CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING
City Council Goal Session, Monday, January 30, 2017
Governors’ Room, Community Center – 3:00 p.m.

I. WELCOME
II. GOALS FOR THE DAY
III. RULES FOR THE DAY
IV. BOSSY BAG
V. GOAL SESSION REPORT FROM NOVEMBER 2017
VI. DEEP DIVE DISCUSSIONS
   A. Community Center Leases
   B. DeWild Grant and Reckert Electric Study
   C. Solar Goals and Update
   D. Solace Project
   E. Ameresco Proposal
   F. Hospital Update
   G. Transformer Art
   H. Generational Changes
   I. Partnerships and Cooperative Efforts
   J. Organizational Health
   K. Community Vision Process
   L. Water Sewer Funds
   M. Sales Tax
   N. Capital Projects Prioritizations

VII. QUICK HIT DISCUSSIONS
   A. MSA Plan
   B. County Road 5 Financial Update
   C. Community Spirit Industrial Park Financial Update
   D. Housing Rental Numbers (2014 Study Review)
   E. Hotel Study Update
   F. HPC/NCHS Connection
   G. Sister City Program
   H. Downtown Priorities
   I. Minnesota River Valley Transit Update
   J. Communications
   K. Succession Planning
   L. Others
   M. Take Aways and Priorities

VIII. ADJOURNMENT

Office of the City Administrator
Todd Prafke
I. WELCOME

II. GOALS FOR THE DAY

A short discussion of priorities related to the agenda and what you see as the value of Goal Sessions and how to maximize it today and into the future.

III. RULES FOR THE DAY

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

IV. BOSSY BAG

Bringing back an old Council favorite.

V. GOAL SESSION REPORT OF 08292016

We will take a few minutes to review the discussion at the August 29, 2016 goal session.

VI. DEEP DIVE DISCUSSIONS

A. COMMUNITY CENTER LEASES

An update on what we know over the last two weeks.

B. DEWILD GRANT AND RECKERT ELECTRIC DISTRIBUTED GENERATION STUDY

A presentation by DeWild Grant and Reckert Engineer Blair Metzger on the report you approved related to distributed generation. This is an educational piece that may be important in future policy discussions.

C. SOLAR GOALS AND UPDATES

A review of your solar goals and a presentation/discussion on a new solar subscription program that staff thinks meets many of your goals and may be a good fit for many of your customers who are interested in promoting solar use for themselves and others.

D. AMERESCO PROPOSAL

Ameresco will be here to discuss what they have found out and test our temperature on a series of projects that can be paid for using energy savings. It may be important to think about this as an opportunity to improve operations at no cost, rather than as a money maker.
E. SOLACE PROJECT

A review of the exterior of the solace building and the general plan to make sure the exterior meets your sensibilities since you have planned to sell them the land.

F. HOSPITAL UPDATE

A review of the process and work so far on possible expansion including maybe a discussion on donation dollars, value of the hospital to the community, future activities, and where we are going.

G. TRANSFORMER ART

A review of an "arts" program idea that could place visual art on transformer and switch boxes in certain areas in the community.

H. GENERATIONAL CHANGES

A follow up to your previous discussion on the impact generational changes are having or may have on what you do, how you communicate, and what we look and act like in the future.

I. PARTNERSHIPS AND COOPERATIVE EFFORTS

A review of the White Sheets and discussion on the value of these efforts. This could also include new efforts, changing strategies and...well it's your meeting.... you tell me.

J. ORGANIZATIONAL HEALTH

Our regular discussion about us, them, Council, staff, getting a chance to make a point, relationships and other stuff.

K. COMMUNITY VISION PROCESS

Another preliminary discussion, one that you have had with School Board, about the value and process of a community-wide visioning effort maybe in the 2018 or 2019 year. What would it look like? Would it bring value? Who would we partner with? All great stuff to think about.

L. WATER SEWER FUNDS

We discussed and we mutually promised that we would determine some direction on this idea... in 2019 to 2020 you will be free of almost $1.3 million in debt on your Wastewater facility. What do we do? Is there some connection to water? Reduction in rates? How much? Do we need to keep some for wastewater improvements? Hmmmmm?
M. SALES TAX

A review of the process for this as it has been something you have discussed as a funding source for projects ranging from a fire hall to recreation to ...?

N. CAPITAL PROJECTS PRIORITIZATIONS

We have a list. We have limited funds. Maybe at least a start of an effort to prioritize money or timeline or value should be undertaken?

VII. QUICK HIT DISCUSSIONS

A. MUNICIPAL STATE AID PLAN

An update on the money you have, you will get, you can use and what the plan might look like for the next few years. You have a lot of stuff going on.

B. COUNTY ROAD 5 FINANCIAL UPDATE

The numbers we know so far including how much from the County and how much from you and what about the School's leg of the roundabout? All stuff we can cover.

C. COMMUNITY SPIRIT PARK FINANCIAL UPDATE

An update on where we are at in construction and money.

D. HOUSING RENTAL NUMBERS (2014 STUDY) REVIEW

A reminder about some of the housing data we have presented in the past so that you know where you are at relative to your last housing study.

E. HOTEL STUDY UPDATE

A quick review of this work you shared cost with the Development Corporation on.

F. HPC/NCHS CONNECTION

A request from the Council prompts this discussion. The question was should the Heritage Preservation Commission be run by the Nicollet County Historical Society. (We have not asked them yet.) Much like we use the Chamber to manage your Visitor and Tourism Bureau?
G. SISTER CITY PROGRAM

A discussion of the future and value of the program and the amount of time and energy that should be put in to it. I think this also begs that if you like it, what more should/can you do?

H. DOWNTOWN PRIORITIES

A review of this list that has not changed in some time. Is it still on the right track? Are we using it. Does it matter? What about our downtown? These are all good questions.

I. MINNESOTA RIVER VALLEY TRANSIT UPDATE

A short update on action in the important service and cooperative effort.

J. COMMUNICATIONS

Your regular review of the methods you use to communicate with each other, staff and maybe most importantly, the community.

K. SUCESSION PLANNING

A review of the document you discussed a few years back to make sure we have a plan when folks leave you.

L. OTHER ITEMS

A discussion on any topics that may interest you. After all...it is your meeting!

M. TAKEAWAYS AND PRIORITIES

Development of a list or priorities or takeaways so that we can review progress in the future. Also the other list of questions that I usually ask about food, place, visitors, facilitators and others.

VII. ADJOURN

Office of the City Administrator
Todd Prafke
TO: Honorable Mayor Zieman
     Members of the City Council

FROM: Todd Prafke
      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 November 7, 2016.

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.

• The Council reviewed its’ list of Items of Vital Importance and spent time in review and discussion on the current list. The list remains as follows:
  o Community that treats all people like neighbors
  o Proactive housing solutions
  o Availability of quality health care
  o Thriving business community
  o Action on the changes in our demographics
  o Aesthetically distinctive
  o Improved Sustainability
  o Available early childhood care and educational opportunities and Exceptional schools

• Members discussed options related to the lease of space in the Community Center that will be vacated by District 508. While the exact date for vacation is not known, it will be in the later summer of 2017. The previously reviewed RFP responses were discussed and staff was provided direction to negotiate leases of rooms 117 and 119 with Saint Peter Community Child Care and Room 115 with Kids Corner Daycare. Room 110 was to be offered first to Kid’s Corner, second to Saint Peter Community Child Care, and Head Start as a third option.
• Members participated in discussion about the budget process. More explanation of expenditures via footnotes would be of help as would more emphasis on changes in year to year budgets.

• The Council participated in an exercise designed to stimulate discussion on issues surrounding City activities, provision of services, teamwork and communications.

• The Hospital CEO was present. The Council discussed the process and planning related to evaluation and needs of facilities on the River’s Edge campus including additional space for patients and the impact that volume changes in both OR and ER have made on facility needs and finances. Funding options through USDA and others were discussed.

• Council discussed its' ongoing desire to move forward with a planning process for a new fire hall. Staff was directed to continue the process to get a draft contract with Five Bugles Design architectural firm and solidify planning cost using their assistance. Some members expressed their belief that the location study proposed was unnecessary but most seemed to gravitate toward the theme of while we may have some idea, for a project of this scope and long term impact, an additional expert opinion was of value.

• Council reviewed Solar Goals and emphasized their want to not just focus on solar, but to include renewable of all type as able. Staff was directed to move forward as ready with the subscription program that was outlined at the Council's last Goal Session. It was thought that first quarter of 2017 would be the appropriate timeline for that action.

• The potential for the City to provide for a program designed to assist employees purchasing in the Traverse Green neighborhood was discussed in more detail with a final program to come before the Council in early 2017 for that year's construction season. The program is hoped to be a way to increase recruitment and retention, but more importantly, to stimulate other private and public sector employers to follow and tap into the matching funding that is available from Greater Minnesota Housing Fund. This provides additional assistance to working families which is the target of of this development.

• Members receive an update and discussed the current cost and development of the City park located north of the new high school. The project still is not fully funded (-$430,000) and emphasis was put on the need to ensure that the park is not just about organized athletic space, but also that needs for green space and non-organized use of facilities is also a priority.

• A transit update was provided by staff and included discussion on the primary goals that we share with the City of Le Sueur.

• Council reviewed their Cooperative Effort List (White Sheets) and discussed issues related to partnerships and joint activities. More time was spent on this then in recent Goal Session and small modifications were made to the White Sheet list. It may be important to note that the Council believes that utilizing opportunities to work with partners has led to a number of successes within the community and while partnerships are a two-way street, they continue to believe that even if the amount of effort is not reciprocated, that the pursuit is of value and should continue.
• Discussion was held on the value of enhanced technology for the Council. A technology stipend was discussed and staff was directed to put this issue on a future workshop.

• Members discussed the bid and purchase process used by the City and after a very short discussion, asked that this item be placed on a future workshop.

• The Parks Master plan was reviewed, the amount of positive work recognized, and staff was directed to including adoption on an upcoming Council agenda. The future of planning was also discussed and a broader “visioning” process has been discussed for the 2018 or 2019 year that would then lead to an updated Comprehensive Plan and Parks Plan. Staff suggested that we are likely to need assistance with all three of those efforts to provide the type of result and documents the Council envisions.

• Council discussed the Sister City program both in the short and long term. The Council was excited to participate in the visit that is to take place in later November and also expressed their desire for staff to spend more time and effort in supporting the processes that needs to occur local in keeping the process and relation moving on a more equal basis with GAC and District 508.

• Council expressed its ongoing support of the communication tools that are currently being used and they continue to look for ways for members to participate in partnership meetings. Staff was directed to ensure that the City and School partnership resume a more regular meeting schedule.

• Council discussed its' organizational health, civility and the opportunity to provide additional training to themselves and others in the operation of meetings and keeping meetings civil and open.

• Not all items on the agenda were covered as the meeting concluded at about 9:45 p.m.

• Location and food were good but no pizza for next time and no additional or outside facilitator was recommended at this time.

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

TP/bal
The Big Picture

- 2800
- 2200
- Infrastructure
- Future
- Cooperative Planning
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

The Big Picture

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

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

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.
Shared Transit Goals

- Provide for opportunity for additional efficiency in $ and work (specialization?).
- No reduction in Service levels.
  - Keep specialized programs like Preschool Express, GAC, Summer kids rides, One-off services
- Expansion in service
- Territory slightly to meet requests
- Corridor LeSueur-Saint Peter-Mankato, No. Mankato
- Fares should reflect fund needed to meet costs.
- Positive relationship with LeSueur and MnDOT

Communications

- Communication tools review
- Speaking to “the many not the one”
- TOOLS
  - Website
  - Hot Sheet
  - Facebook
  - Video Blog on SPPA
  - Utility Mailings (more City tidbits test Hot Sheet with notice
  - Council meetings on TV
  - Nixle
  - Notices
  - Twitter
  - Newspaper
  - Neighborhood meetings
  - Others
World is changing fast

- Communication Efforts
  - Social Media
    - Dialog
      - Changing morays
      - Changing expectations
      - Instant response
      - Jumping in mid stream
  - Reverse Call technology
  - Holding of meetings
    - Where when how
    - Leadership decentralized

World is changing fast

- Public Works
  - Equipment tech
  - AMI
    - Who sees
    - Re-connect
    - Training
  - Solar
World is changing fast

- AMI
- Requests for data
  - Reconnect $ when
  - Budget Plans
  - Donation Plans
  - Training changes
TO: Honorable Mayor Zieman
    Members of the City Council
FROM: Todd Prafke
    City Administrator
RE: Lease of Community Center Space

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The City requested proposals for lease of space at the Community Center that will become vacant in 2017. Proposals were submitted by Minnesota Valley Action Council, Kid’s Corner, and St. Peter Community Child Care.

At your last Goal Session Councilmembers discussed options related to the lease of space in the Community Center that will be vacated by District 508 in the fall of 2017. The previously reviewed RFP responses were discussed and staff was provided direction to negotiate leases of Rooms 117 and 119 with Saint Peter Community Child Care and Room 115 with Kids Corner Daycare. Room 110 was to be offered first to Kid’s Corner, second to Saint Peter Community Child Care, and to MVAC (Head Start) as a third option.

You also provided direction that staff was to work with Kids Corner towards finding a solution for their school age summer program called Rec Corner. We have met with their team and have provided thoughts and ideas, all of which have various pros and cons, but we have been unable to come up with either a short term (summer of 2017) or long term solution that includes our facility. Challenges include space (just simply not enough to meet wishes or needs), regulatory requirements related to licensing and safety such as doors, egress and timeline, and an unusual calendar driven by School District #508 construction and changes to their level of room use in the summer.

Since that time members have received emails, calls and other communications from any number of people and groups expressing their concerns about the direction provided, the process being followed, and the long term implications. I think it is important to remember that your process from the start included an open invitation for any and all to submit a proposal. It included priorities that were established by the Council and all those who submitted proposals were given equal opportunity and time to make a presentation in front of the Council. Based on those proposals, it appeared clear that the wants of all respondents could not be met. There is just not enough space to meet all the respondent’s proposals.
This process has had many challenges, however it is wonderful that we have had three groups that have been driven to help families take the time to respond and express their interest, not only in your facilities, but in discussing the ways they believe they help our community. We are fortunate to have many that take interest in service to the greater community in Saint Peter.

So from my seat at the table here is what I see:

- The Council has given staff direction related to negotiating a lease with SP3C. A copy of that lease is attached.
- We have so far been unable to solve the summer space wants for Kid's Corner.
- Staff continues to be committed to working with all three respondents towards solutions (solution defined as meeting the Council direction which was a Lease with SP3C as a first priority and providing space for Rec Corner as a second priority and the offer of use of Rm110), but I don't see any significant change in circumstances in the near future that will change room or space availability within our building.

In an effort to try to find ways to meet more of the wants of each entity or respondents we have:

- Discussed this issue with the School District in thinking about future (not summer of 2017) space availability for Head Start thereby freeing up space at the Community Center to better meet space requests from the daycares.
- Discussed with both daycares the potential to merge which allows a bit more self-determined flexibility for the new entity and, therefore, families in our community. You should also note it gets the Council further from the position that we find ourselves in of being a decision maker related to programing because the programing is restricted by space and putting that on a separate Board that can maybe respond more appropriately to needs within the customer base. Neither entity expressed any interest in this type of outside the box solution which would be a solution that is not perfect has business challenges related to people, money and governance but has some pros as well.
- Offered to work with other building owners to smooth the path in meeting needs.
- Offered to modify the City's programming needs in an effort (in the summer of 2017) to meet the wants of each entity for summer programming.
- Offered to talk with regulatory agencies in an effort to get temporary relief from some of the rules so that some of the facilities might, at least in the short term, be able to be used. There may a partial solution in the summer of 2018 with the potential use of Head Start space, if negotiated, for Rec Corner. That solution does not work this summer due in large part to the unusual school calendar. The challenges we face with space for Rec Corner this summer would have been in place regardless of your RFP process driven by changes in the programming calendar.
- Exhausted our list of possible partners in the solutions that we see at this time. There may be other entities or facility owners or folks that have ideas for a solution if we approach these challenges in a community based problem solving way but I do not, at this time, know who that would be.
- Made it known that the Council would have been in this position no matter who you decided to lease space to.

So we have had an open process and the Council has given direction which we have responded to although it is clear at this point, that we are unable to meet the wants of the Council to find a solution for the Kid's Corner summer programming space (Rec Corner) needs and this is an appropriate time to put in place some lease so that all involved can continue to move forward.
The SP3C lease that is included is for two years at full rate and has been agreed to by the SP3C Board.

This is a perplexing and challenging issue. An issue where it appears the City will not be able to make everyone involved happy. The Council is in this position because it has made decisions over the last two decades related to providing assistance to young families through the services it provides directly and space is has built and allowed to be used by other groups that support young family needs in the community. It would be easier not do these things, to not be involved in these efforts, as we see in many other communities. In the big picture these decisions need to be based on what is in the best interest of the overall community rather than individual entities. That is what makes this all hard because we are fortunate enough to have the potential of many right answers and the challenge of only being able to pick one.

My goal for your meeting is to provide you with the draft lease for action at a later date, tell you that we have been unable to meet your direction related to Rec Corner while providing an explanation as to what we have worked on so far.

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

TP/bal
Council approves study to consider solar impact on city electrical system

By DANA MELIUS dmelius@stpeterherald.com Oct 27, 2015

Despite strong disagreements from the public and Council member Jeff Brand, the St. Peter City Council Monday approved a study to consider the impact of private solar systems to the city’s electrical system.

On a 5-1 vote, with Brand dissenting, the council agreed to hire the consulting firm DeWild Grant Reckert and Associates of Rock Rapids, Iowa to conduct the study, which is not to exceed a $7,000 fee. But Brand and several residents voiced strong opposition to the concept.

While city officials attempted to reassure opponents to the plan that the decision was simply to study current and future renewable energy sources which might are or might be hooked up to the existing electrical system, it was the first step in analyzing impact. Opponents thought the very decision to go ahead with the study sent the wrong message to local residents.

Council member Brand also argued that not enough community discussion had been voiced on the issue, along with discouraging potential green energy growth in the area. And he voiced his strong disapproval in moving ahead with the study with a nearly 10-minute dissent. Brand also questioned why the city of St. Peter should have to pay for such a study, instead of electrical supplier Southern Minnesota Municipal Power Agency (SMMPA).

The power agency supplies an 18-member consortium of communities with electrical needs, including the city of St. Peter.

The council’s “distributed generation study” also drew the attention of Rochester-based Conservation Minnesota. Anna Richey, the nonprofit’s southern Minnesota coordinator, addressed the council and suggested the city back away from the study at this time, agreeing the decision might discourage private renewable energy development.

"Of all the communities we’ve surveyed, St. Peter had the highest interest in renewable energy," Richey said.

St. Peter Public Works Director Pete Moulton said only five private solar systems are currently connected to the city’s electrical system. While current private solar systems are slim in numbers, Moulton reported that community interest in renewable energy sources is growing. And he noted that there is a city cost associated with such connections.

"Renewable energy costs have become more attractive because the capital cost has been greatly reduced with the development of new technologies and because through 2016 there is a tax credit available," Moulton said in a report to the council. “With this incentive, homeowners and businesses alike are finding that solar is financially a risk worth taking.”

Of the city’s five private solar systems currently in operation, only one – at Gustavus Adolphus College – is a larger system which has the capacity to sell power back into the city’s electrical system via a two-way meter, according to Moulton.
Council member John Kvamme supported the study in an effort to better access the city's ability to handle increasing numbers of renewable energy systems and better set policies regarding such systems. Kvamme said the city needs to be prepared should a major business prospect ask about the community's ability and policies regarding private renewable energy systems.

City Administrator Todd Prafke agreed: "Our goal is to have better and more information than we had yesterday."

Council member Susan Carlin also voted for the study, but voiced her passion for St. Peter's move into more renewable energy.

"I'm a big fan of solar (and other renewable energy resources)," she said. "I think that's the direction we want to go. I don't look at this study as a negative think. I'm hoping that this will give us an idea of where we're going in the future."

But Brand questioned "the special interests" involved in approving the study and moved to table the study consideration. And fellow council member Roger Parras seconded the motion. But the motion failed on a 4-2 vote.

Kvamme then moved, seconded by Council member Stephen Grams, to approve the study up to $7,000. Parras then joined the affirmative 5-1 vote, while Brand dissented.

Reach Associate Editor Dana Melius at 507-931-8568 or follow him on Twitter @SPHdanajohn.
RENEWABLE ENERGY GOALS

• No financial subsidies over the long term
• Ease City operations
• Reduce costs to customer and the City
• Positively impact cost of energy supply
• Community based opportunity
• Sustainability
Introduction & Scope:

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

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

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

Impact of Distributed Generation on Municipal Electric Utilities:

A. The Challenge:

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

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

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

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

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

B. Possible Solutions:

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

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

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

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

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

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

**C. Indicative Values:**

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

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

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

**Residential Class:**

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

(1) Includes the existing “transmission charge”.

**Small Commercial Class:**

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

(1) Includes the existing “transmission charge”.

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

**Related Topics:**

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

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

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

Conclusion:

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

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

By Blair A. Metzger, PE
Minnesota License No. 21330
Figure 1
Traditional Rate Making Process

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

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

Traditional Rate Allocation Method:
- Residential & Small Commercial
  - Energy Charge (per kWh)
    - Volumetric-based charge
- Large Commercial & Industrial
  - Energy Charge (per kWh)
    - Volumetric-based charge
  - Demand Charge (per kW at highest monthly peak)
- Customer Related
  - Metering equipment
  - Front office
  - Billing and financial functions

Fixed Customer Charge
- N/A
# Figure 2

**Traditional Rate Making Process**

**The “Challenge” with Distributed Generation**

<table>
<thead>
<tr>
<th>Cost Functions</th>
<th>Power Supply Related</th>
<th>Distribution System Related</th>
<th>Customer Service Related</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Classification</strong></td>
<td>(to deliver electrons to City)</td>
<td>(to distribute electrons within City)</td>
<td>(business related)</td>
</tr>
<tr>
<td><strong>Traditional Rate Allocation Method:</strong></td>
<td><strong>Energy Related</strong></td>
<td><strong>Demand (Capacity) Related</strong></td>
<td><strong>Customer Related</strong></td>
</tr>
<tr>
<td><strong>Residential &amp; Small Commercial</strong></td>
<td>• Quantity of electrons needed</td>
<td>• How big equipment needs to be</td>
<td>• Metering equipment</td>
</tr>
<tr>
<td></td>
<td>• Fuel used to produce electrons</td>
<td>• Generator</td>
<td>• Front office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Local wires and equipment</td>
<td>• Billing and financial functions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Operations personnel</td>
<td></td>
</tr>
<tr>
<td><strong>Large Commercial &amp; Industrial</strong></td>
<td><strong>Energy Charge</strong> <em>(per kWh)</em></td>
<td><strong>Demand Charge</strong> <em>(per kW at highest monthly peak)</em></td>
<td><strong>Fixed Customer Charge</strong></td>
</tr>
<tr>
<td></td>
<td>* volumetric-based charge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Figure 3
Traditional Rate Making Process

Possible Solutions

Cost Functions

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

Cost Classification

- Energy Related
  - Energy Charge (per kWh)
    - Residential & Small Commercial
    - Large Commercial & Industrial
- Demand (Capacity) Related
  - Demand Charge (per kW at highest monthly peak)
- Customer Related
  - Fixed Customer Charge

Traditional Rate Allocation Method:

- Residential & Small Commercial
- Large Commercial & Industrial

Energy Charge

- Volume-based charge

Demand Charge

- Fixed charge for all customers

Option 1 - move to fixed charge

Option 2 - move to a demand charge for all customers
### Figure 4

**Initial Rate Unbundling Results**

**City of Saint Peter**

**FY16 Revenues**

**Adding Estimated Residential & Small Commercial Demand Charge Calculation**

8-Dec-16

<table>
<thead>
<tr>
<th>Total using 2016 Cost of Service Study Allocators</th>
<th>Revenue Allocation By Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Small Commercial</td>
</tr>
<tr>
<td>Coincident Peak Demand (1)</td>
<td>$2,692,760</td>
</tr>
<tr>
<td>Transmission (2)</td>
<td>$320,000</td>
</tr>
<tr>
<td>Energy (3)</td>
<td>$4,448,678</td>
</tr>
<tr>
<td>A Non-coincident Peak Demand (4)</td>
<td>$1,802,488</td>
</tr>
<tr>
<td>Customer Facilities (5)</td>
<td>$1,053,248</td>
</tr>
<tr>
<td>Customer Service (6)</td>
<td>$290,720</td>
</tr>
<tr>
<td>Metering (7)</td>
<td>$159,553</td>
</tr>
<tr>
<td><strong>Revenue Requirement - FY 2016</strong></td>
<td><strong>$10,767,447</strong></td>
</tr>
</tbody>
</table>

**Section Classification / Section A**

- Power Supply Capacity-related (1)
- Power Supply Transmission-related (2)
- Power Supply Energy-related (3)
- Distribution-related (4)+(5)

<table>
<thead>
<tr>
<th>Customer service-related (6)+(7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
</tr>
<tr>
<td>$988,801</td>
</tr>
<tr>
<td>$132,487</td>
</tr>
<tr>
<td>$1,277,940</td>
</tr>
<tr>
<td>$1,168,324</td>
</tr>
<tr>
<td>$360,460</td>
</tr>
</tbody>
</table>

**Cost Functionalization**

- Power Supply Capacity-related
- Power Supply Transmission-related
- Power Supply Energy-related
- Distribution-related
- Customer service-related

**Cost-Recovery Basis**

- Power Supply Capacity-related
- Power Supply Transmission-related
- Power Supply Energy-related
- Distribution-related
- Customer service-related

**Billing Units**

- Energy: $26,500,000, $2,300,000
- Demand: 98,112, 9,002
- Customers: 3800, 250

**Indicative Unbundled Rates**

- Power Supply Capacity-related (per kWh)
- Power Supply Transmission-related (per kWh)
- Power Supply Energy-related (per kW)
- Distribution-related (per kWh)
- Customer service-related (per customer per month)

**Existing Rates**

- Energy charge (per kWh): $0.1154, $0.1256
- Customer charge (per customer per month): $10.75, $13.23
- Transmission charge (per customer per month): $3.24, $6.16
- Demand charge (per kW): n/a, n/a

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P:\04\155\28\DOC\Summary Report.docx
2014 CityArt On the Go
REQUEST FOR PROPOSAL

The CityArt Committee, a program of the City Center Partnership, seek to commission multiple artists for the 2014 CityArt On the Go, traffic signal mural project. Seven (7) locations have been determined in City Center Mankato, MN (see attached). The murals are intended to enhance the aesthetics of the City Center using traffic signal control cabinets already in place. A selection committee will select the artists for this second phase of the multi-year project.

SUBMISSION INFORMATION
Proposals will be received by the City Center Partnership

2014 CityArt On the Go
Submittal Deadline: Friday, August 1, 2014
$10 application fee
Via email to nlawton@citycentermankato.com
By mail to City Center Partnership
Noelle Lawton, Special Initiatives Coordinator
CityArt On the Go
PO Box 193
Mankato, MN 56002

A copy of the Request for Proposal (RFP) may be obtained as follows:

1. Download the RFP from the CityArt website at www.cityartmankato.com
2. Hard copies available at: City Center Partnership Office, 209 S Second St, Mankato, MN 56001 AND Twin Rivers Council for the Arts, 523 S Second St, Mankato, MN 56001

CONTACT INFORMATION
Questions concerning scope of project and submittal process should be directed to Noelle Lawton, Special Initiatives Coordinator at 507-385-6671 / nlawton@citycentermankato.com

PROJECT
The City Center Partnership/CityArt Committee of Mankato, MN is requesting artist proposals in an open competition for artists to create original murals on identified traffic signal control cabinets (TSCC) sited within the Mankato City Center. The goal of the project is to enhance the aesthetics of the City Center, increase pedestrian traffic and extend public art to new areas of the Mankato City Center. The TSCC’s are functioning units and need to be opened periodically by utility personnel.

For examples of work done in the first phase of the project, visit: http://www.cityartmankato.com/on_the_go
Locations - A maximum of seven (7) TSCC's will be selected for artwork in this second phase of the multi-year project. The CityArt Committee has selected TSCC's located along Madison Ave, Riverfront Drive and Second Street. Each is in a location that provides a safe environment for artists to work and maximum visibility for pedestrians and drivers. Each available TSCC has been designated for paint or vinyl. Dimensions of the TSCC are generally 56"H x 44" W x 26"D. Art should cover all sides and top of the box. Designs should take into consideration that the TSCC will be visible for short glimpses of passing vehicles and some will have more pedestrian traffic than others.

*New this year – several of the TSCC's have been designated as 'paint only’. We are asking that the artist paint all of the utility boxes at the location, not just the largest box. See attached “Available TSCC Locations” document for specific locations and designations.

Safety & Durability – The artwork is intended to be a permanent addition to the Mankato City Center. The painted TSCC's should last 25-30 years; the vinyl wraps should last 5-7 years. Design and installation must consider that the work will be situated in a public location and subject to the elements and potential vandalism. Access to the boxes and to the contents of the boxes must be possible at any time. The contents of the boxes have the potential to generate extreme levels of heat. The existing required labeling for each TSCC must remain visible. The hinges on each box that open the cabinet are NOT to be painted.

ARTIST ELIGIBILITY
The project is open to any and all artists. All eligible applicants, regardless of race, sex, religion, nationality, origin or disability will be considered. In an effort to compile a diverse collection of artwork and artists, individuals will be awarded no more than two (2) commissions in a twenty-four (24) month period.

TIMEFRAME OF COMPLETION
Artists doing vinyl wraps need to have their image(s) ready to print by September 1st to SignPro of Mankato. Vinyl wraps will be professionally installed by SignPro.

Artists doing paint will complete their TSCC(s) from September 12 – 20 (weather permitting). Please see detailed timeline at the end of this document.

ARTIST STIPEND
The total budget for each TSCC (paint or vinyl) will be $1,000 and includes all materials, artist labor, travel and other incurred expenses. Artists will receive half of their compensation before they begin the project and the last half once the project is complete. Please note that the cost for creating and installing a vinyl wrap is $700.00.

MATERIALS
Painted TSCCs: Artists painting the TSCCs will use a 4-step process: applying primer, painting the design, applying a protective isolation coat and applying the final protective varnish or clear coat. It is imperative that the artist apply all 4 steps to ensure maximum lifespan of the mural (failure to do so will result in withholding of stipend). The CityArt Committee has specified the following acrylic-based products for use. Artists must use recommended paints as they are high quality, outdoor paints:
1. **Primer:** Zinsser BULLS EYE 1-2-3 (available at paint and hardware stores in Mankato).

2. **Paint:** The companies listed have technical tips on their websites related to painting murals. For example, some colors have a longer lifespan than others (some reds and yellows fade rapidly – discuss specific color with company).
   i. (Available at Michaels and other area craft stores)

3. **Isolation Coat** (layer between paint and protective clear coat)
   a. Golden Artist Color: Soft Gel Gloss

4. **Protective Varnish/Clear Coat**
   a. Golden Artist Color: MSA Varnish

**IMPORTANT:** Do not paint over door hinges, door handles, locks, key holes, or glass windows.

**Vinyl TSCCs:** Artists producing “digitally enhanced works” may choose a printed vinyl wrap. Artists applying vinyl will have a one-step process: designing the vinyl wrap and sending the image to SignPro. Artists must use the designated sign company, SignPro of Mankato, to produce and install the vinyl wrap.

**DESIGN CRITERIA**

- Artwork must be original and may not be work that has been sold or reproduced in any way.
- Design must include all sides of the TSCC and top.
- Designs must not contain any representations of traffic lights, signs or signals.
- If the design is to include text, it must be included in the design application. TSCC’s may not be used for advertisement or to promote a business, product or viewpoint.
- Designs may not include any breach of intellectual property, trademarks, brands, images of illegal activity or involve the attachment of any objects to the box.
- Designs should not mimic or take the style of graffiti.
- The finished artwork will be in the public domain and therefore may be subject to vandalism. Accordingly artists should be thoughtful about having large open areas in the design. For example, large areas of a single color might give a vandal the perfect spot to deface the work.

*CityArt On the Go* is designed to enhance the Mankato City Center by adding works of art to streetscape on surfaces. Artwork on TSCC’s function as a form of communication to a moving audience with the goal of creating a safe, inclusive and interesting environment. Successful proposals will foster community pride and convey the sense of community. When designing your artwork, think of the relevance of the image to the project site and its users (pedestrians, commuters and neighborhood citizens). Consider what makes Greater Mankato unique: the arts, history, music, community events, recreational opportunities and special attractions.
SELECTION PROCESS
The TSCC Selection Committee will consist of members from the CityArt Committee, local artists and community members. The selection committee will review applications and make final selections August 6th. The selection committee reserves the right to reject any and all entries at any time in the review and selection process.

SELECTION CRITERIA
All artwork to be selected will be major public art commissions. As such, the TSCC Selection Committee expects that it be of the highest quality in both concept and execution while recognizing public safety and durability. Applications will be evaluated on the basis of artistic and technical merit as well as relevance of proposed design. The TSCC Selection Committee will review all materials received by the specified deadline for content, completeness, qualifications, experience and references.

CONTRACT
Upon selection and final design approval, the artist must complete a contract with the TSCC Selection Committee. All finished work will reflect the drawings, design, and concept approved by the TSCC Selection Committee. Once the contract has been received, the artist will receive half of their stipend. Final payments will be made on October 1, 2014 provided that the work is completed and reflects the design specified in the application.

APPLICATION MATERIALS TO BE SUBMITTED
Artists may submit up to three (3) design proposals. Please include all of the following in your application packet. Artists can mail in a CD with required documents or email all application materials to: nlawton@cltycentermankato.com.

INCLUDE:
1. Completed application (attached);
2. Artist statement(s) – 1 page maximum;
3. Number and location of the cabinet(s) you have selected (see attached available locations);
4. Renditions of the imagery that is intended for the cabinet, submitted in jpg or pdf format. The renderings must show imagery on all sides and top. Please use the attached “Design Template” to show how the work will appear (you can recreate template if need be);
5. At least 2 examples of previous work in a jpg or pdf format.

If you want your CD mailed back to you after the selection process, please provide a self-addressed, stamped envelope with your application.
PROJECT TIMELINE

Wednesday, July 9 @ 5:30pm – Informational Q&A Discussion at Twin Rivers Council for the Arts
(523 S Second St, Mankato)

Friday, August 1 – Application Submission Deadline

Wednesday, August 6 – Selection Committee meets

Week of August 11 – Selected artists notified

Wednesday, August 20 @ 5:30pm – Informational meeting with selected artists at Twin Rivers Council for the Arts

September 1 – Vinyl wrap image to SignPro. Installed by SignPro first week of September.

Friday, September 12 – Painted TSCC artists prime the TSCC(s). September 13-20 – TSCC painted, stabilized and sealed. (Timeframe subject to change depending on weather conditions)

Saturday, September 20 @ 7:00pm – Artist Gathering at Pub500 (optional)

October 1, 2014 – Final payment to artist
2014 CityArt On the Go
Traffic Signal Cabinet Mural Project
Request for Proposal Application

SUBMIT ALL REQUESTED MATERIALS, $10 ENTRY FEE AND APPLICATION BY AUGUST 1, 2014

Mail all below listed materials on a CD with $10 entry fee to: City Center Partnership, CityArt On the Go, Noelle Lawton, Special Initiatives Coordinator, PO Box 193, Mankato, MN 56002. Application materials can also be emailed in jpg or pdf format to nlawton@citycentermankato.com

1. Completed application (attached);
2. Artist statement(s) – 1 page maximum;
3. Number and location of the cabinet(s) you have selected (see attached available locations);
4. Renditions of the imagery that is intended for the cabinet, submitted in jpg or pdf format. The renderings must show imagery on all sides and top. Please use the attached “Design Template” to show how the work will appear (you can recreate template if need be);
5. At least 2 examples of previous work in a jpg or pdf format.

Name
Email

Address

Home phone   Cell phone   Website (If applicable)

How did you hear about the project? (Press release, email, mnartists.org, etc) ______________________

Entries for 2014 CityArt on the Go
Artists may submit up to three (3) design proposals.

<table>
<thead>
<tr>
<th>NAME OF MURAL &amp; TYPE (PAINT OR VINYL)</th>
<th>LOCATION</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Questions regarding this application can be directed to Noelle Lawton, Special Initiatives Coordinator, nlawton@citycentermankato.com / 507-385-6671
DESIGN TEMPLATE

This is a diagram of a typical utility box showing all four sides and the top. Use this template as a guide to create your renderings. Please note that actual utility boxes vary in size and shape. Please be prepared to adjust your artwork to fit the box you are assigned. If you have selected a TSCC that is 'paint only' and has multiple boxes, please include renderings for each box shown in the photo so we have an understanding of your complete concept.
2014 CITYART ON THE GO CONTRACT
ARTIST Terra Rathai

AGREEMENT is entered into this ___12___ day of August, 2014, between the City Center Partnership, LLC ("Partner") and Terra Rathai – 5212 14th Ave S, Minneapolis, MN 55417 ("Artist").

NOW, THEREFORE, Partner and Artist, in consideration of the mutual covenants and agreements, herein agree as follows:

1. COMMISSION
Artist is commissioned to render in paint or other Partner approved medium of the Artist, on a traffic signal box at LOCATION #7 (2nd Street and Madison Ave) the Artwork, "Rainy Day Traffic" substantially as described in submitted application, hereby incorporated into this agreement by reference.

2. SITE COMPATIBILITY
   a. Artist will meet with the representative designated by the CityArt On the Go Selection Committee as necessary on all matters connected with carrying out Artist’s services.
   b. Artist acknowledges, and accepts, that the traffic signal box is functional equipment with a limited lifetime and may be repaired or removed from service at any time for any reason. Partner may use the traffic box for any purpose, no purpose or dispose of the traffic box as necessary. Artist waives any and all Moral rights to the Artwork.
   c. The Artist will use, according to instructions, primer and sealer as designated in the RFP by the Partner.
   d. Any disagreements between the representative designated by the CityArt On the Go Selection Committee and Artist will be referred to the City Center Partnership Executive Committee for a decision. The City Center Partnership Executive Committee’s decision shall be final.

3. TIME
Artist will execute the work on their specific traffic signal control cabinet (TSCC) as follows (weather permitting):

   September 1, 2014 – Vinyl wrap image to printer. Installed by sign company (SignPro, North Mankato) first week of September.

   September 12, 2014 – Painted TSCC artists prime the TSCC(s).
   September 13-20 – TSCC painted, stabilized and sealed.
   (Timeframe subject to change depending on weather conditions)

4. WARRANTIES
   a. Artist represents and warrants that the work is solely the result of the artistic effort of Artist and is original and unique, does not infringe upon any copyright, has not been sold elsewhere and is free from any liens.
   b. Artist represents and warrants that the work will be durable, executed and fabricated in a workmanlike manner and will be free from defects in material and workmanship including defects known as "Inherent vice" or qualities which cause or accelerate deterioration of the work.
   c. If within one year of the date of final acceptance, the work exhibits any structural or cosmetic defect or flaw, Artist will repair the work or replace any defective component of the work at no cost to Partner. All repairs or cures to defects shall be consistent with professional conservation standards.
5. FINAL ACCEPTANCE AND TITLE
   a. Upon the work being installed and completed to Artist's satisfaction, Partner shall inspect the work and present the Artist with a detailed listing of any observed flaws. When Partner is satisfied with the work, Partner shall notify Artist of its final acceptance of the work.
   b. Upon final acceptance, title to the work shall pass to Partner. Thereafter, Partner shall retain all written documentation regarding the work and shall have the right to a copy of all drawings, sketches and designs of the work for maintenance and historical documentation purposes only.

6. PAYMENT
   a. City Center Partnership agrees to pay Artist painting a TSCC a commission in the sum of $1,000.00 for the execution of the work and all rights granted herein. The commission shall be full compensation for the work, all rights granted, services rendered, travel and all supplies, materials and equipment used by Artist to design, execute, fabricate and install the work. The commission shall be paid to Artist in two installments. The first installment of $500.00 will be paid upon acceptance and signature of this agreement by all. The final payment of $500.00 shall be paid to the Artist following the final acceptance of the work on site.
   b. Artist completing vinyl wrap TSCC will be paid a commission of $1,000 for the execution of the work. The City Center Partnership is responsible for paying the sign company (SignPro, North Mankato) $700 for the production and installation of the vinyl wrap. The Artist will receive the remaining $300 after the vinyl wrap has been installed.

7. COPYRIGHT AND REPRODUCTION RIGHTS
   a. Artist agrees that Partner owns the original work of art substantially as described in the application. Artist agrees that this work shall be a unique example of Artist's work and Artist shall not anywhere else produce such work in full scale without the express written consent of Partner. Copies of the work can be made by Artist for the purposes of display or applications for further commissions provided Partner is credited with commissioning the original work.
   b. Artist grants Partner an irrevocable license to make two-dimensional reproductions of the work for non-commercial purposes, including but not limited to reproductions used in advertising, brochures, media, publicity and catalogues.
   c. Notice. All reproductions by the Partner shall contain a credit to the Artist and a copyright notice substantially in the following form: Artist's name, name of Artwork, date of creation.
   e. Credit. The Artist shall use his best efforts to give a credit reading substantially, "an original work owned and commissioned by the City Center Partnership" in any public showing under the Artist's control of reproductions of the Artwork.

8. INSURANCE AND INDEMNIFICATION
   a. Artist shall take out and maintain during the life of this contract such comprehensive general liability insurance as shall protect Artist and Partner, its employees and any officers, agents, and subcontractors performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations or work under this Agreement, whether such operations or work be by Artist, Partner, its employees, officers or agents, or by any subcontractor or by anyone directly or indirectly employed by them.
   b. Artist shall at all times hereafter defend, indemnify and hold harmless Partner, its officers, agents, and employees, against any and all claims, costs, losses and liabilities of any kind, caused by acts or omissions of Artist, its employees or agents, or accruing, resulting from, or related to the subject matter of this Agreement including, without limitation, any and all claims, demands, or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. Any sums due Artist
under this Agreement may be retained by Partner until any claim made against Partner subject to this section has been settled or otherwise resolved; and any amount withheld shall not be subject to payment of interest by Partner.

9. NONDISCRIMINATION
   In performing their duties under this Agreement, all hiring by either party shall be on the basis of merit and qualification, and neither party may discriminate in employment on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status, sexual orientation, gender identity, or gender expression, except where these criteria are reasonable bona fide occupational qualifications. The Artist agrees to comply with all provisions of law concerning the prohibition of discrimination.

10. ENTIRE AGREEMENT
    This writing embodies the entire agreement and understanding between the parties and there are no other agreements or understandings, oral or written, with reference to the subject matter herein between the parties.

11. GOVERNING LAW
    This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

    IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

    ARTIST PRINTED NAME_________________________ DATE_________________________

    ARTIST SIGNATURE____________________________

    CITY CENTER PARTNERSHIP, LLC
    BOARD CHAIR_________________________ DATE_________________________
City Art Project — Electrical Box Wraps

♦ U.S. Highway #169: (South of Walnut / North of Broadway)
♦ Dodd Avenue: (Minnesota Avenue to City Limits)
♦ Broadway Avenue: (Third Street to City Limits)
♦ Union Street: (Old Minnesota to Fairgrounds)
♦ Old Minnesota: (Union to Dodd Avenue)
♦ Sunrise Drive: (Grace Street to Dodd Avenue)
♦ Nicollet Avenue: (Broadway Avenue to Dodd Avenue)
♦ Nicollet Avenue: (Jefferson Avenue to MTH #99 West)
♦ City Parks
♦ Nicollet County Fairground
♦ Gustavus Adolphus College (GAC Student Artwork)

Prohibited:

♦ Central Business District / Heritage Preservation District
♦ Residential neighborhoods.

Limitations:

♦ No commercial advertising, logos or slogans.
♦ No religious imagery or symbolism.
♦ No drug and alcohol imagery or symbolism.
♦ Wraps on GAC campus restricted to GAC student artwork.
♦ No military, violence or war imagery or symbolism.
How Generation X is Shaping Government

Overshadowed by baby boomers on one side and millennials on the other, it's Generation X that's actually shaping the way government and citizens interact.

BY: Rob Gurwitt | May 2013

A couple of months ago, the city of San Mateo, Calif., finished a small experiment. Planning to renovate the playground at one of its most popular community parks, it put a set of proposed designs online for a month and invited public comments. Some 130 people from around the city batted ideas back and forth, remarked on what they liked and didn't like in the designs, and made suggestions. The playground needed shade, they agreed, and water fountains reachable by little kids.

The city's Parks and Recreation Department was thrilled. Before trying the online approach, it had convened a public meeting to solicit feedback. Eight people had bothered to show up.

What stood out most in the online forum was who the participants turned out to be. Almost 60 percent of them were between the ages of 35 and 45. The average age was just shy of 42 — noticeably younger than the demographic typically drawn by public hearings in San Mateo. "This was the target audience we'd been trying to get but were not getting" through conventional hearings, says Abby Veeser, a senior management analyst in the parks department.

In other words, Generation X was checking in.

And not just in San Mateo. In Phoenix, the city's Planning and Development Department has logged thousands of responses to its online request for citizens to contribute their thoughts to a new master plan. The average age of respondents? Again, 42.

Read the May issue of Governing magazine.

Meanwhile, for nearly a year the city of Palo Alto, Calif., has been making its trove of data available online. It began with budget and financial data, expanded to salaries and benefits for all city employees, and is pushing on to specific program data. The idea is to make information that was always public — but for which residents had to ask — much more easily available. The initiative has been pushed by a cohort of younger managers who consider transparency vital to citizen engagement. "Nothing against the [baby] boomers," says Assistant City Manager Pamela Antil, "but I think Gen Xers are way more comfortable with transparency and open data initiatives. We're learning in government that people are interested in this information and that they're willing to put it into a meaningful, useful format that benefits other people in the community."

Local governments are in the midst of a sea change when it comes to public participation and citizen engagement. Forced by the recession and recovery of the last five years to make dramatic cuts to their budgets, they've reached out to try to understand better what their residents value most. Presented with a new and ever-evolving array of technological tools — Facebook, Twitter, text messaging and public-participation sites like MindMixer, Peak Democracy and Nextdoor — they're using them to publicize their own concerns and, increasingly, to draw out public sentiment. They've discovered the "civic technology" movement, with its groups like Code for America and events like next month's National Day of Civic Hacking, which encourage citizens with tech skills to use government data to build apps useful to residents, neighborhoods and cities.

What may be most interesting about all this, however, is that it's occurring precisely as another momentous shift is taking place: As they go through their 30s and 40s, members of Generation X are moving into more active roles as citizens and into upper management ranks in local government. While it's too much to say that this generational change is the force driving local governments' more expansive view of public engagement, the blending of the two trends is no coincidence. It shouldn't be surprising that this generation, which long ago shook off its disengaged-slacker stereotype to become known for its entrepreneurialism, DIY ethic, skepticism about bureaucracy and comfort with collaborating over far-flung networks, would now be pressing local government to think in new ways about the work of democracy.
"A lot of people in their 30s and 40s now are focused on families and schools and parks and public amenities," says Matt Bronson, San Mateo's assistant city manager, who at 35 falls squarely into the demographic. "They want to play a role and not just a one-time listening role. As a generation, they want to have a chance to provide ongoing feedback, and when the time and opportunity are right, to help make collaborative decisions on the direction of their communities."

For the last two-and-a-half years, ever since the first baby boomers started to hit 65 -- which they will continue to do at a rate of 10,000 a day for another 16 years or so -- media attention on generational change has tended to focus either on them or on the socially tolerant, liberal-leaning politics of 20-somethings, or millennials. Generation X has been an afterthought. Which pretty much figures, given how its members have always viewed their inattentive treatment by society at large. Yet it is members of Generation X who are coming into full maturity and thus leaving their stamp on community life.

Just who makes up Generation X is open to some debate. The typical starting point, based on the commonly agreed-upon end of the baby boom, is 1965. But using cultural markers, renowned generational thinkers Neil Howe and William Strauss put the start date at 1961; so does the Longitudinal Study of American Youth at the University of Michigan, which for more than two decades has been studying a cohort of Gen Xers. Ending points vary, too, from 1978 to 1982.

There is little disagreement, however, on the forces that helped shape members of the generation. The short version, says Howe, is that the "first wave" of Xers spent their childhoods watching the country fall apart and their adolescence and early adulthood in the "Morning in America" glow of the Reagan years. "They have no memory of anything before everything started going crazy: long, hot summers and riots and peace movements and the family going to hell and the Me Decade," he says. "At the same time, they were there at the ground zero of the deregulation, tax-cut, free-agent rebellion against the system, only for them it was in the economy as opposed to the culture. That economic liberation was defining for first-wave Xers."

So, too, were a variety of social trends. They watched their parents' marriages struggle and sometimes fall apart -- the divorce rate hit its high in 1981. Their mothers joined the workforce in unprecedented numbers, which meant that many of them had no one waiting at home when they returned from school. "They were latchkey kids, and institutions were crumbling as they came of age," says Rebecca Ryan, a generational consultant who often works with local governments. "They had to be fighters and learn to speak for themselves."

And they developed an overwhelming skepticism about large institutions. They sat in the back seat while their parents waited in long gas lines, watched the Challenger shuttle explode and followed the American hostage crisis in Iran. They hit the schools as public education began to fall apart, a fact confirmed for them, as Howe points out, by the 1983 "A Nation At Risk" report and its memorably scorching preamble: "If an unfriendly foreign power had attempted to impose on America the mediocore educational performance that exists today, we might well have viewed it as an act of war."

In the private sector, the savings and loan crisis began in 1985, just as Gen Xers would have been turning to banks as young adults. The recession of the early 1990s, the dot-com bust, the stuttering engine of lower- and middle-class advancement, the Great Recession -- all have left their mark. A 2007 study by the Economic Mobility Project, spearheaded by the Pew Charitable Truste, found that people in their 30s in 2004 had a median income on average 12 percent lower than their fathers' three decades before. "This suggests the up escalator that has historically ensuring that each generation would do better than the last may not be working very well," the report commented. The Census Bureau, measuring the effects of the recession on householders, found that the largest decrease in median net worth between 2005 and 2010 belonged to those 35 to 44. Their net worth dropped by 59 percent, compared to 37 percent for those under 35 and 13 percent for those 65 and older.

So it's probably no surprise that there is a widespread sense within Generation X that the government structures that worked for earlier generations do not work for them. As with any generational description, it is easy to oversimplify. But it's notable that some of the most nationally prominent members of the generation -- U.S. Rep. Paul Ryan of Wisconsin, who is 43, and Govs. Bobby Jindal of Louisiana, 41, Scott Walker of Wisconsin, 45, Nikki Haley of South Carolina, 41, and, if you use Howe's
definition of who's in Gen X, 50-year-old Chris Christie of New Jersey — are Republicans who have built their careers on pledges to rewrite how government works. "There is a Reaganite bent to this generation, the idea that government and its rules are often a problem," Howe says.

In truth, Xers as a whole are divided politically. Exit polls showed those in their 30s going decidedly for President Obama in the 2012 elections, while those born before 1973 leaned toward Republican challenger Mitt Romney. A 2011 Pew Center study found that about 47 percent of Gen Xers favored smaller government, while 45 percent preferred a bigger government. Meanwhile, a study by Florida State University sociologist Elwood Carlson for the Population Reference Bureau found a healthy plurality of Gen Xers -- 43 percent -- identifying as independents, more than any generation before them.

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The streak of self-reliance that marks many Xers has been amplified by a key belief that government won't always be there to help. "One thing that was really hammered into our heads, going back to the late '80s and on into today, is that the celebrated, major government programs like Social Security and Medicare would not be around for us," says Pete Peterson, who runs the Davenport Institute for Public Engagement and Civic Leadership at Pepperdine University. "So there's a feeling that you'd better get this done on your own, that you're going to have to take care of this yourself."

That go-it-alone attitude may help explain why Xers have for so long been characterized as disengaged from and cynical about public life. But that is ending, Peterson argues, as they build families and settle into neighborhoods. "If you've never believed that government was that important," he says, "when you have kids is the time you reconnect -- and as you sink in roots and pay taxes and care about things that happen on a more local basis, you become more civicly aware." But the same forces that have pushed Generation X toward self-reliance and questioning the institutions around them, he says, will also produce a younger citizenry filled with "people who believe, 'I don't have to put up with this bureaucracy. There's got to be a better way to do this.'"

In particular, localities have come to understand that if they hope to reflect the concerns and priorities of the public they claim to represent, they have to rethink their entire approach to public participation, says Karen Thoreson, president of the Alliance for Innovation, a joint project of the International City/County Management Association and Arizona State University. "Folks have finally admitted out loud that the ways local governments have traditionally engaged the public don't work, are broken and are unpleasant for everybody."

Or as Anne Ambrose, the 43-year-old director of public safety and community relations for Palmdale, Calif., puts it, "The expectation that public life occurs in front of the council dais is a dying concept."

To get a sense of what might replace it, it's worth remembering that the hyperconnected, technologically adept, just-do-it world that moves at lightning speed to meet consumers' needs took shape as Generation Xers were growing up. It has molded their expectations not just of the private sector, but of government, both in their roles as citizens and among those who've become government officials. In a society in which you can amass Twitter followers and run your own blog and opine on Facebook and become a YouTube sensation overnight, it stands to reason that Gen Xers don't have much patience for showing up to a public meeting on a Thursday night where they might get two minutes during a perfunctory "public comments" period -- and that Gen X city officials would be sympathetic. But as the online experience of cities like San Mateo and Phoenix has shown, they're ready to participate if they're offered a meaningful way to do so. "It's part of how Generation X is wired," Bronson says. "We're focused on practicing collaborative decision-making."

So the frontiers of public participation are expanding as Gen Xers move into management roles in government. "There have been some real breakthroughs by managers of all ages, including boomers who said, 'Let's try something different,'" says Thoreson. "But the whole electronic side of it, and being able to engage the public through forums or crowdsourcing or whatever, has been led inside local government by 30- and 40-year-olds, been picked up by citizens in that age group and now is being picked up by citizens of all age groups."

There are about as many different iterations as there are communities interested in exploring new forms of participation, Nadia Rubaii, an associate professor of public administration at Binghamton
University in New York, believes that localities are feeling their way through the transition, as younger boomers and older Gen Xers within government find a way to bridge the old and new worlds. "There's an affinity for Generation X, but also an appreciation for how things get done through structure and bureaucracy," she says. "So what governments are doing and people in this 'bridge' stage are helping facilitate is adding layers to civic engagement, but not necessarily scrapping entirely the older ways of participation, as later members of Gen X might prefer."

For instance, in Edina, Minn., 49-year-old city manager Scott Neal has for the last decade been writing a blog about his experiences and about the issues the Minneapolis suburb faces. He makes sure his department heads all do the same. "In my own small way I'm trying to build some trust and empathy for government again," he says. The city still relies mostly on traditional public meetings and hearings, but the blog gives citizens another point of entry. "I've had a hundred instances over the years," he says, "where people have approached me out of nowhere and said, 'Hey, I read what you wrote about manhole covers and I'd never thought about that.' It allows people an oblique way to approach someone they might not ordinarily approach."

In Phoenix, the MindMixer site on the general development plan took shape after the city's 43-year-old mayor, Greg Stanton, wondered what it would take to get residents to participate in a calm citywide conversation about its future, rather than proposing to put a freeway down the middle of a neighborhood, as he put it, just to get them to turn out. For all its success, though, "it's just one piece of the puzzle as far as outreach," says Joshua Bednarek, a city planner who helped create it. "For some people, the site just isn't the best way to engage them -- so we might be better off having a cup of coffee at a senior center to get feedback."

Meanwhile, Philadelphia planners have been using a program called Textizen to elicit public comment. Designed with the help of Code for America volunteers, the department uses advertisements on bus shelters and inside public transit to pose questions on which it wants feedback, like how to improve transit, say, or how people use recreation centers, or whether they shop in their own neighborhoods or go elsewhere. Residents then text the department their responses. "We felt that in a city like Philly, where there is wide usage of cellphones but more inconsistent access to the Internet, text messaging would be more equitable and universally understood," says Clint Randall, the 29-year-old city planner who helped develop the project.

For all the growing interest in finding new ways to engage citizens, there's still a long way to go. It probably won't truly take off until there's a generational change in the top ranks of cities around the country -- which may be a while. Not only are boomers delaying retirement, but their numbers remain overwhelming. In 1971, points out Rob Carty, the International City/County Management Association's director of career services and next generation initiatives, 71 percent of city managers were 40 or younger. By 2009, 87 percent were older than 40.

There's also the question of what local governments will do with what they learn from their citizens. "This could go really well if, say, someone shows up with a new app and government says, 'Wow! Thank you for helping!'" says generational consultant Rebecca Ryan. "But it could go really badly if government pats them on the head and says, 'That's very nice, but we know...

To avoid that, local governments have to develop ways of managing citizen input and incorporating it into their own internal processes, says San Mateo's Bronson. "We're just feeling our way now."

Finally, as online engagement takes off, Binghamton University's Rubaii argues, communities will face a technical challenge. "Given the potential to generate so much more rapid-fire participation," she says, "they will need to have computer-based ways of sorting through it. Someone will have to come up with how to analyze and interpret all the various [participatory] feeds."

Millennials, are you listening?

This article was printed from: http://www.governing.com/topics/_mgmt/gov-how-generation-x-shaping-government.html
Boomers are actually the ones who want to be on the cutting edge.

In their careers where they should be seen as candidates for collaborative Millennials grew up with a poster in every classroom that read, "If you want something done right, do it yourself!" Conversely, the hyper-collaborative Millennials grew up with a poster in every classroom that read, "There is no 'I' in team."

They bring their collaborative and independent natures with them into the workplace. What unites them is that they both came of age in rapidly changing decades—both generations are adaptable to change and consistently pursue innovative ways to complete projects efficiently.

MC: We seem to hear so much about Baby Boomers (born 1946-1964) and Millennials (born 1980-1995) that we almost forget about Xers. But Gen Xers are the ones who are at the point in their careers where they should be seen as candidates for mid and upper-level management positions. What are Gen Xers bringing to the generational mix?

HU: That could not be more true! It's unfortunate that Gen Xers are often ignored—in fact, Pew Research calls them the "forgotten middle child generation." Gen Xers provide a necessary glue to the generational mix—they are realistic, honest, and transparent in everything they do. They are the generation that poses questions so they leave no stone unturned. They are a generation that champions work-life balance while simultaneously excelling in careers by using their pristine time-management skills, streamlining processes, and managing teams honestly.

MC: What are some of the most popular, but perhaps inaccurate, stereotypes about the generations?

HU: Here's a common myth about each of those three generations: "Boomers are SO averse to change."

They're excited about change. "Gen Xers are cynical slackers who don't want to be team players."—Gen Xers are actually truth-seekers. Too often, this is seen as them being negative or cynical. "Millennials are entitled and want a trophy for every single thing they do."—The truth is, this generation wants to make an impact on the world. They just may need some guidance on how they can do that.

MC: What do members of the different generations expect from work?

HU: Every generation wants to do great work and be rewarded for it. The difference is what rewards look like and what people value from a work environment. Here are some general observations.

Boomers want to continue contributing to the big picture in companies, even if that means reinventing their next career stage. Boomers are a generation that has always reinvented each career stage and they are looking for a work environment that taps into their optimistic and idealistic spirit, whether that means involving them in new projects, getting them involved in mentorship programs, or asking for their advice during times of change.

Gen Xers are squeezed and strapped for time, so time off may be the ultimate reward. They want to do great work in the time that they are in the office—this is the generation that pushed for work-life balance, after all—but when they go home, they log out and there's a clear line between their personal and professional lives. They are fiercely independent (around half of this generation were latchkey kids), so they value a work environment that allows them to work independently and free of micro-managing. Additionally, members of this generation tend to be skeptical. In the office, they look for a transparent and honest work environment. As employees and managers, they champion this!

Millennials are looking to contribute big ideas and make a difference, so they value the opportunity to have a seat at the table, at least as an observer if nothing else. Members of this generation are strong collaborators who greatly value work relationships with their peers and colleagues of other generations. Any environment that allows an informal, authentic working relationship is highly valued. In a manager, they are looking for someone to be their coach and mentor. More feedback is better for this generation, but constructive is best.

MC: What are some things employers can do to help people of different generations see the value that other generations bring to the table and to work well together?

HU: The message really needs to come from the top down that every generation matters. Get every level and generation involved and provide clear guidance on what you expect from working relationships. If leadership sets an example of how important inclusion of generational diversity is, employees will follow suit. Another idea is to account for each generation's voice when big changes are being made in an organization. For example, leaders can hold forums or send out surveys to all levels to get their opinions and start conversations.

http://www.lmnc.org/page/1/LetsTalkMayJune2015.jsp
FEATURE

THE NEXT GENERATION OF City Leaders
BY MARY JANE SMETANKA

When Joshua Gran was mayor of Caledonia, he'd prepare for a City Council meeting by spreading his papers out on the kitchen table of his parents' home. Later he'd sleep in the same bedroom he used as a boy.

Gran, who just finished a two-year term as mayor of his hometown, is 23 years old. He was working a full-time job and living with his parents even as he served as one of Minnesota's youngest mayors.

"Sooner or later I'll move out of the house, but I was working to pay off my student loans," says Gran, who was still in college when he took office in 2015.

THE MILLENNIAL CHALLENGE

Gran is a rarity in Minnesota: a millennial who has served as a city official. Millennials, generally defined as people who were born between 1980 and 1995, are something of a hot property in Minnesota cities. As officials grow older and vacancies pop up on councils and commissions, getting younger people involved is a solution.

But how to attract people who have been stereotyped as entitled, self-absorbed, impatient, and unreliable?

Hannah Ubl—herself a millennial and head of research at BridgeWorks, a Minneapolis consulting company that works to bridge gaps between generations—says cities need to play to millennials' idealism, desire for change, and need to make a difference.

"When they look at government, it's like a lot of other industries that are bureaucratic and hierarchical and incredibly formal," says Ubl. "There's not a lot of excitement there. People wonder, can I trust them? Would I want to be part of that group? They're looking for authenticity, transparency, honesty and does [the organization] live by the values it promises."

Many millennials are working long hours to pay off student loans and are marrying and starting families later than previous generations, she says. They save their free time for family and friends.

Craig Waldron agrees. City administrator of Oakdale for 20 years, he is co-director of Hamline University's Center for Public Administration and Leadership. Today, he says, "people's lives are really busy and it takes a two-income family to make ends meet; it was easier in the past without the student loans. Who has time to sit through a three-hour commission meeting?"

Millennials find the lack of civility in public life unappealing, Waldron says. He also faults high schools for waning civics instruction. Many of his Hamline students simply don't know how important local government is, he says.

"Millennials want to affect the future, but public service is not on their radar screen," he says. "Once you get it up there, they're interested. Local government works fairly fast. If someone calls up with a pothole problem, you can get that fixed in a few hours. If somebody has a fire, people deal with it. Serving as a mayor or city councilmember, you're making a difference every day."

MILLENNIALS IN MINNESOTA CITIES

In Grand Marais (population 1,360), Jay Arrowsmith DeCoux, now 34, served on the Library Board before being elected mayor in 2014. He won a second term in November.

It makes for a busy life. He's been a Boundary Waters tour guide, works in a bike shop that he's buying, and runs a bed and breakfast with his wife. They have a six-year-old son. He ran for mayor after longtime city councilmembers decided not to run again.

"Nobody had filed for mayor," Arrowsmith DeCoux says. "I wanted Grand Marais to be seen as a really vibrant place and forward thinking."

Since his election, he's worked on updating the city's complex zoning code, which he feels deters business investment, redoing the city's comprehensive plan with more public involvement, and adding affordable housing that would attract younger families to the city.

"One of the huge pros of having younger city councilmembers is that we ask a lot of questions," he says. "When you ask a lot of questions, you get a lot of answers."

BRINGING NEW PERSPECTIVES

Arrowsmith DeCoux, Gran, and Tyrel Clark, who was elected mayor of Eyota at age 30 in 2012 and won a third term in November, agree that it's awkward to join city councils with members who are old enough to be their parents or grandparents. You may come in wanting to make a lot of changes, but you have to strike a...
balance between learning and introducing new ideas.

Before becoming mayor, Clark, a Mayo Clinic IT application analyst with a wife and four kids, joined the Eyota Park Board at age 25. He pushed for a trail system in the city of 2,000, saying that it would be safer than the informal paths around town. But it was a battle, he says. "The generational clash of priorities and ideals still happens," Clark says. "[My] generation likes to be outdoors, to be on bikes, to move. But for some, anything beyond roads can seem like a waste. There was pushback because we would have to snowplow it."

But Clark worked hard to convince veteran members of the project's worth, and Eyota won about $600,000 in state funding and grants to build what is now a popular bike trail and sidewalks.

During Clark's time as mayor, Eyota has started a summer movie-in-the-park program to build community. The city also is working with a program of the American Institute of Architects Minnesota to take a new look at its downtown.

For Gran, who is a financial analyst for a food distributor, understanding things like Caledonia's budget came easy, but he says he had a lot to learn about other city functions. He wasn't afraid to ask questions, and says his much older Council colleagues were helpful.

His questioning of some expenses ended up in stories in the local newspaper, and Gran says he heard from citizens who appreciated his queries into issues that hadn't been discussed much before in Caledonia (population 2,800). But Gran, who wanted to reduce the role of government in people's lives, found his views an outlier on the Council.

"I learned that you can come in gung-ho and wanting to do a lot of things, but you're not a dictator and you can't always win," he says. "I was on the losing end of a lot of 4-1 votes. That gets old."

That was one factor in his decision not to run for re-election, but he's grateful for the time he spent on the Council. "I'm glad I did it," Gran says. "I'm really proud of where I'm from and wanted to steer the community in the way I see best."

REACHING OUT TO MILLENNIALS
For the three millenial mayors, balancing life and city duties has been demand-

(continued on page 14)
Lots of young people don’t want people pulling them aside in restaurants to voice their concerns,” Gran says. He thinks adding millennials to less political posts—such as those on library, park, and planning and zoning boards—might provide an easier introduction to public service.

Arrowsmith DeCoux says millennials want to be involved, but need help entering what can seem like an intimidating world. He thinks mentorships would help. “Our hearts are in the right place; we have good ideas, and we know how innovation works,” he says.

To help recruit people, he suggests elected city officials go to a coffee shop, bar, or other millennial hangout to “let them know they’re valued and that they could make change and have an impact.”

It’s also important for experienced officials to realize that younger people can bring a lot to the table, Arrowsmith DeCoux says. When he attended some networking meetings as a new mayor, people sometimes reacted more to his youth than his office, he says, and he was “treated like a novelty.”

Later when he gave a presentation at a League of Minnesota Cities meeting, the reception was warm and people were interested in what he had to say. “It felt like people are starting to get used to seeing younger faces in this position,” he says.

In Eyota, Clark has helped recruit younger people for the Park Board and Planning Commission. “It’s hard to get people on boards, period,” he says.

At his urging, Eyota now offers a $25 stipend for Park Board and Planning Commission meetings, a small gesture to cover day care costs and to encourage young people with kids to participate. Cities need to be flexible, Clark says. If a board meets on Wednesday nights, but that’s when the city softball league plays, change the meeting day.

“You have to engage these people,” Clark says. “Get them involved, say you appreciate the input, and if you have an opening on a board, they should try for it. Bait the fishing hook and reel them in.”

Mary Jane Smetanka is a Minneapolis-based freelance writer.

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- 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

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

BANKS
- Establish regular lunch meetings with them*

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 02/25/2016
The Role of Citizen Advisory Boards in Local Government

Volunteer citizen advisory boards are an integral part of American local government. The creation of advisory boards is a way for local governments to engage citizens in the democratic process. Their primary purpose is to provide judicious advice from a citizen perspective. The activities of an advisory board may include the study of critical issues, taking public testimony, performing independent research, and reviewing staff reports and recommendations. These prepare the advisory body to discuss, analyze, formulate, and forward well-developed, thoughtful recommendations to the legislative body.¹

Advisory bodies help plan the future of their communities. Citizen participation is considered a right and a responsibility by many civic-minded leaders throughout the country. This philosophy is reflected in many policy statements relating to the use of advisory boards. An example is the City of Spokane’s policy:

> It is the policy of the city to utilize citizen boards, commissions, committees and other groups to aid the process of effective, responsible and efficient government by: marshalling and channeling the resources of expertise and insight available in the community to complement the judgment of the council and professional staff; providing more available forums for dialog and public hearings; providing mechanisms appropriate for the ascertainment of facts and the discernment of views; and broadening the base of citizen participation in the processes of self-government.²

Benefits of Using Advisory Boards

Ideally, advisory boards bring together citizen views that might not otherwise be heard. They are made up of persons of wide-ranging interests and expertise who want to participate in public service, but who may not wish to hold a public office. Participation on advisory boards may serve as a training ground or stepping stone for qualified persons who are interested in seeking public office. More specifically advisory bodies can:

- provide assistance to the legislative body when formulating public policy and help transform policy decisions into action
- address issues of interest or conduct background work on technical or politically sensitive issues
- serve as a way to build public consensus on controversial issues before elected officials make a decision
- give the community a forum for discussion in greater depth than is possible before a legislative body

¹Adapted from Olympia’s Advisory Committee Roles & Expectations, City of Olympia Web: http://www.ci.olympia.wa.us/citygovernment/advisory/Roles_Expectations.htm, last updated, 6-19-2006.
²Spokane Municipal Code, Section 4.01.010 – Policy on Boards, Commissions and Other Administrative Agencies.

Local Government Citizen Advisory Boards
• provide a more thorough review of complex and significant matters than a part-time council may be able to give
• provide expertise without expending budget money, and
• assist in the resolution of conflicts


BOARD OF APPEALS AND ADJUSTMENT

The Board of Appeals and Adjustments is established in Section 11.29 of the City Code. The Board has the power and duty to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of the City Code; to hear and decide only such conditional uses as the Board of Appeals and Adjustments is specifically authorized to pass on by the terms of the City Code: and to authorize, upon appeal in specific cases, such variance from the terms of the Zoning Code as will not be contrary to the public interest where, owing to special conditions, a literal interpretation and enforcement of the provisions of this Chapter would result in unnecessary hardship. The Board of Appeals and Adjustments meets as necessary.

CIVIL SERVICE COMMISSION

The Police Civil Service Commission is created pursuant to Minnesota State Statutes Chapter 419. The purpose of the Commission is to service all Police personnel needs including, but not limited to employment, promotions, demotions, discharges, transfers, testing, certifications, lay-offs, resignations and reinstatements by employees of the department as defined in the Rules and Regulations of the Saint Peter Police Civil Service Commission. The Civil Service Commission meets as necessary. Meetings are most usually at 7:00 a.m. at City Hall.

ECONOMIC DEVELOPMENT AUTHORITY

The Economic Development Authority (EDA) is created pursuant to Minnesota Statutes Chapter 400. The appointment of an Economic Development Authority is intended to provide the City with a board comprised of representatives from both City government and private enterprise, capable of administering business incentives and other economic development measures. The EDA is the main economic development board for the City and is under the authority of the City Council. The primary responsibilities of the EDA are advisory functions relative to commercial and industrial development and redevelopment. The EDA meets on the fourth Thursday of each month at 12:00 noon.

HERITAGE PRESERVATION COMMISSION

The Heritage Preservation Commission was created as an advisory Commission to develop guidelines or standards to carry out the Heritage Preservation guidelines. Those guidelines or standards address the application of the Ordinance by developing and preserving structures within the Heritage Preservation District by providing standards for design, signs, materials, and the like. The HPC meets on the last Tuesday of each month at 5:30 p.m.

HOSPITAL AND NURSING HOME COMMISSION

The Commission has charge of administration, operation, and maintenance of all hospitals and nursing homes, now or hereafter, owned by the City. The Commission has the power to hire a superintendent of hospitals or nursing homes and all other necessary employees, to fix and pay their compensation, to reimburse officers and employees for expenses necessarily paid or incurred in the performance of their duties, to require a bond of any officer or employee and pay the premium thereon; to effect all necessary insurance; to make repairs of the hospital or nursing home buildings and their contents; to purchase all necessary equipment, apparatus, and supplies; to receive and to accept, with the approval of the Council, on mutually agreeable terms all donations for hospital or nursing home purposes; to establish such committees as it may see fit; and to make
rules relating to its own procedures and to the administration, operation, and maintenance of such hospitals. The Hospital Commission meets on the fourth Wednesday of each month at 12:30 noon.

**HOUSING AND REDEVELOPMENT AUTHORITY**

The Housing and Redevelopment Authority was created pursuant to Federal and State Statutes for the purpose of operating and maintaining public housing in Saint Peter (Park View Manor). The Housing and Redevelopment Authority may also serve as a review board for other community development activities relating to housing and urban redevelopment. The HRA meets on the first Monday of each month at 3:30 p.m.

**HUMAN RIGHTS COMMISSION**

The purpose of the Commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of the community by assisting the State Department of Human Rights and implementing the Minnesota State Act Against Discrimination (M.S. 363) and by advising the Council on long-range programs to improve community relations in the City. The City Council sits as the Human Rights Commission and meets as needed.

**PUBLIC LIBRARY BOARD**

The duties of the Public Library Board, as described in Section 2.17 of the City Code and the Board by-laws, is to make recommendation regarding policy of the library, programs and operation of the library and library buildings; monitor and advocate for legislation that is appropriate to public libraries; cooperate with other public officials and boards; maintain positive community relations; and carry out other duties as assigned by Ordinance or resolution of the City Council. The general Minnesota State Statutes that apply to the operation of a library board and public library shall govern the appointment of the members, their tenure and their power and duties. The Library Board meets every other month (beginning in January of each year) at 5:30 p.m.

**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: review and make recommendations to the City Council on park and recreation policies; review the need for additional park land; prepare a park land acquisition and development plan; prepare a capital equipment and improvement program for the park system; make annual budget recommendations; study and recommend park and recreational programs and activities; study and meet with other governmental organizations and bodies on the use of parks; and serve as the City's Tree Advisory Board. The Parks Board meets on the third Monday of each month at 7:00 p.m.

**PLANNING AND ZONING COMMISSION**

The function and duties of the Planning and Zoning Commission include preparation of a Comprehensive Plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, the use of property, the density of population, and other matters related to
the physical development of the City. The Commission may also prepare a revised Zoning Plan and an official map of the platted and unplatted portions of the City and adjoining territory, or portions thereof, indicating upon such map the proposed future extensions or widening of streets of the City. The Planning and Zoning Commission reviews all proposals for land development that are affected by zoning, conditional use permits, annexation, and subdivision regulations. The Planning Commission meets on the first Tuesday of each month at 5:30 p.m.

TOURISM AND VISITORS BUREAU

The Tourism and Visitors Bureau is established in the City Code. Ninety-five percent (95%) of the proceeds obtained from the collection of lodging taxes must be used to fund a local convention or tourism bureau for the purpose of marketing and promoting the City as a tourist or convention center. This authority is provided to the City in accordance with Minn. Stats. Chap. 469. The Tourism Bureau meets on the fourth Friday of each month at 8:00 a.m.
Local Sales and Use Taxes

By Scott M. Kelly

The volatile nature of local government aid, underperforming enterprise funds, higher costs, and an increased reliance on the property tax system all contribute to the financial pressures cities face today. To provide the funding necessary for both today's needs and future vitality, cities are exploring additional, alternative sources of revenue. A growing number of cities have sought and obtained the authority to impose new taxes on sales have sought and obtained the authority to impose new taxes on sales.

**History.** Since the 1970s, local governments have lacked the independent authority to impose new taxes on sales or income. Cities must obtain special legislation authorizing the imposition of any local sales tax. To ease compliance costs and simplify administration, the Legislature has adopted a model statutory language (Minn. Stat. § 297A.90) for the imposition and administration of new and pre-existing local sales taxes.

**What's taxable?** With certain exceptions, a local sales tax is imposed on the same tax base as the state sales tax. Services performed will also be subject to the local tax if more than half of that service is performed within the taxing jurisdiction.

**What's not?** Three basic types of sales are exempt:

1. Purchases shipped outside the taxing jurisdiction for use in a trade or business outside of the jurisdiction.
2. Purchases temporarily stored in the taxing jurisdiction before being shipped by common carrier for use outside of the jurisdiction.
3. Purchases subject to the direct pay provisions for interstate motor carriers under Minn. Stat. §297A.90.

**Complementary use tax.** A complementary use tax is required in all jurisdictions where local sales taxes are imposed. The tax is imposed on the consumption or “use” of taxable items where no local sales tax was paid, and generally on purchases by residents of cities located outside the local taxing district. A use tax replaces any advantage local businesses may suffer to competitors located outside the taxing area and not required to collect local taxes.

**Resolution.** Prior to requesting such enabling legislation, a city council shall pass a resolution indicating its desire to impose a local sales tax. The resolution must include:

- The proposed tax rate.
- The amount of revenue to be raised.
- The intended use for the revenue.
- The anticipated date when the local sales tax will expire.

Through required in the resolution, the actual tax rate will be set by the special legislation authorizing the local sales tax. Proceeds of a local tax must be dedicated exclusively for the payment of a specific capital improvement. Generally, a successful local sales tax will fund local capital improvement projects with regional significance, such as:

- Convention/Civic centers.
- Police/Fire stations.
- Transportation.
- Libraries.
- Sewer/Water utilities.
- Parks and recreation.

In most cases, a tax's duration will be the time necessary to yield revenue sufficient to retire the general obligation bonds used for financing.

**Referendum.** If authorized by the Legislature, a city must, prior to imposition, submit and obtain approval from its citizens through a referendum. Pursuant to statute, this referendum will be held:

- At a state general election (first Tuesday after the first Monday in November of an even-numbered year); or
- At a regularly scheduled city election.

At least 90 days prior to the referendum, the city must designate the specific capital improvement for which the special taxing is proposed. If approved by the voters, the city clerk will file with the secretary of state a certificate stating facts necessary to indicate a valid approval (the number of votes cast for and against approval at the election).

**Administration, collection, and enforcement.** Minnesota Statute §297A.99 delegates the administration and collection of all local sales and use taxes to the commissioner of revenue. Local taxes are subject to the same penalties, interest, and mechanisms for enforcement as the state sales tax. Sellers are required to combine the state and local sales tax rates and apply that combined rate to the taxable sales price, rounding to the nearest full cent. Zip codes are used to determine whether a delivery sale is subject to local sales and use taxes.

The state will deduct its collection and administrative costs from the collected tax revenue and pay the local taxing jurisdiction (city) on a quarterly basis.

**Imposing/Repealing.** A city is required to provide the Department of Revenue at least 90 days notice when a local sales tax is either imposed or repealed; Revenue is then required to provide at least 60 days notice to sellers of any changes by a local taxing authority. Imposition may only occur on the first day of a calendar quarter, and any repeal is effective on the last day of a calendar quarter. Local sales taxes must expire after the completion of a project. Cities need to wait one year after expiration before imposing a new sales tax for a new capital improvement project.

Scott M. Kelly is research attorney with the League of Minnesota Cities. Phone: (651) 281-1224. E-mail: skelly@lmc.org.
TO: Honorable Mayor Zieman  
Members of the City Council

FROM: Todd Prafke  
City Administrator

RE: Local Option Sales Tax

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

At a recent community type meeting related to parks and other improvements the issue of local option sales tax was brought up. I thought it may be helpful to provide better data surrounding this issue.

As members may know this is an issue that also needs electorate approval and is not solely within the purview of the Council.

The Minnesota Department of Revenue reports the following for the 2014 calendar year.

| Total retail sales: | $303,724,750 |
| Taxable sales:      | $64,079,309 |

Given this level of taxable sales, a one-half percent local option sales tax would be calculated to generate up to $320,387 per year.

The Department warns that sales are reported by zip code. As such, some of those reporting may have a Saint Peter mailing address yet remain outside of the City limits. We would not be able to collect from "Saint Peter" sales occurring outside of the City limits.

The Department could do a more detailed analysis if there is a wish for more exact data.

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

TP/bal
Fastest Growing Economy in the State

By: John Considine III, Director of Regional Business Intelligence

On Sept. 20, the Bureau of Economic Analysis (BEA) released the 2015 Gross Domestic Product (GDP) figures for Metropolitan Areas across the country.

Over the last year, the Mankato-North Mankato Metropolitan Statistical Area (Blue Earth and Nicollet Counties) ranks 3rd in the upper Midwest (Minnesota, Iowa, Wisconsin, North Dakota, and South Dakota) and 1st in Minnesota in Real GDP growth. Out of 382 MSAs in the country, we ranked 87th for highest growth.

Ten Upper Midwest MSAs GDP Growth

<table>
<thead>
<tr>
<th>MSA</th>
<th>2014</th>
<th>2015</th>
<th>14-15 % growth</th>
<th>MSA Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bismarck, ND</td>
<td>6717</td>
<td>7101</td>
<td>5.72%</td>
<td>1</td>
</tr>
<tr>
<td>Madison, WI</td>
<td>40511</td>
<td>41894</td>
<td>3.41%</td>
<td>2</td>
</tr>
<tr>
<td>Mankato-North Mankato, MN</td>
<td>4293</td>
<td>4429</td>
<td>3.17%</td>
<td>3</td>
</tr>
<tr>
<td>Chicago-Naperville-Elgin, IL-IN-WI</td>
<td>552991</td>
<td>570082</td>
<td>3.09%</td>
<td>4</td>
</tr>
<tr>
<td>Grand Forks, ND-MN</td>
<td>4273</td>
<td>4400</td>
<td>2.97%</td>
<td>5</td>
</tr>
<tr>
<td>Eau Claire, WI</td>
<td>7076</td>
<td>7280</td>
<td>2.88%</td>
<td>6</td>
</tr>
<tr>
<td>Rochester, MN</td>
<td>9976</td>
<td>10263</td>
<td>2.88%</td>
<td>7</td>
</tr>
<tr>
<td>Sioux City, IA-NE-SD</td>
<td>7919</td>
<td>8144</td>
<td>2.64%</td>
<td>8</td>
</tr>
<tr>
<td>St. Cloud, MN</td>
<td>8160</td>
<td>8390</td>
<td>2.82%</td>
<td>9</td>
</tr>
<tr>
<td>Wausau, WI</td>
<td>6627</td>
<td>6810</td>
<td>2.76%</td>
<td>10</td>
</tr>
</tbody>
</table>

Mankato-North Mankato's best performing sector was Natural Resources and Mining, primarily due to the high yields in the agriculture sector.

<table>
<thead>
<tr>
<th>Sector</th>
<th>2014</th>
<th>2015</th>
<th>14-15 % growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural resources and mining</td>
<td>264</td>
<td>297</td>
<td>12.50%</td>
</tr>
<tr>
<td>Information</td>
<td>248</td>
<td>273</td>
<td>10.08%</td>
</tr>
<tr>
<td>Construction</td>
<td>168</td>
<td>182</td>
<td>8.33%</td>
</tr>
<tr>
<td>Accommodation and food services</td>
<td>99</td>
<td>107</td>
<td>8.06%</td>
</tr>
<tr>
<td>Professional and business services</td>
<td>260</td>
<td>281</td>
<td>8.08%</td>
</tr>
<tr>
<td>Real estate and rental leasing</td>
<td>244</td>
<td>263</td>
<td>7.79%</td>
</tr>
<tr>
<td>Arts, entertainment, recreation, accommodation, and food services</td>
<td>120</td>
<td>128</td>
<td>6.67%</td>
</tr>
</tbody>
</table>

Nationally, Manufacturing grew by 1.6% from 2014 to 2015, however that was not the case in the upper Midwest. Only five out of the 29 MSAs reported growth in this sector. Mankato-North Mankato (-1.15%) had the 10th best percent change. The lowest was Waterloo-Cedar Falls, IA with a -9.6% decline in the industry.

Over the last 15 years, the Mankato-North Mankato ranked 12th out of 32 MSAs in GDP growth among metros that are in the upper Midwest. In the sectors that impact our metro the most or are the highest percent of our total GDP: Manufacturing (7th), Retail (5th), and Education/Healthcare (7th).

Our GDP is trending in a positive direction, in the early 2000s we saw one to five sectors have a negative growth rate in any given year. In the last five years that has shrunk from zero to two sectors. During the recession years, it ranged from four to eight sectors.

Visit greatermankatoblog.com to see a snapshot of other economic metrics on the Greater Mankato area.
Solace Apartments Exterior Perspectives
St. Peter, MN

Southwest Perspective

Northwest Perspective
Solace Apartments Exterior Perspectives
St. Peter, MN

Southeast Perspective

Northeast Perspective
Solace Apartments Site Plan
St. Peter, MN

Ex. Treeline

Bldg. Setback

Play Field

Resident Gardens

30 Unit Building

48 Parking Stalls

Trash Enclosure

Play Court

N. Sunrise Drive

North

Southwest Minnesota
Housing Partnership

EAPC
ARCHITECTS ENGINEERS
RESIDENTIAL DEVELOPMENT - The recently adopted 2016 Comprehensive Plan identifies the goals for residential development within the community. One specific goal is that, "Safe, affordable and desirable rental housing opportunities should be provided. Rental housing options should exist for households of all incomes.”

At the time of the 2010 U.S. Census, 34.7% of Saint Peter households resided in rental property while 65.3% owned their residence. The 2000 U.S. Census indicated a home ownership rate of 68.9% in Saint Peter. The Comprehensive Plan suggests that the current 65/35 ratio of owner occupied and rental property is optimal and provides sufficient opportunity for those seeking to lease a residence.

Since 2003, a total of 298 rental residential units have been constructed in Saint Peter. Of those, a total of 204 (68.5%) of the new rental units are charging "market rate" rent levels. Multi-family construction during the years 2003-2016 included the following:

<table>
<thead>
<tr>
<th>Development</th>
<th>Rate</th>
<th>Subsidy</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine Meadows</td>
<td>44</td>
<td>0</td>
<td>44</td>
</tr>
<tr>
<td>Rock Ridge</td>
<td>36</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Apple Tree</td>
<td>21</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>Nicollet Meadows</td>
<td>9</td>
<td>11</td>
<td>20</td>
</tr>
<tr>
<td>Central Square</td>
<td>12</td>
<td>43</td>
<td>55</td>
</tr>
<tr>
<td>Park Row Crossing</td>
<td>0</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>309 S. Minnesota</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Orchard Ridge Twins</td>
<td>16</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Bunker Lane</td>
<td>24</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>WELCO West</td>
<td>40</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>204</strong></td>
<td><strong>94</strong></td>
<td><strong>298</strong></td>
</tr>
</tbody>
</table>
Patek Hospitality Consultants, Inc.
N57 W27841 Walnut Grove Court
Sussex, Wisconsin 53089
(262) 538-0445

December 6, 2016

Mr. Russ Wille
Community Development Director
City of Saint Peter
227 South Front Street
Saint Peter, Minnesota 56082

Dear Mr. Wille:

We are pleased to present our Phase I preliminary findings regarding a proposed hotel to be located in Saint Peter, Minnesota. Per our September 28, 2016 proposal, Phase I is an internal use document used to identify potential market demand for a hotel by conducting demand generator interviews, address factors regarding potential sites, and provide a recommendation on whether there are opportunities for development of a hotel in Saint Peter. We also provide a preliminary idea on the type of property best suited for the market and possible franchises that have an interest in development. Our findings and recommendations are based on our fieldwork conducted October 26-28, 2016 that included meetings with you and Mr. Pratke, Greater Mankato Growth, and a tour of the community. Subsequent telephone calls were conducted with the following individuals:

- Ed Lee – Chamber of Commerce
- Arlo Lehtinen – AmericInn General Manager
- James Irwin – Alumacraft Boats
- Eric Else – E.I. Microcircuits
- John Makela – Creation Technologies
- Tim Kennedy – Gustavus Adolphus College
- George Rohrick – Rivers Edge Hospital & Clinic
- Paul Peterson – Saint Peter School District
- Ann Volk – Fairgrounds
- Pat – Scholarship America
- Doug Wilson – Cambria University

Calls were placed and messages left with Heidi Boyum at GEO Boy/Jaraff Industries and Marlene Albers at SPRTC.
Based on our research in the field and the follow up phone calls with potential demand generators, it is our recommendation that a hotel should be considered for Saint Peter and that the City of Saint Peter move forward with the Phase II Market Demand Study. Our telephone demand interviews with those individuals listed above were positive in that the majority of them were of the opinion that a hotel was needed in the community and that they would support it. The number of room nights generated varied from a few per year, to weekly use. While the number of room nights is important to our research, just as important is the qualitative information provided as to whether they would use a new hotel, the preferred location, and the facilities and amenities deemed important that included complimentary breakfast, fitness room, business center, indoor pool, and meeting space. A restaurant within walking distance would be nice but not critical. Meeting space should be considered even though not all companies would use it.

Based on our demand interviews, we would recommend a Midscale limited-service hotel offering the above facilities/amenities and with an average daily rate in the $90-$100 range. It is our opinion that discussions regarding the best site will require further discussion.

**Site Analysis**

During our fieldwork and tour of the community, we were shown five potential sites for a proposed hotel. We considered factors such as access, visibility, and proximity to demand generators and support amenities for each of these sites as well as the size of the parcel. We also reviewed information from the assessor’s office that was provided by you for each site. We did not consider specific information about the sites including availability, cost, and zoning.

1. Old KFC and Adams House on Martin Street in the south part of town
2. Parking Lot #5 in downtown Saint Peter
3. 4.4-acre site on Dodd Avenue just west of Highway 169
4. Hallet’s Pond
5. Traverse Mall

In addition to these five sites, during our conversation with Ann Volk, she referred to a potential site at Broadway Avenue and Sunrise Drive that would be proximate to Gustavus Adolphus College and the new high school. While we drove past it during our tour, we did not take specific notes and would rely on information from you whether this site or one in the immediate vicinity could be considered.

There are two sites that we believe should no longer be considered: the old KFC/Adams House site is too small and Parking Lot #5 is too small as well as being in the downtown historic district that may pose some development challenges to a hotel franchise (based on our discussion with you).
Regarding the remaining three sites (four if the site on Broadway and Sunrise is to be included) all have potential for hotel development. We evaluated the sites based on the criteria listed above:

**Dodd Avenue Site** – Located on the north end of the city, this vacant site is the furthest from the major demand generators with the exception of the Hospital. Access is good and visibility is fair and would require signage on 169. Support amenities in the area are limited and the site is the furthest from downtown restaurants and retail outlets and other major demand generators.

**Hallett's Pond Site** – This vacant site would have fair access and visibility and would require signage on 169. Aesthetically, it has potential with the pond and surrounding trees and it is close to the Fairgrounds, which could be attractive for weddings and other events that are held there. Support amenities are fair in the area.

**Traverse Mall Site** – This site would have very good access and visibility off of 169 and the specific site would be just north of the Holiday service station. This site is also proximate to the Fairgrounds. The site is currently woods and would have to be cleared; on the north end of this 12-acre parcel is a rundown mobile home park and that could be an issue.

**Sunrise Drive and Broadway Avenue** – We reviewed this site on Google maps; it is adjacent to the college and proximate to the new high school with the athletic fields. It does lack visibility from 169 although access would be convenient off of 169 via Broadway Avenue. Sunrise Drive provides direct north/south access from the Hospital and the Sunrise Industrial Park. We believe this site or one in the immediate vicinity be considered as a possibility.

Overall, we believe these sites all have potential as well as some challenges. Ideally, a site closer to downtown Saint Peter or more proximate to the College would be recommended. Downtown Saint Peter offers many amenities that guests would find attractive and it could be a unique location unlike the existing franchised hotel's location in Saint Peter.

**Hotel Supply**

There are four lodging properties in Saint Peter with only one hotel a franchise property, the AmericInn Hotel & Suites. The 50-room AmericInn is located on Highway 169 at Livermore Street. The other properties include the Viking Jr. that opened in 1998 with 20 rooms, the Konsbruck boutique hotel offering five guest rooms in downtown Saint Peter, and the 23-room St. Peter Motel that rents out some rooms for long-term stays (this was mentioned in our interviews). The AmericInn would be the most direct competitor to a new hotel in the market because of its franchise, quality product and reputation, facilities and amenities, and rate structure. The Konsbruck was mentioned during our demand interviews and while it would compete with a new hotel, it only offers five guest rooms.
The Mankato hotel market, ten miles south of Saint Peter, offers 12 lodging properties with about 1,200 guest rooms and a range of product types and franchises. According to Visit Mankato, the average occupancy for the Mankato hotel market was estimated to be 60 percent, a number similar to what we have estimated Saint Peter's occupancy performance to be. We estimate the average daily rate of the quality lodging properties in Saint Peter to range between $90-$100 on average.

**Demand Generator Summary**

Our demand interviews indicated that the majority of the hotel users are pleased with the AmericInn Hotel & Suites as a hotel option in Saint Peter. They also indicated during peak periods of demand, there are no rooms available at this 50-room property and they are forced to travel to Mankato. Demand is generated by College graduation, the Nobel Conference, Synod Convention, Homecoming, sports camps, weddings, college and high school athletics, orthopedic surgeries, recruiting, training, events and festivals such as Nicollet County Fair, Winter Slam, auto restorers, dog and horse shows, construction workers, and potential overflow from Mankato. These are just some of the potential demand generators that were mentioned during our interviews (not an inclusive list). While the local industry generate a limited number of room nights, Cambria University, Rivers Edge Hospital & Clinic, and Gustavus Adolphus College have the potential to generate weekday demand throughout the year.

There is seasonality of demand in Saint Peter with the summer months and weekends in general generating higher occupancy. The slower periods of demand are from November to March and that is typical for Midwest hotels. It is always a challenge for lodging properties during this time and that is why a franchise with a good reputation and a solid marketing plan, reservation system, and frequent guest program is so important. In addition, a property with good management is also essential.

**Recommendations**

We believe a Midscale limited-service hotel would be appropriate for Saint Peter and we recommend approximately 50-60 guest rooms with the facilities and amenities typical of a limited-service hotel including complimentary breakfast, sundry shop, indoor pool, fitness center, business center, and meeting space to include a boardroom. Besides the traditional king and double queen guest rooms, suites (number to be determined) should be considered and include a kitchenette with wet bar, mini fridge, and microwave that could be utilized by guests staying for a longer period of time or for families.

After speaking with you today, we understand Country Inn & Suites (a Carlson Rezidor hotel brand) has expressed an interest in the market. We have left messages for GrandStay Hotel & Suites and Best Western. We are also aware that Cobblestone Hotel & Suites had contacted you awhile back and I would imagine would still be interested in Saint Peter. All of these brands would offer the city of Saint Peter a very good hotel product with a respected franchise.
We appreciate the opportunity to provide you with this Phase I letter regarding potential hotel development in Saint Peter, Minnesota. We will await your decision to proceed with Phase II. If in the meantime you have any questions regarding our findings and recommendations or if you receive calls/emails from hotel companies inquiring about hotel development, please contact us.

Sincerely,

Patek Hospitality Consultants, Inc.

Patek Hospitality Consultants, Inc.
DIVISION 2. - PRESERVATION COMMISSION

Sec. 10-198. - Commission.

Subd. 1. There is hereby created an advisory commission to be known as the Saint Peter Heritage Preservation Commission (HPC) that shall consist of seven members appointed by the City Council. They shall be appointed for terms of three years and be eligible for reappointment for a consecutive three-year term. The membership of the Commission as appointed by the Council shall include the following:

(1) One member from the Saint Peter Chamber of Commerce;
(2) One member from the Saint Peter Retail Council or similar retail business organization;
(3) One member from the Nicollet County Historical Society;

Subd. 2. All members shall have demonstrated interest or expertise in historic preservation and the heritage of the City. When such persons are available, at least two members shall be preservation-related professionals (including the professions of history, architecture, architectural history, archaeology, planning, real estate, design, building trades, landscape architecture or law).

Subd. 3. The members of the Commission shall choose from among themselves a person to act as chairperson who shall serve a period of one year, unless reelected, providing however, that no person shall serve as chairperson for more than three consecutive years. All members of the Commission shall serve without pay.

Subd. 4. Said Commission shall meet at least once a month if necessary, or more frequently, as required to carry out the intent of this article. The City Clerk-Administrator shall appoint a staff member to serve as an ex officio member to assist the Commission in performing its duties.

Subd. 5. The terms of the first Commission shall be staggered with two of the members being appointed for terms of one year, two of the members being appointed for terms of two years, and three of the members being appointed for terms of three years.

(Code 1989, § 4.32(subd. 6); Ord. No. 154(2nd Ser.), § 1, 12-12-1988; Ord. No. 185(2nd Ser.), 11-13-1989)

Sec. 10-199. - Powers of the commission.

Subd. 1.
Subd. 2. **Designation.** The Commission shall recommend to the City Council areas, places, buildings, structures, lands, districts, or objects to be designated as Heritage Preservation Property. In considering a recommendation for the designation of heritage preservation property, the Commission shall apply the following criteria:

1. Its character, interest or value as part of the development heritage or cultural characteristics of the City, the State, or the United States;
2. Its location as the site of a significant historic event;
3. Its identification with a person who significantly contributed to the culture and development of the City;
4. Its embodiment of distinguishing characteristics of an architectural style, period, form or treatment;
5. Its identification as the work of an architect or master builder whose individual work has influenced the development of the City;
6. Its embodiment of elements of architectural design, detail, materials, or craftsmanship that represent a significant architectural innovation;
7. Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood, community, or the City.

Subd. 3. **Planning Commission review.** The Heritage Preservation Commission shall advise the Saint Peter Planning Commission of the proposed designation of a Heritage Preservation Property, including its boundaries, and a program for its preservation. The Heritage Preservation Commission shall secure from the Planning Commission its recommendation with respect to the relationship of the proposed heritage preservation designation to the City Comprehensive Strategic Plan. The Planning Commission shall state its opinion as to the effect of the proposed designation upon the surrounding neighborhood and any other planning consideration that may be relevant to the proposed designation. The Planning Commission shall also give its recommendation of approval, rejection or modification of the proposed designation. The recommendation shall become part of the official record concerning the proposed designation to the City Council. The Heritage Preservation Commission may make such modifications, changes, and alterations concerning the proposed designation as it deems necessary in consideration of the recommendations of the City Planning Commission.
Subd. 4. Communications with State Historical Society. A copy of the Heritage Preservation Commission's proposed designation of a Heritage Preservation Property, including boundaries, and a program for its preservation shall be sent to the State Historical Society in accordance with M.S. § 471.193, subd. 6.

Subd. 5. Hearings. Prior to the Commission recommending to the City Council any area, place, building, structure, land, district, or other object for designation as a Heritage Preservation Property, a public hearing shall be held in accordance with law, to seek the recommendations of all concerned citizens. Prior to such hearing, the Commission shall cause to be published once in the official newspaper, notice of the hearing in accordance with state law.

Subd. 6. Findings and recommendations. The Commission shall determine whether the proposed Heritage Preservation Property is eligible for designation as determined by the criteria specified in subsection 2 of this section, and if the Commission recommends to the City Council that the property be designated for heritage preservation, the Commission shall transmit to the City Council with its recommendation its proposed program for the preservation of the property.

Subd. 7. Council designation. The City Council, upon the request of the Commission, may by ordinance designate a Heritage Preservation Property.

(Code 1989, § 4.32(subd. 7); Ord. No. 154(2nd Ser.), § 1, 12-12-1988; Ord. No. 185(2nd Ser.), 11-13-1989)

Sec. 10-200. - Additional powers and duties of the Commission.

Subd. 1. Survey for significance. The Commission shall conduct a continuing survey of all areas, places, buildings, structures, lands, districts or objects in the City which the Commission, on the basis of information available or presented to it, has reason to believe are significant to the culture, social, economic, political, or architectural history of the City.

Subd. 2. Survey for improvements. The Commission may continually survey all areas to determine needed and desirable improvements of older buildings through the City, acting in a resource and advisory capacity to owners of historically significant properties regarding their preservation, restoration and rehabilitation.

Subd. 3. Public information. The Commission may work for the continuing education of the citizens of the City with respect to the civic and architectural heritage of the City. It shall keep current a public register of designated and proposed Heritage Preservation Properties and area along with the plans and programs that pertain to them.
Subd. 4. **Donations.** The Commission may recommend that the City accept gifts and contributions and that the City staff assist in the preparation of applications for grant funds for the purpose of Heritage Preservation. Any contributions or gifts will be expended in the manner provided through the fiscal policy of the City.

Subd. 5. **Information dedicated.** The Commission may, on a continuing basis, collect and review certain City planning and development records, documents, studies, models, maps, plans, and drawings to be entered into the Public Library.

Subd. 6. **Council reviewal of designations.** The Commission may make no application to the National Register or to the State for the designation of a historic site or district without the consent of the City Council.

Subd. 7. **Inform City of violations.** The Commission shall have the authority to inform the various departments of the City of violations of this article and recommend to such departments appropriate action, either under this article or under such ordinances that are in force and effect at the time of violation, subject to appeal procedure set out hereafter.

(Code 1989, § 4.32(subd. 8); Ord. No. 154(2nd Ser.), § 1, 12-12-1988; Ord. No. 185(2nd Ser.), 11-13-1989)
DIVISION 12. - TOURISM AND VISITORS BUREAU

Sec. 2-692. - Operation.

Subd. 1. The operation of the Saint Peter Area Tourism and Visitors Bureau shall be governed by a Board of nine persons who shall be appointed by the Council. Members shall serve terms of three years. No more than two consecutive terms shall be served by non-City government members. City government representatives shall serve one-year terms and may be reappointed. Additional terms may be served if a one-year discontinuance of service has taken place. Members of the Tourism and Visitors Bureau shall live within the corporate limits of the City of Saint Peter or have their primary place of business or employment within the corporate limits of the City of Saint Peter.

Subd. 2. The Tourism and Visitors Bureau Board members shall meet the following criteria for service:

a. Two owners, or operators, or employees of a local motel/hotel with the principal place of business in Saint Peter.

b. Two members of the Saint Peter Area Chamber of Commerce who are owners, operators or employees of a local hospitality establishment with the principal place of business in Saint Peter.

c. Two representatives of City government; and

d. Three members at large.

(Code 1989, § 6.40; Ord. No. 374(2nd Ser.), § 1, 1-10-2005; Ord. No. 5(3rd Ser.), § 1, 11-28-2011)

Secs. 2-693—2-713. - Reserved.
TO: Honorable Mayor Zieman
       Members of the City Council
FROM: Todd Prafke
       City Administrator
RE: Tourism/Chamber Funding

ACTION/RECOMMENDATION

None needed. For your review and discussion only.

BACKGROUND

As members may know the Tourism and Visitor Bureau (Bureau) is administered by the
Chamber of Commerce. This is an advisory committee of the City that has been administered
by the Chamber for many, many years. For that work the Chamber has been allowed to retain a
portion of the Lodging Tax that is remitted to the Bureau. That sum is currently $7,500. The
Chamber Executive Board has asked that the sum be increased by $750 to $8,250. Lodging
tax proceeds usually provide roughly $40,000 in yearly revenues.

It has been many years since any increase in the allowance for Chamber administrative
services was provided.

A copy of the Ordinance covering this issue is provided for your use and as you see the Bureau
has the authority to set the amount, however, in the past the City Council has also reviewed
requests of this nature.

The impact of this change is that fewer dollars will be available for grants and advertising on
which a majority of the budget is spent. A copy of the Bureau's expenditures is attached for
your review to give you a sense of what the lodging dollars are spent on. The Chamber
Executive Board wants to be proactive with maintaining stability in the Chamber's overall
finances. I believe that change is warranted based on the services provided and the number of
years since any change was made.

There is no tax impact to this discussion as funding has been exclusively from the Lodging Tax
and this is not a request to change the Lodging Tax amount. It is only a discussion related to
modification to the allowance for costs of administrative services the Chamber provides.

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

TP/bal
ORDINANCE NO. 374, SECOND SERIES

AN ORDINANCE OF THE CITY OF SAINT PETER, MINNESOTA AMENDING CITY CODE CHAPTER 6 "OTHER BUSINESS REGULATION AND LICENSING" BY AMENDING SECTION 6.40 "LODGING TAX" AND ADOPTING CHAPTER 1 AND SECTION 6.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

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

Section 1. Saint Peter City Code, Section 6.40 "Lodging Tax", Subdivision 16, "Tourism and Visitors Bureau" is hereby amended as follows:

Subd. 16. Tourism and Visitors Bureau.

A. The operation of the Saint Peter Area Tourism and Visitors Bureau will be governed by a Board of nine (9) persons who shall be appointed by the Council. Members shall serve terms of three years. City government representatives shall serve one year terms. No more than two consecutive terms shall be served. Additional terms may be served if a one year discontinuance of service has taken place. The Tourism and Visitors Bureau Board will be composed of two members of the local motel/hotel industry, two members of the Saint Peter Area Chamber of Commerce that represent the hospitality industry, two representatives of City government and three (3) members at large.

B. The Bureau shall submit to the City a monthly financial report and annual budget detailing the expenditures of tax funds allocated by the City.

C. All lodging tax funds allocated to the Bureau shall be placed in a dedicated fund account and kept separate from other funds that the Bureau may acquire.

D. The Bureau shall be staffed by the Chamber of Commerce. The Chamber of Commerce will be compensated for its administrative support in an amount to be determined by the Bureau.

Section 2. The Saint Peter City Code, Chapter 1, entitled, "General Provisions and Definitions Applicable To The Entire City Code Including Penalty For Violation" and Section 10.99 entitled "Violation a Misdemeanor" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of January, 2005.

ATTEST:

Todd Pranke
City Administrator

Jerry K. Hawbaker
Mayor

The foregoing Ordinance was adopted by the following votes:

Ayes: Councilmembers, Strand, Pleifer, Kvamme, Gover, Douglas, Brinker, and Mayor Hawbaker

Nayes: None

Absent: None

Published in the Saint Peter Herald on January 20, 2005.
TOURISM & VISITORS BUREAU

EXPENDITURES 2016

Chamber (2015 postage reimb) $272.56
St. Peter Reads Grant 80% 800.00
Chamber – Medallion Hunt Grant 1,000.00
Chamber – Valentine Package Grant 1,000.00
Connecting Nicollet County Grant 250.00
Chamber – Destination Tourism Grant 1,000.00
4 the Team – Winterfest Medallion 18.00
APG Media – Visitors Guide Ad 790.00
Nelson Printing – Pearly Gates Cards 130.12
Rock Bend Folk Festival Grant 80% 800.00
Nicollet County Historical Soc.
   (100% marketing grant) 1,000.00
Veterans Memorial Grant 100% 2,000.00
Red Men Club Fireworks Grant 100% 2,000.00
Chamber July 4 Grant 100% 2,000.00
Ambassadors Bluesfest 80% 1,600.00
Relay for Life Grant 80% 800.00
Chamber Banners for Park Grant 100% 2,000.00
Chamber 1st Qtr Admin. 1,875.00
Nelson Printing Co. – UPS fees for
   sending Visitor Guides to Travel Info Ctrs 193.15
Nelson Printing – Shopping/Dining Brochures 710.72
Nicollet County Historical Society 800.00
   Rain Garden Grant 80%
Chamber - Video Project Grant 100% 1,000.00
St. Peter Reads – final 20% 200.00
Chamber - Downtown Banners Grant 100% 2,000.00
Hillstrom Museum MPR Grant 80% 800.00
Senior Center - Boomers Expo Grant 80% 800.00
Nicollet County Ag Society Grant 80% 1,600.00
Govenaires Grant 100% 1,000.00
Ambassadors final 20% 200.00
Chamber 2nd Qtr Admin 1,875.00
Road Runner Publishing – Ad 450.00
TDS Media Direct – Advertising 250.00
Chamber 3rd Qtr Admin 1,875.00
Chamber - Snowflake Celebration 1,000.00
Ed Wetherill – Bus Tour Fee 25.00
Nelson Printing Co. UPS to TIC 21.41
City of Saint Peter – Christmas Lights 500.00
Chamber 4th Qtr Admin 1,875.00
Rock Bend F. Festival – final 20% 200.00
Relay for Life – final 20% 200.00
Nic. Co. Hist. Soc. Final 20% Rain Garden 200.00
Senior Center – Boomers Expo final 20% 200.00
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<tr>
<td>Chamber – reimbursement for 2016 postage</td>
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**GRANTS** $29,050.00  
**ADMIN FEES** 7,500.00  
**CHRISTMAS LIGHTS** 500.00  
**OTHER** 2,967.35

Account Balance 12/31/16 $22,266.60
What is a Sister City?

A sister city, county, or state relationship is a broad-based, long-term partnership between two communities in two countries. A sister city, county, or state relationship is officially recognized after the highest elected or appointed official from both communities sign off on an agreement.

A city may have any number of sister cities, with community involvement ranging from a half dozen to hundreds of volunteers. In addition to volunteers, sister city organizations may include representatives from nonprofits, municipal governments, the private sector, and other civic organizations.

Sister city relationships offer the flexibility to form connections between communities that are mutually beneficial and which address issues that are most relevant for partners.

Click here (http://sistercities.org/faq) to read more sister cities FAQs.

WHAT IS A SISTER CITY ORGANIZATION?

A sister city organization is a volunteer group of ordinary citizens who, with the support of their local elected officials, form long-term relationships with people and organizations in a city abroad. Each sister city organization is independent and pursues the activities and thematic areas that are important to them and their community including municipal, business, trade, educational and cultural exchanges with their sister city.

Sister city organizations promote peace through people-to-people relationships—with program offerings varying greatly from basic cultural exchange programs to shared research and development projects between cities with relationships.

Click here (http://sistercities.org/our-programs) for more information on sister city programs and activities.
Our Programs

Sister city relationships offer the flexibility to form connections between communities that are mutually beneficial and which address issues that are most relevant for partners. Sister city relationships offer endless possibilities for communities to conduct a wide variety of programs and activities. Programs vary greatly from basic cultural exchange programs to shared research and development projects. Programming can typically be classified in four main areas:

Youth and Education

Providing experience in international affairs and citizen diplomacy to youth is a critical part of any sister city program. Sister city exchanges are often the first opportunity that youth have to travel abroad, and the experience of being a guest rather than a tourist is a unique opportunity that helps them develop cross-cultural competence and maturity. Activities often include short- and long-term student exchanges, virtual exchanges, and sports tournaments. Educational exchanges, whether at the high school or college level, provide young people with the opportunity to develop professional skills under the umbrella of citizen diplomacy. These exchanges are often described by participants as "a life-changing experience," and many current leaders in international affairs or diplomacy can trace their interest to their first sister city exchange. Click here (http://sistercities.org/youth-and-education) to learn more.

Arts and Culture

Arts and cultural programs are some of the oldest and most robust in the sister cities network and continue to connect people from different backgrounds on a fundamental level. By experiencing and exploring the culture of an international community, citizens may gain insight into the history, values, and aesthetic sensibilities of their partners.
Today, cultural exchange provides the foundation for many sister city relationships. These exchanges take many different forms, with musical performances, art exhibits, peace parks and gardens, and international cultural festivals proving popular throughout the sister city network. Click here (http://sistercities.org/arts-and-culture) to learn more.

Business and Trade

In addition to trade delegations and tourism dollars, sister city programs create connections with international municipal officials, institutions, and businesses. These connections build trust, access, and expertise that help local businesses find new opportunities. Whether it is access to new markets, assistance navigating import and export regulations, or introductions to new partners, sister city programs expand the resources available to local businesses. Investing in sister cities means investing in the future of a community. Click here (http://sistercities.org/business-and-trade) to learn more.

Municipal Exchange and Community Development

Peer-learning between municipal employees and elected officials through sister city activities has helped cities implement innovative policies and management techniques in sanitation, water, health, transportation, tourism, economic development, and education. Sister city programs ALSO often raise funds or collect supplies for natural disasters or other emergencies in their sister cities. Other humanitarian and community development projects include renovation of clinics, creation of wells, and trainings for medical personnel. Numerous programs also support schools abroad through donation of materials, construction, and partnerships with U.S. schools. Click here (http://sistercities.org/community-development) to learn more.

City Search

Find your city's sister!
FAQ

Below you will find some of the most commonly asked questions regarding sister cities and Sister Cities International. If you have any additional questions please contact us at info@sistercities.org and we would be happy to assist you.

What is a sister city relationship?
What do sister cities do?
What does Sister Cities International do?
How do two cities become sister cities?
Who runs sister city organizations and how are they structured?
How can I find out what my sister cities are?
How can I get involved with my local sister city organization?
How do I set up a sister city organization for my city?
How can I create a new sister city?
I am from a city abroad. How can I form a sister city relationship with a city in the U.S.?
Do you provide funding for projects?
What is the difference between a “Sister City” and a “Friendship City”?
How do I log in into the “Member Area” of the website?
How can I find out who is the administrator for our community’s profile?
I forgot my password, how can I reset it?
Can non-U.S. cities join Sister Cities International?
I don’t see one of our sister cities located on Sister Cities International’s directory or website. Why?

Q. What is a sister city relationship?

A sister city relationship is a long-term, cooperative relationship between two cities in different countries through which cultural, educational, business, and technical exchanges take place. It is formalized when two mayors (or highest elected/appointed
officials) sign a memorandum of understanding establishing a sister city relationship.
Activities are usually organized and implemented by volunteers, local institutions, and
municipal employees. A city may have any number of sister cities.

Q. What do sister cities do?

Sister city organizations plan and implement cooperative activities and exchanges in
cultural, educational, municipal/technical, business, and humanitarian fields. Thousands
of inbound and outbound exchanges take place every year, as well as virtual exchanges
and other remote, cooperative activities.

Q. What does Sister Cities International do?

Sister Cities International is a nonprofit member association for U.S. sister city
organizations. Its staff provides assistance and expertise to over 500 member
communities to help strengthen their sister city organizations. It shares best practices,
provides grants and funding opportunities, assists with protocols and procedures related
to sister cities, advocates for sister city organizations and international exchange,
organizes conferences and meetings, publishes a printed and online directory of sister
cities, networks among its membership, and provides other resources including
certificates, discounted travel insurance, visa consultations, webinars, and toolkits,
among other benefits.

Q. How do two cities become sister cities?

A relationship is formally created when the mayors or highest elected officials from two
communities sign a memorandum of understanding establishing the sister city
partnership. However, this is usually the result of a long process that involves the local
sister city organization along with the municipality and other local institutions. Sister city
relationships may develop from a number of sources, including but not limited to:
preexisting mayoral relationships, trade relationships, historical connections,
ancestral/demographic connections, expatriate communities, shared geographic/sector
challenges, faith-based groups, and personal experiences ranging from study/work
abroad to marriages.

Q. Who runs sister city organizations and how are they structured?

All of Sister Cities International's members are independent organizations and have a
number of management structures. Sister city organizations may be run by a group of
volunteers, representatives from local institutions, the mayor's office or municipal
government, or by some combination of these. Most often sister city organizations are
incorporated as 501(c)(3) nonprofits, although the municipal government may have
representation or a formal relationship with the group. Many are governed by a board of
directors or commission, although the majority of members are volunteers from all sectors of the community. They are most often organized by committee, with one committee for each partnership responsible for creating and implementing projects. Some sister city organizations are run by local institutions, such as a museum, cultural center, or chamber of commerce. Most municipal contacts for sister city organizations are in the office of the mayor, office of tourism/convention and visitors bureau, office of international affairs, office of protocol, or office of economic development.

Q. How can I find out what my sister cities are?


Q. How can I get involved with my local sister city organization?

Visit our online directory at www.sistercities.org (http://www.sistercities.org) and search for your community. You should find the primary contact information for your sister city organization. If you don’t find your city it means they are not currently a member of the Sister Cities International network. You might try some basic research online or contact the town clerk, mayor’s office, or office of international affairs to see if they can put you in contact with your sister city organization. Most sister city committees have regular meetings that are open to the public.

Q. How do I set up a sister city organization for my city?

Setting up a sister city organization is a large undertaking, and is best done as part of a committee or city-wide group. First, check our directory (and do some basic web research) to see if your city already has an organization. You should not try to start a new sister city or sister city organization without first engaging an existing organization. If your city does not have an organization and you would like to start one, please contact us at membership@sistercities.org (mailto:membership@sistercities.org) and we can talk with you about the steps you would need to take.

Q. How can I create a new sister city?

Sister Cities International requires only that the mayors or highest elected officials from the two communities sign an agreement to become sister cities, although many cities have their own requirements and some cities may decide to limit the number of sister cities they have. You should first contact your local sister city organization if you have not done so already and talk to them about their process. Usually a group will first
contact the mayor/city government to see if they are at least open to the possibility of a new relationship (some cities cap the number of sister cities they have). Please see our Cities Seeking Cities FAQ for more information on creating new sister cities.

Q. I am from a city abroad. How can I form a sister city relationship with a city in the U.S.?

If you are a municipal employee/elected official, or are working directly with elected officials in your community, then please visit our Cities Seeking Cities section at www.sistercities.org (http://www.sistercities.org) to let us know you are looking for a partner. Sister Cities International can then promote your community to cities around the U.S. and connect you if there is interest in forming a relationship.

Q. Do you provide funding for projects?

Sister Cities International does not provide funding for unsolicited projects or exchanges. However, we do provide funding for dues-paying sister city organizations through grants or other organizations as they become available. These usually have a geographic or programmatic focus and have other requirements depending on the grant. For more information on current grant programs please visit the Grants section of the member area. All grant application opportunities are announced on our website and through member updates. To sign up for our mailing list simply create an account on our website at www.sistercities.org (http://%20www.sistercities.org%20) and make sure you do not opt out of receiving Sister Cities International’s emails.

Q. What is the difference between a “Sister City” and a “Friendship City”?

The terms “sister city” and “friendship city” sometimes have different meanings. Generally speaking, friendship cities are less formal than sister cities. In some cities, “friendship city” is often used as a first stage in the relationship, and after it is strengthened and the partners are sure they want a long-term relationship they will become “sister cities”.

Q. How do I log in into the “Member Area” of the website?

To access the member area you must be affiliated with a dues-paying sister city organization in good standing. The administrator for your organization is able to add you as a member of their local committee, after which you will be able to access the “Member Area” of the website. If you do not know who your administrator is please contact Sister Cities International at membership@sistercities.org (mailto:membership@sistercities.org) and we can assist you.

Q. How can I find out who is the administrator for our
community’s profile?

Email us at info@sistercities.org (mailto:info@sistercities.org) and we’d be happy to put you in touch with your administrator.

Q. I forgot my password, how can I reset it?

Easy! Just go to http://www.sistercities.org/user/password (http://www.sistercities.org/user/password). You can also visit us at www.sistercities.org (http://www.sistercities.org), click on “Login” at the top of the page, and then click the “Request New Password” link below where you would log in.

Q. Can non-U.S. cities join Sister Cities International?

Yes, Sister Cities International allows non-U.S. cities to join as Global Members. Global Members have access to Sister Cities International’s “Member Area” and are listed in our online and printed directory with all of their sister city partnerships (not just partnerships with U.S. cities). For more information on joining Sister Cities International visit us at www.sistercities.org (http://www.sistercities.org).

Q. I don’t see one of our sister cities located on Sister Cities International’s directory or website. Why?

Sister Cities International tries to keep an accurate record of all partnerships, although often times a city may form a new partnership and not inform us. If you think a city doesn’t appear in our records but should please contact us at info@sistercities.org (mailto:info@sistercities.org). Please note that Sister Cities International only lists partnerships of communities which are members of the Sister Cities International network.

For any additional questions please contact us at info@sistercities.org (mailto:info@sistercities.org) or visit us at www.sistercities.org (http://www.sistercities.org).

City Search

Find your city’s sister!

City: 

Country: 

City of Saint Peter
Water Tower
Police Protection and Clean Water are two of the
many services the City of Saint Peter provides.

City of Saint Peter, Minnesota
Saint Peter is a warm and welcoming
community located in the scenic Minnesota River Valley.
The City of Saint Peter was incorporated in 1873 and is located
approximately 60 miles south of Minneapolis/Saint Paul in the
beautiful Minnesota River Valley (10 miles north of Mankato).
Our city has a population of over 11,400 and was originally
intended to be the capital of the State of Minnesota. As the
legislators were preparing to vote on the location of the
capital, Joe Rolette stole the bill that would have named Saint
Peter as capital and hid with it until after the legislature voted.
NO ICE FISHING – The City’s Mill Pond is a popular place for fishing during the warmer months, however, it is not safe for ice fishing. The pond is spring fed and as such, the ice never gets thick enough to be considered safe. The recent warm weather has just exacerbated the thin ice problems and made the situation even more dangerous. The Pond is posted each winter with “thin ice” danger signs and anyone who ventures on to the ice will be asked to vacate by Police.
The following information is a publication of the City of Saint Peter, City Administrator's Office, 934-0663, 227 South Front Street. Please contact us at barbaral@saintoetennn.gov www.facebook.com/cityofsaintpeter

01/23/17

MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE) – Budgets and questions...... A week or so back I was making a presentation to a group and as a part of that presentation I talked about budgets and taxes. In the middle of the group of attendees a hand sprung up to ask a question.

Usually I will get questions about why do this or that? How will that impact my property taxes? How come it almost always goes up? But this time the question was unusual. This time the question was, "What philosophy do you approach your budget work with?" Now that is a thought provoking question. So here is the answer for those who may not have been at the meeting.

The philosophy is to bring the Council budgets based on the programs and service standards we have had in place without puffing it up needlessly, simply to be cut later in October or November to show how great a job we can do budget cutting. That is to say, we bring a budget that will provide for the operation the Council tells us they want. Reserves are used for emergencies or efforts that are unknown to us at the time budgets are proposed. In some past years we have used reserves for a deal that is too good to pass up or to pay an unexpected cost. As we set the budgets in September we do not believe that additional information about costs projected only a month or two will substantially later impact our thoughts on needs and/or priorities so we don't plan to come back to the Council multiple times between September and December and modify the budget.

We also believe the results from past budgets speak for themselves and that our budgeting philosophy has shown very positive results both from a financial and a service perspective. The positive results are measured by the deviation from budget at the end of each year. That deviation has been very, very small, as reported by the City's auditors in past years. Further, the Council does not see a flurry of purchases at the end of each year based on the theory of, "if we don't spend it we won't get it next year." We just don't do that.

There are lots of factors and things to consider in a budget and I think the most important things to note here may be that the budget is not just about numbers, but rather it is more about a plan, a work plan, a capital plan, a plan for operations. The philosophy and the story of a budget are very important, and I think they are just as important in setting a budget as the numbers.

Do you agree? It makes me wonder......

HOLIDAY CLOSURES – Monday, January 16th is the Martin Luther King, Jr. legal holiday. All non-emergency City offices will be closed for this holiday.
- The City Council workshop that would normally take place that evening has been rescheduled for Tuesday, January 17th. The workshop will take place at the Library meeting room beginning at 5:30 p.m.
- City transit services will continue to operate as usual.
- The Library is closed.
- The Community Center will be open as usual; however the Recreation and Leisure Services Department will be closed.

Regular office hours will resume on Tuesday, January 17th

POWER OUTAGE - City of Saint Peter utility customers experienced an electrical outage in the
It's the Minnesota DNR's website at snowmobile training course, which is following:

pre-registered. For pre-registration or if you have questions, please contact Keith Ruffing at (507) 931-1550 or by email at keithr@saipnetmn.gov.

This course is for students between 11 - 15 years of age, but the certificate would not become valid until the student turns 12. The youth must first successfully complete an online snowmobile training course, which is available on the Minnesota DNR's website at http://www.dnr.state.mn.us/safety/vehicle/snowmobile/index.html.

COMMUNITY CENTER OPEN GYM – Looking for some indoor family fun? Why not try open gym at the Community Center? Upcoming hours include the following:
- Fri., Jan. 13 from 2–5 p.m. (no school)
- Sat., Jan. 14 from 1–4 p.m.
- Sun., Jan. 15 from 12–4 p.m.

For more information on the open gym schedule please check out the City’s website at www.saintpetermn.gov.

SIDEWALK CLEARANCE REMINDERS – It’s snowing again and that means more snow shoveling. City regulations require sidewalks to be cleared the entire width within 24 hours of snow ending. It’s a hefty charge (minimum of $75) if City crews come out and do the work for you so, please make arrangements to get those walkways and handicap sidewalk corners shoveled!

RESIDENTIAL DEVELOPMENT - The recently adopted 2016 Comprehensive Plan identifies the goals for residential development within the community. One specific goals is that, “Safe, affordable and desirable rental housing opportunities should be provided. Rental housing options should exist for households of all incomes.”

At the time of the 2010 U.S. Census, 33.7% of Saint Peter households resided in rental property while 65.3% owned their residence. The 2000 U.S. Census indicated a home ownership rate of 68.9% in Saint Peter. The Comprehensive Plan suggests that the current 65/35 ratio of owner occupied and rental property is optimal and provides sufficient opportunity for those seeking to lease a residence.

Since 2003, a total of 298 rental residential units have been constructed in Saint Peter. Of those, a total of 204 (68.5%) of the new rental units are charging “market rate” rent levels. Multi-family construction during the years 2003-2016 included the following:

<table>
<thead>
<tr>
<th>Development</th>
<th>Rate</th>
<th>Subsidy</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpine Meadows</td>
<td>44</td>
<td>0</td>
<td>44</td>
</tr>
<tr>
<td>Rock Ridge</td>
<td>36</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Apple Tree</td>
<td>21</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>Nicollet Meadows</td>
<td>9</td>
<td>11</td>
<td>20</td>
</tr>
<tr>
<td>Central Square</td>
<td>12</td>
<td>43</td>
<td>55</td>
</tr>
<tr>
<td>Park Row Crossing</td>
<td>0</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>309 S. Minnesota</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Orchard Ridge Twins</td>
<td>16</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Bunker Lane</td>
<td>24</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>WELCO West</td>
<td>40</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>204</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>94</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>298</td>
</tr>
</tbody>
</table>

MRVT CHANGES - On January 1, 2017 Saint Peter Transit and Le Sueur Transit completed a merger and became Minnesota River Valley Transit (MRVT). The majority of passengers should not notice changes other than the buses will eventually have the new logo (shown above), however, there are some important things to know about the new system.....

Saint Peter fares will NOT change. However, as part of the merger, the MRVT governing board changed fares and the ticket structure for rides to and from Kasota. The new Kasota cash fares will be:
• Adults $5.25
• Seniors $3.00
• Children (0 through 5) $1.50

There will no longer be Kasota specific tickets. Instead, Kasota passengers will use regular tickets. For those going to or from Kasota, the fare will be three yellow tickets for adults or three red tickets for seniors. Passengers who still have Kasota specific tickets may use those until the end of March.

The transit system has also begun to schedule rides and a toll-free number (888-880-4696) has been put in place to do so.

• For rides between now and January 15th, passengers should call 934-6070 as they have in the past.
• For rides scheduled for January 16th or later, please call (888) 880-4696 between 8 am – 4 pm (Monday-Friday).
• Starting on January 16th all calls for rides, both immediate and scheduled should be made through the toll-free number at (888) 880-4696.
• Also starting on January 16th the toll free number will be answered from 7:00 AM to 8:00 PM Monday through Friday and from 9:00 AM to 7:00 PM on Saturdays.

Beginning January 7th, Saturday hours expanded in Saint Peter to 9 am – 7 pm.

Here’s the info on the new corridor route between Le Sueur/Saint Peter/Mankato.

• Begins Monday, January 16th
• Operates Mondays and Thursdays and the second Saturday of the month.
• Fare - $6.00 for adults and seniors and $2.00 for those ages 0 through 5 years.
• Pre-sale of corridor tickets will be available in the future, but for now it will be a cash only ride.
• The corridor route schedule will be:
  o Leave Valley Green Square Mall in Le Sueur at 8:30 AM and stop at Family Fresh Market in Saint Peter.
  o Leave Family Fresh at 8:50 AM.
  o The next stop is the Cinemark Movies 8 entrance to the River Hills Mall in Mankato.
  o The bus will leave River Hills Mall at 9:10 AM.
  o The last stop on the corridor route is at the Mankato Clinic at Main Street (at about 9:20 AM) and Mayo Clinic at Marsh Street (at about 9:25 AM).
  o At 9:30 the bus will leave Mankato from the Mayo Clinic building and return to Saint Peter at Family Fresh Market.

• The bus will leave Family Fresh at 10:10 AM and return to Le Sueur Valley Green Square Mall.
• The next route will begin at 10:30 AM.

• Routes start in Le Sueur at 8:30 AM, 10:30 AM, 12:30 PM, 2:30 PM and finally at 4:30 PM. The Saturday route will not start until 10:30 AM.
• Rides can be scheduled by calling (888) 880-4696.
• The buses only have two wheel chair positions, so those using wheelchairs or scooters must schedule their rides in advance to reserve their space. Ambulatory passengers are also encouraged to call to schedule as scheduled rides will have priority over non-scheduled passengers.

The newly combined transit system should be a fairly seamless transition for Saint Peter transit users; however, passengers are encouraged to be patient and to call the Transit Compliance Manager at 934-0668 for additional information on how the new system works if needed.

WARMING HOUSE HOURS AT VET’S PARK RINKS - A warming house/rink attendant is on duty during the following scheduled hours:

- Mon.–Fri. from 4–9 p.m.
- Saturdays 10 a.m.–9 p.m.
- Sundays 1–9 p.m.
- School Vacation Days from 1–9 p.m.

Leisure Skating Only will be available at one of the Veteran’s rinks during the following days/times:

- Monday–Friday, 6–7 p.m.
- Saturday/Sunday from 1–3 p.m.

Warming House/Rink Closure Guidelines: The rink/warming house will be closed if any of the following conditions exist:

- Air temperature at -15 or colder,
- Wind chill temperature at -20 or colder,
- Temperatures that soften the ice,
- More than 1” of snow accumulates on the ice and maintenance crews are not available (e.g. holidays, weekends).

The Warming House/Rinks may also close early due to lack of skaters.

For more information on warming house/rink closures please call the Rec Hotline at 934-0070. We also encourage parents to call the Rec Hotline prior to dropping kids off or sending them to the rink to make sure the warming house is open. And finally, for additional information please talk with the
The City of Saint Peter is don't miss this opportunity to reach out to the securing an advertising space, gym your business or organization information the day. By purchasing an advertising volleyball, walking/running track attracts nine remaining spaces open so act now so you be viewed by thousands throughout the year.

The Saint Peter Recreation Department and Treaty Site History Center provide activities in the gym including school volleyball and basketball practices and games for middle school and 9th grade teams, noon hour basketball, adult volleyball, open gym, fencing, senior exercise classes, Pickleball, Creative Play Place Fitness Days, special events, and much more. The walking/running track attracts all ages throughout the day. By purchasing an advertising panel and renting advertising space at the Community Center gym your business or organization information will be viewed by thousands throughout the year. Only nine remaining spaces open so act now so you don't miss this opportunity to reach out to the community. Once you purchase and have your advertising panel installed, the advertising rental rate is only $400 per year. For information on securing an advertising space, please contact the Recreation and Leisure Services Department at 507-934-0667, or email jane@saintpetermn.gov.

HELP WANTED - The City of Saint Peter is currently accepting applications for the following position(s):

- GROUNDSKEEPER - in the Parks Section of the Department of Public Works. Two individuals will be hired for this position. Essential job functions include completing tasks associated with the maintenance, care, and cleaning of city parks and recreational facilities. Minimum qualifications include a high school diploma and one year of experience in the maintenance of parks and recreational facilities, possession of a valid State of Minnesota Class A Driver's License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of employment with the City; possession of an American Heart Association Certification as a Basic Rescuer or obtain within six months. Desirable qualifications: knowledge of materials, methods, and practices used in the maintenance and care of parks recreational facilities; knowledge of the care of plants, trees, and shrubs; knowledge of OSHA regulations and safety precautions; knowledge of equipment and its operation to perform related tasks in parks maintenance. NOTICE: The successful candidate must complete and pass a pre-employment physical and drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations. Proposed start date March 20, 2017, pay $16.95 per hour. Applicants are required to complete a City of Saint Peter application form available January 5, 2017, in the City Administrator's Office, 227 South Front Street, Saint Peter, Minnesota 56082-2538 or by calling (507) 934-0663. Completed applications must be received by the City Administrator's Office no later than 5:00 p.m. on Thursday, January 19, 2017. Fax, email, or late applications will not be accepted. Interviews will be conducted Thursday, February 9, 2017. AAEEO

- ASSISTANT RECREATION PROGRAM SUPERVISOR (PT)

The City of Saint Peter is currently accepting applications for the position of part-time ASSISTANT RECREATION PROGRAM SUPERVISOR in the Recreation and Leisure Services Department. MINIMUM QUALIFICATIONS: Associate's Degree or equivalent; Two years of experience in general program, activity or event planning or a combination of education and experience that provides equivalent knowledge, skills and abilities; Personal computer knowledge and experience; Valid driver's license; Experience working with the public. DESIRED QUALIFICATIONS: Bachelor’s Degree in a human relations field e.g. education, recreation or related field; Two years programming experience with adults; Experience in provision of adult programming. This position will work 24 hours per week and will work non-traditional hours on occasion.

Wage rate: $15.50 per hour. Applicants are required to complete City application form available in the City Administrator’s office at 227 South Front Street or by calling (507) 934-0663. Completed
applications must be received by the City Administrator’s office by 5:00 p.m. February 15, 2017. Faxed, emailed, and/or late applications will not be accepted.

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>January 16</td>
<td></td>
<td>MARTIN LUTHER KING JR. DAY - City Offices closed</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 17</td>
<td>5:30 p.m.</td>
<td>City Council Workshop</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 17</td>
<td>7:00 p.m.</td>
<td>Parks and Recreation Advisory Board</td>
</tr>
<tr>
<td>Monday</td>
<td>January 23</td>
<td>7:00 p.m.</td>
<td>City Council Meeting</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 25</td>
<td>12:30 p.m.</td>
<td>Hospital Commission</td>
</tr>
<tr>
<td>Thursday</td>
<td>January 26</td>
<td>12:00 noon</td>
<td>Economic Development Authority</td>
</tr>
<tr>
<td>Friday</td>
<td>January 27</td>
<td>8:00 p.m.</td>
<td>Tourism and Visitors Bureau</td>
</tr>
<tr>
<td>Monday</td>
<td>January 30</td>
<td>3:00 p.m.</td>
<td>City Council Goal Session</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 31</td>
<td>5:30 p.m.</td>
<td>Heritage Preservation Commission</td>
</tr>
<tr>
<td>Thursday</td>
<td>February 2</td>
<td>5:30 p.m.</td>
<td>Planning and Zoning Commission</td>
</tr>
<tr>
<td>Monday</td>
<td>February 6</td>
<td>3:30 p.m.</td>
<td>Housing and Redevelopment Authority</td>
</tr>
<tr>
<td>Monday</td>
<td>February 6</td>
<td>5:30 p.m.</td>
<td>City Council Workshop</td>
</tr>
<tr>
<td>Monday</td>
<td>February 13</td>
<td>7:00 p.m.</td>
<td>City Council Meeting</td>
</tr>
<tr>
<td>Monday</td>
<td>February 20</td>
<td></td>
<td>PRESIDENT’S DAY HOLIDAY – City offices closed</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 21</td>
<td>5:30 p.m.</td>
<td>City Council Workshop</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 22</td>
<td>12:30 p.m.</td>
<td>Hospital Commission</td>
</tr>
<tr>
<td>Thursday</td>
<td>February 23</td>
<td>12:00 p.m.</td>
<td>Economic Development Authority</td>
</tr>
<tr>
<td>Friday</td>
<td>February 24</td>
<td>8:00 a.m.</td>
<td>Tourism and Visitors Bureau</td>
</tr>
<tr>
<td>Monday</td>
<td>February 27</td>
<td>7:00 p.m.</td>
<td>City Council Meeting</td>
</tr>
<tr>
<td>Tuesday</td>
<td>February 28</td>
<td>5:30 p.m.</td>
<td>Heritage Preservation Commission</td>
</tr>
</tbody>
</table>

*** Please contact the City Administrator’s office (934-0663), check out our website (www.saintpetermn.gov) or the City’s Facebook page at FACEBOOK for up-to-date meeting information.***
Saturday, January 21, at 4:00 at Red Men Club
Proceeds Benefit Children’s Weekend Food Program
CWFP is a non-profit 501(c)3 Organization

Our Purpose: To provide child-friendly, nutritious, non-perishable food items for breakfast, lunch and snack for food insecure students on most non-school days of the regular school year at North, South & the Middle/High School Teen Pantry.

CHRISTMAS TREE CURBSIDE PICK UP
The City of Saint Peter will be collecting and chipping Christmas trees Monday, January 9th and Tuesday, January 10th. Residents are asked to please place trees on the curb by 7:00 A.M. Monday, January 9th.

Please remove all decorations from the trees. Do not have trees in plastic bags. Trees in bags will not be collected. Only real trees will be collected (no artificial trees, garland, or wreaths which can be disposed of with regular garbage).

Residents wishing to dispose of Christmas trees prior to or after January 9th may take trees to the brush drop-off site located at 1128 West Swift Street (southwest intersection of Gault Street and St. Julien Street).

CHRISTMAS LIGHT RECYCLING
Old strings of Christmas lights can be dropped off in the green tubs located at the following locations: City Hall entry, Community Center lobby entrance by the Library & Public Works lobby entrance. Lights will be accepted through January 16, 2017. There is no charge for this service.

SNOW AND ICE REMOVAL FROM SIDEWALKS:
Snow and ice are required to be removed by the property owner and/or tenant within twenty-four (24) hours after a snowfall ends. The City will inspect the sidewalks after the 24-hour period and will remove the snow and ice immediately upon discovery. The cost of the removal will be billed to the homeowner based on the labor and equipment fees established for such work, which is $75.00 per hour (minimum charge is $75.00).

Please make arrangements for snow and ice removal from sidewalks including corners and/or handicapped ramps.

As a reminder, Minnesota State law (Minnesota Statute 160.27) prohibits the plowing, blowing, or shoveling of snow onto public roadways.

Saint Peter School District 508 Kindergarten Round-Up 2017:
Thursday, March 16, 2017 at South Elementary Early Learning Center
Enrollment packets will be mailed out and are also available on the SPPS website at www.stpeterschools.org.
If you have questions, please call 934-2754, ext 278
The City of St. Peter offers FREE automatic bank payment from any bank. You receive your utility bill at the same time each month and across the top of your bill it would be noted - "DO NO PAY" PAID BY DRAFT. Your payment would then be deducted from your checking or savings account on the due date each month. If you are interested in this option, please fill out the following form.

**AUTHORIZATION FOR AUTOMATIC UTILITY PAYMENTS**

I AUTHORIZE THE CITY OF SAINT PETER'S FINANCE DEPARTMENT AND THE BANK NAMED BELOW TO INITIATE VARIABLE ENTRIES TO MY CHECKING/SAVINGS ACCOUNT FOR PAYMENT OF MY UTILITY BILL. THESE ENTRIES WILL BE MADE ON THE DUE DATE (USUALLY THE 15TH) OF EACH MONTH. THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I NOTIFY THE CITY TO CANCEL IT IN SUCH TIME AS TO AFFORD THE CITY A REASONABLE OPPORTUNITY TO ACT ON IT.

(CUSTOMER NAME-PLEASE PRINT) (UTILITY ACCOUNT NUMBER)

______________________________________________________________

(SERVICE ADDRESS) (PHONE NUMBER)

______________________________________________________________

(BANK NAME)______________________ (BANK ADDRESS) _______________________

BANK ROUTING NUMBER_____________ ACCOUNT _______________________

CIRCLE ONE: CHECKING OR SAVINGS

AUTHORIZED SIGNATURE________________________ DATE ________________

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**HELP THOSE WHO HELP YOU**

On behalf of the City's Utility Meter Readers and others who make deliveries or come to your home (mail carriers and newspaper delivery people), home owners are asked to follow these simple steps to ensure the safety of everyone entering their yard.

- If you have a dog tied up in your yard, make sure it is tied far enough away so that the Meter Readers, Postal Carrier and others can get to the meters and mail boxes. They can't do their jobs if they can't get to your house without being bit.
- If you have underground fencing for your pet, the wires need to be placed in such a way so as to allow plenty of distance between the wire and where visitors to your home will be walking up to the home.
- To make it easier for the Meter Readers, please keep a path shoveled to your utility meter to provide a safe passageway this winter and prevent them from stumbling over something left buried in the snow. While you're going to your meter you can also make sure there aren't any trees or shrubs blocking the view of the meters.
- Keep your walkways clear of snow and ice all winter. Not only will it make it easier for the newspaper person to deliver, but it will ensure continued delivery of your mail.
- Likewise, if you have a utility box or fire hydrant on your boulevard, it is helpful if repair crews and Firefighters can get to those structures quickly in the event of an outage or emergency. If your house was on fire, precious moments would be lost if the Firefighters had to locate and then shovel out the hydrant before fighting the fire.

**TREE TRIMMING**

The City of Saint Peter will be trimming boulevard trees throughout the city, mainly the streets north of Broadway during the winter months. Please remember to take Christmas lights off all boulevard trees after the holidays.
Succession Process Plan 10/2014

Director of PW
Job Description Summary portion
Accept Resignation
Review of Job Description
Modifications if needed
Review organizational structure
Review of Wage using various sources
Standard Ad placement Herald, MMUA, LMC, others
Council to participate in portions of interview process.
Recommendation form City Administrator to City Council for Hire

Director of Finance
Job Description Summary portion
Accept Resignation
Review of Job Description
Modifications if needed
Review organizational structure
Review of Wage using various sources
Standard Ad placement Herald, MMUA, LMC, others
Council to participate in portions of interview process.
Recommendation form City Administrator to City Council for Hire

Director of Community Development
Job Description Summary portion
Accept Resignation
Review of Job Description
Modifications if needed
Review organizational structure
Review of Wage using various sources
Standard Ad placement Herald, MMUA, LMC, others
Council to participate in portions of interview process.
Recommendation form City Administrator to City Council for Hire

Director of Building
Job Description Summary portion
Accept Resignation
Review of Job Description
Modifications if needed
Review organizational structure
Review of Wage using various sources
Standard Ad placement Herald, Department of Commerce, LMC, others
Council to participate in portions of interview process.
Recommendation form City Administrator to City Council for Hire

Director of Recreation and Leisure Services
Job Description Summary portion
Accept Resignation
Review of Job Description
Modifications if needed
Review organizational structure
Review of Wage using various sources
Standard Ad placement Herald, SMRPA, LMC, others
Council to participate in portions of interview process.
Recommendation form City Administrator to City Council for Hire

**Police Chief**
Job Description Summary portion
Accept Resignation
Convene joint City Council and Civil Service Commission Board
Review of Job Description
Modifications if needed
Review organizational structure
Review of Wage using various sources
Standard Ad placement Herald, POST, LMC, others
Council and Civil Service Commission to participate in portions of interview process.
Recommendation from City Administrator to Civil Service Commission and City Council for Hire

**City Attorney (Contract)**

**City Administrator**
Solicit proposals from Executive recruitment service providers
Some of the big things for 2017 work

Community Spirit park/SPHS
Gardner Road Work with both Oshawa and Lake Prairie on 361 funding
TG
Old Armory
Shell Station
Hwy 99 Bridge and street scape safety
Welco West Rentals under constuction
Potential Hallet's Pond Dev
Hotel
Solace
Hospital work
Sidewalks
May see changes in how we deal with waste recycling and other
MRVT
Vets Memorial start work
Water tower refurb
AMI work to continue
Solar subscription project so just about everyone or anyone could buy a piece of the solar effort
Energy efficiency projects maybe streetlights and others (Ameresco)

Cooperative efforts with other
Nic Co/No Kato Cultural Literacy work
School on park maintenance
Le Sueur with Transit and other things
REDA Green Seam and MSA and Talent enhancement

Working on the vital things

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