



**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

City Council Goal Session, Tuesday, November 26, 2013  
St. Peter Room, Community Center – 3:00 p.m.

- I. **WELCOME**
- II. **RULES FOR THE DAY**
- III. **DISCUSSION**
  - A. Bossy Ball
  - B. Big Picture
  - C. The Important Things
  - D. What do you see for the future of Saint Peter?
    - 1. Is that the future you want?
    - 2. What is the future you want?
  - E. What things need to be in place to get the future you want?
    - 1. What do you need to get that result?
      - a. Things, system, people
  - F. Member Vacancy Discussion
  - G. Community Center Lease Update
  - H. Pavilion Project Update
  - I. Financial Institution Meetings
  - J. EDA Options
  - K. Hospital Update
  - L. Website Review
  - M. Gustavus Adolphus College Study Opportunities
  - N. Tobacco Ordinance
  - O. Veterans Memorial
    - 1. Current Park Use
    - 2. View of Park and Pavilion
    - 3. Access by Memorial Users
    - 4. Viability/Impact on Use of Other Established Park Users
    - 5. Can Memorial Create Additional Park Use Events?
    - 6. Flag Issues Related to Location/Longevity
  - P. Highway 169 Future and Location
  - Q. Communication
  - R. PFA Water Discussion
  - S. Partnerships
  - T. Organizational Health
  - U. Council Organizational Issues
    - 1. Commissions
    - 2. Seating
    - 3. Use of Microphones
  - V. Jefferson Ave/Washington Ave Corner
  - W. Other Issues You Might Have
  - X. Priorities for Issues Discussed Above
  - Y. Do You Want To Do This Again?
- IV. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



**I. WELCOME**

**II. RULES FOR THE DAY**

Typically the Council will take a few moments to review the brainstorming rules. We might also delve into "Hurling Day", determine a "break caller" and generally visit about how your time will be spent together.

**III. DISCUSSION**

**A. BOSSY BALL**

A game, named by a fourth grader, that is used to get to know each other but also get to know one another's ideas about our community.

**B. BIG PICTURE**

A review of the statements that we use internally to think about and focus on customer service and what we do.

**C. THE IMPORTANT THINGS**

A discussion and review of this list that was originally developed to be the filter through which many of your decisions must pass. It has been modified slightly over time and can be modified more if you wish.

**D. WHAT DO YOU SEE FOR THE FUTURE OF SAINT PETER?**

1. Is that the future you want?
2. What is the future you want?

**E. WHAT THINGS NEED TO BE IN PLACE TO GET THE FUTURE YOU WANT?**

1. What do we need to do to get that result?
  - a. Things, System, People

**F. MEMBER VACANCY DISCUSSION**

A review of the rules and discussion about your going forward stance and plan on this issue as you will have a Member that will be gone for a few months in the next year.

**G. COMMUNITY CENTER LEASE UPDATE**

An update of leases at the Community Center.



**H. PAVILION PROJECT UPDATE**

An update and review of the Mayor's Task Force recommendations and a discussion about what we have done and what is left to do.

**I. FINANCIAL INSTITUTION MEETINGS**

A review of this effort and setting of additional goals and objective for this if you plan to go forward.

**J. ECONOMIC DEVELOPMENT AUTHORITY OPTIONS**

A review and discussion of the EDA plan that was originally put together in 2003. This has been the primary document used by staff and is the basis for the formation of relationships with the other development minded groups within the community. It is also one of the foundational documents stating what the EDA does. This too, is subject to review and modification.

**K. HOSPITAL UPDATE**

A review and discussion of the work of the Hospital as we undergo a change in leadership and restructuring of efforts.

**L. WEBSITE REVIEW**

A review of this important tool in providing information to the public and a looksee at some of the efforts we have made in this area.

**M. GUSTAVUS ADOLPHUS COLLEGE STUDY OPPORTUNITIES**

The City and Gustavus Adolphus College do a number of things together. One of those things is to work with students on projects that can benefit the City or the community. Two documents are enclosed for your review. One is from a previous project and one is a list of projects for this J term. My hope is to discuss outcomes with you, talk about the process, and solicit ideas for use in the future.

**N. TOBACCO ORDINANCE**

A review of your current Ordinance and proposed changes that may be viewed as giving definition in our rules and policies as to how we treat E-Cigs from a licensing, policy and rulemaking standpoint.

**O. VETERANS MEMORIAL**

1. Current Park Use
2. View of Park and Pavilion



3. Access by Memorial Users
4. Viability/Impact on Use of Other Established Park Users
5. Can Memorial create additional park use events?
6. Flag issues related to location/longevity

**P. HIGHWAY 169 FUTURE AND LOCATION**

A review and discussion of this issue. Council asked that this be put on the agenda and some background materials have been placed in your packet. Not that anything is happening tomorrow, but this is an important planning discussion and framework to have in place.

**Q. COMMUNICATION**

A review of communication efforts with the public, Council, Staff, media and others. Also review of the tools we use in those communication efforts.

**R. PUBLIC FACILITY AUTHORITY WATER DISCUSSION**

A discussion on options for the re-amortization of debt related to water and/or wastewater plants and the impact of any changes you might wish to pursue.

**S. PARTNERSHIPS**

A review and discussion on our partnerships and the goals and strategies used to achieve those goals.

**T. ORGANIZATIONAL HEALTH**

A review and discussion of organizational health included, but not limited to: Does every member get a fair shake; Council/staff relationship; internal and operation issues; rules that govern these things; and generally an all-around "how are we doing?"

**U. COUNCIL ORGANIZATIONAL ISSUES**

1. Commissions
2. Seating
3. Use of Microphones

**V. JEFFERSON AVENUE/SOUTH WASHINGTON AVENUE CORNER**

A review of this site and an idea for development.



**W. OTHER ISSUES YOU MIGHT HAVE**

Discussion on any issues of your choosing. After all it is your meeting....

**X. PRIORITIES FOR ISSUES DISCUSSED DURING GOAL SESSION**

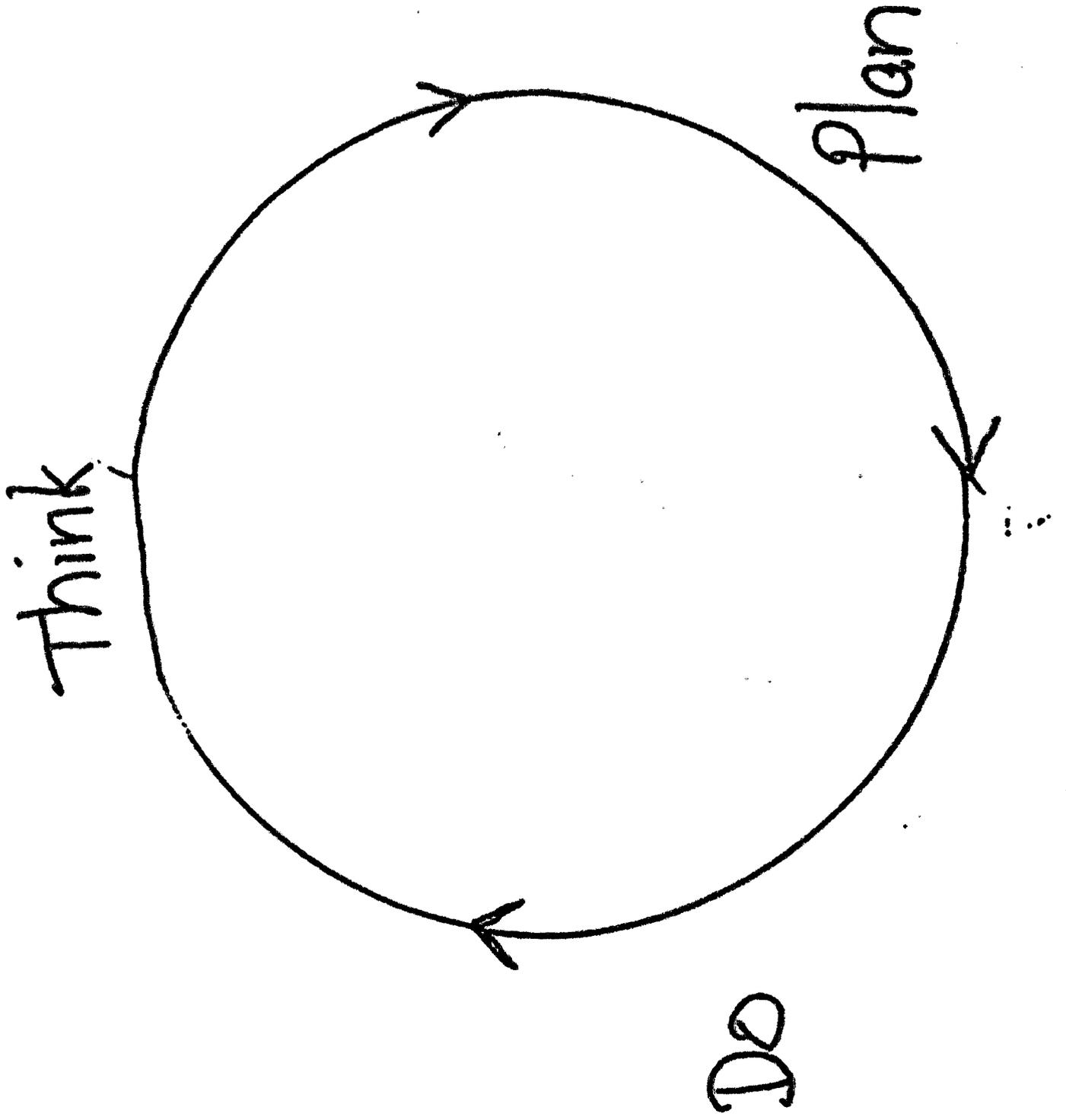
This item is to help organize priorities from this meeting and develop a work plan for the next Council cycle.

**Y. DO YOU WANT TO DO THIS AGAIN?**

A discussion on whether you want to spend your time doing this again and if so when, where, food, facilitator, color charts and maps. What more could you want? The idea of this agenda item is to figure that out.

**IV. ADJOURN**

Office of the City Administrator  
Todd Prafke



# The Big Picture

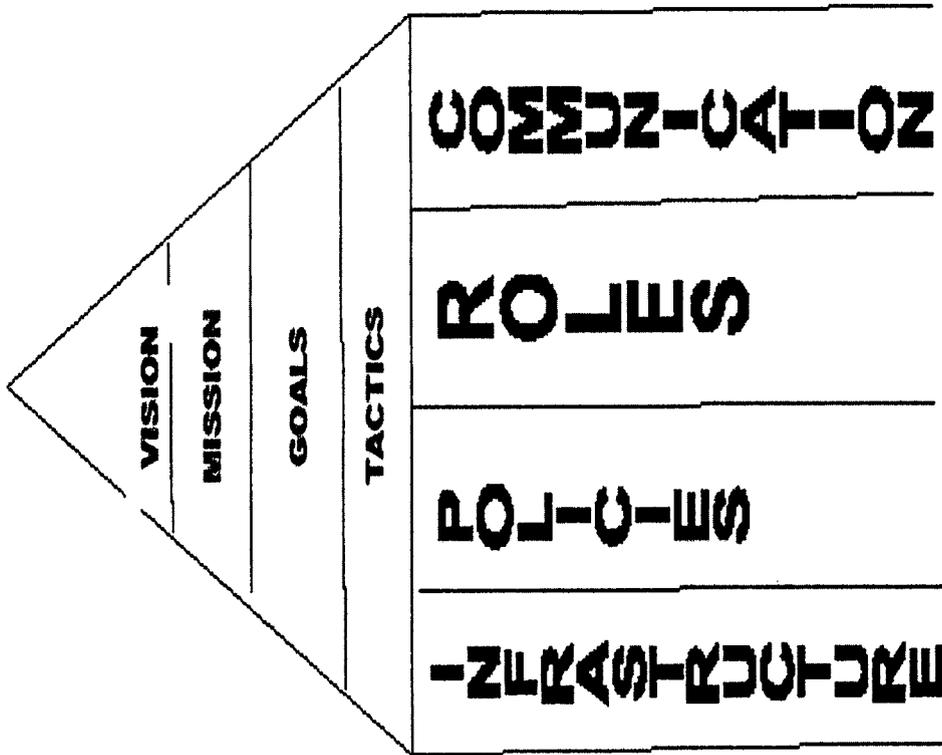
- We help people.
- We are... Good stewards of resources.
- We promote... Sustainable community (environment and land use and business model for the City)
- We help... each other be successful praise those who do well, get rid of those who do poorly or are not adaptable to change.
- We are... Open with each other. We talk about money, organization, goals.
- We... support each other.
- We promote... Community above self.

# Items of Vital Importance

- Exceptional Schools
- Vibrant Business Community
- Available Early Childhood Care and Educational Opportunities
- Affordable Housing
- Plan for Changing Demographics

# Who are we?

- Where are we today?
- Where do you want to go?
- What is the plan to get there?



Who are we?

Where do you want to go?

Do we have a plan to get there?

# North Commercial District (NCD)

- Provide efficient vehicular access to future commercial developments from Highway #169.
- Improve the pedestrian and multi-modal circulation within the North Commercial District.(NCD)
- Enhance the aesthetics of the Highway #169 corridor through design and landscaping.
- Segregate commercial activity including lighting, noise and vehicular traffic from the residentially developed neighborhoods.
- Reduce vehicular conflicts and improve the safety of the public.
- Support the goals and policies within the Highway #169 Inter-Regional Corridor Study as to access and crossings.
- Promote the provision of meeting or large group activities (City Council).
- Diverse and sustainable building design and standards emphasizing enhanced accessibility. (City Council).
- Enhanced enjoyment and utilization of Hallett's Pond site (City Council).
- Modified April 2013

# DOWNTOWN PRIORITIES

- *Promote projects that improve or are sympathetic to the historic scale and nature of the downtown.*
- *Business development that promotes a mix of niche retail, food/beverage and entertainment. Promotion of office uses in upper floors is valuable to retail trade in the downtown.*
- *Building enhancements that are not only historically sympathetic. This should be done while promoting upper floor housing or living in the downtown. This will enhance use of businesses by creating density. This should be done while striving to maintain retail or service businesses on the lower floors of buildings.*
- *Promote uses, events, activities that set the downtown as a place of destination.*
- *Use arts and cultural activities to promote the use of downtown as a destination.*
- *Continue to provide EDA dollars to build and upgrade buildings in the downtown.*

# ORGANIZATIONAL HEALTH

- Council/Staff
- Council/Council
- Internal

412.02 MS 1945 [Repealed, 1949 c 119 s 110]

**412.02 CITY ELECTIONS; OFFICERS, TERMS, VACANCIES, CITY EMPLOYEES.**

Subdivision 1. **Officers elected.** The following officers shall be elected for the terms and in the years shown and in the cities described in the table.

Officer	Number of Years in Term	Year Elected	City Elected
Mayor	Two or four	Every two years except where four years is otherwise provided pursuant to statute	Every statutory city
Clerk	Four	Every four years in year when treasurer is not elected	Every statutory standard plan city in which there is no clerk-treasurer
Treasurer	Four	Every four years in year in which clerk is not elected	Every statutory standard plan city in which there is no clerk-treasurer
Clerk-Treasurer	Four	Every four years in year in which one council member is elected	Every statutory standard plan city where such office exists pursuant to subdivision 3
Three Council members	Four	Two every four years and one in alternative election	Every statutory standard plan city with a council of five
Four Council members	Four	Two each election	Every statutory optional plan city with a council of five
Five Council members	Four	Three every four years and two in alternative election	Every statutory standard plan city with a council of seven
Six Council members	Four	Three each election	Every statutory optional plan city with a council of seven

Subd. 1a. **City council; city employees.** Neither the mayor nor any city council member may be employed by the city. For purposes of this subdivision, "employed" refers to full-time permanent employment as defined by the city's employment policy.

Subd. 2. **Term.** Terms of elective officers shall commence on the first Monday in January following the election at which the officer is chosen. All officers chosen and qualified as such shall hold office until their successors qualify.

Subd. 2a. **Vacancy.** Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election and more than two years remain in the unexpired term, a special election shall be held at or before the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular city election or when less than two

years remain in the unexpired term, there need not be a special election to fill the vacancy and the appointed person shall serve until the qualification of a successor. The council must specify by ordinance under what circumstances it will hold a special election to fill a vacancy other than a special election held at the same time as the regular city election.

Subd. 2b. **Inability or refusal to serve.** A vacancy in the office of mayor or council member may be declared by the council when the officeholder is unable to serve in the office or attend council meetings for a 90-day period because of illness, or because of absence from or refusal to attend council meetings for a 90-day period. If any of the preceding conditions occurs, the council may, after it has by resolution declared a vacancy to exist, fill the vacancy at a regular or special council meeting for the remainder of the unexpired term, or until the person is again able to resume duties and attend council meetings, whichever is earlier. When the person is again able to resume duties and attend council meetings, the council shall by resolution remove the temporary officeholder and restore the original officeholder.

Subd. 3. **Clerk, treasurer combined; audit standards.** (a) In cities operating under the standard plan of government the council may by ordinance adopted at least 60 days before the next regular city election combine the offices of clerk and treasurer in the office of clerk-treasurer, but such an ordinance shall not be effective until the expiration of the term of the incumbent treasurer or when an earlier vacancy occurs. After the effective date of the ordinance, the duties of the treasurer and deputy treasurer as prescribed by this chapter shall be performed by the clerk-treasurer or a duly appointed deputy. The offices of clerk and treasurer may be reestablished by ordinance.

(b) If the offices of clerk and treasurer are combined as provided by this section and the city's annual revenue for all governmental and enterprise funds combined is more than the amount in paragraph (c), the council shall provide for an annual audit of the city's financial affairs by the state auditor or a public accountant in accordance with minimum auditing procedures prescribed by the state auditor. If the offices of clerk and treasurer are combined and the city's annual revenue for all governmental and enterprise funds combined is the amount in paragraph (c), or less, the council shall provide for an audit of the city's financial affairs by the state auditor or a public accountant in accordance with minimum audit procedures prescribed by the state auditor at least once every five years, which audit shall be for a one-year period to be determined at random by the person conducting the audit.

(c) For the purposes of paragraph (b), the amount in 2004 is \$150,000, and in 2005 and after, \$150,000 adjusted for inflation using the annual implicit price deflator for state and local expenditures as published by the United States Department of Commerce.

Subd. 4. [Repealed, 1973 c 34 s 7]

Subd. 5. [Repealed, 1983 c 359 s 151]

Subd. 6. **Council increased or reduced.** The council may by ordinance adopted at least 60 days before the next regular city election submit to the voters of the city the question of whether the city council should be increased or reduced to seven or five members. The ordinance shall include a schedule of elections and terms to accomplish the change. The proposal shall be voted on at the next city general election and, if approved by a majority of those voting on the question, go into effect in accordance with the schedule.

**History:** 1959 c 675 art 6 s 30; 1961 c 230 s 1; 1963 c 799 s 5; 1963 c 811 s 1; 1965 c 417 s 1-4; 1967 c 289 s 2; 1973 c 34 s 1; 1973 c 123 art 2 s 1 subd 2; art 2 s 2; 1973 c 492 s 7; 1974 c

*337 s 5; 1976 c 2 s 131; 1976 c 44 s 21; 1981 c 172 s 3,4; 1983 c 359 s 62; 1986 c 444; 1989 c 30 s 1,2; 1995 c 27 s 2; 1996 c 422 s 2,3; 1999 c 75 s 2; 1999 c 132 s 43; 2004 c 281 s 2; 2010 c 206 s 2*

## CITY OF SAINT PETER, MINNESOTA

## RESOLUTION NO. 2012 – 156

STATE OF MINNESOTA)  
 COUNTY OF NICOLLET)  
 CITY OF SAINT PETER)

**RESOLUTION ACCEPTING MAYOR'S TASK FORCE ON THE MINNESOTA SQUARE PARK  
 PAVILION FINAL REPORT**

WHEREAS, the City Council of the City of Saint Peter took action to establish a Mayor's Task Force on the Minnesota Square Park Pavilion; and

WHEREAS, the mission of the Task Force was to "*Bring additional community input into the development of a vision for the future of the pavilion. (What purpose(s) do we want a pavilion to serve? How do we want it to look?) and Work with an architectural firm to develop rehabilitation, construction and/or enhancements based on the vision and see that vision transformed into a concept rendering.*"; and

WHEREAS, the Task Force consisted of thirty-three (33) members; and

WHEREAS, the Task Force met six (6) times; and

WHEREAS, the City Council engaged an architectural firm to assist the Task Force; and

WHEREAS, the City Council has received a report of the Task Force; and

WHEREAS, the Mayor and Council are very thankful for the wonderful service provided by the members of the Task Force and for their service to the community.

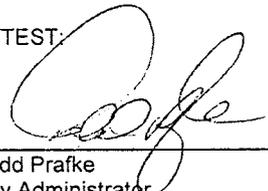
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. The report of the Mayor's Task Force on the Minnesota Square Park Pavilion is accepted.
2. Staff is directed to:
  - Use this report and plan to look for resources (money) to help put this plan into place.
  - Review the current facility from a structural standpoint so that the City Council might be able to develop a better timeline for the resource raising efforts and while there:
    - Complete a cursory review of what level of rescue might be available for the current structure.
    - Complete a cursory review of potential rehabilitation costs.
  - Apply for funds through foundations and Government entities.
  - Provide opportunities for Council discussion on policy about naming rights or other promotional opportunities.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of November, 2012.

  
 Timothy Strand  
 Mayor

ATTEST:

  
 Todd Prafke  
 City Administrator

**TO:** Honorable Mayor Hawbaker  
Members of the City Council

**DATE:** 11/10/03

**FROM:** Todd Prafke  
City Administrator

**RE:** EDA Plan, Second Option

### **Action/Recommendation**

For your information, thought and input.

### **Background**

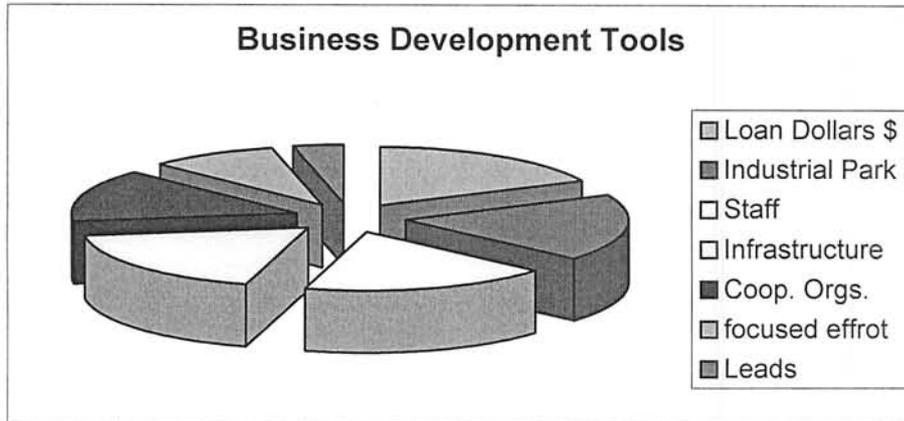
I hope to use this memo as a way to address the following questions that were asked at your last workshop and to provide an additional, more detailed option for plan that is more Council driven. The questions were:

- ◆ What are we going to tell the development-minded organizations about a plan?
- ◆ What will we ask them (development organizations) to do?
- ◆ What and where are the decision points?
- ◆ Who will make those decisions?
- ◆ How do we ask the organizations what they would like to do relative to the plan?

As you are aware, considerable discussion took place at the Council's last goal session and at your workshop of Sept 30<sup>th</sup>. The consensus at that time was that a renewed, more organized and focused initiative be undertaken in the business development aspect of economic development. The Council requested that I put some additional time and thought into an alternative process that was more detailed, Council driven and utilizing the other "development" organizations to a lesser extent.

Again, this plan is based more on a Council driven process and places less emphasis on assistance from other organizations and is intended as a comparison of the plan you discussed last week and detailed in the memo dated 9/27/02. Another copy of that memo along with the Feb 2000 memo is attached for your review and comparison.

The Council reviewed the various aspects of business economic development. Those "ingredients" were discussed. The Council indicated that they believed that we have well to excellent assets in the following areas described in the graphic below relative to other communities of similar size.



There was concern that we were weak in one very specific area and could use additional focus in another. The weaker areas included Leads (lead development) and focused effort.

Council direction to me was to assemble a second option plan that would bring added attention and renewed, organized, focus to this effort. In review of the goals and key activities to reach those goals, I have attempted to concentrate on the items that may need attention first, as opposed to focusing on the biggest issues first. Any plan needs some if not all of the following ingredients:

- ◆ Assets defined as industrial park land, or other faculties to use.
- ◆ Some type of loan pool or other type of "war chest" to promote initiatives
- ◆ Commitment on the part of the participants and/or the community
- ◆ Quality staff to do the work and make deals
- ◆ Leads to work on
- ◆ Continuing attention to fostering of local business. National statistics indicate that internal growth has more likelihood and greater potential for success.
- ◆ Focus or a game plan for action
- ◆ Publicity for getting the word out that you are ready for growth.

I am suggesting this second process and plan:

- ◆ **Establish a position on or priority for Business Development.** This should include providing details of the following plan including a review with the associated development-minded organizations. That review should include and overview of the assets that you possess based on the pie chart above and the way you plan to address what are considered the weakest areas. It should further include simply asking them to be supportive of this activity over the next couple of years.

Invitations to this meeting should be sent to each organization and ask them to send representation. Organizations may include but are not limited to Community Development Corp, Ambassadors, Chamber, City EDA, GAC, School Dist 508, Nicollet County, CSFA and others. The presentation should focus on the various portions of the pie chart above and list out specific information as to why each is rated as areas of strength or weakness. Information should be as follows:

**Loan Dollars:** We currently have within the EDA alone, over \$3 million dollars in resources. This is a greater sum than any similarly sized community. Review the flexibility that the funds have and provide information as to available cash and our ability to sell various notes if additional cash is needed at any point in time.

**Industrial Park:** Review of the commitment that the Council will just have made on the North Industrial Park and the various size lots that are available including plans for additional lot development as the first phase is sold. This should be detailed in relation to the time line that is needed to develop the additional lots. The timeline is a key to the risk analysis that I have used in recommendation to the Council on the scope of activity for the initial phase (first phase) of construction.

**Staff:** Review of the primary staff involved in promotion of development including the contract support we have from David Drown and Associates, Briggs and Morgan and our internal process for review of leads and the structure of deals. We should be pretty specific here including the law firms that we use to draft development agreement(s) and the basic structure of TIF deals.

**Infrastructure:** This should include a review of the water, sewer, electric and telecommunication infrastructure we have with points attached to each that indicates why we believe they are strengths. A discussion on service rates relative to other communities would be lead with a focus placed on dependability and high tech capabilities.

**Cooperative Organizations:** In this portion of the presentation we should thank those present for their attendance and ask for their renewed support for action. We should also indicate that we plan to keep them informed through special information meetings or reports on a periodic basis. We should also indicate that we might ask them for financial and/or time resources later.

**Focused Effort:** This portion of the discussion should be directed towards emphasizing the Commitment of the Council and the direction of staff to make business development a priority including the fostering of local companies where we can. We should also include the importance of "buzz" that is needed to start out quickly in this area. You may also want to indicate that you will be looking at the value of concentrating efforts on certain business fields or business segments.

**Leads:** We should state our case that we have not done the job we had hoped to do on lead development, which is demonstrated readily through the number of leads we receive. A discussion as to the "tiers" should be lead and a review of what we see as the five most likely solutions for this perceived weakness. Those possible Lead Solutions include:

1. Membership in a Development Group like "Community Resource"
2. Working from the land or building broker side of the equation and hiring or buying the information from an entity such as Untied Properties or similar resource. This could also be done through a number of different processes including but not limited to spiffs or commissions for leads that result in sales (location or relocation) at the industrial park or of other facilities.
3. The pure contracting out of Lead Development through a consultant.
4. Membership or purchasing of leads through a group like Valley Industrial or others that are wholly owned by its members.
5. Expansion of local lead development through information exchange, a much focused ad campaign coupled with a push toward utilization of GAC and other local groups for connections.

I also hope to focus the presentation on options 2, 4 and 5 and our points of attack on these issues. Should the Council wish, I would provide additional detail as to the rational behind recommending this three-pronged approach in a later document?

- ◆ More generalized public promotion of the plan. This may be done in a number of ways including the following:
  1. Review of the plan information stated above in summary at a council meeting with a resolution asking the Council for action to hire assistance in Lead Solution option 2 with a separate action on Lead Solution number 4. These resolutions should include provision of financial resources.
  2. Promotion of this plan on State of the City, Café 1310, Lions, Rotary ETC., Ambassadors and others.
  3. Promote information in the local news media through direct contact by sending copies of the presentation to them and personal contact with the resources we have in the local media. An effort needs to be made to include the GAC publication in this effort.

I think it is important to make a bit of a media blitz of this effort to help in the perception of and creation of momentum.

- ◆ Make request for approval of Lead Solutions 2 and 4 as stated above and a budget for Lead Solution 5 at a series of Council meetings. The rationale behind staggering the action at meetings is that it provides additional opportunity for the public to hear about the plan. It provides for more occasions for exposure.
- ◆ There should be a workshop or goal session that explores the question of what areas of business development should be targeted. This should be driven by the Council and determined by the Council under this plan. At this point I am not sure how this discussion would be structured but I am confident that additional research will need to be done and likely is based on three premises which are:
  1. We cannot be all things to all potential developers or businesses.
  2. There are some natural matches that we should focus resources on because of our competitive advantage in specific areas or business sectors. That may be exemplified by what seems to be a niche in Not-for-Profits locating here.
  3. There are some natural matches based on what local companies would like piggy backed with them.

Discussion on these issues would be held at workshops and choices made by consensus of the Council. As I mentioned at you last workshop, it is very difficult for me to formulate a proper question that leads to development of a resolution for the Council to vote on. I also am not sure that the kind of emphasis choice process we are talking about is done well in a regular council meeting setting. If the Council would like all of these at regular council meeting I am happy to work to make this plan fit into that process. At your last workshop you did seem comfortable with idea that aside from the Lead Solution actions much of the rest would be done internally and more informally.

- ◆ Set a meeting with DTED to inform them and promote our plan with them. We would hope to make sure that they are aware of our focus so that we are forefront in their mind over the next year or two.
- ◆ Staff may then initiate Lead Solution 2 through a direct hire based on interviews with two to three companies that we believe meet the criteria we will establish. Companies that may meet the criteria may include Untied Properties, Welsh, Fisher, Opus, or others. I anticipate that interview and recommendation coming from staff to the Council.
- ◆ Develop the basic printed materials that are needed for this effort. Those should include the following:

1. Base line publication similar to that used by the school district that is promotional and lists the various resources we have including but not limited to the following:
  - ◆ Photos of facilities such as Hospital, Community Center/library, WWTP, Water plants, parks, community entrances, housing developments
  - ◆ Listing of some major businesses and employers who are supportive of the plan and you can count on for positive reference
  - ◆ Rate structure and service providers
  - ◆ Narrative of infrastructure and capacities and capabilities
  - ◆ Listing of recent "improvements to the community
  - ◆ Who to call if you have interest
  - ◆ Maps of downtown, industrial park and significant facilities
  - ◆ Narrative about programs we have including but not limited to loan pool, rehab programs,
  - ◆ Growth statistics including a listing of recent studies done on Housing, Development, Eco Industrial, and a short narrative explain what each was geared towards.
  - ◆ Perhaps a listing of our development targets exemplified by our Not-for profit niche discussion.
  - ◆ Listing of the other Development Organizations in our community.
  
2. A series of ad slicks to be used in various publications including GAC, Minnesota Technology and commercial/industrial real estate publications and other trade publications as determined by your staff.

The overriding goal is success. That success would be made more possible through a renewed more organized and focused initiative.

I hope the Council will make time to provide for the definition of success and set a timeline for this activity while keeping in mind the many activities already on its list.

Please feel free to contact me if you have any questions or concerns.

TP/bal

## **Minnesota Politics and Government Community Based Learning Projects**

### **Project #1: Housing**

*Project description:* The Minnesota Housing Finance Agency (mnhousing.gov) “works to provide safe, decent, and affordable housing and to build stronger communities across the state.” The agency focuses its efforts particularly on low- and middle-income Minnesotans. The City of St. Peter is able to draw upon support from the MHFA in developing housing for low- and middle-income families, but this requires accurate data about the current housing stock in St. Peter. The city must know information such as the amount of housing that is occupied by renters versus by owners, the type of housing that is available, and the extent to which housing follows principles of universal design to ensure accessibility.

*Project goal:* This project team will conduct field research of the housing stock in St. Peter and prepare a report based on the data that will be presented to the St. Peter City Council.

*Project group size:* 8-10 students

### **Project #2: Electronic Cigarettes**

*Project description:* Electronic cigarettes (e-cigarettes) are a relatively new technology and many cities and states are wrestling with the question of if and how they should be regulated. In 2007, the Minnesota legislature amended the Minnesota Clean Indoor Air Act to include the “Freedom to Breathe” provision. This provision created a ban on smoking in public indoor spaces. This law does not currently affect e-cigarettes, but until the state takes action, individual cities can decide whether they want city policy to treat e-cigarettes as cigarettes or not.

*Project goal:* This project team will conduct research on e-cigarettes and policy responses to e-cigarettes and will make a formal policy recommendation based on their research to the St. Peter City Council.

*Project group size:* 5-7 students

### **Project #3: Elections**

*Project description:* Minnesota statute allows cities to choose to hold local elections in odd- or even-numbered years. About 60 Minnesota cities, including St. Peter, hold odd-year elections. There are benefits and drawbacks to holding odd-year elections and some state leaders believe that all cities should move to holding even-year elections.

*Project goal:* This project team will conduct research on the benefits and drawbacks of St. Peter's odd-year election cycle and will make a formal policy recommendation based on their research to the St. Peter City Council.

*Project group size:* 5-7 students

#### **Project #4: Child care**

*Project description:* A 2007 study found a growing demand for child care and a lack of child care spaces in the city of St. Peter. In the six years since this study, the child care market in St. Peter has changed, but it is unclear to what extent demand is now being met. Additionally, in 2013, the Minnesota legislature passed a bill authorizing the unionization of child care workers. It is unclear what impact this will have on the number of licensed child care providers.

*Project goal:* This project team will research the demand for child care facilities in St. Peter and the availability of child care spots. If a greater demand exists than can be met with current facilities, this group will identify ways of incentivizing the creation of new child care facilities. The project team will make a formal presentation of collected data and the policy recommendation to the St. Peter City Council.

*Project group size:* 5-7 students

# Exploring Perspectives on Civility: A Community-Based Research Project

Brin Bailey, Dawn Comstock, Kyle Hilding, Margaret Lane, Michelle Myers, David Newell, Michaela Rice

Gustavus Adolphus College, St. Peter, MN

## Recommendations

Through interviews and conversations with St. Peter residents, areas of opportunity were identified within the community. Based on the findings and prevailing research around civility, we generated the following recommendations. These recommendations intend to provide a framework for thought, discussion and possible future direction. These recommendations were divided into short term objectives and long term objectives.

### *Short Term Objectives*

#### **1. Integration of diverse languages into the community**

- A. Continuing/expanding/improving ESL program in schools and the community
- B. Church mass in Spanish

Outcomes:

Based on the interviews, we found that residents feel a language gap is present. The above suggestions would help to eliminate language barriers within the community and school settings.

#### **2. Continued research in the community**

- A. Include community members in continuing research and solution implementation
- B. Establish and promote St. Peter core values

Outcomes:

By Involving the community in future research and recommendation implementation, community members become more committed to the solutions themselves. In addition to a greater commitment, continuing research by the community could result in more recommendations that address the root of problems within the community. In addition, identifying specific values allows the community to see common connections across community divisions.

#### **3. Improved communication about events in town and at Gustavus**

A. Advertising of events using non-technological means and in multiple languages

Outcomes:

Make events in town and on campus known and accessible to all demographics especially those without access to technology.

#### **4. Diverse St. Peter community task force**

Outcomes:

This would be a representative group able to speak for the identified demographic factions within the community. By having individuals from various groups of the city all in one task force, this would create a committee that addresses the wellbeing of the entire community addressed in a collaborative manner.

In the long term, this group could be designed to ensure that St. Peter continues to value civility and work towards a goal of interconnectedness. This task force could help address current issues and head future research projects for the community.

#### **5. Festivals**

Outcomes:

Festivals create a fun environment that fosters curiosity and education about different cultures. Results could lead to a community that is more culturally aware and able to connect with one another. This could help bring to light the constancy of values across demographics.

### **Long Term Objectives**

#### **1. Community conversations including all demographics**

Outcomes:

The purpose would be to create a culturally educated community that understands what the overall community shares in values. It could result in a greater sense of community and all people feeling equally invested in affairs of the community.

#### **2. Shared community spaces**

- A. Green Space
- B. Community Gardens
- C. Space for Kids/Teens
- D. Outdoor Grilling Spaces

Outcomes:

This would help create a space available to all people in the community. Ultimately this would foster an environment to meet new people and develop connections across demographics.

### **3. Community Leadership program**

A. Generate a program within the community that is geared toward developing community leaders across demographics

Outcomes: The program would contribute to the growth and development of residents interested in becoming community leaders for the purpose of furthering civility in St. Peter.

### **4. As a community, engage in conversations around Peter Block's questions**

What commitment am I willing to make?

What am I willing to pay?

What is my contribution to the problem I am concerned with?

What do we want to create together?

(Block, 2003)

Outcomes:

Conversations centering around these question could lead to a greater, community awareness, understanding, connectedness, and an overall cohesive community.

Saint Peter, Minnesota, Code of Ordinances >> - CITY CODE >> Chapter 12 - BUSINESS REGULATION AND LICENSING >> ARTICLE III. - TOBACCO PRODUCTS >>

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## ARTICLE III. - TOBACCO PRODUCTS <sup>[27]</sup>

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DIVISION 1. - GENERALLY

DIVISION 2. - LICENSING AND REGULATION

DIVISION 3. - ADMINISTRATIVE OFFENSE PROCEDURES

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### FOOTNOTE(S):

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<sup>(27)</sup> *State Law reference— Authority of municipality to license and regulate tobacco sales, M.S. § 461.12. [\(Back\)](#)*

Saint Peter, Minnesota, Code of Ordinances >> - CITY CODE >> Chapter 12 - BUSINESS REGULATION AND LICENSING >> ARTICLE III. - TOBACCO PRODUCTS >> DIVISION 1. - GENERALLY >>

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## DIVISION 1. - GENERALLY

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Sec. 12-58. - Definitions.

Sec. 12-59. - Penalty.

Secs. 12-60—12-89. - Reserved.

### Sec. 12-58. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Self-service merchandising* means open display of tobacco-related products that the public has access to without the intervention of an employee.

*Tobacco-related product* means cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready, rubbed or other smoking tobacco, snuff, snuff flower, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse scrips, clippings, cuttings and sweepings of tobacco prepared in such manner as to be suitable for chewing, sniffing or smoking in a pipe, rolling paper or other tobacco-related devices.

*(Code 1989, § 6.34(subd. 2); Ord. No. 238(2nd Ser.), 12-12-1994)*

### Sec. 12-59. - Penalty.

Any person who shall violate any provision of this article shall be guilty of a misdemeanor and upon conviction thereof shall be punishable by a fine of not more than \$700.00 or imprisonment not to exceed 90 days or both, together with the costs of prosecution.

*(Code 1989, § 6.34(subd. 19); Ord. No. 238(2nd Ser.), 12-12-1994)*

**Secs. 12-60—12-89. - Reserved.**

Saint Peter, Minnesota, Code of Ordinances >> - CITY CODE >> Chapter 12 - BUSINESS REGULATION AND LICENSING >> ARTICLE III. - TOBACCO PRODUCTS >> DIVISION 2. - LICENSING AND REGULATION >>

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**DIVISION 2. - LICENSING AND REGULATION**

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Sec. 12-90. - License required.

Sec. 12-91. - Application and issuance.

Sec. 12-92. - Employees trained.

Sec. 12-93. - License fee.

Sec. 12-94. - License shall be displayed.

Sec. 12-95. - Restrictions.

Sec. 12-96. - Suspension or revocation of license.

Secs. 12-97—12-120. - Reserved.

**Sec. 12-90. - License required.**

No person shall directly or indirectly, or by means of any device keep for retail sale, sell at retail or otherwise dispose of or dispense any cigarette or cigarette wrapper tobacco-related product at any place in the City unless a license therefor shall first have been obtained as provided in this article.

*(Code 1989, § 6.34(subd. 1); Ord. No. 238(2nd Ser.), 12-12-1994)*

**Sec. 12-91. - Application and issuance.**

Application for such license shall be made to the City Clerk-Administrator on a form supplied by the City. Such application shall state the full name and address of the applicant, the location of the building and the part intended to be used by the applicant under such license, the kind of business conducted at such location, and such other information as shall be required by the application form. Upon the filing of such application with the Clerk, it shall be presented to the City Council for its consideration, and if granted by the Council, a license shall be issued by the City Clerk-Administrator upon the payment of the required fee.

*(Code 1989, § 6.34(subd. 3); Ord. No. 238(2nd Ser.), 12-12-1994)*

**Sec. 12-92. - Employees trained.**

The applicant of a license shall certify on the license application that all employees are trained on the laws relating to the sale of tobacco-related products.

*(Code 1989, § 6.34(subd. 4); Ord. No. 238(2nd Ser.), 12-12-1994)*

**Sec. 12-93. - License fee.**

The fee for every such license shall be as set forth by City Council resolution. Every such license shall expire on December 31 next after its issuance.

(Code 1989, § 6.34(subd. 5); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-94. - License shall be displayed.**

Every such license shall be kept conspicuously posted about the place for which the license is issued and shall be exhibited to any person upon request.

(Code 1989, § 6.34(subd. 6); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-95. - Restrictions.**

*Subd.* No license shall be issued:

1. Except to a person of good moral character and repute; and

(1) To a person under the age of 18 years of age.

(2) No new retail license may be issued to a person who, within five years of the

*Subd.*  
2. application, has been convicted of a violation of a State, Federal or local ordinance governing the manufacture, sale, distribution, or possession of a tobacco-related product or an alcoholic beverage.

*Subd.* No license shall be issued to an applicant for sale of tobacco-related products at any place  
3. other than his established place of business.

*Subd.* No license shall be issued for the sale of tobacco-related products at a movable place of  
4. business.

*Subd.* No one license shall be issued for more than one place of business or location.

5. No person shall sell or dispense any tobacco-related products through the use of a vending  
*Subd.* machine.

6. No person shall sell or give any tobacco-related products to any person below the age of 18  
*Subd.* years.

7. No person shall keep for sale, sell, dispose of or dispense any tobacco-related products  
*Subd.* containing opium, morphine, jimson, weed, belladonna, strychnia, cocaine, marijuana, or any  
8. other deleterious or poisonous drug except nicotine.

*Subd.* All tobacco products including individually packaged tobacco-related products offered for  
9. sale shall be located within plain view, and control of a responsible employee, so that all tobacco purchases will be readily observable by that employee.

*Subd.* Proof of age for the sale of tobacco products may be established only by one of the  
10. following:

(1) A valid driver's license or identification card issued by the State, another state, or a province of Canada, and including a photograph and date of birth of the licensed person;

(2) A valid military identification card issued by the United States Department of Defense; or

(3) In the case of a foreign national from a nation other than Canada, by a valid passport.

(Code 1989, § 6.34(subd. 7); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-96. - Suspension or revocation of license.**

The Council shall suspend for a period not to exceed 30 days, or revoke a license granted under the provisions of this article, or impose a civil fine not to exceed \$250.00, for each violation on a finding that the licensee has failed to comply with a statute, regulation or provision of this City

Code relating to tobacco sales. The Council shall revoke the license upon such finding of any licensee or agent or employee of a licensee for willfully violating any law relating to the sale of a tobacco-related product. If it shall be made to appear at the hearing thereon that such violation was not willful, the Council may order suspension; provided that revocation shall be ordered upon the third such violation or offense within a 12-month period. No suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing before the Council, a committee of the Council, or a hearing under the Administrative Procedures Act, M.S. §§ 14.57 through 14.69, as may be determined by the Council in action, calling the hearing. Such hearing shall be called by the Council upon written notice to the licensee served in person or by certified mail not less than 15 nor more than 30 days prior to the hearing date, stating the time, place and purpose thereof.

*(Code 1989, § 6.34(subd. 8); Ord. No. 238(2nd Ser.), 12-12-1994)*

**Secs. 12-97—12-120. - Reserved.**

Saint Peter, Minnesota, Code of Ordinances >> - CITY CODE >> Chapter 12 - BUSINESS REGULATION AND LICENSING >> ARTICLE III. - TOBACCO PRODUCTS >> DIVISION 3. - ADMINISTRATIVE OFFENSE PROCEDURES >>

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**DIVISION 3. - ADMINISTRATIVE OFFENSE PROCEDURES**

Sec. 12-121. - Established.

Sec. 12-122. - Definitions.

Sec. 12-123. - Notice.

Sec. 12-124. - Payment.

Sec. 12-125. - Hearing.

Sec. 12-126. - Hearing officer.

Sec. 12-127. - Failure to pay.

Sec. 12-128. - Disposition of penalties.

Sec. 12-129. - Offenses and penalties.

Sec. 12-130. - Subsequent offenses.

Secs. 12-131—12-160. - Reserved.

**Sec. 12-121. - Established.**

Administrative offense procedures established pursuant to this article are intended to provide the public and the City with an informal, cost effective, and expeditious alternative to the traditional criminal charges for violations of this article. This provision is intended to be voluntary on the part of those who have been charged with these administrative offenses. At any time prior to the payment of the administrative penalty as is provided for hereafter, the individual may withdraw from participation in the procedures in which event the City may bring criminal charges in accordance with law. Likewise, the City, in its discretion, may choose not to initiate an administrative offense and may bring criminal charges in the first instance. In the event a party participates in the administrative procedures but does not pay the monetary penalty which may be imposed, the City will seek to collect the costs of the administrative offense procedures as part of a subsequent criminal sentence in the event the party is charged and is adjudicated guilty of the criminal violation.

(Code 1989, § 6.34(subd. 9); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-122. - Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Administrative offense* means a violation of a provision of any statute or ordinance regarding the licensing, sale, furnishing, possession or use of a tobacco-related product and is subject to the administrative penalties set forth in the schedule of offenses and penalties referred to in sections 12-129 and 12-130.

(Code 1989, § 6.34(subd. 10); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-123. - Notice.**

Any officer or personnel of the City Police Department or the Community Service Officer shall, upon determining that there has been a violation, notify the violator. Said notice shall set forth the nature, date and time of violation, the name of the official issuing the notice, and the amount of the scheduled penalty.

(Code 1989, § 6.34(subd. 11); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-124. - Payment.**

Once such notice is given, the alleged violator may, within seven days of the time of issuance of the notice, pay the amount set forth on the schedule of penalties for the violation, or may request a hearing in writing, as is provided for hereafter. The penalty may be paid in person or by mail, and payment shall be deemed to be an admission of the violation.

(Code 1989, § 6.34(subd. 12); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-125. - Hearing.**

Any person contesting an administrative offense pursuant to this article may, within seven days of the time of issuance of the notice, request a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the hearing officer, the violator shall pay the penalty imposed.

(Code 1989, § 6.34(subd. 13); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-126. - Hearing officer.**

A City employee designated in writing by the City Clerk-Administrator shall be the hearing officer. The hearing officer is authorized to hear and determine any controversy relating to administrative offenses provided for in this article.

(Code 1989, § 6.34(subd. 14); Ord. No. 238(2nd Ser.), 12-12-1994)

### **Sec. 12-127. - Failure to pay.**

In the event a party charged with an administrative offense fails to pay the penalty, a criminal charge may be brought against the alleged violator in accordance with applicable statutes. If the penalty is paid or if an individual is found not to have committed the administrative offense by the hearing officer, no such charge may be brought by the City for the same violation.

*(Code 1989, § 6.34(subd. 15); Ord. No. 238(2nd Ser.), 12-12-1994)*

#### **Sec. 12-128. - Disposition of penalties.**

All penalties collected pursuant to this article shall be paid to the Finance Department and may be deposited in the City's General Fund.

*(Code 1989, § 6.34(subd. 16); Ord. No. 238(2nd Ser.), 12-12-1994)*

#### **Sec. 12-129. - Offenses and penalties.**

Offenses that may be charged as administrative offenses and the penalties for such offenses may be established by resolution of the City Council from time to time. Copies of such resolutions shall be maintained in the Office of the City Clerk-Administrator.

*(Code 1989, § 6.34(subd. 17); Ord. No. 238(2nd Ser.), 12-12-1994)*

#### **Sec. 12-130. - Subsequent offenses.**

In the event a party is charged with a subsequent administrative offense within a 12-month period of paying an administrative penalty for the same or substantially similar offense, the subsequent administrative penalty shall be increased by 25 percent above the previous administrative penalty.

*(Code 1989, § 6.34(subd. 18); Ord. No. 238(2nd Ser.), 12-12-1994)*

#### **Secs. 12-131—12-160. - Reserved.**

## Barbara A. Luker

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**From:** Erin Simmons <Erin.Simmons@lung.org>  
**Sent:** Friday, November 15, 2013 11:43 AM  
**To:** Barbara A. Luker  
**Subject:** Information for Mr. Prafke  
**Attachments:** tobacco\_licensing\_ordinance MN league of cities and PHLO.DOC

Mr. Prafke,

At our meeting last month we offered to draft sample language for your tobacco licensing code. That is the attached document with some highlighted areas. The attachment is the comprehensive language provided by the League of MN Cities. While it would be ideal for the City of St Peter to adopt the most comprehensive language possible, we understand that may not be possible at this time. Below are the insertions that we discussed in our meeting.

There have been many cities around MN that have added e-cigarettes to their policies; a few are Mankato, Duluth, St Paul and Cloquet. Several others have taken a broader approach to include sampling and indoor air. This link to the League of Minnesota Cities addresses the issue: <http://www.lmc.org/page/1/ecigs.jsp>

Based on a review of the current St Peter tobacco licensing language we suggest that the following revisions/additions be made:

*The addition of e-cigarettes to the definition of tobacco as this would require e-cigarettes to obtain a tobacco retail license. (<http://www.fda.gov/newsevents/publichealthfocus/ucm252360.htm>).*

We also suggest the addition of language regarding compliance checks as required by state law.

*Under definitions: "SMOKING. Inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, e-cigarette or any other lighted or heated tobacco or plant product. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation."*

*Also in the licensing section: Smoking. Smoking shall not be permitted and no person shall smoke within the indoor area of any establishment with a retail tobacco license. Smoking for the purposes of sampling tobacco and tobacco related products including e-cigarettes is prohibited.*

As always we are happy to answer questions that council members might have at your planning session or council meetings.

Thank you,  
*Erin*

Erin Simmons  
American Lung Association, MN

507-382-7421  
[Erin.simmons@lungmn.org](mailto:Erin.simmons@lungmn.org)

Early detection of lung cancer can increase survival rates.  
Call the Lung HelpLine at **1.800.LUNG.USA** or talk to  
your doctor about lung cancer screening.

**LungCancerScreeningSavesLives.org**



November is Lung Cancer Awareness Month

## INTRODUCTION AND INSTRUCTIONS

This model tobacco licensing ordinance is a collaboration between the League of Minnesota Cities and the Public Health Law Center.

This ordinance contains a number of provisions a city may adopt. A city wishing to adopt this ordinance should review it with the city attorney to determine which provisions are suited to the city's circumstances. A city can modify this ordinance by eliminating provisions that concern activities it does not seek to regulate. Because provisions within this ordinance are controlled by statute, the city attorney should review any modifications to ensure they conform to state law. In addition, the city attorney should review the entire ordinance before it is adopted because it establishes rights and responsibilities of both the city and the license applicants and holders.

This model ordinance is drafted in the form prescribed by Minn. Stat. § 412.191, subd. 4, for statutory cities. Home rule charters often contain provisions concerning how the city may enact ordinances. Home rule charter cities should consult their charter and city attorney to ensure that the city complies with all charter requirements.

This ordinance will affect existing license holders. Therefore, a copy of the proposed ordinance should be mailed to each license holder to inform them of its contents and provide them an opportunity to make their views known.

If your city has codified its ordinances, a copy of any new ordinance must be furnished to the county law library or its designated depository pursuant to Minn. Stat. § 415.021.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF  
TOBACCO AND TOBACCO RELATED DEVICES AND PRODUCTS WITHIN THE CITY  
OF \_\_\_\_\_ MINNESOTA

THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MINNESOTA DOES ORDAIN:

Section

- 1 Purpose and intent
- 2 Definitions
- 3 License
- 4 Fees
- 5 Basis for denial of license
- 6 Prohibited sales
- 7 Self-service sales
- 8 Responsibility
- 9 Compliance checks and inspections
- 10 Other illegal acts
- 11 Exceptions and defenses
- 12 Severability
- 13 Violations and penalty

**SECTION 1. PURPOSE AND INTENT.**

Because the city recognizes that many persons under the age of 18 years purchase or otherwise obtain, possess and use tobacco, tobacco products, tobacco-related devices, and nicotine or lobelia delivery devices, and the sales, possession, and use are violations of both state and federal laws; and because studies, which the city hereby accepts and adopts, have shown that most smokers begin smoking before they have reached the age of 18 years and that those persons who reach the age of 18 years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance shall be intended to regulate the sale, possession and use of tobacco, tobacco products, tobacco-related devices, and nicotine or lobelia delivery devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, tobacco-related devices, and nicotine or lobelia delivery devices, and to further the official public policy of the state in regard to preventing young people from starting to smoke as stated in M.S. § 144.391, as it may be amended from time to time. In making these findings, the City Council accepts the conclusions and recommendations of Center for Disease Control in their study "Selected Cigarette Smoking Initiation and Quitting Behaviors Among High School Students, United States, 1997," and of the following medical professionals in these medical journals: Khuder SA, et al., "Age at Smoking Onset and its Effect on Smoking Cessation," *Addictive Behavior* 24(5):673-7, September-October 1999; D'Avanzo B, et al., "Age at Starting Smoking and Number of Cigarettes Smoked," *Annals of Epidemiology* 4(6):455-59, November 1994; Chen, J & Millar, WJ, "Age of Smoking Initiation: Implications for Quitting," *Health Reports* 9(4):39-46, Spring 1998; Everett SA, et al., "Initiation of Cigarette Smoking and Subsequent Smoking Behavior Among U.S. High School Students," *Preventive Medicine*, 29(5):327-33,

November 1999, copies of which are adopted by reference.

## **SECTION 2. DEFINITIONS.**

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**COMPLIANCE CHECKS.** The system the city uses to investigate and ensure that those authorized to sell tobacco, tobacco products, tobacco-related devices, and nicotine or lobelia delivery devices are following and complying with the requirements of this ordinance. **COMPLIANCE CHECKS** shall involve the use of minors as authorized by this ordinance. **COMPLIANCE CHECKS** shall also mean the use of minors who attempt to purchase tobacco, tobacco products, tobacco-related devices, or nicotine or lobelia delivery devices for educational, research and training purposes as authorized by state and federal laws. **COMPLIANCE CHECKS** may also be conducted by other units of government for the purpose of enforcing appropriate federal, state or local laws and regulations relating to tobacco, tobacco products, tobacco-related devices, and nicotine or lobelia delivery devices.

**INDIVIDUALLY PACKAGED.** The practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include but not be limited to single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be considered individually packaged.

**INDOOR AREA.** All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

**LOOSIES.** The common term used to refer to a single or individually packaged cigarette or any other tobacco product that has been removed from its packaging and sold individually. The term "loosies" does not include individual cigars with a retail price, before any sales taxes, of more than \$2.00 per cigar.

**MINOR.** Any natural person who has not yet reached the age of 18 years.

**MOVEABLE PLACE OF BUSINESS.** Any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

**NICOTINE OR LOBELIA DELIVERY DEVICES.** Any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco as defined in this section, not including any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation, harm reduction, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

**RETAIL ESTABLISHMENT.** Any place of business where tobacco, tobacco products, tobacco-related devices, or nicotine or lobelia delivery devices are available for sale to the general public. The phrase shall include but not be limited to grocery stores, convenience stores, restaurants, and drug stores.

**SALE.** Any transfer of goods for money, trade, barter or other consideration.

**SELF-SERVICE MERCHANDISING.** Open displays of tobacco, tobacco products, tobacco-related devices, or nicotine or lobelia delivery devices in any manner where any person shall have access to the tobacco, tobacco products, tobacco-related devices, or nicotine or lobelia delivery devices, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, tobacco-related device, or nicotine or lobelia delivery device between the customer and the licensee or employee. Self-service sales are interpreted as being any sale where there is not an actual physical exchange of the product between the clerk and the customer.

**SMOKING.** Inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe, e-cigarette, or any other lighted or heated tobacco or plant product intended for inhalation.

**TOBACCO or TOBACCO PRODUCTS.** Tobacco and tobacco products includes cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

**TOBACCO-RELATED DEVICES.** Tobacco-related devices includes any tobacco product as well as a pipe, rolling papers, ashtray, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing or smoking of tobacco or tobacco products, or e-cigarettes.

**VENDING MACHINE.** Any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products or tobacco-related devices upon the insertion of money, tokens or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product or tobacco-related device.

### SECTION 3. LICENSE.

(A) *License required.* No person shall sell or offer to sell any tobacco, tobacco products, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device without first having obtained a license to do so from the city.

(B) *Application.* An application for a license to sell tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary. Upon receipt of a completed application, the City Clerk shall forward the application to the City Council for action at its next regularly scheduled City Council meeting. If the City Clerk shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.

(C) *Action.* The City Council may either approve or deny the license, or it may delay action for a

reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Clerk shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the City Council's decision.

(D) *Term.* All licenses issued under this section shall be valid for one calendar year from the date of issue.

(E) *Revocation or suspension.* Any license issued under this section may be revoked or suspended as provided in Section 14.

(F) *Transfers.* All licenses issued under this section shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.

(G) *Moveable place of business.* No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this section.

(H) *Display.* All licenses shall be posted and displayed in plain view of the general public on the licensed premise.

(I) *Renewals.* The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.

(J) *Issuance as privilege and not a right.* The issuance of a license issued under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

(K) *Proximity to youth-oriented facilities.* No license shall be granted pursuant to this section to any person for any retail sales of tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices within 1,000 feet of any school, playground, house of worship, or youth-oriented facility, as measured by the shortest line between the space to be occupied by the proposed licensee and the occupied space of the school, playground, house of worship, or youth-oriented facility, unless that person has been in the business of selling such products in that location before the date this section was enacted into law for at least one year. For the purpose of this section, a youth-oriented facility is defined to include any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or which primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21.

(L) *Proximity to other tobacco retailers.* No license shall be granted pursuant to this section to any person for any retail sales of tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices within two thousand feet of any other establishment holding such a license, as measured by the shortest line between the space to be occupied by the proposed licensee and the occupied space of the nearest existing licensee, unless that person has been in the business of selling such products in that location before the date this section was enacted into law for at least one year.

(M) *Smoking.* Smoking shall not be permitted and no person shall smoke within the indoor area of any establishment with a retail tobacco license. Smoking for the purposes of sampling tobacco and tobacco related products, and cigarette, or nicotine or lobelia delivery devices are prohibited.

Penalty, see Section 14.

#### **SECTION 4. FEES.**

No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be established in the city's Ordinance Establishing Fees and Charges, as it may be amended from time to time.

Penalty, see Section 14.

#### **SECTION 5. BASIS FOR DENIAL OF LICENSE.**

(A) Grounds for denying the issuance or renewal of a license under this chapter include but are not limited to the following:

(1) The applicant is under the age of 18 years.

(2) The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices.

(3) The applicant has had a license to sell tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices revoked within the preceding 12 months of the date of application.

(4) The applicant fails to provide any information required on the application, or provides false or misleading information.

(5) The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.

(B) However, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the city must deny the license.

(C) If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter.

Penalty, see Section 14.

#### **SECTION 6. PROHIBITED SALES.**

It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, tobacco product, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device:

(A) To any person under the age of 18 years.

(B) By means of any type of vending machine.

(C) By means of self-service methods whereby the customer does not need to make a verbal or

written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, tobacco-related device, or nicotine or lobelia delivery device and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device between the licensee, or the licensee's employee, and the customer.

(D) By means of loosies as defined in Section 2.

(E) Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other tobacco products.

(F) By any other means, to any other person, on in any other manner or form prohibited by federal, state or other local law, ordinance provision, or other regulation.

Penalty, see Section 14.

#### **SECTION 7. SELF-SERVICE SALES.**

It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, tobacco products, tobacco-related devices, or nicotine or lobelia delivery devices by any means where by the customer may have access to those items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device between the licensee or his or her clerk and the customer. All tobacco, tobacco products, tobacco-related devices, e-cigarette, and nicotine or lobelia delivery devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Any retailer selling tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices at the time this chapter is adopted shall comply with this section within 90 days following the effective date of this chapter.

Penalty, see Section 14.

#### **SECTION 8. RESPONSIBILITY.**

All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices on the licensed premises, and the sale of an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the city from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law, or other applicable law or regulation.

Penalty, see Section 14.

#### **SECTION 9. COMPLIANCE CHECKS AND INSPECTIONS.**

All licensed premises shall be open to inspection by the city police or other authorized city official during regular business hours. From time to time, but at least once per year, the city shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age

of 15 years but less than 18 years to enter the licensed premise to attempt to purchase tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices. Minors used for the purpose of compliance checks shall be supervised by city designated law enforcement officers or other designated city personnel. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices when those items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law.

Penalty, see Section 14.

## **SECTION 10. OTHER ILLEGAL ACTS.**

Unless otherwise provided, the following acts shall be a violation of this chapter:

(A) *Illegal sales.* It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco, tobacco product, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device to any minor.

(B) *Illegal possession.* It shall be a violation of this chapter for any minor to have in his or her possession any tobacco, tobacco product, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device. This division (B) shall not apply to minors lawfully involved in a compliance check.

(C) *Illegal use.* It shall be a violation of this chapter for any minor to smoke, chew, sniff or otherwise use any tobacco, tobacco product, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device.

(D) *Illegal procurement.* It shall be a violation of this chapter for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device, and it shall be a violation of this chapter for any person to purchase or otherwise obtain those items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, tobacco-related device, e-cigarette, or nicotine or lobelia delivery device. This division (D) shall not apply to minors lawfully involved in a compliance check.

(E) *Use of false identification.* It shall be a violation of this chapter for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

Penalty, see Section 14.

## **SECTION 11. EXCEPTIONS AND DEFENSES.**

Nothing in this chapter shall prevent the providing of tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this chapter

for a person to have reasonably relied on proof of age as described by state law.

## **SECTION 12. SEVERABILITY.**

If any section or provision of this ordinance is held invalid, such invalidity shall not affect other sections or provisions which can be given force and effect without the invalidated section or provision.

## **SECTION 13. VIOLATIONS AND PENALTY.**

(A) *Misdemeanor prosecution.* Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any alleged violation of this ordinance.

(B) *Violations.*

(1) *Notice.* A person violating this chapter may be issued, either personally or by mail, a citation that sets forth the alleged violation and that informs the alleged violator of his or her right to a hearing on the matter. The citation shall provide notice that a hearing must be requested within ten (10) business days of receipt and that hearing rights shall be terminated if a hearing is not promptly requested. The citation shall provide information on how and where a hearing may be requested, including a contact address and phone number.

(2) *Hearings.*

(a) Upon issuance of a citation, a person accused of violating this chapter may request in writing a hearing on the matter. Hearing requests must be made within ten (10) business days of the issuance of the citation and delivered to the city clerk or other designated city officer. Failure to request a hearing within ten (10) business days of the issuance of the citation will terminate the person's right to a hearing.

(b) The city clerk or other designated city officer shall set the time and place for the hearing. Written notice of the hearing time and place shall be mailed or delivered to the accused violator at least ten (10) business days prior to the hearing.

(3) *Hearing Officer.* The city official designated by the City Council shall serve as the hearing officer. The hearing officer must be an impartial employee of the city or an impartial person retained by the city to conduct the hearing.

(4) *Decision.*

(a) A decision shall be issued by the hearing officer within ten (10) business days. If the hearing officer determines that a violation of this chapter did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under division (B) of this section, shall be recorded in writing, a copy of which shall be provided to the city and the accused violator by in person delivery or mail as soon as practicable. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings shall be recorded and a copy provided to the city and the acquitted accused violator by in person delivery or mail as soon as practicable.

(b) *Costs.* If the citation is upheld by the hearing officer, the city's actual expenses in holding the hearing up to a maximum of \$1,000.00 shall be paid by the person requesting the hearing.

(c) The decision of the hearing officer is final.

(5) *Appeals.* Appeals of any decision made by the hearing officer shall be filed in the district

court for the city in which the alleged violation occurred within ten (10) business days.

(6) *Continued violation.* Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

(C) *Administrative penalties.*

(1) *Licensees.* Any licensee found to have violated this chapter, or whose employee shall have violated this chapter, shall be charged an administrative fine of \$75 for a first violation of this chapter; \$200 for a second offense at the same licensed premises within a 24-month period; and \$250 for a third or subsequent offense at the same location within a 24-month period. In addition, after the third offense, the license shall be suspended for not less than seven consecutive days.

(2) *Other individuals.* Other individuals, other than minors regulated by division (C)(3) of this section, found to be in violation of this chapter shall be charged an administrative fine of \$50.

(3) *Minors.* Minors found in unlawful possession of or who unlawfully purchase or attempt to purchase, tobacco, tobacco products, tobacco-related devices, e-cigarette, or nicotine or lobelia delivery devices, shall be subject to an administrative fine, or may be subject to tobacco-related education classes, diversion programs, community services, or another penalty that the city believes will be appropriate and effective. The administrative fine or other penalty shall be established by City Council ordinance upon the City Council's consultation with interested parties of the courts, educators, parents and children to determine an appropriate penalty for minors in the city. This administrative fine or other penalty may also be established from time to time by the Ordinance Establishing Fees and Charges, as it may be amended from time to time.

(4) *Statutory penalties.* If the administrative penalties authorized to be imposed by M.S. § 461.12, as it may be amended from time to time, differ from those established in this section, then the statutory penalties shall prevail.

**SECTION 14. EFFECTIVE DATE.**

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

St. Peter Area Veterans Memorial Committee  
October 2, 2013  
Meeting Minutes

Attendance: Bob Lambert, Chair, Jerry Pfeifer, Greg Stone, Greg Seitzer, Jeff Domras,  
Wendy Block

Absent: Bob Sandeen, Jim Weber, Ron Haugen

- I. Lambert called the meeting to order at 4:30pm
- II. Lambert summarized our presentation to the City Council on September 3rd and then read the letter from City Manager Todd Prafke which summarized the Council's request that the Committee consider reducing the size of the memorial and consider relocating it somewhere else within Minnesota Square Park or at Johnson Park.
- III. Eric Oleson and Eric Sahnou then reviewed possible ways to reduce the footprint of the memorial and discussed pros and cons of relocating the memorial to the Northeast corner of the park as well as the Southeast corner or along College Ave. at 3rd Street. They also discussed the pros and cons of Johnson Park.
- IV. The committee members then shared their own opinions on both the options for reducing the size of the project and various relocation options. After a lengthy discussion all committee members were unanimous in the following recommendation:

Reducing size:

The committee does support reducing the size of the memorial in an attempt to reduce the cost and to comply with the Council's wishes. The committee directed the architects to reduce the width of the walkway around the outside of the memorial from 16 feet to ten feet in width, and to do whatever else they feel is appropriate to "squeeze" the size of the memorial without changing the design.

Relocation:

The committee discussed the reasons the Council requested we consider relocating the memorial and was opposed to relocating the memorial for the following reasons:

1. The Council mentioned the possible problem that noise from the highway would make it difficult to reflect at that site. The committee indicated that when someone goes to a cemetery or any other place to reflect they aren't thinking about the noise. One of the committee members noted the noise surrounding the Fort Snelling Cemetery does not detract from the experience of visiting that site. Another committee member noted that this memorial is not designed to accommodate Veteran's Day speakers or other programs which would be bothered by noise. Those will still be held at the pavilion but the location of the site is close enough to the pavilion to still direct the audience at those events to visit the site as a part of the program.

2. Another issue was the distance people had to walk to the memorial. A Committee member pointed out that the pavilion, located in the center of the park is as far away from parking as the memorial would be, and thousands of people are invited to events at that location and are expected to walk many blocks to attend. Someone else noted that he had visited dozens of memorials and could only think of three that had parking immediately adjacent to the site, most required people to walk several hundred feet to see the memorial. It was also noted that the Committee did not expect that many people driving by on highway 169 would stop to visit the memorial, but placing the memorial "at center stage" and using the existing flags as the base of the memorial, those people driving by would know that St. Peter wanted to honor its veterans by locating the memorial in a prominent location. It doesn't seem to make sense to ignore the effort St. Peter has already made to advertise its patriotism by not using the flags as a part of the memorial.
  3. Three of the committee members were also on the Park Pavilion Design Committee. All three agreed that when the idea of integrating the memorial in to the pavilion was brought up at the end of that process the members of the Design Committee were opposed to that idea. They preferred the memorial would be far enough away from the pavilion so that it would not interfere with the programming that goes on at that location. They believed that the memorial was a place to honor and reflect and that was not fitting with the purpose of the pavilion. The proposed location does not interfere with any of the existing use of the pavilion or programs associated with it.
  4. It has been suggested that the memorial would "block the view" of the pavilion which has been the focal point of the park. The architects involved in the design of the memorial were also involved in the design of the pavilion and were aware of that concern. That is why the cast stone monuments are so thin in design while the remaining structures are relatively low profile and the "wall" facing Minnesota Ave. is divided in to several short walls to insure that the view from the highway allows one to see "through" the site to the pavilion. The trees and the flags do much more to block the view of the pavilion than would this memorial.
- IV. The Committee requested Lambert draft a letter to the City Council explaining why it is opposed to relocating the memorial and to send the letter when the architects have completed a revised plan showing the reduced size as per the Committee direction. The Committee has been working on this project for two years in order to find a site that is acceptable to the Council and to the citizens of St. Peter. The goal of this committee was to provide the citizens of St. Peter with a "landmark" of which they all would be proud, and a project that would be worthy of honoring all of the past and future members of our community who have been, and will be, willing to serve their country to preserve the freedom we all enjoy, and hopefully do not take for granted. We understand the concern that some have that feel a veterans memorial

might change the nature of Minnesota Square Park. We feel that it will only enhance the park that is the centerpiece of St. Peter's park system that hosts the majority of our community events. like the 4th of July celebration, or Memorial Day or Veteran's Day as well as the many festivals that provide music and fun for all. What better place to honor those who have served our entire community by their willingness to give their lives to preserve the right to have a place like Minnesota Square Park?

V. The meeting adjourned at 5:30pm.



## Todd Prafke

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**From:** Lewis Giesking  
**Sent:** Friday, September 13, 2013 8:18 AM  
**To:** Todd Prafke  
**Subject:** 169 coalition meeting

This was one of the most significant meetings the 169 coalition has had to date. The Minnesota Department of transportation set up the Corridor of Commerce grant program which will initiate this fall with awards being made in the winter of 2013/14. \$351 million has been allocated for this grant programs which will be distributed on a competitive basis to highway projects around the state. Any government entity may submit a project. The criteria for project selection was presented at the meeting by Khani Sahebjam - the past assistant MnDOT commissioner, now with HDR engineers. Key components for submittal include: 1. the project cannot be on the STIP or funding list; 2. The project must have full support of the communities in the area 3. The remainder of the criteria would be evaluation of economic factors to show the project would be cost effective. This evaluation would be done by MnDOT. MnDOT has indicated they will provide more detailed criteria for submittal of projects. It is anticipated, that there will be 30 days to submit projects after this additional criteria has been advanced. Khani suggested there is some politics involved as the original bill favors projects that are two-lane increments in the middle of a four-lane highway. This seems to be aimed directly at the two sections of Highway 14 that are not completed, the one from Mankato towards New Ulm and the section from Owatonna to Dodge Center. Khani also suggested MnDOT will split the grant money - one half to the metro area and one half to out state. Highway 169 projects should fare well as approximately 40% of the state employment is located within 10 miles either side of Highway 169 from Mankato to Minneapolis.

The 169 coalition board considered four projects for support and submittal to MnDOT: 1. A mnpass lane, added each way on Highway 169 from Shakopee to highway 494. 2. A new interchange at the highway 41 intersection. 3. A new interchange at the highway 282 intersection at Jordan. 4. Completion of the interchange at the highway 14 intersection in Mankato.

Scott County has changed the interchange projects at 41 and 282 to a tight diamond urban interchange to reduce the cost of the projects.

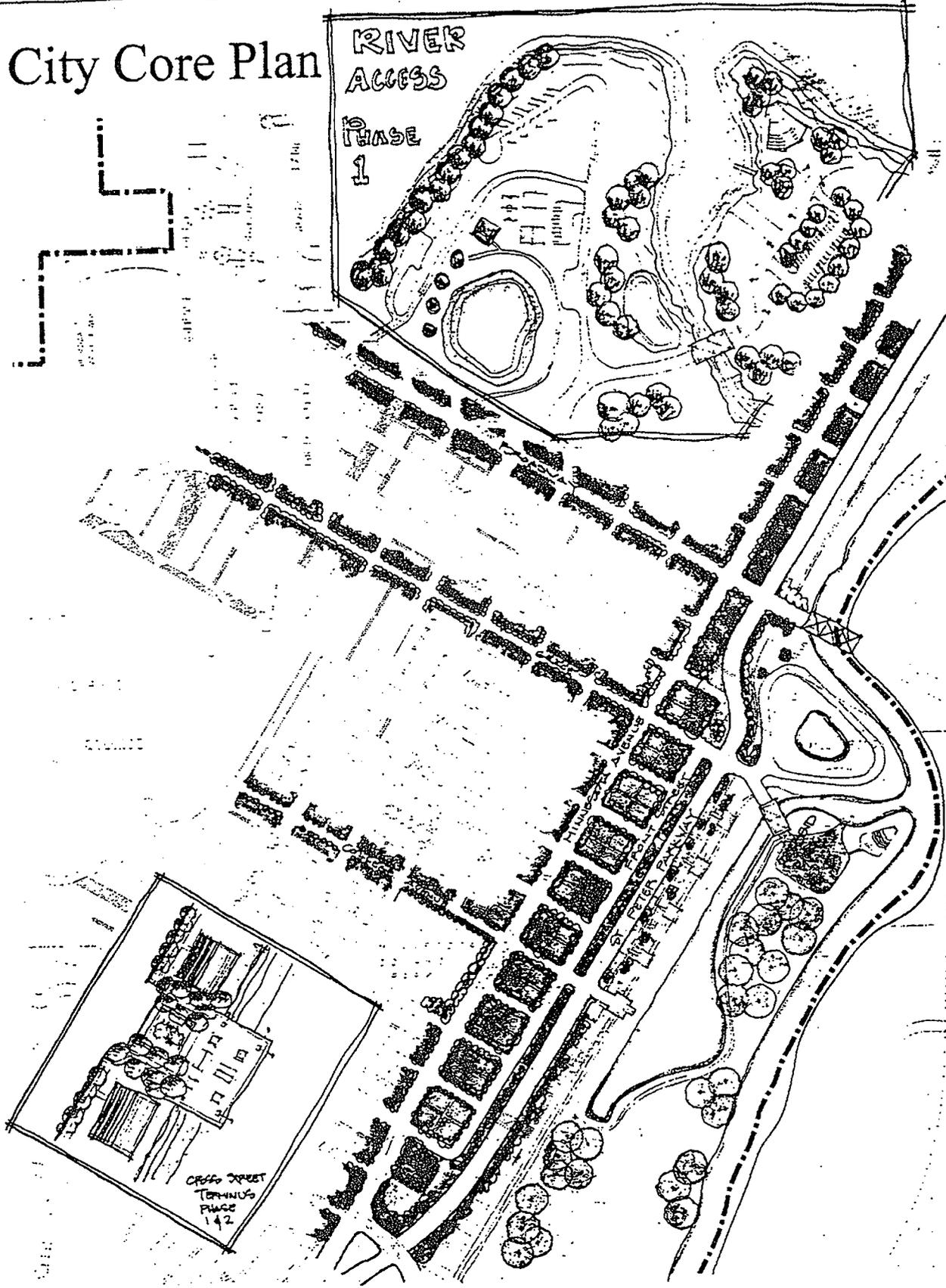
Bielle Plaine had two people at the meeting promoting an interchange to replace the left only intersection at County Road three on the southside of Belle Plaine. They were adamant that their project should be included because it was strongly supported by Belle Plaine residents and is needed by the city. Others argued that the project would not provide the economic benefit or meet economic criteria to be a successful project in this competition. The board decided not to support the Belle Plaine project.

Three people attended from Mankato one argued that there was not community support for the highway 14 project, the other two argued that there is full support for a project at Highway 14. The board voted to support the highway 14 project with the expectation that Mankato and North Mankato will provide letters of support necessary for the project to move forward.

After much discussion, the board voted to provide support for all four projects, pending changes that might occur due to additional criteria set by MnDOT. The board gave the executive committee authority to act on short notice relating to any of the four projects based on the new criteria. There was general agreement that the Mnpass project is probably the strongest project due to the high traffic volumes on 169 and the Shakopee -Eden Prairie area.

If the three projects north of Saint Peter are funded, it would put the focus squarely on a Saint Peter bypass. It will be interesting to see how long the Corridor of Commerce Grant program will be around.

# City Core Plan



## Saint Peter, Minnesota

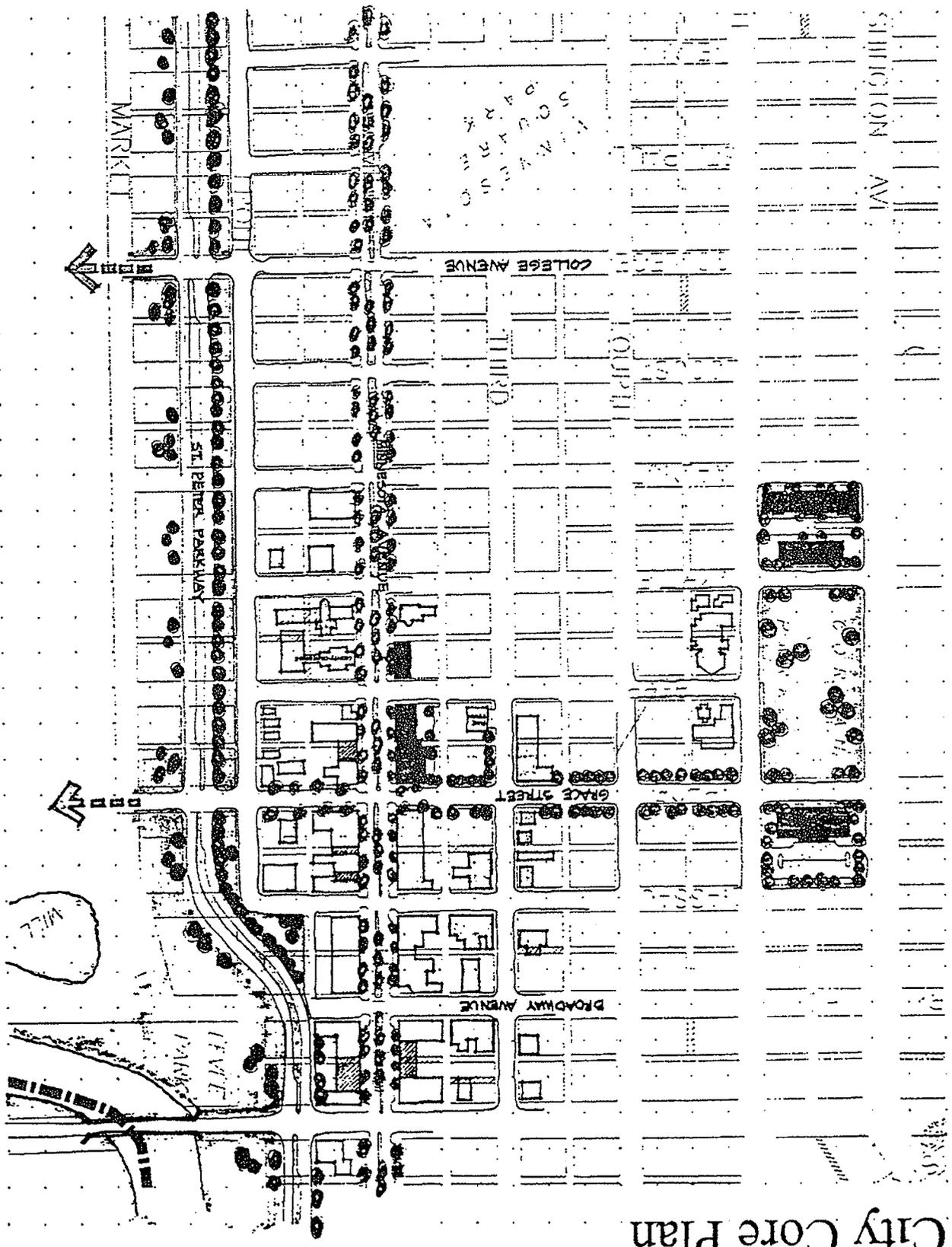
Minnesota Design Team

Spring 1999

SCALE 1" = 200'

DRAWING 3

# City Core Plan



# Saint Peter, Minnesota

Minnesota Design Team

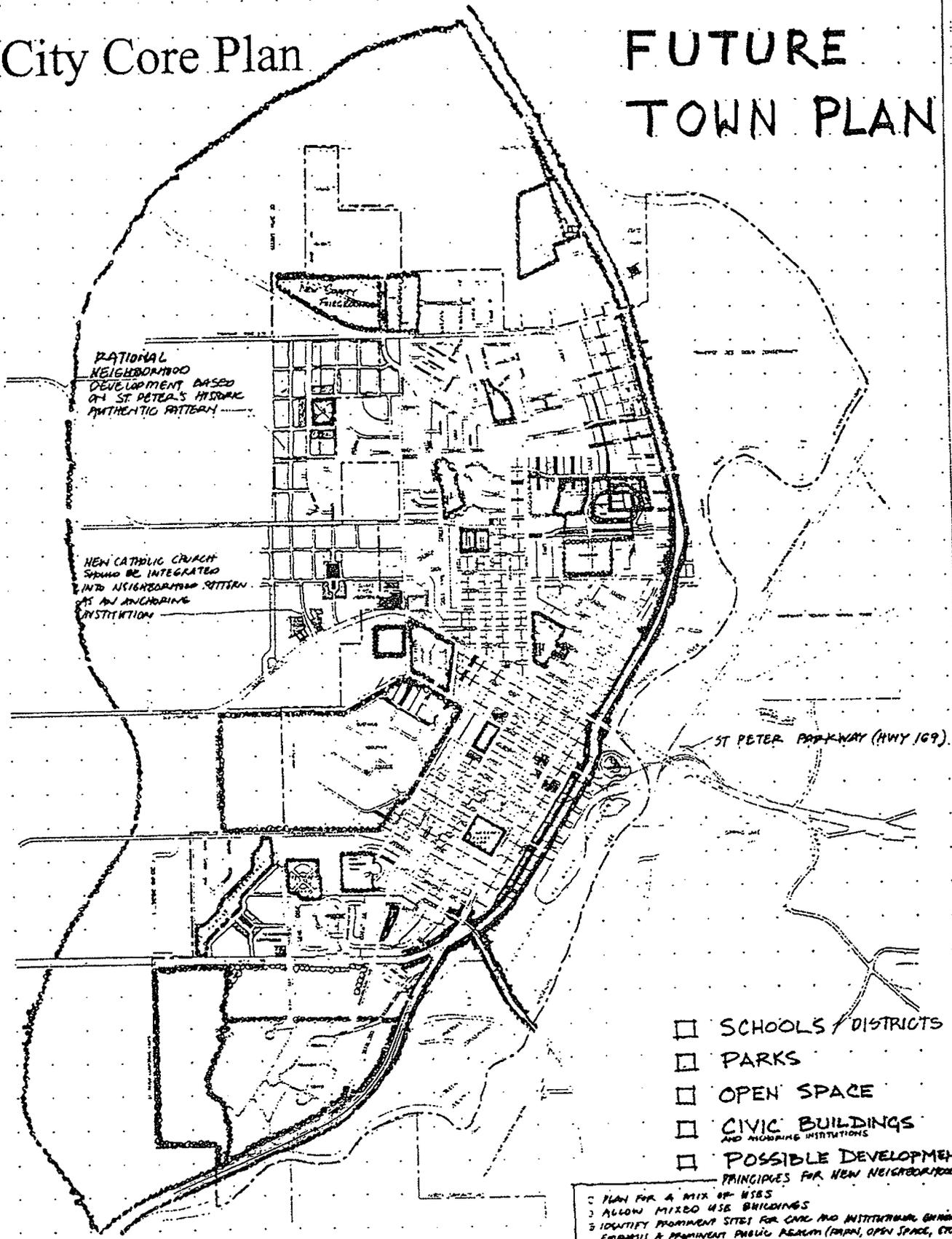
Spring 1999

SCALE 1" = 100'



# City Core Plan

# FUTURE TOWN PLAN



RATIONAL NEIGHBORHOOD DEVELOPMENT BASED ON ST. PETER'S HISTORIC AUTHENTIC PATTERN

NEW CATHOLIC CHURCH SHOULD BE INTEGRATED INTO NEIGHBORHOOD PATTERN AS AN ANCHORING INSTITUTION

ST. PETER PARKWAY (HWY 169)

- SCHOOLS / DISTRICTS
- PARKS
- OPEN SPACE
- CIVIC BUILDINGS AND ANCHORING INSTITUTIONS
- POSSIBLE DEVELOPMENT PRINCIPLES FOR NEW NEIGHBORHOODS

- 1 PLAN FOR A MIX OF USES
- 2 ALLOW MIXED USE BUILDINGS
- 3 IDENTIFY PROMINENT SITES FOR CIVIC AND INSTITUTIONAL BUILDINGS
- 4 EMPHASIS A PROMINENT PUBLIC REALM (PARKS, OPEN SPACE, ETC.)
- 5 HUMAN SCALE - PEDESTRIAN FRIENDLY
- 6 A NETWORK OF STREETS THAT ARE INTER-CONNECTED
- 7 AN AVERAGE DENSITY OF APPROX. 5 UNITS/ACRE
- 8 CLEARLY DEFINED CENTER AND EDGE
- 9 STREETS DESIGNED FOR PEOPLE AND CARS

## Saint Peter, Minnesota

Minnesota Design Team

Spring 1999

SCALE 1" = 600'

DRAWING

# CITY OF SAINT PETER HOT SHEET



All the City news you need to know and a little bit more!  
City Info Line 507-934-0675 TDD #711  
The City of Saint Peter is an equal opportunity provider.



The following information is a publication of the City of Saint Peter, City Administrator's Office, 934-0663, 227 South Front Street. Please contact us at [barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov) or visit our Facebook page at [www.facebook.com/cityofsaintpeter](http://www.facebook.com/cityofsaintpeter)



11/13/2013

**CITY COUNCIL ACTIONS** – Action taken by the City Council at the regular meeting of November 12, 2013 included public hearings and subsequent action to assess unpaid utility charges, miscellaneous charges, and private infrastructure project charges; affirmation of the purchase of and designation of the funding sources for purchase of 75.06 acres of land to be used for future park purposes; approval for the purchase of right-of-way for the Washington Avenue Link Improvement Project; approval of modifications to the revolving loan fund program; authorization to execute a letter of intent with the Minnesota Department of Transportation for joint bidding of Highway improvement projects in 2014; adoption of a resolution accepting the 2013 general election results; and a closed session to discuss land sale negotiations and the City Administrator's evaluation.

The next regular meeting of the City Council will be Monday, November 25th at 7:00 p.m. in the Governors' Room of the Community Center. For more information on City Council meetings, please contact the City Administrator's office at 934-0663. A copy of the Council packet is also available on the City's website at <http://www.saintpetermn.gov/city-council-minutes-agendas-packets>.



**MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE)** – *Parks Plan...What's that?* Saint Peter has had a parks plan for many, many years. That plan was painstakingly put

together by a group of volunteers also called the Parks and Recreation Advisory Board. This group is always thinking about parks. Not just the parks you read a book in. Not just the parks where you

play soccer or baseball. Not just the parks you run though on your morning jog. Not just the ones you hear the music played at, but all parks. Their plan was approved by the City Council and has been in place since 2005.

The Council and School Board talked about it at a televised meeting a few weeks back. The Parks Board talks about it often and the City Council revisits these plans on a regular basis. It is a very important planning document. You can find it on our web site at <http://www.saintpetermn.gov/sites/default/files/documents/public-works/ParksMasterPlan2005Part1.pdf>.

If you look at the parks plan you will see so many things. One of the things I want to highlight this time is the portion that looks forward to what we do as we grow. There are numbers and maps that give us direction relative to where new parks should generally be and how much park space we should have.

As the City grows more parks will be needed and we already feel the pressure of not enough ball fields, soccer field and the like. The Council aims to work to fix that. How do they fix that? According to the Parks plan, in the future the City will need to acquire property to meet our park's needs.

There are any number of ways that acquiring the property can take place and one of the easiest is simply to buy it when it comes up for sale. The challenge for the Council will be to plan well financially, which they have done, but also to make sure they do not pay too much so that acquiring the property by legal means would be cheaper. It really is that balance between cost and hassle for a legal process.

As you look at the parks plan you will see areas where parks are likely to be placed. Please know that the City will be out there looking for the best ways to ensure that parks can continue to meet the

needs of the community and continue the great history we have with wonderful parks.

Will you look at our parks plan? It makes me wonder....



**LEAF COLLECTION IS COMPLETED!** –

The City's annual curbside leaf collection has been completed. Although we realize that not everyone may have had time to rake their leaves to the curb, after one month and combing the entire community six (6!) times, the process has been concluded by the City and the Public Works crews are now focusing on their final street sweeping before the snow falls and boulevard tree trimming. Property owners who missed the curbside collection may haul their leaves to the City's compost drop-off site located at the intersection of St. Julien and North Swift Street. The site is open 24-7 for the convenience of City residents. (Please note that it is illegal to burn leaves or any other materials within the City limits.)

**HOSPITAL COMMISSION MEETING CHANGE** – The next regular meeting of the Hospital Commission is being rescheduled to Tuesday, November 26<sup>th</sup> at 12:00 noon to eliminate scheduling conflicts related to the Thanksgiving holiday. Agendas for Hospital Commission meetings are posted at City Hall (on the legal notices bulletin board) and on the River's Edge Hospital and Clinic website at <http://riversedgehealth.org/about-us/hospitalcommission/>

**HOLIDAY HOURS** – All non-emergency City offices including the Library will be closed on Thursday, November 28<sup>th</sup> and Friday, November 29<sup>th</sup> for the Thanksgiving holiday.



The Community Center will be closed on Thanksgiving Day but will be open on Friday at 6 a.m. until 6:00 p.m. Hours on Saturday, November 30<sup>th</sup> will be 8 a.m. to 6 p.m. and Sunday, December 1<sup>st</sup> the building opens at 12:00 noon and closes at 8:00 p.m.

Here are the hours for transit during the upcoming holidays:

Thursday, November 28 <sup>th</sup>	No Transit Service
Friday, November 29 <sup>th</sup>	Normal hours
Tuesday, December 24 <sup>th</sup>	Dial a Ride operating 7AM to 4:30 PM

Route bus operating from 10:00 AM to 4:00 PM

Wednesday, December 25 <sup>th</sup>	No Transit Service
Tuesday, December 31 <sup>st</sup>	Normal Hours
Wednesday, January 1 <sup>st</sup>	No Transit Service

**BUILDING DEPARTMENT PROCESS** – *This is the fourth installment in a series of articles following the building permit process.*

On October 29<sup>th</sup> Building Official Dean Busse went to the Prafke project site to do a poly (plastic sheeting) inspection for under the basement floor. This inspection goes along with the radon mitigation system. First, the Building Inspector looked to see that a drain tile was installed along with three to four inches of clean gravel then a minimum .6 millimeter poly installed on top. The poly needed to be sealed at all penetrations and overlapped at least 12 inches or taped. Then the Inspector looked at the vent pipe. This pipe runs out through the roof. Also, an outlet will need to be installed so a fan can be added at a later date if needed. There is no electrical work done yet so he will have to check for the outlet during the framing inspection. He also took a look over the framing at this time although the contractor has not quite completed framing yet. The Building Inspector wanted to do the early check so if the contractor has missed something he has time to get it done. But all was good. After the Electrical inspection is completed he will do the framing inspection.

More information will be provided in an upcoming issue of the Hot Sheet on the Prafke project and the City's inspection services.

**REFUSE SERVICES** – You may have seen recent news articles about the increasing amount of recyclable materials that is ending up in the refuse stream. It appears the amount of kitchen waste (leftovers, scraps from peeling vegetables, etc....) being put into the regular refuse container is increasing along with the amount of paper and plastic materials. One estimate is that over \$217 million in recyclable materials is being thrown away rather than being recycled.



The City has worked with our refuse contractor to make recycling of materials as easy as possible. We offer mixed curbside recycling and the kinds of products that is recyclable has been steadily increasing.

The City's contract with Waste Management will expire in early 2014 and staff has been putting together lots of information that will help us as we consider a new contract. Here's a little info on the breakdown of the options selected by our residential customers....

- 155 customers use volume base
- 1,958 using the 60 gallon service
- 783 using the 90 gallon service

In addition, many, many of our customers are such good recyclers that they have more than one recycling curbie. Customers who would like an additional recycling curbie (the gold topped cart) can get one at no cost by contacting the Finance Department at City Hall (934-0664).

**HELP WANTED** – The City of Saint Peter is accepting applications for the following positions:

- **PART-TIME BUILDING SUPERVISOR** – in the Recreation and Leisure Services Department.

The Building Supervisor supervises the Community Center and performs light custodial duties. Minimum qualifications: High School diploma or equivalent; formal CPR and First Aid training or ability to be certified within six months of employment; experience working with the public. Desired qualifications: Experience in building maintenance functions; formal CPR and First Aid certification. This position requires night and weekend work. Beginning wage \$8.25/hour. Applicants are required to complete a City application form available in the City Administrator's office at 227 South Front Street between the hours of 8 a.m. - 12 noon and 1 p.m. - 5 p.m. or by calling (507)934-0663. Completed applications must be returned no later than **5 pm, November 27, 2013**. Faxed, emailed and/or late applications will not be accepted. AA/EOE

<b>CITY MEETING CALENDAR</b> - This calendar is subject to change. Should you have a question on a meeting date/time, please contact the City Administrator's Office at 934-0663 or visit the City's website at <a href="http://www.saintpetermn.gov">www.saintpetermn.gov</a> .			
Friday	November 22	8:00 a.m.	Tourism and Visitors Bureau Meeting
Monday	November 25	7:00 p.m.	City Council Meeting
Tuesday	November 26	12:00 noon	Hospital Commission (rescheduled from Nov. 27 <sup>th</sup> )
Tuesday	November 26	5:30 p.m.	Heritage Preservation Commission
Thursday-Friday	November 28- November 29		THANKSGIVING HOLIDAY – City offices closed
Monday	December 2	3:30 p.m.	Housing and Redevelopment Authority
Monday	December 2	5:30 p.m.	City Council Workshop
Tuesday	December 3	5:30 p.m.	Planning and Zoning Commission
Monday	December 9	5:00 p.m.	Human Rights Commission
Monday	December 9	6:00 p.m.	Council Reception
Monday	December 9	7:00 p.m.	City Council Meeting
Wednesday	December 11	12:00 noon	Economic Development Authority
Thursday	December 12	5:30 p.m.	Board of Zoning Appeals
Monday	December 16	5:30 p.m.	City Council Workshop
Tuesday	December 24		CITY OFFICES CLOSE AT NOON
Wednesday-	December 25		CHRISTMAS DAY – City offices closed

Wednesday January 1

NEW YEAR'S DAY – City offices closed

*\*\*For meetings which are scheduled to occur between December 23, 2013 and the end of the year, please contact the City Administrator's office for meeting dates/times. As boards meet in November, they are expected to provide alternate dates for the meetings which conflict with holiday schedules.*

# CITY OF SAINT PETER HOT SHEET



All the City news you need to know and a little bit more!  
City Info Line 507-934-0675 TDD #711  
The City of Saint Peter is an equal opportunity provider.



The following information is a publication of the City of Saint Peter, City Administrator's Office, 934-0663, 227 South Front Street. Please contact us at [barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov) or visit our Facebook page at [www.facebook.com/cityofsaintpeter](http://www.facebook.com/cityofsaintpeter)



## ELECTION RESULTS



Detailed results are available on the City's website at [www.saintpetermn.gov/elections](http://www.saintpetermn.gov/elections)

### MAYOR

Timothy Strand **716**  
Joel Brinker 439

### COUNCILMEMBER WARD I – (ELECT 2)

Susan Carlin **567**  
Roger Parras **392**

### COUNCILMEMBER WARD II (ELECT 1)

Stephen C. Grams **277**  
Russell Nachreiner 55  
David B. McGuire 81

### SCHOOL BOARD MEMBER (ELECT 3)

Jon Carlson **640**  
Keith Stelter 554  
Drew Dixon **735**  
Charlie Potts **758**  
Christopher Harmes 424  
Dan Bergeson 258

11/06/2013

**CITY COUNCIL ACTIONS** – Action taken by the City Council at the regular meeting of October 28, 2013 included a public hearing and subsequent action to modify the City Code to allow “birthing centers” as conditional uses in some areas of the community; approval for the sale of \$4,720,000 in general obligation municipal state aid bonds; approval for a contract with Gustavus for transportation for Gustavus students on weekend evenings during the school year; changes to the City’s public hearing process and regulations; approval of the concept for construction of a roundabout at the intersection of Old Minnesota Avenue and St. Julien Street in 2014; purchase of a replacement excavating system for Public Works; and modification to the City’s municipal state aid plan to remove two blocks of roadway and add two different blocks. The Council also met in closed session to discuss Utility, Park, and Streets union contract negotiations and negotiations for purchase of property associated with the Washington Avenue Link Improvement Project.

The next regular meeting of the City Council will be Tuesday, November 12th at 7:00 p.m. in the Governors' Room of the Community Center. (\*\*\*)The meeting is being held on Tuesday due to the Veteran’s Day holiday. For more information on City Council meetings, please contact the City Administrator’s office at 934-0663. A copy of the Council packet is also available on the City’s website at <http://www.saintpetermn.gov/city-council-minutes-agendas-packets>.

### **MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE)** – *Democracy...*

You know this is one of the few places in the world where almost all the people plan for and can participate in a change in their leadership. Most of the time we think about this on the level of countries and national boundaries, but it also happens at our local level very year.



The people that do much of the work on Election Day are our Election Judges. The Judges are our friends and neighbors. We see them at the polls and they make it look pretty easy. Some of them just watch what's going on. Maybe they hand me a ballot....maybe they help me register to vote or make sure I am at the correct voting place. But their job is oh so much more than that.

The average Judge must go through two hours of training every couple of years and many have been doing this most important job for many years. They must know the rules, the application of the rules, the process and how it all fits together, and for that we should thank them.

They are really the protectors of our right to vote. The protectors of a very important part of the democratic process. They are the Stewards of Democracy. If you appreciate your right to vote, if you appreciate that your votes count and was counted, take a few moments to thank one of those Election Judges. How many other places in the world run elections so well?

It makes me wonder.....

**DISCOVER PICKLEBALL** - This fast growing sport gets its' name from a cocker spaniel named Pickles, who belonged to one of the co-founders.

Apparently Pickles became interested in this new game. Whenever a ball would come the dog's way, he would take the ball and run off with it, because of course, it was Pickle's ball. And that is how the game got its name.



Pickleball is played on a badminton court with the net lowered to 34 inches at the center. It is played

with a perforated plastic baseball (similar to a whiffle ball) and wood or composite paddles.

The Recreation Department is offering free opportunities to try Pickleball on several upcoming Wednesdays, November 13<sup>th</sup> and 20<sup>th</sup> and December 4<sup>th</sup> and 11<sup>th</sup> from 6:00-7:30 p.m. in the Community Center gym. Recreation staff will be available to help you get started and explain the rules. Come individually or with friends. See you on the court!

**2013 LED HOLIDAY LIGHTING REBATE PROGRAM** - With winter just around the corner, some folks are already thinking about holiday decorations.

This holiday season, the City is once again offering electric utility customers rebates of up to \$12 for each string or decoration of energy-efficient

LED holiday lighting purchased through the end of the year. We are promoting LED lighting because it uses up to 90% less electricity than regular holiday lighting and lasts up to 10 times longer which means a typical household can save up to \$50 during the holiday season.

While the financial savings are a big draw for consumers, LED holiday lights offer other benefits as well. The environmental benefits help make our community a little greener and LEDs are cool to the touch which reduces the risk of fire and personal injury.

Rebate coupons and additional information on this program are available at the Finance Department at City Hall (227 South Front Street) or online at [www.SaveEnergyInSaintPeter.com](http://www.SaveEnergyInSaintPeter.com).

### **HOLIDAY LIGHT RECYCLING COLLECTION**

- The City is once again offering recycling of old holiday light strings. Residents can drop off their unwanted lights for free at City Hall, the Public Works building or the Community Center beginning November 15<sup>th</sup> through January 15<sup>th</sup>. The light strings will be recycled.



**VETERAN'S DAY CLOSURE** - All non-emergency offices, including the Public Library, will be closed on Monday, November 11<sup>th</sup> in recognition of the Veteran's Day legal holiday.

The City Council meeting that would normally take place on Monday, November 11<sup>th</sup> has been rescheduled to November 12<sup>th</sup> at 7:00 p.m. in the Governors' Room of the Community Center.

Regular office hours will resume on Tuesday, November 12<sup>th</sup>.

**CITY BOND RATING IMPROVEMENT** - The City's bond rating has been upgraded by rating agency Standard & Poor's. The rating was obtained as part of the preparation work for the issuance of a Municipal State Aid bond and staff is pleased to report the rating was upgraded to an "AA-(SPUR)/Stable" rating.

According to the Standard and Poor's report, the rating is a reflection of their assessment of the St. Peter area having an adequate economy which benefits from the Mankato-North Mankato metropolitan statistical area and the stabilizing institutions of Gustavus and the Regional Treatment Center; a very strong budgetary flexibility with general fund reserves projected to remain higher than 30% of expenditures; strong budgetary performance, including projections of

close-to-break-even operations in fiscal years 2013 and 2014; very strong liquidity providing very strong cash levels to cover both debt service and expenditures; strong management with good financial management practices; and very weak debt and contingent liability position, mostly as a result of the City's high net direct debt.

This is good news for the most recent bond sale as the net interest rate on the bonds was substantially below projections, in part due to the upgraded bond rating for the City.

**HELP WANTED** – The City of Saint Peter is accepting applications for the following positions:

- **PART-TIME UTILITY METER READER** - The City of Saint Peter is accepting applications for the position of UTILITY METER READER in the Finance Department. Minimum qualifications: high school diploma or equivalent; experience working with the public; and valid Class D driver's license. Desired qualifications: record keeping experience and previous meter reading experience. Position works over the first two weeks of each month. Meter Readers must work in all weather conditions. \$12.41 per hour. Applicants are required to complete a City application form available in the City Administrator's office at 227 South Front Street between the hours of 8:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m. or by calling (507)934-0663. Completed applications must be returned no later than 5:00 pm, November 15, 2013. Faxed, emailed and/or late applications will not be accepted. AA/EOE

- **VOLUNTEER FIREFIGHTER** - The City of Saint Peter is currently accepting applications for the position of VOLUNTEER FIREFIGHTER in the Fire Department. Minimum qualifications: High school diploma/GED; at least 18 years of age; reside within a six (6) minute response time from the Fire Station; possess a valid driver's license; and ability to read and write the English language. Successful candidates must also pass pre-employment physical, drug and alcohol tests. Successful candidates will begin service January 1, 2014 and will be required to successfully complete required Firefighter schooling within one year. Applicants are



required to complete a City application form which is available in the City Administrator's office at 227 South Front Street or by calling (507)934-0663. Complete position descriptions for Firefighters are also available in the City Administrator's office. Completed applications must be received by the City Administrator's office by 5:00 p.m. on November 15, 2013. Faxed, emailed and/or late applications will not be accepted. AA/EEO

- **FIRE CHIEF** - The City of Saint Peter is now accepting applications for the position of FIRE CHIEF in the Fire Department. Minimum qualifications: any combination of education and experience equivalent to a high school degree and additional training received through regional and state fire schools and five years of experience with fire prevention and protection; current training from regional and state fire schools is preferred; and possession of a valid State of Minnesota Class B driver's license within six months of appointment. Desired qualifications: knowledge of modern firefighting methods and techniques; knowledge of the operations of a municipal fire department; ability to supervise volunteer firefighters; knowledge of budgetary principles; knowledge of OSHA regulations and safety precautions of firefighting; and aptitude for Fire Chief work. Applicants are required to complete City application form available in the City Administrator's office at 227 South Front Street or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. on November 15, 2013. Faxed and/or late applications will not be accepted. More information on this position is available on the City's website at <http://www.saintpetermn.gov/employment>. AA/EOE

- **FIRE DEPARTMENT SAFETY OFFICER** – The City of Saint Peter is now accepting applications for the position of Fire Department Safety Officer. MINIMUM QUALIFICATIONS include: High School diploma or equivalent; Possession of valid Minnesota Class D driver's license or equivalent; Possession of Minnesota Firefighter 1001 certification or equivalent; Experience working with the public; Successful completion of training through specialized fire service related schools including four National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident

Safety officer or equivalent courses; Current St. Peter Fire Department member in good standing with seven (7) years of firefighting experience. Applicants must complete City application form available from City Administrator's office at 227 South Front Street or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. on November 15, 2013. Faxed and/or late applications will not be accepted. More information on this position is available on the City's website at <http://www.saintpetermn.gov/employment>.

AA/EEO

- **PART-TIME BUILDING SUPERVISOR** – in the Recreation and Leisure Services Department. The Building Supervisor supervises the

Community Center and performs light custodial duties. Minimum qualifications: High School diploma or equivalent; formal CPR and First Aid training or ability to be certified within six months of employment; experience working with the public. Desired qualifications: Experience in building maintenance functions; formal CPR and First Aid certification. This position requires night and weekend work. Beginning wage \$8.25/hour. Applicants are required to complete a City application form available in the City Administrator's office at 227 South Front Street between the hours of 8 a.m. - 12 noon and 1 p.m. - 5 p.m. or by calling (507)934-0663. Completed applications must be returned no later than 5 pm, November 27, 2013. Faxed, emailed and/or late applications will not be accepted. AA/EOE

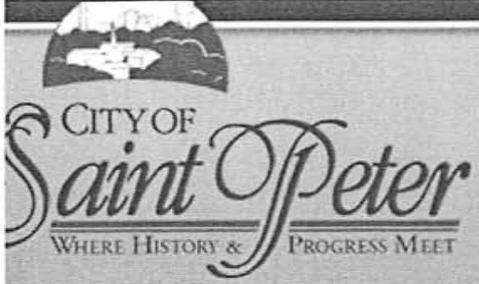
**CITY MEETING CALENDAR** - This calendar is subject to change. Should you have a question on a meeting date/time, please contact the City Administrator's Office at 934-0663 or visit the City's website at [www.saintpetermn.gov](http://www.saintpetermn.gov).

Monday	November 11		VETERAN'S DAY – Legal Holiday City offices closed	
<del>Monday</del>	<del>November 11</del>	<del>5:00 p.m.</del>	<del>Human Rights Commission</del>	<del>CANCELLED!</del>
Tuesday	November 12	7:00 p.m.	City Council Meeting	
Tuesday	November 12	5:30 p.m.	Planning and Zoning Commission	
Tuesday	November 12	6:00 p.m.	Library Board Meeting	
Monday	November 18	5:30 p.m.	City Council Workshop	
Monday	November 18	7:00 p.m.	Parks and Recreation Advisory Board	
Friday	November 22	8:00 a.m.	Tourism and Visitors Bureau Meeting	
Monday	November 25	7:00 p.m.	City Council Meeting	
Tuesday	November 26	5:30 p.m.	Heritage Preservation Commission	
Wednesday	November 27	12:00 noon	Hospital Commission	
Thursday- Friday	November 28- November 29		THANKSGIVING HOLIDAY – City offices closed	

# Communications

- Communication tools review
- Speaking to “the many not the one”
- TOOLS
  - Website
  - Hot Sheet
  - Facebook
  - Video Blog on SPPA
  - Utility Mailings (more city tidbits test hotsheet with notice)
  - Council meetings on TV
  - Nixle
  - Notices
  - Twitter
  - Newspaper

Neighborhood meetings



Recreation Registration Pay Utility Bills Enter Search Keyword go services A-Z Weekly Hot

# River's Edge Hospital and Clinic

River's Edge Hospital and Clinic is a 15 bed acute care facility owned by the City of Saint Peter

[Learn More](#)



1 2 3 4 5

## Latest News

November 20, 2013  
[City Administrator's Video Blog - What's New In The City?](#)

November 19, 2013

## City of Saint Peter, Minnesota

[View](#) [Edit](#) [Revisions](#)

**Saint Peter is a warm and welcoming community located in the scenic Minnesota River Valley.**

The City of Saint Peter was incorporated in 1873 and is located approximately 60 miles south of Minneapolis/Saint Paul in the scenic Minnesota River Valley.

## Upcoming Events

November 20, 2013  
[Discover Pickleball!](#)

November 21, 2013  
[Craft Night at the Saint Peter Public Library](#)



**SOUTHERN MINNESOTA'S  
LARGEST & FASTEST PARADE OF COSTUMES!**

**SAT., OCTOBER 26, 2013**  
**Early Bird Registration Deadline, Fri., Oct. 11<sup>th</sup>**  
**See: [www.stpeterfunrun.com](http://www.stpeterfunrun.com)**

**RATE INCREASE**

Water and wastewater services used as of August 1, 2013 will see a rate increase. Wastewater rates increased 10% across the board. Residential 5/8" domestic water meter monthly base charges increased \$.25, the first 1,000 gallons is still at \$1.00, 2,000 – 10,000 gallons increased to \$5.20 per 1,000 gallons, and over 10,000 gallons increased to \$5.50 per 1,000 gallons. For larger meter size rate increases please refer to the City website council packet of March 25, 2013 <http://www.saintpetermn.gov/minutes-agendas-and-packets/city-council-meeting-packet-march-25-2013-regular-meeting>, or call 934-0664. 

**2013 FALL YARD WASTE COLLECTION**

**Leaves and grass clippings** will be collected **north of Broadway** starting at 7:00 A.M. Monday, October 21st and **south of Broadway** at 7:00 A.M. Monday, November 4th.

The collection process is accomplished by one person driving the vacuum truck with another person walking behind using a hose to collect the leaves and grass clippings. For this reason, please do not include animal wastes with the leaves, as the person using the hose gets covered with a fine dust of whatever is in the leaves.

Leaves must be placed parallel and adjacent to the curb (**do not put it on the street or in bags**).

The collection process is quite lengthy (5 weeks for the whole town in 2012) which may necessitate starting the collection before all the leaves have fallen. The street sweeper then goes behind the leaf collectors so streets are cleaned before the snow comes. Collection dates for the areas north and south of Broadway are rotated each year.

If you live on a corner lot it is possible that one side will be picked up before the other as the trucks run north to south and then east to west to be more efficient in the collection process. (Suggestion: Place all leaves on the north-south street if you want all your leaves picked up at the same time.)

We will only go through an area once; so if your yard waste is not out by the dates and times mentioned above it will not be picked up but can be taken to the drop-off site.

To help us serve you better, please do not park in front of the yard waste until pick-up is complete.

**Drop-off Site Open 24 Hours A Day, 7 Days A Week** - The brush and soft yard waste drop-off sites located across the street from the Department of Public Works facility, 405 West St. Julien Street, at the southwest intersection of St. Julien and Swift Streets, are open year around for your convenience in dropping off brush and soft yard waste.

This service is provided and funded by the Environmental Service Fee on your utility bill.



Are you ready for the **13<sup>th</sup> Annual P.A.W.S. Walk**? Come join us on October 12, 2013. Registration begins at 10 am at the Millpond Park. The walk will be a trick or treat walk through the downtown areas with stops at participating businesses. **WE ENCOURAGE COSTUMES FOR BOTH PETS AND PEOPLE!** (Prizes will be awarded!) Concessions will be available with all funds going to PAWS. At 11:45 am we will announce top donors and costume winners. Help raise money for our local pets! Pledge forms are available at the KIND VET CLINIC or CITY MUNICIPAL BUILDING.

**NOTICE OF RESIDENTIAL CUSTOMER RIGHTS UNDER THE COLD WEATHER RULE**

The Minnesota Cold Weather Rule provides that from October 15 through April 15, a utility cannot disconnect a residential utility customer for nonpayment if **all** of the following four requirements are met:

- 1) Your account is current for the billing period immediately prior to October 15<sup>th</sup>.
- 2) The electric disconnection would affect your primary heat source.
- 3) Your household income is less than 185 percent of the federal poverty level, as documented by you to the electric utility.
- 4) You have filed a "declaration of inability to pay" form with the electric utility.

**For the Cold Weather period October 15<sup>th</sup> to April 15<sup>th</sup>, the City of Saint Peter will install a limiting meter rather than disconnect service for a customer whose account has become delinquent.** The limiting meter will allow customers to run their furnace, refrigerator and approximately one or two lights. If your service is limited you must pay all past due amounts plus a reconnection charge of \$70.00 plus tax prior to reconnection. The charge for reconnection after **3:30 pm** and when the Finance office is closed will be \$300.00 plus tax.

**WHAT SHOULD BE DONE IF YOU CANNOT MAKE YOUR ELECTRIC PAYMENT?**

A customer with a delinquent account may request a payment arrangement. The payment arrangement will include paying your current bill and the arrears on a payment schedule limited to six (6) months. If payment is not made on the date agreed to by the customer and the current utility bill is not paid by the fifteenth of each month, service will be immediately disconnected. During the cold weather period, a limiting meter will be installed.

**WHERE CAN YOU RECEIVE FINANCIAL ASSISTANCE?**

If you need help paying your utility bills, you may qualify for state or federal fuel assistance. For complete qualifications and application information, contact your local county social services office or your Community Action Council.

**The following organizations may be able to provide assistance:**

Nicollet County Social Services	931-6800
Minnesota Valley Action Council	934-5224
Salvation Army Heatshare	345-7840

**TREE TRIMMING NOTICE**

During the upcoming months, the City of Saint Peter will be trimming boulevard trees throughout the community. This is done for vehicle and pedestrian safety, and to maintain a healthy urban forest. City regulations require boulevard trees to be trimmed to a minimum height of 8 feet above sidewalks and 14 feet above the street.

Should you have any questions, please call the Department of Public Works Office at 934-0670.



**Candy Kisses for the Cure**

**Holiday Gift Boutique, Silent Auction & Bingo to Fight Breast Cancer**

All Events @ Red Men Club – 412 S 3<sup>rd</sup> Street, Saint Peter

Fri., Oct. 25<sup>th</sup> 4 – 7 pm & Sat. Oct. 26<sup>th</sup> 8 am – 7 pm

\*Bingo @ 4 pm on Sat. (must be 18 to play)



**Sponsored by Candy Kisses for the Cure (Candy Witte, family & friends)**

**PROCEEDS BENEFIT SUSAN G. KOMEN TWIN CITIES RACE FOR THE CURE!**

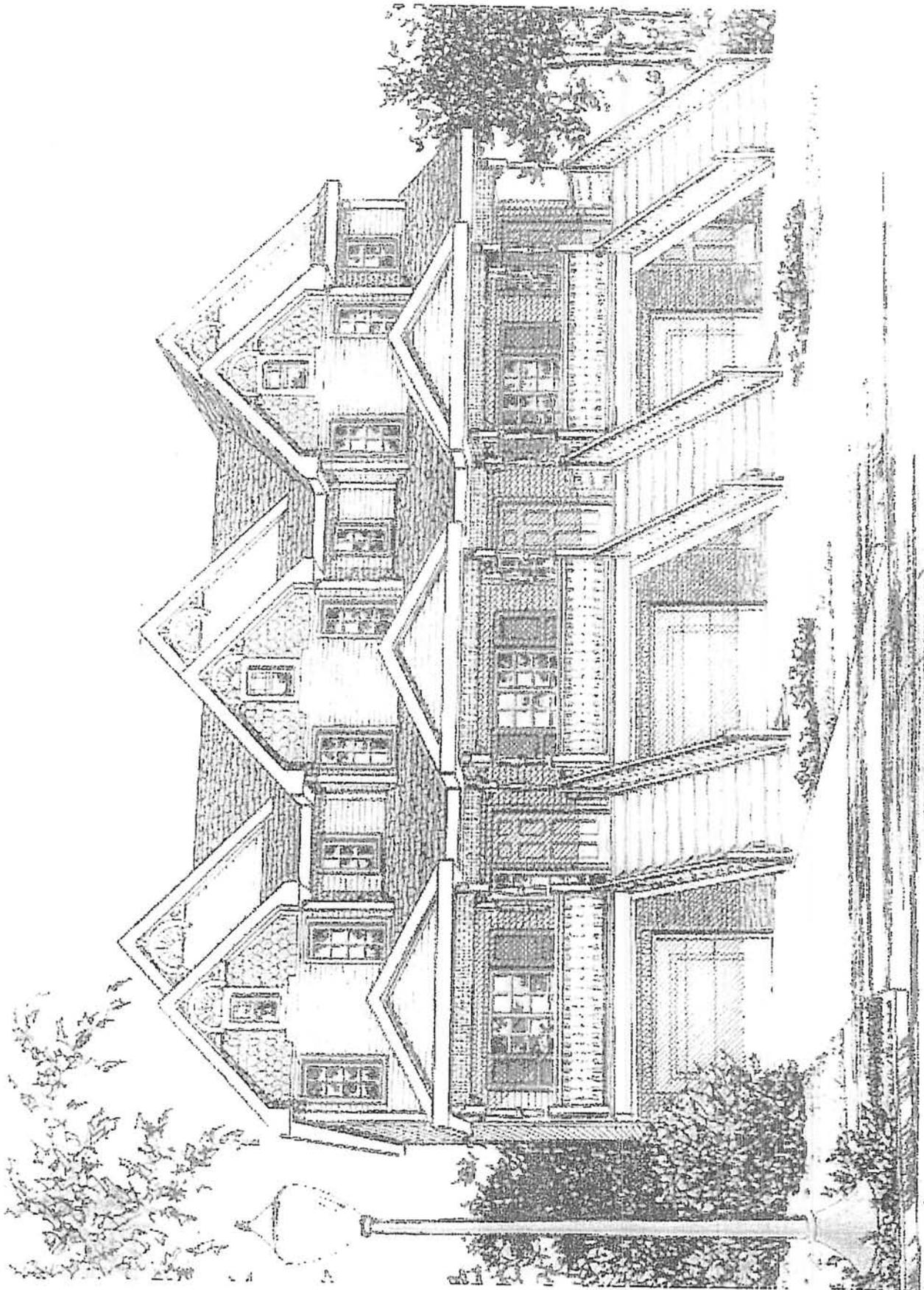


**Ewenique Quilt Club Show**

**Jesus Assembly of God Church, 722 Sunrise Dr.**

**Sat., Oct. 12<sup>th</sup> from 10 am – 5 pm & Sun., Oct. 13<sup>th</sup> from Noon – 4 pm**

Over 100 quilts and other hand crafted items will be displayed. Vendors, door prizes, boutique, special exhibits, demonstrations and scissors sharpening will be offered throughout both days. Food and beverages will be available on site with the proceeds to benefit Royal Family Kids Camp, a church-sponsored youth activity. Admission is \$5. *Supplemental funds are provided by the St. Peter Chapter of Thrivent Financial for Lutherans.* For more information contact Ruth Hall (934-7943) or Maryetta McCarty (931-6649).



# COOPERATIVE EFFORTS (White Sheet)

## SCHOOL DISTRICT

- Activity connection Senior Citizens, recreation, transit
- Facilities long term planning
  - Athletic Other Facilities, Drama, performance, arts
  - City/School offices - this is connected to school facility program
- Budgets
  - Levy
  - Pay
  - Others
- Association concept goals
- Early Childhood 95 % coverage might be a goal
- The Third Floor (Keep City involved)
- city School strategy with GAC
- Child Care
- Long Range Community Planning
- Studies (Housing Demo Others)
- Official Maps

## NICOLLET COUNTY

- Compost funds
- Library
- 1/4 - 1/4 good zone
- Office space (Campus Concept) Building
- Criminal Justice Committee
- Law enforcement share dispatch
- Official Mapping
- Emergency Planning
- Green Valley
- Gardner Road

## GUSTAVUS ADOLPHUS COLLEGE

- Parking
- Housing - on campus \$\$ students and alumni
- Performance space
- Recreational facilities
- Off-campus behavior
- Party clear out policy on party houses
- Hispanic inclusion
- Child Care
- Transit use
- Employees live in City

## REGIONAL TREATMENT CENTER

- Water distribution
- Trail system
- Gluek Park
- Future program/land/facilities
  - Parks
- Arts Association
- Tourism Opportunity

## BANKS

Establish regular lunch meetings with them

## REALTORS

BFF

Promotion of opportunities for young families

...if they can't adapt to your expectations.

...dressed. Focus on the benefits that this provides, specifically, the ability to engage them

The last word

# Team-building is a concept companies should follow to the letter

**OUTSWIMMING THE SHARKS**  
HARVEY MACKAY



A reader recently wrote to me about a column I penned several years ago: the ABCs of selling. She told me how often she used it and shared it with her colleagues. Then she challenged me to come up with the ABCs of team-building, a topic that seems particularly popular in this era of reorganizations, layoffs and downsizing. The following concepts are what I consider the fundamentals of team-building:

**A** is for action. No team can function without a plan of action, even when the final outcome is to take no action at all. **B** is for brainstorming. If two heads are better than one, I would submit that a cohesive, well-assembled team should have enough brainpower to attack any project.

**C** is for cooperation and communication. Team members need to cooperate, even if they don't necessarily agree. Clear communication is the roadmap to cooperation. **D** is for dedication. As members of a team, you must be dedicated to the goals of the team, or you are on the wrong team. **E** is for ears. Use your ears more than your mouth because listening skills are critical for team success. **F** is for fun. Work should be fun, and working together is usually a lot more fun than working alone. **G** is for the group effort. The motto needs to be "all for one and one for all" in order to be a real team. **H** is for help. Ask for it if you need it, and offer it if someone else needs yours. **I** is for the ideas that come from brainstorming and picking each others' brains. Let the ideas flow and then choose those that hold the most potential. **J** is for juggling. Combining

ing questions is the best path to finding solutions. Don't be afraid of asking any question. If you don't understand something, chances are others don't either. **R** is for results. The whole point of forming a team is to achieve results. The only variation on that theme is that the results may not be what had been originally anticipated. **S** is for solutions, which differ from results in that there may be more than one solution to any given problem. Then the team can implement the best choice. **T** is for time management. A well-managed team uses their meeting and planning time efficiently, and understands when it is time to finish the project. **U** is for unity. Once a decision is made, the team needs to be unified to implement the plans. If the team can't act as a unit, then it may be necessary to reconfigure the team. **V** is for voice. Every team member has to have a voice in

all the company's needs and desired results will often require a juggling act, but a competent team will be able to achieve that balance. **K** is for kinetic — energetic, dynamic team members keep things moving. **L** is for leadership. Every team needs a leader, and every leader needs to be able to depend on the team. **M** is for motivation. Nothing motivates a team like trust placed in them by management to solve a problem. **N** is for negotiate. Give and take is as important within a team as it is with outside clients. **O** is for open mind. Team members need to be open to options they may not have considered and willing to expand their perspectives to find the best answers. **P** is for planning. A plan doesn't need to be rigid to be effective, but it must provide enough direction to keep the team on course. **Q** is for questions. Ask

the proceedings, and it is up to the team leader to insure that all voices are heard. **W** is for work ethic. Each member needs to complete the given assignments and should have confidence that others will demonstrate the same commitment. **X** is the X factor — the chemistry that makes a team productive because all members are committed to the same goal. **Y** is for yes — say it as often as you can. "Yes, I can help. Yes, that's a good idea. Yes, let's move ahead. Yes, we did it!" **Z** is for zeal. Passion, eagerness and enthusiasm are contagious; share your zeal with the rest of your team.

**Mackay's Moral:** The team you build will determine the business you build.

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# What's Happened to Civility?

BY JIM MILLER

Toward the end of the last legislative session, Gov. Mark Dayton held several community meetings in various cities to explain his budget and tax proposals in an attempt to personally take his message to citizens and to have a dialogue about his priorities.

At one meeting, some attendees confronted the governor in a manner that he



later described as “juvenile” and “rude.” A few days later, several letters to the editor appeared in the *Star Tribune*, one suggesting that this was the only way to get the governor’s attention. In other words, the means justified the ends in this case.

Part of such incivility undoubtedly comes from the diminished lack of respect many have for government and, by extension, the people who serve in it. We even see that subtly, for example, in how the president of the United States is referred to as “Obama” or “Bush,” rather than President Obama or President Bush. The increasing complexity of the issues government faces may also be a contributor. It may even partially come from the increasingly impersonal way we have become accustomed to treating each other in general. There are undoubtedly numerous reasons.

No level of government is immune from such conduct. We have all seen, perhaps even participated in, city council meetings that resemble “The Jerry Springer Show” more than a forum for respectful debate on important community issues. Often it seems people are simply unwilling to accept governmental decisions that are contrary to their

wishes; the public hearing degenerates into personal attacks, and the impacts far outlast the meeting. Some then ask who would want to seek election in or work for such a community?

And, if we are honest with ourselves, we know that incivility is not all one-sided. It’s not just those who interact with government who are to blame. Sometimes, it’s government officials themselves. That occurs when councilmembers question staff’s motives or competency in front of a sympathetic audience at a public hearing. It also occurs when staff is disrespectful of the council or its decisions or when the city clerk refuses to share necessary records with the council.

There is, however, another type of incivility, perhaps less commonly recognized, but no less detrimental. This involves instances where local officials seem to have forgotten or have disregarded the fact that with their election or appointment comes a special obligation to the office they hold. Local government office is not a license to carry out a personal agenda. It is an obligation to always act in the best interest of those who live and work in our communities. When that is forgotten, incivility can quickly result, especially when very contentious issues are under consideration. Citizens watching then have their belief that government is incompetent (or worse) reinforced.

One vivid example of disregard for one’s office involves the mayor of San Diego, who has been under constant pressure to resign after multiple accusations and at least one lawsuit resulting from his alleged sexual misconduct against women. This story has played out in the local and national media for weeks and created a very negative image not only of the mayor, but of the city as well. The long-term loss of public confidence has yet to be measured.

Some argue, as was heard in response to the governor’s comments, that such conduct is not a big deal. It’s simply part of the process, they say. In truth, how-

ever, it is indeed a big deal. How we treat each other in our daily lives matters, whether it is with family members or the clerk at McDonalds. On a very basic level, we have an obligation to treat each other with respect. That imperative takes on even greater significance for those who hold public office.

We have all seen, perhaps even participated in, **city council meetings that resemble “The Jerry Springer Show” more than a forum for respectful debate on important community issues.**

The issues and decisions government faces today are more complex than ever. Certainly, part of that complexity comes from our increasing diversity at every level, including our political beliefs. Yet, government will remain the vehicle to resolve our differences. It can only work effectively if all who participate have trust in the process. That trust can only be established and bolstered by those who truly respect the public office they hold and act accordingly—that is, civilly. ☐

Note: See related article on page 8.



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