CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING
City Council Goal Session, Monday, January 29, 2018
Governors’ Room, Community Center – 3:00 p.m.

I. WELCOME

II. RULES FOR THE DAY

III. BREAK CALLER

IV. REVIEW OF VITAL INITIATIVES

V. GOAL SESSION REPORT FROM OCTOBER 2018

VI. DEEP DIVE DISCUSSIONS
A. Pavilion Project
B. Community Events/Vehicles in Parks Policies
C. Third Street Improvement/Assessment Policy
D. Parks Board Membership Structure
E. Fire Hall
F. Ward System
G. Commercial Creep
H. Hospital Expansion Project Update

VII. QUICK HIT DISCUSSIONS
A. Capital Room Parking Review
B. Do you Know Too Much – Streamlining Processes
C. Third Floor Closure
D. Tobacco 21
E. Employee Harassment/Drug Free Work Place Policies
F. Weed Ordinance/Veggies in Front Yard
G. Downtown Development Priorities
H. Organizational Health
I. Cooperative Efforts
J. Finance Director Recruitment Process
K. Others
L. Takeaways and Priorities

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke
I. WELCOME

II. RULES FOR THE DAY

Typically the Council will take a few moments to review the brainstorming rules. We might also delve into “Hurling Day” https://www.youtube.com/watch?v=C0yxELdaUY and its inner deeper secrete [meaning ☺], determine a “break caller” and generally visit about how your time will be spent together.

III. BREAK CALLER

Need one of these so that ….well you know. So I don’t just keep going. ☺

IV. REVIEW OF VITAL INITIATIVES

A short review of the Council’s “Vital Initiatives” list.

V. GOAL SESSION REPORT OF OCTOBER, 2017

We will take a few minutes to review the discussion at the October 30, 2017 goal session.

VI. DEEP DIVE DISCUSSIONS

A. PAVILION PROJECT

1. Budget
2. Process
   a. Committee
   b. Councilmembers

B. COMMUNITY EVENT APPLICATION PROCESS/VEHICLES IN PARKS POLICY

A review of a draft document related to community events or festivals. This is a step towards a more formal process. As we get more events, more requests and provide more assistance, maybe a more formal process is needed. Things may change with a new pavilion.

Also a discussion that was stimulated by the Council with a goal of putting in place some type of policy regarding vehicles in parks. There may be no right or wrong answer, but I think it is clear some diction is needed.
C. THIRD STREET IMPROVEMENT/ASSESSMENT POLICY

A review and discussion on the Council request for preliminary engineering on the infrastructure development of the North Third Street area. If undertaken, the work should include roadway, curb and gutter, stormwater and other infrastructure that would be customary in a new development. My hope for your discussion is to review the data and specifically the very, very preliminary costs estimates and first decide whether you want to continue to discuss the process for evaluation of the project including the process with the public, as well as how the City share of funding may take place. As always, we will have ideas on all of these issues including best practices, but this is the first time in a long time you have undertaken examination of an assessable project of this nature and scope. So a review of the rules may be a help as well. You will find the rules in your packet.

D. PARKS BOARD MEMBERSHIP STRUCTURE

Based on your discussion and want to potentially have another seat on the Parks Board filled by a Councilmember, I believe it is appropriate to discuss the process and options for how that might work and move forward. A copy of the ordinance and current membership is included. My goals is to leave your meeting with clear direction based on an evaluation of the options I hope to have you discuss.

E. FIRE HALL

An update on the work done to date including process, square footage review and very generalized cost estimates. Your architect from Five Bugles and members of the Fire Department Subcommittee will be in attendance as well. My hope is to leave the meeting having given good information and with direction from you in a number of areas.

F. WARD SYSTEM

A discussion this idea and a start of understanding of the process, larger implication and maybe a pros and cons list to help in future discussions.

G. COMMERCIAL CREEP

A review of this issue that got its start with discussion about Dunkin Donuts.

H. HOSPITAL EXPANSION PROJECT

1. Overview of Construction Work and timelines
2. Financial Update/Project Funding
VII. QUICK HIT DISCUSSIONS

A. CAPITAL ROOM PARKING REVIEW

A review of the issues here based on a Council direction when approved.

B. DO YOU KNOW TOO MUCH? STREAMLINING PROCESSES

A short introduction to an effort some of you have mentioned about is there a way condense, streamline, cover meetings differently so that you know what you need to but do in in either a shorter amount of time or with fewer meeting r both.

C. THIRD FLOOR CLOSING

An update on the closure and a bit of news about what the School District is doing. This may be an area to cooperate again with them so direction to staff could be given.

D. TOBACCO 21

An update about our regional friends and then me asking you where you want to go from here.

E. EMPLOYEE HARASSMENT/DRUG FREE WORKPLACE POLICIES

A review of these polices with you as employees of the City of Saint Peter.

F. WEED REGULATIONS/VEGGIES IN FRONT YARD

Discussion on the rules, how we manage and enforce the rules and whether you want to look at alternatives some of which we already have in your community. This started at a workshop and you asked that it be brought to a Goal Session. The Ordinance is in your packet.

G. DOWNTOWN DEVELOPMENT PRIORITIES

A review of this important "guide" to what we do or try to do in the downtown.
H. ORGANIZATIONAL HEALTH
   1. Challenges with Part-time Positions
   2. Overall Wage Issues – Minimum Wage/Lower Tier
   3. Council Questions and other issues

I. COOPERATIVE EFFORTS
   A review of the “White Sheets”, whether they still make sense, and do we really use this list for anything at all?

J. FINANCE DIRECTOR RECRUITMENT PROCESS
   A review of the anticipated process and some other issues related to our transition, organization and recruitment.

K. 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
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 Zieman
Members of the City Council

FROM: Todd Prafce
City Administrator

RE: Goal Session Report and Takeaways

ACTION/RECOMMENDATION

None needed. For your information and review.

BACKGROUND

The goal of this memo is to provide a basic outline of the principal discussion points and priorities as the Council provided direction as a part of its' Goal Session on October 30, 2017.

In writing this memo it is not my objective to provide a complete or full review of the discussion held by the Council, but rather it is to list, with some explanatory information, the priorities for efforts and big thoughts of the meeting. The listing is done based on topics within the body of the meeting. These are not in prioritized order.

• Hospital Expansion Project was discussed with CEO Rohrich and an overview of the next steps and decision process for this potential project was provided.
• Pavilion Project. A review of the work today, the integration with parks planning and process was discussed. It will continue to be the working plan that a Construction Manager will be hired and that a small committee made up of two Councilmembers, two Parks Board members and one member at large will be put in place to review the value engineering work and make recommendations to the Council prior to approval of solicitation of bids.
• Community Event Application Process was discussed with the Council directing staff to put a little bit more work into an application with a "checklist" type fee and that a more formal process is likely needed in the future. That would help users know what they need to be permitted for a community event and who they can talk to for help in meeting those needs.
• Vehicles in Parks Policy was discussed in conjunction with Community Event Application. Direction was given to take a two-pronged approach; one which says no vehicles and one that allows some under certain circumstances for festivals or community events based on the realization that equipment for the events needs to get to the pavilion. More work needs to be done and staff will include the topic on the next Goal Session agenda.
• Hallett's Pond Plan and Trail was discussed. Staff was encouraged proceed early in spring with completion of the trail. Council also discussed swimming and asked staff to review what is needed and language that will not encourage swimming but does not criminalize it. Meaning we would not kick folks out for swimming, but will also not provide for safety issues such as supervision or water quality reporting.
• Sidewalk Plan was reviewed with clarifications discussed and priorities reviewed. Additionally, the Council directed staff to look towards some type of trail or walkway that is separated from the roadway on a small portion of Old Minnesota Avenue that has heavier pedestrian use.
• Cooperative efforts and the White Sheets were discussed and two small changes were made to the list.

• General Fund Budget/Tax Capacity Numbers and changes to the tax capacity were discussed which appear to point towards a reduction in the tax rate that will be applied to properties in Saint Peter. That change is driven by an increase in tax capacity.

• New Facilities and the priorities for construction were reaffirmed. The Council reiterated that it is important to be methodical in our approach and cost effective knowing that the facilities we build will need to serve the community for many, many years. Pavilion, Fire Hall, City Hall improvements - then additional parks and recreation facilities continue to be the ordered priorities.

• Organizational Health was discussed as always focusing on the Council working in a spirit of civility, cooperation and as a team including staff and others as well.

• Highway 169 Rezoning Moratorium was not discussed.

• Tax Increment Financing Primer was done and discussion on why, how and the methods that are used for determining value, amount for increment provided and how negotiations take place with developers through the TIF and Development agreement stages. No direction was specifically provided but members seemed to agree that these important tools are challenging issues at times so better is good.

• Enterprise Fund Budgets Review was a review of Water and Wastewater and the transfer of funds that is planned to take place both in the 2017 and 2018 years. The goal is to work to keep rates flat and to help explain and be transparent in relation to what is planned and how it works to meet that rate goal.

• EDA Loan Program and the required split of money from State and Federal sources was provided. That work will come to completion in the new year with a recommendation from the EDA to the City Council.

• Township 361 was discussed and reviewed focusing on the need for cooperative efforts, timeline for grant application, and some of the challenges that will be in place from a constructability standpoint should we receive funds.

• Mural Plan and our work with Family Fresh and its potential connection to recreation programs was discussed.

• Historical Society Lease was discussed as an informational item as the history of this and practicality of the agreement.

• Community Spirit Park Update was provided and discussion held about the money and overall relationship with the School District.

• Waste Numbers – Recycling Change Impact was reviewed but it seems still too early to know any impact. Staff was encouraged to work toward a food waste program that could be launched in the spring of 2018.

• Green Step was not discussed, but staff was asked to put the topic on an upcoming workshop agenda.

• City Art Activities was not covered.

• Communications Review was not completed and will be discussed at a workshop.

• Next Meeting Date was set for January 29th with the long term plan to stay pretty true to the 5th Monday schedule the Council has been on in the recent past.

• Members received a short update on the SolarChoice program and efforts to asset GAC with meeting their solar and carbon footprint goals.

The meeting concluded at about 9:40 p.m.

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

TP/bal
City of Saint Peter
Minnesota Square Park Pavilion
Best Value Meeting Presentation

Eric Oleson AIA, CID
Oleson+Hobbie Architects

January 18, 2018
Proposed Site Plan – North is Up
Site Plan Scope of Work

In the planning of the pavilion, we need to determine what is the construction limits of the project, while planning for existing and future paved areas.

1. Paved areas around the pavilion will be designed to meet existing and proposed

2. All utilities will be served from the southwest – Water & Electrical

Proposed Site Plan
Pavilion Plan – 8,531 sf
Covered Seating (192 seats)
  - Seating for tables and chairs - 192
Serving Areas 2 (160 sf, 20' x 8')
  - Concrete Counter (2'-8" x 20' ea.)
  - Sink with lockable roll-up door
Storage (Mech/Elec) 2 (130 sf, 10' x 30')
  - Storage
  - Water heater
  - Electrical Service
Upper Stage Area (450 sf, 15' x 30')
  - Covered Stage Area for both small and large events
  - Raised platform area (30'') for small to large performers accessible by ramp (1:12) & double stairs
  - Power supply location - 2
Mechanical Area (150 sf)
  - Water heater
  - Electrical Service
Exterior Seating Area (2,500 sf)
  - Flat Concrete slab for audience (seating, or dance floor space)

Proposed Plan
Project Materials

Roofing Materials

- Metal Standing Seam (Mid to high up front cost, 30 to 40 year life. More commercial character)
- Rubber Shingles (Mid up front cost, 50 plus year life. More residential in character)
- Asphalt Shingles (Low up front cost, 15-20 year life. More residential character)
Proposed Concrete Options

Project Materials - Continued

Floor Area (Inside under roof = 8,659 sf. With 8’ perimeter walk = 12,468 sf)

Surface needs to be slip resistant and easily maintained.

Surface needs to be fairly level for performances as well as for table and chairs

- Stamped & Colored Concrete – Light Texture
  (High up front cost – Higher aesthetic quality)
- Exposed Aggregate Concrete
  (Mid up front cost – Nice aesthetic quality)
- Bushed & Tooled Concrete
  (Low up front cost – Good aesthetic quality)
Project Materials - Continued

Ceiling Soffits
- Aluminum Boards (High up front cost – Higher aesthetic quality & very durable)
- EIFS Stucco (Mid up front cost – Nice aesthetic quality)

Column Wraps
- Precast Concrete (High up front cost – Higher aesthetic quality & very durable)
- Masonry (Match storage room walls) (Mid to High up front cost – Nice aesthetic quality)
Proposed Elevation
Proposed South Elevation
Steel Super Structure

1. The proposed steel structure to be a rigid frame to withstand lateral and lift forces without shear walls

2. Steel material will be galvanized and painted

3. Steel decking will be used as a lateral diaphragm above the roofing framing

4. A wood roof truss system is designed for the top roofing system

5. There is roughly 160,000 lbs. of steel in the overall framing and supports

6. Is there an alternative method for integrating wood into the roofing to keep the structure cost lower.
Proposed Steel Structure
Possible Schedule

Design Team to continue to meet with city staff and stakeholders to refine the development of materials and detailing.

Best Value Meetings to Review Design & Documents  
January 18, 2018

Meeting with City & Stakeholders for Power & Lighting  
February 24, 2018

Council Update  
January 29, 2018

Best Value Meetings to Review Design & Documents  
January 30, 2018

Design Team / CM Team – Coordinate Documents with City  
February 19, 2018

Council Review & Approval  
February/March 2018?

Finalize Documents & Bidding (30 days for bidding)  
March 22, 2018?

Bid Opening?  
March 26, 2018?

City Council Review & Approval of Bids?  
Mid July or September - T.B.D.
GUIDELINES FOR REQUESTS FOR COMMUNITY EVENTS USING CITY OWNED PROPERTY

Throughout the year, many requests are submitted to the City Administrator's office for community events to be held on City owned property. These community events require at a minimum, authorization to hold the event on the City's property, or at a maximum extensive involvement from all City departments.

To facilitate the processing of requests for community events to be held on City owned property, the following guidelines have been developed. Requests for City assistance for these events must be submitted to the City Administrator's Office (227 South Front Street) far enough in advance of the event to ensure time for staff to review the request, solve any outstanding issues with the organizers, and to submit the request to the City Council for approval. Events that are not submitted in a timely manner may be denied without further consideration.

Because the community events can vary in the type, the assistance requested, and the impact on the community, this set of guidelines has been developed to give the organizers the means to cover all of the necessary information when submitting their request. While we have attempted to make this list all encompassing, more information may be needed depending on the event.

Once the initial request is submitted, the information will be distributed to the various City Departments that may be involved in the request for comment and consideration. Shortly thereafter, the City Administrator's Office will contact the organizers to request a meeting to further discuss the request and to address any questions or concerns raised by staff. Further meetings may or may not be necessary, but once staff feels that all issues have been addressed by the organizers, the request will then be submitted to the City Council for their consideration.

The process for submission of a request for community events using City owned property is as follows:

Submit a written request to the City Administrator's Office. The request must specify the following information:

- Title of event
- Purpose of the event
- Name of organizers/sponsors and their direct contact information including phone number, mailing address, and email address.
- Date of event
- Time of event – both start and end times
  - If you need additional set-up/take-down time, make sure to include that time in your request.
- Location of the event – maps, aerial photos, drawings etc... are very much appreciated.
If the event is to take place in a large park indicate the location of the park where the event will occur (i.e. NW corner, entire park, SE corner, etc.)

If you need access to specific City facilities as part of your event (i.e. Community Center, Public Works), please indicate so.

- How many people are expected to attend?

- Where will attendees park during the event?

- Will you be requesting special parking restrictions or road closures as part of the event? If so, specify what and where and during what times including diagrams and/or maps.

- Indicate the specific activities that will be scheduled as part of the event. Will there be:
  - Concert? If so by whom? (Name of band/singer)
  - Performances? If so, by whom? (Name(s) of performers)

- Run or walk? If so, what provisions will be made for crossing intersections, medical services, etc. for the participants?
  - If a run/walk, include a map of the route.
  - Specific times the run/walk will be held if this is a portion of the overall request.

- Will there be sales of food/beverages? Note that sale of food and/or beverages requires City and/or County licenses. Applications for these must be obtained at least one month before the event to ensure time to process. Also note that liquor sale applications should be submitted no less than two months prior to the event.
  - Include list of all food and beverage vendors and their contact information.

- If alcoholic beverages are being served/sold, what security measures will be taken to ensure no underage drinking is allowed? (Include IDing customers, fencing off certain areas, who will apply/hold the liquor license, etc.)
  - Will there be security personnel on-site?
  - If so, who are they and how are they licensed?
  - How many security personnel will be on site?
  - What hours will the security personnel be on site?
  - What hours will alcoholic beverages be sold?

- Are any non-food-drink items reasonably expected to be sold during the event and if so, what? Include list of vendors and their contact information.

- Other than a walk/run, will there be any athletic activities? (tug of war, volleyball games, softball games, races, etc.)

- Kid’s activities – list the activities that will be available and if the activities are being provided by outside vendors, include the names of then vendors and their contact information.

- Will animals be included and if so, provide specifics as to type of animals and how the animals will be accessible by the public (pony rides, petting zoo, etc.)
  - Name and address of animal owners
  - Please note…the owners of the animals will be required to provide a certificate of insurance in an amount not less than $1.5 million per occurrence naming the City of
Saint Peter as an additional insured prior to the event. These insurance certificates from animal owners will need to be provided in addition to the insurance provisions outlined below.

- Will you be charging an entrance fee to the event? If so, how much and how will entrance be gained? (i.e. advance ticket sales, sales on site and if so, how many locations for ticket sales on site, etc...)

- If your event is being held in an outside location, describe how you will monitor weather conditions; how you plan to evacuate people in the event of dangerous conditions; and the name and contact information of the person will be responsible for making the decision to halt the event because of the weather.

- Describe how you plan to provide restroom facilities for the event. Will City restrooms be used? If not, provide information on how many porta potties will be provided and specific information on where they will be located.
  - Name and contact information for person designated to ensure restroom facility supplies are resupplied as needed.
  - Note – even if City restroom facilities will be used, if your event is large enough the City may require you to contract for porta potties for the event in addition to use of the City facilities.

- Describe how you plan to provide for refuse and recycling collection and where refuse containers will be provided at the site.
  - As with the restroom facilities, if your event is large enough the City may require you to contract with a licensed refuse hauler to arrange for additional refuse and recycling containers at the event location.

- If the event will continue before or after sundown, provide detailed information on your plan for lighting.

- Will tents be erected on-site? If so, who will be erecting the tents?
  - Name and contact information for person who will be responsible for contacting Gopher State One call prior to tents going up.

- How will organizers restrict vehicles from driving into the park, if applicable?

- Will your event include a parade? If so, please provide the following information
  - Parade route – be specific
  - Parade start time and expected end time
  - Location for parade staging
  - Number of units expected
  - Applicants will be required to ensure that no parade participant will be allowed to throw candy into the crowd. Candy, and any other tokens, may only be handed to the crowd at the curbline.

- You may be required to notify neighboring property owners about your event. Will your group have the ability to do that?
• All community event organizers are required to provide the City with a certificate of insurance in an amount not less than $1,500,000 per occurrence naming the City as an additional insured. Will you be able to provide this level of insurance before the event?

• Provide the names and contact information for representatives from the organizers in case we have additional questions. The main contact person should be someone we can get in touch with immediately if the need arises.

• If the City is providing support, the organizers may also be asked to include the City of Saint Peter on any advertising showing sponsors or promoters of the event. Will you be advertising information on your sponsors/promoters?

The request for community events should be submitted to the City Administrator's office as follows:

By snail mail:

City Administrator's Office
227 South Front Street
Saint Peter, Minnesota 56082

Or by email:
barbaral@saintpetermn.gov

By submitting a complete request, the process for approval can go much more efficiently. The City looks forward to helping you have a successful event.
VEHICLES IN PARKS POLICY

The following policy shall apply to all personal (non-City maintenance) vehicles.

In an effort to control damage to the amenities in the City's parks, the following policy is hereby adopted by the City Council.

- No unpermitted powered vehicle shall be allowed in any City park at any time. Any vehicles found to be in a City park that are not permitted will be ticketed by the Police Department.
- Community events, as authorized by action of the City Council, shall be permitted to receive up to twelve (12) vehicle passes for use during the community event.
  - Vehicles with authorized passes shall only be allowed to access the park at the official access point and are not allowed to drive over any paver block trail and/or
  - Should the Community event have a need for additional vehicles in the park, the organizers will be allowed private golf carts and/or three or four wheel vehicles under 1,000 lbs gross weight. These vehicles must be operated by adults only and speed of use must be at a slow enough speed as to not cause damage to the park.
- Individuals or non-community event organizers may be allowed to reserve "X" number of park passes with their park reservation.
  - To be eligible for a park pass, individuals or non-community event organizers must submit a $__ deposit per vehicle at the time the passes are received. The deposit will be returned at such time as the City verifies that no damage has been done to the park by the vehicle.
    - Individual/non-community passes will be limited to vehicles ____ in size or less.
- All vehicles with passes will be required to access the park through the official entrance only.
- Vehicles with passes will not be allowed to cross _________________.

29
Memorandum

TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
      Pete Moulton
      City Administrator
      Director of Public Works

DATE: 1/22/2018

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: April 9, 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: April 9, 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: April 9, 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.
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: April 9, 2012
DIVISION 4. PARKS AND RECREATION ADVISORY BOARD*

Sec. 2-460. Continued.

A Parks and Recreation Advisory Board is hereby continued to study the needs of the City in the area of public parks and recreational programming and to make recommendations to the Council on park and recreational policies.
(Code 1989, §2.21; Ord. No. 157(2nd Ser.), § 9, 12-12-1988; Ord. No. 360(2nd Ser.), § 1, 1-12-2004)

Sec. 2-461. Composition.

The Parks and Recreation Advisory Board shall consist of 11 members. One member shall be a Council member and shall be appointed for a one-year term. One member shall be recommended by the Saint Peter School District 508 Board from their members or staff and shall be appointed for a one-year term. All remaining members shall be appointed for three-year terms. All members of this Board shall be appointed by the City Council. In addition to these 11 members, ex officio nonvoting members of the Board shall be the Recreation and Leisure Services Director, the Public Works Director and the City Clerk-Administrator. Vacancies during the term of any member shall be filled by the Council for the unexpired portion of the term.
(Code 1989, §2.21; Ord. No. 157(2nd Ser.), § 9, 12-12-1988; Ord. No. 360(2nd Ser.), § 1, 1-12-2004)

Sec. 2-462. Meetings.

Subd. 1. The Parks and Recreation Advisory Board shall meet as needed either upon call by its membership or upon request of the Council.

Subd. 2. The Board shall elect from its members officers as needed including a Chairman, Vice-Chairman, and a Secretary. The Chairman shall preside at all meetings of the Board and the Vice-Chairman shall preside in his absence. The Secretary shall take minutes of the meetings and be responsible for such duties and obligations as directed by the Board or Chairman.
(Code 1989, §2.21; Ord. No. 157(2nd Ser.), § 9, 12-12-1988; Ord. No. 360(2nd Ser.), § 1, 1-12-2004)

Sec. 2-463. Duties and responsibilities.

The duties and responsibilities of the Parks and Recreation Advisory Board shall include, but are not limited to, the following:

(1) Review and make recommendations on park policy to the Council;
(2) Review the need for additional park land;
(3) Prepare a park land acquisition and development plan;
(4) Prepare a capital equipment and improvement program for the park system;
(5) Make budget recommendations annually;
(6) Study and recommend park utilization;
(7) Study and meet with other governmental organizations and bodies on use of parks.
(Code 1989, §2.21; Ord. No. 157(2nd Ser.), § 9, 12-12-1988; Ord. No. 360(2nd Ser.), § 1, 1-12-2004)

Secs. 2-464—2-494. Reserved.

*State law reference—Parks and park boards, M.S. § 412.491 et seq.
PARKS AND RECREATION ADVISORY BOARD

The Parks and Recreation Advisory Board is established to study the needs of the City in the area of public parks and recreational programs and to make recommendations to the City Council on park and recreation policies. The duties and responsibilities of the Parks and Recreation Advisory Board shall include, but are not limited to, the following: 1.) Review and make recommendations to the City Council on park and recreation policies; 2.) Review the need for additional park land; 3.) Prepare a park land acquisition and development plan; 4.) Prepare a capital equipment and improvement program for the park system; 5.) Make annual budget recommendations; 6.) Study and recommend park and recreational programs and activities; 7.) Study and meet with other governmental organizations and bodies on the use of parks; and 8.) Serve as the City's Tree Advisory Board.

BOARD MEMBERS
(Eleven members, 3 year terms)

David Eli Hoehn 1-1-16 to 12-31-18
Mike Meffert 1-1-16 to 12-31-18
L. Lee Alger 1-1-16 to 12-31-18
Al Christensen 1-1-17 to 12-31-19
Bernard Bidelman 1-1-17 to 12-31-19
Steven Alger School Board Liaison 1-1-18 to 12-31-20
Ryan Kupcho 1-1-18 to 12-31-20
Michael Looft 1-1-18 to 12-31-20
Brian Fremo 1-1-18 to 12-31-20
Open 1-1-18 to 12-31-20
Jeff Brand City Council Liaison
Recreation Director Ex-Officio
Public Works Director Ex-Officio
City Administrator Ex-Officio
## ESTIMATE OF PROBABLE COSTS

### Project: Fire Department  
**Location:** St. Peter, MN  
**Data:** 11-Dec-17

### Potential Costs

<table>
<thead>
<tr>
<th>I. Site Acquisition</th>
<th>Low</th>
<th>High</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Site</td>
<td>$275,000</td>
<td>$275,000</td>
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</tr>
<tr>
<td>Other Sites</td>
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<td>0</td>
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</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>$275,000</td>
<td>$275,000</td>
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### Site Development

<table>
<thead>
<tr>
<th>Item</th>
<th>Low</th>
<th>High</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Site</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
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</table>

### Site Development

<table>
<thead>
<tr>
<th>Item</th>
<th>Low</th>
<th>High</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Extensions</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Unsuitable Soils/Rock Removal</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Natural Gas Extensions</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Storm Water</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Site Improvements (landscape)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Building Construction Costs

<table>
<thead>
<tr>
<th>Service</th>
<th>Size</th>
<th>Cost/LF</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS Means (2014/2015)</td>
<td>22,133</td>
<td>$196,66</td>
<td>Building Only</td>
</tr>
<tr>
<td>Five Bugs Historic (2016/17)</td>
<td>22,133</td>
<td>$185,40</td>
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</tr>
<tr>
<td>Cold Storage</td>
<td>0</td>
<td>$151.87</td>
<td>Tempered construction</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Furniture Fixtures and Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF&amp;E</td>
<td>$85,000</td>
<td>Assumes mostly new</td>
</tr>
<tr>
<td>Specific Equipment</td>
<td>$60,000</td>
<td>Vehicle Exhaust</td>
</tr>
<tr>
<td>Others</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>$165,000</td>
<td></td>
</tr>
</tbody>
</table>

### Communications and Technology

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology</td>
<td>$25,000</td>
<td>Data systems, backbone, patch panels</td>
</tr>
<tr>
<td>Communications</td>
<td>0</td>
<td>Radio, Tower, Repeaters, etc.</td>
</tr>
<tr>
<td>Training AV</td>
<td>$15,000</td>
<td>Station Alerting Systems</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>$40,000</td>
<td></td>
</tr>
</tbody>
</table>

### Inflation to mid-point of construction

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inflation to mid-point of construction</td>
<td>3%-5%/Year</td>
<td>Assume spring of 2019 construction start</td>
</tr>
<tr>
<td>Owners Contingency</td>
<td>5% of total construction costs</td>
<td>unforeseen Conditions, Owner Changes, E&amp;C</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>$686,401</td>
<td>$692,210</td>
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</table>

### Professional Fees and Legal

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture/Engineering</td>
<td>$437,648</td>
<td>7-9% of Construction Costs</td>
</tr>
<tr>
<td>Civil Engineering Fees</td>
<td>$12,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Geotechnical Studies</td>
<td>$25,000</td>
<td>$35,000</td>
</tr>
<tr>
<td>Commissioning</td>
<td>0</td>
<td>3rd party commissioning of HVAC systems</td>
</tr>
<tr>
<td>LEED/Sustainability</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Testing and Inspections</td>
<td>$15,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Legal</td>
<td>2.5-4% of Costs</td>
<td>Code required special inspections</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>$469,848</td>
<td>$474,161</td>
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</table>

### TOTALS

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td><strong>TOTALS</strong></td>
<td>$6,244,983.56 $7,199,491.53</td>
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### ALTERNATE BIDS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEDUCT ONE APPARATUS BAY (5 TOTAL TO REMAIN)</td>
<td>$5,994,983.56 $6,949,491.53</td>
</tr>
</tbody>
</table>

---

*Building D04, Suite 202 | 800 Wisconsin St, Mailbox 2 | Eau Claire, WI 54703 | 715.832.4848 | fivebuglesdesign.com*
**Space Needs Analysis**

**Project:** Fire Department  
**Location:** St. Peter, MN  
**Date:** 14-Jul-17

### Apparatus Floor

<table>
<thead>
<tr>
<th>Space</th>
<th>Existing</th>
<th>Length</th>
<th>Width</th>
<th>Total Ft²</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerial Apparatus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ladder/Booster</td>
<td>90 x 18</td>
<td>1620</td>
<td></td>
<td>1620</td>
<td>2</td>
<td>508</td>
</tr>
<tr>
<td>Aerial Platform</td>
<td>90 x 18</td>
<td>1620</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quint</td>
<td>90 x 18</td>
<td>1620</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telesquirt</td>
<td>90 x 18</td>
<td>1620</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engines /Pumpers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engine(s)</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>2430</td>
<td>1.3</td>
<td>511, 512, 506</td>
</tr>
<tr>
<td>Rescue Pumper</td>
<td>45 x 18</td>
<td>810</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other Heavy Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rescue Squad</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>1050</td>
<td>1</td>
<td>502</td>
</tr>
<tr>
<td>Tender</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>1050</td>
<td>3</td>
<td>505</td>
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<tr>
<td>Light Trucks/SUVs/Pickups</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Command Vehicle</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>1050</td>
<td>4.5</td>
<td>507, 509</td>
</tr>
<tr>
<td>Utility/Pickup</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>1050</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson Unit</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>1050</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspections Vehicle(s)</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>1050</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brash Buggy</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>1050</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trailers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haz Mat</td>
<td>22 x 18</td>
<td>396</td>
<td></td>
<td>396</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Special Operations (SO)</td>
<td>22 x 18</td>
<td>396</td>
<td></td>
<td>396</td>
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</tr>
<tr>
<td>Mass Casualty</td>
<td>22 x 18</td>
<td>396</td>
<td></td>
<td>396</td>
<td>0</td>
<td></td>
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<tr>
<td>Brash Buggy</td>
<td>22 x 18</td>
<td>396</td>
<td></td>
<td>396</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Boat</td>
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<td>396</td>
<td></td>
<td>396</td>
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</tr>
<tr>
<td>Snowmobile/ATV/Trailer</td>
<td>22 x 18</td>
<td>396</td>
<td></td>
<td>396</td>
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<tr>
<td>Portable Pump/Trailer</td>
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<td>396</td>
<td></td>
<td>396</td>
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<tr>
<td>Firefighter Rehab Unit</td>
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<td>396</td>
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<td>SCBA Clean and Fill</td>
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<td>396</td>
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<td>Portable Lights</td>
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<td>396</td>
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<tr>
<td>Others</td>
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<td>675</td>
<td>810</td>
<td>1050</td>
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<td>Parade Vehicle</td>
<td>45 x 15</td>
<td>675</td>
<td>810</td>
<td>1050</td>
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<td>Need Size</td>
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<td>Hose Cart</td>
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<tr>
<td>Vehicle / Wash Maintenance Bay</td>
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<td>1620</td>
<td>1620</td>
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<tr>
<td>Wash Bay</td>
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**EMS**

| EMS Command Vehicle    | 22 x 18  | 462    |       | 462       | 0        | 3 bays @ 90 plus 2 @ 100 = 8800 |
| Ambulance              | 45 x 15  | 675    |       | 675       | 0        |       |
| Mass Casualty Trailer  | 22 x 18  | 396    |       | 396       | 0        |       |
| Staff Support Unit     | 25 x 18  | 450    |       | 450       | 0        |       |

**TOTAL** 6


### Apparatus Bay Sizing Table (ft²)

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<tr>
<th>Number of Bays</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<th>Length</th>
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<td>900</td>
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<td>1800</td>
<td>2400</td>
<td>3000</td>
<td>3600</td>
<td>4400</td>
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**Notes:**

1. Planned for two 100’ deep bays and four 30’ deep bays. All double deep drive through. Total Bay programmed at 10,800 SF.
Aparatus Bay Diagram (Not to Scale)

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<th>50</th>
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<th>70</th>
<th>80</th>
<th>90</th>
<th>100</th>
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<td>120</td>
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</table>

Notes: 50 Mac 31 Nett

1 (2) bays at 100 feet long with (4) bays at 90 feet long
## Apparatus Support

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<th>Width</th>
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<th>Quantity</th>
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</tbody>
</table>

**TOTAL 0**

| Subtotal ($\text{FT}^2$)       | 2,808    |
| Efficiency Ratio of 20%        | 552      |

**Apparatus Support Total ($\text{FT}^2$) 3,370**
### Space Needs Analysis

**Project:** Fire Department  
**Location:** St. Peter, MN  
**Date:** 14-Jul-17

#### Training

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<td>400</td>
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<tr>
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<td>600</td>
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<td><strong>Sub Total</strong></td>
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<td>Includes 20% efficiency ratio</td>
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**Total** 3,080

**Subtotal (ft²)** 462 (Efficiency Ratio of 15%)  

**Training Total (ft²)** 3,542
## Administration/Office Spaces

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<td>Stairs</td>
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<td>10</td>
<td></td>
<td>240</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Staff Toilets</td>
<td>8</td>
<td>8</td>
<td></td>
<td>64</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>x</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>x</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>x</td>
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<td>525</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,625</td>
<td>Administration/Office Spaces Total (Ft²)</td>
</tr>
</tbody>
</table>

### Notes:
- Efficiency Ratio of 25%
# Space Needs Analysis

**Project:** Fire Department  
**Location:** St. Peter, MN  
**Date:** 14-Jul-17

## Living Quarters/Support Spaces

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Existing</th>
<th>Length x Width = Ft²</th>
<th>Quantity</th>
<th>Total Ft²</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Room</td>
<td>20</td>
<td>15 x 15 = 200</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>20</td>
<td>20 x 20 = 400</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Pantry</td>
<td>8</td>
<td>8 x 8 = 64</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Dining for 8-12</td>
<td>20</td>
<td>15 x 15 = 300</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Bedroom</td>
<td>10</td>
<td>13 x 13 = 130</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Restrooms/Shower</td>
<td>8</td>
<td>10 x 10 = 80</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>POC Shower/Locker Room</td>
<td>10</td>
<td>15 x 15 = 150</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>POC Shower/Toilets</td>
<td>8</td>
<td>10 x 10 = 80</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Linen Closet</td>
<td>6</td>
<td>8 x 8 = 48</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Supply Closet</td>
<td>4</td>
<td>5 x 5 = 20</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Residential Laundry</td>
<td>8</td>
<td>10 x 10 = 80</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Janitor's Closet</td>
<td>6</td>
<td>6 x 6 = 36</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

**Subtotal (Ft²):** 0  
**Efficiency Ratio of 25%:** 0  
**Living Quarters Spaces Total (Ft²):** 0
### SPACE NEEDS ANALYSIS

**Project:** Fire Department  
**Location:** St. Peter, MN  
**Date:** 14-Jul-17

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Existing</th>
<th>Quantity</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Fire Staff Parking</td>
<td>40</td>
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<tr>
<td>EMS Staff Parking</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Parking</td>
<td>50</td>
<td></td>
<td>1 per two seats, Extrication Pavement</td>
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<tr>
<td>Other Parking needs</td>
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<td></td>
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<tr>
<td>Fire Apparatus Apron</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>EMS Apparatus Apron</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor Training</td>
<td>2</td>
<td></td>
<td>Props - (2) 10X20 Storage Containers</td>
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<tr>
<td>Outdoor Patio</td>
<td>1</td>
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<tr>
<td>Enclosed Dumpster</td>
<td>1</td>
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<tr>
<td>External Generator</td>
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<tr>
<td>Storm Water Treatment</td>
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<tr>
<td>Heliport Pad</td>
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</tr>
<tr>
<td>Extrication Pavement</td>
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</tr>
<tr>
<td>Detached storage building</td>
<td>1</td>
<td></td>
<td>See Training</td>
</tr>
<tr>
<td>Training Hydrant</td>
<td>1</td>
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<td>By the Training Props containers</td>
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<tr>
<td>Other</td>
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</tr>
<tr>
<td>Other</td>
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</tr>
</tbody>
</table>

---

*Building D04, Suite 202| Eau Claire, WI 54703 | 715.832.4848 | fivebuglesdesign.com*
### SPACE NEEDS SUMMARY

**Project:** Fire Department  
**Location:** St. Peter, MN  
**Date:** 14-Jul-17

<table>
<thead>
<tr>
<th>Category</th>
<th>Square Feet</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Apparatus Bays</td>
<td>10,584</td>
<td>Assumes (2) 100 foot bays and (4) 90 foot bays</td>
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<tr>
<td>Apparatus Bay Support</td>
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<tr>
<td>Training</td>
<td>3,542</td>
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<tr>
<td>Administration</td>
<td>2,625</td>
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<tr>
<td>Living Quarters</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Tempered/Training Equipment</td>
<td>6</td>
<td></td>
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<tr>
<td><strong>Total Program Space Requirement</strong></td>
<td>22,133</td>
<td></td>
</tr>
</tbody>
</table>

#### NOTES:

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2017 Minnesota Statutes

204B.135 REDISTRICTING OF ELECTION DISTRICTS.

Subdivision 1. Cities with wards. Except as provided in this subdivision, a city that elects its council members by wards may not redistrict those wards before the legislature has been redistricted. The wards must be redistricted within 60 days after the legislature has been redistricted or at least 19 weeks before the state primary election in the year ending in two, whichever is first.

In a city of the first class electing council members by wards in a year ending in one, the ward boundaries may be reestablished no later than 14 days before the first day to file affidavits of candidacy for city council members. The ward boundaries may be modified after the legislature has been redistricted for the purpose of establishing precinct boundaries as provided in section 204B.14, subdivision 3.

Subd. 2. Other election districts. For purposes of this subdivision, "local government election district" means a county district, park and recreation district, school district, or soil and water conservation district. Local government election districts, other than city wards covered by subdivision 1, may not be redistricted until precinct boundaries are reestablished under section 204B.14, subdivision 3, paragraph (c). Election districts covered by this subdivision must be redistricted within 80 days of the time when the legislature has been redistricted or at least 15 weeks before the state primary election in the year ending in two, whichever comes first.

Subd. 3. Voters rights. (a) An eligible voter may apply to the district court for either a writ of mandamus requiring the redistricting of wards or local government election districts or to revise any plan adopted by the governing body responsible for redistricting of wards or local government election districts.

(b) If a city adopts a ward redistricting plan at least 19 weeks before the primary in a year ending in two, an application for revision of the plan that seeks to affect elections held in the year ending in two must be filed with the district court within three weeks but no later than 18 weeks before the state primary election in the year ending in two, notwithstanding any charter provision. If a city adopts a ward redistricting plan less than 19 weeks before either the municipal primary in a year ending in one or before the state primary in a year ending in two, an application for revision of the plan that seeks to affect elections held in the year must be filed with the district court no later than one week after the plan has been adopted, notwithstanding any charter provision.

(c) If a plan for redistricting of a local government election district is adopted at least 15 weeks before the state primary election in a year ending in two, an application for revision of the plan that seeks to affect elections held in the year ending in two must be filed with the district court within three weeks but no later than 14 weeks before the state primary election in the year ending in two. If a plan for redistricting of a local government election district is adopted less than 15 weeks before the state primary election in a year ending in two, an application for revision of the plan that seeks to affect elections held in the year ending in two must be filed with the district court no later than one week after the plan has been adopted.

Subd. 4. Special elections; limitations. No municipality or school district may conduct a special election during the 19 weeks before the state primary election in the year ending in two. A school district special election required by any other law may be deferred until the date of the next school district general election, the state primary election, or the state general election.

Subd. 5. Redistricting expenses. The county board may levy a tax not to exceed $1 per capita in the year ending in "0" to pay costs incurred in the year ending in "1" or "2" that are reasonably related to the redistricting of election districts, establishment of precinct boundaries, designation of polling places, and the updating of voter records in the statewide registration system. The county auditor shall distribute to each municipality in the county on a per capita basis 25 percent of the amount levied as provided in this subdivision, based on the population of the municipality in the most recent census. This levy is not subject to statutory levy limits.

https://www.revisor.mn.gov/statutes/?id=204B.135
Sec. 2-3. - Ward and precinct boundaries.

Subd. 1. **First Ward.** The First Ward shall be in the northern part of the City and consist of all the area lying northerly of the centerline of Broadway Avenue from the western City limits to the intersection of Sunrise Drive; thence southerly along the centerline of Sunrise Drive to the intersection of West Grace Street; thence easterly along the centerline of West Grace Street to the intersection of South Washington Avenue; thence northerly along the centerline of South Washington Avenue to the intersection of Front Street; thence easterly along the centerline of West Park Row Street to the intersection of West Park Row Street to the easterly City limits.

(a) **Precinct Number One.** Precinct Number One of the First Ward shall consist of the area described as: "Beginning at the intersection of South Washington Avenue and Nassau Street, thence northerly along the centerline of South Washington Avenue (becoming North Washington Avenue) to the intersection of Skaro Street; thence easterly along the centerline of Skaro Street to the intersection of Fifth Street; thence northerly along the centerline of Fifth Street to the intersection of Dodd Avenue; thence westerly along the centerline of Dodd Avenue to the intersection of North Sunrise Drive; thence northerly along the centerline of North Sunrise Drive extended to the northerly City limits, then easterly along the north City limits to the easterly City limits; then southerly along the easterly City limits to the intersection with West Park Row Street; thence westerly along the centerline of West Park Row Street to the intersection of Front Street; thence southerly along the centerline of Front Street to the intersection of Nassau Street; thence westerly along the centerline of Nassau Street to the beginning."

(b) **Precinct Number Two.** Precinct Number Two of the First Ward shall consist of the area described as: "Beginning at the intersection of South Washington Avenue and Nassau Street, thence northerly along the centerline of South Washington (becoming North Washington Avenue) to the intersection of Skaro Street; thence easterly along the centerline of Skaro Street to the intersection of Fifth Street; thence northerly along the centerline of Fifth Street to the intersection of Dodd Avenue; thence westerly along the centerline of Dodd Avenue to the intersection of North Sunrise Drive; thence northerly along the centerline of North Sunrise Drive extended to the northerly City limits, then easterly along the north City limits to the easterly City limits; then southerly along the easterly City limits to the intersection with West Park Row Street; thence westerly along the centerline of West Park Row Street to the intersection of Front Street; thence southerly along the centerline of Front Street to the intersection of Nassau Street; thence westerly along the centerline of Nassau Street to the beginning."
westerly along the centerline of Dodd Avenue to the intersection of North Sunrise Drive; thence northerly along the centerline of North Sunrise Drive extended to the north City limits then westerly along the north City limits to the intersection with the westerly City limits; then southerly along the west City limits to the intersection with West Broadway Avenue; then easterly along the centerline of West Broadway Avenue to the intersection of Sunrise Drive; thence southerly along the centerline of Sunrise Drive to the intersection of West Grace Street; thence easterly along the centerline of West Grace Street to the intersection of South Washington Avenue, then northerly along the centerline of South Washington Avenue to the point of beginning."

Subd. 2. Second Ward. The Second Ward shall be in the southerly part of the City and consist of all areas lying south of the centerline of Broadway Avenue from the western City limits to the intersection of Sunrise Drive; thence southerly along the centerline of Sunrise Drive to the intersection of West Grace Street; thence easterly along the centerline of West Grace Street to the intersection of South Washington Avenue; thence northerly along the centerline of South Washington Avenue to the intersection Nassau Street; thence easterly along the centerline of Nassau Street to the intersection of Front Street; thence northerly along the centerline of Front Street to the intersection of West Park Row Street; thence easterly along the centerline of West Park Row Street to the easterly City limits.

(a) Precinct Number One. Precinct Number One of the Second Ward shall consist of the area described as: "Beginning at the centerline of Broadway Avenue from the western City limits traveling easterly on said centerline to the intersection of Sunrise Drive; thence southerly along the centerline of Sunrise Drive to the intersection of West Grace Street; thence easterly along the centerline of West Grace Street to the intersection of South Washington Avenue thence northerly along the centerline of South Washington Avenue to the intersection of Nassau Street; thence easterly along the centerline of Nassau Street to the intersection of Front Street; thence northerly along the centerline of Front Street to the intersection of West Park Row Street; thence easterly along the centerline of West Park Row Street to the easterly City limits; thence southerly along the easterly City limits to the intersection of College Avenue extended; thence westerly along the centerline of College Avenue extended to the intersection with..."
South Seventh Street; thence southerly along the centerline of South Seventh Street to the intersection of West Jefferson Avenue; thence westerly along the centerline of West Jefferson Avenue to the westerly City limits; thence northerly along the west City limits to the point of beginning."

(b) *Precinct Number Two.* Precinct Number Two of the Second Ward shall consist of the area described as: "At the westerly City limits on West Jefferson Avenue, traveling easterly along the centerline of West Jefferson Avenue to the intersection of South Seventh Street; thence northerly along the centerline of South Seventh Street to the intersection of College Avenue; thence easterly along the centerline of College Avenue extended to the east City limits; thence southerly along the east City limits, to the South City limits; thence westerly along the South City limits to the intersection with the westerly City limits; thence north to the point of beginning."

(Code 1989, § 2.60; Ord. No. 338(2nd Ser.), § 1, 4-22-2002; Ord. No. 6(3rd Ser.), § 1, 3-12-2012)

**State Law reference**— Redistricting, cities with wards, M.S. § 205.84; election precincts, M.S. § 204B.14.
2017 Minnesota Statutes

204B.14 ELECTION PRECINCTS.

Subdivision 1. Boundaries. The governing body of each municipality shall establish the boundaries of the election precincts in the municipality. The governing body of a county shall establish the boundaries of precincts in unorganized territory in the county. Except as provided in subdivision 3, a governing body may change the boundaries of any election precinct which it has established.

Subd. 1a. Legislative policy. It is the intention of the legislature to complete congressional and legislative redistricting activities in time to permit counties and municipalities to begin the process of reestablishing precinct boundaries as soon as possible after the adoption of the congressional and legislative redistricting plans but in no case later than 25 weeks before the state primary election in the year ending in two.

Subd. 2. Separate precincts; combined polling place. (a) The following shall constitute at least one election precinct:

(1) each city ward; and

(2) each town and each statutory city.

(b) A single, accessible, combined polling place may be established no later than November 1 if a presidential nomination primary is scheduled to occur in the following year or May 1 of any other year:

(1) for any city of the third or fourth class, any town, or any city having territory in more than one county, in which all the voters of the city or town shall cast their ballots;

(2) for contiguous precincts in the same municipality;

(3) for up to four contiguous municipalities located entirely outside the metropolitan area, as defined by section 200.02, subdivision 24, that are contained in the same county; or

(4) for noncontiguous precincts located in one or more counties.

Subject to the requirements of paragraph (c), a single, accessible, combined polling place may be established after May 1 of any year in the event of an emergency.

A copy of the ordinance or resolution establishing a combined polling place must be filed with the county auditor within 30 days after approval by the governing body. A polling place combined under clause (3) must be approved by the governing body of each participating municipality. A polling place combined under clause (4) must be approved by the governing body of each participating municipality and the secretary of state and may be located outside any of the noncontiguous precincts. A municipality withdrawing from participation in a combined polling place must do so by filing a resolution of withdrawal with the county auditor no later than October 1 if a presidential nomination primary is scheduled to occur in the following year or April 1 of any other year.

The secretary of state shall provide a separate polling place roster for each precinct served by the combined polling place, except that in a precinct that uses electronic rosters the secretary of state shall provide separate data files for each precinct. A single set of election judges may be appointed to serve at a combined polling place. The number of election judges required must be based on the total number of persons voting at the last similar election in all precincts to be voting at the combined polling place. Separate ballot boxes must be provided for the ballots from each precinct. The results of the election must be reported separately for each precinct served by the combined polling place, except in a polling place established under clause (2) where one of the precincts has fewer than ten registered voters, in which case the results of that precinct must be reported in the manner specified by the secretary of state.

(c) If a local elections official determines that an emergency situation preventing the safe, secure, and full operation of a polling place on election day has occurred or is imminent, the local elections official may combine two or more polling places for that election pursuant to this subdivision. To the extent possible, the polling places must be
combined and the election conducted according to the requirements of paragraph (b), except that:

(1) polling places may be combined after May 1 and until the polls close on election day;

(2) any city or town, regardless of size or location, may establish a combined polling place under this paragraph;

(3) the governing body is not required to adopt an ordinance or resolution to establish the combined polling place;

(4) a polling place combined under paragraph (b), clause (3) or (4), must be approved by the local election official of each participating municipality;

(5) the local elections official must immediately notify the county auditor and the secretary of state of the combination, including the reason for the emergency combination and the location of the combined polling place. As soon as possible, the local elections official must also post a notice stating the reason for the combination and the location of the combined polling place. The notice must also be posted on the governing board's Web site, if one exists. The local elections official must also notify the election judges and request that local media outlets publicly announce the reason for the combination and the location of the combined polling place; and

(6) on election day, the local elections official must post a notice in large print in a conspicuous place at the polling place where the emergency occurred, if practical, stating the location of the combined polling place. The local election official must also post the notice, if practical, in a location visible by voters who vote from their motor vehicles as provided in section 204C.15, subdivision 2. If polling place hours are extended pursuant to section 204C.05, subdivision 2, paragraph (b), the posted notices required by this paragraph must include a statement that the polling place hours at the combined polling place will be extended until the specified time.

Subd. 3. Boundary changes; prohibitions; exception. Notwithstanding other law or charter provisions to the contrary, during the period from January 1 in any year ending in zero to the time when the legislature has been redistricted in a year ending in one or two, no changes may be made in the boundaries of any election precinct except as provided in this subdivision.

(a) If a city annexes an unincorporated area located in the same county as the city and adjacent to the corporate boundary, the annexed area may be included in an election precinct immediately adjacent to it.

(b) A municipality or county may establish new election precincts lying entirely within the boundaries of any existing precinct and shall assign names to the new precincts which include the name of the former precinct.

(c) Precinct boundaries in a city of the first class electing council members by wards may be reestablished within four weeks of the adoption of ward boundaries in a year ending in one, as provided in section 204B.135, subdivision 1.

(d) Precinct boundaries must be reestablished within 60 days of the time when the legislature has been redistricted, or at least 19 weeks before the state primary election in a year ending in two, whichever comes first. The adoption of reestablished precinct boundaries becomes effective on the date of the state primary election in the year ending in two.

Precincts must be arranged so that no precinct lies in more than one legislative or congressional district.

Subd. 4. Boundary change procedure. Any change in the boundary of an election precinct must be adopted at least ten weeks before the date of the next election and, for the state primary and general election or presidential nomination primary, no later than December 1 in the year prior to the year of the state general election. The precinct boundary change shall not take effect until notice of the change has been posted in the office of the municipal clerk or county auditor for at least 56 days.

The county auditor must publish a notice illustrating or describing the congressional, legislative, and county commissioner district boundaries in the county in one or more
qualified newspapers in the county at least 14 days before the first day to file affidavits of candidacy for the state general election in the year ending in two.

Alternate dates for adopting changes in precinct boundaries, posting notices of boundary changes, and notifying voters affected by boundary changes pursuant to this subdivision, and procedures for coordinating precinct boundary changes with reestablishing local government election district boundaries may be established in the manner provided in the rules of the secretary of state.

Subd. 4a. Municipal boundary adjustment procedure. A change in the boundary of an election precinct that has occurred as a result of a municipal boundary adjustment made under chapter 414 that is effective more than 21 days before a regularly scheduled election takes effect at the scheduled election.

A change in the boundary of an election precinct that has occurred as a result of a municipal boundary adjustment made under chapter 414 that is effective less than 21 days before a regularly scheduled election takes effect the day after the scheduled election.

Subd. 5. Precinct boundaries; description; maps. If a precinct boundary has been changed or an annexation has occurred affecting a precinct boundary, the municipal clerk shall immediately notify the county auditor and secretary of state. The municipal clerk shall file a corrected base map with the secretary of state and county auditor within 30 days after the boundary change was made or, in the case of an annexation, the later of: (1) 30 days after the approval of the annexation order; or (2) the effective date of the annexation order. Upon request, the county auditor shall provide a base map and precinct finder to the municipal clerk. The municipal clerk shall prepare a corrected precinct map and provide the corrected map to the county auditor, who shall correct the precinct finder in the statewide voter registration system and make the corrected map and precinct finder available for public inspection, and to the secretary of state, who shall update the precinct boundary database. The county auditor shall prepare and file precinct boundary maps for precincts in unorganized territories in the same manner as provided for precincts in municipalities. For every election held in the municipality the election judges shall be furnished precinct maps as provided in section 201.061, subdivision 6. If a municipality changes the boundary of an election precinct, or if an annexation affecting a precinct boundary occurs, the county auditor shall notify each school district with territory affected by the boundary change at least 30 days before the effective date of the change.

Subd. 6. [Repealed, 2015 c 70 art 1 s 63]

Subd. 7. Application to municipalities. Notwithstanding the provisions of section 410.21, or any other law, ordinance or charter to the contrary, the provisions of subdivisions 1 and 3 apply to all municipalities.

Subd. 8. [Repealed, 1994 c 607 s 7]

History: 1981 c 29 art 4 s 14; 1Sp1981 c 4 art 4 s 43; 2Sp1981 c 2 s 2; 1983 c 289 s 115 subd 1; 1983 c 248 s 36; 1986 c 444; 1987 c 186 s 15; 1987 c 212 s 1-4; 1987 c 297 s 2; 1990 c 453 s 4; 1991 c 349 s 31-34; 1993 c 208 s 1,2; 1993 c 223 s 9; 1994 c 607 s 1-4; 1999 c 237 s 1; 2000 c 467 s 13-15; 2005 c 156 art 6 s 34; 2005 c 162 s 2; 2006 c 270 art 1 s 1; 2010 c 184 s 13,14; 2010 c 201 s 24; 2010 c 313 s 3,4; 2011 c 18 s 2,3; 2014 c 288 art 2 s 4; 2016 c 161 art 1 s 5; art 3 s 1; 2016 c 162 s 4,5

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2017 Minnesota Statutes

205.84 REDISTRICTING; CITIES WITH WARDS.

Subdivision 1. General provisions. (a) In a city electing council members by wards, wards shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory. Each council member shall be a resident of the ward for which elected, but, except as otherwise provided by paragraph (b), a change in ward boundaries does not disqualify a council member from serving for the remainder of a term.

(b) Notwithstanding any home rule charter provision to the contrary, in a city of the first class where council members are elected by ward to serve for four years to terms that are not staggered, if the population of any ward changes by five percent or more, all council members must be elected to new terms at the first municipal general election after ward boundaries are redefined under subdivision 2; provided, however, that if no municipal general election would otherwise occur in the year ending in "2" or the year ending in "3", a municipal general election must be held in one of those years.

Subd. 2. Effective date. After the official certification of the federal decennial or special census, the governing body of the city shall either confirm the existing ward boundaries as conforming to the standards of subdivision 1 or redefine ward boundaries to conform to those standards as provided in section 204B.135, subdivision 1. If the governing body of the city fails to take either action within the time required, no further compensation shall be paid to the mayor or council member until the wards of the city are either reconfirmed or redefined as required by this section. An ordinance establishing new ward boundaries pursuant to section 204B.135, subdivision 1, becomes effective on the date of the state primary election in the year ending in two, except that new ward boundaries established by a municipality in a year ending in one are effective on the date of the municipal primary election in the year ending in one.

Subd. 3. Transition schedule. The governing body of a city electing more than one council member in each ward may adopt an orderly transition schedule to biennial November elections in which only one council member in each ward is elected in any municipal general election.

History: 1974 c 337 s 17; 1981 c 29 art 7 s 38; 1983 c 62 s 11; 1986 c 444; 1991 c 349 s 38; 1995 c 8 s 6; 1999 c 237 s 3; 2010 c 313 s 5.6

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WARD I PRECINCT 1
WARD I PRECINCT 2
WARD II PRECINCT 1
WARD II PRECINCT 2

LEGEND
WARD I PRECINCT 1
WARD I PRECINCT 2
WARD II PRECINCT 1
WARD II PRECINCT 2

WARD AND PRECINCT BOUNDARIES
CITY OF SAINT PETER, MINNESOTA
RESOLUTION NO. 2017-122

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF TEMPORARY LOADING/UNLOADING ZONE ALONG THE SOUTH MINNESOTA AVENUE CURB LINE DURING PUBLIC ASSEMBLIES AT 419 SOUTH MINNESOTA AVENUE

WHEREAS, the former Armory at 419 South Minnesota Avenue is being repurposed as "The Capitol Room" event center; and

WHEREAS, the Board of Appeals and Adjustments has granted a Conditional Use Permit to allow for the public assembly at the subject property with contingencies; and

WHEREAS, to accommodate the loading/unloading of guests in the most safe, effective manner, and as a condition of the Conditional Use Permit approval, the business owner requested permission to establish a temporary loading/unloading zone along the South Minnesota Avenue curb line; and

WHEREAS, the City Council has deliberated and has determined that it would be appropriate to authorize a temporary loading/unloading zone during public assemblies at 419 South Minnesota Avenue.

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

1. The Capitol Room event center is authorized to establish a 35 foot loading/unloading zone along the South Minnesota Avenue curb line directly in front of the main entry to the building during public assemblies hosted at the 419 South Minnesota Avenue location.

2. Signage identifying the 35 foot loading/unloading zone shall be prominently displayed one hour before and during public assemblies hosted at The Capitol Room event center to denote the loading/unloading zone. The signage will be removed immediately after conclusion of the event.

3. The signage and maintenance of the signage will be provided for The Capitol Room and must meet standards approved by the Director of Public Works and Chief of Police.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of July, 2017.

Charles Zieman
Mayor

ATTEST

Todd Praufke
City Administrator
RESIDENTIAL / NEIGHBORHOOD PRESERVATION OF RP-1 AND R-2 MINNESOTA AVENUE ZONING DISTRICTS

GOALS?

♦ Maintain the existing Highway Commercial / Residential / Historic Downtown / Residential / Highway Commercial development pattern and experience of the Minnesota Avenue corridor.

♦ Separate the historic downtown with its pedestrian orientated experience from the intensive vehicular traffic generated by highway commercial developments by utilizing the existing residential districts as a buffer.

♦ Conserve the historic residential setting, scale, character and experience of the Minnesota Square Park neighborhood.

♦ Preserve the existing vistas from the Minnesota Square Park Pavilion, Veteran's Memorial and other park amenities.

♦ Protect the solemnity, earnestness and desired individual experiences at the Veteran's Memorial site within Minnesota Square Park

HOW?

1. Perpetually preserve the Residential / Professional Office (RP-1) zoning classification of properties abutting Minnesota Avenue.
   a. Permitted Uses
      - Single Family Residential
      - Duplex Residential
      - Day Care (6 kid maximum)
      - Local Utility Services
      - Personal Improvement
      - Personal Services
      - Professional Office
      - Studio / Gallery (Limited)
   b. Home Occupations
      • ADD TO COMP PLAN GOALS & POLICIES
      • ADOPT MAP OF DISTRICT(S)

2. Perpetually preserve the One & Two Family Residential (R-2) zoning classification of properties across the various street(s) from Minnesota Square Park.
   a. Permitted Uses
      - Single Family Residential
      - Duplex Residential
      - Two-Family Residential
      - Community Recreation
      - Day Care (6 kid limit)
      - Local Utility Services
   b. Home Occupations
• ADD TO COMP PLAN GOALS & POLICIES
• ADOPT MAP OF DISTRICT

3. Must maintain the "Residential Appearance" and scale for demolition / redevelopment projects.
   a. Single door entry / exit on Minnesota Avenue or Minnesota Square Park facing façade.
   b. Minimum 4:12 roof pitches.
   c. Human / residential scale lamp posts, flag poles and outdoor furniture.
   d. Zero cut-off light fixtures on building exterior and site.
   e. Walkway connectivity from front entry to municipal sidewalk.
   f. Front yard fencing height limits.
   g. Parking lots, pads and drives within the rear yard only.
   h. Duplex residential loaded front & back.
   i. Rebuild limited to 80-125% of pre-demo building footprint.
   j. Redevelopment must meet all setbacks.
   k. No interior or exterior illumination of permitted signage.
   l. Appropriate height / width ratio of new structure.

4. Prohibits future combinations of properties for joint demolition and redevelopment projects.

5. Prohibits in-fill development.

6. Prohibits Minnesota Avenue vehicular access / egress.

7. Redeveloped site must meet MS-4 stormwater management standards.

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 issued by various city, county, state, and federal offices, and other sources affecting the area shown, and it is used for reference purposes only. The City of Saint Peter is not responsible for any inaccuracies herein contained.
River’s Edge Hospital & Clinic
Forecasted Financial Statements

Presented by:
Lori Zook, CFO
Agenda

- USDA Financial Feasibility Study
  - Purpose
  - Significant Forecast Assumptions
  - Forecast Results
  - Professional Opinion
- Critical Access Hospitals Payment System
  - Defining the Care that Medicare Buys from CAHs
  - Computing Medicare Payments
- Questions and Answers
Purpose

- Provides understanding of a loan applicant’s strengths, weaknesses and competition.
- Includes financial ratios focused on following performance dimensions:
  - Profitability,
  - Liquidity,
  - Capital,
  - Revenue,
  - Cost, and
  - Utilization
Purpose (continued)

- Generally, an independent financial feasibility study is required for Health Care Facilities’ replacement, expansion, improvement or renovation which will result in a substantial change in scope.
- Results in an examination report on the reliability of the applicant’s financial statements and management’s underlying assumptions.
- Report held with confidence and supported by the reputation of the CPA and/or firm and further backed by professional liability insurance.
Significant Forecast Assumptions

- Sources of Funds:
  - Series C – Direct Loan $ 38,320,000
  - Medical Center Equity $ 7,556,000

Total Sources of Funds $ 45,876,000
Significant Forecast Assumptions (continued)

- Uses of Funds:
  - Construction cost $21,777,000
  - Site modifications 2,225,000
  - Architect, engineering, and other 2,755,000
  - Equipment and furnishings 4,745,000
  - Funded interest 1,970,000
  - Costs of issuance and financing 436,000
  - Soft Costs/Contingencies 2,298,000
  - Refinancing of Existing Debt 9,670,000

Total Uses of Funds $45,876,000
Significant Forecast Assumptions (continued)

- Construction Timeline:
  - 04.01.18 to 09.30.20
  - Approximately 30 months
Significant Forecast Assumptions (continued)

- Revenue Assumptions:
  - Volumes
    - Orthopedic procedures based on historical patterns
    - Spinal surgeries anticipated to start in 2019
    - No other assumptions made on additional service lines.
  - Conservative.
Significant Forecast Assumptions (continued)

- Revenue Assumptions:
  - Pricing Increases
    - Hospital (inpatient and outpatient) 4.0%
  - Net Patient and Resident Service Revenue
    - Medicare Tied to cost
    - Medicaid 2.5%
    - BCBS 8.0%
    - Other 7.5%
Significant Forecast Assumptions (continued)

- Expense Assumptions:
  - Salaries 3.0%
  - Benefit Percentage 30.03% to 32.5%
  - Professional Fees 3.0%
  - Purchased Services 3.0%
  - Supplies 3.0% to 5.0%
  - Repairs and Maintenance 3.0%
  - Utilities and Lease/Rental 3.0%
  - All Other 2.0%
## USDA Financial Feasibility Study

### Forecast Results

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<th>2020</th>
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<td><strong>Operating Income</strong></td>
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<td><strong>Revenues in Excess of Expenses</strong></td>
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<td>6.47</td>
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<td><strong>EBIDA</strong></td>
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<td><strong>EBIDA %</strong></td>
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<td>10.8%</td>
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[www.eidebailly.com](http://www.eidebailly.com)
Professional Opinion

- Independent Accountant’s Report found on page 1 of our report.
Defining the Care that Medicare Buys from CAHs

Medicare pays for the same services from CAHs as from other acute care hospitals (e.g., inpatient stays, outpatient visits, laboratory tests, and post-acute skilled nursing days). However, CAH’s payments are not based on the type of service provided or the number of services provided. Payments are based on each CAH’s costs and the share of those costs that are allocated to Medicare patients.
Computing Medicare Payments

- Medicare pays CAHs 101 percent of their allowable costs for most services.

- CMS’s cost accounting methodology allocates costs among patients based on a combination of factors such as the number of days a patient stays in the hospital and the dollar value of charges the patient incurs for ancillary services.
Independent Accountant’s Report

To the Hospital Commission
River’s Edge Hospital and Clinic
St. Peter, Minnesota

We have examined the accompanying forecast of River’s Edge Hospital and Clinic (Hospital) (an enterprise fund of the City of St. Peter, Minnesota), which includes St. Peter Community Hospital Foundation recorded as a blended component unit, which comprises the forecasted statements of net position as of December 31, 2017, 2018, 2019, 2020, 2021, and 2022, and the related statements of revenues, expenses, and changes in net position; cash flows; debt service coverage; and schedule of debt service for the six years then ending based on guidelines for the presentation of a forecast established by the American Institute of Certified Public Accountants (AICPA). The Hospital’s management is responsible for preparing and presenting the forecast in accordance with the guidelines for presentation of a forecast established by the AICPA. Our responsibility is to express an opinion on the forecast based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the forecast is presented in accordance with the guidelines for the presentation of a forecast established by the AICPA, in all material respects. An examination involves performing procedures to obtain evidence about the forecast. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the forecast, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the accompanying forecast is presented, in all material respects, in accordance with the guidelines for presentation of a forecast established by the AICPA, and the underlying assumptions are suitably supported and provide a reasonable basis for management’s forecast.

Emphasis of a Matter

The Hospital participates in the Public Employees Retirement Association (PERA) cost sharing multiple employer defined benefit plan (the Plan) and covers all full-time and certain part-time employees of the Hospital. The Plan is subject to various actuarial assumptions which can change and those changes can significantly impact certain estimates contained within the forecasted financial statements of the Hospital. Due to the complexity of the actuarial calculations and management unable to determine the impact changes in actuarial assumptions may have on the Hospital’s significant estimates, this forecast does not include any changes to the estimated net pension liability, pension related deferred outflows of resources, and pension related deferred inflows of resources other than amortization of the pension related deferred outflows of resources and pension related deferred inflows of resources that were recorded as of December 31, 2016.

There will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.
The historical information as of and for the years ended December 31, 2012 through 2016 on pages 71 through 76 is presented for purposes of additional analysis and is not a required part of the forecast. Such information is required to be presented in accordance with Guidelines for Preparation of Financial Feasibility Studies — Healthcare Type Facilities, issued by the United States Department of Agriculture — Rural Development. Such information has not been subjected to the procedures applied in the examination of the forecast, and accordingly, we express no opinion or other form of assurance on it. Our firm audited the historical financial statements and we expressed unmodified opinions on the financial statements during the years ended December 31, 2012 through 2016. These financial statements should be read in conjunction with this examined forecast.

Minneapolis, Minnesota
December 22, 2017
Memorandum

TO: Todd Prafke  
   City Administrator

FROM: Russ Wille  
   Community Development Director

RE: Capitol Room (6 month review of operations)

ACTION/RECOMMENDATION

None needed. For Council consideration and discussion only.

BACKGROUND

When the City Council approved the Minnesota Avenue loading and unloading zone for the Capital Room business at 419 South Minnesota Avenue, the asked for an update and review of the operations after six months. This is intended to be that review.

The Board of Zoning Appeals granted the Conditional Use Permit to establish a public assembly use (The Capitol Room) at 419 South Minnesota Avenue and the permit was issued subject to the following three conditions.

1. That the maximum occupancy of each room, as determined by the Building Official, is prominently displayed.

2. The City Council designates and approves the requested loading/unloading area along the Minnesota Avenue right-of-way.

3. The six off-street, handicapped parking spaces are established during public/private assemblies or events.

While State law does not allow the City to now set new or additional conditions, the Council can certainly review whether the conditions that were established have had the desired outcome related to neighboring properties.

It has been six months since the City Council approval, however given that the first event was held at the Capitol Room on September 23, 2017, there is only three or four months of operational performance to assess.

I have heard of no problems associated with the Capitol Room events or operations. No traffic congestion, public disruption, unsafe conditions or other adverse impact of the operations have been reported to my office.
I've discussed the short history of the public assembly operations with Chief of Police Peters who has reported no public safety concerns associated with the operations of the Capitol Room.

The first three months of operations have been reviewed with Daniel Dinsmore, the owner/operator of the Capitol Room. He is very pleased with the outcome and reports that his clientele are very complimentary of the experience and venue.

Mr. Dinsmore noted that the largest event so far accommodated approximately 260 persons. When a future client inquired on the Capitol Room Facebook page as to whether there was adequate and convenient parking, the individual that hosted the 260 guests replied that there were no parking problems or issues.

As anticipated, if the operations of the Capitol Room remain within the conditions and confines of the Conditional Use Permit issued by the Board of Zoning Appeals, no adverse impact upon neighboring properties and uses would be anticipated.

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

RJW
December 1, 2017

THE THIRD FLOOR

The Saint Peter Recreation & Leisure Services announces the closing of The Third Floor Youth Center

To middle school families: This fall we’ve had the opportunity to experiment with moving The Third Floor Youth Center from North Intermediate (formerly grades 3–6) to the newly restructured middle school serving grades 5–8. We have found that a program of this kind, although appreciated, is not widely needed for the majority of the students/families in middle school. The last day of TTF will be Tuesday, December 12, 2017. Thank you to all of you and our our partners, St. Peter Schools and Gustavus Adolphus College, as we say good-bye to this after school program.
Outpouring of support dominates Tobacco 21 hearing -
By Trey Mewes Tmewes@mankatofreepress.com Jan 16, 2018 Updated Jan 16, 2018

Kelly Mcintee speaks to the North Mankato City Council on Tuesday in favor of the proposed city ordinance to raise the age to buy tobacco products to 21. Photo by Jackson Forderer

NORTH MANKATO — More than 40 people went to a North Mankato City Council meeting Tuesday to support a North Mankato ordinance to raise the tobacco-selling age to 21. They had doctors. They had medical experts. They had retired nurses, college students and even middle-schoolers tell council members to pass the ordinance.

"It is important that you raise the age to pay to 21 so that it's harder for teenagers under the age of 21 to get tobacco products," said Anna Leafblad, an eighth-grader at Dakota Meadows Middle School.

Leafblad and her friends said they've often seen their peers smoking in bathrooms at Dakota Meadows. Area health experts say up to 13 percent of boys younger than 18 in Nicollet County have used tobacco products over the past 30 days, according to a 2017 study.

Nicollet County Public Health Director Mary Hildebrandt expressed concern over tobacco companies targeting teens who can get 18-year-old friends to buy them e-cigarettes and other tobacco products. And Griffin Goode, a Minnesota State University student, testified he started smoking at 14 years old in large part because he could get cigarettes from an 18-year-old friend.

"Not many 14-year-olds or 16-year-olds are friends with many 21-year-olds," Goode said. "It would be much harder to get those cigarettes from somebody that's that much older than you are."

Though supporters lauded the ordinance for its potential health benefits, critics say the ordinance would harm local businesses and infringe upon a person's rights.

Daric Zimmerman, a real estate and development director for Staples Enterprises, told the council the ordinance would likely force customers away from the gas stations Staples Enterprises operates to nearby shops in places like South Bend Township.

"It significantly hurts our ability to do business and compete on a level playing field," he said. Former Council member Kim Spears said the ordinance takes away a person's choice and erodes an individual's responsibility to choose to smoke for themselves.

North Mankato Mayor Mark Dehen said the council will vote on the ordinance at its Feb. 5 meeting.

Four out of five council members support the ordinance, including Bob Freyberg. Freyberg had initially opposed the ordinance but said Tuesday night he had a change of heart the week prior to the council meeting.

"I believe in a lot of rights," Freyberg said. "But I think doing what's right in your own heart trumps the other rights."

Only Council member Billy Steiner opposes the ordinance, as he also believes a person should have the right to buy tobacco if they're 18.
IV. SEXUAL HARASSMENT

The City of Saint Peter maintains that all employees will have a right to a workplace free of verbal and or physical sexual harassment. The term "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; and/or

2. Submission to, or rejection of that contact or communication by an individual is used as a factor in decisions affecting that individual’s employment; and/or

3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual’s employment or creating an intimidating, hostile, or offensive employment environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Any employee who believes that they are being sexually harassed in any form or who believes they have witnessed sexual harassment shall immediately report the conduct to their immediate supervisor, to their Department Director or to the City Administrator. Sexual harassment complaints shall be processed pursuant to the City’s Affirmative Action complaint procedure. Such procedures shall be modified to include the following additional requirements:

1. If, when a complaint of sexual harassment is initiated, the employee states that the employee is unable to function in the worksite from which the complaint arose, the City shall conduct a preliminary investigation within two (2) calendar days or reasonable extension thereof. If this preliminary investigation establishes that a reasonable basis exists for the employee’s concern about continuing in the work situation, the City shall take intervening action to defuse the situation which may include temporary reassignment of either party to the complaint until such time as the complaint is fully investigated, there is a finding, and corrective action, if required, is implemented.

2. Within the time limit set forth in the affirmative action complaint procedures, but not to exceed thirty (30) days, the City shall conduct a full investigation and prepare a report along with designated actions to be taken to remedy the complaint. Reprisal against a complaining employee or a witness is strictly prohibited.

Nothing herein shall be construed as limiting in any way an employee’s right to file a charge of sexual harassment with the Minnesota Department of Human Rights, the federal Equal Employment Opportunity Commission, or a court of appropriate jurisdiction.
VII. EMPLOYMENT PROCEDURES AND POLICIES.

DRUG FREE WORKPLACE

Employees are entrusted to safely carry out their job duties. Use and/or abuse of drugs or alcohol jeopardize the health, safety, and well-being of the individual user, all City employees, and also endangers the safety of the general public. In addition, the City must comply with all federal and state regulations that require affirmative actions to eliminate the impact of the misuse of alcohol and drugs in the workplace.

The City of Saint Peter Drug Free Workplace Policy, which includes provisions calling for the use of drug and alcohol testing under certain circumstances, has been implemented to keep the workplace free from drug and alcohol influenced employees.

The overall goal of the policy is to ensure a drug free workplace environment that in turn will reduce accidents and injuries in City operations.

Intent of Policy - The intent of this policy is for the City to maintain a drug free workplace for all of its employees and the public. The City and its employees will provide a drug free workplace by adhering to the following regulations:

(1) The distribution, sale, manufacture, possession or use of alcohol, drugs, controlled substances, drug paraphernalia, or any combination thereof is prohibited in the workplace.

(2) Any employee convicted of manufacturing, using, selling, distributing or possessing a controlled substance or failing to comply with any drug free workplace requirement may be subject to immediate disciplinary action up to and including discharge, and/or may be required to participate in chemical dependency treatment.

(3) Any employee desiring information concerning drug abuse counseling and/or rehabilitation programs should contact the City Administrator's Office or their Department Director for this information and additional resources.

(4) Any employee convicted of manufacturing, using, selling, distributing or possessing a controlled substance while employed by the City of Saint Peter shall notify the City Administrator's Office within five (5) days of the conviction.

(5) The City of Saint Peter, as the employer, is required to report any workplace drug crimes to the United States Department of Labor within ten (10) days of conviction.

Non-Discrimination - The City's policy on work-related substance abuse is non-discriminatory in intent and application. In accordance with Minnesota Statutes, Chapter 363, disability does not include any condition resulting from alcohol or other drug abuse.
which prevents a person from performing essential functions of the job or creates a
direct threat to property or the safety of individuals.

Prohibitions/Requirements - During work hours or while on the City's premises, no
employee shall use, sell, manufacture, possess or transfer any illegal drug, alcohol,
controlled substance, or any prescription drug, except as medically prescribed and
directed and which does not adversely affect work performance.

(1) No employee shall report to work under the influence of illegal drugs, alcohol,
controlled substances or other prescription drugs which adversely affect their
alertness, reaction, response, judgment, decision-making, or safety.

(2) No employee shall operate, use, or drive any equipment, machinery, or vehicle of
the City while under the influence of illegal drugs, alcohol, controlled substances,
or other mood-altering drugs. Such employee is under an affirmative duty to
immediately notify his/her supervisor that he/she is not in an appropriate mental or
physical condition to operate, use, or drive City equipment or his/her personal
vehicle while on City business.

(3) During work hours, including rest and lunch breaks, or while on the City's
premises, no employee shall use, sell, possess, or transfer alcoholic beverages.

(4) The required transportation or possession of illegal drugs, alcohol, or controlled
substances as a result of performing official peace officer duties or undercover
operations by order of the Chief of Police are not considered in violation of this
policy.

(5) Supervisors shall notify the appropriate law enforcement agency when they have
reasonable suspicion to believe that an employee may have illegal drugs in their
possession at work or on City premises.

(6) Any employee engaging in the off-duty manufacture, sale, transfer, use, or
possession of illegal drugs or controlled substances is subject to discipline up to
and including discharge.

Data Disclosure - The City will not disclose individual test result reports and other
information acquired in the drug or alcohol testing process to another employer or to a
third party individual, governmental agency, or private organization without the written
consent of the employee tested, unless permitted by law or court order. Questions in
this area shall be directed to the City Administrator's Office.

Testing Procedures - Any alcohol and/or drug testing undertaken by the City shall be in
accordance with Minnesota Statutes 181.950-.957 (1996), the Minnesota Drug and
Alcohol Testing in the Workplace Act as amended and all applicable Federal regulations.

Any employee that has a confirmed positive drug or alcohol test will be removed from
his/her position, informed of educational and rehabilitation programs available and
referred to a Substance Abuse Professional (SAP) for assessment. The employee may
be subject to disciplinary action up to and including discharge. A negative-dilute result
for drugs and/or alcohol will be subject to a retest.
Required Drug and Alcohol Testing

(1) Pre-Employment Testing. Applicants for positions that will require pre-employment drug and alcohol testing shall be notified of the required testing at the time of application for the position. Pre-employment drug and alcohol testing will be given after a conditional offer of employment has been made. Receipt of a negative drug test result is required prior to employment.

(2) Reasonable Suspicion Testing. All employees may be subject to drug and alcohol testing if the City has a reasonable suspicion that the employee:

(a) Is under the influence of drugs or alcohol;

(b) Has violated the City's Drug Free Workplace policy;

(c) Has sustained a personal injury arising out of and in the course of employment, or has caused another employee to sustain a personal injury;

(d) Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

A reasonable suspicion referral for testing will be made on the basis of specific facts and rational inferences drawn from those facts.

(3) Routine Physical Examination Testing. An employee may be required to undergo drug and alcohol testing as part of a routine physical examination which will occur not more than once annually. The employee will be given two weeks written notice that a drug or alcohol test is being required as part of the physical examination.

(4) Random Testing. Non-safety sensitive employees are not subject to random drug and alcohol testing procedures. However, an employee who tests positive will undergo random drug tests outlined in the Treatment Program Testing of this policy.

(5) Return-to-Duty Testing. Employees who previously tested positive on a drug or alcohol test must test negative for drugs and alcohol and be evaluated and released by the SAP before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP must assess the employee and determine if the required treatment has been completed. The SAP should schedule the return-to-duty test only when the employee is known to be drug and alcohol free and there is no risk to public safety.

(6) Treatment Program Testing. The City may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the City for Chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In this case, the employee may be requested or required to undergo drug or alcohol testing
without prior notice during the evaluation or treatment period and for up to two (2) years following completion of any prescribed chemical dependency treatment program.

(7) Critical Incident Testing. (For Law Enforcement Personnel) A law enforcement employee may be subject to a drug and alcohol test under the following situations:

(a) When an employee, during the performance of their duty, is involved in an incident in which the employee has discharged a firearm outside of training.

(b) When an employee is involved in a vehicle pursuit, as defined by Minnesota Statute 609.487 and Minnesota Statute 626.5532 as amended that results in death or personal injury.

Employee Rights During Drug and/or Alcohol Testing - If an employee or job applicant refuses to take an alcohol or drug test, no test shall be given. However, if an employee refuses a test, they will be considered insubordinate and will be subject to disciplinary action, up to and including discharge. A job applicant who refuses to take a drug or alcohol test shall be deemed to have withdrawn their application for employment.

No employee or job applicant who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee or job applicant also refuses to undergo drug or alcohol testing of a urine sample.

An employee or job applicant has a right to offer the City a written explanation of a positive test result on a confirmatory test within three (3) working days after employer notice of the positive test result. They also have the right to request within five (5) working days after employer notice of a positive test result a confirmatory retest of the original sample at another licensed testing laboratory at the employee’s or job applicant’s own expense.

In the event of a positive test, the employee shall be suspended from duty without pay. Should the confirmatory test result show positive, the employee will be considered to have violated the policy. Should the confirmatory test result show negative, the employee will be returned to full duty status and will be paid as if working for the suspended period.

Consequences of Violations- Each situation will be reviewed on a case-by-case basis evaluating the severity and circumstances involved. An employee violating this policy may be referred to treatment in accordance with Minnesota Statutes 181.950-957 and/or subject to disciplinary action up to and including discharge.

Employee Notification of Drug and Alcohol Free Workplace Policy - The City will provide a copy of this policy to every employee currently employed by the City. New employees of the City will receive a copy of this policy with their orientation materials. Every job applicant subject to drug and alcohol testing will be given a copy of this policy prior to any testing. Copies of this policy and applicable Minnesota Statutes are available for inspection by appointment during regular business hours in the City Administrator’s Office.
OFF-DUTY RESPONSE

**Purpose** - The purpose of this policy is to provide guidance to employees and volunteers of the City of Saint Peter on off-duty response when they have consumed alcoholic beverages or are under the influence of prescription or over the counter drugs. The policy applies to all employees and volunteers of the City who are subject to or are occasionally summoned for duty when off-duty.

**Policy** - It is the policy of the City that no employee or volunteer will perform their official duties when they are under the influence of an alcoholic beverage, illegal drugs or physician prescribed drugs which may prohibit an employee or volunteer from performing their official duties. This policy applies whether the employee/volunteer is on-duty or off-duty. For the purpose of this policy, “fit for duty” shall be defined as:

“A determination that the employee or volunteer is capable of performing ALL essential job functions.”

There may be times when an employee or volunteer has consumed alcoholic beverages and is summoned (paged or called) for duty. The member shall do the following when summoned for duty after they have consumed alcoholic beverages:

1. Make their own assessment whether they are “fit for duty” based on the quantity of alcoholic beverages consumed and the time since the consumption. If the employee or volunteer does not feel they are “fit for duty,” they shall not respond to the call for duty. If there is a doubt on their fitness for duty, the employee/volunteer shall not respond. If the summoning is done by “group page,” there is no need for an individual response. If the employee or volunteer is summoned individually, they shall advise their supervisor or the supervisor making the request for the off-duty response of the fact the employee/volunteer will not be responding in keeping with this policy.

2. If the employee or volunteer is satisfied that they are “fit for duty,” then they may respond to the request for an off-duty response. Immediately upon arriving at the work location, the employee/volunteer shall report to a supervisor and advise the supervisor of their condition. The supervisor will make a “confirmation” assessment and either clear the employee/volunteer for duty or ask them to leave the work location. If there is no departmental supervisor on duty, the employee/volunteer is to summon the department supervisor on duty.

3. Employees or volunteers who are taking prescription or over the counter drugs shall abide by the restrictions for the drug(s) being taken. If the restrictions preclude the employee/volunteer from operating equipment or working when taking the drug(s), the employee/volunteer shall not respond to call(s) for off-duty responses.

4. Supervisors who are notified by employees/volunteers responding under this policy shall evaluate each individual and note the report by the employee/volunteer as part of the critique of the incident. A decision of a supervisor, after making an evaluation, that the employee/volunteer is “unfit for duty” shall be binding on the
employee/volunteer.

(5) If an employee/volunteer is judged to be "unfit for duty" and not capable of returning home, the supervisor shall insure the employee/volunteer is provided transportation to his/her home. No disciplinary action will be taken against an employee/volunteer who responds in good faith and is judged to be "unfit for duty" by a supervisor. Employees/volunteers who respond in an obvious state of intoxication are subject to enforcement action. If the employee/volunteer is eligible for remuneration for the off-duty response, no remuneration or credit will be granted if the employee/volunteer is judged unfit for duty.

*Drug Free Workplace Policy adopted July 9, 2007*
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)
Secs. 54-53—54-77. - Reserved.
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
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
Work cooperatively on Housing Rehab program

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

Modified 10/30/2017