



South St. Paul

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

Monday, February 22, 2016
7:00 p.m.

AGENDA:

1. Boards/Commission Vacancies (Meet & Greet at 6:15 PM)
2. Update: Cable Commission news including CenturyLink, Comcast and the I-Net projects. Jodie Miller, Executive Director – Townsquare TV *(no attachment)*
3. Discuss and provide direction for a Resolution establishing the Economic Development Advisory Board
4. City Administrator Limited Health Reimbursement Account discussion
5. Closed Session: Labor Negotiations *(no attachment)*



COUNCIL WORKSESSION REPORT

DATE: February 22, 2016

DEPARTMENT: Administration

ADMINISTRATOR: SP Leo

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AGENDA ITEM: Board/Commission Meet & Greet

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. 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

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, Chad Schlemmer

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 Pachl, John Ross have reapplied
- New applicants – Hunter Blaeser, Megan Haugen, Joshua Dormady, Wesley Ziewbell, Joseph Wyman, Chad Schlemmer

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
- **Chad Schlemmer:** Economic Development Commission, Planning Commission
- **Joseph Wyman:** Planning Commission, Charter Commission, LMRWMO
- **Wesley Ziebell:** Planning Commission



City Council Worksession Report

Date: February 22, 2016

Department: Administration

Administrator: SPK

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Agenda Item: Discuss and provide direction for a Resolution establishing the Economic Development Advisory Board

The City of South St. Paul recently established the South St. Paul Economic Development Authority (“EDA”) that absorbed all economic and housing redevelopment activities of the Housing and Redevelopment Authority. The EDA was created by the South St. Paul City Council as a tool for enhanced economic development efforts. The City Council acts as the EDA Board. As a part of the special organizational meeting of the EDA on August 31, 2015, the EDA Board adopted the Bylaws of the SSP Economic Development Authority, elected officers and designated the City Administrator as the EDA Executive Director.

The City Council/EDA finds it would be advantageous to have an advisory board to provide input on economic development matters. A draft resolution establishing an Economic Development Advisory Board is attached for discussion. The resolution describes the purpose and duties of the Economic Development Advisory Board; the membership makeup, including non-voting members; term limits, including how to fill vacancies or removal; meeting times, officers and meeting rules.

The City is currently accepting applications for membership on various advisory boards and commissions, including the Economic Development Advisory Board. It is anticipated that City Council will make new appointments to advisory boards and commissions at the March 7, 2016 City Council meeting. The resolution establishing the Economic Development Advisory Board will also be placed on the March 7, 2016 Council agenda for formal approval.

City of South St. Paul
Dakota County, Minnesota

RESOLUTION NO.

Resolution Establishing an Economic Development Advisory Board

WHEREAS, the City of South St. Paul recently established the South St. Paul Economic Development Authority (“EDA”) that has absorbed all economic and housing redevelopment activities of the Housing and Redevelopment Authority of and for the City of South St. Paul; and

WHEREAS, the City Council finds it would be advantageous to have an advisory board to provide input on economic development matters.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South St. Paul as follows:

1. The Council hereby establishes the Economic Development Advisory Board.
2. Purpose and Duties. The purpose and duties of the Board shall be to:
 - a. Act in an advisory capacity to the city council and the EDA;
 - b. Encourage economic growth within the City, including assisting with long-range strategies for economic development that are consistent with the City’s Comprehensive Plan and Zoning Code;
 - c. Assist the city council, EDA and City Staff in developing ways to attract and retain businesses in the City;
 - d. Assist businesses with expansion opportunities;
 - e. Assist with and encourage the rehabilitation or redevelopment of areas within the City.
3. Membership. The Board shall consist of five members who are appointed by the council. Every effort shall be made to appoint members who live or work in the City. Board members shall be from a variety of industries including, but not limited to banking, insurance, manufacturing, business services, education, real estate, retail and hospitality with expertise or experience in real estate development, economic development or finance. No member of the council shall be a member of the Board.
4. Non-Voting Members. The EDA Executive Director shall be an ex-officio (non-voting) member of the Board. The council shall appoint up to three additional ex-officio members who may be from the River Heights Chamber, the Community Development Agency, or Independent School District #6.
5. Term. Members of the Board are appointed for terms of three years and shall hold office until their successors are appointed. Initially, two members shall be appointed to one-year terms, two members shall be appointed to two-year terms and one member shall be appointed to a three-year term.

6. Vacancies or Removal. Vacancies are filled by the council for the unexpired term. A member who is absent from three consecutive meetings without approval of the Board shall be removed by the council, who shall fill the vacancy for the unexpired term.
7. Meetings. The Board shall hold its regular meetings on the 2nd Tuesday of every other month at 6:00 p.m., beginning in March 2016. Special meetings may be called by the chair, by the EDA Executive Director or by three members of the Board. Notice must be provided to the Board and posted at least three days in advance of the special meeting. All meetings shall comply with the open meeting law and data practices act.
8. Officers. In March of each year, the Board shall elect a chair, vice-chair and other officers as deemed necessary.
9. Rules; Quorum. The meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order. A quorum of three members must be present to conduct any business. Business may be transacted by a majority vote of the quorum present. Non-voting members are not counted for purposes of determining a quorum.
10. Additional Staff. The Council may direct City Staff to assist the Board in carrying out its duties.

Adopted this _____ day of _____, 2016.

City Clerk



February 11, 2016

To: Mayor Baumann and City Council Members
Re: Steve King Limited Health Reimbursement Account

In 2015 the City created a Health Savings Account (HSA) as an option for all employees of the City combined with a high deductible health insurance plan. Steve King was eligible for this and began participation in the HSA in 2015.

At the May 16, 2011 City Council meeting, an amendment to the City Administrator's Contract was approved which created a Limited Health Reimbursement Account to pay for post-retirement health care insurance premiums. "The limited health reimbursement account was to continue until such time that a post-retirement health care, health savings account, or other such plan is in place for city employee in which King may participate."

When the contract amendment was drafted and approved, it was anticipated that any balance in the limited health reimbursement account would be rolled into the health savings account. Unfortunately, due to IRS limitations on the amount of funds that can be transferred annually, we are unable to transfer the whole amount. The 2015 and 2016 budgets anticipated that these amounts would be converted to the HSA and the assumption was that Steve's vacation would fall under the rules that exist for the other non-union and supervisory staff.

At this point I am recommending that Steve's contract be amended to allow the cash out of excess vacation starting with yearend 2015 and going forward. Steve does not qualify for the health care savings plan which is where excess sick leave is converted, so I am recommending that his excess sick leave and the 1% of his annual salary still get converted into the limited health reimbursement account. The limited health reimbursement account will then convert annually into his HSA based on IRS limits and the balances within this limited health reimbursement account.