

**Kevin P. Watson**  
City Administrator

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kevin.watson@cityvadnaisheights.com



**The City of Vadnais Heights**  
800 East County Road E  
Vadnais Heights, MN 55127

## *Memorandum:*

TO: Mayor Krachmer and City Council

FROM: Kevin Watson, City Administrator

DATE: January 17, 2023

SUBJECT: City Commission Interviews

### **Background**

We have five interviews to conduct for four open alternate positions. One on the Parks Commission, two for Planning Commission, and one on the Public Safety Commission. All candidates expressed interest in either the Parks Commission or Planning Commission opening. Through the interview, they should be made aware of this and see what their level of interest may be in serving on another commission. Otherwise, only one can be selected for the Parks Commission opening. Additionally, a new effort is to add a youth representative to our Commissions. Unfortunately, we have yet to get any candidates despite our best efforts with the school districts. We will keep trying.

This is a new effort to have a collective interviews by the City Council for potential Commission candidates. In past years, the Council liaison for the respective Commission would interview candidates as needed and recommend to Council for approval. It's felt, the new process will be more transparent to the full Council and hopefully facilitate more interest over time. In the past, we always seemed to have opening advertisements and staff believes this waters down the opportunity to serve. Hopefully less opportunities drives interest, while also shedding light on the other Commissions applicants may not be aware of. It's envisioned that over time we would have more candidates than openings and as openings occurred during the year, the candidates not originally selected could serve as a pool to fill the new openings.

Let staff know if you have any questions.

**From:** [Kaylin Clement](#)  
**To:** [Kevin Watson](#); [Peggy Aho](#); [Nolan Wall](#)  
**Subject:** FW: Online Form Submittal: Advisory Commission Application  
**Date:** Friday, January 13, 2023 10:39:45 AM

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**Kaylin Clement**

Assistant City Administrator  
Vadnais Heights

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Tuesday, December 27, 2022 6:51 PM  
**To:** Kaylin Clement <Kaylin.Clement@cityvadnaisheights.com>; Kevin Watson <Kevin.Watson@cityvadnaisheights.com>; Katie Everett <Katie.Everett@cityvadnaisheights.com>; Nolan Wall <Nolan.Wall@cityvadnaisheights.com>; chris.hearden@cityvadnaisheights.com  
**Subject:** Online Form Submittal: Advisory Commission Application

**Caution:** This email originated outside our organization; please use caution.

## Advisory Commission Application

I would like to apply for: Park, Recreation and Trails Commission

First Name Matt

Last Name Carpentier

Address 3310 Greenbrier St

City Vadnais Heights

State mn

Zip Code 55127

Phone Number 6123842405

Email [Mcarpentier28@gmail.com](mailto:Mcarpentier28@gmail.com)

Briefly describe why you want to be part of the Commission you're applying for? Love the parks and outdoors. Lots of ideas from living in Minneapolis and Nashville.

Additional Information

*Commission applicants are invited to an informal interview on **January 17 at 5:00 pm at City Hall**. Staff will recommend applicants for appointment by the City Council who they feel will best meet the needs of that particular Commission vacancy.*

*Youth representatives must be between the ages of 15 and 20 years old, be enrolled in school, and be a resident of Vadnais Heights.*

*All other applicants must live in Vadnais Heights, as well as be available to attend the monthly Commission meetings.*

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

**From:** [Kaylin Clement](#)  
**To:** [Kevin Watson](#); [Peggy Aho](#); [Nolan Wall](#)  
**Subject:** FW: Online Form Submittal: Advisory Commission Application  
**Date:** Friday, January 13, 2023 10:39:31 AM

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### Kaylin Clement

Assistant City Administrator  
 Vadnais Heights

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Tuesday, December 27, 2022 3:58 PM  
**To:** Kaylin Clement <Kaylin.Clement@cityvadnaisheights.com>; Kevin Watson <Kevin.Watson@cityvadnaisheights.com>; Katie Everett <Katie.Everett@cityvadnaisheights.com>; Nolan Wall <Nolan.Wall@cityvadnaisheights.com>; chris.hearden@cityvadnaisheights.com  
**Subject:** Online Form Submittal: Advisory Commission Application

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## Advisory Commission Application

I would like to apply for: Park, Recreation and Trails Commission

First Name Amanda

Last Name McFarlane

Address 4288 Evergreen Drive

City Vadnais Heights

State MN

Zip Code 55127

Phone Number 16518957356

Email [amandamcfarlane999@gmail.com](mailto:amandamcfarlane999@gmail.com)

Briefly describe why you want to be part of the Commission you're applying for?

My family attempted to use the newly renovated Greenhaven Park only to arrive and discover that our daughter, who uses a walker to get around, could not even access the park - due to the 1 ft barrier erected around the entire park structure. I'd like to be part of the commission to do my part to ensure an inclusive community - where children aren't prevented from using our parks system for no reason other than the fact that they have a disability.

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**From:** [Kaylin Clement](#)  
**To:** [Kevin Watson](#); [Peggy Aho](#); [Nolan Wall](#)  
**Subject:** FW: Parks, Recreation & Trails Commission  
**Date:** Friday, January 13, 2023 10:38:33 AM

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This person I reached back out to after he inquired in the fall and we had just brought on the two new ladies.

He is still interested and will be there Monday.

I will send the online form submissions for the other two applicants separately.

**Kaylin Clement**

Assistant City Administrator  
Vadnais Heights

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**From:** Charley Bruce <charley.bruce@gmail.com>  
**Sent:** Wednesday, October 5, 2022 12:31 PM  
**To:** Kaylin Clement <Kaylin.Clement@cityvadnaisheights.com>  
**Subject:** Re: Parks, Recreation & Trails Commission

**Caution:** This email originated outside our organization; please use caution.

Thanks for getting back to me so quickly. I'll check in later this year.

Charley

On Oct 5, 2022, at 11:07 AM, Kaylin Clement  
<[Kaylin.Clement@cityvadnaisheights.com](mailto:Kaylin.Clement@cityvadnaisheights.com)> wrote:

Hi Charley -

Thank you so much for reaching out with your interest in the Parks, Recreation and Trails Commission.

At this time, we do not have any open seats or alternate positions available (we actually just appointed two resident's to our alternate positions last meeting).

However, we do have a Parks Commission member running for City Council, and if elected we would have an opening once again.

I encourage you to reach back out post-election, and I'll be sure to keep your information as well if/when we have some vacancies on the board.

I love hearing from engaged residents wanting to get involved! Hopefully something will work out in the near future!

Take care,

Kaylin Clement  
Asst. City Administrator  
Vadnais Heights

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**From:** Charley Bruce <[charley.bruce@gmail.com](mailto:charley.bruce@gmail.com)>  
**Sent:** Tuesday, October 4, 2022 4:20 PM  
**To:** Kaylin Clement <[Kaylin.Clement@cityvadnaisheights.com](mailto:Kaylin.Clement@cityvadnaisheights.com)>  
**Subject:** Parks, Recreation & Trails Commission

**Caution:** This email originated outside our organization; please use caution.

Hello Ms. Clement,

I hope you are doing well. I was curious how a citizen can get involved with the Parks, Recreation & Trails Commission? Is there somewhere that outlines the process for getting on the Commission?

Thanks for the help,

Charley Bruce

**From:** [Kaylin Clement](#)  
**To:** [Peggy Aho](#)  
**Subject:** FW: Online Form Submittal: Advisory Commission Application  
**Date:** Tuesday, January 17, 2023 4:34:28 PM

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**Kaylin Clement**

Assistant City Administrator  
Vadnais Heights

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Sunday, January 15, 2023 8:29 PM  
**To:** Kaylin Clement <Kaylin.Clement@cityvadnaisheights.com>; Kevin Watson <Kevin.Watson@cityvadnaisheights.com>; Katie Everett <Katie.Everett@cityvadnaisheights.com>; Nolan Wall <Nolan.Wall@cityvadnaisheights.com>; chris.hearden@cityvadnaisheights.com  
**Subject:** Online Form Submittal: Advisory Commission Application

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## Advisory Commission Application

I would like to apply for: Planning Commission

First Name Emily

Last Name Dunn

Address 743 Pennington Pl

City Vadnais Heights

State MN

Zip Code 55127

Phone Number 6517697496

Email [emilydunn7616@gmail.com](mailto:emilydunn7616@gmail.com)

Briefly describe why you want to be part of the Commission you're applying for? I want to become more involved in my community and am interested in learning more about the work of the Planning Commission.

Additional Information



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**Kaylin Clement**

Assistant City Administrator  
 Vadnais Heights

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, January 16, 2023 9:27 AM  
**To:** Kaylin Clement <Kaylin.Clement@cityvadnaisheights.com>; Kevin Watson <Kevin.Watson@cityvadnaisheights.com>; Katie Everett <Katie.Everett@cityvadnaisheights.com>; Nolan Wall <Nolan.Wall@cityvadnaisheights.com>; chris.hearden@cityvadnaisheights.com  
**Subject:** Online Form Submittal: Advisory Commission Application

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## Advisory Commission Application

I would like to apply for: Planning Commission

First Name Joseph

Last Name Scrocca

Address 4410 Meadowood Cor

City Vadnias Heights

State MN

Zip Code 55127

Phone Number 6124501255

Email [Joe.scrocca3@gmail.com](mailto:Joe.scrocca3@gmail.com)

Briefly describe why you want to be part of the Commission you're applying for?  
 I want to serve my community.

Additional Information

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I would like to apply for: Planning Commission

First Name Emily

Last Name Dunn

Address 743 Pennington Pl

City Vadnais Heights

State MN

Zip Code 55127

Phone Number 6517697496

Email [emilydunn7616@gmail.com](mailto:emilydunn7616@gmail.com)

Briefly describe why you want to be part of the Commission you're applying for? I want to become more involved in my community and am interested in learning more about the work of the Planning Commission.

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