

SOUTH ST. PAUL CITY HALL
125 3rd Avenue North
South St. Paul, MN 55075
8:00 AM - 4:30 PM (M-F)
www.southstpaul.org

MAYOR
James P. Francis

COUNCIL MEMBERS
William Flatley, Joe Forester,
Lori Hansen, Todd Podgorski
Marilyn Rothecker, Tom Seaberg

CITY HALL 651-554-3200

POLICE DEPARTMENT
911 OR 651.554.3300

FIRE DEPARTMENT
911 OR 651.552.4176

CITY OF
SOUTH ST. PAUL



SSP City News

VOLUME 11, ISSUE 4

OCTOBER—DECEMBER, 2017

what's happening in South St. Paul

An update of City News and Community Events

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Employee Spotlight

Introducing employees hired in 2017

In 2017, the City welcomed several new employees into the organization. The City is fortunate to have a great pool of employees across the organization. These new employees filled open positions within the Police, Parks & Recreation, Library, Engineering, Finance, and Public Works departments.



Pictured L to R: Jessica Fuchs—Police, Derek Kruse—Police, Melissa Gruenewald—Police, Geno Mazzali—Parks & Recreation, Emily Whitman—Library, Tyler Strong—Engineering, Melissa Blair—Finance



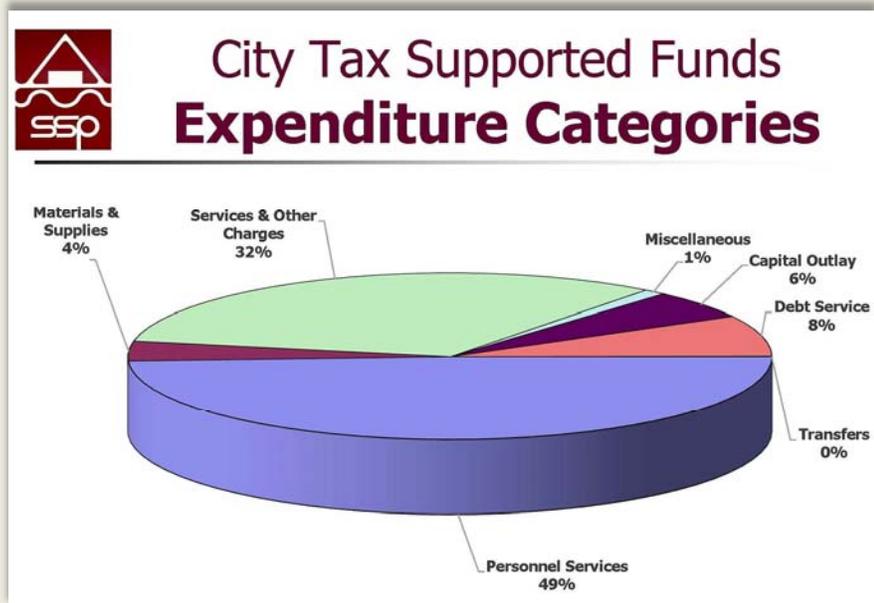
Pictured L to R: William Manthe, Taylor Krier, and Aaron Lozano—Public Works

2018 Budget Update

The City Council adopted a preliminary budget and property tax levy (also known as the not-to-exceed levy) on September 18, 2017. Additional budget discussions will occur at Council Work Sessions in October. Specific topics for scheduled discussions are listed in the agendas for those sessions, which are accessible through the City’s website, under *Agendas & Minutes*. The final budget hearing and potential adoption of the 2018 budget and property tax levy will be on December 4, 2017. The City Council encourages residents to ask questions and to provide comment at the public hearing on Dec. 4, prior to the adoption of the 2018 Budget and Levy.

The 2018 budget has an overall expenditure increase of \$1,162,931 (6.4%) across levy-supported funds, which include the General Fund, Library, Doug Woog Arena, Capital Program and Debt Service Funds. To support the increased investment required for maintaining and enhancing the City services provided to residents and businesses, the budget proposes raising the property tax levy by 8.8% for operations and 0.45% for debt service. The estimated impact on an average valued house (\$164,233) for the City portion of the tax bill is 37 cents per day.

For details in the City’s Preliminary 2018 Budget, please visit the City website at www.southpaul.org, search *2018 Preliminary Budget* or review a copy of the budget at City Hall. Questions and comments can also be directed to Michelle Pietrick, Finance Director, at 651-554-3206, or mpietrick@sspnmn.org.



Cobra Transportation Completes New Facility Ahead of Schedule

Established in 1989, Cobra Transportation Services, Inc., initially occupied an office in the former Stockyards Exchange Building until relocating to Saint Paul in 2006. The company has now moved the logistics transportation company back to South St. Paul with construction of their new 20,000 square foot office/warehouse facility at 235 Hardman Avenue.

The family-owned business currently contracts with 25-30 owner operators. This new facility will allow them to expand their business, and grow both the number of their employees and owner operators. Cobra contracts with owner/operator truck drivers to transport intermodal containers that are either being imported into the country or out of the country at various multimodal hubs throughout the greater Twin Cities area.



The City is thrilled to welcome Cobra to the BridgePoint Business Park, and we thank Cobra for their investment in the community and commitment to growing their business here in South St. Paul.

2018 Comprehensive Plan Update

The City of South St. Paul continues to update its Comprehensive Plan. The Comprehensive Plan is a document which identifies future community goals and areas of potential growth and development over the next 20 years (2020-2040).

Community Engagement. The first phase of the update process began this summer with six community engagement events to gather input from residents, business owners and community members about aspects of the community they would like to keep and/or change, evaluation of health and well-being, economic development and prioritizing strategies for community enhancement. The City also conducted a community survey to gauge opinions on quality of life, issues facing the community and future direction of the city. Information from the engagement sessions and the survey was used to develop draft Goals and Policies for the 2018 Comprehensive Plan which will be reviewed by the City Council.

What's Next? Work will continue on the individual chapters of the Comprehensive Plan Update and discussions will be held at Planning Commission meetings through next spring. These are public meetings and those interested are encouraged to attend.

Questions or Comments? You can view information from the last Comprehensive Plan from 2008 and also keep up to date on the 2018 Comprehensive Plan update process by searching *Comprehensive Plan* on the City's website at www.southstpaul.org. Other questions/comments can be directed to the City Planner, Peter Hellegers at 651-554-3217, or email at pheellegers@sspnmn.org.

Discover Together | South St. Paul

Another way the City is working to engage the community is by partnering with Discover Together South St. Paul. This initiative of Dakota County in partnership with the City of South St. Paul and the University of Minnesota's Future Services Institute at the Humphrey School of Public Affairs, aims to **discover** how community members, community agencies, and Dakota County can continue to work **together** to invest in making South St. Paul a great place for all who live, learn, work and play here today and into the future. The guiding principles for this effort are to magnify and leverage assets of the community, to build and invest in relationships across differences, to identify resources to act on ideas from all parts of the community, to believe that government can co-create capacity and broader solutions to community-wide challenges by helping to facilitate community conversations and enabling collective action.

The 2017 Roadmap for Discover Together South St. Paul has four phases:

- **Laying the ground work**
- **Broad community engagement testing ideas**
- **Testing ideas**
- **Planning long-term investments**

To learn more about the four phases and the Discover Together initiative, visit www.letsdiscovertogether.org. You will be able to sign up for email updates, leave comments, view status reports and much more.

PERMIT EXAMPLES

Building Permits:

- New construction or complete demolition
- Garages
- Decks
- Structural remodeling
- Additions
- Basement finishing
- Retaining walls over 4 feet in height
- Roof replacement or repair
- Stucco, drywall or sheetrock
- Siding
- Windows or doors
- Moving a building
- Swimming pools (over 5,000 gallons or over 24" in depth)

Plumbing Permits:

- Water heater / softener
- Plumbing fixtures
- Waste & drain alterations
- Sewer/Water connect, disconnect or repair
- Underground sprinkler systems

Mechanical Permits:

- Furnace or Boiler
- Air Conditioner
- Air Exchanger or ventilation
- Fire place
- Gas piping

Electrical Permits:

- Residential or Commercial

Zoning Permits (*site plan required):

- Asphalt or Concrete*
- Fence replacement or considerable repair*
- Signs
- Storage PODs and dumpsters in the street
- Patios, parking pads*
- Driveway replacement/expansion*
- Sidewalks

Do I need a permit?

The City of South St. Paul requires permits for various building-related activities that occur within the City. The various types of permits include Building, Plumbing, Mechanical, Electrical, and Zoning. *Examples of types of activities requiring permits are listed in the left side bar.*

As a homeowner, you may apply for and obtain a permit for work that you are doing yourself. If you hire a contractor to do the work, please verify the contractor is licensed and bonded by the State of Minnesota and verify they pulled the proper permit(s) before they start the job. Additionally, verify all required inspections have been completed and approved before you sign-off on the contractor's work. Structural building permit fees are based on the project valuation and may require a plan review by the City's Building Official before they are issued. Please allow for at least 3-5 days for completion of a plan review.

How do I apply for a permit? You can obtain a permit application and project handouts online at www.southstpaul.org, search for *Permits*. They are also available at the Permit Office on the 2nd floor of City Hall. Online ePermits are also available for projects with fixed fees. All permit fees are collected at the time a permit is issued. Acceptable methods of payment are cash, check or credit card. Please note, credit card payments must be made in person and the total sale cannot exceed \$500.00.

How long is my permit valid? Building permits issued for **interior** work are valid for one year, however, they will expire if the work is not started within 180 days of issuance or if work is suspended or abandoned for a period of 180 days after initial work has started. Building permits for **exterior** work must be completed within 180 days following issuance of the permit.

Do I need an inspection? Yes, the Minnesota State Building Code requires that a permit applicant notify the Building Official when work is ready for an inspection. Some jobs require multiple inspections. Once all inspections have been completed and approved, the permit can be closed. The City Time-of-Sale program also requires all open permits be finalized prior to the sale of a home.

Questions? Call 651-554-3220 with questions or to schedule an inspection.

Where can I dispose of my leaves and yard waste?

South St. Paul has a compost site for residents to dispose of their leaves and yard waste. The compost site is located at 681 Verderosa Avenue (Hardman and Verderosa Ave.).

Accepted items include yard waste, such as grass clippings and leaves. There is a low fee of 50 cents per bag, or a volume based fee for a pickup truck. Sorry, no commercial truck loads allowed.

The compost site is scheduled to close for the season on November 13th (weather permitting). Hours of operation for the remainder of the season are:

9:00 AM to 5:00 PM on Friday, Saturday and Monday
1:00 PM to 5:00 PM on Sunday

What if I have tree and brush to dispose of? Tree and brush disposal can be brought to S & S Tree Horticultural Specialists, located at 405 Hardman Avenue from 7:00 AM to Noon on Saturday's. There is no charge for brush disposal. Please note, tree or brush stumps are not accepted.

Emerald Ash Borer

What you need to know!

Since 2002, emerald ash borer (EAB) has killed tens of millions of ash trees. Minnesota has the largest concentration of ash trees in the country. In 2015, the MN Department of Agriculture confirmed an emerald ash borer infestation in Dakota County.

Emerald ash borer is a beetle native to Asia that was first detected in Detroit in 2002. It kills ash trees by larval feeding under the bark, disrupting the flow of water and nutrients. Ash trees lack a way to defend against these pests. Unless protected with insecticides, ash trees will die when they become infested.

What can you look for? Look for woodpecker pecks and vertical bark splits on ash. Although this is not definitive for EAB, they are often associated with EAB infested trees. Look for 1/8 inch, D-shaped exit holes in trees. These are the result of borers leaving the tree once they become adults.

In an effort to help prevent emerald ash borer from spreading outside a known infested area, the MN Department of Agriculture has quarantined and set up regulations for counties with known infestations. As part of this prevention, do not transport firewood into or outside of the county.

Dakota County has begun to treat select Ash trees within the boulevards on county roads as a measure to prevent Emerald Ash Borer. Ash trees treated in June included those along 15th Avenue. This treatment program is a two-year program, with this being year one.

For more information about emerald ash borer, visit the Minnesota Department of Agriculture website at www.mda.state.mn.us/plants/pestmanagement/eab.aspx.

What do I do if I suspect my ash tree might be infested? Note the exact location of the tree, take a digital photo if possible (of the bug and/or tree), and contact Arrest the Pest at 888-545-6684, or email at arrest.the.pest@state.mn.us.

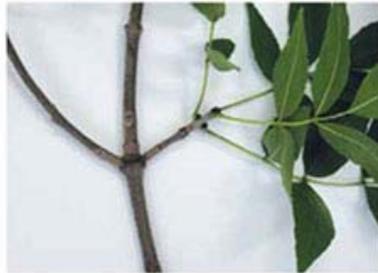
ASH TREE IDENTIFICATION



1. Leaves are compound & composed of 5-11 leaflets.



2. Seeds on female trees are paddle shaped.

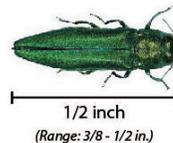


3. Branches & buds are in pairs directly across from each other (opposite branching).



4. Mature bark has diamond-shaped ridges.

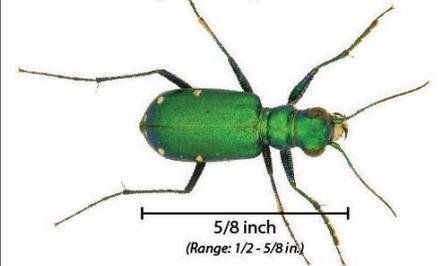
Emerald Ash Borer (adult beetle)



1/2 inch
(Range: 3/8 - 1/2 in.)

Insect most often confused with Emerald Ash Borer

Six-Spotted Tiger Beetle



5/8 inch
(Range: 1/2 - 5/8 in.)

Protect our Water

When it rains in South St. Paul the storm water drains to the Mississippi River, several local ponds, and Seidl's Lake. To help protect the water here are some actions you can take:

- **Leaves & Grass.** Bag, mulch and compost your yard waste—keep them off of the streets and sidewalks. Leaves and grass feed algae growth in lakes and streams. Bring your yard waste to the City's compost site.
- **Dirt.** Keep soil in place with plants and mulch, especially near sidewalks and driveways. Soil in lakes and streams harms aquatic life.
- **Dog Waste.** Pick up after your pet and put it in the trash. Pet waste carries bacteria that can make people sick.
- **Trash.** Seal trash bags and keep litter out of the street.
- **Salt.** Always shovel before salting surfaces. Salt harms aquatic life and is difficult to remove from lakes and streams.
- **Motor Oil.** Keep cars tuned-up so fluids don't leak on the street. Take used motor oil to the Recycling Zone in Eagan.



Do you have documents you would like to shred?

A FREE Shred Event is scheduled for:

Saturday, Oct. 21st

9:00 AM—Noon

**South St. Paul High School
700 2nd Street North**
(drop-off is in parking lot off of 6th Avenue)

Shredding Process

Pioneer SecureShred staff collect and secure material into a locking security container and transports it directly into the shredding chamber without being touched by human hands. The shredded material is then sent to a recycler.

What to Shred

- Credit Card Offers
- Receipts
- Check Stubs
- Old Bills
- Banking & Loan Info
- Medical Records
- Tax Records
- Investment Records
- Social Security Numbers
- Internal Correspondence

Preparing documents for the shredding process.

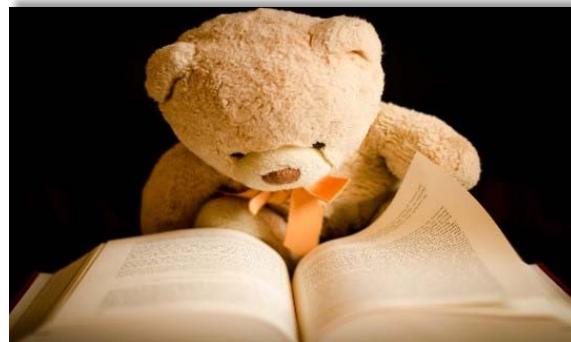
Please remove documents from 3-ring binders, binder clips, or metal tabs on file folders.

Every Child Should Receive a New Book Campaign

The South St. Paul Public Library, SSP Mayor’s Youth Task Force, SSP Kids Choice and Neighbors, Inc., will be teaming up and hosting the **3rd Annual Every Child Should Receive a New Book this Holiday Season Campaign.**

Monetary donations will be accepted from October 1st to November 15th at the South St. Paul Public Library. Every Child Should Receive a New Book this Holiday Season

provides new books for the Love Your Neighbor Program that is facilitated by Neighbors, Inc. Last year, over 1,000 books were gifted to youth of all ages. For additional information, contact the South St. Paul Public Library at 651-554-3240, or Deb Griffith at 651-554-3230. Let’s give every child a gift of reading.



Fire Safety Precautions for the upcoming Holidays

***Fast Facts:** Two out of every five home decoration fires are started by candles. And, nearly half of decoration fires happen because decorations are placed too close to a heat source.*

The holiday season will soon be upon us, a time to enjoy family and friends, decorations and the festivities of the season. At the same time, the holiday’s and winter cold combine to form a particularly dangerous time for fires. As you prepare to celebrate the holiday season keep these tips in mind to stay safe.

Holiday Cooking Tips. Cooking fires are the number one cause of fire-related injuries.

- Stay in the kitchen when cooking, especially when frying, grilling or using an open flame. Keep a large lid or cooking sheet handy to smother any flare ups.
- Never deep fry turkeys inside your home, garage, or on your deck.
- Avoid wearing loose or dangling sleeves while cooking, they can easily catch on fire.
- Create a kid and pet free zone around your stove and oven.
- Keep anything that can catch fire away from cooking areas or any other appliances that generate heat.

Holiday Decorating Tips.

- Replace any string of lights with worn or broken cords or loose bulb connections. Follow the manufacturer’s instructions for number of light strands that can be connected together.
- Avoid overloading electrical outlets.
- Use a sturdy tree stand to prevent it from tipping over.
- Use decorations that are flame-resistant or flame-retardant, and place decorations at least three feet away from fireplaces, portable heaters, radiators, heat vents and candles.
- Candles should be placed on a stable surface and blown out when unattended. Keep burning candles away from combustible materials.

Most importantly, your home should have working smoke alarms on each floor, outside of sleeping areas and inside each bedroom. Test smoke alarms monthly. Smoke detectors are good for 10 years. If your smoke detectors are older than 10 years they should be replaced.

School District Special Election

Tuesday, November 7, 2017

South St. Paul School District #6 will be conducting a Special Election on Tuesday, November 7, 2017.

What is this election for? The School District is putting two school funding requests before residents. Visit the school district website at www.sspps.org, and click on *Referendum 2017* under the 'Our District' heading, or call the School District at 651-552-5575 for more information on their Special Election and the questions that will be on the ballot.



Absentee balloting began on Friday, September 22, and continues through 5:00 PM on November 6, 2017. Any resident may vote by Absentee Ballot prior to Election Day. Please note: Your Absentee Ballot will **not** count if it is not received by November 7, 2017.

How do I vote? For information on where to vote, Absentee Ballots, registering to vote and other information, call the City Clerk's Office at 651-554-3266 or visit www.southstpaul.org.

Thompson Park Organics Drop Site

The City of West St. Paul recently partnered with Dakota County to open the County's first FREE residential organics drop site, located at Thompson County Park, 360 Butler Ave. E., West St. Paul. The drop site provides Dakota County residents with a convenient and easy way to manage organics, such as food waste and soiled paper.

According to the Minnesota Pollution Control Agency, a third of our trash is made up of organic materials. Bringing food waste to the drop site allows the materials to be made into compost, which is then used to add valuable nutrients back into the soil. When compost is added to soil it reduces the need for fertilizers and pesticides, reduces soil erosion and requires less water.

Want to participate? Follow these simple steps:

Step 1: Sign up by calling 952-891-7557, or email organics@co.dakota.mn.us

You will receive a welcome kit mailed to your home with a free container label, compostable bags and details on how to recycle organics. You will also receive the access code to the locked drop-off location.

Step 2: Set up your organics recycling in a convenient location in your home. Reuse an ice cream bucket, coffee container or purchase an organics countertop container. Line the container with a paper bag or certified compostable bag. Compostable bags are free at the Dakota County organics drop-off location.

Step 3: Collect food and non-recyclable paper. Common items include all food, paper towels, napkins, tissues, paper egg cartons, eggs shells, houseplant trimmings and flowers.

Step 4: Bring organics to the drop-off location during park hours. Take a free compostable bag and start collecting again.

Find a full list of what's accepted and tips on collection at www.dakotacounty.us, search *organics drop off*. Questions? Call 651-552-4118 or email cshueller@wspmn.gov.

Upcoming COMMUNITY EVENTS

Looking for something to do with your family and friends? Check out these fun events scheduled in South St. Paul.

- **Read Across SSP** is a community partnership between the City and School District. Volunteers needed to read to elementary students on the first Friday of each month.
- **Pumpkin Patch**—join us Oct. 21st from 10 AM-Noon at the CSCC Amphitheatre for pumpkin painting, games, cider and more. First 250 kids will receive a free pumpkin.
- **Halloween Skate at Doug Woog Arena** on Oct. 29th from 4:40-6:00 PM. There will be creepy fun, music, games, and more.
- **Great Halloween Get Together** is the perfect place to bring your kids for treat & treating. Join us on Marie Ave, Oct. 31st from 5:00-7:00 PM.
- **Senior Citizen Thanksgiving Dinner** is scheduled for Nov. 9th from 4:30-6:00 PM at the SSP High School. The dinner is free for all SSP seniors age 55 and older.
- **Tree Lighting Ceremony** is scheduled for Nov. 26th at CSCC from 4:30-6:00 PM. This is a fun event for the entire family.
- **Breakfast with Santa** from 9:00-11:00 AM on Dec. 9th at Lincoln Center Elementary.
- **Skate with Santa** is set for Dec. 17th from 4:40-6:00 PM at the Doug Woog Arena.

View the calendar on the City website for additional event details.

GOOD TO KNOW

Save the Food

Food waste is the largest component of our trash in Minnesota at 18 percent. Overall, from farm to fork, we throw away 40 percent of the food we grow.

Residents alone make up about 25 percent of the food tossed that was meant to be eaten. That's like buying four bags of groceries, dropping one in the grocery store parking lot and not picking it up.

There are many great online resources and phone apps for how to use up your leftovers. From soups to shepherd's pie, get inspired at BigOven.com or Allrecipes.com to use up ingredients.

For more information on how to curb food waste in your home visit dakotacounty.us and search *Prevent Food Waste*.

City Meeting Calendar

CITY COUNCIL

City Council meets on the 1st and 3rd Monday of each month at 7:15 PM at City Hall. In the event of a holiday, the meeting is moved to Tuesday.

Meeting dates are: October 2 & 16, November 6 & 20, and December 4 & 18

Mayor/Council Work Session meets on the 2nd and 4th Monday of each month at 7:15 PM at City Hall. In the event of a holiday, the meeting is moved to Tuesday.

Meeting dates are: October 9 & 23, November 13 & 27, and December 11 & 26

(The Economic Development Authority (EDA) meets at 6:30 PM, preceding the Council Work Session meeting)

BOARDS & COMMISSIONS

Airport Advisory Commission meets at 6:00 PM at Fleming Field Airport on:
Tuesday—November 14

Central Square Advisory Board meets at 6:00 PM at Central Square Community Center on:
Thursday—November 16

Civil Service Commission meets at 10:00 AM at City Hall on:
Monday—October 1, November 6, and December 4

Economic Development Advisory Board (EDAB) meets at 8:00 AM at City Hall on:
Tuesday—October 17, November 21, and December 19

Library Board meets at 7:00 PM at Library on:
Monday—October 9, November 13, and December 11

Parks & Recreation Advisory Commission meets at 6:00 PM at Central Square Community Center on:
Tuesday—October 3, November 14, and December 12

Planning Commission meets at 7:00 PM at City Hall on:
Wednesday—October 4, November 1, and December 6

SMFD Board of Directors meets at 4:30 PM at SSP or WSP City Hall:
Wednesday—October 18, November 15, and December 20

City of South St. Paul

125 3RD AVENUE NORTH
SOUTH ST. PAUL, MN 55075



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South St. Paul: A great place to live, work and play.

This newsletter is published quarterly and is mailed, one copy per residence, to all residential and postal customers in the City of South St. Paul.

WE WOULD LIKE TO HEAR FROM YOU

If you have any comments, give us a call at (651) 554-3284.

CITY COUNCIL MEMBERS

James P. Francis, Mayor	651-554-3284
William Flatley	612-254-8821
Joe Forester	651-554-3284
Lori Hansen	651-450-6729
Todd Podgorski	651-554-3284
Marilyn Rothecker	651-451-6007
Tom Seaberg	651-999-9784

CITY ADMINISTRATOR

Stephen P. King	651-554-3202
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POSTAL PATRON
South St. Paul, MN 55075