$73,487.50
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Fire Prevention is a significant component of our department’s philosophy and much effort is dedicated to implement successful, effective programs. Over the past five years there has been a gradual reduction in the number of re-inspections for commercial properties. As a result, in 2014 just over 1/3 of all inspections required a re-inspection to gain code compliance. In the first six months of 2015, the number of re-inspections has increased significantly, reaching a level of 2/3 requiring a re-inspection.

Currently, South Metro does not charge any fees associated with the commercial inspection program; the inspection fees will allow the recovery of personnel costs related to the program, ensuring the viability of this valuable service. The business community will continue to reap the benefits of this program by maintaining lower insurance rates, positively impacting property values and marketability of their business.



SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: January 6, 2016

TO: Mayors and Council Members

FROM: Mike Pott, Fire Chief

RE: **Proposed Commercial Inspection Fee Program**

Summary:

At their September 16, 2015 meeting, the South Metro Fire Board requested staff to explore the concept of implementing a Commercial Property Inspection Fee Program as a cost recovery measure for services provided. As a result, over the last few months staff has presented the information to both City Councils and the business community through a direct mailing and discussion at a couple of meetings (Local Issues Chamber of Commerce and SSP Lions Club). We have also received feedback through numerous emails and phone calls.

The associated feedback has been compiled and an overview is provided below. With the exception of two people, there didn't appear to be concerns or objections to conducting the life safety fire inspections; instead, the concerns raised were specific to the implementation of the new fee.

- The most often asked question is why are these fees being implemented now since the fire inspections have been occurring for years?
- Inspections aren't beyond the basic services of the fire department, so there shouldn't be a charge.
 - o Property taxes should be the funding source, not another fee.
- If this is going to be implemented, then a business owning more than one building or leasing more than one occupancy should have the square footage grouped together when determining the fee.
 - o A strip mall should pay one fee, not charge each individual business.
- \$75 fee too high for small offices.
 - o Small businesses struggle to pay their share of the taxes, let alone another fee.

There has been considerable negative feedback from private hangar owners at the SSP Airport. Although these private hangars don't operate businesses, annual inspections are required in their lease agreements.

- Concerns regarding the direct mailing notification.
 - o Most of the letters were sent to the hangar addresses; the Post Office returned many as undeliverable. South Metro staff hand delivered as many of these letters as possible once they were returned.
 - o The letter was addressed to "Business Owner", so many hangar owners discarded the letter since they didn't consider themselves as business owners or having commercial property.
- It's just another tax that will push people out of the airport.
- The \$75 fee is excessive since a typical inspection takes less than 5 minutes.
- They already pay lease fees and property taxes that should pay for the fire department services.

In addition to seeking feedback on the proposed fees, we also explored the necessary steps required to implement the inspection fees. From a process perspective, Ms. Land has determined that each City Council will need to amend its fire prevention ordinance to provide the authority to allow the collection of fire prevention inspection fees. Once the authority has been established, the Board would then need to adopt a resolution implementing the fees.

Following discussions at the December Board meeting, the Board requested this topic be brought back to the Councils at their respective worksessions for further discussions. We look forward to this discussion at your upcoming worksession.



COUNCIL WORKSESSION REPORT

DATE: February 8, 2016

DEPARTMENT: Parks and Recreation

ADMINISTRATOR: SPK

2

AGENDA ITEM: Kaposia Landing Phase 1 Change Order #3

DESIRED MEETING OUTCOMES:

Review and discuss Kaposia Landing Phase 1 progress and the third batch of change orders related to construction.

OVERVIEW:

Phase 1 of Kaposia Landing construction has continued through winter. Rachel Contracting and Morcon Construction, their sub-contractor, have continued working on the concession/restroom building and softball field bench shelters during the winter season. Project highlights include:

1. The walls and roofing of the building have been completed. Interior work is contingent upon non-freezing temperature and will commence when the weather allows. The building does not have electricity yet.
2. The eight player bench roof shelters for the softball fields are finished, complete with shingles.
3. The parking lot and roadway will receive its second lift of bituminous this spring. Additional concrete curbing needs to be installed to meet city design standards.
4. Backstop and outfield fencing is nearly complete, will be finished in the spring.
5. Trees and shrubs have been planted adjacent to the new parking lot area under the placement guidance of our Public Works staff.
6. Xcel Energy has started the electricity installation and connection into the park. It has been a slow process but is picking up momentum. We have not been provided completion timeline.
7. Surrounding park areas remain open to the public!

We have received the third round of change order requests from the contractor. When change orders are proposed: WSB reviews justification on our behalf, negotiates with Rachel Contracting, and provides us the outcome of their research and discussion with Rachel Contracting and their professional opinion of the situation. If further debate is warranted, we discuss directly with the contractor.

Rachel Contracting has proposed two items as part of this change order: one is related to the concrete slab of the building and one was requested by us, the owner, related to parking lot curbing dictated by city code:

1. Concrete building slab rework related to electrical conduits and unforeseen conditions: \$5,000.
Justification: The architectural drawings did not show concrete being poured into the plumbing chase. Concrete is needed to be in place for the carriers to fasten to and for reinforcement. Price is \$1,565.91. In addition, the electrical conduits installed in the floor need additional concrete and a beam installed for reinforcement. Price is \$2,989.87.

2. Installation of additional curb and gutter in the new parking lot focusing on the perimeter and islands: \$26,348.40 and \$1,500 for remobilization.

Justification: As a cost saving measure, parking lot curbing was minimal in the original design. During construction of the new parking area, the curbing plan was re-evaluated to provide more structure to protect turf areas, light poles, and center islands. With more thorough discussion, it was discovered that the original plan did not provide the amount of curbing required by city code design standards. To achieve compliance, more concrete curbing needs to be installed which will include a labor, material, and re-mobilization cost for the contractor.

The detailed change order attached for your review.

The total change order request for this third batch is \$32,848.40. Contingency budgeted for Kaposia Landing Phase 1 is \$253,518. Deducting this change order request, in addition to the two previously approved change order requests, would leave a contingency balance of \$188,421 available for the remainder of the project. The detailed change order request including cost breakdown, justification, and parking lot curbing diagram are attached.

SOURCE OF FUNDS:

Park Referendum – 5% contract contingency.



Document G701™ – 2001

Change Order

PROJECT (Name and address): Kaposia Landing Phase I City of South St. Paul 800 Bryant Avenue South St. Paul, MN 55075	CHANGE ORDER NUMBER: 003 DATE: January 29, 2016	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Rachel Contracting Attn: Rob Smith 4125 Napier Court NE St. Michael, MN 55376	ARCHITECT'S PROJECT NUMBER: 01261-720 CONTRACT DATE: Approved April 6, 2015 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attachments

The original Contract Sum was	\$	<u>5,070,306.74</u>
The net change by previously authorized Change Orders	\$	<u>32,247.25</u>
The Contract Sum prior to this Change Order was	\$	<u>5,102,553.99</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>32,848.40</u>
The new Contract Sum including this Change Order will be	\$	<u>5,135,402.39</u>

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 08-05-2016; Type I seeding date of 09-18-2015

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>WSB & Associates, Inc.</u> ARCHITECT (Firm name)	<u>Rachel Contracting</u> CONTRACTOR (Firm name)	<u>City of South St. Paul</u> OWNER (Firm name)
<u>701 Xenia Ave. S. Suite 300</u> <u>Mpls. MN 55416</u> ADDRESS	<u>4125 Napier Court NE</u> <u>St. Michael, MN 55376</u> ADDRESS	<u>100 - 7th Ave. N.</u> <u>South St. Paul, MN 55075</u> ADDRESS
<u><i>Robert Slipka</i></u> BY (Signature)	<u><i>Robert J. AA</i></u> BY (Signature)	<u></u> BY (Signature)
<u>Robert Slipka</u> (Typed name)	<u>Robert Smith</u> (Typed name)	<u>Chris Esser</u> (Typed name)
<u>2/1/16</u> DATE	<u>1/30/16</u> DATE	<u></u> DATE

Contract Summary Sheet

Contract Change Order #3 for:

Kaposia Landing Phase 1
 City of South St. Paul
 125 Third Avenue North
 South St. Paul, MN 55075

Distribution To:

- Owner Field
 Consultant Other
 Contractor

To (Contractor):

Rachel Contracting
 4125 Napier Court NE
 St. Michael, MN 55376

Date: 29-Jan-16

City Project No.: 201480

CHANGES TO THE CONTRACT

(The contractor shall make the following changes to the contract)

#	DESCRIPTION	QTY.	UNIT	UNIT PRICE	ADD	DEDUCT
CO3.1	ADD: Concrete building slab rework related to electrical conduits	1	EA	\$5,000.00	\$5,000.00	
CO3.2	ADD: D412 curb and gutter at parking lot islands	1126	LF	\$23.40	\$26,348.40	
CO3.3	ADD: Remobilization for CO3.2	1	LS	\$1,500.00	\$1,500.00	
TOTAL CHANGE ORDER ADDS AND DEDUCTS:					\$32,848.40	\$0.00
NET CHANGE ORDER TOTAL:					\$32,848.40	

Denotes corrected bid item, quantity, or unit price

Contract Summary to Date	
Original Base Bid Contract Sum:	5,070,306.74
Previously Authorized Change Orders:	32,247.25
Net Change of this Change Order:	32,848.40
Total Contract Sum (Including all Change Orders to Date):	\$5,135,402.39

Robert Slipka

To: Robert Smith
Subject: RE: Kaposia

From: Robert Smith [<mailto:RSmith@rachelcontracting.com>]
Sent: Friday, January 08, 2016 9:59 AM
To: Robert Slipka
Subject: RE: Kaposia

When you add our M/U it's a total of \$5011, so call it \$5000 but again I would check with Andrew as he was questioning some of their cost. I got the feeling he wanted them to justify and provide backup or he was not going to agree to the full amounts submitted.

Rob Smith
Estimator/Project Manager



Rachel Contracting, Inc.

4125 Napier Court NE | St. Michael, MN 55376

D: 763-424-1531 | M: 612-716-5531 | rsmith@rachelcontracting.com



5905 GOLDEN VALLEY ROAD
 GOLDEN VALLEY, MN 55422
 Fax : 763-546-3129 Ph : 763-546-6066

Change Request

To: Robert Smith
 RACHEL CONTRACTING, INC.
 4125 Napier Court NE
 St. Michael, MN 55376
 Ph: (763)424-1500 Fax: (763)424-1501

Number: 3
 Date: 10/22/15
 Job: SO-15-084 KAPOSIA LANDING PHASE 1
 Phone:

Description: Plumbing Chase Concrete work
Reason: Unforeseen Condition
Initiated by: Andrew Cooper (OERTEL ARCHITECTS, LTD)
Source: Other

We are pleased to offer the following specifications and pricing to make the following changes:
 The drawings do not show concrete being poured in the plumbng chase. Concrete needs to be in place for the carriers to fasten to.

Work performed by us:					
Description		Quantity	Unit	Unit Price	Price
SUPERVISION	Labor	3.00	HRS	\$89.00	\$267.00
CONCRETE REINFORCING	Labor	2.00	HRS	\$79.00	\$158.00
CONCRETE REINFORCING	Material				\$100.00
Crush Boxes	Labor	3.00	HRS	\$79.00	\$237.00
Crush Boxes	Material				\$300.00
POURED FOUNDATIONS	Labor	2.00	HRS	\$82.00	\$164.00
POURED FOUNDATIONS	Material				\$175.00
Subtotal:					\$1,401.00

Subtotal:					\$1,401.00
	Contractor OH and P	\$1,401.00	10.00%		\$140.10
	Bonds and Insurance	\$1,541.10	1.61%		\$24.81
Total:					\$1,565.91

The schedule is not affected by this change.

At this time we have not included any provisions for unforeseen conditions, overtime premiums, schedule delays, out of sequence work, labor inefficiencies, etc., which may result as a consequence of this change. Should such conditions be encountered, we reserve the right to be reimbursed for associated costs. Please provide written confirmation if we are to proceed with this change.

Submitted by: Shawn Olson
 MORCON CONSTRUCTION CO INC

Approved by: _____
 Date: _____

Cc:

Change Request

To: Robert Smith
 RACHEL CONTRACTING, INC.
 4125 Napier Court NE
 St. Michael, MN 55376
 Ph: (763)424-1500 Fax: (763)424-1501

Number: 2
 Date: 10/22/15
 Job: SO-15-084 KAPOSIA LANDING PHASE 1
 Phone:

Description: Added concrete structural work around conduits

Reason: Design Change

Initiated by: Andrew Cooper (OERTEL ARCHITECTS, LTD)

Source: Other

We are pleased to offer the following specifications and pricing to make the following changes:

During the installation of the SOG, it was noticed that the electrical conduits installed did not leave enough room to install the structural slab components per the drawing. An SK drawing was issued to install a grade beam to carry the load around the conduits.

Work performed by us:					
Description		Quantity	Unit	Unit Price	Price
SUPERVISION	Labor	4.00	HRS	\$89.00	\$356.00
CONCRETE REINFORCING	Labor	8.00	HRS	\$79.00	\$632.00
CONCRETE REINFORCING	Material				\$1,200.00
Digging out dirt	Labor	3.00	HRS	\$79.00	\$237.00
Added Concrete	Material				\$250.00
Subtotal:					\$2,675.00
Subtotal:					\$2,675.00
	Contractor OH and P	\$2,675.00		10.00%	\$267.50
	Bonds and Insurance	\$2,942.50		1.61%	\$47.37
Total:					\$2,989.87

The schedule is not affected by this change.

At this time we have not included any provisions for unforeseen conditions, overtime premiums, schedule delays, out of sequence work, labor inefficiencies, etc., which may result as a consequence of this change. Should such conditions be encountered, we reserve the right to be reimbursed for associated costs. Please provide written confirmation if we are to proceed with this change.

Submitted by: Shawn Olson
 MORCON CONSTRUCTION CO INC

Approved by: _____
 Date: _____

Cc:

Robert Slipka

To: Robert Smith
Subject: RE: Kaposia

From: Robert Smith [<mailto:RSmith@rachelcontracting.com>]
Sent: Tuesday, December 08, 2015 10:14 AM
To: Robert Slipka
Subject: Kaposia

Good Morning Bob,

I just wanted to touch base with you as it's been a couple weeks, Morcon is still progressing on the roof structures of softball dugout as well as the concession building.

I also just wanted provide updates on a few things;

- Any idea when we can expect payment for pay app #6 that we revised mid-Nov? Subs are calling requesting payment.
- We will be submitting another pay app this week and as I was going through it I realized we had a bust (TYPO) in our last pay app, we accidentally gave a big deduct on the common exc item. It was supposed to be for the final amount of 72,440 (which matches the weekly trucking updates I sent to you and Jeff) not the 42,440 that I didn't catch I was in/out on vacation but you can review once you receive it in the next couple days.
- I did finally get curb pricing of \$19.90/LF (Approx. 889 LF per your takeoff of D412) plus a \$1500 Mob (they should get it all at once)
- Rachel will need \$3.50/LF to re-grade for the added curb to be installed
- Lastly, Morcon was asking me what ever came of their extra work orders related to the added concrete for electrical and the plumbing chase, not sure if you know where this is at or if I need to check with Andrew.

If you could provide an update that would be great and if you have any questions please let me know.

Thanks,
Rob Smith
Estimator/Project Manager



Rachel Contracting, Inc.

4125 Napier Court NE | St. Michael, MN 55376

D: 763-424-1531 | M: 612-716-5531 | rsmith@rachelcontracting.com



COUNCIL WORKSESSION REPORT

DATE: FEBRUARY 8, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: SPK

3

AGENDA ITEM: Potential Turnback of TH 156 (Concord St.) from I-494 to US-52

ACTION TO BE CONSIDERED:

Information item; discuss with staff on input and direction.

OVERVIEW:

The Minnesota Department of Transportation (MnDOT) project has prepared a scoping report for Trunk Highway (TH) 156 (Concord Street) from I-494 to Lafayette Freeway in St. Paul. The report indicates this section of roadway in South St. Paul needs concrete pavement rehabilitation and sidewalk improvements. This work is anticipated for construction in 2020 at a cost of approximately \$8.4 million.

On Monday, February 1, 2016, staff was approached by MnDOT to discuss the possibility of turning back Concord Street from I-494 to Lafayette Freeway. The State Highway Jurisdictional Transfer Program provides funding to align roads with local jurisdictions. Staff is planning to discuss the County's possible role in the jurisdictional transfer of Concord St. from I-494 to Grand Avenue and the City could potentially request ownership of Concord St. from Grand Avenue to the St. Paul border. If the State transfers ownership of this roadway to the City, it would become part of the Municipal State Aid System above the normal allotment of state aid mileage.

Concord Street is located in the City's General Business District, the Concord/Gateway Mixed-Use Districts (CGMU), and the North Concord Mixed Use District (NCMU). In particular, the NCMU ordinance indicates that the placement of building edges, parking, landscaping, and pedestrian spaces are essential to creating the vision of a pedestrian-friendly environment. Currently, the section of roadway from Wentworth Ave. to the north is lacking many pedestrian facilities. There are large sections of roadway that are without sidewalks or trails to key destinations such as transit stops, access to the regional trail and businesses.

Staff believes that the City has a rare opportunity with MnDOT to look at wider vision for Concord Street and how it relates to the long-term development of the NCMU District. Understanding and developing this vision for Concord Street would require City staff to create a Planning Study of the Concord Street corridor in the near future in order to collaborate with MnDOT on project planning.

SOURCE OF FUNDS:

Information item only; no fiscal impact at this time.



COUNCIL WORKSESSION REPORT

DATE: February 8, 2016

DEPARTMENT: Administration

ADMINISTRATOR: SPK

5

AGENDA ITEM: Board/Commission Vacancies

DESIRED MEETING OUTCOMES:

Discuss Advisory Board and Commission member vacancies.

OVERVIEW:

The Mayor and/or City Council appoint individuals to represent the City on various Advisory Boards and/or Commission each year. Appointments to the Boards and Commission will be made at the March 7, 2015 City Council Meeting. The City Council will have to decide if they will be holding a Meet & Greet session on February 22, 2015 with individuals who are interested in being reappointed or appointed to a City Board and/or Commission.

Current board/commission openings are listed below.

Airport Advisory Commission

- 1 opening for a 3-year term for a member of the Airport Neighborhood – IGH Resident
- 1 opening for a 3-year term for a member of the Airport Tenants Association
- 1 opening for a 3-year term for a member of the Airport Business Community

CENTRAL SQUARE BOARD

- 1 opening for a 3-year term

CHARTER COMMISSION

- 3 openings for a 4-year term

ECONOMIC DEVELOPMENT COMMISSION

- 7 openings

LIBRARY BOARD

- 3 openings for a 3-year term

LMRWMO

- 2 openings

NDC4

- 1 opening for a 2-year term for a Citizen Representative

PARK & RECREATION ADVISORY

- 2 openings for a 3-year term

Economic Development Commission

The Economic Development Commission acts in an advisory capacity to the City Council and Economic Development Authority (EDA). The objectives of the commission are to advise in matters pertaining to economic development (commercial, industrial, and housing); encourage economic growth with the City, including assisting with long-range strategies for economic development as intended by the City's Comprehensive Plan and Zoning Code; and assist the City Council, EDA and staff in ways to attract and retain businesses in South St. Paul, assist businesses with expansion, and enable the rehabilitation and/or redevelopment of areas within the community.

The work and scope of the Commission activity shall be defined and assigned by the EDA. The City Administrator and designees shall coordinate and provide administrative support to the commission.

Whenever possible, the City Council shall appoint members from a variety of industries including banking and insurance, manufacturing, business services, education, real estate, retail and hospitality. Individuals should have expertise, training, education or experience in matters related to business, finance, real estate development, economic development or another related field.

Member Makeup:

- The Advisory Board will be comprised of seven members. At least five commission members must either reside or work in South St. Paul.
- The City will also invite the SSD#6 Superintendent or designee, the River Heights Chamber of Commerce Executive Director or designee, and the Dakota County Economic Development Authority Executive Director to participate as ex-officio commission members.

Meeting Dates / Times:

- Meet on a bi-monthly schedule (February, April, June, August, October, December)
- Meet on the 2nd Tuesday of the month at 6:00 PM

PLANNING COMMISSION

- 2 openings for a 4-year term

POLICE & FIRE CIVIL SERVICE

- 1 opening for a 3-year term

APPLICATIONS RECEIVED:

Airport Advisory Commission:

- Airport Neighborhood IGH Resident – Incumbent **Stephen Reckinger** has reapplied
- Airport Tenants Association – Incumbent **Jeffrey Sheridan** has reapplied
- Airport Business Community – no applicant
- New Applicants – Amy Gesch, Scott Redinger

Central Square Board:

- One Opening – Incumbent Marcia Lally has reapplied
- New Applicants – Hunter Blaeser,

Charter Commission:

- 3 openings –
- New Applicants – Sharon Bellcourt, Hunter Blaeser, Megan Haugen, Joseph Wyman

ECONOMIC DEVELOPMENT COMMISSION

- 7 openings
- New Applicants – Steve Doody, Kelton Glewwe

Library Board:

- 3 openings – incumbent Kelly Tetrick has reapplied
- New Applicants – Megan Haugen, Hunter Blaeser, Kate McManus

LMRWMO

- 2 openings
- New Applicants – Scott Redinger, Joseph Wyman, Hunter Blaeser,

NDC4:

- 1 opening Citizens Representative – No applicants

Parks & Recreation Advisory Commission:

- 2 openings – incumbent Joshua Dormady, Ronald Morgan have reapplied
- New applicants – Hunter Blaeser, Megan Haugen

Planning Commission:

- 2 openings – incumbent Jason Pacht, John Ross have reapplied
- New applicants – Hunter Blaeser, Megan Haugen, Joshua Dormady, Wesley Ziewbell, Joseph Wyman

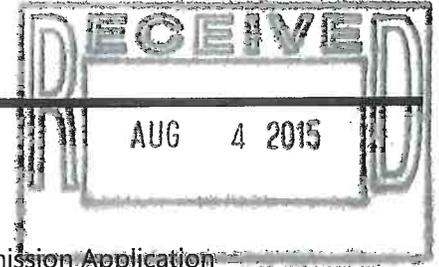
Police Civil Service Commission:

- 1 opening – incumbent James Quirk has reapplied
- New applicant – Walt Books

New Applicants:

- **Sharon Bellcourt:** Charter Commission
- **Hunter Blaeser:** Central Square Board, Library Board, Parks & Recreation Advisory Commission, Planning Commission, Charter Commission, LMRWMO
- **Walt Books:** Civil Service Commission
- **Stephen Doody:** Economic Development Commission
- **Amy Gesch:** Airport Advisory Commission
- **Kelton Glewwe:** Economic Development Commission
- **Megan Haugen:** Library Board, Parks & Recreation Advisory Commission, Planning Commission, Charter Commission
- **Kate McManus:** Library Board
- **Scott Redinger:** Airport Advisory Commission, LMRWMO
- **Joseph Wyman:** Planning Commission, Charter Commission, LMRWMO
- **Wesley Ziebell:** Planning Commission

Shelly Anderson



From: noreply@civicplus.com
Sent: Tuesday, August 4, 2015 12:22 PM
To: Shelly Anderson
Subject: Online Form Submittal: City Advisory Board or Commission Application

City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for Charter Commission

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport *Field not completed.*

Top Choice Charter Commission

Personal Information

First Name Sharon

Last Name Bellcourt

Address1

Address2 *Field not completed.*

City South St. Paul

State MN

Zip 55075

Phone Number

Email Address

Employer Hubbard Broadcasting

Occupation Accounting Specialist

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

U.S. Small Business Administration - 9 years 11 months - business start-up/development, financing, and government contracting. Green Tree Servicing LLC - 9 years 11 months - lead business analyst. White Earth Nation - 1 year - special projects coordinator and self-governance coordinator. Bush Foundation Native Nation Builder - leadership development, community organization, and strategic planning. White Earth Nation Substance Abuse Court - community representative. Union Gospel Mission - three years as a chaplain assistant working with the homeless.

List two or three goals that you would like to see accomplished during your service.

I would like to offer my talents, skills, and passion to help create solutions, provide organization, and improve community, as well as promote community (unity). South St. Paul has a unique pride and hometown feel that should continue to be cultivated and maintained. Not all communities have the same qualities as South St. Paul, unless you are living in a small rural town. I am very happy to be a part of this community and raise my son here.

What is your primary interest in serving on a City of SSP Advisory Board or Commission?

I believe in personally investing in my community, by a form of public service. I moved here at the end of May, 2015 and am looking for opportunities to satisfy this need.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?

No

If yes, which

Field not completed.

Have you served on a Board, Commission, or Committee before?

No

If yes, which

Not in South St. Paul. I have for White Earth and I've been co-chair of the Federal Executive Board's Small and Disadvantaged Business Opportunities Committee.

(Section Break)

Consent to Release Private Data

If appointed to an Advisory Board or Commission, I authorize the City of South St. Paul to release the following private data upon request made to the City. You must list at least one phone number or email address to be made public.

Phone Number

Business Phone Number

Personal Email Address

Business Email Address

I also authorize the City of South St. Paul to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members. This authorization shall be modified or cancelled only upon written notice to the City of South St. Paul, 125 3rd Ave. N., South St. Paul, MN 55075. I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

By submitting your application electronically, you have agreed to all terms listed above.

Additional Information *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Shelly Anderson

From: noreply@civicplus.com
Sent: Tuesday, December 22, 2015 2:26 PM
To: Shelly Anderson
Subject: Online Form Submittal: City Advisory Board or Commission Application

City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for	Central Square Board, Charter Commission, Library Board, Parks & Recreation Advisory Commission, Planning Commission, LMRWMO
--	--

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport	<i>Field not completed.</i>
---	-----------------------------

Top Choice	Charter Commission
------------	--------------------

Personal Information

First Name	Hunter
------------	--------

Last Name	Blaeser
-----------	---------

Address1	
----------	--

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	South Saint Paul
------	------------------

State	MN
-------	----

Zip	55075
-----	-------

Phone Number

Email Address

Employer	N/A
----------	-----

Occupation	N/A
------------	-----

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?	I have over three years of excellent customer service working in multiple jobs where I have learned to independently handle everything from emergency situations to dealing with complaints. I have not volunteered in two years, but I am able and willing to offer my services, and I know I will be able to balance my college coursework and city obligations.
--	--

List two or three goals that you would like to see accomplished during your service.	I am currently double majoring in political science and history and then I will begin my masters in public affairs in hopes of becoming a politician in the near future. I want to get my foot in the door and start making a name for myself in the city I call home. While gaining experience on a commission, I will also be able to help the democratic process that I value so much.
--	---

What is your primary interest in serving on a City of SSP Advisory Board or Commission?	Honestly, I do not know if I am qualified, but I have a desire to learn and I feel this is the next step for me. I would love to move on from working retail and begin my professional career where I know I can be of much help with proper guidance.
---	--

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
--	----

If yes, which	<i>Field not completed.</i>
---------------	-----------------------------

Have you served on a Board, Commission, or Committee before?	No
--	----

If yes, which	<i>Field not completed.</i>
---------------	-----------------------------

(Section Break)

Consent to Release Private Data

If appointed to an Advisory Board or Commission, I authorize the City of South St. Paul to release the following private data upon request made to the City. You must list at least one phone number or email address to be made public.

Phone Number

Business Phone Number *Field not completed.*

Personal Email Address *Field not completed.*

Business Email Address

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By submitting your application electronically, you have agreed to all terms listed above.

Additional Information Hunter Blaeser Resume.docx

Email not displaying correctly? [View it in your browser.](#)

Hunter Blaeser

South Saint Paul, MN 55075

Objective

To seek insight, leadership experience, worthwhile business practice and to prepare for a career focused on large scale projects and or politics.

Qualifications

- Three plus years of handling incoming shipments, handling the distribution and counting of money and experience with direct and thorough customer service to ensure a positive and friendly environment
 - Strong leadership and communication skills including practice working with an extreme language barrier
 - Ability to manage multiple projects at a given time and act as a creative leader to co-workers
 - Strong willingness to work long hours and tackle the most important and hardest tasks
-

Education

- University of Minnesota Minneapolis, Minnesota
-College of Liberal Arts Anticipated graduation date of May 2018
-Anticipated Bachelor of Arts Degrees in Political Science and History with a French minor
 - South Saint Paul Secondary High School South Saint Paul, Minnesota
September 2010 through May 2014
-Earned multiple honor roll recognitions
 - Inver Hills Community College September 2012 through May 2014
-One of the first seven students in Minnesota's history to attempt the rigorous journey of graduating high school with a high school diploma, International Baccalaureate Diploma and an Associates of the Arts Degree
-Featured on KARE 11 news and in a Pioneer Press article
 - Dakota County Technical College September 2010 through May 2014
-With TRiO's Upward Bound, I escalated my leadership, academic and group work skills to a higher level while touring colleges and communities throughout the Midwest
-Awarded many accolades throughout my commitment to Upward Bound that showed my leadership and academic skills
-

Work Experience

- Knowlan's Fresh Foods June 2012 to August 2015
- University of Minnesota Dining Services September 2014-December 2014
- Office Assistant January 2015-May 2015



City of
SOUTH ST. PAUL
Minnesota

APPLICATION FOR APPOINTMENT TO
CITY ADVISORY BOARD OR COMMISSION



One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Board or Commission.

Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name: Walt Books Date: 6-8-15
 Address: 11111 11th St N City/State/Zip: St Paul, MN - 55075
 Employer: Retired Occupation: Ret
 Phone: _____ E-mail: _____

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|---|--|
| _____ Airport Advisory Commission* | _____ Library Board (Resident) |
| _____ Central Square Board | _____ NDC4 (Northern Dakota County Cable Communication Commission) |
| _____ Charter Commission | _____ Parks & Recreation Advisory Commission (Resident) |
| <input checked="" type="checkbox"/> Civil Service Commission (Resident) | _____ Planning Commission |
| <input checked="" type="checkbox"/> HRA (Housing & Redevelopment Authority) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input type="checkbox"/> Airport User - Hangar Owner | <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter |
| <input type="checkbox"/> Airport Neighbor - IGH Resident | <input type="checkbox"/> Airport Neighbor - SSP Resident |
| <input type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

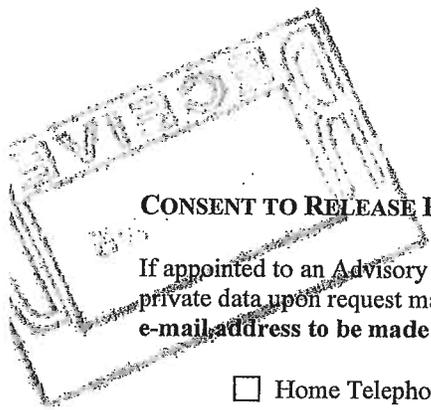
*Bus owner 35 yrs College
accomplishment self created*

List two or three goals that you would like to see accomplished during your service.

- 1. Make SSP a player in the world*
- 2. ~~Redevelop~~ Redevelop - a business lead*

What is your primary interest in serving on a board or commission?

*To redo the damage done to the City
in last 35 yrs*



CONSENT TO RELEASE PRIVATE DATA

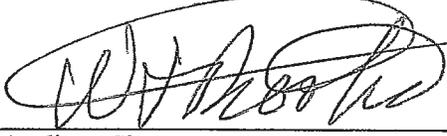
If appointed to an Advisory Board or Commission, I authorize the City of South St. Paul to release the following private data upon request made to the City (check all that apply). You must choose at least one phone number or e-mail address to be made public.

- Home Telephone Number _____
- Work Telephone Number _____
- Cellular Phone Number _____
- Home Email Address _____
- Work Email Address _____

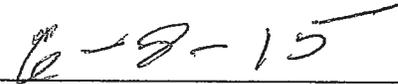
I also authorize the City of South St. Paul to release such authorized private data referenced above to members of the general public, City staff, Mayor, and City Council members.

This authorization shall be modified or cancelled only upon written notice to the City of South-St. Paul, Administration Department.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.



Applicant Signature



Date

Return Application to: City of South St. Paul
Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

This application will be kept on file for one year; after that time a new application must be filed.

The City of South St. Paul does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of South St. Paul services, programs, and activities.

The City of South St. Paul does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance in employment or the provision of services.

Sandy Haima

From: Shelly Anderson
Sent: Wednesday, February 03, 2016 3:32 PM
To: Sandy Haima
Subject: Economic Development Commission Application

City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for	Economic Development Commission
--	---------------------------------

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport	<i>Field not completed.</i>
---	-----------------------------

Top Choice	Economic Development Commission
------------	---------------------------------

Personal Information

First Name	Stephen
------------	---------

Last Name	Doody
-----------	-------

Address1	
----------	--

Address2	<i>Field not completed.</i>
----------	-----------------------------

City	South St. Paul
------	----------------

State	MN
-------	----

Zip	55075
-----	-------

Phone Number	
--------------	--

Email Address

Employer Edward Jones Investments

Occupation Financial Advisor/Certified Financial Planner

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)? My financial background and having my office in South St. Paul for the past 13 years would help me to be effective on this commission. I have earned an MBA and have served as Chair of the premier business chamber in the state and am a former HRA commissioner.

List two or three goals that you would like to see accomplished during your service. I would like to see master plans for all areas of SSP business development revisited and refreshed with a plan for each going forward. Southview/Marie, Bridgepoint, North Concord, etc.

What is your primary interest in serving on a City of SSP Advisory Board or Commission? As a business person and homeowner in town, I want SSP to be the choice of new businesses. This will cause our tax base to expand and improve the quality of life in SSP.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, which HRA, SSP Lions

Have you served on a Board, Commission, or Committee before? Yes

If yes, which Chairman, River Heights Chamber of Commerce, President, South St. Paul Open Foundation, HRA board member, SSP Lions president

(Section Break)

Consent to Release Private Data

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Phone Number

Business Phone Number

Personal Email Address

Business Email Address

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By submitting your application electronically, you have agreed to all terms listed above.

Additional Information *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)



City of
SOUTH ST. PAUL
Minnesota

**APPLICATION FOR APPOINTMENT TO
CITY ADVISORY BOARD OR COMMISSION**

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Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name:	Joshua Dormady	Date:	1/29/16
Address:	_____	City/State/Zip:	South Saint Paul
Employer:	Fastenal	Occupation:	Manager
Phone:	_____	E-mail:	_____

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|--|---|
| _____ Airport Advisory Commission* | _____ Library Board (<i>Resident</i>) |
| _____ Central Square Board | _____ NDC4 (<i>Northern Dakota County Cable Communication Commission</i>) |
| _____ Charter Commission | <u>1</u> _____ Parks & Recreation Advisory Commission (<i>Resident</i>) |
| _____ Civil Service Commission (<i>Resident</i>) | <u>2</u> _____ Planning Commission |
| _____ HRA (<i>Housing & Redevelopment Authority</i>) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input type="checkbox"/> Airport User – Hangar Owner | <input type="checkbox"/> Airport User – Aircraft Owner and Hangar Renter |
| <input type="checkbox"/> Airport Neighbor – IGH Resident | <input type="checkbox"/> Airport Neighbor – SSP Resident |
| <input type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience; education, volunteer experience, etc.)?

I have been on the Parks and Recreation Commission since 2013, and have been the chair for the past year. I have a background in residential real estate, construction and landscaping, which I feel could help me to contribute to the community by serving on boards or commissions.

List two or three goals that you would like to see accomplished during your service.

I would like to be apart of the finishing stages of Kaposia Landing.
I would like to help make our city more attractive to first time home buyers, young families and new businesses.

What is your primary interest in serving on a board or commission?

I feel that I can be more effective and beneficial to the city and the council by being apart of the commissions. I would like to serve on both the Parks and Recreation as well as the Planning Commission if possible.

CONSENT TO RELEASE PRIVATE DATA

If appointed to an Advisory Board or Commission, I authorize the City of South St. Paul to release the following private data upon request made to the City (check all that apply). **You must choose at least one phone number or e-mail address to be made public.**

- Home Telephone Number _____
- Work Telephone Number _____
- Cellular Phone Number _____
- Home Email Address _____
- Work Email Address _____

I also authorize the City of South St. Paul to release such authorized private data referenced above to members of the general public, City staff, Mayor, and City Council members.

This authorization shall be modified or cancelled only upon written notice to the City of South St. Paul, Administration Department.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.



Applicant Signature

1/29/16

Date

Return Application to: City of South St. Paul
Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

This application will be kept on file for one year; after that time a new application must be filed.

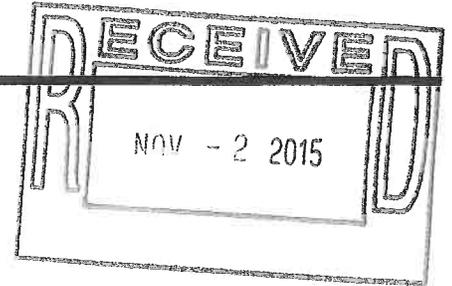
The City of South St. Paul does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of South St. Paul services, programs, and activities.

The City of South St. Paul does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance in employment or the provision of services.

Administration Office • 125 3rd Avenue North • South St. Paul, MN 55075 • 651-554-3203 • Fax: 651-554-3201

Shelly Anderson

Subject: Airport Advisory Commission



City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for Airport Advisory Commission*

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport
Airport User - Aircraft Owner and Hangar Renter, Airport Business Community

Top Choice Airport Advisory Commission

Personal Information

First Name Amy

Last Name Gesch

Address1

Address2 Field not completed.

City Afton

State MN

Zip 55001

Phone Number

Email Address

Employer Wipaire, Inc.

Occupation

Marketing Manager

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

I am a longtime aviation enthusiast, pilot, and flight instructor with an interest in promoting general aviation within the community and educating local stakeholders about the value of a local airport. I am an aircraft owner and hangar tenant based at South St. Paul as well as an employee of Wipaire, Inc., so airport issues are relevant to me on multiple levels. I currently volunteer as the Fleming Field Aviation Association secretary and newsletter editor. I earned a bachelor's degree in marketing and aviation management from MSU-Mankato, giving me a well-rounded understanding of various aspects of aviation, from airlines to business aviation to airport management and air traffic control. As Wipaire's marketing manager, part of my job is to serve on the Communications Committee of the General Aviation Manufacturer's Association. The purpose of this committee is to tell the story of general aviation, including the local, state, and national economic impact that general aviation businesses have. Additionally, I serve on the board of the Minnesota Business Aviation Association, which is dedicated to educating government officials and agencies (as well as the public) about the need for and benefits of business aviation. MBAA participates in the legislative process and promotes safety within member companies. My aviation background includes broad experiences through education plus specific experiences from my participation on the South St. Paul airport and my employment with Wipaire. I believe this makes me a well-rounded candidate for the airport advisory commission.

List two or three goals that you would like to see accomplished during your service.

1.) To increase my knowledge about airport operations 2.) To share this knowledge with my fellow airport patrons and airport business employees 3.) To provide the city with constructive feedback from the combined perspective of an airport user/aircraft owner and airport-based employee

What is your primary interest in serving on a City of SSP Advisory Board or Commission?

To advise the City on potential impacts, positive or negative, that airport-related decisions will have on airport tenants, airport business employees, and the community at large.

Organization Membership Information

Are you currently serving on other Boards,

No

Commissions, or
Committees?

If yes, which *Field not completed.*

Have you served on a
Board, Commission, or
Committee before? No

If yes, which *Field not completed.*

Consent to Release Private Data

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Phone Number *Field not completed.*

Business Phone Number

Personal Email Address *Field not completed.*

Business Email Address

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Additional Information *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Sandy Haima

Subject: FW: Online Form Submittal: City Advisory Board or Commission Application

From: <noreply@civicplus.com>

Date: January 28, 2016 at 12:19:17 PM CST

To: <sanderson@sspmn.org>

Subject: Online Form Submittal: City Advisory Board or Commission Application

City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for Economic Development Commission

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport Field not completed.

Top Choice Economic Development Commission

Personal Information

First Name Kelton

Last Name Glewwe

Address1

Address2 Field not completed.

City Inver Grove Heights

State MN

Zip 55076

Phone Number

Email Address

City of Grand Rapids

Employer

Roadware Incorporated

Occupation

Vice President of Marketing / Owner

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

Professional Experience: Business owner of Roadware Incorporated in South St Paul for 23 years. Roadware manufactures concrete construction products for roads, bridges, airports, industrial, commercial and retail applications. Roadware started in my father's garage on Wentworth Avenue in South Saint Paul in 1993. Today Roadware manufactures and sells products made in South Saint Paul throughout the North America and over 25 overseas markets from its Bridgepoint Business Park headquarters. Commercial property owner in Bridgepoint Business Park since 2004. President the Bridgepoint Office Condominium Association 2015 to present. Roadware is a supporting member of the American Society of Concrete Contractors and the International Association for Cold Storage Construction. Volunteer Experience: River Heights Chamber of Commerce, Chairman 2015, Board of Directors, Member since 1999 to present. South Sant Paul Futures Board 2016. Progress Plus Board 2015 (term ended) Producer of Sounds of Minnesota Drum and Bugle Corps Show from 2008 - present. Board Mender of the South Saint Paul Educational Foundation 1999-2001. Leadership South Saint Paul, Inver Grove Heights Graduate 1991. Past member of the South Saint Paul Jaycees. Education: Bachelor of Arts, Advertising, Marketing Minor in Business Administration University of Saint Thomas, Saint Paul Minnesota Class of 1992 South Saint Paul High School Class of 1985 I lived in South Saint Paul for 34 years until 2001 and currently reside in neighborhood behind the Wal-Mart in Inver Grove Heights. I believe my experience as a resident and business owner in the community can help me balance the needs of area residents and local business development in my opinions and recommendations.

List two or three goals that you would like to see accomplished during your service.

1. We should build on our success in attracting more business to the Bridgepoint Business Park area. I would like to see a more diverse mix of business development in our main transportation corridors of 494, Concord Blvd, Concord Exchange, Southview Blvd and Marie Avenue. 2. For commercial development to be a success, I believe we need quality housing and neighborhoods that can support and justify commercial investment. The HRA has done a good job in

single family home redevelopment. The EDA should promote housing stock upgrades at all levels.

What is your primary interest in serving on a City of SSP Advisory Board or Commission?

As a business owner and commercial property owner in South Saint Paul, I have a stake in long term viability of South Saint Paul. I have always believed in our community. South Saint Paul is a great place to do business. I want others to see that as well.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, which See Above

Have you served on a Board, Commission, or Committee before? Yes

If yes, which See Above

Consent to Release Private Data

If appointed to an Advisory Board or Commission, I authorize the City of South St. Paul to release the following private data upon request made to the City. You must list at least one phone number or email address to be made public.

Phone Number

Business Phone Number

Personal Email Address

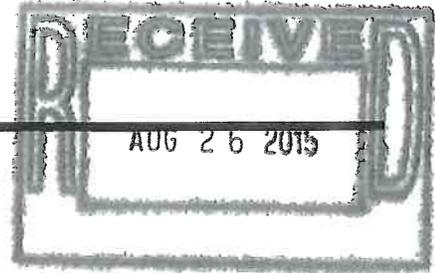
Business Email Address

I also authorize the City of South St. Paul to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members. This authorization shall be modified or cancelled only upon written notice to the City of South St. Paul, 125 3rd Ave. N., South St. Paul, MN 55075. I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

By submitting your application electronically, you have agreed to all terms listed above.

Additional Information *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)



City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for Charter Commission, HRA (Housing & Redevelopment Authority), Library Board, Parks & Recreation Advisory Commission, Planning Commission

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport
Field not completed.

Top Choice Charter Commission

Personal Information

First Name Megan

Last Name Haugen

Address1

Address2 *Field not completed.*

City South St Paul

State MN

Zip 55075

Phone Number

Email Address

Employer Ramsey County

Occupation Management Analyst

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

I am very interested in government processes and the laws that govern local governments. I recently served as the secretary to the Ramsey County Charter Commission (as a staff member, not a member of the body) and learned a lot about how charters govern local governments.

List two or three goals that you would like to see accomplished during your service.

1. Learning the contents of the charter, and ensuring that it is easy to understand and navigate (plain language, internet accessible, etc). 2. Be available to other members of the community to hear their concerns with the current state of the charter, or to hear opinions on potential changes to the charter. 3. Think carefully about decisions/votes, and to weigh all sides of an argument before arriving at a decision.

What is your primary interest in serving on a City of SSP Advisory Board or Commission?

My primary interest is to be involved in the community and to understand its issues, successes, and governing documents.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Have you served on a Board, Commission, or Committee before? Yes

If yes, which I am on the Health Partner's Patient Council, which provides advisory opinions to Health Partners.

(Section Break)

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Additional Information

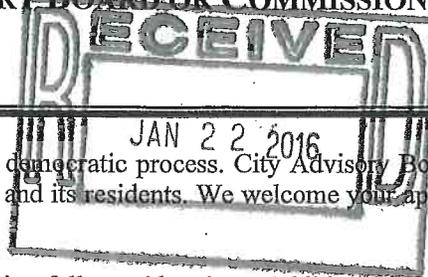
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City of
SOUTH ST. PAUL
Minnesota

**APPLICATION FOR APPOINTMENT TO
CITY ADVISORY BOARD OR COMMISSION**



One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Board or Commission.

Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name: Marcia Lally Date: 1-20-16
 Address: _____ City/State/Zip: South St. Paul mn 55075
 Employer: retired Occupation: retired
 Phone: _____ E-mail: _____

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|--|---|
| <input type="checkbox"/> Airport Advisory Commission* | <input type="checkbox"/> Library Board (Resident) |
| <input checked="" type="checkbox"/> Central Square Board | <input type="checkbox"/> NDC4 (Northern Dakota County Cable Communication Commission) |
| <input type="checkbox"/> Charter Commission (Resident) | <input type="checkbox"/> Parks & Recreation Advisory Commission (Resident) |
| <input type="checkbox"/> Civil Service Commission (Resident) | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> HRA (Housing & Redevelopment Authority) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input type="checkbox"/> Airport User - Hangar Owner | <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter |
| <input type="checkbox"/> Airport Neighbor - IGH Resident | <input type="checkbox"/> Airport Neighbor - SSP Resident |
| <input type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

I've been on this Board for several terms and feel this experience has given a wonderful insight into helping make this Board successful.

List two or three goals that you would like to see accomplished during your service.

- 1. finish the Family Locker Room*
- 2. continue the successful policies that make CSCC financially stable*

What is your primary interest in serving on a board or commission?

I love my community, having moved here in 1970 I've raised my children here and have chosen to retire here (same house since 1976). Now I have the time to give back to my community.

CONSENT TO RELEASE PRIVATE DATA

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- Home Telephone Number _____
- Work Telephone Number _____
- Cellular Phone Number _____
- Home Email Address _____
- Work Email Address _____

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This authorization shall be modified or cancelled only upon written notice to the City of South St. Paul, Administration Department.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

Marcia A. Lally
Applicant Signature

1-20-16
Date

Return Application to: City of South St. Paul
Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

This application will be kept on file for one year; after that time a new application must be filed.

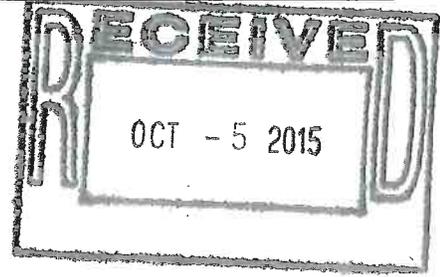
The City of South St. Paul does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of South St. Paul services, programs, and activities.

The City of South St. Paul does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance in employment or the provision of services.

Shelly Anderson

Subject:

Library Board



City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for Library Board

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport
Field not completed.

Top Choice Library Board

Personal Information

First Name Kate

Last Name McManus

Address1

Address2 *Field not completed.*

City South St Paul

State MN

Zip 55075

Phone Number

Email Address

Employer Adler Graduate School

Occupation Archivist

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)? MLIS, May 2015 from St Catherine University Volunteer at the South St Paul Library from 2004-2006 (and life-long user) Student Employee at St Catherine University Library 2007-2011 Intern at the Minnesota Historical Society in their Reference Room Intern at NASA's Jet Propulsion Laboratory in their archives Library Assistant at Inver Hills Community College from 2011-2015

List two or three goals that you would like to see accomplished during your service. I would like to learn more about what goes into running our Public Library. I care about our public library, and want to be a part of helping it flourish.

What is your primary interest in serving on a City of SSP Advisory Board or Commission? More library service and more community involvement.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Have you served on a Board, Commission, or Committee before? No

If yes, which *Field not completed.*

Consent to Release Private Data

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Phone Number *Field not completed.*

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Business Email Address *Field not completed.*

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Additional Information McManus, Kate. Resume.pdf

Email not displaying correctly? [View it in your browser.](#)

Catherine (Kate) McManus

Education

St Catherine University, St. Paul, MN

- Masters in Library Science with a focus in archives, May 2015
- Bachelor of Arts degree with a major in History, May 2010

Demonstrated Qualifications and Achievements through Work and Volunteer Activities

Archivist/Research Assistant: Adler Graduate School, Richfield, MN July 2015 - Present

I am leading a one year project to make historically valuable psychology materials available to students and researchers.

- Conduct a complete inventory of the materials: books, papers, photos, ephemera
- Arrange and describe collection and create a finding aid
- Develop use and access policies for future researchers

Library Assistant: Inver Hills Community College Library, Inver Grove Heights, MN November 2011 – August 2015

- Completely reorganized and updated and currently manage the course reserves, including original cataloging, directly connecting the faculty with the collection in support of the student body and the curriculum
- Initiated, developed, and continued maintenance on the small college archival collection, including inventory, arrangement, finding aids; developed an acquisition policy
- Daily operation of InterLibrary Loans service, both lending and borrowing
- Track weekly and monthly statistics
- Used OCLC and Aleph, in the MnPals system in support of circulation and cataloging duties
- Hired and trained several student workers per semester in circulation policies and collection management
- Provided customer service and reference to a diverse student body in person, online, and over the phone
- Set up, operate, and troubleshoot computers, copiers, and microfilm readers

Archives Intern: NASA Jet Propulsion Lab, Pasadena, CA Summer 2014

- Worked with inventories, processing, and the inventory of the digital photograph collection which will be available online
- Helped create and streamline work flows for digitization of photographs
- Assisted in creating a display for the 50th Anniversary of the Ranger 7 landing on the moon

Reference Intern: Minnesota Historical Society, St Paul, MN Summer 2013

- Transferred 29 research guides to LibGuides, now published on the website
- Created two new research guides in the LibGuide format, now published on the website
- Answered research questions for patrons
- Conducted internal historical research for the library, culminating in a handout on the Gale Family, and a museum label for the portrait of Frederick Weyerhaeuser in the reading room.

Lead Student Employee: St. Catherine University Library, St Paul, MN April 2007 – December 2011

- Assisted with the daily operations of the library, which includes billing, InterLibrary Loans, managing the reserves, weekly and monthly statistics, and some reference services
- Trained and mentored eight new student employees
- Operate software programs; Microsoft Office, Millennium, and Illiad lending software, in the CLIC consortium

Additional Work and Volunteer Experience

Archives Volunteer, Borger Comic Collection: University of Minnesota, June 2015

Archives/Genealogy Volunteer: Archdioceses of the Twin Cities, June 2015

History Day Mentor: Minnesota Historical Society, 2014-2015, Twin Cities Metro Area, MN, 2013-2014

Gallery Supervisory: Science Museum of Minnesota, St Paul, MN, February 2011-August 2012

Archives Manager: Landmark Center, St Paul, MN April 2010-April 2013

Member of the Society of American Archivists, secretary of the student chapter at St Catherine University

Publications

- "Loading the Canon" from *A wizard of their age*. SUNY Press, January 2015



City of
SOUTH ST. PAUL
Minnesota

APPLICATION FOR APPOINTMENT TO CITY ADVISORY BOARD OR COMMISSION

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Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name: <u>RON MORGAN</u>	Date: <u>12-8-15</u>
Address: <u>1000 A ST</u>	City/State/Zip: <u>SOUTH ST PAUL MN 55075</u>
Employer: <u>MPLS WASHER & STAMPING</u>	Occupation: <u>MFG</u>
Phone: _____	E-mail: _____

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|--|---|
| <input type="checkbox"/> Airport Advisory Commission* | <input type="checkbox"/> Library Board (Resident) |
| <input type="checkbox"/> Central Square Board | <input type="checkbox"/> NDC4 (Northern Dakota County Cable Communication Commission) |
| <input type="checkbox"/> Charter Commission (Resident) | <input checked="" type="checkbox"/> Parks & Recreation Advisory Commission (Resident) |
| <input type="checkbox"/> Civil Service Commission (Resident) | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> HRA (Housing & Redevelopment Authority) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input type="checkbox"/> Airport User - Hangar Owner | <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter |
| <input type="checkbox"/> Airport Neighbor - IGH Resident | <input type="checkbox"/> Airport Neighbor - SSP Resident |
| <input type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

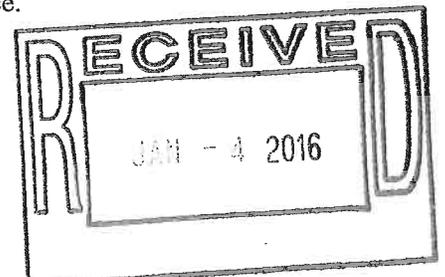
Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

1. SIX YEARS AS A PARK BOARD COMMISSIONER HERE IN SSP.

List two or three goals that you would like to see accomplished during your service.

What is your primary interest in serving on a board or commission?

CIVIC DUTY & INVOLVEMENT



CONSENT TO RELEASE PRIVATE DATA

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Applicant Signature

12-8-15

Date

Return Application to: City of South St. Paul
Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

This application will be kept on file for one year; after that time a new application must be filed.

The City of South St. Paul does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of South St. Paul services, programs, and activities.

The City of South St. Paul does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance in employment or the provision of services.

Shelly Anderson

Subject: Planning Commission

City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
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Select the Advisory Board or Commission applying for Planning Commission

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport *Field not completed.*

Top Choice Planning Commission

Personal Information

First Name Jason

Last Name Pachi

Address1

Address2 *Field not completed.*

City South St. Paul

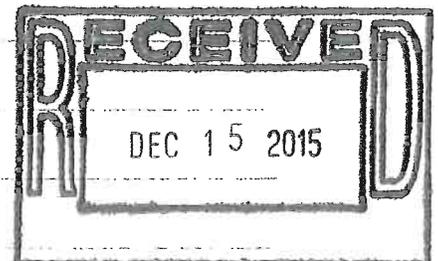
State MN

Zip 55075

Phone Number

Email Address

Employer Wells Fargo



Occupation

Government Direct Endorsed DE/FHA Underwriter

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

My employment and past Planning Commission experience (6 years) would help me to be an effective commissioner. I have worked in the construction/residential lending/finance industry for over 24 years. My employment has given me knowledge of construction and residential building projects and I understand how they work as required in my day to day duties with my employer. I have used my professional experience to better understand the applications reviewed by the Planning Commission and contribute effective input. I feel my professional experience directly relates to the duties of a commissioner and provides a benefit.

List two or three goals that you would like to see accomplished during your service.

1. Encourage new development for both residential and commercial within the city. 2. Be an asset to the Planning Commission/ City Council by providing professional experience and input that leads to constructive discussions and effective decisions. 3. Help work towards an effective re-development plan for housing and small business.

What is your primary interest in serving on a City of SSP Advisory Board or Commission?

I'm a life long resident in South St. Paul and intends to continue to live in the community. volunteerism and community involvement are important. I feel with my professional career experience directly relates to the job as a commissioner. I know I have understanding, knowledge and input that can benefit both the commissioners and city council in making decisions. I feel it is my obligation to contribute and share this in hopes of making South St. Paul a better community.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, which

SSP Planning Commission, SSP Lions Club board of directors & Oak Hill Cemetary board of directors

Have you served on a Board, Commission, or Committee before? Yes

If yes, which

As listed above

(Section Break)

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Business Phone Number *Field not completed.*

Personal Email Address

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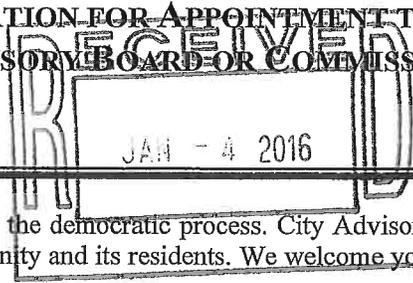
Additional Information *Field not completed.*

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City of
SOUTH ST. PAUL
Minnesota

APPLICATION FOR APPOINTMENT TO
CITY ADVISORY BOARD OR COMMISSION



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Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name: AMESH M. SARK
Address: _____
Employer: RETIRED
Phone: _____

Date: 1/4/2016
City/State/Zip: SO. ST. PAUL, MN. 55075
Occupation: _____
E-mail: _____

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|---|--|
| _____ Airport Advisory Commission* | _____ Library Board (Resident) |
| _____ Central Square Board | _____ NDC4 (Northern Dakota County Cable Communication Commission) |
| _____ Charter Commission (Resident) | _____ Parks & Recreation Advisory Commission (Resident) |
| <input checked="" type="checkbox"/> Civil Service Commission (Resident) | _____ Planning Commission |
| _____ HRA (Housing & Redevelopment Authority) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input type="checkbox"/> Airport User - Hangar Owner | <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter |
| <input type="checkbox"/> Airport Neighbor - IGH Resident | <input type="checkbox"/> Airport Neighbor - SSP Resident |
| <input type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

APPLYING FOR 2ND FULL TERM.
60 YEAR RESIDENT.

List two or three goals that you would like to see accomplished during your service.

What is your primary interest in serving on a board or commission?

I BELIEVE WE HAVE AN EXCERANT P.D. I HOPE TO HELP KEEPING WITH THE EXCELLANCE.

CONSENT TO RELEASE PRIVATE DATA

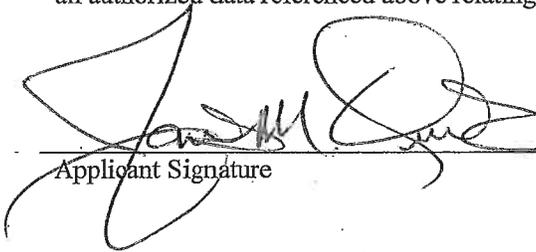
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- Work Telephone Number _____
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- Work Email Address _____

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Applicant Signature

1/14/2016

Date

Return Application to: City of South St. Paul
Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

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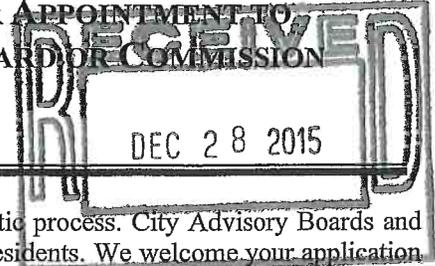
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Administration Office • 125 3rd Avenue North • South St. Paul, MN 55075 • 651-554-3203 • Fax: 651-554-3201



City of
SOUTH ST. PAUL
Minnesota

APPLICATION FOR APPOINTMENT TO
CITY ADVISORY BOARD OR COMMISSION



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Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name: Stephen F. Reckinger Date: 12/21/2015
 Address: _____ City/State/Zip: IGH, MN 55076
 Employer: Holiday Companies Occupation: Manager - Maintenance
 Phone: _____ E-mail: L 1 1 0

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Airport Advisory Commission* | _____ Library Board (Resident) |
| _____ Central Square Board | _____ NDC4 (Northern Dakota County Cable Communication Commission) |
| _____ Charter Commission (Resident) | _____ Parks & Recreation Advisory Commission (Resident) |
| _____ Civil Service Commission (Resident) | _____ Planning Commission |
| _____ HRA (Housing & Redevelopment Authority) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input type="checkbox"/> Airport User - Hangar Owner | <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter |
| <input checked="" type="checkbox"/> Airport Neighbor - IGH Resident | <input type="checkbox"/> Airport Neighbor - SSP Resident |
| <input type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

Maintenance Background
Have served 4 years

List two or three goals that you would like to see accomplished during your service.

continue to assist in making the airport self sufficient
Busy in new business -

What is your primary interest in serving on a board or commission?

represent residents' interest in airport operation

CONSENT TO RELEASE PRIVATE DATA

If appointed to an Advisory Board or Commission, I authorize the City of South St. Paul to release the following private data upon request made to the City (check all that apply). **You must choose at least one phone number or e-mail address to be made public.**

- Home Telephone Number 651-554-3203
- Work Telephone Number 651-554-3203
- Cellular Phone Number 1-800-555-1234
- Home Email Address _____
- Work Email Address stephen.pedersen@cityofsspaul.com

I also authorize the City of South St. Paul to release such authorized private data referenced above to members of the general public, City staff, Mayor, and City Council members.

This authorization shall be modified or cancelled only upon written notice to the City of South St. Paul, Administration Department.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

Stephen P. Pedersen
Applicant Signature

12/21/2015
Date

Return Application to: City of South St. Paul
Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

This application will be kept on file for one year; after that time a new application must be filed.

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Subject: Airport Advisory Commission / LMRWMO

City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for Airport Advisory Commission*, LMRWMO

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport Airport Neighbor - SSP Resident

Top Choice Airport Advisory Commission

Personal Information

First Name Scott

Last Name Redinger

Address1

Address2 *Field not completed.*

City South Saint Paul

State MN

Zip 55075

Phone Number

Email Address

Employer Delta Airlines

Personal Email Address

Business Email Address

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Additional Information *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Shelly Anderson

Subject: FW: Online Form Submittal: City Advisory Board or Commission Application

City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission **Select the Advisory Board or Commission applying for***
Check all that apply

One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

- | | |
|--|---|
| <input type="checkbox"/> Airport Advisory Commission* | <input type="checkbox"/> Central Square Board |
| <input type="checkbox"/> Charter Commission | <input type="checkbox"/> Civil Service Commission |
| <input type="checkbox"/> HRA (Housing & Redevelopment Authority) | <input type="checkbox"/> Library Board |
| <input type="checkbox"/> NCD4 | <input type="checkbox"/> Parks & Recreation Advisory Commission |
| <input type="checkbox"/> Planning Commission | <input checked="" type="checkbox"/> LMRWMO |

***If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport**

Check all that apply

- | | |
|--|--|
| <input type="checkbox"/> Airport Tenant's Association | <input type="checkbox"/> Airport User - Hangar Owner |
| <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter | <input type="checkbox"/> Airport Neighbor - IGH Resident |
| <input type="checkbox"/> Airport Neighbor - SSP Resident | <input type="checkbox"/> Airport Non-Profit Organization |
| <input type="checkbox"/> Airport Business Community | |

Top Choice*
LMRWMO

List which Advisory Board or Commission you are most interested in serving on.

Personal Information

First Name* Scott **Last Name*** Redinger

Address1*

City* South Salem, OH **State*** OH **Zip*** 45075

Phone Number*

Email Address*

Employer*

Delta Airlines

Occupation*

Manager, Control Center & Deice operations

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

Served 5 years on school board (Saint Paul City School) as finance chairman.

List two or three goals that you would like to see accomplished during your service.

Increase amount of hard surface runoff captured in basins or ponds. Decrease contaminants in runoff.

What is your primary interest in serving on a City of SSP Advisory Board or Commission?

Apply sound judgement to decisions of the LMRWMO. Learn the systems in place that slow or stop runoff ending in the Mississippi.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?*

Yes

No

Have you served on a Board, Commission, or Committee before?*

Yes

No

If yes, which

School board--St. Paul City School

Consent to Release Private Data

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Phone Number

Business Phone Number

Personal Email Address

Business Email Address

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By submitting your application electronically, you have agreed to all terms listed above.



City of
SOUTH ST. PAUL
Minnesota

APPLICATION FOR APPOINTMENT TO
CITY ADVISORY BOARD OR COMMISSION

RECEIVED

DEC 31 2015

CITY CLERK

One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Board or Commission.

Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name: John P. Ross Date: 12/31/15
 Address: _____ City/State/Zip: So. St. Paul, MN 55075-3412
 Employer: City of St. Paul Occupation: Code Enforcement Supervisor
 Phone: _____ E-mail: _____

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|--|---|
| <input type="checkbox"/> Airport Advisory Commission* | <input type="checkbox"/> Library Board (Resident) |
| <input type="checkbox"/> Central Square Board | <input type="checkbox"/> NDC4 (Northern Dakota County Cable Communication Commission) |
| <input type="checkbox"/> Charter Commission (Resident) | <input type="checkbox"/> Parks & Recreation Advisory Commission (Resident) |
| <input type="checkbox"/> Civil Service Commission (Resident) | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> HRA (Housing & Redevelopment Authority) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input type="checkbox"/> Airport User - Hangar Owner | <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter |
| <input type="checkbox"/> Airport Neighbor - IGH Resident | <input type="checkbox"/> Airport Neighbor - SSP Resident |
| <input type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

- Code Enforcement Supervisor For City of St. Paul
- Graduate work in Urban & Regional Planning. UoM.
- SSP Planning Commission member 13+ years.

List two or three goals that you would like to see accomplished during your service.

- Business development
- Maintain/enforce reasonable property maintenance and zoning standards.
- A safe and accessible city to bike and walk.

What is your primary interest in serving on a board or commission?

A small way to help pay back the city where I was born & raised. Also a sincere interest in zoning and planning.

CONSENT TO RELEASE PRIVATE DATA

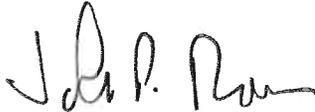
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Applicant Signature

12/31/15

Date

Return Application to: City of South St. Paul
Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

This application will be kept on file for one year; after that time a new application must be filed.

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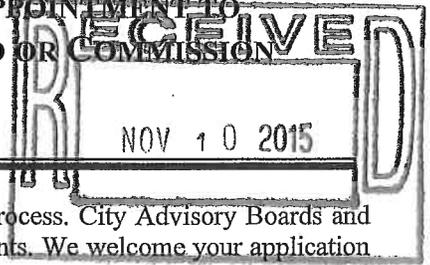
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Administration Office • 125 3rd Avenue North • South St. Paul, MN 55075 • 651-554-3203 • Fax: 651-554-3201



City of
SOUTH ST. PAUL
Minnesota

APPLICATION FOR APPOINTMENT TO
CITY ADVISORY BOARD OR COMMISSION



One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Board or Commission.

Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name: JEFFREY S. SHERIDAN Date: 11/9/15
 Address: _____ City/State/Zip: EXGAN, MN 55121
 Employer: SHERIDAN & DULAS, P.A. Occupation: ATTORNEY
 Phone: _____ E-mail: _____

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Airport Advisory Commission* | _____ Library Board (Resident) |
| _____ Central Square Board | _____ NDC4 (Northern Dakota County Cable Communication Commission) |
| _____ Charter Commission (Resident) | _____ Parks & Recreation Advisory Commission (Resident) |
| _____ Civil Service Commission (Resident) | _____ Planning Commission |
| _____ HRA (Housing & Redevelopment Authority) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input checked="" type="checkbox"/> Airport User - Hangar Owner | <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter |
| <input type="checkbox"/> Airport Neighbor - IGH Resident | <input type="checkbox"/> Airport Neighbor - SSP Resident |
| <input checked="" type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

I am an attorney, pilot & hangar owner. I grew up on a private airport and have been involved in flying and aircraft maintenance since the early 1970s. I own two vintage airplanes and fly the WWII military aircraft for the Commemorative Air Force.

List two or three goals that you would like to see accomplished during your service.

- Increase knowledge and communication between the airport owner and its users.
- Improve relations between the airport and its neighbors.
- Ensure healthy growth of airport business opportunities.

What is your primary interest in serving on a board or commission?

to advance the interests of free aviation within the greater system while remaining good neighbors to our surrounding community.

CONSENT TO RELEASE PRIVATE DATA

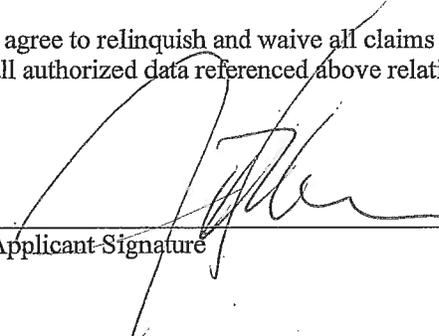
If appointed to an Advisory Board or Commission, I authorize the City of South St. Paul to release the following private data upon request made to the City (check all that apply). **You must choose at least one phone number or e-mail address to be made public.**

- Home Telephone Number _____
- Work Telephone Number _____
- Cellular Phone Number _____
- Home Email Address _____
- Work Email Address _____

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Applicant-Signature

11/9/15

Date

Return Application to: City of South St. Paul
Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

This application will be kept on file for one year; after that time a new application must be filed.

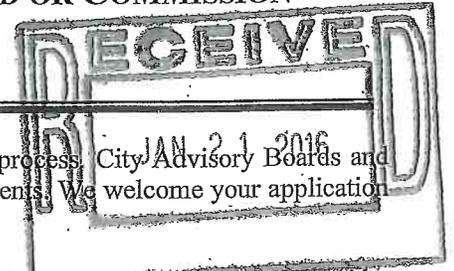
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City of
SOUTH ST. PAUL
Minnesota

**APPLICATION FOR APPOINTMENT TO
CITY ADVISORY BOARD OR COMMISSION**



One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Board or Commission.

Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

APPLICANT INFORMATION

Name: Kelly L. Tetrick Date: 1/15/16
 Address: _____ City/State/Zip: So. St. Paul, MN 55075
 Employer: So. St. Paul Schools Occupation: Director of Special Services
 Phone: _____ E-mail: _____

BOARD/COMMISSION

Please rank in order the boards/commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- | | |
|---|--|
| _____ Airport Advisory Commission* | <u>1</u> Library Board (Resident) |
| _____ Central Square Board | _____ NDC4 (Northern Dakota County Cable Communication Commission) |
| _____ Charter Commission (Resident) | _____ Parks & Recreation Advisory Commission (Resident) |
| _____ Civil Service Commission (Resident) | _____ Planning Commission |
| _____ HRA (Housing & Redevelopment Authority) | |

* If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fleming Field Airport Tenant's Association | <input type="checkbox"/> Fleming Field Airport Business Community |
| <input type="checkbox"/> Airport User - Hangar Owner | <input type="checkbox"/> Airport User - Aircraft Owner and Hangar Renter |
| <input type="checkbox"/> Airport Neighbor - IGH Resident | <input type="checkbox"/> Airport Neighbor - SSP Resident |
| <input type="checkbox"/> Airport Non-Profit Organization | |

QUALIFICATIONS - Please answer the following questions:

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)?

As a private citizen, business owner + lpc school district administrator, my work to build partnerships amongst all stake holders is strong. As a licensed educator my background in literacy fits well in the library board. I am also a member of the Dakota Co. Mental Health Collaborative Board + the Hamline Univ. Administrative Licensure Board. I belong to several org. and I am reliable + dedicated and a strong advocate for the community of So. St. Paul.

- Continued focus on community literacy awareness and access to quality materials for the residents of SSP + Dakota Co.
- Increased partnerships btwn. schools, families, daycares, seniors + loc businesses to promote programs + activities that attract the interest + participation of all ages.

What is your primary interest in serving on a board or commission?

My primary interest in serving on the Library Board is to 'give back' of my time + expertise in the area of literacy access + promotion to the community. When my own children were young we spent countless hours at the SSP Library engaged in programs that promoted reading as well as community. Recently the Director, Kathy Halgren + I partnered to write + receive

As a school administrator with So. St. Paul Schools, I have a unique opportunity to work with the library on access to students and families through such means as this MDE Grant. Currently we are working together to schedule monthly hands-on literacy times in all the old programming in the district. In addition we are providing literacy materials to families accessing Early Childhood Screening provided at Neighbors. My goal is to continue this work as an active, committed member of the Library Board. Citizens are vital to ensuring that decisions are made based on targeted goals. My commitment to all of the citizens of SSP is strong. Maintaining a 'healthy' library based on community needs is vital to the overall 'health' of our area and I remain dedicated to this ongoing effort. Thank you for your consideration.

Regards,

Kelly L. Tebick

CONSENT TO RELEASE PRIVATE DATA

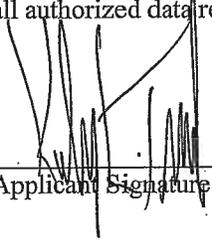
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<input checked="" type="checkbox"/>	Home Telephone Number	_____
<input checked="" type="checkbox"/>	Work Telephone Number	_____
<input type="checkbox"/>	Cellular Phone Number	_____
<input checked="" type="checkbox"/>	Home Email Address	_____
<input checked="" type="checkbox"/>	Work Email Address	_____

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Applicant Signature

11/15/16

Date

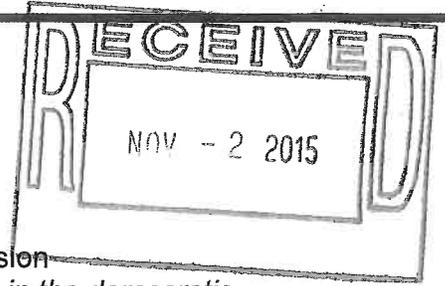
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Administration Department
125 3rd Avenue North
South St. Paul, MN 55075

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Administration Office • 125 3rd Avenue North • South St. Paul, MN 55075 • 651-554-3203 • Fax: 651-554-3201



City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
One of the highest ideals of citizenship is personal involvement in the democratic process. City Advisory Boards and Commissions provide participation in issues concerning the community and its residents. We welcome your application to serve on a City Advisory Board or Commission. Please furnish complete information to assist us in giving your application full consideration. Additional information, which further qualifies you, may be attached to this application.

Select the Advisory Board or Commission applying for Charter Commission, Planning Commission, LMRWMO

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport Airport User - Hangar Owner

Top Choice Charter Commission

Personal Information

First Name Joseph

Last Name Wyman

Address1

Address2 *Field not completed.*

City South Saint Paul

State MN

Zip 55075

Phone Number

Email Address

Employer Self employed

Occupation Manufacturing Operations Manager

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)? Managing and civil leadership experience.

List two or three goals that you would like to see accomplished during your service. Economic growth, small business enticement, and community involvement.

What is your primary interest in serving on a City of SSP Advisory Board or Commission? To serve the community and represent its citizens to their benefit.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Have you served on a Board, Commission, or Committee before? No

If yes, which *Field not completed.*

Consent to Release Private Data

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Phone Number

Business Phone Number

Personal Email Address

Business Email Address

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Additional Information *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Subject: Planning Commission

City Advisory Board or Commission Application

Application for Appointment to City Advisory Board or Commission
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Select the Advisory Board or Commission applying for HRA (Housing & Redevelopment Authority), Planning Commission

*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport *Field not completed.*

Top Choice HRA

Personal Information

First Name Wesley

Last Name Ziebell

Address1 1234

Address2 *Field not completed.*

City South St Paul

State MN

Zip 55075

Phone Number

Email Address

Employer Retired

Occupation Retired

Qualifications

Please answer the following questions.

Do you have any special qualifications that you feel would help you be effective on a board or commission (i.e. work experience, education, volunteer experience, etc.)? I have a Masters Degree in Finance/Management; 13 years experience in heavy Caterpillar Inc/ and 15+ year and the chief school business official in private, public and charter school management. After retiring from full-time employment I worked at Home Depot for 2 1/2 years and drive school bus at Safeway Bus Co for three years, I currently volunteer two mornings a week at the VA Medical Center.

List two or three goals that you would like to see accomplished during your service. I have lived in SSP for 20 years and, just as with the VA, would like to give back to the community. I would like to play a role in the growth and development of our community

What is your primary interest in serving on a City of SSP Advisory Board or Commission? I believe there is a need for affordable housing in SSP and the opportunity for redevelopment. I would also support the need to maintain the quality of housing in SSP

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Have you served on a Board, Commission, or Committee before? Yes

If yes, which Not in SSP. I served on the Community REdevelopment Commission in Peoria, IL. I also served on the Park & Rec Board and the Planning Commission in Prosser, WA.

(Section Break)

Consent to Release Private Data

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Phone Number

Business Phone Number *Field not completed.*

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Additional Information *Field not completed.*

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