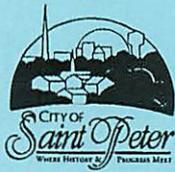


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

City Council Goal Session, Monday, April 1, 2013  
Governors' Room – 3:00 p.m.

- I. **CALL TO ORDER**
- II. **RULES FOR THE DAY**
- III. **DISCUSSION**
  - A. 600 South Minnesota Avenue
  - B. Hospital CEO Recruitment Update
  - C. MSA Project List and Planning
  - D. City Hall Space Needs Study
  - E. Transit Update
  - F. Travel Philosophy
  - G. Third Floor Update
  - H. Recreation Convenience Fee Removal
  - I. Compost Update
  - J. State of City Lunch Program – Council/Chamber
  - K. Communication Opportunities
    - 1. Technology Application
    - 2. Neighborhood Meetings Process
  - L. Welco West Update
  - M. Park Row Crossing Update
  - N. Downtown Development
    - 1. Policy Review
    - 2. Update
  - O. North End Development Update
    - 1. Private Sector
    - 2. Public Infrastructure
  - P. City Administrator Review Update
  - Q. HRA/Library Update
  - R. Washington Avenue Link Project Update
  - S. Social Media Policy Update
  - T. Others
- IV. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



**I. CALL TO ORDER**

**II. RULES FOR THE DAY**

Typically the Council will take a few moments to review the brainstorming rules.

**III. DISCUSSION**

**A. 600 BLOCK OF SOUTH MINNESOTA AVENUE**

Further discussion on the workshop discussion related to Nash Finch and the 600 block of South Minnesota Avenue.

**B. HOSPITAL CEO RECRUITMENT UPDATE**

An update on the process for the hire of a new CEO and a discussion on the Council's role in the process.

**C. MUNICIPAL STATE AID (MSA) PROJECT LIST AND PLANNING**

A review of the projects and finances related to MSA money and discussion on prioritization of those projects.

**D. CITY HALL SPACE NEEDS STUDY**

Architect Bryan Paulsen will join the Council for a review of the recently completed space needs study for City Hall.

**E. TRANSIT UPDATE**

An update, based on your last direction, related to focus group meetings and potential changes to the Transit System within Saint Peter.

**F. TRAVEL PHILOSOPHY**

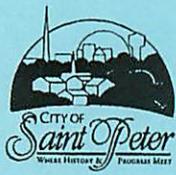
A review of the Council travel policy and discussion on goals, requirements and process we should use as we travel.

**G. THIRD FLOOR UPDATE**

A review of the Third Floor, its' use, utilization levels and potential changes in the future.

**H. RECREATION CONVENIENCE FEE REMOVAL**

A review of changes in this area and explanation on how we are using this as a test for what is to come as we change to more auto-pay and on-line payment opportunities for our customers.



**I. COMPOST UPDATE**

An update of work with Unimin and other as we look to meet new rules related to compost processing. This includes discussion on location, agreements and time lines.

**J. STATE OF CITY LUNCH PROGRAM – COUNCIL/CHAMBER**

An idea in cooperation with the Chamber that may help us “get the word out”.

**K. COMMUNICATION OPPORTUNITIES**

1. Technology Applications – Facebook, Twitter, Website, Newslinks
2. Neighborhood Meeting Process – How's it working for you?

**L. WELCO WEST UPDATE**

An update on Welco West and, as this moves toward tax forfeiture, what we do about it not only to protect our interests, but also to provide for new opportunities as the economy starts to rebound in the housing sector.

**M. PARK ROW CROSSING UPDATE**

A review of the work done here and any new updates that may be available after the meeting on March 26<sup>th</sup>.

**N. DOWNTOWN REDEVELOPMENT**

1. Policy Review
2. Update

**O. NORTH END DEVELOPMENT UPDATE**

1. Private Sector
2. Public Infrastructure
3. Review of next generation of plans

**P. CITY ADMINISTRATOR REVIEW UPDATE**

A review of the process you have used and opportunity to provide for modifications to the process.

**Q. HRA/LIBRARY UPDATE**



There are two Commissions that you have discussed in the past and, at your last Goal Session, sent staff to help institute some changes. An oral report on changes will be provided for your review.

**R. WASHINGTON AVENUE LINK PROJECT UPDATE**

1. Property Acquisition
2. Timeline
3. Condemnation

**S. SOCIAL MEDIA POLICY UPDATE**

A review of this policy and suggested modifications to work in conjunction with your discussion on communication opportunities. Changes may be needed to meet your goals in the area of communications.

**T. OTHERS**

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

**IV. ADJOURN**

Office of the City Administrator  
Todd Prafke

# HOSPITAL CEO RECRUITMENT PROCESS TIMELINE

<b>TIMEFRAME</b>	<b>ACTION</b>
<b>October/November 2012</b>	<p>Hospital Commission review of processes; Assign Department Director (HR) to help; Review Management models:</p> <ul style="list-style-type: none"><li>• Employee (current, management done by employee of Hospital)</li><li>• Management Contract (how Colleen came to us via management agreement)</li><li>• Transfer model (what would it look like if we didn't own the hospital or we were in a partnership of some type)</li></ul> <p>Establish process that involves</p> <ul style="list-style-type: none"><li>• Commission</li><li>• Council</li><li>• Directors</li><li>• Employees</li><li>• Community</li></ul>
<b>December 2012</b>	<p>Take to Council for a review.</p>
<b>December 2012/January 2013</b>	<p>Establish Stakeholder Groups (Likely Commission, Council, Dept. Directors, Staff groups maybe Medical Staff, Others?) Meet with Stakeholder Groups to review Management Models and a "Best Candidate" profile for either Internal or External); Review of Job Description by Commission Develop process to review Management Models</p> <ul style="list-style-type: none"><li>• Criteria</li><li>• Strategic partnerships</li><li>• Determine who to be involved in meetings with possible partners</li></ul>
<b>January/February 2013</b>	<p>Possible meetings with stakeholders or interested Management Model prospects Management Model review – joint Full Commission and Full Council Review want or need for Recruitment assistance</p>
<b>March/April 2013</b>	<p>Change of job description if needed and finalize Qualifications – approval by Commission Final approval of "Best Candidate" profile approved by Joint Commission and Council Establish a special sub-committee of three Commission and three Councilmembers to narrow candidates who will:</p> <ul style="list-style-type: none"><li>• Develop T &amp; I approved by the special sub committee</li><li>• (<i>T &amp; I is: "T" is the process by which points are predetermined and awarded for specific experience, training, and other attributes as described in the job description and based on the "Best Candidate" profile, and then scored. The highest pointed candidates receive interviews. "I" stands for Interview with an established list of questions and may include other</i></li></ul>

# HOSPITAL CEO RECRUITMENT PROCESS TIMELINE

*evaluation processes including background check and site visits)*

- Develop private/public process
- Finalize time line
- Finalize terms of employment framework, job offer parameters like pay, sick, probation, moving costs, Others?
- Will we pay some expenses for candidate travel to interviews?
- Advertise position

**May/June 2013**

Special Sub Committee of Commission and Council to review scored applications, determine how many to interview based on points in T process, and recommend finalists to Commission.  
Backgrounding/site visits/ review of candidates

**July/August 2013**

Finalist Candidates interviews and tours and public welcome by full Commission and full Council  
Commission to vote on recommendation  
Council to receive recommendation and provide approval

**September/November 2013** Start



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## MEMORANDUM

**Date:** March 27, 2013

**To:** Todd Prafke, City Administrator  
Lew Giesking, Director of Public Works

**From:** Timothy O. Loose, P.E.  
Jeffrey A. Domras, P.E.

**Subject:** 2013 Municipal State Aid Update

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Each year, the State of Minnesota distributes state aid funds to cities and counties for maintenance and construction of designated roads. The program is funded by the Minnesota Gas Tax. To be eligible for Municipal State Aid (MSA) funds a city must have a minimum population of 5,000. Fifty percent of the annual amount received is based on population while the remaining 50% depends on the City's reported Needs to maintain the roadway. Beginning in 2013, MnDOT is modifying how a roadway's financial needs are determined by making them dependent on traffic volume.

In January 2012 and 2013, the City received \$544,000 and \$571,000, respectively as its annual MSA apportionment. This is a fraction of the \$25,200,000 actually needed. Mn/DOT retains the apportionment and reimburses the City as eligible project expenses are incurred. Eligible expenses include things such as right-of-way (ROW), street, curb & gutter, sidewalk, lighting, a share of storm sewer, and project development costs. City sanitary sewer and watermain costs are not eligible.

As a City, we have utilized MSA financing for the construction of numerous projects. The most recent is the Washington Avenue Link in which it is proposed to use MSA funds for acquiring ROW, relocation expenses, construction, and engineering. An additional \$1,405,000 of federal grant funds will also be available for construction. Projects with federal funding typically require a 20% minimum local match. Unless other funding sources are available, the City often uses MSA funds for its local match.

The above costs show that we do not have enough money to complete North Washington Avenue Link ROW acquisition and construction. This is not uncommon for cities trying to finance large projects. Therefore, the State of Minnesota allows a couple financing options for the shortfall.

One of the options includes requesting an advance of up to five years of our annual MSA allotment. This means a request of up to \$2,700,000 of which the next 5 years of the City's MSA allotment would be used to pay back the advance. MnDOT does not allow an additional MSA advance until prior advances are completely repaid. This option does not provide enough funding to meet the City's financial needs.

A second option is to sell State Aid Bonds and then repay the debt service with our annual MSA allotment over a maximum term of 10 years. The State allows up to 90% of our annual allotment to be designated for the bonds debt service. With an estimated annual allotment of \$560,000 over the next 10 years, we have the ability to use about \$500,000 of the annual allotment for debt service. State Aid Bonds allow the City to use the bond money on multiple state aid projects and, being it is repaid over a longer

*DESIGNING FOR A BETTER TOMORROW*  
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term, the amount bonded is larger than that available through an MSA Advance.

Below is a table showing our MSA cash flow by bonding a maximum \$4,611,092 and repaying over 10 years at an interest rate of 1.5%. Our current MSA account balance is \$900,000.

Project	Total Cost	Funding			MSA Fund Balance
		MSA	Federal ATP	City	
Existing MSA Balance					\$900,000
MSA Bond Proceeds	\$4,611,092				\$5,511,092
2013-2014 Washington Ave Link	\$5,296,000	\$3,324,000	\$1,405,000	\$567,000	\$2,187,092
2014 St. Julien / Old Mn Ave Roundabout	\$800,000	\$750,000		\$50,000	\$1,437,092
2014 Union St / TH 169 Improvements	\$300,000	\$300,000			\$1,137,092
2015 Gardner Rd ROW	\$128,000	\$128,000			\$1,009,092
2015 Gardner Rd (Broadway to Jefferson)	\$1,475,900	\$1,362,500		\$113,400	(\$353,408)
Other Possible Projects					
2013 Mill & Overlay Union (Old Mn to N 5th)	\$179,400	\$179,400			(\$532,808)
2014 Mill & Overlay College (TH 169 to 7th)	\$115,000	\$115,000			(\$647,808)
2015 M & O Jefferson (GAC to Nicollet)	\$107,000	\$107,000			(\$754,808)
2015 M & O Nicollet (TH 99 to Jefferson)	\$188,000	\$188,000			(\$942,808)
Warren Basin ROW	\$300,000	\$40,000		\$260,000	(\$982,808)
Warren Basin Construction	\$640,000	\$90,000		\$550,000	(\$1,072,808)
Traverse Road Const (Edgerton to Sunrise)	\$449,500	\$380,000		\$69,500	(\$1,452,808)

Some additional mill & overlay projects are noted below along with the anticipated year of need.

2016 Mill & Overlay – St. Julien St (Old MN Ave to Gault)	\$80,000
2017 Mill & Overlay – Jefferson Ave (TH 169 to 5 <sup>th</sup> St)	\$96,000
2017 Mill & Overlay - Gault St (St. Julien to TH 22N)	\$223,000
2018 Mill & Overlay – Broadway Ave (TH 169 to 7 <sup>th</sup> St)	\$190,000
2019 Mill & Overlay – Washington Ave (Broadway to Jefferson)	\$350,000
2020 Mill & Overlay - Washington Ave (Broadway to Traverse)	\$227,000
2021 Mill & Overlay – Traverse Rd (Washington to Sunrise)	\$166,000

**CITY OF SAINT PETER  
TRANSIT MEETING**

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**March 15, 2013  
Community Center  
Governor's Room  
10:00 A.M.**

**Welcome**

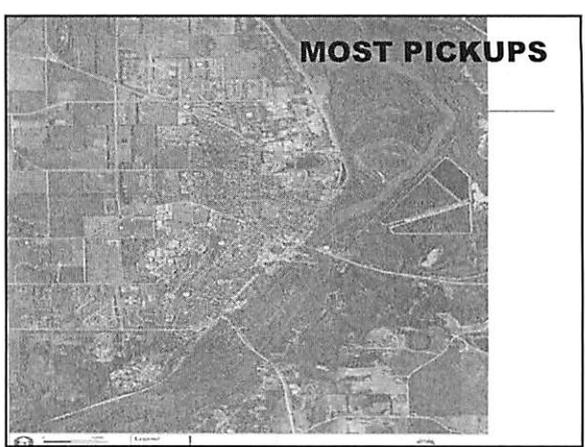
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- o Introductions
- o Why you received notice
- o What we hope you will do as a part of the meeting
  - HELP US!
- o History and Data
  - Rides
  - Money
  - Capacity

**New Tentative Plan**

---

- o Keep the Old
  - Dial-a-ride will continue from 7 A.M. to 8 P.M.
  - Same great service with one bus
  - In with the new
- o New great service on a one hour route getting to 21 of our heaviest activity places



**Here are the places**

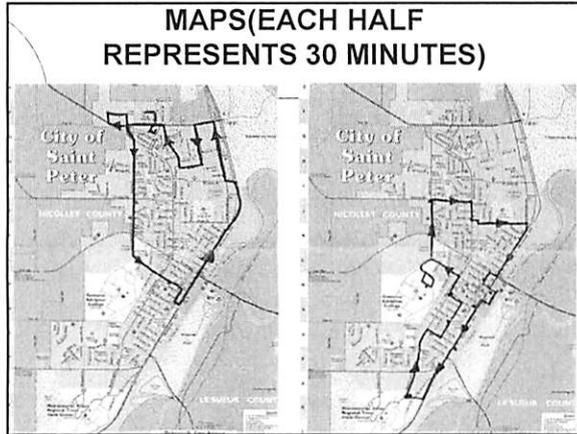
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- o Econofoods
- o Kwik Trip
- o Regional Treatment Center (RTC)
- o Parkview Manor
- o Community Center/Library
- o 3 Flags (GAC)
- o Grandview Good Samaritan
- o Ronell Street
- o Nicollet County Bank
- o River Rock
- o Econofoods

**More Places**

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- o Econofoods
- o Holiday
- o Green Valley
- o Daniels Health (Must call)
- o Nichols Court
- o Maplewood
- o North Fifth Street Apts (1607)
- o Summit Park (Hampton)
- o Sand Prairie
- o Pheasants Ridge (Must Call)
- o Prairie Hill
- o Rivers Edge
- o Sunrise Meadows
- o Econofoods



**Your Help Here**

- o Do you have other ideas?
- o How will this impact your customers/our riders?
- o Are their better, more universal stops? Better locations with shelter that might be more accessible?

**More Help Needed**

- o Will dial-a-ride continue?
  - YES
- o What if I am on a route but need to get picked up at a different time?
  - Dial-a-ride
- o If I am along the route can I jump on anywhere?
  - Yes
- o If I take the route to my appointment can I take dial-a-ride back home?
  - Yes and visa versa

**More Help Yet**

- o What can I do to help get the word out?
  - We will provide you route maps and times, website address and come to visit with your team. We will even give you some post card type handouts for your clients.
- o You help us by helping your clients "Think Route First"

**Pricing**

- o Route will be \$1.75 for cash fare. We will still have the various discounts we provide today.
- o Dial-a-ride will go to \$3.50. Again, we will still maintain discounts for specific groups like Seniors, pre-schoolers and others as we do now.
- o Ticket books? Yes we will still have discounts when you buy ticket books.

**Timeline**

- o May or June start
- o We will re-evaluate in 4 months (October-ish) and decide if additional changes need to be made.
- o We are experimenting so we all need to be ready to change if we see a need or can make things work better.

### Our Goals

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- Improve service times through moving users to route system.
- Temper cost increases to system.
- Generate more revenue through changes so that improved equipment can be purchased.
- Understand that we are experimenting

### Other Ideas

---

- Do you have any other ideas?
- Are you willing to come to additional meeting(s) once we get rolling to help us review needs, changes, modifications to the experiment?
- Are their others we should invite?

## CITY OF SAINT PETER, MINNESOTA

## RESOLUTION NO. 2006 - 06

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

**RESOLUTION ADOPTING ELECTED OFFICIAL TRAVEL POLICY**

WHEREAS, Minnesota State Statutes require adoption of an elected official travel policy; and

WHEREAS, the City Council has reviewed a model policy developed by the League of Minnesota Cities; and

WHEREAS, modifications have been made to the model policy to correlate with travel and training policies followed by City employees; and

WHEREAS, adoption of the elected official travel policy is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following Elected Official Travel policy is hereby approved effective January 1, 2006.

**ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY**

Purpose: The City of Saint Peter recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

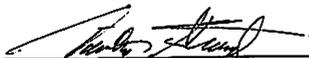
General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
  - Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
  - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
  - Whether the elected official will be viewing a facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
  - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship.
  - Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
  - Whether the City has sufficient funding available in the budget to pay the cost of the trip.
  - Whether the elected official will be acting to further economic initiative(s) including, but not limited to, recruitment and/or preservation of jobs and businesses in the City.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The City may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's policy for out-of-state travel by city employees.
  - Airfare will be reimbursed at the coach rate.
  - Mileage will be reimbursed at the IRS rate. If two or more Councilmembers travel together by car, only the driver will receive reimbursement. The City will reimburse for the cost of renting an automobile if necessary to conduct City business.
  - Lodging and meal cost reimbursement shall be governed by the City of Saint Peter Personnel Policy Handbook Section XX.
  - Receipts are required for lodging, airfare, and meals and should accompany an expense report form. It is not necessary to have receipts for cabs and tips. The expense report form shall be submitted to the City Administrator's office for payment.

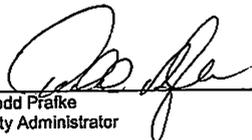
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- The City will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of January, 2006.

  
\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

  
\_\_\_\_\_  
Todd Pfalke  
City Administrator

# Compost Processing



14

## NEIGHBORHOOD MEETING INVITATION

In June, the property owners along Old Minnesota met at the Nicollet County Fairgrounds to discuss the pending Minnesota Department of Transportation (Mn/DOT) flood mitigation project(s) scheduled for 2014. At the end of that meeting a promise was made to reassemble as more project details are available.

That time is now.

Mn/DOT has developed the preliminary design of traffic control for the Highway 22 North, St. Julien and Union Street accesses to Highway 169. The City has completed preliminary plans for improvements to Old Minnesota Avenue to accommodate the increased development activity in proximity to Hallet's Pond.

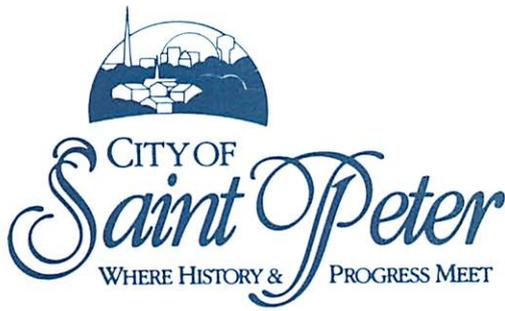
**THE MEETINGS IS SCHEDULED FOR 3:00 P.M. ON MARCH 7<sup>TH</sup> IN THE SENIOR CENTER OF THE ST. PETER COMMUNITY CENTER.**

If you are unable to attend the scheduled meeting, please contact Public Works Director Lewis Giesking at 507.934.0670 and we will attempt to arrange an alternative time to meet with you individually to explain the preliminary design.



Google earth





## Memorandum

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

**DATE:** 12/31/07

**FROM:** Todd Prafke  
City Administrator

**RE:** Downtown Development

### **Action/Recommendation**

For your discussion and input.

### **Background**

The Council has discussed downtown development on many occasions over the last couple of years. In fact about four years ago now you had invited a developer from the Twin Cities down to visit about what was then this new idea of developing downtown in the middle of suburbia exemplified by Arbor Lakes in the northwest metro. She also discussed housing opportunities and what she believed were the key components to development of a successful downtown.

At past goal sessions you have developed what I believe to be a policy statement about your goals for the downtown. It may also represent some of your future wishes for your downtown. Your statement is:

#### **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.*

*\*This statement was last discussed in December but was last modified in July of 2007.*

You are very likely to continue to have additional activity in the downtown over the next three to five years and because this is an issue that will likely come up relative to a potential development on Parking Lot #5, it is my hope that you will take a few minutes to review your priorities that are listed above and that we can discuss some bigger policy issues relative to development in your downtown.

I have attached an aerial photo of your downtown district and some information about the proposed median as well as the previously seen rendering of a potential building to be built on parking lot #5.

Again, my goal for your discussion is to start by reviewing the Downtown Priorities and reviewing potential opportunities for downtown development and its' impact on the community downtown. As you see additional development it is likely that you will need to make choices relative to those developments. There is at times an active tension between the wants of any developer and the best long range interests of the downtown and the community. It is my hope that your past discussion and this discussion will yield a consensus so that clear direction is given.

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

TP/bal

## **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.

3/26/2013 07-23-07

# 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 (City Council).
- Enhanced enjoyment and utilization of Hallett's Pond site (City Council).

## **XXVI. SOCIAL MEDIA AND INTERNET USE POLICIES**

- A. **Social Media Policy-** "Social Media" refers to social networking sites and tools; such as Facebook, Twitter, and LinkedIn; as well as blogs, RSS feeds and other public forums. Information put on social media sites should complement other current City of Saint Peter communication channels such as the Hot Sheet, City website, and other media. Information put on social media is typically happening in real-time. Unless an employee has been given permission from their Department Director, they may not post content to any social media site on behalf of the City or in a way that implies that the employee is posting based on his/her official capacity within the City organization. The City's computers and mobile devices are tools provided to employees for official City business for the purpose of providing efficient communication among citizens, staff, other business professionals, and to assist in the assimilation and reporting of information to facilitate City business. All social media, online and mobile communications shall adhere to the regulations contained herein.
1. **Social Media Site Approval** - All requests for "social media sites" must be approved by the appropriate Department Director and be submitted to the Computer Services Technician. The City Administrator must provide final approval. A social media site (i.e. a page name in Facebook) should be clearly identified as being affiliated with the City and be descriptive of the Department being represented. The Computer Services Technician will be added as an additional administrator of any social media site affiliated with the City of Saint Peter including sites currently existing and any newly approved sites. When acting in an official capacity as a City employee, employees may not post content to any blog or social media site without the permission of their Department Director. The City will not enter into a dialogue on a social media site, however, occasionally the public will ask a question for which a response is required. In these instances, only those staff who are authorized to issue press releases for the City may respond. (These individuals are to be determined by the City Administrator. Answers are to be kept short and should only address the specific question asked. Responses should also direct individuals seeking further information to the appropriate City Department. Sites should contain outgoing information only. The City will not accept comments or postings on any site unless authorization is provided by the City Administrator. If the site has no option to prohibit comments or postings, the City reserves the right to remove all comments or postings.
  2. **Social Media Site Maintenance** - The City Department that created the site will be responsible for posting (publishing) relevant and accurate information, keeping it timely, and for monitoring the site. Employees are responsible for everything they post. Wherever possible, content posted to City social media sites should contain links directing users back to the City's website for in-depth information, forms, or documents necessary to conduct business with the City. All information posted to social media is subject to the Minnesota Data Practices Act.
  3. **Prohibited Uses** - Postings to social media must not contain obscene language or sexual content, threaten or harass any person or

organization, support or oppose political candidates and viewpoints, promote illegal or unethical activity, or promote products not affiliated with the City. Employees cannot post information that is otherwise prohibited by City regulations. When in doubt, don't post it.

4. Confidential and Private Information – Private and/or confidential information, as defined by the Minnesota Data Practices Act, must never be posted on a social media site.
  5. Publishing photos or videos - Publishing photos or videos of the City of Saint Peter, City staff, citizens or visitors requires permission from the appropriate Department Director and must follow the Minnesota Data Practices Act.
  6. Interactive Communication - Social media is designed to be a tool for sharing and discussing information. All social media sites will originally be created as strictly informational. If the site becomes interactive, the site must contain the following disclaimer: "Comments posted to this page will be monitored. The City reserves the right to remove inappropriate comments including those that are harmful to children, have obscene language or sexual content, threaten or harass any person or organization, support or oppose political candidates and viewpoints, promote illegal or unethical activity, promote commercial products or are not related to the particular posting."
  7. Personal Social Media - If an employee maintains a personal website or social networking site, he/she may indicate he/she is an employee of the City. Any employee who posts comments related to the City or his/her employment with the City must also include something like the following disclaimer: "This is my opinion only and does not represent the views of the City of Saint Peter."
- B. Personal Computer Usage - The City's computers are tools provided to employees for official City business as a means of providing efficient communication among staff and other business professionals and to assist in the assimilation and reporting of information to facilitate City business.
1. Data - All information stored on City computers is the property of the City and may be monitored at any time. Data stored on individual computer hard drives is not configured for secure storage or communication. Information considered private by the Minnesota Data Practices Act requires additional security consideration.
  2. Hardware and Software - All software and hardware changes must be coordinated with the Computer Services Technician. No additional software or hardware, including screen savers and specialized software, may be installed without consulting the Computer Services Technician.
  3. Backups - The City backs up its computer servers on a daily, weekly, and monthly schedule depending on the type of server. Data stored on individual workstations is not backed up.

4. Virus Protection - All computers will be provided with virus protection software which must be used at all times.
5. E-Mail and Internet Usage - The Internet and electronic mail (e-mail) are to be used for City business purposes. These services allow employees to increase the timeliness and effectiveness of City communications. Appropriate use is always expected. The internet opens up a wealth of information and resources, but remember, it is uncensored and sites may report inaccurate information. Full-time (and some part-time employees) of the City of Saint Peter are assigned e-mail accounts. Employees using the Internet or e-mail for any reason must do so with professional conduct and in accordance with City policies. All e-mail messages must be signed.
6. Prohibited Use - Prohibited uses of the Internet and e-mail include but are not limited to the following:
  - Illegal activities
  - Harassment
  - Pornographic or sexually explicit activities
  - Non-City business and solicitation
  - Visiting chat rooms (except for business purposes)
  - Instant Messaging
  - Streaming Audio and or Video (except for business purposes)
  - Any activity against City policy
  - Personal financial gain such as wagering, betting, and electronic trading
  - Working under another's identity without proper authorization
  - Games
  - Other unethical activities
7. Monitoring Usage - Internet activity, web sites visited, e-mail messages and attachments will be monitored and may be captured on the server and backups. Internet activity and e-mail are public documents and subject to review.
8. Downloading - The City does not authorize downloading programs from the Internet onto employee computer workstation without prior approval of the Computer Services Technician and the appropriate Department Director.
9. Confidential and Private Information - City individual computers are not configured for secure internet and e-mail communication. Information considered private by the Minnesota Data Practices Act requires encryption.
10. Receiving Offensive or Unsolicited Material - Inappropriate and unsolicited e-mail messages should be reported to the Computer Services Technician. "Junk mail" should be deleted immediately and the Computer Services Technician should be notified if it becomes excessive by slowing down the computer or consuming employee time.

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11. Opening Attachments - Employees should never open attachments from an unknown source or attachments they are not expecting from a known e-mail address. Attachments from friends, relatives, and business associates may contain viruses the sender is unaware they are sending.

| Adopted: ~~June 27, 2014~~ \_\_\_\_\_



# SERVANT LEADERSHIP PROGRAM

---

GUSTAVUS ADOLPHUS COLLEGE

## Civility Task Force Meeting, March 27 2013

### Agenda:

1. Reintroduce Civility – definition and method for research
2. Framing the research
3. Share research findings to date:
  - a. Identified community values
  - b. Barriers to civility
  - c. Positives – Current Successes
  - d. Possibilities for Civility
4. Next steps before final report to the task force
5. Questions, comments, concerns – and adjournment



# SERVANT LEADERSHIP PROGRAM

GUSTAVUS ADOLPHUS COLLEGE

## Community Values

### Upper Case

- Faith
- Family
- Education
- Being safe + secure
- Being comfortable-social
- Community
- Connection
- Shared spaces

### Lower Case

- Open-dialogue
- Open-door policy
- Follow-through
- Diversity (broad)
- Volunteering
- Environment
- Community
- Tolerance
- Multi-cultural interaction
- Awareness

6 Demographic Groups

5 of 6 mentioned

3 of 6 mentioned



# SERVANT LEADERSHIP PROGRAM

GUSTAVUS ADOLPHUS COLLEGE

## Barriers to Civility

- Adjusting to majority/communities' paradigms
- Lack of parental Sportsmanship
- Label- stereotype
- MN NICE
- ESL Universal Approach-unequal opportunities
- Demographic separation
- Little outreach for 'non-whites'
- Stratification



# SERVANT LEADERSHIP PROGRAM

GUSTAVUS ADOLPHUS COLLEGE

## Positives – Current Successes in Civility

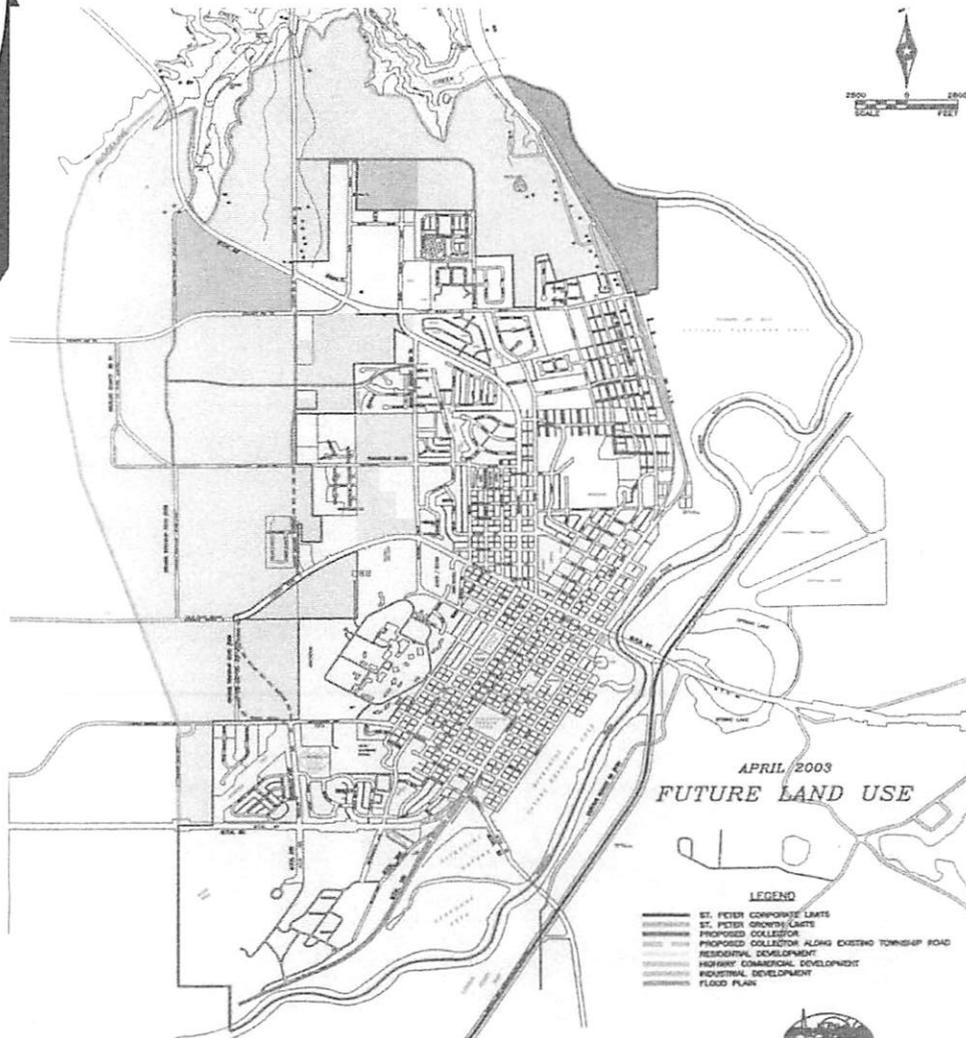
- Small town atmosphere
  - Feel safe
  - Feels like home
- Lots of programs/opportunities for involvement/volunteering
  - Reading in common
  - Drivers
  - Meals on wheels
  - Food Shelf
- St. Peter is outwardly polite
- Community Space
  - GAC campus
  - River Rock
  - Coop
  - Community Center
  - El Agave
- MVAC

## Possibilities

- Community conversations
  - With goal of discussing race
- Mass in Spanish
- GAC- reach out to more diverse audience
- Public festivals
- Support
  - Youth
- Public Festival/Social gatherings (food)
- Increased flexibility in schools

Diverse perspectives

# The Big Picture



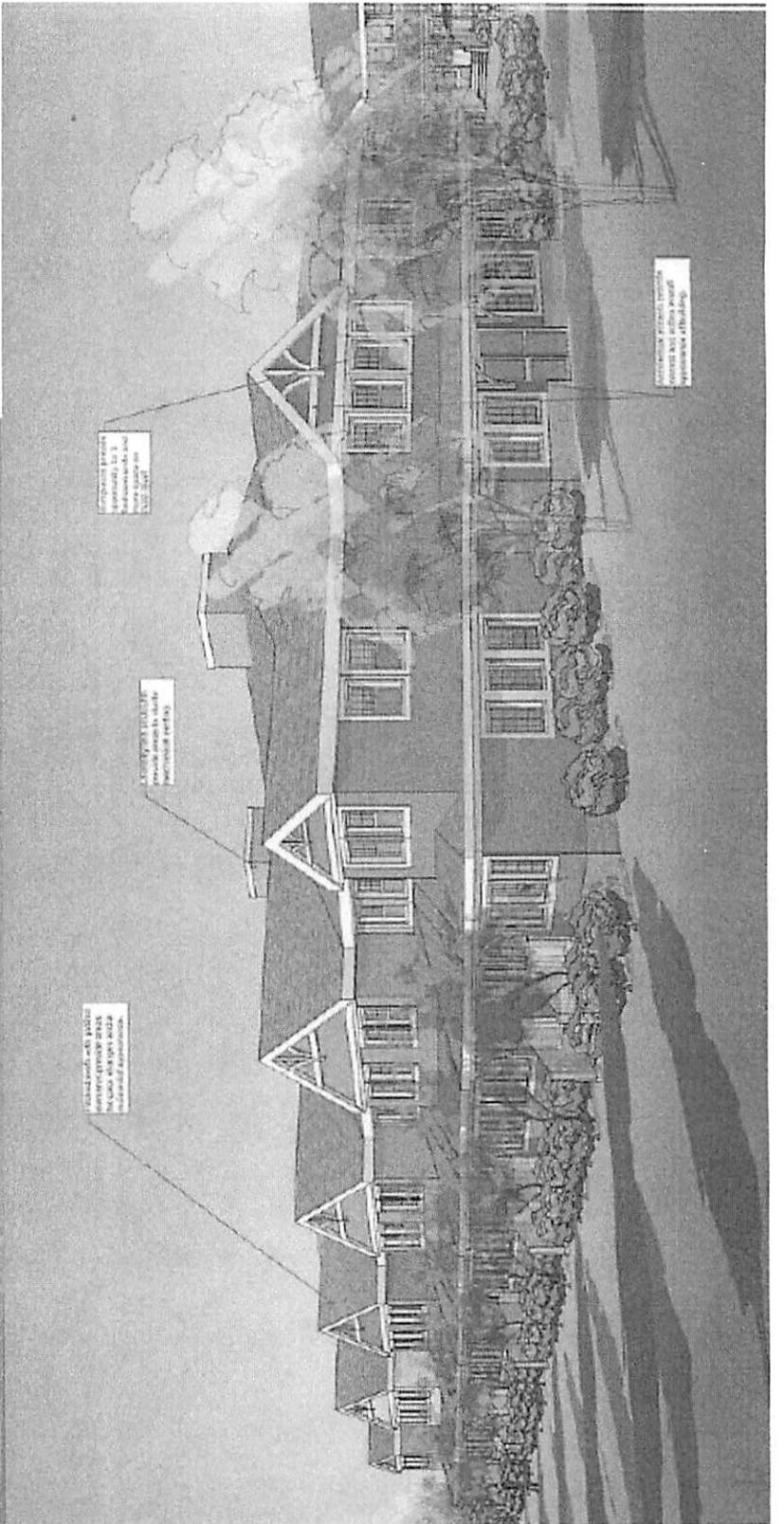
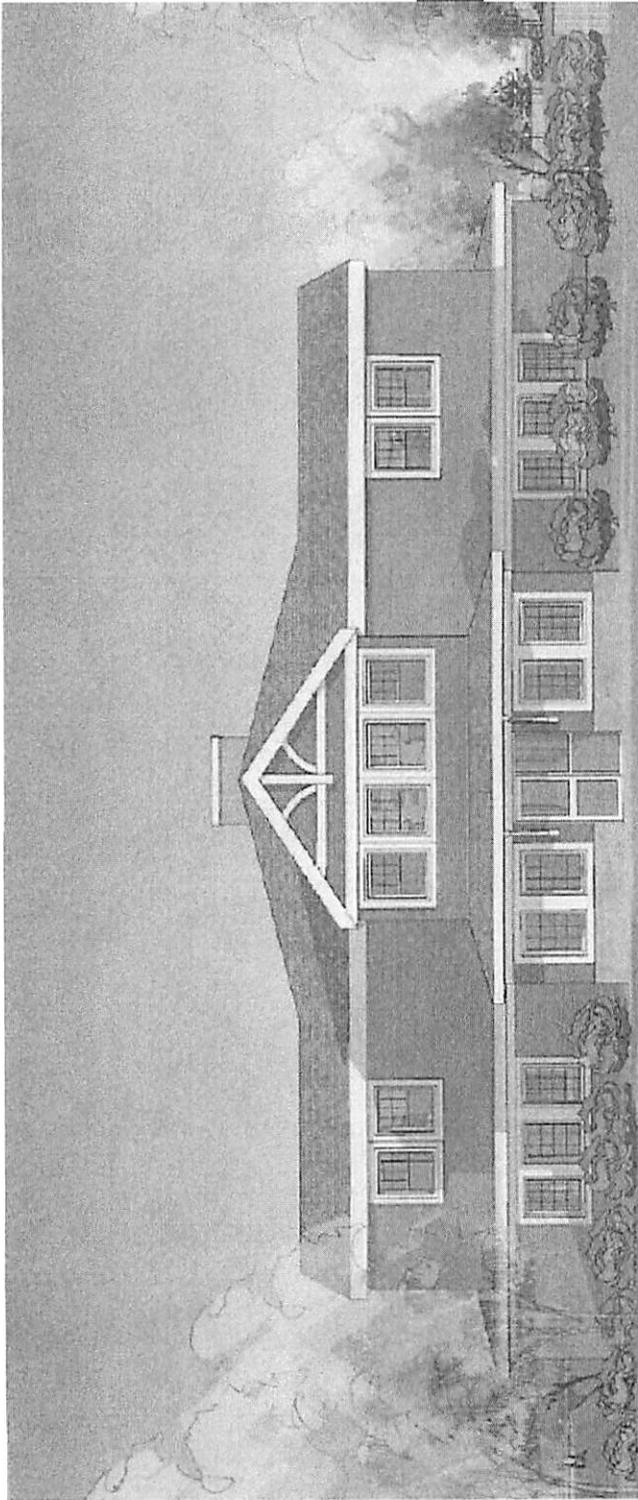
- 2800
- 2200
- Infrastructure
- Future
- Cooperative Planning

## The Big Picture

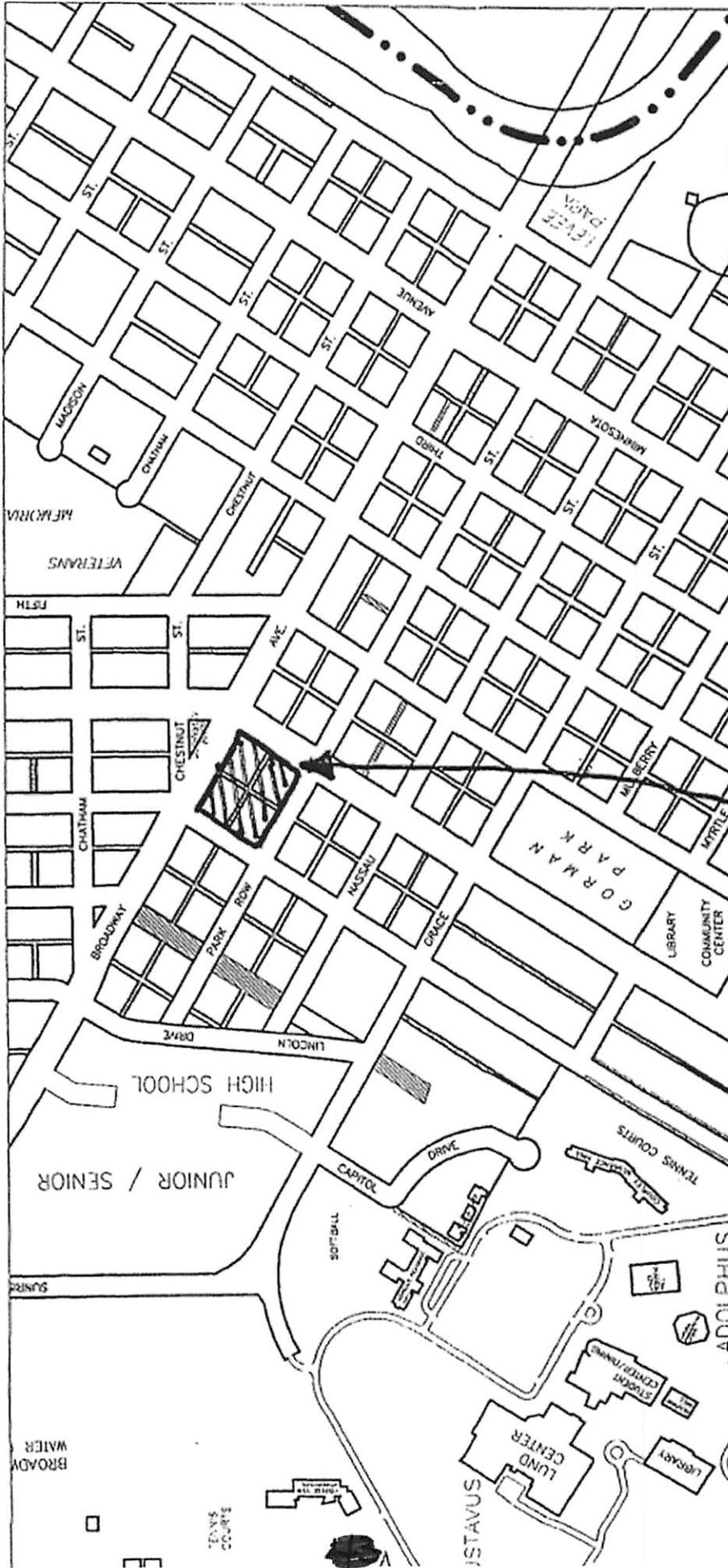
- We help people.
- We are... Good stewards of resources.
- We promote... Sustainable community (environment and land use and business model for the City)
- We help... each other be successful praise those who do well, get rid of those who do poorly or are not adaptable to change.
- We are... Open with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



# Block 83, Skaro & Evenson Addition



Subject  
Property

# Saint Peter to Donate Fire Truck

32 The City of Saint Peter will soon donate a fire truck to its Sister City, Petatlán, Mexico. The truck, which has served St. Peter since the 1970s, will no longer be needed once a newly purchased truck arrives this spring. Petatlán is a beautiful and welcoming community, but they lack the resources to provide the level of services we enjoy in Nicollet County. This truck will fill a big need.

The St. Peter Sister City committee is currently raising funds to facilitate transfer of the truck and training to Petatlán. While this isn't an NCHS project, we support it, and the great work of the Sister City committee. If you'd like to help out, donate, or join the committee—contact Ben Leonard at [ben@nchsmn.org](mailto:ben@nchsmn.org).



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## Minnesota's water shortages forcing many towns to take drastic measures

By Dave Orrick  
dorrick@pioneerpress.com  
Posted: 03/17/2013 12:01:00 AM CDT  
Updated: 03/18/2013 11:53:27 AM CDT

FAIRMONT, Minn. -- On Sept. 10, the dire situation with this southern Minnesota town's water supply rolled in like a dust cloud.

Told by state water regulators they had little choice in the matter, the City Council approved emergency water restrictions. Effective immediately, lawns couldn't be watered, cars couldn't be washed and ball fields would be left to brown.

Fairmont was drawing nearly four times more water than allowed under state law from the chain of lakes on which the community of fewer than 11,000 lives. In the midst of the drought, the city had to cut its consumption immediately.

Fairmont's solution -- to reopen a 1978 well intended only as an emergency backup -- could cost residents hundreds of thousands of dollars more a year in water treatment costs.

The city's predicament speaks to the many challenges rural Minnesota residents and state regulators face as they deal with a prolonged drought, a thirst for job-creating growth and the prospect that current water practices in some areas are unsustainable -- yet demand is growing.

The situation, especially stark the farther south and west one travels in the state, could preview changes for the Twin Cities metro, from water rationing to taxpayer-funded quests for additional water.

Minnesota's water woes are spreading, and the drought, while not the only cause, is shining a spotlight on them.

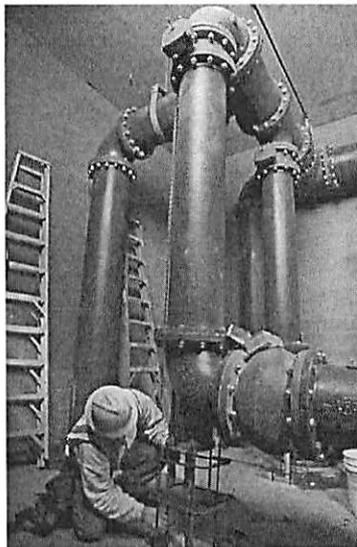
The city of Marshall is venturing 23 miles from town, leapfrogging other communities, to find

water.

In Worthington, the reservoir designed to replenish its groundwater wells nearly dried up in the fall.

Conflicts between well users, while rare, are increasing. Meanwhile, applications to pump groundwater to irrigate crops are rising, reaching record levels.

A \$9.5 million proposal at the Legislature seeks to roughly double the number of observation wells the Department of Natural Resources has, to about 1,600 across the state.



Sam Boelter sets up pipe stands Tuesday in the new water treatment plant in Fairmont, Minn. In September, state water regulators mandated that the city cut its water consumption. (Pioneer Press: Scott Takushi)

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### MUST READS

**Tiger Woods & Lindsey Vonn: We dating!**  
03/18/2013 01:37 PM CDT -

One of the worst-kept secrets in sports coupling was revealed publicly Monday, March 18, when Tiger Woods and Lindsey Vonn announced on Facebook that they are, indeed, a couple.

See the couples photos the two posted

**Michele Bachmann wants wider I-94**  
03/18/2013 01:04 PM CDT -

U.S. Rep. Michele Bachmann said she's working to muster support in Minnesota and Washington for money to add a new Interstate 94 lane in each direction between the western suburbs and St. Cloud.

**Tom Powers: NCAA-bound Gophers get a chance to make amends**  
03/18/2013 12:41 PM CDT -

Tubby Smith's Golden Gophers are going to the NCAA tournament and I don't know if that's a reward or a penance.

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handle on the long-term health of underground water, which over the past several decades has shifted from a secondary supply to the primary one. Groundwater now accounts for 75 percent of Minnesotans' drinking water, and its use is increasing.

But that proposal won't get the state close to the 7,000 observation wells DNR officials say they need unless they get more money -- \$3.2 million a year for the next 30 years by one estimate.

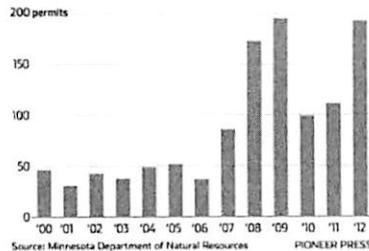
All those wells are needed, officials say, because in most of the state -- 75 percent -- no one really knows how long the water will flow so freely.

COMMUNITIES CHALLENGED

Over the decades, communities have built up infrastructures to provide needed water. Fairmont relied on a lake from the dammed

Groundwater irrigation boom

The past five years have seen an increase in permits to water crops with water from underground.



Center Creek; Worthington's wells were recharged from a dammed Lake Bella.

Now they are dealing with expensive challenges to solve the drought's impact on those resources and to quench a thirst for economic growth for needed jobs in their communities.

In 2011, the city of Fairmont broke ground on a \$28 million water plant to increase capacity 20 percent. During the permitting process, the DNR realized the city had, for decades, been drawing more water from Budd Lake than

allowed.

"That's on us, I suppose, for allowing it to go on that long," said Leo Getsfried, a DNR hydrologist based in Mankato.

It's coincidence it was spotted during a drought. But the drought, which helped cause critically low flow levels at the Rapidan Dam,

prompted the DNR to tell Fairmont to cut consumption, resulting in water restrictions. And the DNR made it clear Fairmont couldn't get all the water it wanted out of Budd Lake any more.

"But we have this new plant, and we want our community to be able to grow," said Troy Nemmers, the city public works director.

Accommodating the natural growth of cities and attracting jobs is increasingly a struggle. Worthington turned down an ethanol plant several years ago because the city couldn't handle its water demands.

In Marshall, the specter of economic damage from water shortages isn't out of the question. Its South Marshall and Dudley aquifers are declining and if spring rains don't replenish them, the city will have to implement water

Regulators say the plan will give them a better

Water was once taken for granted as a resource in Minnesota. Not anymore.

**Sunday:** For a land of 10,000 lakes, Minnesota's most important water lies beneath. And many believe unchecked usage fueled by growth has compromised its supply to millions of users.

**Monday:** Marshall is venturing 23 miles to find water; Worthington's reservoir nearly ran dry; Fairmont has banned watering lawns. Are these rural struggles a harbinger for the Twin Cities?

**Tuesday:** Solutions to the water woes won't be easy or cheap. Shutting off the pumps and relying on the Mississippi River is one option. Another? Be more like Santa Fe.

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- Alley is unusable 2 people want this fixed3014 20th Avenue South, Minneapolis, MN 55407, USA

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Report a Problem



PIONEER PRESS ON TWITTER

Video: Thanks to a big solar flare this weekend, the northern lights danced over St. Cloud last night: <http://t.co/KUbaUoWLiM>

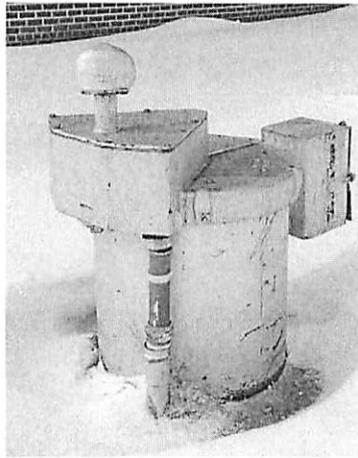
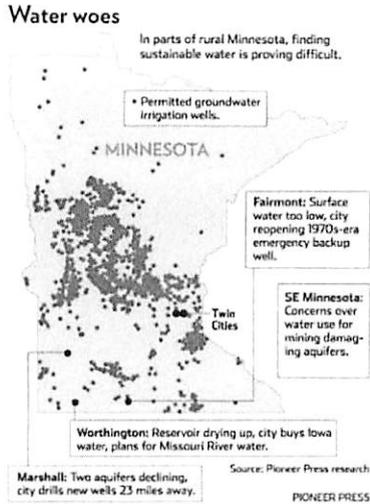
Lawrence Massa is / Executive director / State hospital group #haiku

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restrictions that go beyond watering the grass.



This old wellhead, dug in 1978 as an emergency backup and taps into the Cretaceous Aquifer, will become an essential part of the water supply for the city of Fairmont. (Pioneer Press: Scott Takushi)

Marshall has engaged the area's largest employers, including Schwan's Food Service and Archer Daniels Midland, to plan consumption cuts -- if needed, said Brad Roos, general manager of Marshall Municipal Utilities.

"There are two facts of life here in Marshall: We're a wet industry town, and finding water is extremely challenging," Roos said.

For 17 years, Marshall has searched for a third source of water, at a cost of millions of dollars. The one officials have settled on is the Sandnes Aquifer, 23 miles outside of town.

The cost to build a pipeline to carry that water is \$16 million to \$18 million, Roos said.

The community's annual water budget is \$5 million.

Fairmont also will need to open its pocketbooks. The city plans to reopen a well to the Cretaceous Aquifer, some 300 feet below ground. The well was drilled in 1978 as an emergency backup.

Water from the Cretaceous is extremely hard and will require three times more treatment than Budd Lake water. That will cost the city up to \$300,000 more annually, Nemmers said.

Worthington's search for water has taken it to two other states.

Years ago, the city dammed the Ocheda River where it flowed into Iowa. The resulting Lake Bella serves to recharge the bulk of the city's water supply: seven shallow wells underneath the lake.

Large expanses of the lake dried up this fall, and at one point water levels in the wells were dropping a foot per week.

Worthington now is buying 25 percent of its water from Iowa, via the Lincoln-Pipestone Rural Water system.

"We're buying as much as we can on a daily basis," Worthington Public Utilities General Manager Scott Hain said.

The city's long-term hope is to hook into the Lewis & Clark Regional Water System, a decades-old plan to provide water, from wells beneath the Missouri River, for 300,000 people in Minnesota, Iowa and South Dakota.

The \$462 million Lewis & Clark project has yet to extend to Worthington and is behind schedule.

**CONFLICTS AND CONSERVATION**

As the ground is punctured with more straws to suck out more water, water conflicts will continue to rise, said the DNR's Schl.

Since 2005, the DNR has verified two dozen examples of private wells being sucked dry by deeper, high-volume wells, often from industrial users like ethanol plants, which use large amounts of water.

Last year, a dozen so-called "well-interference complaints" were filed. While that's a small

number, Sehl notes it's the most in recent memory. And he believes other cases don't go reported.

The ethanol boom appears to be over, but the boom in crop irrigation -- once a rarity in Minnesota -- is just getting started.

Between 2000 and 2006, the DNR issued around 50 or fewer crop watering permits a year. Last year, 200 permits were issued.

Farm irrigation is now the second largest consumer of groundwater, behind drinking water.

Fairmont, Worthington and Marshall all have conservation policies, ranging from limiting lawn-watering to rebating residents who install low-flow showers and toilets. In each city, residential per capita water use is either holding steady or declining, but each city's total demand is increasing as each community grows.

Officials from each city said they know they might have to increase pressure for conservation if the aquifers don't begin to refill. "It's going to be quite an interesting summer," said Nemmers, Fairmont's public works director.

Everyone contacted for this report -- hydrologists, farmers, well-drillers, city officials -- said they were aware that weather patterns have changed in recent years across much of Minnesota.

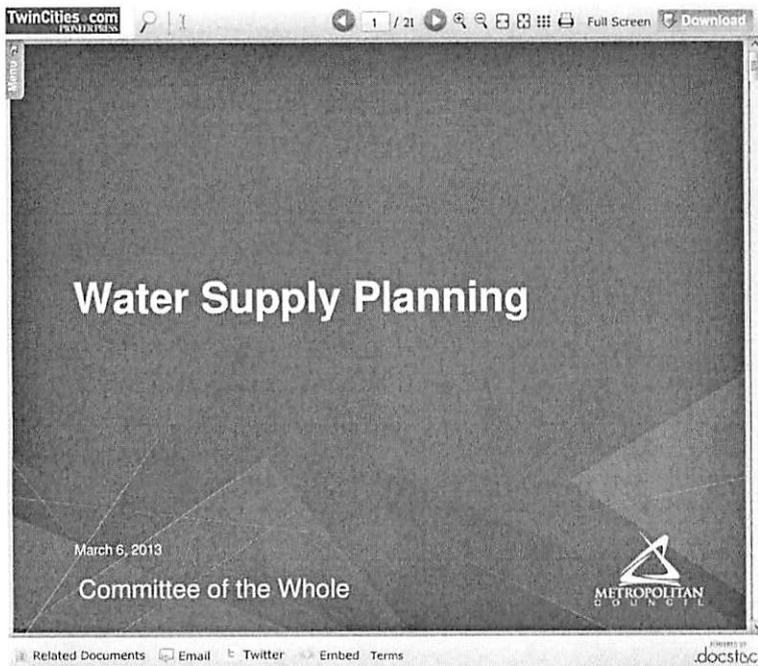
The climate is seeing longer periods without rain and heavier rain when it does fall, leading to more runoff and less groundwater infiltration. And they all said they're aware that many climate prediction models call for that trend to continue.

Since the 1800s, the Beemer family has drawn its livelihood drawing water from the ground of southern Minnesota. But Beemer Companies owner Pat Beemer said he believes our practices might be unsustainable.

"I think we're missing the boat on conservation," Beemer said. "All of a sudden a drought comes along and we need more water for irrigation and everything else and we have less of it. And we wonder where it went. ... We can't keep acting that way."

Reporter Doug Belden contributed to this report.

Dave Orrick can be reached at 651-228-5512. Follow him at [twitter.com/OutdoorsNow](https://twitter.com/OutdoorsNow).



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**Rain Barrel Benefits**

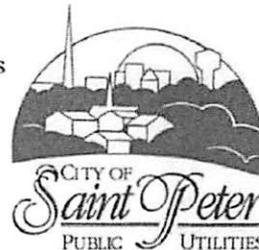
Rainwater is great for gardens, houseplants, auto cleaning, window washing, and many other household chores; they provide a source of water during droughts; they save you money by lowering your water bill and they reduce stress on the municipal storm drain and sewer systems.

Rebate forms will be filled out at time of purchase. Utility personnel will pick up rebates and submit to the City Finance for reimbursement on your utility bill. Limit two per household. Rebate available to the first 100 qualified rain barrel purchases.

If your neighborhood has an association, please check current bylaws to determine eligibility.

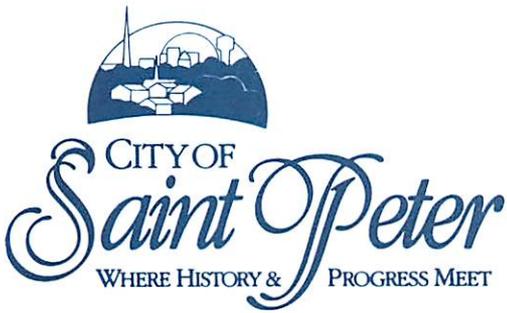
Rebates are received in the form of a utility rebate credit.

Program is sponsored by the City of Saint Peter Stormwater Utility



37





## Memorandum

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

**DATE:** 3/28/13

**FROM:** Todd Prafke  
City Administrator

**RE:** 600 Block of South Minnesota Avenue

### **ACTION/RECOMMENDATION**

None needed. For your discussion only.

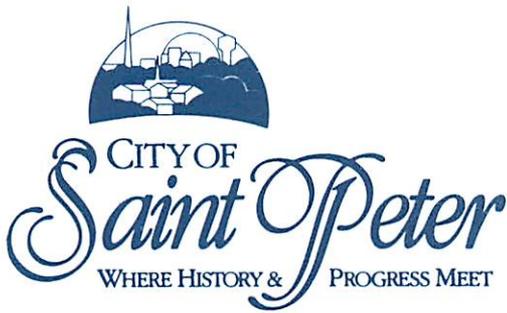
### **BACKGROUND**

This goal session agenda item is in response to the City Council's request for additional information on the discussion surrounding development on the 600 block of South Minnesota Avenue.

The Council had indicated they had three or four additional questions related to the workshop discussion and I have invited representatives from Nash Finch (dba Econofoods in St. Peter) to the goal session on April 1<sup>st</sup> to provide answers for those questions and others you may have.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 3/15/2013

**FROM:** Russ Wille  
Community Development Director

**RE:** 600 Block South Minnesota Avenue – Abatement Request

### ACTION/RECOMMENDATION

Discuss and provide direction on a request from Nash-Finch for a \$40,000 appropriation to facilitate the further development of the Econofoods/Food Coop block(s) that would improve vehicular circulation (safety), enhance property values, and improve the aesthetics of the immediate area.

### BACKGROUND

In 2011, the Saint Peter Food Coop purchased the former Nielsen Chevrolet dealership site at the corner of South Third Street and West Mulberry Street. Following a \$3+ million renovation, the retail operations of the Food Coop were relocated to the former auto dealership site.

Upon the sale to the property to the Coop, Bob Nielsen and Paul Rislove (Nielsen-Rislove) retained ownership of a portion of the site abutting Minnesota Avenue. Following the successful relocation of the Coop, Nielsen-Rislove negotiated the sale of their remaining property to a developer seeking to construct a strip mall. The Heritage Preservation Commission (HPC) reviewed the design, scale, lighting, signage, and building materials of the planned strip mall and gave their approval to the plan and construction.

Subsequent to HPC approval, it was determined that the proposed building could not be built without encroaching upon the right-of-way of the east-west alley. As a result, the City was unable to issue a building permit for construction of the strip mall.

To remedy the matter, Nielsen-Rislove attempted to have the alleyway in question vacated. Given the location of the property within the Amended Plat of Saint Peter, the rules for vacation in this circumstance require 100% of the property owners on the block to consent to the vacation. Nash Finch (Econofoods) has refused to consent to the vacation due to concerns regarding the visibility of their existing retail operation.

Left owning a property that could not be reasonably developed, Nielsen-Rislove sought the advice and assistance of legal counsel. It was determined by staff that it would be

advantageous for the City to attempt to mediate an agreement between Nielsen-Rislove and Nash Finch.

Should the matter proceed to litigation, it is expected that Nielsen-Rislove would allege that both Nash Finch and the City of Saint Peter have encroached into the alleys within the block and that the encroachment was undertaken without obtaining the consent of adjoining property owners and without vacating the alleyways. It would likely be alleged that those same property rights are now being withheld from Nielsen-Rislove and that they have not been afforded equal protection.

In 2009, while the Highway 169 corridor was being redeveloped in downtown Saint Peter, the City and the Minnesota Department of Transportation determined that the curb cut to the Nielsen-Rislove site was to be eliminated. A solid curb-line, sidewalk, landscaping and decorative fencing were installed at the time of the highway improvements. The closure of the curb cut was deemed warranted given that Nielsen Chevrolet was closed and subject to redevelopment. The only remaining access to the Nielsen-Rislove property is via the Food Coop site off West Mulberry Street as per the terms of a shared parking agreement between Nielsen-Rislove and the Coop.

When Nielsen-Rislove challenged the closure of the highway access, the City entered into a "Curb Cut Agreement" with Nielsen-Rislove. Under the terms of the agreement, Nielsen-Rislove consented to the elimination of the access from the highway. Likewise, the City consented that, ***"In the event Nielsen-Rislove sell the above tract as a larger parcel and the Nielsen-Rislove buyer requires highway access to this tract, the City shall pay all costs to install the access and remove the sidewalk, fence or any other obstructions within the right-of-way."*** If a new building (strip mall) were to be built, a curb cut could be required which would mean additional costs to the City. Those dollars might be better spent to improve the property and City and Highway 169 situation rather than putting in a curb cut that is less safe, more costly, and does not improve the performance of traffic at this location. I have been trying to seek a remedy that would meet the needs of Nash-Finch, the City, and Nielsen-Rislove.

At this time, Nash-Finch and Nielsen-Rislove are negotiating Nash-Finch's purchase of the remaining property in front of the Saint Peter Food Coop. Recognizing that the public would benefit from a sale, the City is being asked by Nash-Finch to appropriate \$40,000 towards improvements to the property that would benefit the public.

The Econofoods and St. Peter Food Coop developments are uses that are typically located abutting major thoroughfares such as Highway 169 (Minnesota Avenue). However, in Saint Peter a significant challenge is created in that both highway uses are located within the Central Business District (CBD) abutting the historic downtown. The rules and regulations for development within the Central Business District are not a good fit when applied to highway service type establishments.

The physical development of the Econofoods/Food Coop properties does not allow for vehicular circulation within the two-block area. Motor vehicles are currently prohibited from circulating between the parking lots of the two uses. Cars and trucks must utilize Highway 169 or South Third Street to travel from one store to the other. The safety and efficiency of vehicular circulation would be significantly enhanced if the two uses would allow for shared access, circulation, and parking.

The Nash-Finch purchase of the Nielsen-Rislove property would support and enhance the current remodeling and reconfiguration of the Econofoods store. The purchase would protect the visibility of the Econofoods operations and allow for the construction of a stand-alone liquor store on the property. ***If the purchase were to proceed, Nash-Finch would commit to the construction and furnishing of a 5,000 square foot liquor store to be built along the South Third Street right-of-way, in line with the existing Econofoods and Food Coop stores.***

Upon the purchase of the Nielsen-Rislove property, Nash-Finch would also commit to making improvements that would allow for vehicular circulation between their parking lot and the Food Coop's parking lot. This would significantly improve the safety and efficiency of the vehicular circulation within the downtown.

Finally, upon the purchase, Nash-Finch would consent to the vacation of all alleys within the two-block area. Upon the vacation, the City would be provided with the easements necessary to maintain and repair the existing municipal utility system within the block(s).

The construction of a stand-alone liquor store and the renovation of the existing Econofoods store are expected to create 17 new, full-time equivalent positions.

A new 5,000 square foot, stand-alone liquor store would generate an estimated market value of \$390,000 as calculated by the Nicollet County Assessor's office. This would be the basis for calculating the taxes due each year.

The redevelopment of the Econofoods/Food Coop block(s) and reconfiguration of traffic access, circulation, and parking would be a significant improvement to the downtown area. The improvements would be undertaken in a manner and design that would be sympathetic to the historic downtown north of Grace Street.

The improvements could also spur additional downtown development on Parking Lot #5, the former library site across from City Hall and other vacant properties that would support in-fill development. The Saint Peter Development Corporation has had preliminary talks about the development of a speculative building with commercial space on the ground floor and apartment units on the second level. The developer that had planned to construct a strip mall on the Nielsen-Rislove property would be encouraged to consider their investment at an alternative Saint Peter site.

Finally, the City's participation in financing the improvements would support and protect the \$330,000 revolving loan made in 2010 to the St. Peter Food Coop. An analysis of the Food Coop's operations after the first year following their relocation indicates a considerable public benefit of the project. The amount of electricity that the Food Coop purchases from the City of Saint Peter increased 71% after the first year post-relocation. Payroll expenditures of the Food Coop increased by 50% and 18 new jobs were created after the first year. Finally, the market value of the Food Coop property increased by 47% following their investment and reuse of the property.

It is expected, but cannot be guaranteed, that a prudent \$40,000 investment in the Econofoods project would garner similar results.

In lieu of TIF, it is suggested that the City provide an abatement of its share of the new tax dollars to contribute \$25,000 towards the project. To the greatest extent, the project would be

assembled so that the use of the abatement would be nearly indistinguishable from the use of Tax Increment Financing.

The City of Saint Peter would typically utilize a Tax Increment Financing (TIF) district to finance an improvement project like the one envisioned by Nash-Finch. TIF uses the new tax revenues of the development to fund the public costs of the project. However, given the population of Saint Peter, TIF cannot be used to assist general retail operations if the retail development isn't undertaken as a redevelopment of substandard properties.

The use of the abatement dollars would be limited to the physical improvements undertaken to enhance vehicular access, circulation and parking. The \$25,000 would be provided at the onset of the project and the City would be repaid via the anticipated annual abatement. A David Drown and Associates analysis suggests that the abatement would be repaid in full after approximately 10 years.

The proposal would only abate the City's share of the new taxation. Nicollet County and School District #508 would not be asked to participate in the abatement and thus would have an immediate, tangible benefit following construction. The City has only used abatement in one other circumstance. While we are hesitant to use abatement in just about every other instance, staff believes that use of abatement in this situation is prudent when reviewed against the alternative costs we are likely to face. As previously stated, if we are in the position to spend money at this location in some way, it is best spent in a way that provides the greatest opportunity for improvement and overall increase in tax base, improved safety and increased utilities of an area that can positively influence the downtown.

The construction cost of a new, stand-alone liquor store would be anticipated to be approximately \$500,000. The building permit, including plan review, state surcharges, and utility access fees would be obtained at a cost of \$9,039.29. It is suggested that the City of Saint Peter forgive up to \$6,169 of the \$9,039.29 in review fees, state surcharge and utility access fees. The funds would be repaid to the Building Department from the professional services line item of the Community Development departmental budget within the general fund.

The remaining \$8,831 of the proposed \$40,000 in assistance would be proposed to be provided utilizing in-kind municipal services. Nash-Finch is in the process of itemizing the construction costs associated with the parking lot access and circulation improvements. Parking lot improvements are expected to include, but are not necessarily limited to, curb removal, fence demolition, pavement removal and landscaping. The City and Nash-Finch would need to identify specific line items to be accomplished by, and paid by the City.

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

RW



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