



South St. Paul

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

Monday, March 14, 2016
7:00 p.m.

AGENDA:

1. Dog license issues – 405 16th Avenue North - No Attachment
2. Discussion – Service Center site maintenance practices and responsibilities along Concord Exchange and certain North Concord locations – No Attachment
3. Concord Street Improvements
4. Park Referendum Update - McMorrow Plans & Specifications
5. Dakota County Policy Position regarding Metropolitan Council
6. Review/Discuss applicants for Economic Development Advisory Board



COUNCIL WORKSESSION REPORT

DATE: MARCH 14, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: SPK/sn

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AGENDA ITEM: Concord Street Improvements

ACTION TO BE CONSIDERED:

Information item only; staff is requesting 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, drainage, and sidewalk improvements. This work is anticipated for construction in 2019-2020 at a cost of approximately \$8.4 million. On Monday, February 8, 2016, the City Council requested staff pursue developing a planning study for an overall vision for Concord Street (north of I-494 to Annapolis Street East).

On February 11, 2016, the Metropolitan Council Transportation Advisory Board (TAB) adopted the criteria and measures for the biennial regional solicitation for federal transportation projects for program years 2020 and 2021. The Regional Solicitation is part of Metropolitan Council's required distribution of funding per the recently authorized Federal Transportation Act. Staff believes that the City has a good opportunity to receive funding for this project through the 2016 regional solicitation for roadway reconstruction and modernization category in addition to the MnDOT roadway reconstruction funds.

Staff believes that the 2016 regional solicitation is the best opportunity to obtain significant funding for Concord Street. The maximum federal award for the roadway reconstruction and modernization category is \$7,000,000 with a required 20 percent local match (\$1.4 M) from non-federal sources. In order to compete for the regional solicitation grant opportunity in 2016, the City will need to advance the proposed planning study to be ready for the July 15, 2016 grant application deadline. In addition, a planning study will assist the City Council in long-term corridor planning and determine if the project is feasible and beneficial to the community.

The planning study would be best facilitated by a consulting engineering firm due to the complexity of the planning study and limited staffing availability. Due to the timeframe and the limited number of consultants that staff believes can successfully deliver this project, staff is requesting that the City Council consider hiring Kimley-Horn & Associates, Inc. Kimley-Horn & Associates has successfully delivered projects of a similar nature and are very familiar with the regional solicitation program. The City is allowed to directly negotiate a contract for professional engineering services. If so directed, the staff will negotiate a scope of services and a contract amount with Kimley-Horn & Associates and present an engineering services agreement at an upcoming City Council meeting.

SOURCE OF FUNDS:

No fiscal impact at this time.



COUNCIL WORKSESSION REPORT

DATE: March 14, 2016

DEPARTMENT: Parks and Recreation

ADMINISTRATOR: J. Kea

4

AGENDA ITEM: Park Referendum Update - McMorrow Field 90% Design Review

DESIRED MEETING OUTCOMES:

Review and discuss McMorrow Field re-design, now 90% complete, including estimated cost and bid schedule.

OVERVIEW:

On March 9, staff hosted a 90% completion of design review meeting with WSB Inc. and its consultants to finalize the plans and specifications for McMorrow Field in preparation of formally bidding the project. Topics included the demolition, electrical plan, site grading, irrigation design, misc. fixtures, and site amenities. The meeting concluded with discussion of the estimate of construction cost.

Staff will provide the city council with an overview of design elements that require further discussion in consideration of cost before the bid package is released. Topics to be presented and discussed include:

1. Importing fill to raise the site.
2. Field and parking lot lighting.
3. Drinking fountains.
4. Play structure.
5. Existing parking lot mill and overlay.
6. Maintenance fence strip and sodding in high traffic areas.

Contingent upon the city council's discussion of what should be included in the base bid and alternate bid package, a preliminary categorized cost to construct is attached with an estimated total of \$2,046,987.34 for McMorrow Field. This estimated total could change based upon the design elements discussion.

Anticipating the process continues to move ahead without delay, the McMorrow Field renovation schedule will be:

March 31, 2016:	Bid documents released.
April 4, 2016:	Public presentation of plans and timeline at the city council meeting.
April 26, 2016:	Bid opening.
May 2, 2016:	City council award, contractor coordination begins, equipment is ordered.
August 2016:	Construction begins. Seeding will likely occur in the spring 2017.
Spring 2017:	Final completion.
Summer 2018:	Anticipated park opening for field play.

The estimate of construction cost exceeds the balance remaining in the voter-approved Park Referendum fund balance. Actual expenses in 2014-15 for the Doug Woog Arena remodel exceeded 2013 preliminary cost estimates by \$767,000 (26%). Actual expenses in 2015 for

Kaposia Landing Phase 1 exceeded 2013 preliminary cost estimates by \$1,048,727 (21%). The actual cost compared to the estimated costs to project funding for the voter referendum has left the McMorrow Field project and Kaposia Landing Phase 2 without adequate funding.

The 2013 estimate for the McMorrow Field project was \$2.4 million. The 90% completion base bid estimate is \$2,046,988. The base bid plus alternates estimate, which will be discussed, is \$2,729,610. The remaining voter-approved Park Referendum fund balance is \$1,945,433. Based upon construction elements and further discussion, the estimated cost breakdown and shortfall is illustrated below:

McMorrow Construction Estimates 2016	Park Referendum Balance Remaining	Shortage of Funds
<u>Base Bid:</u> \$2,046,988	\$1,945,433	(101,555)
<u>Base Bid + Alternates:</u> \$2,729,610	\$1,945,433	(784,177)

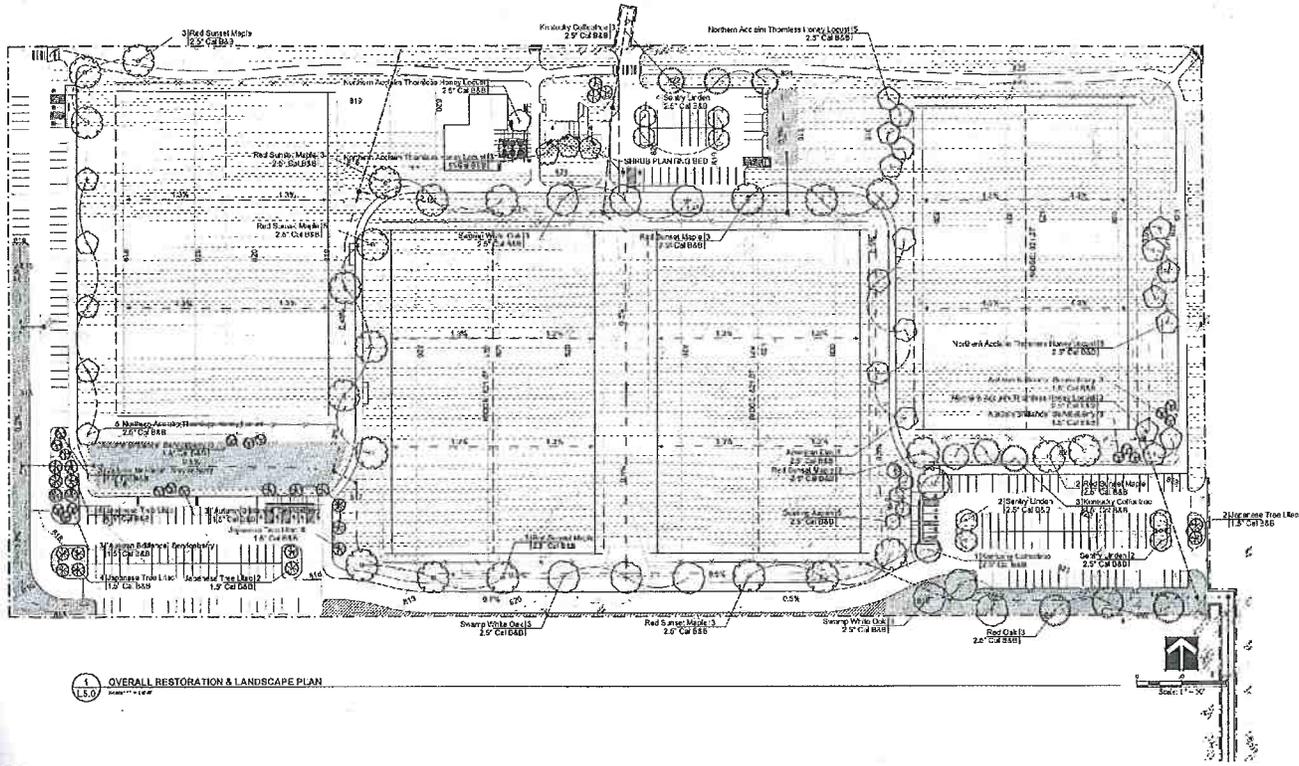
Finance Director Michelle Pietrick will be present to discuss funding options and strategies based upon project elements and estimated cost.

McMorrow Field site plans and itemized estimate project costs are attached for your review.

SOURCE OF FUNDS:

Voter-approved Park Referendum plus alternative funding based upon project elements.

Shelby, P.L.L.C. 11000 University Ave., Suite 100, Minneapolis, MN 55426

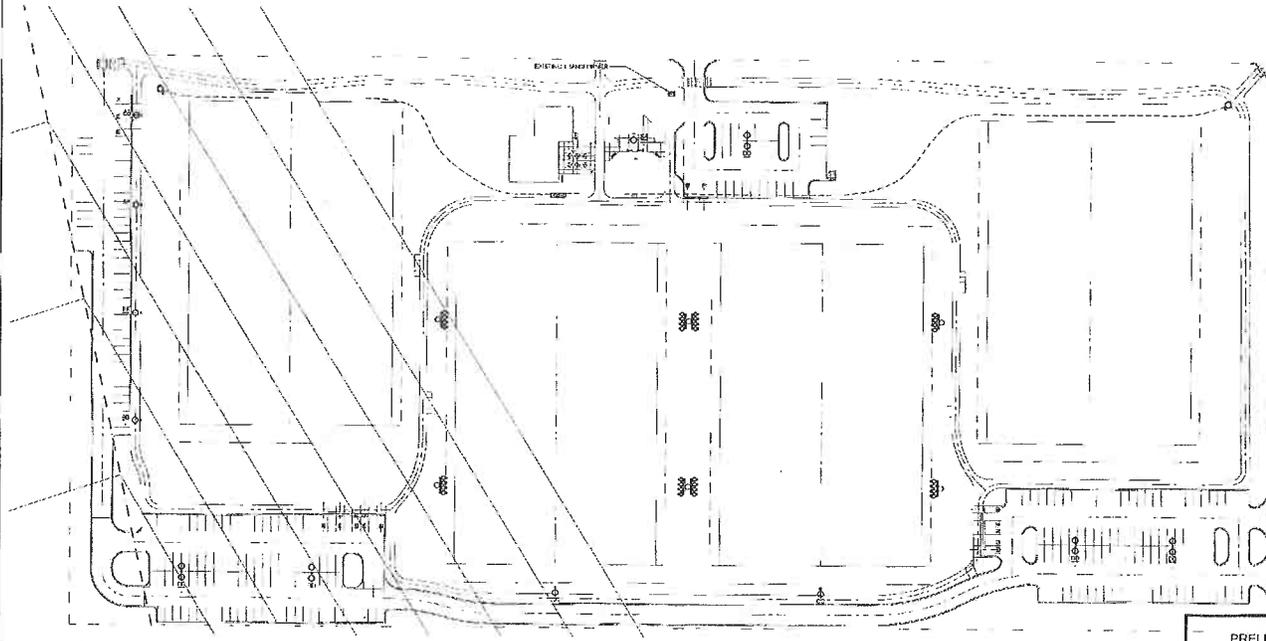


LEGEND:

[Symbol]	PROPOSED CONTOUR
[Symbol]	EXISTING BED LINES
[Symbol]	EXISTING 6\"/>

1
15.0
OVERALL RESTORATION & LANDSCAPE PLAN

McKorow Field Improvements	
South St. Paul, MN	
Overall Restoration & Landscape Plan	
DATE: 08/15/11	SCALE: AS SHOWN
PROJECT NO: 11000	DRAWING NO: 15.0
DESIGNED BY: [Name]	CHECKED BY: [Name]
DRAWN BY: [Name]	APPROVED BY: [Name]
15.0	



PLAN NOTES:

1 Overall Electrical
NADP 1" = 50'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

McMorrow Field Improvements South St. Paul, MN	
Overall Electrical	
edi Engineering & Design INCORPORATED	
MSB MECHANICAL SERVICE BUREAU	
01-SHEET	04-2018-01
E2.0	

90% COST ESTIMATE - MCMORROW PARK

Units Legend: LS = Lump Sum, SF = Square Feet, SY = Square Yard, EA = Each, LB = Pound, PAIR = Pair,
LF = Lineal Feet, FSF = Facial Square Feet, CY = Cubic Yard, TN = Ton, GAL = Gallon

Base Bid Schedule					
No.	Section 1 - Removals and General Items	Estimated Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
1.01	Mobilization	1	LS	\$140,000.00	\$140,000.00
1.02	Construction Staking	1	LS	\$25,000.00	\$25,000.00
1.03	Clearing and grubbing (20 acres)	1	LS	\$6,500.00	\$6,500.00
1.04	Remove Trees and Stumps	45	EA	\$250.00	\$11,250.00
1.05	Remove existing shelter and foundations	1	LS	\$12,000.00	\$12,000.00
1.06	Remove site furnishings (benches, drinking fountains, play equip, etc.)	1	LS	\$15,000.00	\$15,000.00
1.07	Remove fencing	5175	LF	\$2.00	\$10,350.00
1.08	Remove pavement	1	LS	\$85,345.00	\$85,345.00
1.09	Remove Storm Sewer Pipe	710	LF	\$5.00	\$3,550.00
1.10	Remove Storm Sewer Structure	4	EA	\$500.00	\$2,000.00
1.11	Remove electrical	1	LS	\$36,000.00	\$36,000.00
Section 1 Subtotal:					\$346,995.00

No.	Section 2 - General Earthwork	Estimated Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
2.01	Common excavation	1	LS	\$200,000.00	\$200,000.00
2.02	Erosion control silt fence type machine sliced	3485	LF	\$2.75	\$9,583.75
2.03	Inlet Protection	7	EA	\$300.00	\$2,100.00
2.04	Coir Bioroll	116	LF	\$4.00	\$464.00
2.05	Tree Protection	1320	LF	\$5.00	\$6,600.00
2.06	Temporary rock construction entrance	1	LS	\$1,500.00	\$1,500.00
Section 2 Subtotal:					\$220,247.75

No.	Section 3 - Utilities	Estimated Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
<i>Watermain and Services</i>					
3.01	Water service to drinking fountain	1	EA	\$7,500.00	\$7,500.00
<i>Storm Sewer System</i>					
3.02	Rain Garden Mix and Install - Rototill 6" of topsoil into 6" of subsoil for a 12" total depth. Do not compact rain garden mix, lightly role for seed bed preparation - complete	785	CY	\$10.00	\$7,850.00
3.03	Removal of Pavement	430	SY	\$10.00	\$4,300.00
3.04	Bituminous Patching Mix	105	TON	\$150.00	\$15,750.00
3.05	Aggregate Base Class 5	310	CY	\$25.00	\$7,750.00
3.06	Connect to Existing Storm	4	EA	\$1,000.00	\$4,000.00
3.07	12" PVC pipe sewer	1090	LF	\$28.00	\$30,520.00
3.08	12" RCP pipe sewer	250	LF	\$40.00	\$10,000.00
3.09	Construct Drainage Structure Design G	5	EA	\$2,000.00	\$10,000.00
<i>Irrigation and Electrical System</i>					
3.10	Irrigation system	1	LS	\$165,000.00	\$165,000.00
3.11	Site Electrical Work (picnic shelter, irrigation, relocate cabinets, service)	1	LS	\$58,000.00	\$58,000.00
3.12	Parking Lot Lighting	1	LS	\$48,000.00	\$48,000.00
3.13	Field Lighting for two center fields	1	EA	\$240,000.00	\$240,000.00
Section 3 Subtotal:					\$608,670.00

90% COST ESTIMATE - MCMORROW PARK

No.	Section 4 - Pavements	Estimated Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
4.01	4" thick Concrete pavement	3,900	SF	\$6.00	\$23,400.00
4.02	6" thick Concrete pavement	1,535	SF	\$9.00	\$13,815.00
4.03	Inverted dome panels as per detail	326	SF	\$60.00	\$19,560.00
4.04	B612 Concrete Curb and Gutter	4,180	LF	\$15.00	\$62,700.00
4.05	6" wide x 21" thick Concrete Play Area Curbing	237	LF	\$28.00	\$6,636.00
4.06	6" wide x 18" thick Concrete Play Area Curbing with thickened edge	71	LF	\$28.00	\$1,988.00
4.07	Heavy Duty Bituminous Pavement for parking areas	9,655	SY	\$24.00	\$231,720.00
4.08	Bituminous Pavement for trails	4,971	SY	\$20.00	\$99,420.00
4.09	Parking Lot Striping	1	LS	\$5,000.00	\$5,000.00
4.10	Concrete Curb Cut including rain guardian, concrete apron, and grading	6	EA	\$3,000.00	\$18,000.00
4.11	Sidewalk Chase including concrete pavement, steel plate	3	EA	\$3,500.00	\$10,500.00
4.12	Parking/Traffic Signage	20	EA	\$250.00	\$5,000.00
Section 4 Subtotal:					\$497,739.00

No.	Section 5- Site Amenities & Miscellaneous Items	Estimated Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
5.01	Type 1 - 6' Bench	6	EA	\$1,600.00	\$9,600.00
5.02	Type 1 - Picnic Table	2	EA	\$1,700.00	\$3,400.00
5.03	Type 2 - Picnic Table - ADA	4	EA	\$1,250.00	\$5,000.00
5.04	Drinking Fountain	1	EA	\$6,000.00	\$6,000.00
5.05	Trash Receptacle	3	EA	\$1,000.00	\$3,000.00
5.06	Bike Rack	1	EA	\$1,500.00	\$1,500.00
5.07	Shelter	1	EA	\$50,000.00	\$50,000.00
Section 5 Subtotal:					\$78,500.00

No.	Section 6 - Fencing	Estimated Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
6.01	6' High 2-rail Chain-link Fence	1,520	LF	\$16.00	\$24,320.00
6.02	12' High Chain-link Fence	480	LF	\$62.00	\$29,760.00
Section 6 Subtotal:					\$54,080.00

No.	Section 7 - Landscaping	Estimated Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
7.01	Turf Seed Mix - Type I	14	AC	\$4,500.00	\$63,000.00
7.02	Native Seed Mix - Type II	1.0	AC	\$10,000.00	\$10,000.00
7.03	Erosion Control Blanket Category 3	4,715	SY	\$2.00	\$9,430.00
7.04	Deciduous Tree, 2.5" Cal., B&B	83	EA	\$400.00	\$33,200.00
7.05	Ornamental Tree, 2" Cal., B&B	41	EA	\$300.00	\$12,300.00
7.06	Shrub, 5 gal., potted	175	EA	\$58.00	\$10,150.00
7.07	Perennial, 1 gal., potted	250	EA	\$18.00	\$4,500.00
7.08	Mulch, Type 6, Shredded Hardwood Mulch	14	CY	\$50.00	\$700.00
Section 7 Subtotal:					\$143,280.00

Total:				\$1,949,511.75
Contingency (5%)				\$97,475.59
Total Base Bid:				\$2,046,987.34

end of base bid schedule

90% COST ESTIMATE - MCMORROW PARK

	Owner Provided Equipment / Contracts	Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
1	Playground Equipment	1	LS	\$75,000.00	\$75,000.00
2	Site Survey	1	LS	\$4,800.00	\$4,800.00
3	Consultant Fees (WSB Design/Bidding/CA)	1	LS	\$208,665.00	\$208,665.00
Subtotal:					\$288,465.00

Total Project Costs (Base Bid plus Owner Costs)	\$2,335,452.34
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Alternate Bid Schedule					
No.	Add Alternate Bid Items	Qty.	Unit	Unit Bid (In Dollars)	Total Bid (In Dollars)
A.1	Concrete Maintenance Strip at Fencing	2,000	LF	\$16.00	\$32,000.00
A.2	Mill and Overlay Existing West Parking Lots	37,155	SF	\$2.50	\$92,887.50
A.3	Import Fill to Raise Site	20,000	CY	\$10.00	\$200,000.00
A.4	Drinking Fountains	2	EA	\$20,000.00	\$40,000.00
A.5	Sod high traffic areas	1750	SY	\$6.00	\$10,500.00
Total:					\$375,387.50
Contingency (5%)					\$18,769.38
Add Alternate Bid Items Total:					\$394,156.88

Total Project Costs (Base Bid, Alternates, Owner Costs)	\$2,729,609.21
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end of bid schedule

End of Bid Schedules



COUNCIL WORKSESSION REPORT

DATE: March 14, 2016

DEPARTMENT: Administration

ADMINISTRATOR: JPK

5

AGENDA ITEM: Dakota County Policy Position regarding Metropolitan Council

DESIRED MEETING OUTCOMES:

- Determine whether to support or otherwise express a legislative position on the role and appointment process for the Metropolitan Council

OVERVIEW:

Dakota County has adopted a list of policies that it advocates being adopted by the Legislature in the current session. It includes a call for reform of the Metropolitan Council. Listed below is their position. It has also been adopted by three other metro counties (Scott, Anoka, and Carver). *Attached is a Pioneer Press article on this effort.* The Dakota County position is as follows:

Reform the Metropolitan Council

The Metropolitan Council, due to its taxing and policy authority, should be accountable to the entire, diverse regional constituency of those impacted by its decisions. It should not operate as a state agency—as it does in its current form—answerable to only to the Governor, a single statewide elected official.

The Legislature should reform the governance of the Metropolitan Council to make it accountable to the citizens of the region which it serves by including a preponderance of county and other local elected officials on the Council. It should also review the Council's role to ensure that it represents the region as effectively as possible.

The counties approached the Metro Cities organization to seek support, but that group declined to join the effort. *Attached is a letter from Metro Cities Executive Director Patricia Nauman explaining their position.*

At a recent monthly (3/04) meeting of the Dakota City/County Administrators-Managers, County Administrator Brandt Richardson encouraged support for the position. In an informal polling of attendees, very few of the represented communities are taking action in support of the County's position.

I'm no fan of the current process wherein the Governor appoints the Met Council. I also fully support bringing greater accountability and visibility to Metropolitan Council processes. There should be checks and balances built into the appointment process and it should have more

participants. However, I also am not a fan of the Council of Governments (COG) forms of metropolitan collaboration either. I do believe that the existence of a regional board with policy, planning and limited operational responsibilities is desirable and is one of the reasons that the Twin Cities have often been cited for its 'good governance'. I therefore believe that the positions espoused by Metro Cities are a better route to reform of the Metropolitan Council.

Does the City Council want Staff to communicate a legislative position on these matters? If so, what position is to be advocated?

SOURCE OF FUNDS:

N/A

NEWS > GOVERNMENT & POLITICS

Reform Met Council, suburban counties say

By **FREDERICK MELO** | fmelo@pioneerpress.com

February 10, 2016 | UPDATED: 4 weeks ago

The Metropolitan Council's 17 members are appointed by the governor, not elected. And the group levies property taxes across the seven-county metro, a sore point for critics claiming that amounts to taxation without representation.

Elected leaders from four suburban counties revisited those arguments this week in a carefully timed open letter to cities, counties and lawmakers asking for "reform of the Metropolitan Council."

County board members from Anoka, Carver, Dakota and Scott counties have been meeting for the past year and a half as a loose coalition of local government leaders, and city officials from the same areas have joined them over the past six months.

The coalition plans to seek legislative changes that would allow cities and counties to appoint their own representatives to at least half of the Met Council seats. In advance of the legislative session that begins in March, the coalition is reaching out to cities and counties for letters of support.

The coalition issued its three-page letter Tuesday, shortly ahead of Met Council Chair Adam Duinick's State of the Region address on Thursday.

"On items of major policy, the direction comes from the governor, through the chair, to the Met Council," said Dakota County Commissioner Chris Gerlach, who has testified at the Legislature on Met Council reform over the past two years.

The Met Council is “now a political tool of the governor to implement his agenda,” Gerlach said. “I’m not judging the agenda, but regional governance should not be subject to one person’s agenda. The whole governance structure is out of whack.”

In response, Kate Brickman, the Met Council’s communications director, said in a statement: “The council’s governance structure is something that has been debated since the council was created nearly 50 years ago. Ultimately, the council is a creation of the Legislature — any changes to our governance structure is a decision for the Legislature and the governor.”

Efforts to reconstitute the Met Council’s membership stretch back years, if not decades. But legislative measures to that effect have rarely gained much traction at the state Capitol. A 2011 evaluation report from the Office of the Legislative Auditor recommended that the Met Council be composed of both gubernatorial appointees and elected officials.

The last major structural change to the Met Council occurred in 1994, when transit operations were folded into the regional planning body’s oversight and staggered terms were eliminated. For the past 22 years, Met Council terms have coincided with that of the governor.

In addition to recommending a return to staggered terms, the suburban coalition points to a series of potential reforms that can be enacted only by the Legislature. The coalition asks that voting be structured based on population and that every metro county be allowed to appoint a representative to the council.

Gerlach said the coalition is not yet working with a specific lawmaker, though various reform bills have been presented in recent years by Republicans and DFLers alike.

“We are not a group saying we should abolish the Met Council,” Gerlach said. “We acknowledge and agree that there are benefits to having regional governance.”

Tags: Met Council

Frederick Melo

Frederick Melo came to the Pioneer Press in 2005 and brings an aggressive East Coast attitude to St. Paul beat reporting. He spent nearly six years covering crime in the Dakota County courts before switching focus to the St. Paul mayor’s office, city council, and all things neighborhood-related, from the city’s churches to its parks and light rail. A resident of Hamline-Midway, he is married to a Frogtown woman. He Tweets manically at @FrederickMelo

 Follow Frederick Melo @FrederickMelo

Steve King

From: Patricia Nauman <patricia@metrocitiesmn.org>
Sent: Monday, January 11, 2016 10:33 AM
To: Patricia Nauman
Subject: Metropolitan Council Governance Proposal--Information/Update

Good morning,

I'm writing to provide you information about discussions with suburban county officials related to the governance of the Metropolitan Council, the counties' requests of Metro Cities, and Metro Cities' response. My understanding is that county officials are reaching out to several cities on this issue, and I wanted to update you on Metro Cities' position.

As you may know, Metro Cities' policies on the governance of the Metropolitan Council support staggered terms, the appointment of Council members by the Governor, and statutory modifications to the process for nominating Council members to enhance local government input in the selection of members. A Metro Cities' task force examined our legislative policies on metropolitan governance in 2011 and the organization's policies resulted from the task force's recommendations. In addition to the policies described, the recommendations of the task force oppose local elected officials appointed to the Metropolitan Council, due to the incompatibility of local officials simultaneously holding these two offices. Metro Cities' policies on governance and the Met Council overall emphasize support for a high level of collaboration and responsiveness by the Metropolitan Council to local governments in the region, and Metro Cities continues to work to ensure that this is occurring in its representation of cities before the Metropolitan Council, which includes all aspects of Metropolitan Council policymaking.

Recently, representatives from Dakota, Carver, Scott and Anoka counties approached Metro Cities to support their proposal to change the governance structure to comprise the Metropolitan Council of county and city officials. County officials presented their proposal to Metro Cities' Metropolitan Agencies committee last fall, and subsequently, Metro Cities was invited to send officials to participate in meetings in December hosted by representatives of the four counties to discuss their platform. Several member city officials of Metro Cities and I attended these meetings at the direction of the Metro Cities Board, with the intent to learn more about the counties' proposal, and to determine whether there were points of agreement given that the overall positions of the four counties and Metro Cities are not aligned. After attending meetings with the counties, it is clear that the counties' purpose is to advance a specific platform that again, is in conflict with Metro Cities' policies, and as a result, the Metro Cities Board has directed that we conclude our participation in these discussions.

Again, my understanding is that representatives of the four counties are reaching out to other city officials to join their discussions, and as such, I wanted you to be aware of Metro Cities' position and response. I would be pleased to discuss this issue with you, if you have any questions about this discussion or need any additional information. Please feel free to communicate this information to your Mayor and Council members if that is helpful. Please feel free to contact me if I can be of assistance. I can be reached at 651-215-4002.

Sincerely,

Patricia Nauman
Executive Director
Metro Cities



COUNCIL WORKSESSION REPORT

DATE: March 14, 2016

DEPARTMENT: Administration

ADMINISTRATOR: SPK

6

AGENDA ITEM: Review/Discuss applicants for Economic Development Advisory Board

DESIRED MEETING OUTCOMES:

- Review applications for Board membership to enable appointments at the March 21, 2016 Council meeting

OVERVIEW:

The City Council authorized creation of a new advisory board, the Economic Development Advisory Board (EDAB), by adoption of Resolution No. 2016-37, within the Council meeting of March 7, 2016. The City has been soliciting applications for qualified Board members.

The Council adopted some guidelines for its appointment process. With regard to the size of the Board, the Council specified:

There shall be up to seven voting members and at least five of these members shall be individuals who live or work in South St. Paul.

With regard to the qualification sought in Board members, the Council expressed the following preferences:

It is also the goal of the Council to appoint members who reflect a variety of business and industry perspectives including but not limited to banking/finance, insurance, manufacturing, business services, education, real estate sales/development, retailing, hospitality services and economic development.

In addition to voting Board members, the Council also expressed preferences as to ex-officio membership:

In addition to these voting members, the Council may appoint up to three additional ex-officio members who may include representatives from the River Heights Chamber of Commerce, the Dakota County Community Development Authority, and/or Independent School District #6.

Staff has not yet initiated any contacts regarding ex-officio membership.

Six applications for voting Board membership roles have been received. *The applications are attached.*

SOURCE OF FUNDS:

N/A

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
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*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport	<i>Field not completed.</i>
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Top Choice	Charter Commission
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Personal Information

First Name	Sharon
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Last Name	Bellcourt
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Address1	
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Address2	<i>Field not completed.</i>
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City	South St. Paul
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State	MN
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Zip	55075
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Phone Number	
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Email Address	
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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.](#)

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
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*If applying for the Airport Advisory Commission, please indicate your association with Fleming Field Airport	<i>Field not completed.</i>
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Top Choice	Economic Development Commission
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Personal Information

First Name	Stephen
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Last Name	Doody
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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)

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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
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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

1. Name: _____

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 Saint Paul Futures Board 2016. Progress Plus Board 2015 (term ended) Producer of Sounds of Minnesota Drum and Bugle Corps Show from 2008 - present. Board Member 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

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Additional Information *Field not completed.*

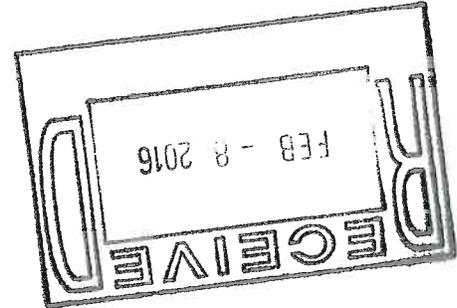
Email not displaying correctly? [View it in your browser.](#)

Sandy Haima

From: Shelly Anderson
Sent: Saturday, February 06, 2016 3:41 PM
To: Sandy Haima
Subject: Fwd: Online Form Submittal: City Advisory Board or Commission Application

Sent from my iPhone

Begin forwarded message:



From: <noreply@civicplus.com>
Date: February 6, 2016 at 2:53:44 PM CST
To: <sanderson@sspnmn.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 Anthony

Last Name Leitner

Address1

Address2 *Field not completed.*

City South St Paul

State MN - Minnesota

Zip 55075

Phone Number

Email Address

Employer Level Up Games

Occupation Self Employed

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.)? Owner of Level Up Games 16 Years Retail Experience Involved in numerous community events including the game club at South Saint Paul High School.

List two or three goals that you would like to see accomplished during your service. Bring more sustainable businesses into South Saint Paul. Help bring in more businesses that are destinations drawing in funds from other communities.

What is your primary interest in serving on a City of SSP Advisory Board or Commission? Become an active citizen and help strengthen the economy in South Saint Paul.

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

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.

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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:	Amy Piggee	Date:	02/10/2016
Address:		City/State/Zip:	South St. Paul, MN 55075
Employer:	Self Employed ReMax Results	Occupation:	Realtor
Phone:		E-mail:	m

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 (<i>Resident</i>) |
| <input type="checkbox"/> Central Square Board | <input type="checkbox"/> NDC4 (<i>Northern Dakota County Cable Communication Commission</i>) |
| <input type="checkbox"/> Charter Commission (<i>Resident</i>) | <input type="checkbox"/> Parks & Recreation Advisory Commission (<i>Resident</i>) |
| <input type="checkbox"/> Civil Service Commission (<i>Resident</i>) | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Economic Development Commission | |

* 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 am a SSP resident, familiar with the area, neighborhood, am a full-time experience realtor since 2004 and volunteer with SSP Boys' basketball, fundraising, and have many contacts in the community.

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

I would like to implement some checks and balances for absentee landlords and making sure that properties are well kept and preserved for the neighboring properties.

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

Simply to help or give some valuable input on our housing market and neighborhoods. I want to better our community and have it hold its value. South St. Paul is a hidden gem in my eyes.

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.

Ammy S. Riggee
Applicant Signature

02/10/2016

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: 651-551-3201

Sandy Haima

From: noreply@civicplus.com
Sent: Wednesday, February 17, 2016 10:28 AM
To: Sandy Haima
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
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Select the Advisory Board or Commission applying for Economic Development Commission, Planning 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 Chad

Last Name Schlemmer

Address1 701 Hillwood Ave

Address2 *Field not completed.*

City South St. Paul

State MN

Zip 55075

Phone Number

Email Address

Employer Wipaire Inc.

Occupation Engineer

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.)? In 2012 I earned an MBA from North Dakota State University. I have worked as a mechanical engineer for the last 13 years. Previous held a realtor license and currently own a rental property in SSP in addition to my primary residence. I have coached my son's soccer team the past 2 years and I am currently the stewardship chair for Discovery Community Church in St. Paul Park.

List two or three goals that you would like to see accomplished during your service. - Retain current business - Attract new small business to the central area of South St. Paul (Grow the Southview corridor)

What is your primary interest in serving on a City of SSP Advisory Board or Commission? To continue to improve the city of SSP and keep it a desirable place to live and own/operate a business.

Organization Membership Information

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

If yes, which Stewardship committee at Discovery Community Church

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

If yes, which Children's Ministry Committee at Triumph Lutheran Brethren

(Section 407)

Consent to Release Private Data

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