CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING
City Council Goal Session, Monday, April 30, 2018
Governors' Room, Community Center – 3:00 p.m.

I. WELCOME
II. BREAK CALLER
III. GOALS AND RULES FOR THE DAY
IV. "IF I HAD A....." GAME
V. ITEMS OF VITAL IMPORTANCE
VI. GOAL SESSION REPORT FROM JANUARY 2018

VII. DEEP DIVE DISCUSSIONS
A. Downtown Development
B. Commercial Creep Update
C. Weed/Nuisance Rules and Regulations
D. EDA Funding Update
E. Hospital Update
F. Big Five Projects
G. Fire Hall Update
H. Pavilion Update
I. Community Spirit Park Update
J. Organizational Health
K. Council/Commission Quorum Challenges
L. North Third Street Infrastructure Update/Process
M. Firefighter Benefits/Insurance

VIII. QUICK HIT DISCUSSIONS
A. Emerald Ash Borer Tree Removal Rules
B. Recreation and Leisure Services Director Recruitment Update
C. Communications/Data Practices
D. ADA Transition Plan
E. Load Management Rules
F. DeWild Grant and Reckert Report
G. Solar Program Update
H. Chickens and Bees and Goats Oh My!
I. How Do Issues Make It To A Meeting For Action?
J. Others
K. Takeaways and Priorities

IX. ADJOURNMENT
I. WELCOME
II. BREAK CALLER
   Need one of these so that …. well you know. So I don’t just keep going. 😊
III. GOALS AND RULES FOR THE DAY
   Typically the Council will take a few moments to review the brainstorming rules. We might also delve into “Hurling Day” https://www.youtube.com/watch?v=C0yxELdaUY and its inner deeper secret meaning 👌 and generally visit about how your time will be spent together.
IV. “IF I HAD A.................” GAME
   A newish game that doesn’t ask you any questions. How cool is that!
V. ITEMS OF VITAL IMPORTANCE
   A review of what this list is for and what it does and maybe even a review of the contents to see if it still works for you all.
VI. GOAL SESSION REPORT OF JANUARY, 2018
   We will take a few minutes to review the discussion at the January, 2018 goal session.
VII. DEEP DIVE DISCUSSIONS
   A. DOWNTOWN DEVELOPMENT
      A review of the priorities that you set a number of years ago and seeing if they still meet your needs or whether some changes are needed.
   B. COMMERCIAL CREEP
      A review of this issue that got its’ start with discussion about Dunkin Donuts and the direction you gave us at your last workshop.
   C. WEED/NUISANCE RULES AND REGULATIONS
      A review of your ordinance with an eye towards some changes some of you suggested related to what is allowed in front and back yards. Like when is milk weed no longer considered a weed?
D. **EDA FUNDING UPDATE**

An update on this from a compliance perspective. You still have plenty of time to solve this, but we want to explain what's going on and look for some thoughts on what to do.

E. **HOSPITAL EXPANSION PROJECT**

1. Overview of Construction Work and timelines
2. Financial Update/Project Funding
3. Discussion on a few process issues
4. Anything else you want to talk about

F. **BIG FIVE PROJECTS**

A review of these big issues and some about what planning needs to go on.

G. **FIRE HALL UPDATE**

An update on the work done. My hope is to leave the meeting having given good information and with direction from you in a number of areas, but focusing on location and capital plan timeline.

H. **PAVILION UPDATE**

An update from the discussion of the committee, some of the things that are currently being reviewed, some ideas to help reduce the cost of the project and an updated timeline from staff.

I. **COMMUNITY SPIRIT PARK UPDATE**

A discussion on where you are at and more. Members asked that we review the impact of space for organized activities, unorganized activities and some of the cost share items from your joint meeting with the School Board.

J. **ORGANIZATIONAL HEALTH**

1. An inside look at how you are doing
2. How staff is doing
3. How we are doing together

K. **COUNCIL/COMMISSION QUORUM CHALLENGES**

This is an item we have reviewed before. This relates to a number of issues including are we keeping you too busy; can people run and serve based on the demands that are in place; what happens with Board, Commission and Council members when we struggle to meet those
quorum needs; and are there things we can systematically do about that to still meet your goals for knowing, talking about and providing answers to all the information and projects you have going on.

L. NORTH THIRD STREET INFRASTRUCTURE UPDATE/PROCESS

An update on this project, upcoming meetings, process and some important philosophical discussion on what to do if you have property owners that are not too excited about the project or its costs.

M. FIREFIGHTER BENEFITS/INSURANCE

This is an item that was requested by the Council and includes a review of what your Firefighters get for benefits. This was borne out of your Relief Association benefit increase action and I think wanting a global understanding of what others are doing.

VIII. QUICK HIT DISCUSSIONS

A. ASH TREE REMOVAL RULES

Emerald Ash Borer is moving our way. We need a plan and rules to deal with it if it gets this far south.

B. RECREATION DIRECTOR RECRUITMENT UPDATE

An update of this process, a few dates and establishing a plan.

C. COMMUNICATIONS/DATA PRACTICES

A review of your communications tools with a short segue into data practices issues that we face. New ideas on communication are sure welcome and a few more rules on data for you to keep track of.

D. ADA TRANSITION PLAN

A short update on this because you know we need to do it but we haven’t maybe talked enough about why and what our plan will be.

E. LOAD MANAGEMENT RULES

A short review of the rules here and why it is still important and maybe why that could be changing.

F. DEWILD GRANT AND RECKERT REPORT

A short reminder of this report and the importance of what we learned and no the discussion is complete without discussion about net metering and
solar. There are so many other more impactful considerations for our future. Think of it as a short primer and reminder.

G. SOLAR PROGRAM UPDATE

An update on panels subscribed and a few other smallish items.

H. CHICKENS, AND BEES, AND GOATS OH MY!

A attempt on my part to remind you of where we are on these issues and just a small expression of social issues and thinking about how times seem to be changing, maybe, I think, or not.

I. HOW DO ISSUES MAKE IT TO A MEETING FOR ACTION?

How serendipitous it this? You asked that this item be on the agenda about eight weeks ago and it came up at your last meeting. Maybe a conversion about who, what, how things get to be on an agenda and what happens if you vote, you don’t get what you want, and some of you want to revisit it. Maybe some clearer policy.

J. OTHERS

An opportunity for new things to be added by you. After all it is your meeting.

L. TAKE AWAY AND PRIORITIES

An effort to make sure we leave with the same ideas about priorities for work to be completed and so I can write the report for your Council meeting.

IX. ADJOURN

Office of the City Administrator
Todd Prafke
ITEMS OF VITAL IMPORTANCE

- Community that treats all people like neighbors
- Proactive housing solutions
- Availability of quality health care
- Thriving business community
- Action on the changes in our demographics
- Aesthetically distinctive
- Improved Sustainability
- Available early childhood care and educational opportunities and Exceptional Schools
TO: Honorable Mayor Strand  
Members of the City Council
FROM: Todd Prafke  
City Administrator
RE: Downtown Development

DATE: 12/31/07

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 disuses 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
**Legend**

- **Street Names - Medium**
- **County Boundary**
- **City Limits**
- **Railroad**
- **Parcels (1-19-2017)**
- **Zoning Overlay**
  - HPO
  - HPO
  - GO
  - GO
  - R-1
  - R-2
  - R-3
  - R-4
  - RP-1
  - MHP
  - CBD
  - C-3
  - C-4
  - C-5
  - EID
  - I-1
  - I-2
  - FP
  - Parks
  - PWI Watercourse
  - PWI Basin
- **Heritage Preservation**

**Overlay District**

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Saint Peter is not responsible for any inaccuracies herein contained.
TO: Todd Prafke  
City Administrator

FROM: Russ Wille  
Community Development Director

RE: Commercial Creep – Proposed Overlay District

ACTION/RECOMMENDATION

Consider and discuss the proposed (RPO) Residential Protection Overlay districts and their relation to the existing (RP-1) Residential Professional Services districts depicted on the Official Zoning Map.

BACKGROUND

In April, 2017, when considering the petitioned rezoning of the 1123 South Minnesota Avenue property from (RP-1) Residential/Professional Office to (C-4) Highway Service Commercial, some members of the Planning Commission, Heritage Preservation Commission and City Council expressed concerns regarding what has become referred to as “Commercial Creep” into historically residential portions of the Minnesota Avenue corridor.

In October of 2017, the City Council was offered the opportunity to adopt an interim ordinance establishing a moratorium on rezoning Minnesota Avenue properties for six months while the commercial creep concerns are addressed. The moratorium would have given the Council a limited period of time to consider whether rules and regulations codified to restrict the future rezoning of residential zoned properties on Minnesota Avenue.

The Council stopped short of supporting a moratorium on rezoning Minnesota Avenue properties. Rather, the Council discussion indicated general support for establishing some method of protection.

Based upon the dialogue at the Council workshop, I have identified five goals of a policy intended to address the commercial creep concerns expressed. The (RPO) Residential Preservation Overlay District is intended to:

- Maintain the existing development patterns of the Highway 169 corridor.
- Preserve the historic residential setting and character of the Minnesota Square Park neighborhood.
- Protect the existing vistas from Minnesota Square Park amenities.
- Protect the solemnity of the Veteran’s Memorial site within the park.
• Provide for separation of the highway service commercial uses from the pedestrian oriented historic downtown.

After their review and discussion, the City Council asked that a draft ordinance be prepared to adopt rules and regulations related to the commercial creep concerns.

A draft ordinance for a proposed (RPO) Residential Preservation Overlay district was included in a recent City Council workshop agenda for your review and for discussion.

At the April 16, 2018 workshop, questions were raised regarding whether the proposed RPO districts mirror the properties zoned RP-1 on the zoning map. It was explained at that time that the RPO districts proposed by staff intentionally did not include all of the RP-1 zoned properties.

The proposed northern RPO ended at Livermore Street just south of the AmericInn. The properties across Minnesota Avenue from the AmericInn are indeed within the RP-1 district, but were intentionally not included in the RPO districts proposed by staff.

The existing residential properties across from the AmericInn are not of any particular design or age that reflects any particular significant time in Saint Peter's history. As such, staff was of the opinion that the properties could reasonably be redeveloped for contemporary commercial construction while still accomplishing the five identified goals of the RPO district. Their omission also creates a "hard" border at Livermore Street between the Residential Preservation Overlay district, RP-1 and Central Business District zoned lands.

Additionally, the Holy Communion Church property, south of Chestnut Street is also zoned RP-1, but omitted from the northern RPO district proposed by staff. The Church is listed on the National Register of Historic Places as an individually designated property. Given the history of the property and continued use as a place of worship, the property was not considered to be threatened or in jeopardy of being redeveloped.

On the south end of town, there are four parcels of land that are within the RP-1 zoning district but not in the RPO district proposed by staff. These properties include the convenience gas station at 1122 S. Minnesota Ave., 213 W. Pine Street and the two residences on the north half of the Papa Murphy's block.

There is one historic residential structure of significance located at 1202 S. Minnesota Avenue that is certainly worthy of maintaining and preserving. Rather than providing the protection of the RPO, staff intended to add 1202 S. Minnesota Avenue to the roster of individual, scattered site historic residences to be protected in a manner similar to the protections within the Heritage Preservation Overlay within the downtown. Those restrictions have yet to be developed and was to be undertaken after adoption of the RPO protections.

The City Council will ultimately decide the boundaries of the RPO should they be adopted in an ordinance.

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

RJW
Veterans Memorial Park

Holy Communion Church

Legend

- Street Names - Medium
- County Boundary
- City Limits
- Railroad
- Parcels (1-19-2017)
- Parks
- PWI Watercourse
- PWI Basin
- Lakes & Rivers

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ARTICLE III. - WEEDS AND GRASS

Sec. 54-49. - Private property.

It is unlawful for any owner, occupant or agent of any lot or parcel of land in the populated portion of the City to allow any weeds or grass, not a cultivated crop, growing upon such lot or parcel of land to attain a height greater than six inches, or to allow such weeds or grass to go to seed.

(Code 1989, § 10.88(subd. 1); Ord. No. 197(2nd Ser.), § 1, 2, 5-29-1990; Ord. No. 212(2nd Ser.), § 1, 5-28-1991)

Sec. 54-50. - Duty of property owners to cut grass and weeds.

It is unlawful for any property abutting on any street, boulevard, alley, or public easement (hereinafter City-owned right-of-way) to allow any weeds or grass from the line of such property nearest to such City-owned right-of-way to the center of such City-owned right-of-way to attain a height greater than six inches.

(Code 1989, § 10.88(subd. 1.A); Ord. No. 197(2nd Ser.), § 1, 2, 5-29-1990)

Sec. 54-51. - Failure to comply with height limitation.

If any owner, occupant or agent fails to comply with this height limitation and after notice given by the Mayor, has not within seven days of such notice complied, the City shall cause such weeds or grass to be cut and the expenses thus incurred shall be a lien upon such real estate. The City Clerk-Administrator shall certify to the County Auditor, a statement of the amount of the cost incurred by the City. Such amount together with interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

(Code 1989, § 10.88(subd. 2); Ord. No. 212(2nd Ser.), § 1, 5-28-1991)

Sec. 54-52. - Natural Nature Areas exempted from article provisions.

Public property designated as a "Natural Nature Area" by resolution of the Council shall be exempt from the requirements of this article.

(Code 1989, § 10.88(subd. 3); Ord. No. 212(2nd Ser.), § 1, 5-28-1991)
TO: Todd Prafke  
City Administrator  
FROM: Russ Wille  
Community Development Director  
RE: Revolving Loan – Segregation  

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

The Minnesota Department of Employment and Economic Development (DEED) has been working with Minnesota communities and economic development authorities to ensure that the loan dollars are being utilized according to the applicable State and Federal rules.

Our EDA has three primary sources of money. They are Federal, State and Local. Each of these has separate rules and goals that must be met for their use.

The reuse of Federal funds, which were usually granted to us in the form of a Community Development Block Grant or Small Cities Development Grant, is regulated according to the rules adopted by the Department of Housing and Urban Development (HUD). In general, these funds must be reused in support of one of the three cited Federal objectives which includes:

1. Benefit to low and moderate income households.
2. Elimination of slum and blight.
3. Elimination of imminent public health threat.

The reuse of State funds, usually granted to us in the form of dollars from the Minnesota Investment Fund (MIF) is regulated by DEED rules. Our general revolving loan fund guidelines were recently re-written to conform to the DEED rules for relending.

Any revolving loan funds determined to be from a “local” source can be used to accomplish any of the EDA activities authorized by State Statute. These local funds would have the greatest flexibility for reuse and relending.

At this time, it has been determined through the examination of grant/loan agreements that $2,230,000 of our revolving loan funds were provided via the MIF program and are considered to be State funds. These dollars must be administered and borrowed in conformance with the guidelines recently adopted by the Council.

DATE: April 25, 2018
The initial information provided by DEED did not identify any Federal dollars within the Saint Peter revolving loan funds.

Now that the source of original revolving loan capitalization has been determined, the City will have a decision to make regarding the State MIF funds.

If the City would return 20% of its MIF funds (plus interest) to DEED, the remaining 80% of the funds could be used for any "lawful purpose". If that were the case, and it is determined that the Federal regulations are not applicable, the entire revolving loan fund(s) of the City would be unencumbered by any DEED or HUD regulations. If the City wishes to return the 20%, a decision would need to be made by June 30, 2018.

The EDA has discussed the State's request to return 20% of the MIF funds. It is expected that they will pass a resolution at their May meeting recommending that the City Council decline to return the funds as requested by DEED. That means we would need to continue to follow the rules that were recently updated by the EDA as discussed earlier.

I have attached a spreadsheet which shows the various City funds which comprise the EDA Revolving Loan Fund(s). Please note that $903,517.77 in housing loans, predominately made to the Southwest Minnesota Housing Partnership, are included in the report but are not independently administered by the EDA.

Please let me know if you have any question about this agenda item.

RJW
## REVOLVING LOAN ACCOUNTS BY FUND
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| 15 |
Sec. 6-228. - Capital items, and emergency facilities purchasing.

Capital items shall include any equipment or group of different equipment whose intended use in an integrated manner supports the provision of a singular service, project or program and has a useful life in excess of one year and a purchase price of greater than $5,000.00. Capital purchases costing between $35,000 and $49,999 shall be made only after multiple written quotes have been solicited and recommended by the Commission for approval and approved by the City Council. Capital purchases of $50,000.00 or greater shall be allowed only after formal sealed bids have been received and recommended by the Commission for approval and approved by the City Council. The sealed bid process shall be as outlined in State Statute and/or the City's purchasing policy and all bids shall be publically opened and read.

No alterations, repairs or improvements to the hospital, medical clinic or nursing home shall be made by said Commission, with a cost of $35,000.00 to $49,999.00, without first obtaining multiple written quotes and the approval of the Council. No alterations, repairs or improvements to the hospital, medical clinic or nursing home shall be made by said Commission, with cost of $50,000.00 or more, without first obtaining formal sealed bids and the approval of the City Council. The sealed bid process shall be as outlined in State Statute and/or the City's purchasing policy and all bids shall be publically opened and read. Capital equipment that needs immediate replacement due to a malfunction which compromises the hospital's ability to provide patient service or provide an appropriate hospital environment may be made at the discretion of the Commission under rules it may establish but must be sent for review and ratification to the City Council if in excess of $50,000.00

The Commission shall develop purchasing rules or policies for purchases under the limits established in this section and those rules or policies may be more restrictive in nature than those provided for in this section. Copies of any such rules or policies must be provided to the City Administrator's Office upon adoption.

(Ord. No. 24(3rd Ser., § 1, 9-28-2015)
CITY OF SAINT PETER

PURCHASING POLICY

General Provisions

The purchasing policies of the City are established by the City Council through the City Administrator.

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Saint Peter, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

This policy applies to the procurement of materials, supplies, services, and construction. It shall apply to every expenditure of municipal funds, irrespective of their source. When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory Federal or State laws and regulations which are not reflected in this policy. Nothing in this policy shall prevent the City of Saint Peter from complying with the terms and conditions of any grant, gift, or bequest which are otherwise consistent with law.

To facilitate a sound and cost-effective purchasing operation, all purchases shall be of a quality to suit the intended purpose at the lowest possible cost.

The City Administrator shall be the designated purchasing agent of the City of Saint Peter. Purchases for the requirements of the City are made for each department through the City Administrator’s office or his/her designee. The success of the purchasing function and the mutual benefits derived are contingent upon the cooperation of all City departments.

Purchase authorization should be sought far enough in advance to allow for delivery prior to actual need. Ideally, similar purchases by various departments should be aggregated on one purchase order to allow for better unit prices and lower delivery costs. Purchases shall not be split in order to circumvent any provision of this policy or applicable Minnesota State Statutes.

DISCRETIONARY AUTHORITY

Competitive purchases shall not be made on the sole basis of low quotation. Said purchases shall be based upon factors such as life-cycle costs, quality, delivery period, and availability of goods and maintenance service, as determined by discretion herein given.

GENERAL INFORMATION

Whenever possible and as outlined below, competitive prices shall be obtained for the purchase of materials, equipment or services. Generally, the greater the value of the purchase, the more formal the method used.

The following procurement methods shall be used and in all cases, a written record shall be made and preserved by the City Administrator’s Office.

Adopted: 10/22/2012
Level of Purchase | Procurement Method
--- | ---
$1 to $500 | Direct purchase
$501 to $1,000 | Verbal Quotations
$1,001 to $10,000 | Three Written Quotations (requested verbally)
$10,001 to $50,000 | Formal Written Proposals (requested in writing*)
Exceeding $50,000 | Formal Bids

*Written requests for proposals should be provided to three or more vendors or service providers. The information must also be included on the “public notices” section of the City website. The request must require the vendor/provider to submit their proposal in writing with the signature of the vendor or service provider included.

For purchases up to and including $50,000 the City Administrator shall have discretion as to whether a Performance Bond is required and/or the amount of that Bond.

Opportunity to do business with the City shall be provided to all responsible vendors. To this end, the City Administrator’s office shall develop and maintain a directory of potential vendors for various types of supplies, equipment and services. Any responsible vendor may be included in the directory upon written request. The directory shall be used to develop a mailing list for distribution of purchase specifications and invitations to bid.

In the event local and non-local proposals for goods and services of like amount, quality and availability exist at the same price, the local proposal shall be accepted. Local vendors are hereby defined as those business establishments that have a significant portion of their physical plant located within the corporate boundaries of the City of Saint Peter.

**PURCHASES OVER $50,000**

**FORMAL BIDS M.S. 471.345 SUBD. 4 PROCEDURE**

**Notice to Bidders** - Notice inviting sealed competitive bids shall be published in the official newspaper of the City at least ten (10) days before the final date for submitting bids thereon. Such notice shall cite the specifications on the supplies, materials, equipment or construction project or other matter to be contracted for and shall state the amount of bond or other security, if any is to be required, to be given with the bid and the amount of bond or security to be given with the contract. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any consideration or award of the contract shall also be stated in general terms.

**Solicitation and Posting** - The purchasing agent shall also solicit bids from such qualified prospective vendors that are reasonably known to the purchasing agent.

**Bid Security Deposit** - This deposit shall be in the form of a certified or cashier’s check or a bond written by a surety company authorized to do business in the State of Minnesota. The amount of such security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the City Council, the City Administrator shall prescribe the amount of any security to be deposited with any bid. The City Administrator shall be authorized to waive the bid security requirement for purchase of materials under $100,000.

**Bid Opening** - Bids shall be opened in public at the time and place designated in the notice requesting bids. Original bid documents shall be referred to the Office of the City Administrator to be examined and tabulated and shall be reported to the City Council with a recommendation.

Adopted: 10/22/2012
After opening, all bids shall be available for inspection and kept on file by the City Administrator's office.

**Award of Bid** - Provided that the City Council shall find any of the bids satisfactory, the Council shall award the contract to the lowest responsible bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid. The Council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements. Upon satisfying itself that the conditions have been met, the Council may award the contract by resolution.

**Written Contract** - All formal bid awards shall be made the subject of written contract. A purchase order alone shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the City's affairs. In no case shall a purchase order be sufficient for the construction of Public Works or the contracting for supplies or services over any period of time or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

**Bidder's Security** - All bid bonds or certified or cashier's checks may be retained by the City Administrator's Office until the contract is awarded and executed. If any successful bidder fails or refuses to enter into the contract awarded to him/her in the time specified after the same has been awarded, or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the City, and the City Council at its discretion may award the contract to the next lowest competent bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid, or said contract may be re-advertised.

**Performance Bond** - At the time a contract is executed the contractor shall file a bond executed by a surety company authorized to do business in the State of Minnesota, to the City, conditioned upon the performance of said contract and saving the City harmless from all losses or damages caused to any person or property by reason of any carelessness or negligence by the contractor and from all expense of inspection, engineering, and otherwise, caused by the delay in the completion of any improvement. The bond shall further be conditioned to pay all laborers, mechanics, subcontractors and material suppliers as well as all just debts and demands incurred in the performance of such work. Unless fixed by the City Council, the City Administrator shall prescribe the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders. For purchases up to and including $100,000 the City Administrator shall have the discretion as to whether a Performance Bond is required and the amount of that Bond. For purchases or contracts over $100,000, the regulations contained in Minnesota Statutes shall apply as those regulations relate to publication, bonding, and bid security.

Adopted: 10/22/2012
PURCHASE ORDERS

Approval for purchases shall be granted following the submission of a purchase order and shall be processed in accordance with administrative procedures. The purchase order serves to define the approximate quantity and intended use of requested materials, supplies and services and to provide better control over financial resources. The purchase order also serves to inform the Finance Department of pending financial obligations.

Purchase authorization should be sought far enough in advance to allow for delivery prior to actual need. Ideally, similar purchases by various departments should be aggregated on one purchase order to allow for better unit prices and lower delivery costs. Purchases shall not be split in order to circumvent any provision of this policy or applicable Minnesota State Statutes.

Purchase orders shall be prepared on four-part forms in ascending numerical order. The yellow copy shall be retained by the department initiating the purchase order. The Finance Department (Accountant) shall retain the blue copy in a numerical file. The pink and white copies will be returned to the department initiating the purchase order. The white copy shall be forwarded to the vendor and the pink copy shall be attached to all properly reconciled invoices when received and forwarded to the Finance Department for payment.

In all cases, purchase orders for items exceeding the budget shall be signed by the below named individuals.

**Purchases $1 to $500** - All budgeted purchases between $1.00 and $500 may be initiated without a purchase order subject to Foreman or Department Superintendent verbal approval.

**Purchases $501 to $1,000** - All budgeted purchases between $501 and $1,000 may be initiated without a purchase order subject to Department Superintendent or Department Director verbal approval.

**Purchases $1,001 to $7,500** - All budgeted purchases between $1,001 to $7,500 shall be initiated by a purchase order signed by the requisitioner, Department Director, Finance Director, and City Administrator prior to the purchase of any items.

**Purchases $7,501 to $30,000** - All budgeted purchases between $7,501 to $30,000 shall be initiated by a purchase order signed by the requisitioner, Department Director, Finance Director, and City Administrator and presented to the City Council on the Consent Agenda for approval prior to the issuance of a purchase order. Documentation shall include unit costs, names of all vendors supplying quotes, names of all vendors contacted to provide quotes, costs including shipping and taxes.

**Purchases $30,001 to $50,000** - All budgeted purchases between $30,001 to $50,000, shall be initiated by a purchase order signed by the requisitioner, Department Director, Finance Director, and City Administrator and presented to the City Council as an agenda action item for approval prior to the issuance of a purchase order. Documentation shall include unit costs, names of all vendors supplying quotes, copies of the quotes submitted, names of all vendors contacted to provide quotes, and costs including shipping and taxes.

**Purchases over $50,000** shall be initiated as a formal bid request and staff shall follow the procedure for receipt of bids outlined in this document.

Adopted: 10/22/2012
BLANKET PURCHASE ORDER

To avoid excessive paperwork and administrative delays, frequently used vendors may be issued a blanket purchase order with a designated spending limit not to exceed twelve (12) months of normal purchases. Departments may then purchase various supplies on a daily basis within the designated spending limit. However, no one item purchased via a blanket purchase order may exceed $1,000.

Blanket purchase orders may be issued only upon receipt of a properly executed purchase order that identifies the designated spending limit. Department Directors shall provide the vendor with a list of employees authorized to purchase via the blanket purchase order. It shall be the Department Director and vendor's responsibility to abide by the designated spending limit.

Adopted: 10/22/2012
RECEIPT/RETURN OF MATERIALS

All vendor issued packing slips or other pertinent documentation shall be given to the Finance Department and attached to the appropriate purchase order for future reference.

A returned materials report identifies items returned to a vendor due to damage or other valid reason of non-acceptance. Issuance of a returned materials report should be acknowledged by the vendor by a credit memorandum.

INVOICES

An invoice is the means by which a vendor informs the City of its financial obligation. Invoices should contain an itemization of quantities and charges for supplies, materials, or services furnished to the City as well as special conditions such as discounts and due dates.

Upon receipt of an invoice, the Finance Department shall reconcile the purchase order, packing slips, returned materials reports and credit memorandums to the invoice. Any and all discrepancies in quantities and costs must be reconciled by the Department Director before an invoice is forwarded to the Finance Department for payment.

At appropriate intervals, the Finance Department shall prepare a schedule of invoices payable for Council review and approval. Payment shall be made following Council approval except that the Finance Department is hereby granted authority to make prior payment to take advantage of allowable discounts or for other necessary reasons as determined by the Finance Director.

PETTY CASH

It is the City’s policy to hold petty cash purchases to a minimum. No employee may make such a purchase without prior authorization of his/her Department Supervisor or Department Director. Such purchases are generally paid for by the employee who then secures reimbursement from the petty cash fund. The number and size of petty cash funds shall be designated by the Finance Director. The Department Director of any Department maintaining a petty cash fund shall be responsible for the administration of such fund.

Each petty cash fund shall be maintained on an “imprest” system which requires that each disbursement must be supported by proper documentation. Replenishment of petty cash funds will be made by submitting a report of disbursements along with supporting documentation to the Finance Department for payment processing. Each petty cash fund will be audited by the Finance Department periodically.

Petty cash purchases are to be held under forty dollars ($40) whenever practical. Expenses for travel, schools, luncheons, etc. should not normally be reimbursed by the petty cash fund, but rather submitted on an Expense Reimbursement Form.

EMERGENCY PURCHASES

Emergency purchases are to be made only when normal operations of a department would be hampered significantly by delays resulting from the submission of a purchase order or when property, equipment, or lives are endangered through unexpected circumstances.

Adopted: 10/22/2012
In the case of an emergency, a Department Director may purchase directly any budgeted supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the City Administrator or Finance Director if emergency expenditures exceed the budget or are unbudgeted, whether the emergency occurs during normal working hours or not. The emergency, following its abatement, shall be explained on a purchase order and submitted to the City Administrator.

**GRATUITIES AND KICKBACKS**

It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

**EMPLOYEE CONFLICT OF INTEREST**

It shall be unethical for any employee to participate directly or indirectly in a procurement when the employee knows that:

(a) the employee or any member of the employee’s immediate family has a financial interest pertaining to the procurement; or

(b) any other person, business or organization with whom the employee or any member of the employee’s immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

An employee or any member of the employee’s immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matter pertaining to that financial interest. No purchase shall be made which would violate Minnesota State Statutes pertaining to elected officials’ conflict of interest.

Adopted: 10/22/2012
TO: Honorable Mayor Zieman  
Members of the City Council

FROM: Todd Prafke  
City Administrator

RE: Big Five Projects

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

This is an excerpt from the May 2017 Goal Session report giving direction to staff related to the largest General Fund and potential levy impacting projects that you have queued up for some level of activity.

"Council discussed its' ongoing desire to prioritize potential building projects and concluded that the priorities were:

#1 - Pavilion
#2 - Fire Hall
#3 - City Hall
#4 - additional park facilities
#5 - cooperative indoor recreational facilities

Staff was directed to move the pavilion forward and prioritize it above other projects largely, but not solely, based on the grant funding received from the State and the need to encumber that money in a relatively short time farm; and to continue to do work on the Fire Hall. Debt and maybe cash would be used to finance Pavilion activities.

My goal in having this on your agenda is to make sure this still rings true to you and is the direction you want us to go. Now that the Hospital expansion is up and running I will have more time to devote to the effort of planning including working with consultants, project financing and financial planning and you will see the pace on these steady a bit.

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

TP/bal
## Enhancements Summaries

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<tr>
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| Total                    | $74,720| $84,586|
|                         | $159,306|        |
CITY COUNCIL OPERATIONAL RULES

a. The Saint Peter City Council shall conduct regular meetings of the Council on the second and fourth Mondays of each month.

b. In the event a regular meeting of the Saint Peter City Council falls on a City holiday, the Council will meet the following day.

c. Special meetings of the Saint Peter City Council may be called by the Mayor, or in his absence, the Mayor pro tem, or by petition of three members of the Council.

d. City Council workshops shall be held on non-meeting Mondays.

e. A quorum necessary to conduct business shall consist of four members of the Council, including the Mayor.

f. The Saint Peter City Council shall maintain the following standing committees of the Council:
   ♦ Public Works and Utilities Committee
   ♦ Finance Committee
   ♦ Personnel and Code Review Committee

g. City Council Standing Committees shall convene meetings only on matters referred to them by the City Council.

h. The function of City Council Standing Committees shall be to study, discuss, and make recommendations on issues to be presented for consideration by the City Council.

i. Meetings of the Saint Peter City Council Standing Committees shall be called by the Mayor, Committee Chairperson, or by the City Administrator.

j. Members of the Saint Peter City Council Standing Committees shall consist of two members approved by the Council, one from each ward. The Mayor shall serve as an ex-officio member on all Committees.

k. Notices of the Saint Peter City Council Standing Committee meetings shall be distributed to all Councilmembers and the news media as soon as conveniently possible, normally not less than seventy-two (72) hours before the meeting.

l. The agenda for the Standing Committee or Special Committee meetings shall be prepared by the Chair of that Committee. Agendas for City Council meetings shall be prepared by the City Administrator. Any Councilmember may have an item placed on the agenda by informing the City Administrator of the topic.

m. Agendas for Saint Peter City Council meetings shall be available to members of the Council and the news media not later than 5:00 p.m. on the Thursday preceding the date of the Council meeting. Information pertaining to agenda items shall be delivered to Councilmembers as soon as possible after that time, normally on Friday afternoon.
n. In the case of special meetings of the City Council, the members of the Council and the news media shall be notified seventy-two (72) hours prior to the meeting as to date, time and place in conformance with the Open Meetings Law.

o. Items arising during meetings of the City Council which are not on the official agenda with appropriate background material, will not normally be acted upon until future meetings of the Council unless deemed to be an emergency by the Council.

p. Explanation of the City Council agenda items will be done by the City Administrator. However, the Administrator may call on Department Directors, advisors, or consultants for further explanation.

q. The procedural conduct for the meetings of the City Council shall be Robert's Rules of Order, Newly Revised.

r. Minutes of the regular or special meetings of the City Council shall be available as soon as possible to the Councilmembers and shall be included in Councilmembers' packets for action at the next regular meeting of the Council.

s. A majority passage of an ordinance shall consist of the affirmative vote of four members of the Council no matter how many are present and constituting a quorum, except that during a state of emergency the procedures provided for in the Saint Peter City Code shall apply.

t. All regular meetings of the City Council shall include on the agenda a time for scheduling visitor comments, either relating to agenda items or bringing up new topics. A visitor who wishes to speak about an item which appears later on the agenda should so indicate when the Mayor asks; that visitor will be called upon when the item comes up for discussion. A visitor who wishes to speak about something which is not on the agenda will be called on to speak before the meeting continues. All visitors are asked to limit remarks to no more than five (5) minutes. If a visitor's remarks appear to have strayed beyond the scope of a constructive presentation, they may be interrupted and asked to conclude their comments. Members of the City Council or staff may respond to the questions or comments when presented. The Council reserves the right to ask questions and to respond to any question at a later time. If additional information is needed, the Council will indicate when the visitor may expect a response and from whom.

u. Visitors must indicate their wish to address the Council on a workshop agenda item prior to the start of the workshop. Visitors who wish to speak will be required to provide their name, home address and to identify the agenda topic they wish to speak to. The Mayor will call on the visitor when that agenda item comes up and will allow five (5) minutes to comment. The Council reserves the right to ask questions and to respond to any question at a later time. The Council may also ask staff to contact the visitor about his/her comments at another time. When commenting, visitors must be courteous to all and limit comments to an expression of concern or constructive suggestions on the agenda topic. If a visitor's remarks appear to have strayed beyond the scope of a constructive presentation, they may be interrupted and asked to conclude their comments.
v. The City Attorney shall be designated as the parliamentarian to advise the Mayor on matters of procedure at all meetings of the City Council.

w. Members of the City Council may request removal of any consent agenda item prior to action on the consent agenda. The removed item will then be considered as a separate agenda item later in the same meeting.
Template Code of Conduct

___01. Purpose.
The city council of the City of ____ determines a code of conduct for its members, as well as the members of the various boards and commissions of the City of ____, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the city council hopes to promote the faith and confidence of the citizens of ____ in their government and to encourage its citizens to serve on its council and commissions.

___02. Standards of Conduct.
Subd. 1. No member of the city council or a city board or commission may knowingly:

a. Violate the open meeting law.
b. Participate in a matter that affects the person’s financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation.
c. Use the person’s public position to secure special privileges or exemptions for the person or for others.
d. Use the person’s public position to solicit personal gifts or favors.
e. Use the person’s public position for personal gain.
f. Except as specifically permitted pursuant to Minn. Stat. 471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person’s performance of official action, or be intended as a reward for the person’s official action.
g. Disclose to the public, or use for the person’s or another person’s personal gain, information that was gained by reason of the person’s public position if the information was not public data or was discussed at a closed session of the city council.
h. Disclose information that was received, discussed, or decided in conference with the city’s legal counsel that is protected by the attorney-client privilege unless a majority of the city council has authorized the disclosure.
i. Engage in discriminatory, retaliatory or offensive behavior when interacting with each other, staff and the public.
j. Treat each other, staff or members of the public in a manner that is disrespectful or that may foster a hostile and unprofessional environment, whether in the workplace or at city-sponsored social events.

k. Represent private interests before the city council or any city committee, board, commission or agency. (optional)
Subd. 2. Except as prohibited by the provisions of Minn. Stat Sec. 471.87, there is no violation of subdivision 1 b. of this section for a matter that comes before the council, board, or commission if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with a member of the city council under the circumstances described under Minn. Stat. Sec. 471.88, if proper statutory procedures are followed.

___ .03. Complaint, Hearing.

Any person may file a written complaint with the city clerk alleging a violation of the standards of conduct in section ___ .02. The complaint must contain supporting facts for the allegation. The city council may hold a hearing after receiving the written complaint or upon the council's own volition. A hearing must be held only if the city council determines (1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally-recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay. The city council’s determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the city council’s determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of an advisory board or commission from office.
Elected Officials' Duties & Responsibilities

It is the duty of the mayor, clerk, and councilmembers to ensure the city fulfills its duties under the law and lawfully exercises its powers.

City officials can sometimes be held personally liable for failing to act or for taking unauthorized actions on the part of the city. To avoid personal-liability lawsuits, city officials should gain a working knowledge of the laws that regulate city government. Whenever there is any doubt about the validity of an action or procedure, city officials should consult their city attorney.

Role of the individual councilmember

Councilmembers' statutory duties are to be performed, almost without exception, by the council as a whole. For example, the council, not individual members, must supervise administrative officers, formulate policies, and exercise city powers.

Councilmembers should devote their official time to problems of basic policy and act as liaisons between the city and the general public. Councilmembers should be concerned, not only with the conduct of daily affairs, but also with the future development of the city.

The most important single responsibility of a council member is participation at council meetings. In statutory cities, each councilmember, including the mayor, has full authority to make and second motions, participate in discussions, and vote on every matter before the council.

In a statutory city, any two councilmembers of a five-member council or any three members of a seven-member council may call a special meeting. Care should be exercised to give proper notice, however.

Role of the council

As individuals, council members have no administrative authority. They cannot give orders or otherwise supervise city employees unless specifically directed to do so by the council. The council, however, has complete authority over all administrative affairs in the city. In Plan B cities, this authority is generally restricted to conducting investigations and establishing policies to be performed by the manager.

The major areas of council authority and responsibility are:

Judging the qualification and election of its own members

Setting and interpreting rules governing its own proceedings

Exercising all the powers of cities that the law does not delegate to others

Legislating for the city

Directing the enforcement of city ordinances

Appointing administrative personnel

Transacting city business

Managing the city’s financial operations

Appointing members of the boards

Conducting the city’s intergovernmental affairs

Protecting the welfare of the city and its inhabitants

Providing community leadership
Role of the mayor

As the head of the city, the mayor officially speaks for both the government and the community as a whole. In all statutory cities and in most charter cities, the mayor is the presiding officer and a regular member of the city council. The mayor has all the powers and duties for the office of council member in addition to those of mayor.

In a home rule charter city, the charter spells out the duties and responsibilities of the mayor. Mayors of statutory cities have the following roles:

Official head of the city
- The mayor usually serves as the city’s representative before the Minnesota Legislature, federal agencies, and other local governments.
- The mayor usually greets important visitors, gives formal and informal talks, and takes part in public events.
- The mayor often exerts leadership in city affairs. Because the mayors of statutory cities lack significant individual authority, this responsibility frequently calls for tact rather than overt acts of direction or supervisory control.

Executing official documents

Power to make some appointments

Presiding officer at council meetings

Weed inspector
- The city may also appoint assistant weed inspectors, who have the same power, authority, and responsibility of the mayor in the capacity of weed inspector

Election duties

Investigating fires

Declaring local emergencies

Read more detail on the duties and responsibilities of elected officials in the Handbook for Minnesota Cities (Link to: http://www.lmc.org/page/1/resource-library.jsp?pageId=1608)

Return to Overview of Minnesota City Government (Link to: http://www.lmc.org/page/1/overview-city-gov-mn.jsp)

Your LMC Resource

Research & Information Service staff are at the ready to help you apply our broad knowledge to the issues you're dealing with today.

Access online form to submit a question (preferred route) (Link to: http://www.lmc.org/page/1/submit-research-inquiry.jsp)
(651) 281-1200 or (800) 925-1122

More Resources on Duties & Responsibilities

The following resources provide additional information about city government in Minnesota:

View Information Memo: Meetings of City Councils (pdf) (Link to: http://www.lmc.org/media/document/1/meetings_of_city_councils.pdf?inline=true)

Access the Handbook for Minnesota Cities (Link to: http://www.lmc.org/page/1/resource-library.jsp?pageId=1459)

Access the HR Reference Manual (Link to: http://www.lmc.org/page/1/hr-reference-manual.jsp)
TO: Honorable Mayor Zieman  
Members of the City Council  

FROM: Todd Prafke  
City Administrator  

Pete Moulton  
Director of Public Works  

RE: North Third Street Reconstruction

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

The area of North Third Street located north of the Saint Julien intersection has been a point of discussion for about 30 years. The water and wastewater lines were installed in the mid-1970's; however, the storm sewer has never been installed and the road has been on the minimum maintenance list.

The City Council previously directed the City Engineer to do a preliminary estimate of a project that included street, utility and stormwater development.

This area is filled with homes and apartment complexes with most of the development in the area having occurred in the last 15 years. The area drains poorly due to the lack of storm sewer and the continued run-off of water from the west. If the project were to take place, staff would recommend reconstruction include installation of storm sewer, curb, gutter and a 7-ton street surface.

Under this development plan a small one-quarter (.25) acre storm water basin would be installed on the vacant lot north of the Holiday Station; most likely in conjunction with future development in this area. Either way, at some point stormwater treatment (basin) will be needed and this is the quickest and cheapest route to the river.

Our hope for the Council's goal session is multi-fold. First a few policy issues to grapple with:

- Based on the current estimated costs, does the Council have any interest in going forward or at least providing additional opportunity to better understand the neighborhood's wishes and gauge their interest? To be clear you have the ability to initiate such a project, but there are a couple of obstacles that need some level of consideration. In the past when you have undertaken assessable projects of this scare you have done so only with 100% approval of the abutting property owners demonstrated by their willingness to sign a waiver of the hearing process meaning that they cannot contest the assessment. This may be particularly challenging in this area.
due to the cost. While the Council could move forward without this, any assessment would be open to a challenge in District Court because, as you know, the assessment must increase the value to the property in an amount that is equal to or greater than the assessment to survive a challenge. If a challenge occurs and is awarded then the City's general tax base would need to pay that sum.

- This project has a pretty sizable City share price tag. If you decide to go forward a year or two, a financial plan is probably needed unless you look to use other funding sources such as enterprise funds. While we would not recommend that, it is certainly something you could do if you choose.

- If you want to take a closer look at this project we might suggest that having a neighborhood meeting is of value. A meeting of this type would give us a chance to outline the project; talk about some of the benefits and challenges; and give property owners an idea about the range of costs they would be likely to see. After that meeting the Council may be better able to gauge interest by the property owners. If there is great interest and willingness to participate financially, then a process and timeline is further developed. The challenge here is that as with just about any project, you are unlikely to get 100% agreement so is 50%, 75% 90% or more agreement your threshold for initiating a project? It may be hard to set a percentage right now, but after further discussion, it may become more evident at what level a go/no go line may be set at.

- If there is a want to undertake or build the project without that 100% agreement by the neighbors, we do have an obligation to the rest of the community to do the appropriate work to help ensure that abutting property owners pay their share under the rules just as we would do in a new development unless the Council sees value in establishing a different process or alternative criteria for this project (in other words providing additional non-assessment dollars to the project).

The key starting questions may be:
- Do you want to have an "exploratory" meeting with the neighbors framed as "We have been asked by a few property owners to examine this and now, with additional information, we are seeking additional input."?
- Once you get input, is there a target threshold for agreement by property owners before you go further?
- Might you be interested in putting additional money into the project to lower assessments?

Please feel free to contact us should you have any questions or concerns about this agenda item.

TP/PM
CITY OF SAINT PETER ASSESSMENT POLICY

GENERAL POLICY STATEMENT

This policy is established to set the rules for the acceptance of petitions, approval of projects and calculation of assessments for City infrastructure improvements in and around the City of Saint Peter.

It is the intent of this policy that its provisions shall apply only to projects authorized by the City Council.

DEFINITIONS

City - City of Saint Peter.

Collector Street - is a street that has greater than seven-ton capacity design.

Hook-up – is the connection by the property owner to the City water or sewer service as defined in City Code.

Improvements - The addition, enhancement or correction of infrastructure that provides for the development and/or enhancement of property including, but not limited to, curbs, gutter, sidewalks, roadways, streets, water mains, wastewater mains, electrical installations, stormwater collection and treatment.

Reconstruction - The correction or rebuilding of any project where costs are equal to or greater than fifty percent (50%) of the replacement cost in current dollars based on City Engineer’s estimate.

Repair - Repair is the maintenance or correction of deficiencies in physical infrastructure that cost up to fifty percent (50%) of the replacement cost in current dollars based on City Engineer’s estimate.

Residential Street - is a street that is seven (7) ton or less capacity design.

Roadway- is a thoroughfare, route, or way on land between two places, which typically has been paved or otherwise improved to allow travel by some conveyance, including a cart or motor vehicle.

Stormwater and Storm Sewer will have the same meaning.

Street - is a paved public thoroughfare in a built environment.

Trail -is a path with a rough beaten, bituminous, cement, or dirt/stone surface that is generally used for non-motorized travel and may be designated on an official City map.

Wastewater and Sanitary Sewer will have the same meaning.

Adopted: ____, 2012
PETITIONS

No petition for construction of any public improvement outlined in this policy shall be accepted or acted upon by the Council unless it is filed with the City Administrator on or before August 15th of the year prior to the year of requested construction, unless the City’s anticipated expenditures are less than $5,000.

Petitions must be submitted on a form approved by the City for consideration of the Council.

CLASS A IMPROVEMENTS

Class A Improvements are those that generally benefit the City at large, including, but not limited to:

1. Public buildings.
2. Public parks or recreational facilities.
3. The installation of street lighting systems and maintenance of such systems.
4. Stormwater improvements excluding those in any Stormwater or Storm Sewer Assessment District.
5. Trails.
6. Or any other improvement(s) that are not described in Minnesota Statutes, Section 429.021, Subdivision 1.

Class A improvements shall be financed from general City funds and not from special assessments.

CLASS B IMPROVEMENTS

Class B Improvements are those that are of benefit to more than the abutting property. Class B improvements include:

1. Trunk water mains larger than eight inches (8") in residential areas.
2. Trunk water mains larger than twelve inches (12") in commercial/industrial areas.
3. Trunk wastewater mains larger than eight inches (8").
4. The construction of municipally owned off-street parking facilities.
5. Three-Phase and Single-Phase Electric Distribution Service Lines.
6. Collector Street Construction or Reconstruction
7. Storm Sewer Improvements

CLASS C IMPROVEMENTS

Class C Improvements are those that are primarily, if not exclusively, of benefit to the property abutting the improvement, including:

Adopted: ____, 2012
1. The construction of lateral water mains no larger than eight inches (8") in diameter in residential areas.
2. The construction of lateral water mains no larger than twelve inches (12") in diameter in commercial/industrial areas.
3. The construction of lateral wastewater mains no larger than eight inches (8") in diameter.
4. The construction and repair of curbs and gutters.
5. Residential street construction or reconstruction.
6. The construction and repair of sidewalks.

FINANCING OF CLASS B AND C IMPROVEMENTS

It is the policy of the City to finance Class B and C Improvements by the methods described later in this section. The apportionment of the cost between the benefited property and the City at large, and the method of levying assessments prescribed in those sections, shall be followed unless the Council, by resolution, finds that because of a special circumstance, a different policy is necessary or desirable in the particular case. If there is a special circumstance, it should be stated in the resolution. Any local improvement described in Minnesota Statutes, Section 429.02 and not placed in Class A, B, or C by this section, shall be financed as the Council determines to be most feasible and equitable in each case.

ASSESSMENT REGULATIONS FOR CLASS B IMPROVEMENTS

Subd. 1. Trunk Water Mains, Wastewater Mains - When a water main or sanitary sewer is laid across or adjacent to unplatted property, the City may defer the assessment against the unplatted property. When trunk water or sanitary sewer is constructed and is to serve also as a lateral water main or sanitary sewer for abutting property, the property shall be assessed for the costs of an equivalent lateral water main or sanitary sewer. The City will pay the cost of the trunk water main and sanitary sewer, minus the cost of the lateral water main or sanitary sewer that is assessed. Lateral water main will be defined as no larger than eight inches (8") and eight feet (8') deep. The City cost will be paid from the appropriate City funds.

Subd. 2. Three-Phase Electric Distribution Service Lines - The cost to install three- or single-phase electric distribution lines will be assessed to the property served.

Subd. 3. Street Construction or Reconstruction - When standards for residential street construction are higher than those the City would normally use, the cost to be assessed to the benefited property shall be based on the cost of normal residential street construction capacity of seven (7) tons. The remainder of the cost shall be paid from appropriate funds and from the property benefiting from the higher construction standards. Reconstruction of a residential roadway that has a design capacity up to seven (7) tons shall have thirty percent (30%) of the cost assessed to the abutting property owners and the remainder shall be paid by City general funds.

Subd. 4. Storm Sewer Improvements - Improvements to the storm sewer system in an established storm sewer improvement district will be financed in accordance with the provisions of Minnesota Statutes, Chapter 444.

Adopted: _____ 2012
ASSESSMENT REGULATION FOR CLASS C IMPROVEMENTS

Subd. 1 Sidewalk - The cost of construction, reconstruction, and repair of sidewalks shall be assessed one hundred percent (100%) based on frontage against property abutting the side of the street on which the sidewalk is located unless it is located in a Sidewalk assessment district where separate rules for payment will apply. Sidewalks that cross alleys will be paid by the City.

Subd. 2. Water and Sewer - The cost of water mains and of sanitary sewer shall be assessed one hundred percent (100%) against the abutting property based on frontage. The cost of water mains is to be assessed including the service lines, valves, and hydrants at time of initial construction. The cost of sanitary sewer includes service lines, if furnished, at time of initial construction.

The hook-up of Water and Wastewater service shall be charged a connection fee, which shall be determined by the City Council.

Service lines shall be defined by City Code.

Subd. 3. Street - The cost of construction of any street including those where the project may include curb and gutter, shall be assessed on the basis of frontage excluding cost of constructing street intersections which shall be paid by the City.

Reconstruction of a street shall be paid by an assessment to the abutting property owners at thirty percent (30%) of the cost.

Subd. 4. Curb and Gutter - One hundred percent (100%) of cost for the construction, repair or reconstruction of Curb and Gutter that is exclusive of street reconstruction shall be assessed based on frontage against property abutting the side of the street on which the Curb and Gutter is located.

SPECIAL RULES

Subd. 1. Corner Lots - For any infrastructure improvements that occur simultaneously on both the front and side yard of a corner lot the assessment will be calculated by adding the front and side yard frontage and dividing by two (2). This will establish the assessable frontage, which will be then used to calculate the total frontage for the project assessment calculation.

For infrastructure improvements that occur only on one side of a corner lot, the frontage shall be calculated using the actual frontage abutting the project.

Subd. 2. Intersections - The cost of water and sewer improvement in street intersections shall be included as part of the total assessable cost. The City shall pay intersection costs related to street, curb and gutter improvements.

Subd. 3. Irregular Lot Shapes and Adjusted Frontage - When an irregular shaped lot is abutting an infrastructure improvement, an adjustment to maintain fairness in the assessment...
may be made. When the amount of an assessment is determined by frontage, an equivalent front footage shall be determined by the following formula:

The sum of all sides of the lot shall be added together and divided by the number of sides and shall be the assessed frontage.

**Subd. 4. Bidding Process** - Alternate bids will be required on all water/wastewater main installation projects. The bids provided will be the basis for determining the true cost of the improvement share to be assessed. The basis for comparison will be the lowest alternate of the awarded bid.

**FEDERAL, STATE AND COUNTY AID USE**

If the City receives financial assistance from the federal government, the state or the county to defray a portion of the cost of any improvement project, such aid shall be used first to reduce the share of the project cost that would be met from the general and enterprise City funds according to the assessment formula contained in this policy. If the aid is greater than the amount of the improvement cost to be borne by the City, the remainder of the aid shall be placed in the appropriate City improvement fund or distributed in such other manner, as the Council shall determine.

**PROCEDURAL RESTRICTIONS**

**Subd. 1 General** - In attempting to conform to the provisions of Minnesota Statutes, Chapter 429, proceedings for a public improvement to be paid wholly or partly by special assessments shall conform to the requirements of these sections.

**Subd. 2. Waiver and Assessment Hearing** - After receiving bids for a project, the Council may, at its discretion, request submittal of signed waivers of the right to appeal the assessment when levied or may elect to hold a public assessment hearing to determine if there is substantial objection to the proposed assessments. If the Council elects to hold a public assessment hearing, the contract for the project shall not be awarded until the 30-day appeal period has expired.

**PARTIAL PAYMENT**

After the adoption of the assessment roll of any improvement project by the Council, the owner of any property assessed may, prior to the certification of the assessment of payment of the first installment to the County Auditor, pay to the City Treasurer all or any portion of the assessment, but not less than five hundred dollars ($500). The remaining unpaid balance shall be spread over the period established by the Council for installment payment of the assessment.

**CERTIFICATION OF ASSESSMENTS**

After the adoption of any special assessment by the Council, the Finance Director/Treasurer shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the County Auditor to be extended on the property tax lists of the County.

Adopted: ____ 2012
INTEREST RATE

The interest rate shall be set by the Council on each special assessment project, and the rate of interest shall depend on the current market investment conditions or the cost of bond issuance plus one percent (1%).

ASSESSMENT PERIOD

Assessments shall not be spread over a period longer than the anticipated useful life of the project to be assessed. Subject to the useful life requirement, assessment shall be spread as follows.

1. Assessments under $500
2. Assessments from $500 to $2500
3. Assessments from $2,501 to $10,000
4. Assessments exceeding $10,000

ADJUSTMENTS

In the event the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments on a specific project, the City Council reserves the right to adjust the policy to achieve a more equitable distribution of cost for that project.

Adopted: ____ , 2012
TO: Honorable Mayor Zieman  
Members of the City Council  
FROM: Todd Prafke  
City Administrator  
RE: Fire Relief Association Benefit Request  

ACTION/RECOMMENDATION

Approve an increase in the Fire Relief Association annual benefit level to $3,000 per year of service.

BACKGROUND

Members may know that a retirement benefit is provided to Fire Department members as a cash payment pension. That pension is based on years of service and what we call a "service year amount". That amount has been unchanged at $2,800 per service year since 2015.

The Fire Relief Association, which administers that fund, has requested an increase in the service year amount of $200 per service year. Once vested (after five years of service and minimum of 50 years of age) a retiree is paid out the cash amount at their retirement. For example, if you have 20 years of service in good standing at retirement, you would receive 20 years x $3,000 per year for a total of $60,000. You must be vested and a member in good standing to receive this benefit. The funding is managed by the Relief Association Board. The Board is made up of a few Firefighters, the Mayor and your Finance Director.

Funding for this benefit is allowed for under Minnesota Statute and what is commonly called "2% money". That money is generated by a fee the State charges all fire insurance companies on premiums. The amount of the charge is 2%. It is required that the funding be used for this purpose and it generally covers all costs associated with this benefit. Under the rules, while you do not manage the resources, the City has a fiduciary responsibility to cover shortfalls. Along with that responsibly comes the choice to approve any change in the fees.

The fund is audited by the Relief Association's auditing firm and allocations and liquidity levels are also reviewed by the State Auditor. The yearly report submitted to the State is signed by the City Administrator.

As is indicated in the memo attached from the Association, the fund is very sound, has been managed well and is able to fund this increase in benefit.
It may be important to note that Firefighters in Saint Peter are volunteers and this is one of the benefits that can and I believe does, impact willingness to serve and longevity. I think the main issue for you here may be helping to ensure continued good management of the fund so that the benefit continues to be an enticement for the many hours of service that is required from your volunteers in the Department.

I recommend approval of the increase.

FISCAL IMPACT:

While there is no direct fiscal impact to your action, it has the potential to impact your levy if investments are unable to keep pace with the liquidity needs of the fund.

ALTERNATIVES/VARIATIONS:
Do Not Act: No further action will be taken without additional direction from the Council.
Denial: The Relief Association will be notified of your action.
Modification of the Resolution: This is always an option of the City Council.

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

TP/bal
February 5, 2018

Dear Honorable Mayor and City Council

The Saint Peter Fire Relief Association hereby submits the following concerns, objectives and financial projections to the Mayor and City Council for their review and consideration. We believe the following information will help the City and the Relief Association understand the future pension projections. We desire to have a close working relationship with the City to assure the citizens have the most efficient fire department possible.

Concerns and Objectives:

1. As of January 1, 2018 the City of Saint Peter has 34 firefighters.

2. The training requirement for firefighters continues to increase due to technology, state and federal requirements.

3. In 2016, the SPFRA investments had a positive rate of return of 5.9%. In 2017, we anticipate a positive rate of return of 16%. The actual rate of return will be determined when our annual audit is completed.

4. At the end of 2016, the SPFRA pension fund was 94.2 percent sound. At the end of 2017, we estimate the pension fund will be 107 percent sound. The actual percent sound will be determined when our annual audit is completed.

5. Future projections indicate adequate funding.

6. The last lump sum pension benefit increase was a $400.00 per year of service increase in 2015.

In accordance with the information provided, the Saint Peter Fire Relief Association Board of Trustees asks for your approval to increase the current retirement benefit by $200 per year of service to the total of $3,000 per year of service. This request was approved by the SPFRA Board of Trustee’s at its January 2, 2018 meeting. Based on an estimated rate of return of 5% in 2018, this request would set the required City of Saint Peter’s contribution to the Relief Association at $0 for 2019.

Thank you for your consideration of this matter.

Sincerely,

Darrell Pettis, SPFRA Treasurer
12/31/2017

Cash & Cash investments: $327,391.02
Fixed Income: $96,478.33
Equities: $839,690.42
Alternatives: $14,023.30
Other: $1,032.98
Total investments: $1,278,616.06

Funding Percentage

Investment Rate of Return
## Projection Based on $200 per year benefit Increase to $3,000 per year

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<tr>
<th></th>
<th>(Actual)</th>
<th>(Actual)</th>
<th>(Actual)</th>
<th>(Actual)</th>
<th>(Unaudited)</th>
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| Funding Percentage  | 101.8% | 105.5% | 90.6% | 94.2% | 107.0% | 102.2% | 103.4% |
| Rate of Return      | 14.9% | 4.0% | -1.5% | 5.9% | 16.1% | 5.0% | 5.0% |
| Benefit Level per year of Service | $2,400.00 | $2,400.00 | $2,800.00 | $2,800.00 | $3,000.00 | $3,000.00 |

| Membership          |          |          |          |          |          |          |          |
| Vested              | 26       | 24       | 23       | 24       | 24       | 27       | 26       |
| Non-vested          | 4        | 9        | 9        | 9        | 11       | 6        | 6        |
| Active Firefighters  | 30       | 33       | 32       | 33       | 35       | 33       | 32       |
| Deferred Members    | 6        | 4        | 5        | 5        | 3        | 1        | 1        |

Comments:
(1) Estimated return on investments for 2018 and 2019 is 5% (average return of 5.8% from '13 to '16)
(2) 2017 to 2019 benefit deduction assumes retirement of most senior member+ deferred member payout
(3) Same state contribution for 2017 thru 2019
(4) No city contribution for 2018 and 2019
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2018 -

STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER)

RESOLUTION APPROVING FIRE RELIEF ASSOCIATION RETIREMENT BENEFIT INCREASE

WHEREAS, Minnesota Statutes allow for retirement benefits for Volunteer Fire Fighters; and

WHEREAS, funding for this benefit is provided through "2%" money which is collected from insurance premiums; and

WHEREAS, the Fire Relief Association manages the benefit fund; and

WHEREAS, the City of Saint Peter has a fiduciary responsibility to ensure the fund remains sound; and

WHEREAS, the fund is in good standing at this time; and

WHEREAS, the Fire Relief Association has requested an increase in the yearly benefit amount to $3,000; and

WHEREAS, the benefit amount was last increased in 2015; and

WHEREAS, staff recommends approval of the request.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the retirement benefit for members of the Fire Relief Association who are in good standing is hereby increased to $3,000 per year of service effective March 1, 2018.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of February, 2018.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator
<table>
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<tr>
<th># Firefighters</th>
<th>Prem Cost Monthly per Employee</th>
<th>City Cost Monthly</th>
<th>Annual benefit per Firefighter</th>
<th>City Cost Annual</th>
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<td>23</td>
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<td>$18,446.00</td>
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Purpose:
The City of Saint Peter will take a proactive approach to mitigate the spread of Emerald Ash Borer and spread the physical and fiscal costs associated with the outbreak of Emerald Ash Borer over an extended timeframe. The loss of ash trees in the City of Saint Peter will have a devastating effect on home values, quality of life and the environment. The goal of the City is to buffer that impact by implementing current best management practices.

Applicability:
This management plan is applicable to all public and private properties within the City of Saint Peter.

Emerald Ash Borer Coordinator:
The Department of Public Works and the City Forester shall be responsible for implementing and overseeing this program.

Introduction:
Emerald ash borer (EAB), *Agrilus planipennis* Fairmaire, is an exotic beetle that was discovered in southeastern Michigan near Detroit in the summer of 2002. The adult beetles feed on ash foliage but cause little damage. The larvae (the immature stage) feed on the inner bark of ash trees, disrupting the tree's ability to transport water and nutrients. EAB probably arrived in the United States on solid wood packing material carried in cargo ships or airplanes originating in its native Asia.

EAB attacks all species of ash trees (*Fraxinus spp.*) found in Minnesota, which include green ash (*Fraxinus pennsylvanica*), black ash (*Fraxinus nigra*) and white ash (*Fraxinus americana*). Mountain ash (*Sorbus aucuparia*) are not of the *Fraxinus* genus and are unaffected by EAB. Because EAB is hard to detect, it can be present for years before an infestation is confirmed. There are limited control measures for EAB which means if left untreated EAB has the potential of killing all Ash trees throughout the United States and Canada.

EAB was first discovered in Minnesota on May 13, 2009 (est. infestation of 2005) in the city of Saint Paul and has since spread throughout 15 Counties. Quarantines are currently in place in those 15 counties (see Map; page 2). The City of Saint Peter has over 1000 public boulevard Ash trees (approx. 25% of all boulevard trees) and many more which compose the urban tree canopy within the park system and other public property. There is also a large amount of Ash trees found on private property. It is possible that despite state and federal quarantines of infested regions, EAB may already be established in the City of Saint Peter.

Economic Impact:
Removing and replanting Ash trees will be a tremendous physical and financial challenge for the City of Saint Peter and private property owners. Utilizing a simple formula for removals, stump grinding and replanting, a cost estimate can be determined. For example, consider an average removal cost of $225, (disposal, stump removal, and restoration) and an average replanting cost of $125. At these rates, the economic impact of losing just the 1000 boulevard trees would be about $350,000.

Detection and monitoring:
The City of Saint Peter will continue to inspect public and private properties, both on request and during routine inspections. Suspect trees will be carefully analyzed. Sampling mechanisms to be used will be consistent with Minnesota Department of Agriculture (MDA) guidelines and
will include visually looking at all parts of the tree, branch removal and bark shaving with a
drawknife.

**Tree Management:**
The City will adopt a proactive "Structured Removal Plan" of Ash trees, removing those in
decline and those requested to be removed in anticipation of the larger loss of the entire Ash
population. The intent is to hopefully slow the spread of EAB by reducing host trees, thus,
spreading out management costs over several years by avoiding a "spike" in diseased and
dangerous trees.

The City of Saint Peter must prepare and manage for the arrival of EAB on three fronts:
A. Boulevard trees within the right-of-way
B. Public property trees (i.e. parks, disk golf course, etc.)
C. Private property trees

A. Boulevard Trees:
1. The City has begun a policy of excluding any new Ash tree plantings on public right-of-way
   (ROW) --with the recommendation that citizens and businesses discontinue the use of Ash in
   new plantings.
2. The City will remove any boulevard Ash tree, at citizen request, that is in a state of decline.
3. The City will permit residents to chemically treat an ash tree in the public ROW under the
   conditions of hiring a licensed tree service that is bonded and insured, and that is a State of
   Minnesota Licensed Commercial Pesticide Applicator using state approved trunk injection
   pesticides only. By using trunk injections this reduces pesticide exposure to others and the
   environment overall. (Note: Chemical treatment would not preclude future removal of said Ash
   tree if deemed necessary by Public Works)

B. Public Property Trees:
1. The City will not plant any new Ash trees on public property which can carry the EAB
   infection.
2. The City shall begin to remove any poor quality trees or trees in fair condition with major
   defects.
3. The City will continue to cooperate with the Minnesota Department of Agriculture and
   Minnesota Department of Natural Resources to establish EAB detection trees as needed on
   City property.
4. Ash trees in natural wooded areas will be left alone -- unless by a bike path or structure and
   may cause harm if it falls. If it is an early EAB infestation we will be removing infested trees as
   needed to slow the spread to the community.
5. In public parks Ash trees will be replaced.

C. Private Property Trees:
1. There are thousands of Ash trees, large and small, on private property in the City of Saint
   Peter. No inventory exists, and Ash densities vary by neighborhood.
2. Property owners are urged to monitor for the EAB
3. City of Saint Peter, City Ordinance, Chapter 54-Vegetation, Article II, will be updated to reflect
   the Emerald Ash Borer threat.
4. When residents call the City with questions regarding EAB, questions will be answered and
   they will be encouraged to consult with a Certified Arborist that is insured and bonded.
5. The City will also encourage residents to replace trees lost with species appropriate for the
   site, or to plant new trees in advance of EAB infestation and Ash removal as a way of lessening
   the large economic and environmental impact of the EAB.
6. The City will not treat or dispose of any trees found on private property.
Ordinances and Policies:
The City's Ordinances and policies must outline what actions the City can take to manage
diseased trees. Ordinance revisions will be recommended to the City Council as appropriate to
address the infestation of EAB.

Inventory:
A complete boulevard tree survey was conducted between 1998-2000 by Kunde Co., Inc. The
inventory included location, species, size and condition of each tree. In 2015, the process of
updating the inventory started, with specific goals of determining the current ash tree population.
At present the tree inventory details a total of 4,635 trees of which 966 are Ash trees (21%). The
Public Works staff will continue to update the tree inventory on boulevards and then public land
in the City (i.e. parks, etc.).

Wood Disposal:
The prompt removal of EAB infested trees is the first priority in the City's management plan. The
probable loss of thousands of Ash trees creates several challenges for the City in regards to
public trees as well as residents and commercial tree services dealing with private property
trees. All Ash wood will need to be disposed of following state guidelines and quarantines.
Therefore, the City will explore emergency marshalling yard(s) for suitable tree disposal and
utilization. These yard(s) would be used to process all wood in the area, including public, and
private from property owners and commercial tree services. The yard(s) will also be used when
EAB confirmed trees that need to be removed in response to an emergency, such as clean-up
of a wind storm during the months when beetles are active.

Pesticide Use:
The City of Saint Peter shall consider pesticide use for EAB on public trees to reduce beetle
populations in known infested areas. The City would select trees for treatment that meet certain
criteria, depending on the goal of the particular treatment. In most cases, the trees selected
would be of better quality condition and candidates that would be kept in the landscape for the
long term.

Treatments must be repeated at regular intervals (every 2-3 years) for the life time of the tree.
One advantage of the treatment program is that in treating select Ash trees, the City will
continue to derive the many environmental and social benefits of large canopy shade trees
while reforestation efforts take hold. In addition inoculating some trees will delay the large
"spike" of dead trees allowing the City to determine and manage dead timber over a longer
period of time. Although concerns exist over use of pesticides, arguably, an equal environmental
impact exists for the potential benefits lost that are provided by large canopy shade trees.

If a treatment program is chosen, the City Forester recommends use of the insecticide, TREE-
age®/active ingredient emamectin benzoate, administered through trunk injection (versus soil
drenches or other methods). Injecting the chemical directly into the tree will reduce exposure of
pesticide to other non-targets and research has shown this to be the most effective treatment.
Further, the chemical emamectin benzoate is not a neonicotinoid-based chemical which has
come under increased scrutiny for the possible decline in bees (pollinators). All treated trees
would have an aluminum tag attached to them with the most recent year of treatment, e.g.,
"EAB 2018".

Reforestation:
Replanting as Ash trees are removed is arguably the most important part of the EAB
Management Plan. Reforestation with a diversity of young trees is the primary objective in
retaining the City urban forest and reducing the chance of future wide-spread, devastating tree
loss events caused by biological factors. The City should strive for a tree diversity of no more
than 10-12% of any given species or cultivar, no more than 20% for a given genus and no more than 30% for any given family on public land and ROW. While it is impossible to avoid the onset of pests and diseases, avoiding monocultures through diversity and mixed planting schemes can help reduce the impact.

The tree inventory will be a valuable tool in reforestation efforts. The goal of the EAB Management Plan should be to replant a new tree for every Ash tree lost. However, if EAB spreads rapidly and funding does not keep pace, the concern is replanting could fall far behind the number of trees removed. All the more important that both residents and officials understand the many benefits that trees provide and the financial as well as environmental impact that will occur if we do not maintain adequate reforestation as part of the program.

**Outreach:**
Resident education and communication are key components of managing the impact of the EAB, especially as more information becomes available. The City will continue to educate residents and elected officials concerning EAB. Public information is available to residents through the City’s website, newsletters, and available at City Hall.
Emerald Ash Borer in Minnesota

April 19, 2018

- EAB Generally Infested Areas
- EAB County Quarantines
- EAB Quarantine Outer Boundary

Sources: Esri, HERE, Garmin, Intermap, i Econometrics P Corp., GEBCO, USGS, FAO, NPS, NRCan, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community.

Minnesota Department of Agriculture (MDA) Web Map
Esri, HERE, Garmin, FAO, USGS, EPA, NPS.
Director of Recreation and Leisure Services
Position Profile

Send resumes, along with a cover letter and a minimum of three (3) professional references to:
Barbara A. Luker, Executive Secretary
barbaral@saintpetermn.gov or at (507)-934-0663 or
Attn: City Administrator’s office, 227 South Front Street, Saint Peter, Minnesota 56082

For additional questions please contact:
Todd Praefke, City Administrator, 507-934-0663
The City of Saint Peter is an Equal Opportunity Employer
Saint Peter is located approximately 45 miles south of the Twin Cities metro area and 10 miles north of Mankato on Minnesota Highway 169. The City Council continues to focus on providing a high quality of life and it shows in the City's roads, parks, safe neighborhoods and continued growth. Candidates can learn more about the City on our website at www.saintpetermn.gov.

Our Operations

The City provides a wide array of services including, water, wastewater, stormwater, maintenance, police, fire, recreation, hospital, community development and electric services, to name a few. The City organization is a weak Mayor system (Mayor and six Councilmembers) with various Department Directors working as a team to manage the City's diverse operations in an integrated way. Our least tenured Department Director has been with us for 13 years. The City's current Recreation and Leisure Services Director is leaving after over 30 years of service.

Our Management Philosophy

- We help people.
- We are...good stewards of resources.
- We promote...sustainable community (environment, land use and business model for the City).
- We help...each other be successful. We praise those who do well, educate and work with those who do poorly, and help all employees adapt to change.
- We are...open with each other. We talk about money, organization, and goals.
- We...support each other.
- We promote...community above self.

The Saint Peter Community

The City of Saint Peter (population 11,400) was incorporated in 1873 and is located in the beautiful Minnesota River valley. Saint Peter is the county seat of Nicollet County and the second largest city in the County. State Highways 99, 169, and 22 all intersect in Saint Peter making the community a hub for other destinations in the state.

Saint Peter offers a full range of activities for candidates and their family including a City operated Recreation and Leisure Services Department offering year round activities for all ages from youth to seniors; fine arts activities offered through the local schools, the St. Peter Art Center, Gustavus Adolphus College, and local historical and art museums; several large parks
for both organized and passive activities; and a strong downtown business district that is continually expanding. Saint Peter also offers religious opportunities for a large number of denominations.

Educational opportunities are available for all ages through School District #508 with higher education classes available in Saint Peter through Gustavus Adolphus College and in Mankato through Minnesota State University Mankato, South Central College and Rasmussen College. The School District #508 constructed a new High School in 2017. For more information on School District #508 please visit their website at wwwstpeterschools.org.

The City has worked diligently to ensure Saint Peter’s housing market continues to be robust and numerous ownership and rental options are available for prospective candidates. Saint Peter also boasts multiple phone, hi-speed internet and video service providers.

Saint Peter was originally intended to be the capital of the State of Minnesota. As the legislators were preparing to vote on the location of the capital, the bill that would have named Saint Peter as capital was stolen by Joe Rolette who hid it with it until after the legislature voted for Saint Paul. Even though Saint Peter was not named the capital, candidates can see how our founding fathers planned for that designation by platting extra wide streets in the community. In addition, the capital building would have been located in Minnesota Square Park which is adjacent to Highway 169 on the south end of our City.

The City is rich in historical buildings and besides having about a dozen structures on the National Register of Historic Places; the entire downtown area was also given that designation. Many of the old buildings downtown still maintain the historical features that have been lost in other communities.

Saint Peter also has the distinction of being home to five past Governors of the State of Minnesota and we are home to the internationally renowned Gustavus Adolphus College which has provided the community an opportunity to host the King of Sweden and his family (most recently in 2012) on numerous occasions. Saint Peter is also the headquarters of the Alumacraft Boat Company, the Minnesota School Board Association, Scholarship America, Hendrickson Organ Factory (a company that makes handmade pipe organs which are shipped around the world) and a State treatment facility, to name just a few.

On the north end of Saint Peter is the site of the former Traverse des Sioux. Loosely translated this means "crossing of the Sioux". The town was located on the banks of the Minnesota River at a crossing place for the Sioux Indians. Following the Dakota War in the 1800's, when hundreds of settlers and Indians were killed, a peace treaty was signed near Traverse des Sioux. A marker is in place today commemorating that treaty. Although none of the buildings exist at the site of the old town, visitors can still see some building foundations and historical markers have been placed in the area. This area is also home to the Nicollet County Historical Site museum.

Saint Peter is also proud to host several large celebrations each year. On July 4th over 10,000 people visit Saint Peter to take part in the Old Fashioned Independence Day celebration picnic, view the 2 hour parade, attend the drum and bugle corps event and watch the fireworks. In September the annual Rock Bend Folk Festival takes place in Minnesota Square Park and in October Gustavus hosts the world famous Nobel Conference. Students, dignitaries, and Nobel Laureates from all over the world come to Saint Peter to participate in this week-long event.
Other events that draw visitors to the community include BluesFest, Oktoberfest, and the Nicollet County Fair.

Although a dubious distinction, a more recent "claim to fame" was the March 29, 1998 tornado which destroyed major portions of our community. We have fully recovered from the devastation of that afternoon and our community is better than ever and we are known as a "text book" example of emergency response and recovery.

Saint Peter's population continues a steady upward climb, but we never lose that "small town" feel that so many people seek and we hope the new Director of Recreation and Leisure Services will feel right at home in our community.

Our Best Candidate:

A full job description is attached for review and use by prospective candidates.

We believe the best candidate will be driven to help others; have more than three years' experience supervising, training and hiring staff; a Master's degree in Recreational Services, Education, Sports Management, Library Services or related field from an accredited college or university; Certification as a Parks and Recreation Professional; demonstrated experience researching and applying for grants; demonstrated experience working with recreation and facility scheduling software; and more than three years demonstrated experience in developing and establishing recreation programing budgets. The best candidate will have a broad base of experiences with excellent, written and verbal communication skills and will like working within a management team that understands high standards are expected by our progressive community and customers. The candidate will have a flair for working with others and the ability to lead in planning active living and educational programs for all members of our community.

Administrative Role:

- Participates in strategic long-range planning supporting the City's philosophy and goals.
- Supervises a staff tasked with all municipal recreational and leisure-time services including the Public Library, Pool and Senior Center.

Community Relations:

- Develops positive, ongoing relationships with members of the community.

Our Challenges:

- Planning for substantial changes in our workforce over the next 5 to 10 years as we see many employees reach retirement age.
- Continuing to grow relationships with partners that help us maintain our high quality of life.
- Incorporating the ongoing changes within our organization driven by growth, finding efficiencies, project development and opportunities to enhance services.
• Maintaining financial stability in a community that continues to grow and paying for our state of the art facilities.

Our Strengths:

• A very talented and experienced group of City staff members who have an excellent understanding of our operations and a team driven approach.

• A beautiful community with great partners including the School District, Nicollet County, and the Saint Peter Area Chamber of Commerce.

• A community with a history of well-planned and implemented growth.

• A City Council that supports staff and is not afraid to experiment while giving staff appropriate latitude to manage the business.

• Department Directors that have leadership roles in many organizations both within the community as well as in trade and municipal support organizations.

• Great facilities with a wonderful Community Center, attractive and expanding parks, a well maintained pool complex, and a beautiful Library.

Working Relationships:

The Director of Recreation and Leisure Services reports directly to the City Administrator and is on a management team consisting of:

• City Attorney (Brandt Law Office)
• City Engineer (Bolton and Menk Inc.)
• Chief of Police
• Director of Public Works
• Director of Building
• Director of Community Development
• Director of Finance
• Fire Chief
• Hospital CEO

Terms of Employment:

The City plans to extend an offer to the best candidate that includes:

• Starting salary range of $68,000 to $71,000 depending on qualifications with six (6) months of probation.
• A robust health care, life insurance and benefits package including the Public Employees Retirement Association (PERA).

Living in Saint Peter is not required, but a moving allowance that encourages speedy establishment of a local residence will be provided if you choose.
Other important items for prospective candidates to note:

Please use this Position Profile as you put together your resume and cover letter. This profile was designed to inform prospective candidates as to what skills and talents the City and community see as providing the greatest opportunity for success. It is important that you review the qualifications carefully and make sure your resume materials articulate your skills, experiences and educational background as those will be the basis for our review and selection of the "best candidate(s)" for interviews.

Applications will be accepted until 5:00 p.m. June 14, 2018. To ensure your interest in this position receives the utmost consideration, please remember to submit the following documents:

- A cover letter
- Resume
- A minimum of three (3) professional references.
- The attached Veteran's Preference form (whether claiming Veteran's Preference or not)
  - If claiming Veteran's Preference, please attach your DD214 form.
- The attached Affirmative Action form.
- Submit your application materials as follows:

  City Administrator's Office – Attn: Barbara
  227 South Front Street, Saint Peter, Minnesota  56082
  or by email at barbaral@saintpetermn.gov.
  If submitting by email please be sure the subject includes the following "RECREATION DIRECTOR APPLICATION"

Interviews:

Interviews will be conducted on June 26 and/or 28, 2018 and will include interviews with the City Administrator and City Council; a 3-5 minute presentation by each candidate; meeting Departmental staff; lunch with the City's Department Directors and other candidates; and opportunities to get to know our community.

Additional Questions:

If you have questions or would like additional information, please contact:

Saint Peter City Administrator Todd Prafke
at barbaral@saintpetermn.gov or
(507)934-0663

Please note...as provided for in Minnesota State law, your resume/application will remain confidential until you are offered and accept an interview. Your name may be provided to local media should you agree to an interview.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 289

POSITION TITLE: DIRECTOR OF RECREATION AND LEISURE SERVICES
DEPARTMENT: RECREATION AND LEISURE SERVICES
SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION:

The Director of Recreation and Leisure Services is an administrative position responsible for directing the departmental affairs of the Recreation and Leisure Services Department. Under general supervision, the Director of Recreation and Leisure Services is responsible for directing all municipal recreational and leisure-time services including the Public Library and Senior Center. The Director of Recreation and Leisure Services develops, organizes, coordinates, and monitors all activities of the department and supervises all departmental personnel.

DUTIES:

- Directs all municipal recreational and leisure-time services; develops, organizes and coordinates all activities of the department; coordinates and oversees program activities and the use of all facilities; establishes and reviews departmental procedures to provide maximum service at a reasonable cost; makes recommendations regarding the development, use, and maintenance of municipal parks, playgrounds, and recreational facilities including the Community Center.

- Supervises a diverse program of recreational and leisure service activities; directs the operation of the municipal swimming pool; coordinates and oversees the operation of the Community Center; supervises the operation of the Public Library and Public Access Television (SPPA).

- Develops recreation, leisure service programs and library programing; studies local needs and conditions regarding recreation; prepares and updates long-range and immediate plans to meet community needs for recreational opportunities and facilities; ensures that programs meet objectives; monitors programs and services for effectiveness and quality; makes recommendations regarding recreation and leisure services activities and programs.

- Establishes and maintains all departmental records; prepares departmental reports; prepares the annual budget for the department, Community Center, Library and Pool; administers the departmental budget; prepares specifications for recreation purchases; undertakes research and prepares grant applications as needed; maintains an inventory of all property and equipment; provides for scheduling of recreational facilities.

- Collaborates with Public Works Director regarding the Park and Recreation Advisory Board.
Assigns and directs the work of departmental employees; recruits and trains program staff; evaluates departmental personnel.

Represents the Department of Recreation and Leisure Services to others; serves as liaison to regional and State-wide organizations that enhance or provide recreational opportunities to residents; provides information to the City Administrator and City Council; maintains a cooperative relationship with local schools, civic groups, agencies, and other organizations; prepares and disseminates information regarding recreational opportunities to the public; presents information on departmental programs upon request; directs the preparation and distribution of the program newsletter and other marketing materials including City website, social media and news releases.

Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to manage departmental operations and coordinate the work of all personnel; ability to delegate responsibility; ability to communicate effectively, both orally and in writing; ability to secure the confidence of departmental personnel and the public; ability to cooperate with a wide range of individuals and organizations; tact; ability to maintain confidentiality as needed; ability to deal with the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Director of Recreational and Leisure Services is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:

Continuously is over 2/3 of a work day
Frequently is 1/3 to 2/3 of a work day
Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, stand, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Recreational Services, Education, Sports Management, Library Services or related field from an accredited college or university.
Three years' experience in progressively responsible positions with each of the following:

- recreational program development
- developing recreation program budgets,
- employee supervision

Demonstrated knowledge of the principles and procedures of municipal recreational program administration.

Previous experience working with the public.

**DESIRED QUALIFICATIONS:**

- More than three (3) years' experience supervising, training and hiring staff.
- Master's degree in Recreational Services, Education, Sports Management, Library Services or related field from an accredited college or university.
- Certification as a Parks and Recreation Professional.
- Demonstrated experience researching and applying for grants.
- Demonstrated experience working with recreation and facility scheduling software.
- More than three years demonstrated experience developing recreation programming budgets

Adopted: 04-23-2018
The City of Saint Peter needs your cooperation in the completion of this form. It will enable the City to report accurate information to both the State and Federal governments.

♦ AFFIRMATIVE ACTION APPLICANT INFORMATION

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will not be maintained in personnel files and will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position Applying For: _____________________________________________

Department: ____________________________________________________

Instructions: Check the choice that answers each of the following questions.

(1) What sex are you? □ Male □ Female

(2) Of the following, of what racial/ethnic group do you consider yourself?

_____ American Indian/Alaskan Native
_____ African American
_____ Asian and Pacific Islander
_____ Spanish or Mexican American
_____ White
_____ Other _______________________

(3) Do you have a disability? □ No □ Yes

(4) How did you learn about this job opening?

_____ City Website
_____ St. Peter Herald
_____ Minority or Female Publication/Organization
_____ School
_____ City Employee
_____ Minnesota Job Bank
_____ Walk-In
_____ Posting in City Hall
_____ League of Minnesota Cities Website
_____ Other (be specific): ____________________
CLAIM FOR VETERAN’S PREFERENCE

The eligibility requirements for veteran’s preference are listed below. Read them carefully to see if you qualify. If you do wish to receive preference, be sure to complete this section. Providing the information in this section is voluntary. You must do so if you wish to obtain the preference.

Veteran Eligibility for Open Competitive Position (10 Points)
Must be a U.S. Citizen or resident alien who has separated under honorable conditions:
(1) After serving on active duty for 181 consecutive days, or
(2) By reason of disability incurred while serving on active duty.

Disabled Veteran Eligibility for Open Competitive Position (15 Points)
Must have a compensable service connected disability as adjudicated by the United States Veteran’s Administration or by the Retirement Board of the several branches of the armed forces and the disability must exist at the time preference is claimed.

Disabled Veteran Eligibility for Promotional Position (10 Points)
Must, at the time of election to use preference, be entitled to disability compensation for a permanent service-connected disability rated at 50% or more and the position for which you are applying must be the first promotion after entering public employment.

Eligibility as a Spouse of a Deceased or Disabled Veteran
Must be a spouse of either a deceased veteran or the spouse of a disabled veteran who, because of a disability, is unable to qualify for the particular position due to his/her disability and who would have or does meet the criteria for one of the above-listed preferences.

ALL APPLICANTS CLAIMING VETERAN’S PREFERENCE MUST ATTACH A COPY OF HIS/HER FORM DD214. FAILURE TO DO SO MAY RESULT IN LOSS OF VETERAN’S PREFERENCE ELIGIBILITY.

City of Saint Peter Veteran’s Preference Claim Form

For V.A. Use Only: Is the veteran named below rated as having a compensable service-related disability?
☐ No ☐ Yes % of Disability __________ By _________________ Date _________________

Name of Veteran (last – first – middle)

Name of Applicant – if different than veteran (last – first – middle)

Address
City
State
Zip

Classification

To Be Completed by Veteran or Spouse of Deceased Veteran
(1) Are you a U.S. Citizen or resident alien? ☐ No ☐ Yes

(2) Were you honorably discharged from military service? ☐ No ☐ Yes

(3) Were you separated from military service after serving active duty for at least 181 consecutive days? ☐ No ☐ Yes

(4) Do you currently have a compensable service-related disability? ☐ No ☐ Yes

(5) Are you currently receiving a monthly pension based exclusively on length of military service? ☐ No ☐ Yes

(6) Branch of Service ______________ Date of Discharge ______________ Serial Number ______________
Type of Separation ______________ Date of Entry ______________
For spouse of deceased veteran, date of death ______________

If Spouse of Disabled Veteran, please answer the following:
If spouse is disabled, please explain why your spouse does not qualify for this position: ______________________

Claim Number (if disabled) ______________________ State Claim is Filed In ______________________

Signature of Veteran ______________________ Social Security Number ______________________ Date _________________
## RECREATION DIRECTOR TRANSITION – TOPICS TO BE ADDRESSED

<table>
<thead>
<tr>
<th>TOPIC TO BE ADDRESSED</th>
<th>BY WHOM</th>
<th>BY WHEN</th>
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<tbody>
<tr>
<td>Interim Recreation Director</td>
<td>Kayla</td>
<td></td>
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<tr>
<td>2019 Budget</td>
<td></td>
<td></td>
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<tr>
<td>Community Center/Capital plan</td>
<td>Jane</td>
<td>August 1</td>
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<tr>
<td>Recreation</td>
<td>Jane/Wayne</td>
<td></td>
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<tr>
<td>Library</td>
<td>Jane/Kayla</td>
<td></td>
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<tr>
<td>Senior Center</td>
<td>Jane/Doug/Brenda</td>
<td></td>
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<tr>
<td>Swimming Pool</td>
<td>Jane/Gabriela</td>
<td></td>
</tr>
<tr>
<td>Public Access</td>
<td>Jane/Pete/Tim</td>
<td></td>
</tr>
<tr>
<td>Skating Rink/Warming House</td>
<td>Jane/Susan</td>
<td></td>
</tr>
<tr>
<td>Ingram Invoices</td>
<td>Jane/Kayla/Tim</td>
<td>August 31</td>
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<tr>
<td>Amazon bills/statements</td>
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<td>Ongoing</td>
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<td>Youth Funds budget</td>
<td>Kayla</td>
<td></td>
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<tr>
<td>Grant management</td>
<td></td>
<td></td>
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<tr>
<td>Schmidt/LIFE program</td>
<td>Jane</td>
<td></td>
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<tr>
<td>Mankato Clinic Foundation</td>
<td>Gabriela</td>
<td></td>
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<tr>
<td>East African Meal Site</td>
<td>Gabriela</td>
<td></td>
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<tr>
<td>SHIP/Mother's rooms</td>
<td>Kayla</td>
<td></td>
</tr>
<tr>
<td>ACHF</td>
<td>Brenda/Tosha/Gabriela</td>
<td></td>
</tr>
<tr>
<td>Review/Update SPCC/LIB policies</td>
<td>Jane</td>
<td>August 31</td>
</tr>
<tr>
<td>Memo of Understanding/Comm Ed Youth Funds</td>
<td>Jane</td>
<td>June 30</td>
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<tr>
<td>Annual Pool Report</td>
<td>Jane/Nicole/Kayla</td>
<td>August 31</td>
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<tr>
<td>Associations meeting</td>
<td>Jane/Pete/Kayla/Todd</td>
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<td>Library Advisory Board member training materials</td>
<td>Jane/Doug</td>
<td>August 31</td>
</tr>
</tbody>
</table>
Welcome to the City of Saint Peter

Saint Peter is pleased to welcome visitors and residents to our community day and night. Stop in for a visit and see what we have to offer!

Latest News

April 23, 2018
Branches, Brush, & Tree Trimmings 2018 Spring Curbside Collection is May 7th

City of Saint Peter, Minnesota

Saint Peter is a warm and welcoming community located in the scenic Minnesota River Valley.
CAT LICENSES DUE ON OR BEFORE APRIL 30, 2018

Cat licenses will be available (M – F) 8 am – 5 pm.
Community Development Office, 227 South Front Street

Spayed/Neutered - $5    Unaltered - $25    Penalty after April 30 - $5

A current rabies vaccination certificate must be presented at the time of purchase. Licenses will not be issued without the certificate!!!

If you no longer have your cat or have questions, please contact our office at 934-0661.

Annual CYSTIC FIBROSIS Bake Sale Fundraiser for Cystic Fibrosis

First National Bank – St. Peter on Friday, April 20th from 10am-4pm.
Contact: Diana Miller 507-327-7431

Adult Softball Leagues Now Forming

Returning and new teams welcome. Get your friends, family and colleagues together and play ball! League information and registration forms are available at the Recreation Department in the Community Center. Call 934-0667 or e-mail jenh@saintpetermn.gov at the Recreation Office to request softball information/registration materials.

Men's League–Mondays, 12-game season. Double elimination tournament to follow end of regular season. Sponsor fee: $300, Team fee: $250. Approximate start date: April 30


Fluorescent bulb recycling 2018. As a residential or small business customer (organized for profit and less than 20 full-time employees) of Saint Peter Municipal Utilities, you can bring your fluorescent lamps to the City Wastewater Treatment Facility, east entrance, located at 400 West Saint Julien Street to be recycled: Wednesday, May 2nd from 7:00 a.m. – 4:00 p.m. Complete information below and bring with you when dropping the bulbs off.

Never tape lamps together

Name: __________________________________________________________

Company Name (if applicable): ________________________________________________

Address: ________________________________________________________________

The first 10 bulbs are free - Bulbs in excess of 10 will cost as follows - (Checks only)

Checks should be made out to “City of St Peter”

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Quantity</th>
<th>Description</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2' @ $0.50</td>
<td></td>
<td>4' @ $0.50</td>
<td></td>
<td>8' @ $0.75</td>
</tr>
<tr>
<td></td>
<td>Circular @ $0.75</td>
<td></td>
<td>HID @ $1.75</td>
<td></td>
<td>U Tubes @ $0.75</td>
</tr>
<tr>
<td></td>
<td>12'/18' @ $0.50</td>
<td></td>
<td>Compact @ $0.75</td>
<td></td>
<td>Indicate quantity of broken bulbs</td>
</tr>
</tbody>
</table>

Signature: ___________________________________________ Date: _________________

Bulbs Accepted By: ____________________________
**Hydrant Flushing** - The City of Saint Peter Water Utility will begin spring hydrant flushing between 8 pm and 5 am on Monday, April 30th, and continue until all hydrants are flushed - approximately May 11th. *This process could make water cloudy temporarily. Please check your water before doing laundry.*

Date updated due to weather

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**St. Peter Reads invites you to the 2018 Spring Author Event.**

Pat Dennis, *Author, Humorist and Comedian*

**Thursday, April 26 / 7 p.m. St. Peter Community Center, Room 219**

Pat Dennis is an award-winning author and comedian. She is a veteran of 1,000 plus performances in comedy clubs, Fortune 500 special events, woman's organizations, and church basements across the country. She has worked with such notables as Phyllis Diller, David Brenner, Tommy Chong, and Lewis Black.

*Vegas By Chance* is the 4th novel in the Betty Chance Mystery series about the adventures of a woman whose husband leaves her for an older, fatter woman. Betty Chance is left penniless and deeply in debt. In order to earn a living she opens a tour business for gambling junkets to casinos. Mischief, intrigue, and murder follow Betty and her gaggle of quirky friends to Sin City. Riding along on the bus with *Take a Chance Tour* is legendary gambler Max Nichols, two-time winner of mega progressive slot jackpots. A 'little voice inside him' has predicted he'll win his final and largest jackpot ever—thirty-one million dollars when he plays on the Strip. Everyone from paparazzi, gold diggers, hangers-on, and criminals, who’d love to grab Max’s potential fortune, gather around. Sponsored by: *St. Peter Reads, Gustavus Book Mark, Saint Peter Community & Family Education, and Saint Peter Recreation and Leisure Services.*

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**Come celebrate Earth Day! Sunday, April 22, 2018: 1PM – 5PM, Linnaeus Arboretum**

Admission to the event is FREE! Events include fun for all ages, such as an Arb scavenger hunt, fly casting, and outdoor crafts like: duck house building, nature chalk art, tree and seed planting. You will be encouraged to discover the outdoors in a family-friendly atmosphere! There will be demonstrations about being active outside and protecting the environment. Come for the Earth, stay for the fun! *Connect to the event through Facebook for the schedule and weather updates at Discover the Outdoors 2018!*

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**FLUFF AND PUFF, the 24TH ANNUAL PILLOW CLEANING** by Carlson’s Pillow Cleaning Service sponsored by Osceola Council # 30, Degree of Pocahontas of the Improved Order of Red Men will be held at:

Red Men Club rooms, 412 South Third St., St. Peter, MN on Tuesday, April 24, 2018 from 8:00a to 4:00p. Cleaning will also be available on Monday, evening April 23, 2018 from 5:00p to 7:00p.

Pillows will have their feathers cleaned of all germ producing bacteria, freed of all dust, and put into a colorful new ticking of your choice. Crushed foam and polyester pillows can also be cleaned and/or recovered. Each pillow is cleaned individually and never mixed with other pillows.

**Prices range from $12.95 for a standard size, $13.95 for a queen size, and $15.95 for a king size.**

START YOUR SPRING CLEANING WITH CLEAN, LIGHT, FLUFFY PILLOWS. Custom made new pillows and comforters will be on display and for sale. Members of the Pocahontas will be there to assist you. Proceeds are used to support our local charity donations.
FENCES: Before you plan on installing a fence on your property PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT at 507-934-0661. The fence must be installed on your property. FIND YOUR PROPERTY PINS so there are NO QUESTIONS.

Attention dog owners, spring is here!
Not only are you required to pick up while on walks, but it's time to clean up your yards after a long winter. Make sure you bag and seal your pet waste before disposal. Thank you for preventing the spread of diseases and water pollution.

Lawn & Garden Watering
Residential Customers: You may want to install a 5/8” water irrigation meter in your home. This meter can be used to water your lawns, gardens, and for any outdoor use that doesn't have the water run down the drain. This meter allows the customer to be charged for only the water on this meter instead of both water and wastewater. Here are the basics: *The meter is no cost to you (a plumber would need to install), *You need a plumbing permit ($25.00), *There is no base fee on this 5/8” meter (larger sized meters do have a base charge). You will be charged for use at the current irrigation water rate (presently $7.25/1000 gallons) but you would save the wastewater charge (currently $11.23/1000 gallons). Please stop by the City Building Department if you wish to get an irrigation meter.

- Lids on refuse carts should be able to fully close.
- Carts should be on the boulevard or yard, not in the street.
If you have too much garbage you can purchase special trash bags for the extra refuse. Bags are available for purchase at City Hall, Finance Dept. or Arrow Ace Hardware. 15 gallon bags are $1.09 per bag, and 30 gallon bags are $1.65 per bag. If you consistently have too much garbage you can change to a larger cart or get an additional cart delivered, different rates will apply. We can also provide you with a larger or extra recycling cart at no extra cost!
Please call the Finance Department at 507-934-0664 for more information.

Do you need a Building Permit or not?
Building Permits are NOT required if:
- Building a storage shed - one-story and not more than 200 square feet in size
- Building a platform/deck - not over 30 inches above grade and not attached to any permanent structure
- Installing fences not over seven feet high
- Building retaining walls under four feet high
- Making minor repairs to walls or siding
- Installing or repairing sidewalks
- Installing or repairing driveways

Keep in mind you will need a land disturbing permit when a sidewalk or driveway are in the right of way or when more than 120 square feet of land is disturbed on any portion of your property. If you have any questions please call the City Building Department at 934-0662.
2018 SPRING YARD WASTE COLLECTION

Branches/Brush/Tree Trimmings Curbside Collection: The City of Saint Peter will be collecting branches, brush, tree trimmings at curbside the week of May 7th (no alley pick up).

Please place parallel and adjacent to the curb, within six-feet (6') of the curb line. Please do not put brush on the street, cover with tarp, or put in bags. Staff will begin collection at 7:00 A.M. Monday, May 7th. Brush and tree trimmings should be cut to lengths no longer than six feet. Please note: it does take more than one day to pick up but we will only go through an area once; therefore, if your yard waste is not out by 7:00 A.M. Monday, May 7th, it will not be picked up.

Please help us serve you better by not placing brush by light poles, trees, posts, mailboxes, etc. Please refrain from parking near (within 50') or in front of the yard waste until pick-up is complete.

Please note – leaves and grass clippings will not be picked up but can be taken to the yard waste drop-off site at 1128 West Swift Street.

Drop-off Site Open 24 Hours A Day, 7 Days A Week - The brush and soft yard waste drop-off sites located at 1128 West Swift Street, (southwest intersection of St. Julien and Swift Streets) with access off West Swift Street are open year around for your convenience in dropping off brush and soft yard waste. Brush and tree trimmings must be cut shorter than 6 feet. Separate bunker now provided for dropping off fill (rocks, dirt, etc.).

Woodchips and Compost Available To Citizens: FREE woodchips and sifted compost material, when available, will be at the site for Saint Peter residents to pick up. While the material is free, please bring your own shovels, bags or containers to load and transport.

This service is provided and funded by the Environmental Service Fee on your utility bill. Please call the Department of Public Works at 934-0670 if you have any questions.

Website Information: www.saintpetermn.gov/yard-waste-collection

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SUMMER HOURS
Saint Peter Public Library
Saint Peter Community Center

Hours at the Saint Peter Public Library from June 2–August 25.
Monday – Thursday, 10 am to 8 pm
Fridays, 10 am to 5 pm
Saturdays, 9 am to 1 pm

Community Center building hours change for the summer starting May 1 through Labor Day weekend.
Monday – Thursday, 6 am to 8 pm (May hours M-T, 6 am to 10 pm)
Friday, 6 am – 8 pm
Saturdays, 9 am to 4 pm
Sundays – Closed except for approved reservations.

If you have any questions, or would like to inquire about room rentals, please contact the Recreation and Leisure Services Department, Suite 200 of the Saint Peter Community Center by calling 934-0667 or emailing jenh@saintpetermn.gov. Hours are also listed on the city website, www.saintpetermn.gov/library and www.saintpetermn.gov/communitcenter.
TORNADO EVENT ONLINE – The "Twist of Fate: Commemorating the 20th Anniversary of the St. Peter Tornado" video is now available on the City of Saint Peter YouTube channel for anyone who missed it or wants to watch it again. The program was held at the Saint Peter High School on March 29, 2018. Use this link to get directly to the video: https://youtu.be/2NhXEfWPZfQ.

HYDRANT FLUSHING – Please note dates have changed due to recent snow storms......
Spring hydrant flushing will begin Monday, April 30th and is expected to be completed by no later than May 11th....that is of course if the weather finally cooperates!
Flushing is done between the hours of 8:00 pm and 6:00 am to minimize disruption to our customers.
Hydrant flushing could temporarily make water cloudy. Please check your water before doing laundry. If you have questions about this process, please contact the Public Works Department at 934-0670.

CITY COUNCIL ACTIONS – Action at the City Council meeting held on April 9, 2018 included a public hearing and subsequent action to rezone property owned by Nicollet County located east of South Front Street as “Central Business District”; approval of a series of resolutions related to USDA financing for the 2018 Hospital Expansion Project; approval of a request by Rachel More (dba The Pulse Fitness Studio) to extend the revolving loan balloon payment date by 24 months; approval for modifications to the City’s construction standards for public improvements; and approval for purchase of two replacement Police squad cars.

Mayor Zieman also proclaimed April 27th as “Arbor Day” and March, 2018 as “Arbor Month” in Saint Peter and encouraged the public to participate in tree planting activities.

The next regular City Council meeting will be April 23, 2018 beginning at 7:00 p.m. in the Governors’ Room of the Community Center.

The City Council will meet in a Joint Committee of the Whole with the Hospital Commission on April 19th beginning at 5:30 p.m. in the Helen White Conference Room at the Hospital. At 6:00 p.m. the Hospital Commission will meet in special session followed at 6:15 p.m. by a special meeting of the City Council. These three meetings are all to consider bids for the 2018 Hospital Expansion Project.

For more information on City Council meetings, please contact the City Administrator’s office at 507-934-0663. Copies of the Council packet are also available on the City’s website at www.saintpetermn.gov/city.

FLUORESCENT BULB RECYCLING – Are you a City residential utility customer (or a small, for-profit business customer with less than 20 full-time employees)? Do you have fluorescent bulbs that need recycling? (Remember these are the ones that can’t be placed in the garbage)!

If so, you are eligible for a free/reduced cost bulb recycling program offered by the City of Saint Peter. If you meet the qualifications above, the City will accept fluorescent bulbs for recycling on...
Wednesday, May 2nd from 7 am – 4 pm. The first 10 bulbs are free and those in excess of that amount will be accepted for a nominal fee. More details about the costs, the types of bulbs accepted and recycling program forms are available from the Public Works Department at 934-0670.

**COMMUNITY CENTER GYM CLOSED** - Community Center staff will be working on annual gym maintenance for two weeks from Monday, April 30 – Saturday, May 12. Both the gym and track will be closed during this time and will re-open to the public on Saturday, May 12.

Thank you for your patience.

**COMMUNITY CENTER ADJUSTS HOURS** - Each year hours of operation at the community center adjust for the season and level of activity. May hours will be Monday-Thursday 6 a.m. to 10 p.m., Fridays 6 a.m. to 8 p.m., Saturdays 9 a.m. to 4 p.m. and Sundays closed (except by special arrangement). Please note that the Community Center will be closed over the Memorial Day weekend, May 26-28th.

In June, summer hours begin and run through Labor Day weekend. Monday–Friday hours will be 6 a.m. to 8 p.m. and Saturdays 9 a.m. to 4 p.m. The facility will be closed on Sundays except for approved reservations.

If you have any questions, or would like to inquire about room rentals, please contact the Recreation and Leisure Services Department, Suite 200 of the Community Center by calling 934-0667 or emailing jenh@saintpetermn.gov. Hours are also listed on the City website, www.saintpetermn.gov/communitycenter.

**LIBRARY HOURS CHANGING** - There will be a slight change in Saturday library hours through the summer months with the Library closing at 1 p.m. instead of 4 p.m. on Saturdays. Weekly hours remain the same; Monday–Thursday 10 a.m. to 8 p.m., Friday 10 a.m.–5 p.m., Saturday schedule will be 9 a.m.–1 p.m. The Library will be closed on the following holidays: May 26, May 28, July 4, and September 1.

**TRAFFIC SAFETY EVENTS** - The Saint Peter Police Department, in conjunction with the Minnesota State Patrol and other partners, will conduct a special traffic safety event for 9–12 grade students on Friday, April 27, 2018 beginning at 7:55 AM in conjunction with St. Peter High School’s Prom, which is the following day.

The event will take place in the west side parking lot of the High School at 2121 W. Broadway Avenue and will include seat belt relays; displays of ambulances and squad cars; a rollover simulator; pedal cart course; and fun activities using fatal vision goggles. Information on the schedule for each grade level will be provided by the School.

A few other traffic related events planned for the week include:

- A Mother’s Against Drunk Drivers crash car on site for students to see.
- Posting the AAA PROMise kit in the school which will be available for students including a banner which the students can sign to pledge to not drink and drive
- Giveaways of bracelets and highlighters.
- Handing out incentives to students who are observed wearing their seatbelt.

These events provide an excellent opportunity for a collaboration of several different agencies and organizations to visually represent the consequences of negative decisions just in time for prom and graduation. For more information please contact the Saint Peter Police Department at 507-931-1550.

**STORMWATER WATCH** - An illicit discharge is defined as "any discharge into a municipal storm sewer system that is not composed entirely of stormwater". Some of these pollutants are car wash, wastewater, gas or motor oil, grass clippings, household cleaners, paints, pesticides, pet waste, solvents, and weed killer. Sometimes these pollutants are carried through the storm drainage system by rain, wind, or improper disposal into the Minnesota River. This can result in serious health and water quality problems. In addition, wildlife and the overall appearance of the river are adversely affected by illicit discharges.

Reporting will, in great part, rely on participation from the public. Residents who observe illegal dumping or observe pollutants within waterways or storm sewers should contact the Public Works Department at 934-0670 or use the "Report an Illicit Discharge" email address located on the City's website in the Stormwater section. This program cannot succeed without strong public participation.
BEFORE YOU HIRE A CONTRACTOR... do your homework! Contractors need a license from the State of Minnesota Department of Labor and Industry (DLI) and before you hire someone, the DLI suggests you ask for the contractor’s license number and contact the Residential Building Contractors division at the DLI to verify the builder is currently licensed.

Other information on the contractor is also available from the State including any history of State disciplinary action against the contractor. And before you sign a contract, make sure the document includes a detailed summary of the work to be done; a description of materials to be used; the total contract price or how the price will be calculated; and specific timelines and provisions that address what will happen if the contractor fails to meet the contractual deadlines. If you have a problem or complaint with a residential building contractor, contact the DLI Residential Building Contractors unit at (651)284-5065, by fax at (651)284-5749; or by e-mail at DLI.Contractor@state.mn.us to discuss your situation with an investigator who may offer suggestions about how to resolve the dispute.

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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>April 19</td>
<td>5:30 p.m.</td>
<td>Joint City Council/Hospital Commission Committee Of the Whole Meeting*</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 19</td>
<td>6:00 p.m.</td>
<td>Special Hospital Commission Meeting*</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 19</td>
<td>6:15 p.m.</td>
<td>Special City Council Meeting</td>
</tr>
<tr>
<td>Monday</td>
<td>April 23</td>
<td>7:00 p.m.</td>
<td>City Council Meeting</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 24</td>
<td>5:30 p.m.</td>
<td>Heritage Preservation Commission</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 25</td>
<td>12:30 p.m.</td>
<td>Hospital Commission</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 26</td>
<td>12:00 noon</td>
<td>Economic Development Authority</td>
</tr>
<tr>
<td>Friday</td>
<td>April 27</td>
<td>8:00 a.m.</td>
<td>Tourism and Visitors Bureau</td>
</tr>
<tr>
<td>Monday</td>
<td>April 30</td>
<td>3:00 p.m.</td>
<td>City Council Goal Session</td>
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<tr>
<td>Thursday</td>
<td>May 3</td>
<td>5:30 p.m.</td>
<td>Planning and Zoning Commission</td>
</tr>
<tr>
<td>Monday</td>
<td>May 7</td>
<td>3:30 p.m.</td>
<td>Housing and Redevelopment Authority</td>
</tr>
<tr>
<td>Monday</td>
<td>May 7</td>
<td>5:30 p.m.</td>
<td>City Council Workshop</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 8</td>
<td>6:00 p.m.</td>
<td>Library Board</td>
</tr>
<tr>
<td>Monday</td>
<td>May 14</td>
<td>7:00 p.m.</td>
<td>City Council Meeting</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 15</td>
<td></td>
<td>POLICE OFFICER MEMORIAL DAY</td>
</tr>
<tr>
<td>Monday</td>
<td>May 21</td>
<td>5:30 p.m.</td>
<td>City Council Workshop</td>
</tr>
<tr>
<td>Monday</td>
<td>May 21</td>
<td>7:00 p.m.</td>
<td>Parks Advisory Board</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 23</td>
<td>12:30 p.m.</td>
<td>Hospital Commission</td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
<td>Time</td>
<td>Event</td>
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<tr>
<td>Thursday</td>
<td>May 24</td>
<td>12:00 noon</td>
<td>Economic Development Authority</td>
</tr>
<tr>
<td>Friday</td>
<td>May 25</td>
<td>8:00 a.m.</td>
<td>Tourism and Visitors Bureau</td>
</tr>
<tr>
<td>Monday</td>
<td>May 28</td>
<td>7:00 p.m.</td>
<td>LEGAL HOLIDAY – MEMORIAL DAY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>City Offices Closed</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 29</td>
<td>7:00 p.m.</td>
<td>City Council Meeting</td>
</tr>
</tbody>
</table>

*Times for these meetings are approximate and will be confirmed closer to the meeting dates.*
February 13, 2018

Mr. Pete Moulton
Director of Public Works
405 West Saint Julien Street
Saint Peter, MN 56082

RE: Letter Proposal for City of Saint Peter ADA Transition Plan for City Rights-of-way

Dear Mr. Moulton,

It was a pleasure to meet with you to discuss Americans with Disabilities Act (ADA) Transition Planning services. We understand the City of Saint Peter is undertaking the ADA Transition Planning process that includes a Self-Evaluation (an inventory of its pedestrian facilities in the public rights-of-way and a review of its policies and practices related to pedestrian infrastructure) and a Transition Plan (a plan and schedule for bringing infrastructure in public rights-of-way into compliance with the ADA). According to ADA and 28 CFR 35 (Code of Federal Regulations addressing ADA compliance), Saint Peter is required to complete a Self-Evaluation and Transition Plan. Within the State of Minnesota, MnDOT and the FHWA, in its role in the disbursement of federal dollars for public infrastructure, is withholding federal dollars from any agency required to complete the Self-Evaluation and develop a Transition Plan that has not done so, or does not have them substantially complete, at the time of funding availability.

The Self-Evaluation will help the City understand the location and condition of existing pedestrian infrastructure, and identify and evaluate its current policies and practices related to public infrastructure. It is important that City policy does not limit accessibility and the full participation of all users. The ADA Transition Plan will provide the City of Saint Peter with a plan and schedule for making changes to its non-compliant pedestrian infrastructure in a way that will ensure accessibility for all users within the public rights-of-way and bring the City into compliance with the ADA and guidance from the Minnesota Department of Transportation.

While Bolton & Menk understands that the City is pursuing alternative assistance with the inventory data collection of pedestrian infrastructure, we have also included an add-alternate estimate for this work as an option for the City to consider as needed to supplement its inventory data collection. We will also work with city staff to identify responsibilities related to ADA and determine the best way to incorporate them into the Transition Plan based on how the City already conducts business and develops infrastructure. We will seek input from the public on the Self-Evaluation and ADA Transition Plan and incorporate any comments after review and consultation with the City.

It is our goal to ensure that the City of Saint Peter is compliant with ADA and other applicable guidance on accessibility and that when the City provides pedestrian infrastructure, it does so in a manner that provides accessibility for all users. We believe you will find outstanding value in our approach to your project.
I. Scope of Services

Data Collection - Optional: We will collect and store data related to various features included in your Pedestrian Circulation Routes (PCR) and Pedestrian Access Routes (PAR). If desired, Bolton & Menk will inventory components of the PCR/PAR environment utilizing the latest GPS technology to collect data in the field. Any data collected as part of this inventory will be imported into GIS for analysis, reporting, and mapping as part of the Transition Plan. Imported features will be available on the City’s GIS system. Features inventoried include:

- Pedestrian Ramps
- Pedestrian Landings
- Curb & Gutter
- Crosswalk
- Flashing Crosswalk Signs
- Sidewalk and Bike Path Defects
- Parks

We will also correspond a photo to each feature we inventory that will be accessible to City staff through the City’s Web GIS application hosted by Bolton & Menk. We will also develop a prioritization system for the City to have a thoughtful approach to addressing accessibility barriers based on existing conditions, public comment, and City process. We will also complete a proximity analysis and review zoning designations to inform prioritization for places of importance or potentially higher pedestrian traffic locations. Bolton & Menk will integrate all collected data in an ESRI-Compliant format for integration with the City’s existing GIS data.

Public Involvement: According to ADA law, The City of Saint Peter has the responsibility to provide the public, including individuals with disabilities or groups representing individuals with disabilities, the opportunity to provide input on the Self-Evaluation and Transition Plan by offering comments. We will provide the public the opportunity to offer comments, ask questions, and discuss any accessibility issues with City or Bolton & Menk staff, and will work with The City of Saint Peter to identify the best format for effectively engaging the public on ADA. Public engagement options could include an open house, a project web page, and a web based application such as a Geoform (an interactive mapping tool that catalogs public input).

Self-Evaluation: We will work with City staff to identify those policies and practices related to providing pedestrian infrastructure and based on our review, recommend changes for any that may limit accessibility and the full participation of all users.

Transition Plan: Using the results from data collection, the policy and practice review, and our knowledge of ADA, Bolton & Menk, in coordination with City staff, will develop an ADA Transition Plan. The Transition Plan will document the methodology and findings of the Self-Evaluation, provide recommendations for the prioritized removal of any identified barriers, and meet all the requirements of the ADA law, including development of a Grievance Procedure. This plan will also incorporate planning-level capital costs and a schedule for removing any identified barriers to accessibility. We will also work to align this portion of the Transition Plan with the City’s capital programming process.
II. Fee Estimate

We have estimated a not to exceed fee of $26,404 to complete the work described above and provide the City of Saint Peter an ADA Transition Plan suitable for formal adoption by the City Council. Hours and fees break down as follows:

<table>
<thead>
<tr>
<th>Work Task Description</th>
<th>Total Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Evaluation</td>
<td>134</td>
<td>$14,790</td>
</tr>
<tr>
<td>Transition Plan</td>
<td>62</td>
<td>$6,460</td>
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<tr>
<td>Public Involvement</td>
<td>49</td>
<td>$5,154</td>
</tr>
<tr>
<td>Totals</td>
<td>245</td>
<td>$26,404</td>
</tr>
</tbody>
</table>

If the City would like us to perform the optional Data Collection, we can complete that work for a not to exceed fee of $42,960. This would be in addition to the $26,404 fee provided for the work exclusive of the data collection. For Bolton & Menk to complete all services identified above we have estimated a not to exceed fee of $69,364.

Please contact me at 612-759-3883 or peterle@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,

Bolton & Menk, Inc.

Peter M. Lemke
Senior Transportation Project Manager

Jeffrey Domras
Project Manager
# Detailed Cost Estimate

**Client:** City of Saint Peter  
**Project:** ADA Transition Plan

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Work Task Description</th>
<th>ADA Technical Lead</th>
<th>Planner</th>
<th>GIS Specialist</th>
<th>Field Staff</th>
<th>Total Hours</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Self-Evaluation</td>
<td>4</td>
<td>45</td>
<td>85</td>
<td>0</td>
<td>134</td>
<td>$14,790</td>
</tr>
<tr>
<td>2.0</td>
<td>Transition Plan</td>
<td>12</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>62</td>
<td>$6,460</td>
</tr>
<tr>
<td>3.0</td>
<td>Public Involvement</td>
<td>11</td>
<td>38</td>
<td>0</td>
<td>0</td>
<td>49</td>
<td>$5,154</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>27</td>
<td>133</td>
<td>85</td>
<td>0</td>
<td>245</td>
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<tr>
<td><strong>Average Hourly Rate</strong></td>
<td></td>
<td>$130.00</td>
<td>$98.00</td>
<td>$116.00</td>
<td>$60.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>$3,510</td>
<td>$13,034</td>
<td>$9,860</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Fee:** $26,404

Field Data Collection and Analysis for pedestrian infrastructure is included with this submittal as an optional task. The fee of $42,960 for the optional Data Collection and Analysis includes 716 hours. The estimated total fee for completing both the field data collection and Transition Plan is $69,364.

---

Self-Evaluation Data Processing and ADA Transition Plan  
City of Saint Peter, Minnesota  
2/13/2018
DIVISION 2. - LOAD REDUCTION REGULATIONS

Sec. 52-251. - Purpose.

The goals of the City are to reduce the amount of electricity needed during peak demand hours and to regulate the electric utility.

(Code 1989, § 3.52; Ord. No. 345(2nd Ser.), § 1, 5-12-2003)

Sec. 52-252. - 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:

Customer means residential and commercial rate electric utility users.

Load control unit means equipment used to remotely start or stop central air conditioning compressors.

(Code 1989, § 3.52; Ord. No. 345(2nd Ser.), § 1, 5-12-2003)

Sec. 52-253. - Mandatory load control.

Load control units shall be installed on all newly installed or replacement central air conditioning units used by customers.

(Code 1989, § 3.52; Ord. No. 345(2nd Ser.), § 1, 5-12-2003)

Sec. 52-254. - Removal.

Once installed, load control units shall not be removed from use for any reason other than for routine service or maintenance.

(Code 1989, § 3.52; Ord. No. 345(2nd Ser.), § 1, 5-12-2003)

Secs. 52-255—52-271. - Reserved.
RENEWABLE ENERGY GOALS

- No financial subsidies over the long term
- Ease City operations
- Reduce costs to customer and the City
- Positively impact cost of energy supply
- Community based opportunity
- Sustainability
Summary Report

Distributed Generation Rate Evaluation
City of Saint Peter, Minnesota
January, 2017

Introduction & Scope:

In early 2016, the City of Saint Peter Municipal Electric Utility (City) authorized an abbreviated update of the study of the costs for providing electrical service to the customers in its assigned service territory. One of the goals of making the update was to determine the portion of the overall cost that is assignable to providing “local distribution services”, which relate to the cost of providing local electrical infrastructure necessary for all customers, irrespective of where the actual electrons that are utilized are derived.

With growing interest by the City’s customers in connecting renewable-derived distributed generation (primarily solar) to the City’s distribution system, it is advisable that a consistent methodology be considered to address these installations from a financial (rate) perspective. Significant amounts of customer-owned generation will have a financial impact on the City’s Utility, and as such, need to be addressed so as not to detrimentally impact the Electric Utility’s financial position. In addition, the issue of inappropriate cross-subsidization of Distributed Generation owners by non-Distributed Generation owners needs to be addressed, along with the concern of stranded investments caused by self-generation. At the same time, the perceived societal benefits of renewable generation are desirable, leading to a desire of the City to accommodate development of those resources, while fairly charging for providing of service to all customers.

This report summarizes the findings of this study, including determination of indicative costs of providing distribution services to Residential and Small Commercial customers. In addition, some related topics that may justify further investigation in the future are covered.

Impact of Distributed Generation on Municipal Electric Utilities:

A. The Challenge:

Municipal electric utilities like the City’s are operated as a not-for-profit enterprise, which means that rates are set at a level to just cover the obligations of the utility while maintaining a reasonable level of reserves. In addition, electric rates for most smaller municipals traditionally do not include a “return on investment” applied to the net capital invested in the local electric system. As a result of the above, there is a very tight connection between the cost to serve a customer, and the revenues charged to that customer. In other words, the rates set for a customer class are connected tightly to expected sales for that class, without any additional profit built in, which means that significant variations in anticipated sales can have a significant impact of the ability of the utility to meet its financial obligations.
In the City’s current rate schedule (which is similar to nearly all electric utilities of any size or ownership structure), the Residential and Small Commercial classes have rates structured around a relatively-small Customer Charge (typically set to cover the cost of metering, billing, and customer-service related costs), paired with a “volumetric” charge that is applied to the energy used by the customer in a given billing period (based on the kilowatthours (kWh) consumed, as recorded on the customer’s meter).

The issue financially to an electric utility is that, when a customer self-generates a portion of its needs (i.e. produces some of its own electrons, usually through a solar panel or wind turbine), the number of kWh recorded by the utility meter is reduced accordingly, resulting in a corresponding loss of revenue. To the extent that the revenue loss is associated with reduced purchases of electrons, there isn’t a problem (the loss of sales is offset by fewer electrons purchased from the City’s power supplier). The challenge, however, is that all of the costs of providing local distribution service are also traditionally included in the same energy-based volumetric charge, and the loss of those revenues aren’t offset by equivalent reductions in cost.

Specific cost items that fit into the “distribution services” category include the cost of the local facilities owned by the City (including substations, distributions lines, service transformers, etc.); costs related to operating and maintaining the local distribution system (including materials, equipment, contracted services, etc.); and costs relating to having qualified personnel available to operate the local system. These costs are relatively “fixed”, in that they don’t vary much with the usage of a given customer or customer class, but traditionally have been recovered through the volume-based energy charge. As a result, if the volume of billing units decreases due to self-generation, but the costs remain fixed, it is apparent that a financial impact to the distribution utility occurs.

As a further amplification of the foregoing, given that the City utility needs to recover its costs in order to remain viable, if a given customer no longer pays its share of the fixed costs of the distribution system (because its volume of metered energy has gone down, and hence its volume-based energy charge has also decreased), the remaining customers on the system will need to pick up those costs. Multiply that situation by a significant number of customers who self-generate, and it can be seen where an unfair cross-subsidization will occur.

The situation described above is depicted graphically in Figures 1 and 2, included near the end of this report.

B. Possible Solutions:

In order to address the challenge described above, the electric utility industry in general has been seeking solutions that promote fairness to all ratepayers. Whenever this sort of circumstance exists, there are perceived winners and losers resulting from all of the options.
In order for the City to begin to evaluate possible approaches to implement in the future to address this issue, the following possible alternatives were developed in this study:

1. **Do nothing** (i.e., ratepayers who don’t install renewables will pick up the shortfall resulting from the drop in revenues of those who do).

2. **Increase the flat customer charge** (i.e., include more of the system’s fixed costs in this charge, to make sure that those costs get recovered).

3. **Implement a “demand charge” for Residential and Small Commercial customers**, similar to what larger commercial and industrial customers have paid for many years (i.e., restructure the retail rates to recover fixed costs through a demand charge that doesn’t vary much when compared to energy charges).

Implementation of either option 2 or 3 above would address the concern with the possible loss of revenue.

Attached Figure 3 illustrates graphically the concept behind the two options.

C. **Indicative Values:**

In order to provide context to the discussion of implementing rate structure changes that would ensure that the City recovers the necessary revenues related to providing local distribution services, irrespective of the presence of customer-owned generation, an attempt was made to estimate the cost components for providing the local distribution services to each rate class. While the effort so far has not been exhaustive, the results should be close enough to provide a good indication of the magnitude of the charges that would be necessary under this sort of rate structure.

In approximately 2008, a cost-of-service rate study was undertaken. For purposes of the work in this study, the general cost allocation methodology was used as a starting point, with revenue requirements, billing units, and other readily-available data points updated to today’s values.

From the results of that work, the costs related to providing local distribution services were broken out (or “unbundled”), so that it is possible to identify both the aggregate cost to provide those services to each rate class, and to estimate the cost to provide those services on a per-customer or per-billing-unit basis. Because customer classes that already feature a demand charge as part of their rate structure (including larger customers such as those in the Large Commercial and Industrial classes) typically are not a concern due to the demand charge methodology capturing all or nearly all of the necessary revenue even with customer-owned generation present, the rate classes of concern have been limited to the Residential and Small Commercial classes.
The table below illustrates the results of the calculations, and shows the approximate rate components that would apply under the options described above:

### Residential Class:

<table>
<thead>
<tr>
<th></th>
<th>Existing Rate (Do Nothing Option)</th>
<th>Increase Customer Charge Option</th>
<th>Add a Demand Charge Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Charge ($/mo.) (1)</td>
<td>$13.99</td>
<td>$36.43</td>
<td>$10.81</td>
</tr>
<tr>
<td>Energy Charge (per kWh)</td>
<td>$0.1154</td>
<td>$0.0855</td>
<td>$0.0855</td>
</tr>
<tr>
<td>Demand Charge (per kW)</td>
<td>n/a</td>
<td>n/a</td>
<td>$11.91</td>
</tr>
</tbody>
</table>

(1) Includes the existing “transmission charge”.

### Small Commercial Class:

<table>
<thead>
<tr>
<th></th>
<th>Existing Rate (Do Nothing Option)</th>
<th>Increase Customer Charge Option</th>
<th>Add a Demand Charge Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Charge ($/mo.) (1)</td>
<td>$19.39</td>
<td>$58.60</td>
<td>$16.12</td>
</tr>
<tr>
<td>Energy Charge (per kWh)</td>
<td>$0.1256</td>
<td>$0.0929</td>
<td>$0.0929</td>
</tr>
<tr>
<td>Demand Charge (per kW)</td>
<td>n/a</td>
<td>n/a</td>
<td>$14.16</td>
</tr>
</tbody>
</table>

(1) Includes the existing “transmission charge”.

The details of the unbundled rate components for the two classes listed above are contained on the attached Figure 4.

**Related Topics:**

During the course of completing the work summarized above, a few additional related topics have surfaced, which will be discussed in greater detail below.

First, it is recommended that the City complete a full cost-of-service rate study, and set its retail rates in accordance with the findings of that study. While some cost-of-service work has been done for the City in the past, retail rates have not always been tied to the results of that study. As time passes, the “cost drivers” of an electric utility change, and in order to ensure that rates are fair to all customers and customer classes, they need to be revised periodically to reflect those cost shifts. As noted above, the cost components developed for local distribution services are “indicative” only, because of the disconnect between the cost-of-service results and existing rates, which would need to be rectified prior to implementing this sort of rate structure. Once a completed cost-of-service study has been completed, should the City decide to implement local
distribution-only rates in order to ensure revenue recovery from those who may self-generate, the actual figures would be available in order to do that.

Related to the above, one of the aspects that should be evaluated is the need for revenue required in order to satisfy debt service related to financing improvements to the local distribution system. In the event that customer-owned generation results in a drop in billing units (kWh), the ability of the City to continue to meet debt service requirements could be jeopardized. In recent years, significant expenditures and expansions of the local distribution system have been made in order to provide reliable service to the City’s customers, some of which has been funded by debt, so it is critical that the City’s retail rates collect the necessary revenues from those customers who are enjoying the benefits of those expenditures, irrespective of whether they choose to generate some or all of their own electrons.

**Conclusion:**

The increase in interest in self-generation by customers is changing the dynamics of the electric utility industry and its ability to recover fixed local distribution costs through traditional rate structures, in the face of potentially-declining volumetric sales units. While there may be societal and environmental benefits to having more renewable energy generation that displaces less-environmentally-friendly generation, at the local distribution level, retail rate structures may need to be changed in order to meet the relatively-fixed costs of providing that service to all customers.

As the City considers its electric rates going forward, it would be well to monitor the penetration level of self-generation on its local system, and, if it becomes significant, should implement rate structure changes accordingly.

By Blair A. Metzger, PE
Minnesota License No. 21330
# Figure 1

## Traditional Rate Making Process

<table>
<thead>
<tr>
<th>Cost Functions</th>
<th>Power Supply Related (to deliver electrons to City)</th>
<th>Distribution System Related (to distribute electrons within City)</th>
<th>Customer Service Related (business related)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Classification</strong></td>
<td><strong>Energy Related</strong> • Quantity of electrons needed • Fuel used to produce electrons</td>
<td><strong>Demand (Capacity) Related</strong> • How big equipment needs to be • Generator • Local wires and equipment • Operations personnel</td>
<td><strong>Customer Related</strong> • Metering equipment • Front office • Billing and financial functions</td>
</tr>
<tr>
<td><strong>Traditional Rate Allocation Method:</strong></td>
<td><strong>Energy Charge</strong> (per kWh) • volumetric-based charge</td>
<td>N/A</td>
<td><strong>Fixed Customer Charge</strong></td>
</tr>
<tr>
<td><strong>Residential &amp; Small Commercial</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Large Commercial &amp; Industrial</strong></td>
<td><strong>Energy Charge</strong> (per kWh) • volumetric-based charge</td>
<td><strong>Demand Charge</strong> (per kW at highest monthly peak)</td>
<td><strong>Fixed Customer Charge</strong></td>
</tr>
</tbody>
</table>
Figure 2

Traditional Rate Making Process
The "Challenge" with Distributed Generation

Cost Functions

- Power Supply Related (to deliver electrons to City)
- Distribution System Related (to distribute electrons within City)
- Customer Service Related (business related)

Cost Classification

- Energy Related
  - Quantity of electrons needed
  - Fuel used to produce electrons

- Demand (Capacity) Related
  - How big equipment needs to be
  - Generator
  - Local wires and equipment
  - Operations personnel

- Customer Related
  - Metering equipment
  - Front office
  - Billing and financial functions

Traditional Rate Allocation Method:

- Residential & Small Commercial
  - Energy Charge (per kWh)
    - Volumetric-based charge
  - N/A

- Large Commercial & Industrial
  - Energy Charge (per kWh)
    - Volumetric-based charge
  - Demand Charge (per kW at highest monthly peak)

- Fixed Customer Charge

These costs continue to exist

But this recovery mechanism is reduced or eliminated

Fixed Customer Charge
Figure 3
Traditional Rate Making Process
Possible Solutions

Cost Functions

- Power Supply Related (to deliver electrons to City)
- Distribution System Related (to distribute electrons within City)
- Customer Service Related (business related)

Cost Classification

- Energy Related
  - Quantity of electrons needed
  - Fuel used to produce electrons
- Demand (Capacity) Related
  - How big equipment needs to be
  - Generator
  - Local wires and equipment
  - Operations personnel

Traditional Rate Allocation Method:

- Residential & Small Commercial
  - Energy Charge (per kWh)
    - Volumetric-based charge
  - N/A Demand Charge
  - Fixed Customer Charge

- Large Commercial & Industrial
  - Energy Charge (per kWh)
    - Volumetric based charge
  - Demand Charge (per kW at highest monthly peak)
  - Fixed Customer Charge

OPTION 1 - move to a demand charge for all customers
OPTION 2 - move to fixed charge for all customers
## Figure 4
Initial Rate Unbundling Results
City of Saint Peter
FY16 Revenues
Adding Estimated Residential & Small Commercial Demand Charge Calculation
8-Dec-16

<table>
<thead>
<tr>
<th>Section</th>
<th>Cost Functional Classification</th>
<th>Revenue Allocation by Class</th>
<th>FY16 Revenues</th>
<th>Residential</th>
<th>Small Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Coincident Peak Demand (1)</td>
<td>$2,693,760</td>
<td></td>
<td>$988,801</td>
<td>$1,704,959</td>
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<tr>
<td></td>
<td>Transmission (2)</td>
<td>$320,000</td>
<td></td>
<td>$132,487</td>
<td>$187,513</td>
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<tr>
<td></td>
<td>Energy (3)</td>
<td>$4,448,678</td>
<td></td>
<td>$1,277,940</td>
<td>$3,170,738</td>
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<tr>
<td></td>
<td>Non-coincident Peak Demand (4)</td>
<td>$1,862,488</td>
<td></td>
<td>$859,780</td>
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<td>Customer Facilities (5)</td>
<td>$1,053,248</td>
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<td>$508,594</td>
<td>$544,654</td>
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<tr>
<td></td>
<td>Customer Service (6)</td>
<td>$290,720</td>
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<td>$241,038</td>
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<tr>
<td></td>
<td>Metering (7)</td>
<td>$155,553</td>
<td></td>
<td>$18,522</td>
<td>$136,031</td>
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<tr>
<td></td>
<td>Revenue Requirement - FY 2016</td>
<td>$10,767,447</td>
<td></td>
<td>$3,928,012</td>
<td>$6,839,435</td>
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<td>B</td>
<td>Power Supply Capacity-related (1)</td>
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<td></td>
<td>$102,821</td>
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<td></td>
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<td>$12,784</td>
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<tr>
<td></td>
<td>Power Supply Energy-related (3)</td>
<td>$1,277,940</td>
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<td>$110,916</td>
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<td>Distribution-related (4)+(5)</td>
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<td>Customer service-related (6)+(7)</td>
<td>$360,460</td>
<td></td>
<td>$35,572</td>
<td></td>
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<tr>
<td>C</td>
<td>Power Supply Capacity-related</td>
<td>Energy charge</td>
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<tr>
<td></td>
<td>Power Supply Transmission-related</td>
<td>Fixed charge</td>
<td>$0.0482</td>
<td>$0.0564</td>
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<td></td>
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<td>Energy charge</td>
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<td>$0.1256</td>
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</tr>
<tr>
<td></td>
<td>Distribution-related</td>
<td>Currently energy; fixed charge or demand charge?</td>
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<td>$0.0564</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer service-related</td>
<td>Customer charge</td>
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<td>$0.1256</td>
<td></td>
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<tr>
<td>D</td>
<td>Energy</td>
<td>$26,500,000</td>
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<tr>
<td></td>
<td>Demand</td>
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<td></td>
<td>Customers</td>
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<td>E</td>
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<tr>
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<tr>
<td></td>
<td>Distribution-related (per kWh)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Distribution-related (per kW)</td>
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<td>$0.1154</td>
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</tr>
<tr>
<td></td>
<td>Subtotal, energy or demand</td>
<td>$7.58</td>
<td>$11.86</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer service-related (per customer per month)</td>
<td>$7.58</td>
<td>$11.86</td>
<td></td>
<td></td>
</tr>
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<td>F</td>
<td>Power Supply Capacity-related (per kWh)</td>
<td>$0.0447</td>
<td>$0.0447</td>
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<td>Power Supply Transmission-related (per kWh)</td>
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<tr>
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<td>Power Supply Energy-related (per kWh)</td>
<td>$0.1256</td>
<td>$0.1256</td>
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<tr>
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<td>Distribution-related (per kWh)</td>
<td>$0.0482</td>
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</tr>
<tr>
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<td>Distribution-related (per kW)</td>
<td>$0.1154</td>
<td>$0.1154</td>
<td></td>
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<tr>
<td></td>
<td>Subtotal, energy or demand</td>
<td>$12.62</td>
<td>$17.46</td>
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<tr>
<td></td>
<td>Customer service-related (per customer per month)</td>
<td>$7.90</td>
<td>$11.86</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Indicative Unbundled Rates:

- **Existing Rates**
  - Energy charge (per kWh): $0.1154 / $0.1256
  - Customer charge (per customer per month): $7.90 / $11.86
  - Demand charge (per kWh): $3.24 / $6.16

- **Indicative Unbundled Rates**
  - Energy charge (per kWh): $0.0447 / $0.0564
  - Customer charge (per customer per month): $7.58 / $11.86
  - Demand charge (per kWh): $0.0482 / $0.1154
SOLAR CHOICE
A Community Solar program

Brought to you by:

CITY OF
Saint Peter
WHERE HISTORY & PROGRESS MEET
WHAT IS SOLARCHOICE?

SOLARCHOICE is a City of Saint Peter community solar program. Community solar is a way to benefit from solar without installing it on your rooftop or property. It’s an easy way to join the solar movement at a level that is affordable to you. It also allows customers an opportunity to gain a level of price certainty by locking in the cost of a portion of your future energy usage. While only 25% of rooftops are suitable for solar installations, community solar provides an equitable way to allow those who want more solar to get it without impacting those who do not.

HOW DOES THE SOLARCHOICE PROGRAM WORK?

Instead of putting panels on your roof, we build a large solar project called a community solar garden with thousands of panels. You subscribe to a portion of the energy produced by one or more panels in the community solar garden*, along with many other residents who share your commitment to renewable energy. Each month you receive a credit on your bill for the solar electricity generated by your subscribed panel(s).

HOW MUCH DOES SOLARCHOICE COST?

Pricing is set on a per panel basis. Each customer may purchase the output from enough panels to cover up to 50% of their average monthly usage over the most recent 12 month period. A minimum of 1/2 panel can be purchased for any of the plans.

Pick your plan:

- 5-year plan: $295 per panel
- 10-year plan: $580 per panel
- 20-year plan: $1,134 per panel
- 25-year plan: $1,400 per panel

Value Calculation = estimated production x current applicable rate.

To participate in the SOLARCHOICE Program customer must be current with payment, at the time of subscribing.

WHAT IF I MOVE?

If you move to another address within Saint Peter your SOLARCHOICE subscription moves with you. If you move outside of the City of Saint Peter’s service territory, you may transfer your subscription to another City of Saint Peter customer or sell it to an interested party on the City of Saint Peter system. No customer can collect credits greater than their 50% average used. Transfer fee = $25 per change.

* One 335-watt panel is expected to produce 42.5 kWh per month for the first 5 years and average 42.16 kWh per month for the first 10 years.
SOLARCHOICE APPLICATION

STEP 1 ACCOUNT INFORMATION:  (Please print clearly)

Account Name: __________________________________________________________

Service Address: ________________________________________________________

City: __________________________ State: __________ Zip: __________

Primary Phone: __________________________ Email Address: __________________

Account Number: ______________________________________________________

STEP 2 PICK YOUR PLAN: (Call us for help: 934-0664)

Maximum Number of Panels

Use your Average Monthly Usage to check the maximum number of panels you may subscribe to on the Panel Calculation Chart.

You can subscribe to increments of a 1/2 panel at or below the maximum number of panels.

Panel Calculation Chart

My Average Monthly Usage: _______ kWh

Times 50%: _______ kWh

Divided by 42.5: _______ Panels

Maximum panel subscription = _______ (rounded up to nearest 1/2 panel)

# of Panels: _______ Pick a Plan:

$295 (5 year plan) $580 (10 year plan) $1,134 (20 year plan) $1,400 (25 year plan)

= $ _______

STEP 3 SUBMIT APPLICATION AND SIGN SUBSCRIPTION AGREEMENT:

Drop off or Mail to City of Saint Peter, Finance Department, 227 S Front St, Saint Peter, MN 56082

Sign Subscription Agreement:

You will need to sign a “SOLARCHOICE Subscription Agreement” once your application is approved. This agreement will be mailed to you and needs to be submitted to our office along with your payment.

Office use only:

Application: Received: ___________ (Date and initials) 

Usage Verified ___________ (Date and initials)

Subscription Agreement: Sent to Customer: ___________ (Date and initials)

Received from Customer: ___________ (Date and initials)

Amount Due: __________________________ Paid in Full: __________________________

Applied to Account #: __________________________ (Date and initials)
• Only metered electric service accounts in good standing with the City of Saint Peter will be permitted to apply for the Program.

• Enrollment is available on a first come first served basis.

• Submittal of application does not guarantee participation in the Program.

• SOLARCHOICE customers are subscribing to the output of a solar array and have no ownership or access to the actual solar array.

• Production units are not guaranteed.

• Panel subscriptions are non-refundable once purchased and may not be returned, but may be transferred or assigned to another customer per program terms and conditions.

• Renewable Energy Credits (RECs) will be retained by the developer.

Full Terms and Conditions are available in the SOLARCHOICE Subscriptions Agreement.
### Solar 31 Participants April 1, 2018

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**Transfers from owner subscriber to another, net**
TO: Honorable Mayor Zieman  
Members of the City Council

FROM: Todd Prafke  
City Administrator

RE: City Code Modifications – Keeping of Bees

ACTION/RECOMMENDATION

Approve modifications to the City Code to allow the keeping of honey bees.

BACKGROUND

Based on Council direction please find attached a proposed ordinance that would modify the City Code to allow for the keeping of honey bees under specific rules and with a permit from the City.

The is an amalgamation of rules from a number of sources and follows the pattern or format for ordinance changes that was used as a part of the your chicken discussion. Generally an applicant must provide documentation that they have attended a beekeeping class and meet the care and distance restrictions based on the anticipated locations of the maximum of two hives on the property. At the workshop on this issue the Council suggested some changes that I have tried to incorporate into this proposed version. Those changes included only one barrier of six (6) feet rather than a barrier of four feet and a six foot high flyway and removal of the signage requirement. In addition the Members suggested that the applicant be required to provide notice to other properties within 100 feet of the proposed hive. That too has been added.

I anticipate, again following your chicken work, that a one-time inspection would be needed and then renewal annually without inspection. The City would maintain the right to inspect at any time, however, it is not a requirement of renewal.

At your meeting it seemed that a couple of issues were at the front of your discussion. Those were licensing to keep the bees and safety for the public. The draft language changes provide for setbacks and distances from the “public way” and since there is no licensing in the State of Minnesota and it seems administratively cumbersome for the City of Saint Peter to design its own licensing program, the draft includes a requirement for the applicant to demonstrate they have taken and received a certificate of completion on a course on beekeeping.

A proposed resolution establishing the permitting fees has also been included for Council consideration. The proposed fees are an initial inspection fee of $45 and a $5 annual fee; again this is the same as the chicken permit fees.
As required by recently adopted legislation, the City has provided at least 10 days advance notice on our website of the proposed ordinance change.

FISCAL IMPACT:

There would be some minor costs involved in the inspection and permitting process that should be covered by the permit fees. However, without any idea of how many applicants may apply for the beekeeping permit, I am unable to provide a more concrete fiscal impact.

ALTERNATIVES/VARIATIONS:
Do not act: No further action would be taken.
Negative vote: Should the City Council not pass the Ordinance there would be no need to consider adoption of the fee resolution. In addition, the residents who currently have a bee hive on their property would be notified of the need to eliminate the unauthorized use.
Modification of the Ordinance/Resolution: This is always an option of the City Council; however, with the recent legislative change regarding adoption of ordinance changes, any substantial change to the ordinance may trigger a need to initiate the 10 day notice period again.

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

TP/bal
ORDINANCE NO. 28, THIRD SERIES

AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 8 “ANIMALS”, ARTICLE IV “FARM, WILD, AND EXOTIC ANIMALS” AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 SECTION 1-6, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

WHEREAS, the City Council has adopted a Code of ordinances; and

WHEREAS, the City Code does not currently allow for the keeping of chickens within the City limits; and

WHEREAS, City Council has discussed allowing chickens on private property under specific circumstances; and

WHEREAS, the City Code needs to be modified to allow for keeping of chickens within the corporate limits of the City of Saint Peter.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. Saint Peter City Code, Chapter 8 “Animals”, Article IV “Farm, Wild, And Exotic Animals” is hereby modified as follows:

ARTICLE IV – FARM, WILD AND EXOTIC ANIMALS

Sec. 8-227. 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:

Animals.

(1) The term “animals” includes farm animals and all other animals (wild or domestic), reptiles, game fish and feathered birds or fowl.

(2) Exceptions:

(a) Dogs, cats, nongame fish

(b) gerbils, guinea pigs, hamsters, canaries, parakeets, rabbits, and chickens.

(c) also excepted are ducks, geese and game fish in any publically owned body of water.

Farm animals mean cattle, horses, mules, sheep, goats, swine, ponies, ducks, geese, turkeys, guinea hens and honey bees.

Location means an individual property which also contains the primary residence of the applicant.

Sec. 8-228. Animals at Large.
It is unlawful for any person to permit domestic animals or fowls under his control to go upon the lands of another within the City.

Sec. 8-229. Keeping.

It is unlawful for any person to keep or harbor any animal, not in transit, except animals kept:

1. As part of a show licensed under this Code;
2. In a laboratory for scientific or experimental purposes;
3. In an animal hospital or clinic for treatment by a licensed veterinarian; or
4. In a municipal animal shelter.

Sec. 8-230. Housing.

It is unlawful for any person to keep any animal, dog, cat, nongame fish, gerbil, guinea pig, hamster, canary, rabbit, chicken or parakeet in any structure infested by vermin, flies or insects.

Sec. 8-231. Treatment.

It is unlawful for any person to treat any animal, dog, cat, nongame fish, gerbil, guinea pig, hamster, canary, rabbit, chicken or parakeet in a cruel or inhumane manner.

Sec. 8-232. Unlawful to keep animals, dogs, cats, rabbits for selling, trading, slaughtering purposes.

Except as otherwise provided in this Code, it is unlawful for any person to keep or harbor or allow the breeding of any animals for the purpose of operating a business to sell, trade, slaughter or give away for slaughter.

Sec. 8-233. Restraint or confinement.

It is unlawful for any person to suffer or permit an animal to run at large in the streets or public places, or to be herded or driven thereon unless each animal is confined by means of bridles, halters, ropes or other means of individual restraint.

Sec. 8-234. Trespasses.

It is unlawful for any person to herd, drive or ride any animal over and upon any grass, turf, boulevard, City park, cemetery, garden or lot without specific permission therefore from the owner.

Sec. 8-235. Compliance.

Owners and caretakers of chickens being kept within the corporate boundaries of the City on either a permanent or temporary basis are required to comply with the terms of this Chapter. For the purposes of this Article, the term “temporary basis” means a period of 30 days or longer.
Sec. 8-236. Permit Required.

It is unlawful for any person to keep any chicken without a permit from the City.

Sec. 8-237. Permit Fees.

Permit fees shall be set by Resolution of the Council from time to time.

Sec. 8-238. Permit Time.

A permit shall be issued on an annual basis and shall expire on the 1st day of each April.

Sec. 8-239. Permit Requirements.

(1) Applicant must provide a chicken coop, defined as a structure made of durable materials that provides shelter for the chickens from the elements, and a chicken run, defined as an enclosed area that provides adequate movement for the chickens.

(2) Coops and runs may only be placed on properties that are zoned for residential purposes as a permitted use as defined in the Zoning Code.

(3) Coops and runs may only be placed in the Rear Yard, as defined in the Zoning Code, of a lot which also contains a residential structure.

(4) Applicant must demonstrate that the chicken coop and chicken run are a minimum of 25 feet from any neighboring residential structure.

(5) The coop and run must be set back a minimum of seven (7) feet from any property line.

(6) The coop and run must not exceed 120 total square feet and not exceed six (6) feet in height.

(7) Coops and runs must be screened to the height of the coop and run from the view of neighboring properties.

(8) The coop and run must provide adequate ventilation and insulation to maintain a temperature suitable for the chicken(s) kept there.

(9) Chickens may not be housed in a residential structure.

(10) Chickens shall not be kept outside of the coop or run.

Sec. 8-240. Limitation on Number of Chickens.

No person shall keep or allow to be kept at any one location within the City more than six (6) chickens.

Sec. 8-241. Sanitation.

All chickens, coops, chicken runs, associated supplies and waste shall be maintained in a healthy, clean and sanitary condition and shall be free at all times from obnoxious odors and from the presence of rodents, vermin and other animals.
Sec. 8-242. Sex Allowed.

Only female chickens shall be allowed.

Sec. 8-243. Slaughtering.

Slaughtering of chickens on the property is prohibited.

Sec. 8-244. Fighting.

Chickens must not be raised or kept with the purpose of fighting.

Sec. 8-245. Inspection.

An initial inspection of the property, coop and run is required before a permit can be issued. No inspection is required for a renewal of a permit. The chicken coop and run may be inspected at any reasonable time by the City or its authorized agent.

Sec. 8-246. Private Restrictions or Covenants on Property.

Private Restrictions or Covenants on the use property shall remain enforceable. These include, but not limited to, deed restrictions, condominium master deed restrictions, neighborhood association by-laws, covenants, and declarations. A permit shall not be issued to a person whose premises are subject to private restrictions or covenants that prohibit the keeping of chickens. Interpretation and enforcement of private restrictions is a sole responsibility of the private parties involved.

Sec. 8-247. Revocation.

The City may deny or revoke any permit application or renewal if it deems the applicant:

(1) Is unwilling or unable to fulfill the provisions of the Ordinance;
(2) Fails to comply with the provisions of the Ordinance;
(3) Submits inaccurate or incomplete license information;
(4) Fails to meet the conditions of the permit;
(5) Is creating a nuisance; or
(6) Is endangering the public health and safety.

Sec. 8-248. Violation – Petty Misdemeanor.

Any violation of this Section shall be considered punishable as a Petty Misdemeanor.

Section 2. This Ordinance shall become effective January 1, 2017.

Section 3. All provisions of Chapter 1 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 25th day of July, 2016.
COOPERATIVE EFFORTS (White Sheet)

SCHOOL DISTRICT
- Activity connection Senior Citizens, recreation, transit
- Facilities long term planning
  - Athletic Other Facilities, Drama, performance, arts
- Budgets
  - Levy
  - Pay
  - Others
- Athletic Association Congress 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)

NICOLLET COUNTY
- Compost funds
- Library
- 1/4 - 1/4 good zone
- Criminal Justice Committee
- Law enforcement share dispatch
- Emergency Planning
- Gardner Road/County Rd. 5 Roundabout
- Stormwater

GUSTAVUS ADOLPHUS COLLEGE
- Parking
- Performance space
- Recreational facilities
- Off-campus behavior
- Hispanic inclusion/Sister City
- Child Care
- Transit use
- Employees live in City
- Solar and Wind

REGIONAL TREATMENT CENTER/STATE OF MN DEPT OF HEALTH
- Water distribution
- Future program/land/facilities
  - Parks
- Arts Association

BANKS

REALTORS
- BFF
- Promotion of opportunities for young families
- Others

COMMUNITY ORGANIZATIONS
- St. Peter Arts Center
- Nicollet County Historical Society

CHAMBER OF COMMERCE
- Promotion of Community
- Community events
- Communication efforts
- Operation of Tourism and Visitors

GREATER MANKATO GROWTH
- REDA industrial Development
- ICLV InterCity Leadership Visit
- MSA issues
- Promote Housing as an issue

Work cooperatively on Housing Rehab program

Modified 10/30/2017
Five Qualities of a ‘Premier’ City

BY DAVID UNMACHT

A s I write this column, I am traveling around the state to attend the League of Minnesota Cities 2017 Regional Meetings. My staff and I are energized by the interactions we have with city leaders from across the state. Quite simply, it’s fun to see old friends and meet new ones. More than that, though, Regional Meetings are an important component of the League’s work. It is no secret that we learn as much about your issues, ideas, and concerns as you learn about our board and staff’s work at the League.

Traveling with my peers offers a perfect opportunity to think and reflect. I am fortunate to have a long history of working with civic leaders from all parts of our state. Over 34 years in local government, I have witnessed firsthand the best practices of municipal government, not only in Minnesota, but across the country. Like many of you, I find that optimal learning opportunities come not from textbooks, but from the “school of hard knocks.”

Over the past few years I have begun collecting, organizing, and speaking publicly about best practices in Minnesota city governments. To that end, I have created a short list of important qualities that on a macro scale define the nature of a city government’s work.

To enhance the credibility and reliability of this model, I have shared these ideas in work sessions with countless city managers, mayors, councilmembers, and city staff. Here are five qualities that can define best practices in governing and leading Minnesota’s cities. I refer to cities that achieve these qualities as “premier.”

1. Establish clear roles and expectations.
The best cities ensure that the duties and responsibilities of each city official are clear and well-understood. The mayor doesn’t try to be the city administrator, and the public works director doesn’t try to make policy as a councilmember.

A leading indicator of city hall troubles is a lack of clarity and understanding in the roles of city officials. In reading about cities that struggle, take note of how often the issue has to do with what individuals perceive their roles to be.

2. Endorse and manage change.
The best cities are not afraid of change to ensure they operate in an optimal manner. No city official wants to work in an inefficient and ineffective manner. However, the difference is clear: some officials talk and some act. Implementing change doesn’t happen by wishing or wanting; it happens with deliberate and managed action.

Asking good questions about how work is done in your city is a healthy step toward ensuring that your operations are efficient and effective.

3. Emphasize communication.
The best cities understand the value and importance of communication. City officials understand that sharing information is not “an extra,” but a primary purpose of their work. With the emphasis today on social media, the function of communication has changed significantly just in the past few years.

Training in media relations and communicating your message is an important priority, not fluff. Ask yourself: Is your city ready if CNN—or even your local newspaper—shows up at city hall?

4. Share common values.
The best cities have the capacity to reach consensus through shared community values around common goals. City officials respect differences and individual opinions and work to collaborate and find common ground on important issues.

Do leaders in your city have the capacity to disagree, debate, and act without personal animosity?

5. Plan for the future.
The best cities focus on planning. This includes financial planning—balancing short- and long-term operational and capital resources. It also includes land use planning—ensuring that zoning codes and the comprehensive plan are up to date and effective in guiding the development of the city.

How well does your city fund and plan for short- and long-term operational and capital needs? Are your zoning and land use plans up to date and current?

Remember, you won’t find this list in a textbook. I encourage you to talk to your colleagues in city hall about how well you do in each of these five areas and, ultimately, ask the question: “Are we a premier city? If not, why not?”

David Unmacht is executive director of the League of Minnesota Cities. Contact: dumacht@lmc.org or (651) 281-1205.

On the web

Share comments about this topic at www.mncities.org. Click on “St. Paul to City Hall,” and post your comments below the story.