



CITY OF SOUTH ST. PAUL MEETING AGENDA

125 3rd Avenue North

Tuesday, April 7, 2026

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MEETING MINUTES**
 - A. Civil Service Meeting Minutes of March 3rd, 2026.
- 4. NEW BUSINESS**
 - A. City of South St. Paul Board and Commissions Policy
- 5. STAFF UPDATES**
- 6. ADJOURNMENT**



AGENDA REPORT

DATE:

April 7, 2026

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

3.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Civil Service Meeting Minutes of March 3rd, 2026.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as submitted.

OVERVIEW

Approval of Meeting Minutes for the regular meeting held on March 3rd, 2026.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2026 0303 Regular Meeting Minutes

South St. Paul Civil Service Meeting

DATE/ PLACE/ TIME:

Tuesday, March 3rd, 2026
City Hall Council Chambers
9:00 AM

RECORDER:

Brianna Rosburg

PERSONS ATTENDING:

Commissioner John Lagoo
Commissioner James Woodburn
Commissioner Kay Francis
Chief Brian Wicke
Commander Mike Running
Officer Eric Peot
Officer James Silda
CSO Todd Waters

Commissioner Woodburn called the meeting to order at 9:00AM.

Motion to approve the agenda for the regular meeting of Tuesday, March 3rd, 2026, was made by Commissioner Francis and seconded by Commissioner Lagoo. Motion passed (3-0)

Motion to approve the civil service regular meeting minutes for February 2nd, 2026, was made by Commissioner Lagoo and seconded by Commissioner Francis. Motion passed (3-0).

Motion to elect Commissioner John Lagoo as secretary was made by Commissioner Woodburn and seconded by Commissioner Francis. Motion passed. (3-0)

The Chief provided a department update. The three cadets; Katharine Kitchen, Timothy Neirby, and Karly Schadt have successfully completed the IC-POET program and are now in the Field Training Officer (FTO) phase. The department has also completed the required use-of-force training.

We have identified two potential candidates for the Community Service Officer (CSO) positions, and background investigations are currently underway. Interviews for the part-time clerical position are scheduled for later this month, with approximately 7-8 applicants to be interviewed.

Additionally, the department's issued firearms are approximately 12 years old and are scheduled for replacement this year, with completion expected by early fall.

NEXT MEETING DATE:

April 7th, 2026
City Hall Council Chambers
9:00 AM



AGENDA REPORT

DATE:

April 7, 2026

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

4.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

City of South St. Paul Board and Commissions Policy

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Review Policy and Sign Appendix A Acknowledging Receipt.

OVERVIEW

During the March 16th, 2025 meeting of the City Council, the attached Board and Commissions Policy was formally adopted. Staff is prepared to discuss the adopted policy and answer any questions the Commission may have.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. ADOPTED_Board-Comm Policy (Mar 2026)

 City of South St. Paul ADMINISTRATIVE POLICIES AND PROCEDURES	
	City Administrator Approval: RG
	City Council Approval: 3/16/2026 Issue Date: 3/16/2026 Revised Date:
SUBJECT: BOARDS, COMMISSIONS, AND ADVISORY COMMITTEES	

I. OVERVIEW

The City of South St. Paul values the contributions of residents who volunteer to serve on City boards, commissions, and advisory committees. City boards, commissions and advisory committees provide community perspective and subject-matter input that assists the City Council in evaluating policies, programs, and community needs.

II. POLICY

Roles and Responsibilities

Boards and commissions may be assigned responsibilities including:

- Reviewing matters referred by the City Council
- Conducting research or fact-finding
- Providing recommendations on policies, plans, or programs
- Conducting public hearings when required by law
- Providing community perspective on City issues

Boards and commissions do not direct City operations or supervise City employees.

Open Meeting Law

All meetings of boards, commissions, and committees must comply with the Minnesota Open Meeting Law (Minn. Stat. §13D).

Meetings must:

- Be open to the public
- Be properly noticed
- Conduct deliberation and decision-making in a public setting

Members should avoid discussing, or communicating in any way (group email, group text messages, social media, etc.) City business outside a properly noticed meeting in a manner that could violate the Open Meeting Law.

Organization and Meetings

Officers

Each board or commission shall elect a Chair and Vice Chair. Officers are typically elected annually.

Meetings

Meeting times and locations shall be established by each board or commission consistent with City meeting policies.

A quorum consists of a majority of currently appointed members.

Meetings shall generally follow standard parliamentary procedures such as Robert's Rules of Order unless otherwise provided by ordinance or bylaws.

Attendance

Members are expected to attend meetings regularly and participate in the work of the board or commission.

Members who miss:

- Three consecutive meetings, or
- More than twenty-five percent (25%) of meetings in a twelve-month period may be referred to the City Council for possible removal.

Respectful Meeting Conduct

Members shall conduct themselves in a respectful and professional manner during meetings.

Members should:

- Allow all participants the opportunity to speak
- Avoid personal attacks or disruptive behavior
- Follow the direction of the Chair to maintain orderly meetings
- Focus discussion on policy issues and applicable standards

Minutes and Records

Minutes shall be prepared for all meetings and must include the date, members present, motions and votes, and a summary of actions taken.

Approved minutes shall be maintained in accordance with the City's records retention policies.

Staff Support

Each board or commission will be assigned a Staff Liaison.

The Staff Liaison typically prepares meeting materials, provides professional analysis, coordinates agendas and minutes, and communicates requests between the commission and City administration.

City employees are supervised by the City Administrator. Boards and commissions do not direct staff work outside the staff liaison process.

Council Liaison

The City Council may designate one or more Council members to serve as a Council Liaison to a board or commission to facilitate communication between the advisory body and the City Council.

Communications

Recommendations requiring City Council action should be communicated through the Staff Liaison and City Administrator.

Members should avoid representing personal views as the official position of the City unless the City Council has formally adopted that position.

Orientation and Training

Newly appointed members will receive orientation materials describing responsibilities of the body, meeting procedures, Open Meeting Law requirements, and ethical responsibilities of public officials.

Ethics and Standards of Conduct

Members shall:

- Perform their duties in a manner that promotes public trust in City government
- Treat fellow members, staff, applicants, and members of the public with respect
- Disclose potential conflicts of interest and refrain from participating when conflicts exist
- Avoid accepting gifts or favors from individuals or organizations with business before the City
- Avoid using their position for personal or financial gain
- Avoid using nonpublic information obtained through service for personal advantage

Quasi-Judicial Proceedings

Certain boards such as the Planning Commission may act in a quasi-judicial capacity when applying established standards to individual cases.

Members shall:

- Approach each case with an open and impartial mind
- Base decisions only on information presented at the public meeting
- Avoid discussing pending cases outside the meeting
- Disclose any off-record contacts related to the matter
- Recuse themselves when conflicts or bias exist

Removal or Discipline of Members

Members serve at the pleasure of the City Council.

If concerns arise regarding attendance, conduct, or compliance with City policies, the City Council may take appropriate action including counseling, warning, or removal from the board or commission consistent with City procedures.

Expenditures

Boards and commissions may incur expenditures only within budgets approved by the City Council. Any additional expenditures require prior approval from the City Council.

III. RATIONALE

The purpose of this policy is to establish consistent expectations regarding the organization, operation, and communication practices of boards and commissions established by the City Council.

IV. PROCEDURE

This policy applies to all boards, commissions, and advisory committees created by the South St. Paul City Council unless otherwise specified by City ordinance or state law.

V. AUTHORITY FOR IMPLEMENTATION AND ENFORCEMENT

Boards and commissions operate under the authority of the City Council.

Unless otherwise established by ordinance or statute:

- Boards and commissions serve in an advisory capacity.
- Recommendations of a board or commission do not constitute official City policy unless adopted by the City Council.
- The City Council retains authority to establish, modify, or dissolve boards and commissions and appoint members to them.

Appendix A

Board and Commission Member Acknowledgement Form

This acknowledgement confirms that I have received and reviewed the City of South St. Paul Boards, Commissions, and Advisory Committees Administrative Policy.

I understand the expectations described in the policy, including requirements related to:

- The advisory role of boards and commissions
- Compliance with the Minnesota Open Meeting Law
- Ethical conduct and conflicts of interest
- Respectful meeting conduct
- Quasi-judicial responsibilities when applicable
- Attendance and participation expectations

I agree to perform my duties in a manner that promotes public trust and supports effective and respectful public meetings.

I understand that board and commission members serve at the pleasure of the City Council and may be removed consistent with City policy and applicable law.

Name (Printed): _____

Board / Commission: _____

Signature: _____

Date: _____