



# South St. Paul

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## WORKSESSION AGENDA

SSP City Hall  
125 3<sup>rd</sup> Avenue North  
Training room

Monday, February 12, 2024

6:00 pm Meet & Greet

Followed by Joint Worksession Meeting

### AGENDA:

1. Commission Applicants Meet & Greet – 6:00 pm
2. Parks Master Plan Update- Joint Worksession with Parks and Recreation Advisory Commission and Planning Commission
3. Holiday Decoration Discussion
4. Council Comments & Questions



## COUNCIL WORKSESSION REPORT

DATE: FEBRUARY 12, 2024

DEPARTMENT: ADMINISTRATION

Prepared By: Sandy Haima

ADMINISTRATOR:

1

### AGENDA ITEM: Board/Commission Appointments

**DESIRED MEETING OUTCOMES:** Discuss Advisory Board and Commission member vacancies and the process to be used to evaluate candidates.

#### **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 February 20, 2024, City Council Meeting.

Current board/commission openings are as follows:

#### **AIRPORT ADVISORY COMMISSION**

- 1 opening for a 3-year term for a member of the Airport Business Community
- 1 opening for a 3-year term for a member of the Airport User: Aircraft Owner/Hangar Owner
- 1 opening for a 3-year term for a member of the Airport Non-Profit Organization

#### **Applicant Status:**

- Airport Business Community – Incumbent - Chris Gardner has reapplied
- Aircraft Owner/Hangar Owner – Incumbent – Mike Hilger has reapplied
- Airport Non-Profit Organization – Incumbent –
- New Applicants – Kelly Marlow – Airport neighbor/SSP Resident (*not a current open position on Board*), Jason Suby – Airport Non-profit Organization

#### **CHARTER COMMISSION**

- 3 openings for a 4-year term

#### **Applicant Status:**

- New Applicant –

#### **LOWER MISSISSIPPI WATER MANAGEMENT ORGANIZATION (LMWMO)**

- 0 openings

#### **Applicant Status:**

- New Applicants – Andrew Hoffman, Kendra Sommerfeld

**NORTHERN DAKOTA COUNTY CABLE COMMUNICATIONS COMMISSION (NDC4)**

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

**Applicant Status:**

- Incumbent – Joshua Feit has reapplied
- New Applicant -

**PARK & RECREATION ADVISORY**

- 2 openings for a 3-year term

**Applicant Status:**

- Incumbents- Cindy Bonawitz, and Laura Miller, have reapplied
- New Applicants – Jill Best, Tyler Fehrman, Andrew Hoffman, Erica Slack, Kendra Sommerfeld

**PLANNING COMMISSION**

- 2 opening for a 4-year term

**Applicant Status:**

- Incumbents- Jason Frankot, Chad Schlemmer - have reapplied
- New Applicants – Tyler Fehrman, Andrew Hoffman, John Ross, Kendra Sommerfeld

**POLICE & FIRE CIVIL SERVICE**

- 1 opening for a 3-year term

**Applicant Status:**

- Incumbent – Kay Francis has reapplied
- New applicants – Matthew Schmidt

**SOURCE OF FUNDS:**

N/A

<b>Applicant Name</b>	<b>Incumbent</b>	<b>Airport Advisory Commission</b>	<b>Charter Commission</b>	<b>Civil Service</b>	<b>NDC4</b>	<b>Park &amp; Rec Advisory</b>	<b>Planning Commission</b>	<b>LMRWMO</b>
Cindy Bonawitz	yes					X		
Joshua Feit	yes				X			
Kay Francis	yes			X				
Jason Frankot	yes						X	
Chris Gardner	yes	(2) airport Business						
Michael Hilger	yes	(4) Airport user						
Laura Miller	yes					X		
Chad Schlemmer	yes						X	
Jill Best						X		
Tyler Fehrman						2	1	
Andrew Hoffman						2	1	3
Kelly Marlow		(6)Airport neighbor -SSP resident						
John Ross							X	
Erica Slack						X		
Matthew Schmidt				X				
Kendra Sommerfeld						1	2	3
Jason Suby		(7)Airport Non-Profit Org.						

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Monday, May 8, 2023 6:51:51 PM

---

## 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.*

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Select the Advisory Board or Commission applying for	Parks & Recreation Advisory 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	Parks and Recreation
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### Personal Information

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First Name	Jill
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Last Name	Best
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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	Hennepin County
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Occupation

Public Health Nurse

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Qualifications

*Please answer the following questions.*

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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 served on and chaired multiple public and private committees in my profession, from community dental access to emergency preparedness. I also served for a year on the board of my children's charter school, and a year on a church advisory committee. In addition, I have volunteered with Scout Pack 95 and Troop 95, first as a den leader and currently as a committee member and camp coordinator.

---

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

1. I would like to see more options for older youth. We focus a lot on spaces for young families and planned activities, I would like to see more spaces that appeal to middle and high school students. I think there is the possibility for great opportunities with the new library.
  2. I would like to see Jefferson Park developed into a multi-use community park. It is in a great location as a community gateway. I would like to see a destination splash pad, either there or in another park. It would be great to work with the adults and kids who are currently trying to save the Armour gates, to integrate those gates and/or other aspects of SSP's past into a park.
- 

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

I have always enjoyed serving my communities. I have been invested in the Scouts, but my kids are getting older and I would like to move on to something bigger. SSP is a great and unique community with a lot of potential for parks and rec spaces and activities, beyond what is already done.

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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.*

---

(Section Break)

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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

██████████

---

Business Email  
Address

*Field not completed.*

---

*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.*

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Monday, January 8, 2024 9:00:18 PM

---

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Select the Advisory Board or Commission applying for	Parks & Recreation Advisory 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	Parks & Recreation Advisory Commission
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### Personal Information

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First Name	Cindy
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Last Name	Bonawitz
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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	Minnesota
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Zip	55075
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Phone Number	
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Email Address	
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Employer	Inver Grove Heights City
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Occupation

Permit Tech

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Qualifications

*Please answer the following questions.*

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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 served on the Parks & Recreation Advisory Commission, have volunteered at community events.

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

On going building maintenance.  
More board members volunteering at events.

---

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

I live in South St Paul and enjoy the parks. I have volunteered at the park bc events and think they are good family events.

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Organization Membership Information

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

Yes

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If yes, which

Parks & Recreation Advisory Commission

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

Yes

---

If yes, which

Parks & Recreation Advisory Commission

---

(Section Break)

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Consent to Release Private Data

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---

Phone Number

██████████

---

Business Phone

██████████

Number

---

Personal Email  
Address

---

[REDACTED]

---

[REDACTED]

---

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---

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

---

Additional Information      *Field not completed.*

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Monday, January 8, 2024 3:27:51 PM

---

## 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 Parks & Recreation Advisory Commission, Planning Commission

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

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Top Choice Planning Commission

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### Personal Information

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First Name Tyler

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Last Name Fehrman

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Address1 

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Address2 *Field not completed.*

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City South Saint Paul

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State MN

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Zip 55075

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Phone Number 

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Employer WorldKinect Energy Services

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Occupation

Renewable Energy Consultant

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Qualifications

*Please answer the following questions.*

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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.)?

Yes - I have a Masters of Public Administration from the Ohio University Voinovich School of Leadership and Public Service with a focus on Public and Nonprofit management. Additionally, I spent ten years working in state government at various regulatory agencies in an administrative role - the governor's office, department of commerce, department of health, and department of public safety. I also worked in a county auditor's office managing public and government relations.

In the private sector, I have worked to help develop renewable energy projects alongside state, county, and local governments - which includes planning, permitting, zoning, and other regulatory processes.

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

1) To see our unique community continue to be vibrant and family-oriented in the policies and development it embraces. From city parks to zoning changes and new development, I believe that we should ensure that every decision made has the best interest of preserving our heritage while embracing the future in mind.

2) Help South Saint Paul find ways to embrace renewable and clean energy that helps preserve our planet and makes our community more sustainably minded.

3) Find ways to make our planning processes more business friendly while still paying attention to careful regulation, so that South Saint Paul is and continues to be a great place that attracts businesses and individuals who want to plant long-term roots here.

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

I have a genuine passion for public administration and service - with a firm belief that government can and should work to better the lives of those that it serves. As a resident of South Saint Paul with two young children (Hendrix, 5 and Norah, 10) - and a wife (Molly) who has lived here for the majority of her life, I have a vested interest in serving the community with my skill-set and dedicating my time and energy to the place I call home.

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Organization Membership Information

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

No

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If yes, which *Field not completed.*

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

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If yes, which *Field not completed.*

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(Section Break)

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Consent to Release Private Data

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---

Phone Number

██████████

---

Business Phone Number

*Field not completed.*

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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.*

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Tuesday, January 23, 2024 11:02:13 PM

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## 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.*

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Select the Advisory Board or Commission applying for	NCD4
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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	NDC4
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### Personal Information

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First Name	Joshua
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Last Name	Feit
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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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Employer	Patterson Companies, Inc.
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Occupation

Paralegal

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Qualifications

*Please answer the following questions.*

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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 represented Sout St. Paul on the NDC4 commission for the past 4 years. I know and understand the commission's purpose and goals.

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

Stabilize the commission's budget so it can continue to fulfill its mandate. Continue lobbying efforts to give commissions franchising authority over internet providers, just as they currently do for cable providers.

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

To serve and give back to my community.

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Organization Membership Information

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

No

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If yes, which

*Field not completed.*

---

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

Yes

---

If yes, which

NDC4

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(Section Break)

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Consent to Release Private Data

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---

Phone Number

*Field not completed.*

---

Business Phone

*Field not completed.*

Number

---

Personal Email  
Address

[REDACTED]

Business Email  
Address

*Field not completed.*

---

*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.*

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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: <u>KAY M FRANKIS</u>	Date: <u>1-9-2024</u>
Address: <u>[REDACTED]</u>	City/State/Zip: <u>SO. ST. PAUL MN 55075</u>
Employer: _____	Occupation: <u>RETIRED</u>
Phone: <u>[REDACTED]</u>	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"/> NDC4 (Northern Dakota County Cable Communication Commission) |
| <input type="checkbox"/> Charter Commission (Resident)                  | <input type="checkbox"/> Parks & Recreation Advisory Commission (Resident)            |
| <input checked="" type="checkbox"/> Civil Service Commission (Resident) | <input type="checkbox"/> Planning Commission  |
| <input type="checkbox"/> Library Board (Resident)                       |   |

\* 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.)?

27 yrs AS A SSP POLICE & FIRE COMMISSIONER. 27 yrs  
RESIDENT of S.S.P. RAISED ELEVEN KIDS IN SSP.

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

THE SSP POLICE DEPT CONTINUES TO SERVE SSP RESIDENTS AT A HIGH  
LEVEL.  
THAT THE DEPT CAN GROW AND RETAIN THE AUTHORIZED NUMBER  
OF OFFICERS.

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

GIVING BACK TO A CITY THAT GAVE ME SO MUCH.

**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 [REDACTED]
- Work Telephone Number \_\_\_\_\_
- Cellular Phone Number [REDACTED]
- 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.

Kay M. Francis  
Applicant Signature

1-9-2024  
Date

**Return Application to:** City of South St. Paul  
Administration Department  
125 3<sup>rd</sup> 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 3<sup>rd</sup> Avenue North • South St. Paul, MN 55075 • 651-554-3203 • Fax: 651-554-3201

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Tuesday, January 30, 2024 1:57:15 PM

---

## City Advisory Board or Commission Application

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---

Select the Advisory Board or Commission applying for      Planning Commission

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

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Top Choice      Planning Commission

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### Personal Information

---

First Name      Jason

---

Last Name      Frankot

---

Address1      

---

Address2      *Field not completed.*

---

City      South St Paul

---

State      MN

---

Zip      55075

---

Phone Number      

---

Email Address      

---

Employer      Allstate Insurance

---

Occupation Insurance Agency Owner, Coffee Shop Owner, Property Mgmt company 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.)?

I have been on the planning commission the last 4 years and would like to continue my work with this group.

---

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

My main goal is to see that the hardman triangle continues to advance in being built.

---

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

To make sure someone is on the board that is a local business owner so others on the board understand the hurdles that local business owners face.

---

Organization Membership Information

---

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

Yes

---

If yes, which

Planning Commission

---

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

Yes

---

If yes, which

Planning Commission

---

(Section Break)

---

Consent to Release Private Data

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---

[REDACTED]

[REDACTED]

---

*Field not completed.*

Business Phone  
Number

---

Personal Email  
Address

---

*Field not completed.*

---

Business Email  
Address

---

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Additional Information

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*Field not completed.*

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**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Monday, January 8, 2024 7:23:55 AM

---

## City Advisory Board or Commission Application

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---

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 *Field not completed.*

---

Top Choice Airport Commission

---

### Personal Information

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First Name Chris

---

Last Name Gardner

---

Address1 

---

Address2 *Field not completed.*

---

City South St Paul

---

State MN

---

Zip 55075

---

Phone Number 

---

Email Address 

---

Employer Sierra Hotel Aero, Inc.

---

Occupation

Owner of SHA, Inc. Based at airport

---

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.)?

Yes, I have served a commissioner on the AAC for over ten years and have been a business owner on the SSP airport for the last 24 years.

---

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

I would like to continue working with the AAC on the long and short term projects including the airport Taxi ways and Fuel Pump upgrade.

---

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

To continue participating and advising on improving the SSP airport to help make it an attractive destination for aircraft owners and pilots.

---

Organization Membership Information

---

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

Yes

---

If yes, which

SSP Airport Commission

---

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

No

---

If yes, which

SSP Airport Commission

---

(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

[REDACTED]

Business Email  
Address

[REDACTED]

---

*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.*

---

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**Caution:** External Email - This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Saturday, December 30, 2023 2:35:12 PM

---

## 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

---

Top Choice      Airport Advisory Commission

---

### Personal Information

---

First Name      Michael

---

Last Name      Hilger

---

Address1      [REDACTED]

---

Address2      *Field not completed.*

---

City      Inver Grove Hgts

---

State      MN

---

Zip      55076

---

Phone Number      [REDACTED]

---

Email Address      [REDACTED]

---

Employer      Self

---

Occupation

Aircraft Mechanic

---

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.)?

Aircraft owner and pilot for 50 years. Aircraft mechanic working on light aircraft and airline equipment for 40 years. Member of the Airport Advisory Commission for 3 terms. Helped guide the airport through several capital improvement projects including the recent complete runway replacement project.

---

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

Continued improvement of the airport facilities. Attracting more businesses to the airport. Helping complete development of the West side hangar area, which will help the city recoup the past investment for the required infrastructure.

---

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

I want to continue to be a part of a process that will benefit both the city and users of the airport.

---

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

Airport Advisory Commission

---

(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

[REDACTED]

Business Email  
Address

[REDACTED]

---

*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.*

---

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---

Additional Information      *Field not completed.*

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Monday, February 5, 2024 9:45:56 PM

---

## 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	Parks & Recreation Advisory Commission, LMRWMO
--	--

---

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

---

Top Choice	Parks & Recreation Advisory Commission
------------	--

---

### Personal Information

---

First Name	Andrew
------------	--------

---

Last Name	Hoffman
-----------	---------

---

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

---

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

---

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

---

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

---

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

---

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

---

Email Address	
---------------	---

---

	
---	---

---

Occupation

Sales 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've previously served as Vice-President on a board of directors for amateur baseball team, the Hastings Hawks from 2005 – 2007. Since 2021 I've held the position of Sales Manager, I lead our Eagan & Roseville locations and I manage a seven-person sales team. I served as a classroom and chaperone volunteer when my children attended Lincoln Center.

---

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

- 1: Collaborate with the Parks & Recreation department and get more family friendly hours for activities, during the summer it can be tricky for working parents to get their children to activities.
  - 2: Growth in the Parks & Recreation activities, we have untapped potential in our community, I would like to see all opportunities explored.
- 

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

I have a desire to contribute to my community and make a positive impact, I've been a resident of South St Paul since 2005 and over the years I've seen this city grow. Ryan Garcia has done an amazing job bringing commercial development and multi-family housing to South St Paul as the city has grown, we need to carry that growth over to Parks & Recreation. I want to see my town be successful, bring new families to this community and let people see what a great community we have. I want to see this town remain successful and continue to make it a desirable community for people to want to reside in.

---

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

Hastings Hawks (amateur baseball) - Hastings, MN

---

(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.*

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Wednesday, February 7, 2024 10:09:59 PM

---

## 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      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      Andrew

---

Last Name      Hoffman

---

Address1      

---

Address2      *Field not completed.*

---

City      South Saint Paul

---

State      MN

---

Zip      55075

---

Phone Number      

---



---

Employer      Fireside Hearth & Home

---

Occupation

Sales 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 have worked in a leadership role for the last six years, and since 2021 I've been a Sales Manager. Over that time, I have managed multi-million-dollar budgets, dealt with city & government regulations, planning & strategy and managing a sales team. I've also managed showroom remodels and trade show planning.

---

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

1. Seeing the city continue to focus on commercial development, the need for multi-family housing continues to grow, continues to focus on that.
  2. Utilize the infrastructure we have; I'd like to see the former library be re-developed.
  3. Continue with the commercial development on Concord, enticing business to come to South Saint Paul.
- 

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

I want to contribute to my community and make it a destination people want to move to. I've been a resident of South St Paul since 2005 and over the years I've seen this city grow. Ryan Garcia and the current Planning Commission have done an amazing job bringing commercial development and multi-family housing to South St Paul. It's been great seeing that part of the community develop and the economic growth it has brought to the city. I would like to see that continuing to grow and be successful, we have more options for commercial and economic development, and I would like to be part of it.

---

Organization Membership Information

---

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

Yes

---

If yes, which

Hastings Hawks (amateur baseball) - Hastings, MN

---

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

No

---

If yes, which

*Field not completed.*

---

(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.*

[REDACTED]

[REDACTED]

---

Business Phone  
Number

[REDACTED]

---

Personal Email  
Address

[REDACTED]

---

Business Email  
Address

[REDACTED]

---

*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.*

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Saturday, January 13, 2024 4:29:44 PM

---

## 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 Neighbor - SSP Resident

---

Top Choice Airport Advisory Commission

---

### Personal Information

---

First Name Kelly

---

Last Name Marlow

---

Address1 [REDACTED]

---

Address2 *Field not completed.*

---

City South St Paul

---

State Minnesota

---

Zip 55075

---

Phone Number [REDACTED]

---

Email Address [REDACTED]

---

Employer MN Dept of Human Services

---

Occupation administration

---

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'm a highly organized individual who like to be part of the solution.  
I have always volunteered throughout my children's' years in school both academically and sports, including the SSP Open and President of the Girls Swim team. I have been a substitute teacher at SSPPS. I have lived in SSP my entire life and am from a multi-generational SSP family.

---

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

I would like to see the airport continue to be a warm and welcoming place for personal and business air traffic.  
Tie into the community closer, such as opportunities with the high school for learning to fly and repair aircraft.  
Expand on services offered to personal aircraft and businesses located with the airport, e.g., internet access in the pilot lounge, coffee & tea.  
Review the hangar policies and tenants for true aircraft use.  
Fuel pump maintenance and repair.

---

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

My primary interest in serving on a commission or board is to give back time and talent to my community. I have a US Navy pilot and a commercial pilot in my family and see airports and flying as continuing need. South St Paul has a unique location to MSP and Holman field, which offers opportunities to partner and grow in its role regionally.  
Recently, I participated in the SSP/WSP Police Academy, Dakota County Sheriff Academy, and the South Metro Fire Academy.  
These programs made me realize I have the time and desire to give back to my community and support change and growth.

---

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.*

---

(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

████████████████████

---

Business Email  
Address

*Field not completed.*

---

*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.*

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Thursday, January 18, 2024 12:31:02 PM

---

## 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 Parks & Recreation Advisory Commission

---

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

---

Top Choice Parks & Recreation Advisory Commission

---

### Personal Information

---

First Name Laura

---

Last Name Miller

---

Address1 

---

Address2 *Field not completed.*

---

City South St Paul

---

State MN

---

Zip 55075

---

Phone Number 

---

Email Address 

---

Employer Hmong College Prep Academy

---

Occupation

Special Education Teacher

---

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.)?

BS in Park and Recreation Administration, UW La Crosse  
SSP Park and Recreation Advisory Commission since 2001  
Special Education Teacher

---

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

Continued work on the Park Master Plan, replacement of playground equipment to serve all children (including those with disabilities), and continued support of recreational opportunities and planning of events for all citizens.

---

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

Being a part of the Park and Recreation Advisory Commission is an opportunity for me to actively contribute to the betterment of our city. With my background in recreation and working with families with diverse and underserved backgrounds, I believe I can bring valuable perspectives and ideas to address key issues and contribute to the decision-making process. I am committed to fostering positive change and collaborating with commission members to enhance the quality of life for our residents.

---

Organization Membership Information

---

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

Yes

---

If yes, which

Parks & Recreation Advisory Commission

---

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

Yes

---

If yes, which

Parks & Recreation Advisory Commission

---

(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

[REDACTED]

Business Phone  
Number

*Field not completed.*

Personal Email  
Address

[REDACTED]

Business Email  
Address

*Field not completed.*

*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.*

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Additional Information

*Field not completed.*

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

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Saturday, January 13, 2024 10:23:01 AM

---

## 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      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      Chad

---

Last Name      Schlemmer

---

Address1      

---

Address2      *Field not completed.*

---

City      South St. Paul

---

State      MN

---

Zip      55075

---

Phone Number      

---

---

Employer      Kindeva Drug Delivery

---

Occupation Manufacturing 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.)?

Currently on the planning commission. Was on the Economic Development Advisory Board for SSP.  
MBA from NDSU.

---

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

New outdoor pool  
Improve owner occupied single family housing options

---

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

I want to be on the Planning Commission to give back to the community and provide guidance to how the city is advancing.

---

Organization Membership Information

---

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

Yes

---

If yes, which

Planning Commission

---

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

Yes

---

If yes, which

Economic Development Advisory Board

---

(Section Break)

---

Consent to Release Private Data

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---

Phone Number

██████████

---

Business Phone

N/A

Number

---

Personal Email  
Address

[REDACTED]

Business Email  
Address

N/A

---

*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.*

---

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---

Additional Information

*Field not completed.*

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Monday, February 5, 2024 4:09:23 PM

---

## 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 Civil Service Commission

---

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

---

Top Choice Civil Service Commission

---

### Personal Information

---

First Name Matthew

---

Last Name Schmidt

---

Address1 [REDACTED]

---

Address2 [REDACTED]

---

City SOUTH SAINT PAUL

---

State MN

---

Zip 55075

---

Phone Number [REDACTED]

---

[REDACTED]

---

Employer State of Minnesota and the law firm of Ho & Schmidt, LLP

---

Occupation

Attorney

---

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 juris doctorate and master's of arts in public administration; both from Hamline University, 2010. My law practice has focused in Criminal law dating back to 2008 in law school. I also work as a part-time public defender. I have a lot of experience with criminal law, police, police policy, etc. I am also a member of the South St. Paul Lions Club where I volunteer for several events in South St. Paul where we have interaction with SSP Police and Fire.

---

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

I would like to make sure South St. Paul police and fire continue to modernize and adapt to the changes in our community, as well as training and understanding of Mental Health and other socioeconomic changes in our community. I also see several new police officers in town and I want to make sure there are training opportunities and funding, possibly through additional grant writing, to train and keep officers here in town. I know jurisdictions around us can often afford to pay their officers more. I want to keep both police and fire employees well-trained and happy here in town. I have really appreciated the involvement of both departments within the community and I am hoping to see more of that in the future.

---

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

I would echo much of what I stated in the previous question. I want to make sure our police and fire get good training and that we search all avenues to funding outside of the SSP tax-base. I am hoping that additional funding can be sought out; whether via grant writing, special requests from the County and State, or any other potential revenue sources that are outside the tax-base. I am hoping I can use relationships in the County Attorney's office, the Attorney General's office, and the SSP City Attorney's office to our 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.*

---

(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

████████████████████

---

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---

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

---

Additional Information

[Matthew T Schmidt - Resume - 2-5-24.pdf](#)

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Wednesday, January 10, 2024 9:24:59 AM

---

## 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 Parks & Recreation Advisory Commission

---

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

---

Top Choice Parks & Recreation Advisory Commission

---

### Personal Information

---

First Name Erica

---

Last Name Slack

---

Address1 

---

Address2 *Field not completed.*

---

City South St. Paul

---

State Minnesota

---

Zip 55075

---

Phone Number 

---

 .com

---

Employer American Academy of Neurology

---

Occupation

Director, Project Management

---

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 nearly 14 years experience in project management and many of the skills I have would make me an effective member of the Parks & Recreation Advisory Commission. I have strong organizational and communications skills and can effectively analyze and address risk. I am adaptable and have the ability to lead and collaborate with diverse individuals.

---

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

I would like to see South St Paul Parks host more events that encourage and build strong community relationships and build adult recreation activity programs.

---

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

I want to give back to my community and see South St. Paul grow and thrive.

---

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.*

---

(Section Break)

---

Consent to Release Private Data

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---

Phone Number

██████████

---

Business Phone

*Field not completed.*

Number

---

Personal Email  
Address

  
*Field not completed.*

---

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.*

---

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---

Additional Information     [Erica Slack Resume.docx](#)

---

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Tuesday, January 30, 2024 2:00:22 PM

---

## 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 Non-Profit Organization

---

Top Choice Airport Advisory Commission

---

### Personal Information

First Name Jason

---

Last Name Suby

---

Address1

---

[REDACTED]

[REDACTED] not completed.

---

City Bloomington

---

State MN

---

Zip 55431

---

Phone Number

---

[REDACTED]

[REDACTED]

---

Employer AcuStaf Development Corporation

---

Occupation

Business 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.)?

Minnesota Wing Commander Select for Civil Air Patrol. Also an aircraft owner (Cessna 172).

---

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

*Field not completed.*

---

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

Being able to assist the city and airport management on airport related issues.

---

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.*

---

(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* [REDACTED]

[REDACTED]

[REDACTED]

---

Business Phone

[REDACTED]

Number

---

Personal Email  
Address

[REDACTED]

Business Email  
Address

[REDACTED]

---

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---

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---

Additional Information *Field not completed.*

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Friday, February 9, 2024 11:51:57 AM

---

## 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      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      John

---

Last Name      Ross

---

Address1      [REDACTED]

---

[REDACTED]      [REDACTED] *not completed.*

---

City      South St Paul

---

State      MN

---

Zip      55075

---

Phone Number      [REDACTED]

---

Email Address      J [REDACTED]

---

Employer      Metropolitan Council

---

Occupation

Business Unit Coordinator - Metro Wastewater Treatment Plant

---

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.)?

Past member of SSP Planning Commission for 20 years, most of which was serving as chairman.

Past member (including chair) of the Dakota County Planning Commission.

Graduate studies in Urban and Regional Planning.

Former Code Enforcement supervisor for the City of St. Paul.

Attended more than a dozen workshops conducted by GTS - (Government Training Service) concerning planning, zoning.

Former Building Official (accessibility specialist).

Knowledge of infrastructure issues, former Mn/DOT, WisDOT, and St. Paul Water employee. Currently with Met Council.

Excellent knowledge of Robert's Rules of Order.

Lifelong resident.

---

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

1.) Sound planning decisions, creating responsible growth without dangerous precedents on issues.

2.) Being helpful to those appearing before the Commission for the first time and who may be confused about the process.

3.) Bringing City code in conformance with modern issues - such as the new types of electronic signage, and diverse retail.

4.) Working on the Comprehensive Plan.

---

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

I feel that my experience as a Planning Commissioner would be an asset to the City and may help "pay back" the community in some small way for the wonderful opportunity of living here my entire life.

At various times in the past, I had to regretfully resign from commissions due to a changing work schedule at Metropolitan Council. However, my schedule as a supervisor is now stable, and my next big change will be retirement!

---

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

Planning Commission, Library Board.

---

(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 [REDACTED]*

---

[REDACTED]	[REDACTED]
Business Phone Number	<i>Field not completed.</i>
Personal Email Address	<i>Field not completed.</i>
Business Email Address	<i>Field not completed.</i>

---

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---

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Additional Information	<i>Field not completed.</i>
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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Sandy Haima](#)  
**Subject:** Online Form Submittal: City Advisory Board or Commission Application  
**Date:** Saturday, February 10, 2024 8:06:28 PM

---

## City Advisory Board or Commission Application

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---

Select the Advisory Board or Commission applying for	Parks & Recreation Advisory Commission, Planning Commission, LMRWMO
--	---

---

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

---

Top Choice	Parks and Recreation Advisory Committee
------------	---

---

### Personal Information

---

First Name	Kendra
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---

Last Name	Sommerfeld
-----------	------------

---

Address1	[REDACTED]
----------	------------

---

[REDACTED]	[REDACTED]
------------	------------

---

City	south st paul
------	---------------

---

State	Minnesota
-------	-----------

---

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

---

Phone Number	[REDACTED]
--------------	------------

---

[REDACTED]	[REDACTED]
------------	------------

---

Employer	Rice Creek Watershed District
----------	-------------------------------

---

Occupation

watershed district professional

---

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.)?

With over 9 years of experience in ecological restoration, land management, conservation agriculture, outreach, and project management, I bring a deep understanding of natural resource issues. My background includes a Master of Natural Resources with a specialization in Ecological Restoration. I have managed projects, engaged with stakeholders, and hold certifications in wetland conservation and fire management. I am passionate about environmental stewardship and community engagement, eager to contribute to the South St. Paul, MN Parks and Recreation Advisory Committee.

---

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

1. Increase native vegetation and habitats in our parks: Implement initiatives to restore and enhance native vegetation and habitats within our parks, fostering biodiversity and ecological resilience.
  2. Improve usability and public access to parks and trail systems: Develop and implement strategies to enhance the usability and accessibility of parks and trail systems, ensuring they are inclusive and welcoming to all community members.
  3. Enhance community knowledge about parks and environmental stewardship: Implement educational programs and outreach efforts to increase community awareness and understanding of our parks, the surrounding environment, and the importance of building a resilient park system for future generations.
- 

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

My primary interest in serving on a City of SSP Advisory Board or Commission lies in my passion for natural area enhancement. I am committed to increasing the presence of natural spaces within our parks, utilizing them not only for public access but also to enhance biodiversity and resilience within our community. Additionally, I want to improve the usability and accessibility of trails and parks, ensuring that they are welcoming to all members of our community. Through initiatives such as park art, interpretive signs, and strategic communication via various channels, I seek to educate the public about the value of our natural areas and inspire greater stewardship among residents.

---

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.*

---

(Section Break)

---

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---

[REDACTED]

[REDACTED]

---

Business Phone Number *Field not completed.*

---

Personal Email Address [REDACTED]

---

Business Email Address [REDACTED]

---

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---

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---

Additional Information [KendraSommerfeldResume.pdf](#)

---

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**JOINT WORKSESSION REPORT**  
**DATE: FEBRUARY 12, 2024**  
**DEPARTMENT: PARKS & RECREATION**  
**PREPARED BY: SHANNON YOUNG**  
**ADMINISTRATOR: RG**

**2**

**AGENDA ITEM: Parks Master Plan Update- Joint Worksession with Parks and Recreation Advisory Commission and Planning Commission**

**DESIRED MEETING OUTCOMES:**

Review and discuss the draft park concepts and system initiatives for the new Parks Master Plan.

**OVERVIEW:**

Kevin Clarke, Project Manager with HKGI, will be presenting on the Parks Master Plan update currently taking place. The project is a joint effort by the Parks and Recreation Department, the Planning Department, and HKGI. The Parks Master Plan will provide the framework for making decisions about short term, long term, and ongoing investments in parks infrastructure.

City Staff and HKGI conducted public engagement activities last summer and fall and visited every park in the system to comprehensively inventory the conditions at each park. More recently, staff have been in meetings with HKGI for preliminary design of each of the parks. Attached is a Park Concepts draft that was developed with staff and community input as well as a draft of the “System Initiatives” section of the new plan which outlines the plan’s overarching goals along with strategies for achieving those goals.

**NEXT STEPS:**

City Staff and HKGI are looking for feedback on the draft park concepts and system initiatives from the Parks and Recreation Advisory Commission, Planning Commission, and City Council. That feedback will be used to refine the draft plan before it is released to the public for comment and promoted at open house events. The plan will be refined further after comments are received from the public, and a final draft of the new Parks Master Plan will be brought forward for review and approval later this spring.

**SOURCE OF FUNDS:**

N/A

**ATTACHMENTS**

**A- DRAFT CONCEPT PLANS FOR EACH PARK**

**B- DRAFT “SYSTEM INITIATIVES” SECTION OF PARKS MASTER PLAN**

# SPRUCE PARK CONCEPT

# ATTACHMENT A DRAFT CONCEPT PLANS FOR EACH PARK



## LEGEND

- ① Improve play lawn with more shade
- ② Add new sidewalk along 7th Ave. South
- ③ Add new picnic shelter
- ④ Add new traffic park
- ⑤ Add new city-themed playground

## PRECEDENT PHOTOS



# MCMORROW FIELD



## LEGEND

- ① Replace existing parking lot

## PRECEDENT PHOTOS



# HARMON PARK CONCEPT



## LEGEND

- ① Add new warming house with concessions and restrooms
- ② Remove existing tennis courts and replace with full-size tennis court
- ③ Add new full-size basketball court
- ④ Add (2) new small picnic shelters
- ⑤ Add new nature-inspired playground

## PRECEDENT PHOTOS



# LORRAINE PARK CONCEPT (OPTION 1)



## LEGEND

- ① Remove existing ice rink and warming house and add new parking lot
- ② Add new swimming pool
- ③ Replace splash pool
- ④ Improve sand volleyball court
- ⑤ Add new playground
- ⑥ Improve play area with horseshoes and bocce ball as well as a small shelter
- ⑦ Expand existing parking lot

## PRECEDENT PHOTOS



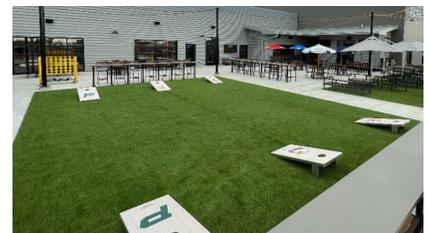
# LORRAINE PARK CONCEPT (OPTION 2)



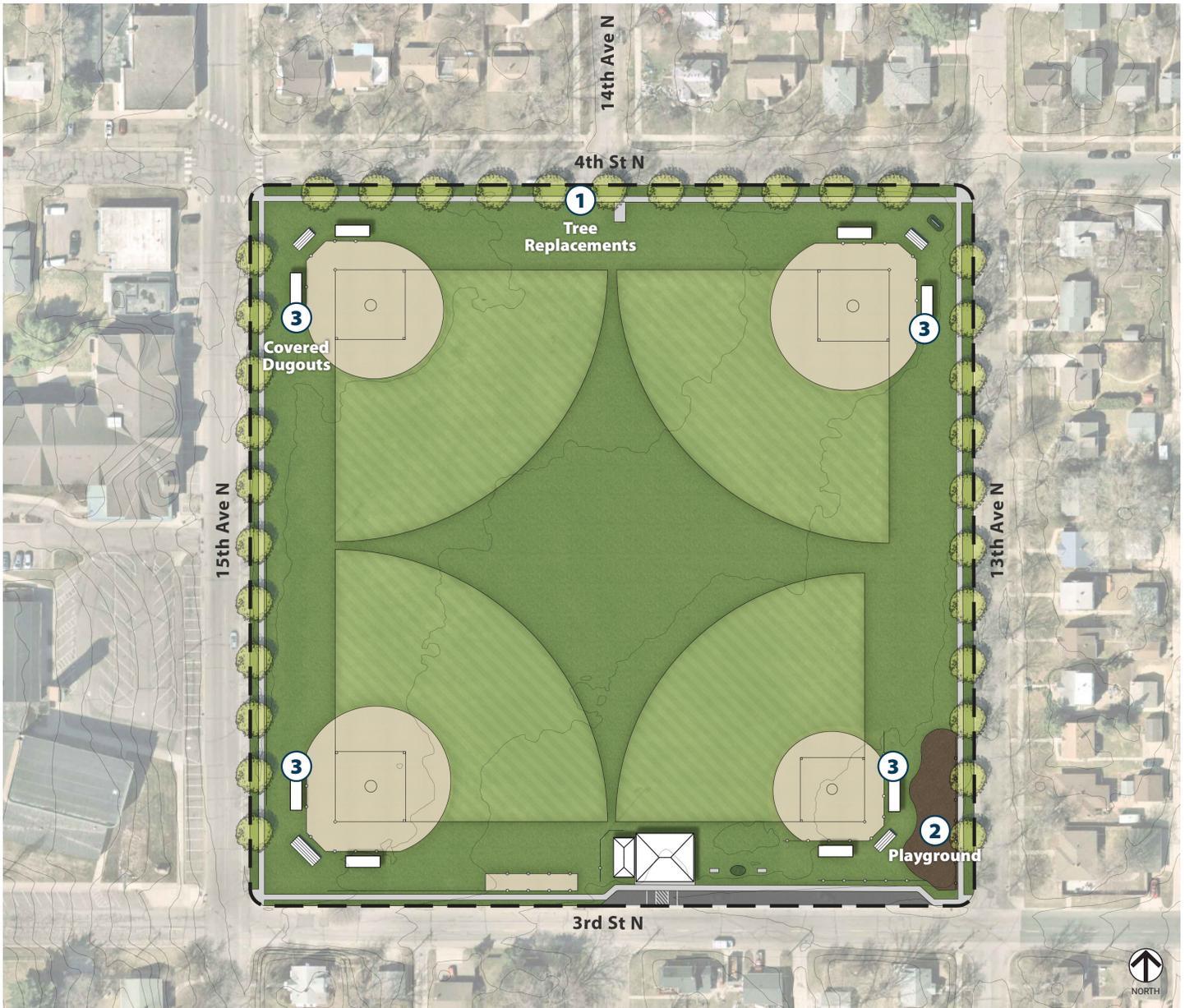
## LEGEND

- ① Replace existing parking lot
- ② Add new entertainment area, including pickleball courts, shuffleboard and bocce ball courts, as well as green open space for lawn games
- ③ Replace splash pool
- ④ Improve sand volleyball court
- ⑤ Replace playground
- ⑥ Remove horseshoe courts and plant trees
- ⑦ Expand existing parking lot

## PRECEDENT PHOTOS



# VETERANS FIELD CONCEPT



## LEGEND

- ① Replace trees on block perimeter
- ② Replace existing playground
- ③ Add new covered dugouts around all four softball fields

## PRECEDENT PHOTOS



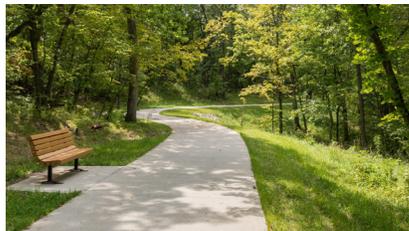
# DNR BOAT LAUNCH CONCEPT



## LEGEND

- ① Add new restrooms building
- ② Add new parking lot
- ③ Add new bituminous trail
- ④ Relocate community gardens
- ⑤ Relocate compost sites
- ⑥ Replace boat ramp

## PRECEDENT PHOTOS



# ARCHERY RANGE CONCEPT



## LEGEND

- ① Add new water treatment facility
- ② Add new ADA picnic area
- ③ Relocate and replace archery lanes
- ④ Add new bituminous trail

## PRECEDENT PHOTOS



# GRANDVIEW PARK CONCEPT



## LEGEND

- ① Replace playground
- ② Add new picnic/stage shelter

## PRECEDENT PHOTOS



# JEFFERSON PARK CONCEPT



## LEGEND

- ① Resurface existing parking lot
- ② Add new playground
- ③ Add new bituminous trail
- ④ Improve sledding hill
- ⑤ Add new warming house and garage for ice rink
- ⑥ Add new covered ice rink
- ⑦ Add new parking lot
- ⑧ Relocate softball field

## PRECEDENT PHOTOS



# SEIDL'S PARK CONCEPT



## LEGEND

- ① Add new picnic shelter
- ② Add new bituminous trail
- ③ Add new fishing dock
- ④ Add new nature play area

## PRECEDENT PHOTOS



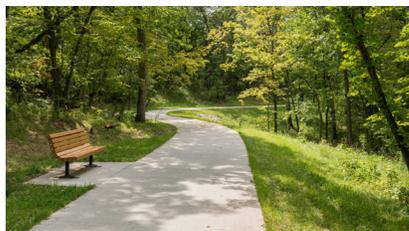
# SIMON'S RAVINE TRAILHEAD CONCEPT



## LEGEND

- ① Add bike repair station
- ② Update landscaping
- ③ Add remote door locks to existing restrooms building

## PRECEDENT PHOTOS



# WILDFLOWER LEVEE PARK CONCEPT



## LEGEND

- ① Plant more trees for shade
- ② Add more seating areas
- ③ Add wayfinding/interpretive signage
- ④ Restore shoreline, add native plantings

## PRECEDENT PHOTOS



# SUMMIT PARK CONCEPT



## LEGEND

- ① Relocate half basketball court
- ② Add new bituminous trail
- ③ Replace playground
- ④ Add new stepped seating/small plaza
- ⑤ Resurface existing tennis courts

## PRECEDENT PHOTOS



# NORTHVIEW PARK CONCEPT 1



## LEGEND

- 1** Resurface existing parking lot
- 2** Replace swimming pool
- 3** Replace playground
- 4** Resurface basketball court
- 5** Improve softball field

## PRECEDENT PHOTOS



# NORTHVIEW PARK CONCEPT 2



## LEGEND

- ① Add new parking lot
- ② Add new skate park
- ③ Add new picnic area and restrooms building
- ④ Add new splash pad
- ⑤ Add new inclusive playground
- ⑥ Add new full-size basketball court
- ⑦ Improve softball field

## PRECEDENT PHOTOS



# KAPOSIA PARK CONCEPT



## LEGEND

- ① Improve sand volleyball court
- ② Expand parking lot
- ③ Add new disc golf building
- ④ Add new nature-inspired playground
- ⑤ Add new covered dugouts

## PRECEDENT PHOTOS



# KAPOSIA PARK NORTH CONCEPT



## LEGEND

- ① Remove tennis courts and plant fruit trees

## PRECEDENT PHOTOS



# BROMLEY PARK CONCEPT



## LEGEND

- ① Add new parking lot
- ② Add new community gardens

## PRECEDENT PHOTOS



# KAPOSIA LANDING CONCEPT



## LEGEND

- ① Add new kayak launch
- ② Add new restaurant
- ③ Add new food truck station
- ④ Add new pickleball courts
- ⑤ Add new bituminous trails
- ⑥ Add new amphitheater
- ⑦ Add new parking lot

## PRECEDENT PHOTOS



## ATTACHMENT B DRAFT "SYSTEM INITIATIVES" SECTION OF PARKS MASTER PLAN

# SYSTEM INITIATIVES

A park “system” is more than just a collection of individual parks. A system needs to consider how the parks work together to provide recreation options for the community. It is also more than the physical features, but also how the City provides programming, maintenance, and operations within the larger network. Planning for the park system should also consider how the City’s facilities fit into the larger region of recreation offerings. The system goals and strategies will ultimately be implemented in individual parks, but within the framework of the system initiatives.

This plan addresses both the individual park needs (Chapter 5), but also the overarching direction of the park system. These initiatives are ideas and policies that help steer the South St. Paul Park System forward, improving the operations, user experience, and long term sustainability of the parks.

The System Initiatives are:

- Park Replacements
- Playground Variety
- Financial Sustainability and Approach to Funding
- Providing Engaging Programming
- Aquatic Development
- Teen Recreation
- Trail Connections
- Park Ecology
- Natural Resource Based Recreation
- Wayfinding
- Parks for all Seasons
- Working with Other Recreation Providers

Because these initiatives are intertwined, some themes may be evident in multiple places throughout this chapter. Many of these initiatives are also evident and have been included in the design of individual parks shown in Chapter 5.

## HOW THE INITIATIVES ARE STRUCTURED

Each initiative includes a goal, a description of the key elements, and strategies for achieving the goal:

**GOALS:** A statement the City should strive to achieve. It may not always be met, or it may take some time to get there, but the goal statement is the aiming point.

**DESCRIPTIONS:** Narrative to further elaborate on the goal, and explain the “why” of each initiative.

**STRATEGIES:** Action steps, policies, suggestions, and directives that can help move the City closer to achieving the goal.



Replacing Playgrounds

## PARK REPLACEMENTS

### **GOAL:**

Plan for the replacement of features across the park system to ensure safe and up to date facilities while spreading costs over time to manage financial obligations.

### **LIFE CYCLES:**

Many of the playgrounds in South St. Paul are reaching the end of their life spans. Most of the playgrounds in the system were constructed following a referendum in the early 1990s. That means they are around 30 years old when the average expected lifespan of a playground is around 20 years. The City has worked hard to keep the existing playgrounds functional, but at this point, replacement is a wise choice.

With such a large system wide expense, South St. Paul is using this process to plan for their replacement as soon as possible. Priority can be given to those that are of a greater safety risk and those that are in the most widely used parks.

### **FUNDING SOURCES:**

Playground replacement can be one of the most costly replacements in a park. Finding funding sources to replace existing park features can be challenging as many sources are available for initial construction only. Options for replacement costs can include the general fund, but also grants, referendums, and donations among others. Both government and private grants are available for playgrounds and park features.

### **CHANGING STANDARDS:**

As trends change over time so do standards for safety and user experience for park features. There are features that were popular in the past, but may not meet the needs of the community today. The City should continue to evaluate those features and determine whether they should be replaced, removed, or are candidates for upgrades.

### **STRATEGIES:**

- Remain vigilant about checking park features to make sure they are safe and in good repair
- Continue to use and update the asset management tool
- Adequately budget for upcoming needs
- Pursue additional funding sources such as grants and donations to replace and improve features
- Evaluate features that have reached the end of their life cycle, determining whether they should be replaced or removed

# PLAYGROUND VARIETY

## GOAL:

Incorporate new and unique playground features into the parks system to maintain interest and inclusivity in the parks.

## NEIGHBORHOOD IDENTITY:

By differentiating the playgrounds, the City can help strengthen neighborhood identity and get residents visiting different parts of the city. Many families will travel to different playgrounds and they value having different experiences at each. Neighborhood residents also rally around their local playground, taking pride in the unique features.

## MAINTAIN INTEREST:

Classic play features like slides, a set of swings, and monkey bars will always have their place in playgrounds. But diversifying the offerings throughout the parks system will keep children and their parents engaged and excited to continue visiting different parks in South St. Paul.

## ADAPT TO TRENDS:

Parks that create a unique experience for its users are highly popular. There are a variety of ways that experiences can be created in parks. Adventure play, nature play, themed equipment, and obstacle courses are all becoming more popular in parks. More updated and modern play features can also be an important asset. These may include ziplines, climbers, and large slides that may be suited more towards older kids.

## CREATE INCLUSIVITY:

Having variation in playgrounds can open up the possibilities for more kids of different age ranges and abilities to enjoy the parks. Features such as climbers, obstacle courses, and adventure play can be adapted for many different users. Children have a variety of play needs depending on ability and sensitivity and these needs will change as they grow up. Different types of play features throughout the parks system will allow for kids to have all their needs met in one community through their childhood.

## STRATEGIES:

- Develop parks for all ages and abilities
- Consider alternatives to traditional playground replacement when play features have aged
- Financially plan for the up front costs of unique park features that may be more costly but draw larger crowd



*Themed Playgrounds*



South St. Paul City Hall

# FINANCIAL SUSTAINABILITY

## GOAL:

Ensure that the park system has the appropriate level of funding to sustain high quality offerings for residents and visitors.

## LONG TERM/CAPITAL PLANNING

Every year the City develops an annual budget as well as a multi-year Capital Improvement Plan (CIP). These documents are what guides the City's expenditures on everything from parks to police. It is important that the upcoming needs for the park system are recognized in this planning process.

## OPERATIONS AND MAINTENANCE

Planning for the operations and maintenance costs of the parks system is an important step for the long term success of the parks. This includes day to day maintenance like mowing and bigger investments like replacing playgrounds. This will be especially important as most of the playgrounds in South St. Paul are facing immediate replacement.

## SOURCES OF FUNDING

Investing in a park system takes significant resources. Fortunately there are multiple ways to pay for specific parts of the system. Unfortunately, each comes with its own set of limitations on how much they can raise and how the money can be spent. The City should continue to pursue and secure funding from a variety of sources. A more in-depth description of the sources can be found in the Implementation Chapter. Some of the options include: general fund, park dedication, bonding, grants, donations, sponsorships, user fees and/or other fees.

The City has and should continue to prioritize providing services with an affordable fee structure.

## STRATEGIES:

- Update the asset management tool as features are replaced
- Make sure replacement costs are incorporated into the City's CIP, and review the CIP annually to plan for upcoming needs
- Commit to an operating budget that protects investments in parks by maintaining the playgrounds, trails, fields, natural resources, and other features that have been put in
- Pursue efficiencies in park maintenance by incorporating new technology and approaches to maintenance
- Continue to monitor fees and costs for programming with other communities

# ENGAGING PROGRAMMING

## GOAL:

Continue to offer affordable, cherished programming that serves the community by creating social connections, providing activities for the youth, teaching skills, and improving health.

## PROGRAMS CREATE SOCIAL INTERACTIONS:

Events like Kaposia Days, Splish Splash Bash, and On The Road Again bring thousands of residents and visitors together to have a great time. In a time when loneliness is being characterized as a public health crisis at all age levels, it is especially important that the City continue to offer opportunities for connection. Using local staff further connects the community to the offerings and is a great opportunity for recreation employees to learn leadership skills while making a difference in South St. Paul.

## PRIORITIZE PROVIDING PROGRAMMING THAT IS ACCESSIBLE AT ALL INCOME LEVELS

Park and recreation programming in South St. Paul has many important benefits to the community. Community pride, fostering social interactions, giving the youth productive things to do, and public health are just a few of the reasons the City has supported a robust approach to recreation. It is important that *all* residents of South St. Paul are able to benefit from these offerings.

## CONTINUE TO ADAPT

As society continues to change, so does a community's recreation needs. Consider South St. Paul's demographics and larger national recreation trends to decide when to offer new programming. When trying new ideas, be willing to experiment, but grow the level of investment in specific programs as they "prove themselves." At the same time, if the community no longer needs or desires certain programming, be willing to move on from it.

## STRATEGIES:

- Develop annual evaluation of programs to make sure the offerings are meeting the needs of the community. Decide which category each program should be in for the next year:
  - **Keep** - "This is going well. It may need minor changes, but let's do it again next year!"
  - **Adjust** - "There is still value in providing this, but we could make it better by changing X or Y."
  - **Discard** - "We tried something new, but it didn't work" or "This has been good but sometimes programs run their course."
  - **Create** - "Next year we should try..."
- Monitor other communities to evaluate competitive fee structures, but prioritize making sure programs are available at all income levels



*Programming in the parks*

# AQUATICS DEVELOPMENT

## GOAL:

Plan for the long-term viability, development, and funding of aquatics facilities in South St. Paul.

## POOL VIABILITY

Although pools provide a great asset to a community's park system, they come at a high cost. Having two pools in South St. Paul means double the maintenance and repair costs. The City will need to continually assess if having two pools is a benefit or if the cost is a detriment to the upkeep of the other features in the parks system. It may prove the most beneficial for the city to combine aquatics facilities and maintain one pool with an additional splash pad feature attached.

## CONSIDER OTHER AQUATICS OPTIONS

Full sized pools are great for older kids, adults, and anyone looking for low impact exercise. However, they can also be a barrier to accessibility for smaller children and younger kids with physical limitations. Other options may include smaller wading pools, splash pads, and fountains. These options can be more accessible, have lower maintenance costs, and generate more feature diversity in parks than a traditional pool. South St. Paul Public Schools also has a large lap pool with public access hours at limited times throughout the year when an additional pool is needed.

## STRATEGIES:

- Continually assess the popularity and use of the aquatics facilities
- Find outside funding for sources for the construction and upkeep of aquatics
- Assess changing trends and consider alternatives to pools as needed
- Increase diversity in parks through diversity in aquatics options
- Combine aquatics facilities to utilize the existing water infrastructure to its potential while decreasing overall aquatics maintenance costs



*Exploring Aquatics Options*

# TEEN RECREATION

## GOAL:

Develop a parks system that is inclusive and attractive to teenagers that have surpassed the playground stage of recreation in parks.

## PROVIDE SOCIAL SPACES

Teenagers make up around 13% of the population in South St. Paul. This age group is often difficult to provide recreation options for as they are discovering much more varied interests. Providing spaces for teens to gather and socialize can be just as important as recreation features. These spaces can be unique to the parks and include hammocking spaces, covered picnic tables, study spaces, and non-traditional seating.

## ARTS OPPORTUNITIES

Parks have gone beyond just being places for exercise, there are also opportunities for artistic expression that may be of interest, particularly to teens. Performance spaces, sanctioned graffiti walls, and interesting photography opportunities can all provide this.

## RECREATION OPPORTUNITIES

Teen-based recreation provides a great opportunity to explore new, trending activities in parks. Some of these activities could include disc golf, pickleball, skateboarding, basketball, sand volleyball and others that are emerging in popularity. The success of these features can inform South St. Paul of the potential to expand them to the larger system. Teens can also provide input through being on the Parks Commission.

## SAFETY

Safety concerns can deter parents from encouraging their kids to use the parks. Security measures like video systems, lighting, and clear visibility are not only to protect the parks, but also to provide a feeling of safety for teenagers using parks. These can be included along trails, on play equipment, and in parking lots.

## STRATEGIES:

- Explore developing teen specific social spaces, for example a hammocking area
- Consider non-traditional activities such as disc golf and enhancements to the skate park
- Invest in security measures for parks to help both teens and the elderly feel safer
- Work with programmers to provide venues to teen artists



*Disc Golf for Teens*

# TRAIL CONNECTIONS

## **GOAL:**

Provide safe and enjoyable trail connections to all community and park destinations.

## **CLOSING THE LOOP**

There are many trails in South St. Paul spanning over ## miles. Many of these trails link directly to regional parks that are highly significant in the Twin Cities. However, these trails can be disconnected from the city itself and do not serve residents the way that they have the potential to.

## **TRAILS FOR RECREATION**

Trails continue to be the most desired park and recreation features in the United States. They are also some of the most inclusive park features because of their varying uses. Within parks, trails are a well used feature, often used by walkers, joggers, children on bikes, and dog walkers. There are many larger, regional trails that run through South St. Paul and can also accommodate cyclists, skaters, and distance runners.

## **TRAILS FOR TRANSPORTATION**

Trails can and should connect important community destinations. Places like parks and schools often cater to children that are not yet able to drive. Trails are also great for active transit, making trail transit healthier for people and the environment.

## **TRAILS FOR NATURAL RESOURCES**

Trail corridors can also be a boom for natural resource protection in a community. They can be located in areas that are more prone to flooding, subject to setbacks, or protected from development. If the right-of-way or trail easements are wide enough, trail corridors can also layer in stormwater management, prairie and tree plantings, and buffers from development. Trail corridors are also remarkable for their ability to help animals move safely between larger patches of habitat. It is not uncommon to see deer, birds, small game, and other animals using trail corridors.

## **STRATEGIES:**

- Prioritize development of trails that connect to a greater trail network
- Consider the accessibility from important South St. Paul services (like schools and grocery stores) to trail links
- Utilize transportation grants and funding for the development of these trails
- Further connections to Simon's Ravine Trailhead



Mississippi River Trail

# PARK ECOLOGY

## GOAL:

Develop the parks to serve as an example of ecological protection, restoration, and responsibility for the surrounding community.

## PARKS AS EXAMPLES OF SUSTAINABILITY

The park system should be an example of thriving ecosystems and best practices for design and maintenance. The city will be owning and operating these properties for generations and today's decisions have the potential to impact the park system (positively and negatively) for many years to come.

## PROTECTING THE INVESTMENT IN PARKS

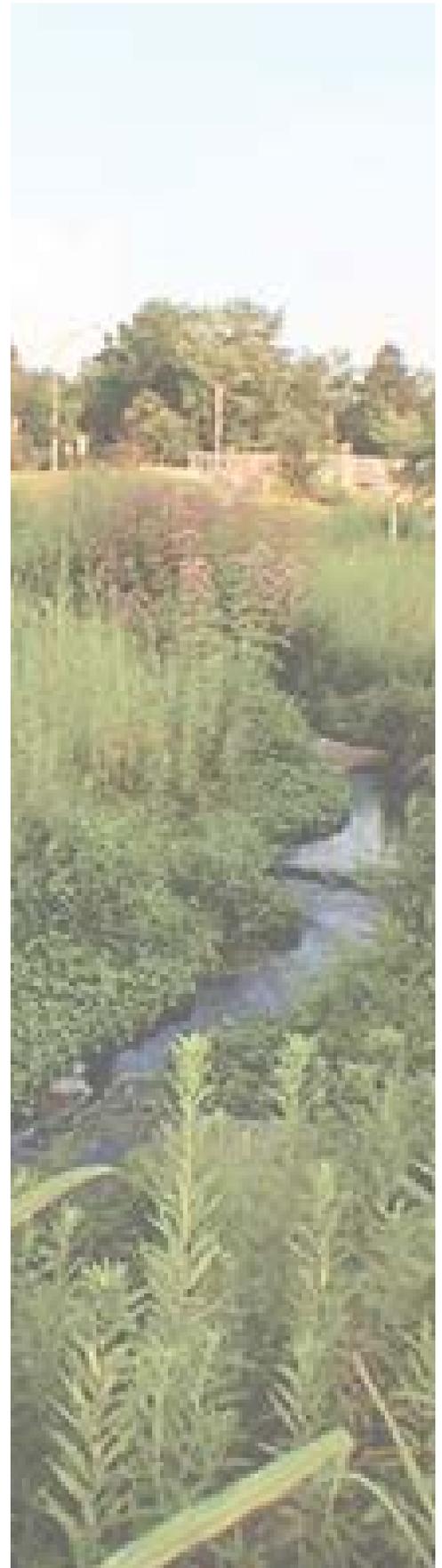
A changing climate may present new challenges for the park system. Milder winters may allow different invasive species to survive and wreak havoc on park plants and waterbodies. Drought mixed with rarer, but more intense rain events may challenge the viability of the City's park vegetation. It is likely that the vegetation makeup in the parks may need to shift in order to survive. Being proactive about planting more drought tolerant plants will help the system adapt and stay viable into the future.

## COMMUNITY CONNECTION

Parks are a key way to connect people to nature and facilitate a relationship to the natural world. It is through these connections that preservation efforts continue. The more people appreciate the natural resources that we have, the more they are willing to do to protect them and make them a priority.

## STRATEGIES:

- Focus on the ecological as well as recreational value of parkland as the park system grows
- Look for opportunities to incorporate high value natural resources into the park system to protect them and connect park users with nature
- Explore opportunities to incorporate prairie plantings, stormwater management, and shoreland restoration into parks where appropriate
- Evaluate maintenance practices through a sustainability lens. This could include a variety of practices ranging from chemical use, fuel alternatives, mowing practices, and plowing/salting
- Evaluate when plants are being used in park projects. Refrain from monoculture approaches that are susceptible to all dying at the same time. Incorporate more drought tolerant plants.



*Preserving Minnesota Ecology*

# NATURAL RESOURCE PARKS

## GOAL:

Preserve and enhance the natural character and function of the parks to protect their natural resources so they are here for generations to come.

## PRESERVE NATURAL SPACES FOR RECREATION

There are many parks within South St. Paul that are appreciated for their natural, undisturbed spaces. Seidl's Lake in particular is noted by the community as being a "hidden gem" in South St. Paul. Kaposia Park and Simon's Ravine offer outstanding walks in the woods. Both natural and highly programmed parks see regular use and should have their places within the parks system. Natural spaces can be used at all times of the year for activities like hiking, biking, dog walking, snowshoeing, and in line skating.

## PARKS FOR RESTORATION

Natural resource parks can be the best of both worlds: preserving important ecological features and creating a recreational asset to the community. Because of this, restoring and maintaining these spaces is a top priority for the City of South St. Paul. This includes controlled maintenance practices like removal of invasive plants and pests, re-establishing native habitats, and protecting existing species present on the site. Planting true native plants is a great step towards restoring species diversity and supporting important pollinators.

## INVEST IN NATURAL SPACES

It is important to remember that although these spaces are natural and do not require the replacement of play features or the maintenance of sports fields, they do still need to be maintained. Keeping the area free of litter, debris, and snow is an important step to the enjoyment of these parks. Without this maintenance, the enjoyment of the parks will decrease. This may lead to a shift in the priority of the community and risk losing these ecologically important spaces.

## STRATEGIES:

- Prioritize natural spaces in the parks system by ensuring they are both well maintained and free from unnecessary development
- Keep up to date on the latest plant and tree diseases to protect the spread
- Specify and install native plants when plantings are required



*Maintaining Natural Resources*

# WAYFINDING

## GOAL:

Provide clear and helpful wayfinding to guide park users around the community, establish a brand, and tell the story of South St. Paul.

## CONNECTING PEOPLE TO PLACE

Wayfinding is the use of signage and other tools to help people find their way around a place. Many of the parks in South St. Paul would benefit from additional signage, especially for visitors to the parks system. Visitors will increase as many of the planned improvements are made as a result of this plan.

## ACCESSIBILITY

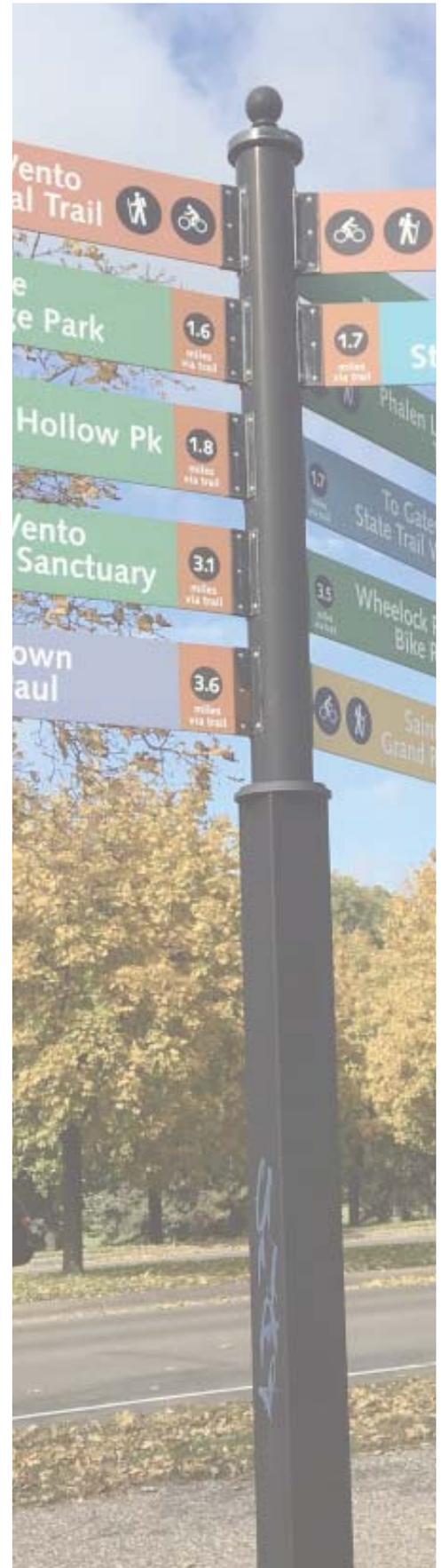
Wayfinding is a great way to increase accessibility throughout South St. Paul. Signage can be translated into many different languages to accommodate the more diverse population in South St. Paul and the surrounding communities. Icons and colors that are accessible to those with visual impairments can be incorporated as well to make directions as clear as possible.

## BRAND IDENTITY

Developing a set of signs that is used throughout South St. Paul parks can help as a branding and character building tool. As visitors come to the parks, cohesive signage will make it clear that they are within the South St. Paul parks system and the park will be held to the high standards of the City. This signage can include: monument signs, kiosks and trailheads, directional signage, interpretive signage, and regulatory signage.

## STRATEGIES:

- Develop a unified signage set for the parks and trails in South St. Paul
- Include different types of scales of signage throughout the parks
- Establish a brand identity and reputation of inclusivity and accessibility



South St. Paul Signage

# PARKS FOR ALL SEASONS

## GOAL:

Provide seasonal facilities and programming that allow people to enjoy and use the parks year round.

## FOUR SEASON RECREATION

Minnesota has four distinct seasons that all come with their own unique sports and activities. With the long, cold winters that Minnesota is known for, Minnesotans get out and enjoy the snow to its highest potential. Hockey, ice fishing, snowmobiling, skating, and skiing all replace swimming, boating, biking, and baseball in the winter. The park system should help facilitate all of these activities year round.

South St. Paul Parks and Recreation currently using the parks for the Flannel Fest every year as well as various holiday events. The City should continue to facilitate activities and events year round to promote the parks system. Events could be supported by outside entities as well and could include concepts like holiday markets, luminary/ice sculpture events, fat bike rentals and races, snowshoe hikes, or others.

## SHIFTS IN MAINTENANCE

As the weather changes, so too do the maintenance needs. Mowers are replaced by plows. The strains of heavy use get replaced by the strain of snow loads. Winter can be particularly hard on the park system. Irrigation and water spigots need to be prepped. Freeze/thaw cycles can create heaving in the roads, parking lots, and trails. It also means that many of the features such as fencing and hardware will not be checked for months. The structure of the maintenance department means that winter storms require an “all hands on deck” approach and standard park maintenance may need to be paused to ensure the roads are plowed. This flexibility is beneficial to the City’s operation.

## STRATEGIES:

- Continue to host and promote seasonal activities and events
- Coordinate with the county and other entities to promote and host seasonal events that bring the community together during all seasons
- Consider winter usability when developing new park features
- Continue to refine maintenance strategies about what gets cleared/plowed in the winter



Winter Recreation

# COORDINATION WITH OTHER RECREATION PROVIDERS

## GOAL:

Build strong partnerships with other recreation providers to strengthen the recreation offerings in the region for residents and visitors.

## RECREATION PROGRAMING

Getting involved in school sports and activities is a great way for kids to gain exposure to different ways of recreating and also using the parks. Schools can only provide so many activities because of limited facilities. But utilizing the South St. Paul parks eliminate lack of facility space as a barrier.

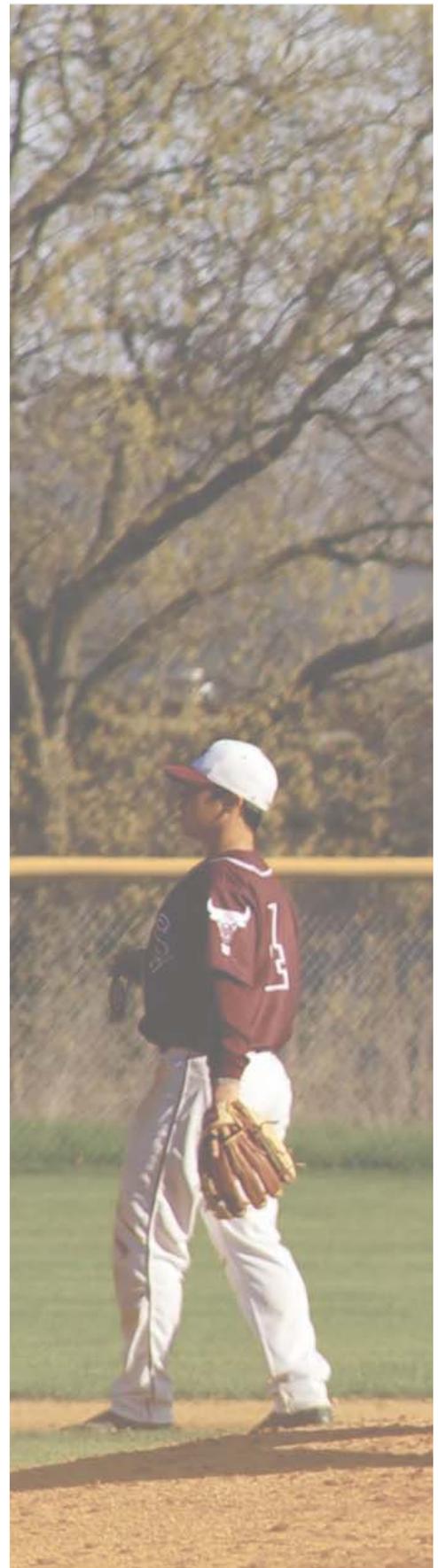
## EDUCATIONAL PROGRAMING

Outdoor classrooms in parks are a great way to get young children hands on experience with nature and the environment. These classrooms can encourage problem solving and critical thinking while fueling creativity. They can be as informal as a hillside surrounded by trees or as formal as a tables and chairs under a pavilion.

## STRATEGIES:

- Convene regular meetings to strengthen the working relationship between South St. Paul and other recreation providers
  - South St. Paul Schools
  - Dakota County
  - Neighboring communities (West St. Paul, Inver Grove Heights, St. Paul)
  - Athletic Associations
- Use park facilities to support school sports programing
- Ensure that other recreation providers that are using the City's facilities are helping with the maintenance, upkeep, and investment commensurate with their level of use/impact to the system
- Look for other opportunities other than recreation for schools to get involved with the parks system (ie. nature field trips, PE, learning about civics and park management, etc.)
- Consider partnerships with neighboring communities to provide joint programming. Examples\* could include:
  - Learn to golf at InverWood or Mendota Heights Par 3
  - Tour De Dakota County bike ride
  - Paddle The Mississippi with St. Paul, South St. Paul, Newport, and Inver Grove Heights
  - Coordinating regional athletic tournaments with Woodbury, Cottage Grove, and Inver Grove Heights

*\*These are possibilities of what could be done. Further conversations with other Cities/County and the South St. Paul community should guide offerings.*



South St. Paul School Sports



## COUNCIL WORKSESSION REPORT

DATE: February 12, 2024

ADMINISTRATOR: fg

3

### AGENDA ITEM: Holiday Decoration Discussion

#### DESIRED OUTCOMES:

- Staff is seeking direction from the City Council related to illuminated decorations on streetlight poles.

#### DISCUSSION:

For many years, the City's Streets department has decorated Marie (3<sup>rd</sup> to 8<sup>th</sup>) and Southview (3<sup>rd</sup> to 15<sup>th</sup>) during the winter holiday season with illuminated snowflakes which are mounted to streetlight poles in the public right of way. Upon their placement late last year, our crews discovered that several of the receptacles for powering the decorations were no longer functioning, and sought to address this issue with Xcel Energy (the electrical utility provider and owner of the streetlight poles). Through this outreach, Xcel notified staff that our decorations – which we've been using for at least the last twenty years – do not meet Xcel's current standards (due to their size) and are not permitted to be mounted on the Xcel poles.

Staff is seeking the Council's direction on whether we should continue the decorations program into the future along Southview and Marie. To do so, we anticipate needing to replace all of the current snowflake decorations (approximately 30 would need to be ordered) with a similar but smaller design that would meet Xcel's standards for mounting on their poles. A photo of a potential replacement decoration is found to the right. The estimated cost for this replacement is about \$9,000.

#### SOURCE OF FUNDS & OTHER FINANCIAL CONSIDERATIONS:

These replacements are not a budgeted item for 2024; it was only learned that Xcel would not permit our existing, functioning decorations in mid-December 2023. The EDA's annual budget has a general allocation for "Maintenance of Gateway Corridors" which is intended for beautification and landscaping along Southview and Marie, which could be sourced to at least partially support the purchase of these decorations, if the Council wishes to continue this program.

