I. WELCOME

II. GOALS FOR THE DAY

III. RULES FOR THE DAY

IV. GOAL SESSION REPORT FROM MAY 2017

V. DEEP DIVE DISCUSSIONS
   A. North Third Street Development
   B. Enterprise Fund Reserve Target
   C. Electric and Hospital Fund Debt Comparison
   D. Budget Work Preview
   E. Update on Investing and ESG Scoring
   F. Recreational Fires and the City Code
   G. Property Maintenance Rules
   H. Building Projects and Funding
   I. Cooperative Partnerships

VI. QUICK HIT DISCUSSIONS
   A. Assessment Process
   B. Sidewalk Projects Prioritization
   C. Council Wages
   D. Visioning Process
   E. Tobacco 21
   F. Lions and Bears and Goats and Bees Oh My!
   G. Communications – Internal/External
   H. Organizational Health
   I. Hospital Update
   J. Council Email Use
   K. Parks and School Update
   L. Recycling and Food Composting Update
   M. Solar Choice Program Update
   N. Take Aways and Priorities

VII. 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. GOAL SESSION REPORT OF MAY 30, 2017

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

VI. DEEP DIVE DISCUSSIONS

A. NORTH THIRD STREET DEVELOPMENT

A look at one of the areas of the Community that is underdeveloped from a streets perspective.

B. ENTERPRISE FUND RESERVE TARGET

An ongoing discussion on the target, need for targets, value of targets and, ultimately, some type of formula or policy as to what they should be.

C. ELECTRIC AND HOSPITAL FUND DEBT COMPARISON

A discussion that was stimulated in review of your audit numbers and the thought that you are very different than a lot of communities with similar populations. How do these things affect the numbers?

D. BUDGET WORK PREVIEW

A short preview of some of the budget work that will be coming to you in earnest in August and September.

E. UPDATE ON INVESTING AND ESG SCORING

A bit of new information and some suggestions on the item you talked about last time. You directed that I draft a policy and some options. While I have been doing research I have come to find out it is not exactly that easy.

F. RECREATIONAL FIRES AND THE CITY CODE
A discussion on what some other places are doing and some direction about where you want to go with this issue.

G. PROPERTY MAINTENANCE RULES

A review of your Nuisance Ordinance; a few pictures of some of your more challenging properties; and a discussion about how sometimes your perception and policies don't exactly jell together in a way that allows the strict enforcement you have discussed.

H. BUILDING PROJECTS AND FUNDING

A discussion about building priorities, updates and financial impacts.

I. COOPERATIVE PARTNERSHIPS

A review of the White Sheets and a discussion on your effort to work with others.

VI. QUICK HIT DISCUSSIONS

A. ASSESSMENT PROCESS

A review of this process as it seems we may be using it a bit more in the future.

B. SIDEWALK PROJECTS PRIORITIZATION

A review, as you requested, about this effort. Budget, priorities and an update on how some of this was impacted by Safe Routes to school.

C. COUNCIL WAGES

A follow up for your staff driven discussion from a few weeks back with some additional data.

D. VISIONING PROCESS

A review of the effort that staff is suggesting and a look to determining an appropriate process should you want to make this happen in late 2018 and into 2019.

E. TOBACCO 21

A review of this issue that is being discussed in many places in Minnesota.

F. LIONS AND BEARS AND GOATS AND BEES OH MY!
A Council requested discussion on your ordinance related to the type of animals that are allowed in the community. This might be a follow up to a chicken discussion or the follow up to talk about bees from just a week ago.

G. COMMUNICATIONS

1. Internal
2. External

H. ORGANIZATIONAL HEALTH

A review of how "we" are doing.

I. HOSPITAL UPDATE

An update on the Hospital expansion project.

J. COUNCIL EMAIL USE

A review of how this works and to make sure you have had a chance to take a look.

K. PARKS AND SCHOOL UPDATE

A review of the project and numbers surrounding Community Spirit Park.

L. RECYCLING AND FOOD COMPOSTING UPDATE

I am hoping to give a short update on what we see in relation to the recycling change to weekly collection and the want to move towards food composting.

M. SOLAR CHOICE PROGRAM UPDATE

A very short update on where you are at if the measuring stick is numbers of panels.

N. TAKE AWAY AND PRIORITIES

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

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 May 30, 2017.  

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

- Members received information and had discussion on the use of City email and access to the City server. Staff was directed to develop a “stipend” program to be set at $200 to be provided in even numbered years that Members can use towards hardware that at a minimum can allow access to their City email and open pdf files. We will change the City’s website to only show City emails as of July 1st and start to use only the City emails with Members starting July 1. In the interim we will use both current used and City email.  

- An update of the expected close of the 2016 fiscal year. General Fund reserves and potential use was also discussed.  

- Council reviewed the idea behind a visioning process for the community and told staff that we should look to move something forward with cooperation from other community groups including the School District, Gustavus and others focusing on the later part of the 2018 year.  

- Council listened and discussed a report on Municipal Sate Aid dollars, an explanation on the 2017 use of the funds, the adequacy of funding for this year, and projects planned for the future.
• Members we presented with an update on Urban Forest rules and plans and invited to participate.

• Water, Wastewater and Electric budgets were reviewed including Capital Improvement Plans. Council indicted that that suggested changes should be incorporated into the presentations for Council actions; that using the Wastewater Fund to avoid rate increases to Water seem reasonable; and that looking forward it would be appropriate to use Wastewater funding to provide resources to the General Fund and reducing those provided by Water Fund would be appropriate. A small rate change for 2018 in electric based on the last used methodology seemed appropriate to meet the $108,000 needed in that fund. No significant changes to the Capital Plan were directed.

• Members discusses refuse and composting and hoped for a plan to allow for some level of food composting by the end of summer and a part of this and the change to every week recycling and the impact on our overall carbon footprint of the community. Also related to this topic, the Council discussed the need for better identification on the recycling containers in the parks with an explanation as to what is allowed to be placed in them including pictures of allowed materials. Concerns also continue related to “blow away” of both garbage and recycling at the time of loading from curbie to truck.

• The Council received a very short work update that had been done by staff in conjunction with a new SMMPA solar garden subscription plan and how a local subscription plan may work. Some of the plan guidelines included:
  o Subscription Duration
    ▪ 5, 10, 20 and 25 years, unable to provided tax advantage to subscriber
  o Can subscribe to panel in full and half panel amounts
  o Can subscribe for up to 50% of last full calendar year’s average consumption
  o Subscribers will be able to transfer, gift or sell their subscription to another Saint Peter customer. Each transfer, gift or sale would have a $20 charge to handle the change of account costs
  o Subscription sale price will be set on a year by year basis. This price change is needed due to degradation of production of solar panels over time.

• The Hospital CEO was present for Council discussion regarding 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.

• The City’s flag policy was reviewed and no changes were noted.

• Members discussed the White Sheets and partnership opportunities specifically with the School District. Updates on the Community Spirit Park financing, Maintenance and roadway agreements were also discussed and staff was directed to continue to look for ways to share and pair on many of the these items.

• Council discussed its’ ongoing desire to prioritize potential building projects and concluded that the priorities were
  o 1 - Fire Hall
  o 2 - City Hall
3 - Pavilion  
4 - cooperative indoor recreational facilities  
5 - additional park facilities.

Council directed staff to provide $2,000 towards the preliminary work on an indoor recreation facility, but emphasized that any development must have partners and cannot be the City alone. Potential partners included GAC and District 508. The Council discussed a strategy that developed a budget for Fire Hall, City Hall and Pavilion and adding some funding opportunities for further park development to better understand financing options and move projects forward. It is the hope to have some plan options to evaluate at the next goal session.

The City’s hire process was reviewed by the Council and no significant changes were directed.

Members discussed the residential parking permit process, history and pros and cons. Staff was directed to do some survey work as the part of the renewal process this fall. The gathered information may better direct future actions.

Prioritizing a sidewalk on South Seventh Street south of Broadway Avenue was also discussed and the need for it as a matter of safety as South Elementary use continues and traffic appears to grow on South Seventh Street south of Broadway Avenue.

Members had a renewed discussion on ESG (environmental, social, governance) scores for businesses that we transact with including investing of dollars. Information was shared related to current process. Council wants to make sure they are not involved in the day in/day out investment work, but hopes to set a clear policy possibly use ESG scoring. Staff was directed to focus any change in policy on the investment policy and review of those financial institutions where we invest more than $500,000. In addition, staff is to work towards ending any relationship investment we have with Wells Fargo as our investment comes due.

Staff was asked to look at securing an Intern that may have interest in working on a City Climate plan with priority on what are we doing now related to preservation of planet and resources and then develop a short plan that directs potential future policy and is measurable and attainable based on our limited scope while changing our actions on the “low hanging fruit”. I have interpreted this to mean that we should continue to expand our effort to be more aware of impacts and consider the impact more in decision making.

Council directed staff to develop a new policy related to part-time employees serving on Boards and Commissions with the consensus seeming to be that those working 16 hours or less per week was an appropriate ceiling and that staff should not be on a board that is hosted by the Department in which they are employed. The Council indicated that while there may be some small problems in directing this change from current administrative policy the need for capable, qualified, and willing volunteers on these Boards and Commissions outweighed the potential for problems.

Members discussed ongoing concerns about recreational fires and the challenges the fires’ cause for those with respiratory problems. Staff was directed to review what some other communities are doing and report back and in the meantime to promote our rules and raise
awareness of the concerns and the impact that poorly maintained fires can have on friends and neighbors.

- Members discussed communications both internally and external to the community and continued to search for ways to help everyone be aware of what is going on in the City. You also reviewed some of the items that were mentioned in the GAC Student report to the Council on opportunities for enhanced communication with the community. Members also discussed the need for positive interaction with the students and ways to approach challenging their conclusions while maintain a civil dialogue. Staff was reminded to avoid value judgements on actions which are recommended. The City website was also discussed and staff was directed to ensure that names of members, contact information for all the Boards and Commissions was included on the website along with some type of indication as to who the Chairperson of each board is.

- The Veterans Memorial was discussed and staff was asked to provide additional detail related to quotes and layout as well as the significance of the various “wall types” so the members could renew their understanding.

- Members discussed the challenging schedules faced with the number of Council and Board and Commission activities in place. While no changes were suggested, Members discussed the need for each Councilmember to communicate their ability to participate and know that an apportionment of the responsibilities and assignments may be needed in the future to ensure Council representation and that quorums could be met. While serving continues to be a large time commitment, Members indicted that no "systems" changes seemed necessary at this time.

- Council discussed its' organizational health, civility and the opportunity to work together and with others.

- Not all items on the agenda were covered as the meeting concluded at about 11:10 p.m.

- Location and food were good with a more "international" selection of salad, pizza and Chinese food. 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
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Paula O’Connell  
Director of Finance

RE: 2018 Budget Development Schedule

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The 2018 department requested budgets for the governmental funds were submitted last week to the Finance Department and are being compiled.

The schedule for budget development will be as follows:

- I will be communicating with the Department Directors until August 7th to answer any questions that come about.
- Between August 7th and 14th, I will meet individually with each Department Director and you to determine the final budget proposal.
- Following the meetings any adjustments will be made and documents prepared for the City Council workshop on August 21st.
- If necessary, additional discussion can also take place at the other workshops until the September 28th City Council meeting where the preliminary levy must be adopted in order to meet the statutory deadline.

Should you need any additional information on this schedule, please don’t hesitate to contact me.

PO
RECREATIONAL FIRE STANDARDS - Are you getting ready for a backyard recreational fire? Before you put match to firewood, please review the standards and guidelines for having a recreational fire.

• Recreational fires must be at least 25 feet from all buildings or combustible materials. Combustible materials are things such as wood, paper, and plastics.

• Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.

• Recreational fires must be constantly attended until the fire burns out completely or is extinguished.

• A minimum of one portable fire extinguisher complying with MSFC (07) Section 906 with a minimum 4-A rating or other approved on-site fire extinguishing equipment, such as dirt, sand, or garden hose shall be readily available at all times until the fire is extinguished. Examples of other approved fire extinguishing equipment would be a charged garden hose, dirt, or sand (and a means of applying it).

• The only materials permitted in a recreational fire are wood from trees, small branches, brush, or charcoal. Treated lumber materials, construction debris, garbage, plastic materials, or waste materials are not allowed to be burned in recreational fires.

• Recreational fires must be immediately extinguished if they pose a fire safety risk, if they are not in compliance with the above, or when directed to do so by a Police Officer, Firefighter, Fire Warden, or DNR Officer.

• The MSFC (07) does not contain any regulations for immediate extinguishment if the smoke from a recreational fire is a nuisance to an adjoining property.

   Also please note that Minnesota Statutes define a campfire as: "Campfire" means a fire set for cooking, warming, or ceremonial purposes, which is not more than three feet in diameter by three feet high, and has had the ground five feet from the base of the fire cleared of all combustible material."

And finally, please help stop the spread of Emerald Ash Borer (EAB) by only using firewood that is from the local area. As required by the Minnesota Department of Agriculture, residents are not allowed to import materials to Minnesota that could harbor EAB such as ash firewood. Residents are not supposed to move firewood unless it's MDA Certified firewood (look for the MDA Certified Seal shown here) and are asked to remember that it is illegal to move all hardwood firewood outside of EAB quarantine areas. Let's work together to protect our urban forests from Emerald Ash Borer.
PURPOSE: To provide policy for recreational fires conducted by residents of the City of Maple Grove in conjunction with guidelines issued by the Minnesota Department of Public Safety-State Fire Marshals Division.

The mission of the Maple Grove Fire Department is to respond to fire, rescue, medical, hazardous material and other emergencies, to investigate the cause of fires, and to prevent fires and promote safety in the community. (Maple Grove Ordinance Code Sec. 18-32. (a)) The Maple Grove Fire Department Policy on recreational fires has been created to deal with fire safety issues related to recreational fires. It is not intended to deal with air quality issues other than to describe types of fuels that may be burned, in general.

1. Residents shall possess a recreational fire permit. This is a means of ensuring that they have a copy of burning requirements while conducting a recreational fire.
2. A person may only obtain a recreational fire permit and conduct a recreational fire on property that they own. An exception would be to issue a permit to a homeowners association for operating a recreational fire by any member of the association on association owned property with the permission of the association governing board, or to a property owner who may allow tenants to operate a fire on private property with the permission of the property owner such as in a designated fire pit in an apartment complex.
3. The size of the fire shall not exceed 3 feet in diameter and 2 feet in height.
4. Recreational fires must be at least 25 feet from all buildings or combustible materials.
5. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.
6. Recreational fires must be constantly attended until the fire burns out completely or is extinguished.
7. A minimum of one portable fire extinguisher complying with MSFC (07) Section 906 with a minimum of a 4-A rating or other approved on-site fire extinguishing equipment, such as dirt, sand, or a garden hose shall be readily available at all times until the fire is extinguished.
8. The only materials permitted in a recreational fire are wood from trees, small branches, brush, or charcoal. Treated lumber materials, construction debris, garbage, plastic materials, or waste materials are not allowed to be burned in recreational fires. Yard waste, including weeds, grass clippings, leaves, and similar materials may not be burned in a recreational fire.
9. Recreational fires must be immediately extinguished if they pose a fire safety risk, if they are not in compliance with Minnesota Department of Public Safety-State Fire Marshal Division Guidelines or this Maple Grove Fire Department Policy, or when directed to do so by any police officer or any Maple Grove Firefighter or Officer.
Recreational Fires

Standard Operating Procedures
The Wayzata Fire Department encourages citizens to be safe when enjoying outdoor activities this summer. If a recreational fire is part of your plans, please make sure that you are familiar with our Recreational Fires Standard Operating Procedures:

- Fires must be a minimum of 25 feet from any combustible material.
- Fires must be contained within a 3 foot diameter that is completely surrounded by noncombustible and nonsmoke or odor producing materials.
- Fires must be inside a noncombustible fire ring.
- Fires must not be more than 36 inches around and 36 inches high.
- Fires must be attended at all times by an adult and have a fire extinguisher or hose connected to a water supply readily available for use.
- Only clean wood or charcoal may be burned. Burning trash or leaves is not permitted.
- Fire users must respect weather conditions, neighbors, burning bans and air quality so that nuisance, health or safety hazards are not created.
- Fires are not permitted when the City of Wayzata or the Minnesota Department of Natural Resources has declared a burning ban, or when the Minnesota Pollution Control Agency has declared an air quality alert.
- Users must contact the Fire Department as to time of the fire by calling 952-404-5337.

The Wayzata Fire Department may prohibit any or all recreational fires when atmospheric conditions or local circumstances make such fires hazardous.

No burning of any waste material allowed!
RECREATIONAL FIRES INFORMATION SHEET

This fire safety information sheet is based on the 2007 Minnesota State Fire Code (MSFC). The requirements outlined in this information sheet apply only to recreational fires that are no larger than 3 feet in diameter and 2 feet in height used for pleasure, religious, ceremonial, cooking, warmth, or similar purposes. Any fire larger than these dimensions is considered "open burning" and regulated by the Minnesota Department of Natural Resources (DNR). For further information on the requirements for open burning or for permits please contact the DNR at 651-296-6157 or info@dnr.state.mn.us.

SECTION 1 - RECREATIONAL FIRES

1.1 Minimum requirements for recreational fires
The 2007 MSFC establishes the minimum requirements for recreational fires that are applicable throughout the state of Minnesota. The following information is applicable even if a local jurisdiction does not have an ordinance regulating recreational fires.

1. Recreational fires must be at least 25 feet from all buildings or combustible materials. Combustible materials are things such as wood, paper, and plastics [MSFC (07) Section 307.4.2].

2. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition [MSFC (07) Section 307.4.2].

3. Recreational fires must be constantly attended until the fire burns out completely or is extinguished [MSFC (07) Section 307.5].

4. A minimum of one portable fire extinguisher complying with MSFC (07) Section 906 with a minimum 4-A rating or other approved on-site fire extinguishing equipment, such as dirt, sand, or garden hose shall be readily available at all times until the fire is extinguished. Examples of other approved fire extinguishing equipment would be a charged garden hose, dirt, or sand (and a means of applying it) [MSFC (07) Section 307.5].

5. The only materials permitted in a recreational fire are wood from trees, small branches, brush, or charcoal. Treated lumber materials, construction debris, garbage, plastic materials, or waste materials are not allowed to be burned in recreational fires [MN Statute 88.171].

6. Recreational fires must be immediately extinguished if they pose a fire safety risk, if they are not in compliance with the above, or when directed to do so by a police officer, firefighter, fire warden, or DNR officer [MSFC (07) Section 307.3].
The MSFC (07) does not contain any regulations for immediate extinguishment if the smoke from a recreational fire is a nuisance to an adjoining property. However, many cities have language within their ordinance that requires the fire to be extinguished if someone complains about the smoke. Furthermore, some local ordinances have limitations on recreational fires when wind speeds exceed a specified amount (15 mph, 20 mph, etc.). For more information please consult with your local city or fire official.

1.2 Local ordinances
Many cities choose to adopt ordinances that are more stringent than the information listed in section 1.1. For this reason, it is important to check with your city before you have a recreational fire since they may have an ordinance that goes above and beyond the requirements of the MSFC. Compliance with the above information may not mean you are in compliance with all local regulations.

If you have additional questions not answered in this document please contact the State Fire Marshal Division at (651) 201-7200. Questions can also be e-mailed to firecode@state.mn.us or view our web page at www.fire.state.mn.us for the latest information on fire in Minnesota.
Recreational Fires

Before starting a recreational fire, always remember to call the Recreational Fire Hotline at 952-826-0398 to ensure that the fire danger index is low and no bans are in place.

Click here to complete a free recreational fire permit.

In recent years, backyard fires have become more common in suburban cities, where the confines are much tighter than you’d find in the "great outdoors."

As a result, the City of Edina and State of Minnesota have put Fire Codes in place to address this and related issues: Edina City Ordinance 605.

Remember, recreational fires are a privilege, not a right. With this privilege comes responsibilities that must be upheld in order for you, your friends, neighbors and children to safely enjoy a summer fire.

Fire prevention and education are two of the Fire Department’s top priorities. Usually, many burn injuries, fatal fires or property damage could have been prevented by adhering to the following recreational fire guidelines:
• Outdoor recreational fires are allowed under the fire code upon acquiring a free permit from the City. Permits may be obtained at Edina City Hall, 4801 W. 50th St. or online (above).
• Before starting a recreational fire, call the Edina Fire Department Recreational Fire Hotline at 952-826-0398 to ensure that the fire danger index is low and no bans are in place.
• Recreational fires are not allowed between 10 p.m. and 7 a.m. Sunday through Thursday or between midnight and 7 a.m. Friday and Saturday.
• Fires must be on private property and contained within a fire ring, pit or manufactured wood-burning appliance or similar device constructed for such use.
• Any recreational fires must be at least 25 feet from all structures, 10 feet away from property lines, and 5 feet from any combustibles.
• Keep a fire extinguisher, hose or bucket of water near your fire at all times.
• You are only allowed to burn wood (logs a minimum of 1 inch in diameter), coal or charcoal.
• Oils, combustible and flammable liquids, rubber, plastics, chemically treated materials, construction materials, hazardous waste and rubbish/trash shall not be burned. Do not use flammable or combustible liquids to kindle or rekindle a fire.
• Keep your fire no larger than three feet in diameter by two feet high.
• Do not start a recreational fire if winds exceed 15 mph.

Click here to view the latest latest wind speed information from the National Weather Service.
• Your fire must be attended at all times by at least one responsible person 18 years of age or older.
• As a courtesy to your neighbors, please let them know when you intend to have a fire.
• Make sure your fire is completely extinguished before leaving it unattended.

If the Fire Department receives complaints about the fire or it constitutes a hazardous condition, the Fire Chief is authorized to have the fire discontinued immediately.

For more information, call the Edina Fire Prevention Bureau at 952-826-0378.
ARTICLE IX. - PUBLIC NUISANCES

Sec. 30-232. - Maintaining a public nuisance.

Whoever by his act or failure to perform a legal duty intentionally does any of the following is guilty of maintaining a public nuisance:

(1) Maintains or permits a condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort, or repose of any considerable number of members of the public;

(2) Interferes with, obstructs, or renders dangerous for passage, any public street or right-of-way, or waters used by the public; or

(3) Is guilty of any other act or omission declared by law or this article to be a public nuisance and for which no sentence is specifically provided.

(Code 1989, § 10.55 (subd. 1); Ord. No. 124(2nd Ser.), § 2, 11-24-1986)

Sec. 30-233. - Unlawful act.

It is unlawful for any person to knowingly cause or create a nuisance, or permit any nuisance to be created or placed upon or to remain upon any premises owned or occupied by him.

(Code 1989, § 10.55 (subd. 8); Ord. No. 124(2nd Ser.), § 2, 11-24-1986)

Sec. 30-234. - Health.

The following are hereby declared to be nuisances affecting health:

(1) Exposed accumulation of decayed or unwholesome food or vegetable matter;

(2) All diseased animals running at large;

(3) All ponds or pools of stagnant water;

(4) Carcasses of animals not buried or destroyed within 24 hours after death;

(5) Accumulations of manure, refuse, or other debris;

(6) Privy vaults and garbage cans which are not rodent free or fly tight or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors;

(7) Discharge of sewage, industrial waste, or other wastes from either point or nonpoint sources into any public well or cistern, or waters of the State so as to cause any nuisance conditions, such as the presence of significant amounts of floating solids, scum, visible oil film, excessive suspended solids, material discoloration, obnoxious odors, gas ebullition, deleterious sludge deposits, undesirable slimes or fungus growths, aquatic habitat degradation, excessive growths of aquatic plants, or other offensive or harmful effects.

(8) Throwing, depositing, placing, leaving, maintaining, or keeping any stockpiled material, refuse, rubbish, garbage, lawn waste, or any discarded or abandoned objects, articles, or
accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin, conduit or drainage structure, business place, or upon any public or private plot of land, such that it might inhibit proper stormwater drainage or become a pollutant, except when in containers, recycling bags, or other lawfully established waste disposal receptacles for scheduled collection.

(9) All noxious weeds and other rank growths of vegetation upon public or private property;

(10) Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities;

(11) All public exposure of persons having a contagious disease; or

(12) Any offensive trade or business as defined by statute not operating under local license.

(Code 1989, § 10.55 (subd. 2); Ord. No. 124(2nd Ser.), § 2, 11-24-1986; Ord. No. 15(3rd Ser.), § 1, 3-23-2015)

Sec. 30-235. - Morals and decency.

The following are hereby declared to be nuisances affecting public morals decency:

(1) All gambling devices, slot machines, and punchboards, except as otherwise permitted by this Code.

(2) Betting, bookmaking, and all apparatus used in such occupations;

(3) All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses;

(4) All places where intoxicating liquor is manufactured or disposed of in violation of law or where, in violation of law, persons are permitted to resort for the purpose of drinking intoxicating liquor, or where intoxicating liquor is kept for sale or other disposition in violation of law, and all liquor and other property used for maintaining such a place;

(5) Any vehicle used for the transportation of intoxicating liquor, or for promiscuous sexual intercourse, or any other immoral or illegal purpose.

(Code 1989, § 10.55 (subd. 3); Ord. No. 124(2nd Ser.), § 2, 11-24-1986)

Sec. 30-236. - Peace and safety.

The following are declared to be nuisances affecting public peace and safety:

(1) All trees, hedges, billboards, or other obstructions that prevent persons from having a clear view of all traffic approaching an intersection;

(2) All wires and limbs of trees which are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles;

(3) All unnecessary noises and annoying vibrations;
(4) Obstructions and excavations affecting the ordinary use by the public streets, alleys, sidewalks, or public grounds, except under such conditions as are permitted by this Code or other applicable law;

(5) Radio aerials or television antennas erected or maintained in a dangerous manner.

(6) Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk which causes large crowds of people to gather, obstructing traffic and the free use of the street or sidewalk;

(7) All hanging signs, awnings, and other similar structures over streets and sidewalks so situated so as to endanger public safety, or not constructed and maintained as provided by this Code;

(8) The allowing of rainwater, ice, or snow to fall from any building or structure upon any street or sidewalk or to flow across any sidewalk;

(9) Any barbed wire fence less than six feet above the ground and within three feet of a public sidewalk or way;

(10) All dangerous, unguarded machinery in any public place, or so situated or operated on private property so as to attract the public;

(11) Wastewater cast upon or permitted to flow upon streets to other public property;

(12) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies unregistered or inoperable, household furnishings, or other material, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or safety hazards from such accumulations;

(13) Any well, hole, or similar excavation which is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located;

(14) Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials;

(15) The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substance which may injure any person or animal or damage any pneumatic tire when passing over such substance;

(16) The depositing of garbage or refuse on a public right-of-way or on adjacent private property;

(17) All other conditions or things those are likely to cause injury to the person or property of anyone.

(Code 1989, § 10.55 (subd. 9); Ord. No. 124(2nd Ser.), § 2, 11-24-1986)

Sec. 30-237. - Duties of city officers.
The City Clerk-Administrator or his designated department head or official shall enforce the provisions of this article. The Police Department shall enforce provisions relating to nuisances as appropriate and shall assist the other designated officers in enforcement of provisions of this section. Such officers shall have the power to inspect private premises and take all reasonable precautions to prevent the commission and maintenance of public nuisances.

(Code 1989, § 10.55 (subd. 5); Ord. No. 124(2nd Ser.), § 2, 11-24-1986)

Sec. 30-238. - Abatement.

Subd. 1.

Whenever the officer charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, the officer shall notify, in writing, the owner or occupant of the premises of such fact and order that such nuisance be terminated and abated. The notice shall be served in person or by certified or registered mail. If the premises are not occupied and the owner is unknown or should the property owner refuse to accept the in person or mailed notice, the notice may be served by posting it on the premises. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding 30 days, within which the nuisance is to be abated. If the nuisance activity is on a property with an active City permit, the enforcement actions available under that permit shall be immediately invoked upon failure to comply with the notice.

Subd. 2.

If the notice is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the City Clerk-Administrator. Thereafter the Clerk-Administrator may, after notice to the owner or occupant and an opportunity to be heard, provide for abating the nuisance by the City. The notice shall be served in the same manner as notice by the enforcing officer is served and shall be given at least ten days before the date stated in the notice when the City will consider the matter. If notice is given by posting, at least 30 days shall elapse between the date of posting and hearing.

Subd. 3.

If the notice is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the City Clerk-Administrator. Thereafter the City may pursue the legal remedies provided by statute in accordance with this article.

(Code 1989, § 10.55 (subd. 6); Ord. No. 124(2nd Ser.), § 2, 11-24-1986; Ord. No. 15(3rd Ser.), § 2, 3-23-2015)

Sec. 30-239. - Recovery of cost.

Subd. 1.

Personal liability. The owner of premises on which a nuisance has been abated by the City shall be personally liable for the cost to the City of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Clerk-Administrator or other official designated shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the City Clerk-Administrator.
Subd. 2.

Assessment. If the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds on private property or outside the traveled portions of streets, or unsound or insect-infected trees, the Clerk-Administrator shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under M.S. § 429.101 against each separate lot or parcel to which the charges are attributable. The Council may then spread the charges against such property under that statute and other pertinent statutes for certification to the County Auditor and collection along with current taxes the following year or in annual installments, not exceeding ten, as the Council may determine in each case.

(Code 1989, § 10.55 (subd. 7); Ord. No. 124(2nd Ser.), § 2, 11-24-1986)
June 21, 2017

City of Saint Peter
Todd Prafke, City Administrator
Paula O'Connell, Director of Finance
227 South Front Street
Saint Peter, MN 56082

RE: Municipal Facilities Project Financing

Dear Todd & Paula:

The purpose of this letter is to provide preliminary information for financing discussions for future City facilities projects. The projects and cost assumptions used in this analysis include the following: 1) a park pavilion project at an estimated cost of $1.1 million ($200,000 to be funded with legacy funds); and 2) a fire station at an estimated cost of $3.6 million; and 3) a remodel of the current city hall at a cost of $2.1 million.

Park Pavilion:
Based on discussions with Bond Counsel, I would recommend the issuance of General Obligation Tax Abatement Bonds for funding a portion of the park pavilion project planned for Minnesota Square Park. Tax abatement bonds can have a maximum term of 20-years (principal payments) and would provide the City with the most cost effective financing alternative to fund that portion of the project costs that are not funded by the legacy grant.

A public hearing is required for the issuance of tax abatement bonds and as a part of this process, the public hearing notice and tax abatement resolution must list parcel I.D.#'s from parcels that benefit from the proposed project. Additionally, the parcels listed must pay sufficient city tax to cover the principal payments on the proposed tax abatement bonds. The issuance of tax abatement bonds does not impact the listed parcels any differently than other like properties within the community other than the City would not be able to abate the taxes on those parcels for other purposes, or create a TIF District that would include those parcels during the term of the obligation.

Based on 2017 levies and tax rates, the tax impacts for the issuance of $950,000 in G.O. Tax Abatement Bonds with a 20-year term and an interest rate of 3.15% would include the following:

<table>
<thead>
<tr>
<th>Assessor's Market Value (Residential Property)</th>
<th>Current City Tax:</th>
<th>Projected City Tax:</th>
<th>Projected Increase:</th>
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<tbody>
<tr>
<td>$75,000</td>
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<td>$200,000</td>
<td>$886.37</td>
<td>$909.39</td>
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</table>
Fire Station & City Hall Remodel Financing:
Under Minnesota Statute 475.521 a community may issue Capital Improvement Plan (CIP) bonds for acquisition or betterment of public lands, buildings or other improvements for the purpose of a city hall, town hall, library, public safety facility, and public works facility. The bonds must be approved by an affirmative vote of three-fifths of the members of a five-member governing body. Prior to issuing bonds under this Statute, the City must publish a notice of its intention to issue the bonds and hold a public hearing to receive public comment. The notice must be published in the official newspaper of the municipality at least 14 but not more than 28 days before the date of the hearing. If a petition requesting a vote on the issuance of bonds is signed by voters equal to five percent of the votes cast in the municipality in the last general election, and is filed with the clerk within 30 days after the public hearing, the City must then hold a referendum to authorize the issuance of bonds (referred to as reverse referendum).

As a part of this process the City must also adopt a 5-year capital improvement plan related to the use of Capital Improvement Plan Bonds. The plan answers statutory questions regarding the proposed project and may be amended in the future to add other projects for which the City may issue CIP Bonds. The capital improvement plan would be drafted by your municipal advisor as a part of the process for issuing bonds.

Capital Improvement Plan Bonds are subject to the net debt limit and have an additional debt capacity limit of 0.16 percent of the taxable market value of property in the municipality for annual principal and interest payments. Based on this limit, the proposed projects (Fire Station/City Hall) will use a little less than half of the City’s CIP debt capacity.

Fire Station Project Impact:
Based on 2017 levies and rates, the tax impacts for the issuance of $3,750,000 in G.O. CIP Bonds with a 30-year term and an interest rate of 3.85% would include the following:

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<th>Assessor's Market Value (Residential Property)</th>
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### City Hall Project Impact:

Based on 2017 levies and rates, the tax impacts for the issuance of $2,200,000 in G.O. CIP Bonds with a 30-year term and an interest rate of 3.85% would include the following:

<table>
<thead>
<tr>
<th>Assessor's Market Value (Commercial Property)</th>
<th>Current City Tax</th>
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<th>Projected Increase</th>
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### Cumulative Project Impact (Fire Station, Pavilion, City Hall Remodel):

Using the rates and terms discussed above, the cumulative impact of implementing all projects as proposed would be as follows:

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<tr>
<th>Assessor's Market Value (Residential Property)</th>
<th>Current City Tax</th>
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<th>Projected Increase</th>
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<th>Projected Increase</th>
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Mitigation of Tax Impact:
In reviewing existing debt of the City, the most likely opportunity for offset of debt service payments will occur in 2020 when tax increment debt is retired. The City may have the opportunity to shut down portions of housing TIF Districts and benefit from the underlying tax base which would assist in supporting new debt service payments. Depending on how the Traverse Green Subdivision progresses, it also may be determined that it is appropriate to continue to keep the old housing districts active so that they can pool to the Traverse Green project debt service fund if needed.

Thank you for your time and consideration of this material. Please feel free to contact me if you would like to discuss this information in additional detail.

Sincerely,

Shannon Sweeney, Associate
David Drown Associates, Inc.
COOPERATIVE EFFORTS (White Sheet)

SCHOOL DISTRICT
- Activity connection Senior Citizens, recreation, transit
- Facilities long term planning
  - Athletic Other Facilities, Drama, performance, arts
- Budgets
  - Levy
  - Pay
  - Others
- Athletic Association Congress goals
- Early Childhood 95% coverage might be a goal
- The Third Floor (Keep City involved)
- City/School strategy with GAC
- Child Care
- Long Range Community Planning Studies (Housing, Demo Others)

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

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

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

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

BANKS
- Establish regular lunch meetings with them*

Modified 02/25/2016
CITY OF SAINT PETER ASSESSMENT POLICY

GENERAL POLICY STATEMENT

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

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

DEFINITIONS

City - City of Saint Peter.

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

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

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

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

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

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

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

Stormwater and Storm Sewer will have the same meaning.

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

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

Wastewater and Sanitary Sewer will have the same meaning.

Adopted: April 9, 2012
PETITIONS

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

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

CLASS A IMPROVEMENTS

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

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

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

CLASS B IMPROVEMENTS

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

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

CLASS C IMPROVEMENTS

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

Adopted: April 9, 2012
1. The construction of lateral water mains no larger than eight inches (8") in diameter in residential areas.
2. The construction of lateral water mains no larger than twelve inches (12") in diameter in commercial/industrial areas.
3. The construction of lateral wastewater mains no larger than eight inches (8") in diameter.
4. The construction and repair of curbs and gutters.
5. Residential street construction or reconstruction.
6. The construction and repair of sidewalks.

**FINANCING OF CLASS B AND C IMPROVEMENTS**

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

**ASSESSMENT REGULATIONS FOR CLASS B IMPROVEMENTS**

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

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

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

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

Adopted: April 9, 2012
ASSESSMENT REGULATION FOR CLASS C IMPROVEMENTS

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

Subd. 2. Water and Sewer - The cost of water mains and of sanitary sewer shall be assessed one hundred percent (100%) against the abutting property based on frontage. The cost of water mains is to be assessed including the service lines, valves, and hydrants at time of initial construction. The cost of sanitary sewer includes service lines, if furnished, at time of initial construction. The hook-up of Water and Wastewater service shall be charged a connection fee, which shall be determined by the City Council.

Service lines shall be defined by City Code.

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

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

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

SPECIAL RULES

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

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

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

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

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

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

**FEDERAL, STATE AND COUNTY AID USE**

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

**PROCEDURAL RESTRICTIONS**

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

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

**PARTIAL PAYMENT**

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

**CERTIFICATION OF ASSESSMENTS**

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

Adopted: April 9, 2012
INTEREST RATE

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

ASSESSMENT PERIOD

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

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

ADJUSTMENTS

In the event the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments on a specific project, the City Council reserves the right to adjust the policy to achieve a more equitable distribution of cost for that project.
LEGEND
1. GAULT PARK
2. RAMSEY PARK
3. MVED SCHOOL
4. WARREN PARK
5. MCCULL PARK
6. NORTH INTERMEDIATE SCHOOL
7. HALLFLIST POND PARK
8. VETERANS MEMORIAL PARK
9. JOHNSON PARK
10. GORMAN PARK
11. LIVET PARK
12. RIVERSIDE PARK
13. MN SQUARE PARK
14. JEFFERSON WEST PARK
15. JEFFERSON PARK
16. SOUTH EARLY LEARNING CENTER
17. STONES PARK

Project Priorities
#6 North Intermediate School
#8 Veterans Memorial Park
#16 South Early Learning Center
#3 MVED School
#5 McGill Park
#10 Gorman Park
#17 Stones Park

TRAIL & SIDEWALK MAP
UPDATED JULY 2015

LEGEND
EXISTING CITY COLLECTOR
PROPOSED CITY COLLECTOR
EXISTING SIDEWALK
PROPOSED SIDEWALK
PROPOSED UPGRADED SIDEWALK
PROPOSED TRAIL
EXISTING TRAIL
GREENWAY
STORMWATER BASIN
500' RADIUS SURROUNDING SCHOOLS/PARKS

CITY OF ST PAINT PETER
MCDONALD COUNTY, MINNESOTA
WATER HISTORY & PLANNING DEPARTMENT

32
### 2016 Sidewalk Master Plan Priorities

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<thead>
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<th>Zone</th>
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### Cumulative Total of Priorities

- \( P1 + P2 = \$109,189.00 \)
- \( P1 + P2 + P3 = \$125,089.00 \)
- \( P1 + P2 + P3 + P4 = \$130,899.00 \)
- \( P1 + P2 + P3 + P4 + P5 = \$178,928.00 \)
- \( P1 + P2 + P3 + P4 + P5 + P6 = \$185,488.00 \)
- \( P1 + P2 + P3 + P4 + P5 + P6 + P7 = \$196,132.00 \)
LEGEND
- EXISTING SIDEWALK
- PROPOSED SIDEWALK
- PROPOSED UPDATED SIDEWALK
- PROPOSED TRAIL
- EXISTING TRAIL
- GREENWAY
- STORMWATER BASIN
- 500’ RADIUS SURROUNDING SCHOOLS/PARKS

1. GAULT PARK
2. RAMSEY PARK
3. MVED SCHOOL
4. WARREN PARK
5. MCGILL PARK
6. NORTH INTERMEDIATE SCHOOL
7. HALLETT'S POND PARK
8. VETERANS MEMORIAL PARK
9. JOHNSON PARK
10. GORMAN PARK
11. LEVEE PARK
12. RIVERSIDE PARK
13. MH SQUARE PARK
14. JEFFERSON WEST PARK
15. JEFFERSON PARK
16. SOUTH EARLY LEARNING CENTER
17. STONES PARK
LEGEND
1. GAULT PARK
2. RAMSEY PARK
3. IVED SCHOOL
4. WAKKEN PARK
5. MCColl PARK
6. NORTH INTERMEDIATE SCHOOL
7. MALLETT'S POND PARK
8. VETERANS MEMORIAL PARK
9. JOHNSON PARK
10. GDORAN PARK
11. LEVEE PARK
12. RIVERSIDE PARK
13. MUS SQUARE PARK
14. JEFFERSON WEST PARK
15. JEFFERSON PARK
16. SOUTH EARLY LEARNING CENTER
17. STONES PARK

LEGEND
- EXISTING SIDEWALK
- PROPOSED SIDEWALK
- PROPOSED UPDATED SIDEWALK
- PROPOSED TRAIL
LEGEND
1. GAULT PARK
2. RAMSEY PARK
3. MYRD SCHOOL
4. WARREN PARK
5. MCILL PARK
6. NORTH INTERMEDIATE SCHOOL
7. HALLETS FOND PARK
8. VETERANS MEMORIAL PARK
9. JOHNSON PARK
10. GORMAN PARK
11. LEVEE PARK
12. RIVERSIDE PARK
13. MN SQUARE PARK
14. JEFFERSON WEST PARK
15. JEFFERSON PARK
16. SOUTH EARLY LEARNING CENTER
17. STONES PARK

EXISTING SIDEWALK
PROPOSED SIDEWALK
415.11 SECOND TO FOURTH CLASS CITIES; GOVERNING BODY SALARIES.

Subdivision 1. Set by ordinance. Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any statutory or home rule charter city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

Subd. 2. After next election. No change in salary shall take effect until after the next succeeding municipal election.

Subd. 3. Temporary reductions. Notwithstanding subdivision 2 or a charter provision to the contrary, the governing body may enact an ordinance to take effect before the next succeeding municipal election that reduces the salaries of the members of the governing body. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the salary of the members reverts to the salary in effect immediately before the ordinance was enacted.

History: Ex1967 c 42 s 1,2; 1976 c 44 s 34; 2009 c 152 s 17
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**AVERAGE**

$8,607.53 $6,494.07
TO: Honorable Mayor Zieman  
   Members of the City Council  

FROM: Todd Prafke  
      City Administrator  

RE: Visioning Process  

ACTION/RECOMMENDATION  

None needed. For your information and discussion only.  

BACKGROUND  

The goal of visioning is to develop written and visualized statements of a community's long term goals and strategic objectives. This can take place across a wide array of topics like parks, streets, utilities, schools, quality of life, service provision quality, future service needs assessments, and leadership development to list a few ideas.  

It's a vivid description of what "success" looks and feels like for us—what we are able to achieve, and the effect it has on our community.  

Thus, visions can be about change and/or they can be about the way an organization wants to live or operate.  

The U.S. Army's (1987) goal setting strategy has visioning as the first step:  

1. Visions: what will the organization look like in the future?  
2. Goals: create the framework.  
3. Objectives: create measurable terms.  
4. Tasks: how will the objectives be accomplished?  
5. Timelines: when will they be accomplished?  
6. Follow-up during the actual performance to ensure all the above are being met.  

Here is an explanation of "visioning" that I have taken from a publication of The National Association of County and City Health Officials: "A Vision expresses goals that are worth striving for and appeals to ideals and values that are shared throughout the local public health system. Having a vision can show how all of the pieces fit together. Like the picture on a jigsaw puzzle box, it is easier to assemble the puzzle when you can see the box cover."
It has been almost 20 years since you have done anything like this and in 1998 it was focused on land use and community infrastructure development so not as broad, at least from my perspective, as I would be imaging here.

Lastly, this is not something that you undertake on your own. It likely needs partners like, the School District, Gustavus Adolphus College, the Chamber of Commerce, Hospital, maybe the County, and other individuals who are invested in the community.

My goals for your discussion is to determine whether you think an effort of this type would be of value; to set some general time parameters; discuss potential partners; and determine how to approach those partners if you decide to move forward.

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

TP/bal
To: Mayor and City Council

From: Ben Martig, City Administrator

Review and Discussion of Strategic Planning Process.

Action Requested:
Discussion only.

City Administrator Martig intends to execute the agreement and proceed with details of strategic planning process in partnership with Mayor Pownell and the consultant Mr. Rapp.

Summary Report:
The Northfield City Council met in February and March of 2015 to begin the process of developing a strategic plan for the City of Northfield. Two Work Sessions were conducted by David Unmacht with Springsted & Associates, who is now the Executive Director of the League of Minnesota Cities. The first session was for the City Council only and the second session included the City of Northfield Leadership Team. The draft report from those sessions are included as an attachment. As you are aware, the process was never completed and has been on-hold for various reasons and intended to begin anew following the new year.

The intent to continue with the strategic planning process was supported through the identification of the following “goals and opportunities” identified in the City Administrator position profile used in the 2016 recruitment for City Administrator:

- A. Effectively facilitate the development of a shared vision for the City.
- B. Develop implementation strategies to put the vision into motion.
- G. Facilitate a process for growing the tax base by implementing a strategic City Council vision for growth that is consistent with the community’s norms and perspectives.

I believe that continuing with the strategic planning effort is also consistent with my administrative duties to “develop short and long-range plans, goals and objectives including Council goals and objectives; implement City-wide programs and policies that are consistent with goals and objectives of the Council.”

I believe the past work was valuable and can serve as a background for a new effort to initiate a formal strategic plan for the City of Northfield. However, we have new leadership in the office of the Mayor and Council positions as well. It is imperative to have ownership of the process and goals and as such we must build a new foundation with a comprehensive process with an independent facilitator to allow the time, professional, and involvement of staff.
I have completed an assessment of the past strategic planning processes including interviews with the former consultant Mr. Unmacht, staff and Council Member feedback upon my “on-boarding” process. Additionally, I have conducted an analysis of professional consulting service options in consideration of the scope of services as well as timelines to initiate the process in a timely manner. I believe Mr. Rapp will provide exceptional services to us and he is available to initiate the process.

I have been in consultation with Mayor Pownell as it relates to the formulation and development of this strategic planning initiative. I will be providing further information in a supplemental memo. However, in the meantime I would encourage the Mayor and City Council to contemplate thoughts on the public participation expectations and outcomes they would like to see.

**Alternative Options:**

a. Council may have interest in pursuing a broader solicitation of consultants.
b. Re-evaluate the scope of the plan to consider a more long term planning tool.

**Financial Impacts:**
The proposal cost would be between $11,450 and $17,150 plus expenses dependent upon the level of stakeholder outreach and engagement. There are budgeted funds that have been set aside for the purpose of comprehensive planning in 2017. I am recommending the full use of outreach and engagement so anticipate the full amount of $17,150.

**Tentative Timelines:**
In accordance with the contract proposal, the following consultant timelines are proposed for each phase:

- Project begins (10 days)
- Project initiation activities
- Data gathering/engagement (45 days)
- Environmental Scanning, Focus Groups
- Strategic planning (30-45 days)
- Strategic Planning sessions, Initiatives
- Final report (20 days)
- Final report

I would plan a detailed schedule to be initiated following contract approvals.
OUR VIEW: Division shouldn’t define Northfield’s future

Brad Phenow  Apr 18, 2017 Updated 19 hrs ago

The conspicuous divide between city stakeholders last week during the first of many Northfield strategic planning meetings was a prime example of the unabating animosity that exists when it comes to long-term planning within the city.

Sure, there are plenty of plans in place – but do they correspond with one another? It depends on who you ask, and what council drafted it. From the comprehensive plan, to some of the requirements within the land development code, to Safe Routes to School, councilors and community members will all point to different guidelines when asked where Northfield is headed.

Those involved in the current process can revamp the city’s go-to report, however, by establishing within the proposed strategic plan more clearly prioritized goals and objectives. And the document can act as a foundation, with emphasis on growth and development.
After an attempt to begin developing a strategic plan two years ago, which only resulted in two meetings, "the process was never completed and has been on hold for various reasons," according to city documents. And while the 14-page document drafted from those meetings in 2015 will be reviewed, considering the city has a new council and new leadership in City Administrator Ben Martig, it's unlikely there will be much carryover.

That's likely best – a fresh start.

Yet, a glimpse of the group's old ways was almost immediately evident.

The city's hired consultant, Craig Rapp, who previously guided the city of Faribault's process of establishing its Community Vision 2040, identified the tension early, and queried if growth was the boiling point.

"Everything brings us to a boiling point," EDA member Britt Ackerman said.

A fair assessment, but stakeholders who gathered inside that Northfield Police Department meeting room last week have the opportunity to calm the storm, to work together for a single, unified future, and scrap the longstanding disagreement.

"I know everybody is anxious to get at this and start tackling the strategic planning, but again, this is really going to build a strong foundation for us, it's going to be something to build off in the future, and it takes some time putting all this together," Martig said in late February when he was still working out some of the scheduling kinks.
It's an exciting time, and there is no shortage of ideas. But more than seeing a preferred project identified in the three-year document, everyone needs to invest in the thought of a shared vision — something a council hasn't had for some time.

Residents will have the opportunity to chime in through an online survey, and if the Faribault visioning process was any indicator, Rapp showed the community's input carries enough weight to challenge those inside the meeting room when ignored.

Opportunities like the one before Northfield stakeholders aren't cheap, roughly $17,000 this time, and they shouldn't need to come around too often. In Northfield, they have.

Division will likely remain, but that doesn't have to define Northfield's future.

City staff noted it's "imperative to have ownership of the process," when pitching the idea to the council.

Don't forget that, stakeholders — for better or worse.

Brad Phenow
City Core Plan

The Way Things Are.

- Constraints
- Linear

Saint Peter, Minnesota
Minnesota Design Team
Spring 1999

Opportunities
- Gateways
- Linkages
- Refocus on the Core
- Look Back in Time
- Look Toward the River

Key
- Parks
- Institutions
- Industrial
- Current Growth

Scale 1" = 600'
City Core Plan

GATEWAYS

Saint Peter, Minnesota
Minnesota Design Team
Spring 1999
Saint Peter, Minnesota
Minnesota Design Team
Spring 1999
DESIGN REVIEW:
NEW INFILL
- Should have same setback as historic buildings
- Should be compatible with the historic buildings -
  + in scale
  + in height
  + in massing
  + materials

DESIGN REVIEW:
EXISTING BUILDINGS
- Should respect the basic components of historic commercial bldgs.:
  + cornice - "cap" of the building
  + body - compatible windows
  + storefront - large, open expanse of glass

Saint Peter, Minnesota
Minnesota Design Team
Spring 1999
City Core Plan
GREEN SPACE LIMITS TO GROWTH

Saint Peter, Minnesota
Minnesota Design Team
Spring 1999
IMPLEMENTATION ACTION PLAN

SHORT TERM (1-2 YRS)

- Promote & hold meetings on town master plan to continue community involvement/consensus/approval of shared vision
- Build new recreation/library/community center buildings by plan
- Do more community greening: tree & green plantings, parking lot beautification, community gardens, pocket parks, helmer pond enhancement
- Establish gateways with signage/design plan
- Promote/perform river clean-up/build connections
- Minnesota Ave streetscape improvements: implement & fund downtown re-energize task force recommendations
- Develop stronger historic district design guidelines tailored to St. Peter
- Build community connections: riverfront & historic festivals, annual community events, cross-agency/institutional involvement in community projects

LONG TERM (3-5 YRS)

- Install Mn. Avenue streetscape & gateway improvements
- Build median, site lighting, furniture, banners, plants, trees, signage
- Update comprehensive plan/land use zoning ordinance to fit plans
- (Agricultural easement around city edge)
- Develop lookout/view platforms at street terminus along river
- Build new theatre and/or city hall and post office
- Expand historic district boundaries
- Enhance & continue river clean-up
- Explore feasibility of I-69 re-routing

Saint Peter, Minnesota
Minnesota Design Team
Spring 1999
CONSIDERING TOBACCO 21

As a Nicollet County Public Health nurse and staff member of the Statewide Health Improvement Partnership (SHIP) representing Brown, Nicollet, Le Sueur and Waseca Counties, I keep an eye on what is happening related to tobacco.

With the Tobacco 21 movement growing across the country and now under consideration in Mankato and North Mankato, I want to share some thoughts and information.

- Nearly 90% of smokers started before the age of 21 (National Drug Use and Health survey).

You may be wiser when you’re older and recognize the relentlessness of tobacco companies to lure youth to products and then addiction.

- “A 2014 study identified more than 7,700 unique e-cigarette flavors, with an average of more than 240 new flavors being added per month.” Cigar flavors more than doubled from 108 in 2008 to 250 in 2015 (The Flavor Trap -article from American Academy of Pediatrics and others- March 2017).

I found the high number of flavors hard to believe so I printed the article. I also looked at the website for Ecig Crib in Mankato. When you view all the flavors available, it’s believable. Tobacco 21 may prevent future addiction by limiting youth to products in their impressionable and experimental years.

- In 2014, tobacco companies spent more than $9 billion marketing cigarettes and smokeless tobacco in the United States. This amount translates to nearly $25 million each day or about $1 million every hour (Centers for Disease Control).

The potential impact on retail is a point of conversation. We can weigh the impact of health care costs versus retail. The emotional and physical devastation caused by tobacco related diseases go way beyond a financial measure.

- Cigarette sales to those under 21 account for only 2.12% of total sales (Retail Impact American Journal of Public Health 2014).
- In Minnesota, smoking was responsible for $3.2 billion in excess medical expenditures in 2014 (BCBS 2017 Health Care Costs).

For as long as tobacco use continues to be the leading cause of preventable death, there is work to do. I have been reviewing the tobacco ordinances for our cities and counties. When communities strive for uniform policies and regulations, there is less confusion and added health protection.

Working on tobacco policy, I have found Public Health Law to be very helpful. They prepared new retail tobacco licensing ordinance samples/guides for both Minnesota cities and counties in March of 2017. It’s a great template to help tailor an ordinance that meets your preferences when updating. The American Lung Association is a great resource as well as those of us in local Public Health.
In an effort to not criminalize possession of tobacco, communities are not including language as such in an ordinance (example: the City of Edina’s tobacco ordinance (5/17). Their community put the focus on age to purchase rather than possess to prevent issues related to health equity. Enforcement concerns are also recognized by not making it illegal for those under 21 to have tobacco.

My involvement with the Mankato Area Smoke Free Coalition that led to smoke free bars and restaurants in 2006 was highly rewarding. Our 69% voter approval rate contributed to the statewide Freedom to Breathe Act in 2007. I remember the concerns about the ban and its impact on business, but only good things came of that. I feel that Tobacco 21 could have the same great potential. My message is the same today as it was then: “Love your lungs. Be stronger than nicotine.”

My father died at age 71 of COPD and a brother of throat cancer at age 36. They started smoking as young teens. I have 2 brothers in their 60’s with lung disease, unable to quit smoking. I smoked True Green menthol cigarettes for a while in my early 20’s. I never knew the menthol was to mask the harsh taste. My daughter tried clove flavored cigarettes in college. Luckily, that was short term use for us.

There are countless people I have cared for as a nurse who wish someone had tried harder to keep them from tobacco. The addictive properties of tobacco and their action in the body are fierce. I commend those who have fought to give it up and those working on it. They will tell you not to start.

Sandra Renor, RN, BS Health Science, Nicollet County Public Health
Mankato drops criminalization of tobacco possession for young adults

Mark Fischenich  Jul 24, 2017

MANKATO — The city of Mankato will not criminalize possession of tobacco products for people between the ages of 18 and 20 even if it boosts the minimum age for purchasing nicotine to 21.
Mankato and North Mankato are in the process of considering ordinance changes to raise the tobacco-buying age from the current minimum of 18. When Mankato created a draft ordinance earlier this month, however, it also boosted the age when cigarettes and similar products could legally be possessed in the city.

The North Mankato City Council decided that went too far, and Mankato has now scaled back its proposed ordinance amendment to address only the age of purchase. A meeting of municipal leaders of the two cities is planned for next week, and public hearings on the ordinance changes could come in August or September.

1 comment

Sign in

+ Follow Share Post comment as...

Newest | Oldest

rahoya 1 day ago

Do you utilize a pay-pal account... in case if you have you can get an additional 1500 weekly to your earnings just working from home a few hours every week.

see this

http://x11.pw/3kj4
§ 8-207

SAINT PETER CITY CODE

ascertained with reasonable effort, but if the owner be unknown or cannot be ascertained, then the
officer shall post written notice in three public places, giving a description of the animal, stating where
it is being quarantined, and the conditions for its release.
(Code 1989, § 10.21(subd. 20.A); Ord. No. 172(2nd Ser.), § 1, 4-24-1989; Ord. No. 182(2nd Ser.),
§ 1, 10-23-1989; Ord. No. 220(2nd Ser.), § 1, 8-10-1992; Ord. No. 299(2nd Ser.), §§ 1, 2, 1-11-1999)

Sec. 8-208. Inspection required.

Any quarantined animal shall be inspected by a licensed veterinarian at the end of the 14-day
quarantine period. If such animal becomes ill or dies during the quarantine period, the Police
Department shall be notified immediately and the animal, if alive, shall be quarantined under the care
of a licensed veterinarian, and if deceased, shall be delivered to the a licensed veterinarian to be
submitted for rabies examination.
(Code 1989, § 10.21(subd. 20.B); Ord. No. 172(2nd Ser.), § 1, 4-24-1989; Ord. No. 182(2nd Ser.),
§ 1, 10-23-1989; Ord. No. 220(2nd Ser.), § 1, 8-10-1992; Ord. No. 299(2nd Ser.), §§ 1, 2, 1-11-1999)

Sec. 8-209. Report of inspection.

The owner of any quarantined animal shall deliver to the City the notice of quarantine served on
the owner by the City at the time such quarantine is established, duly completed and signed by a
licensed veterinarian acting as the inspecting veterinarian. Such notice shall be delivered to the
Police Department not earlier than 14 days or later than 18 days from the date of the establishment
of the quarantine. If the inspecting veterinarian suspects the animal to be rabid, the veterinarian
shall cause the animal to be destroyed in a proper and humane manner and submitted for rabies
examination. If the inspecting veterinarian finds the animal to be not rabid, the animal shall be
returned to its owner provided that the owner shall first pay the impounding and maintenance fees in
addition to the costs for veterinary services. No such animal shall be released unless proof of
vaccination for rabies is provided.
(Code 1989, § 10.21(subd. 20.C); Ord. No. 172(2nd Ser.), § 1, 4-24-1989; Ord. No. 182(2nd Ser.),
§ 1, 10-23-1989; Ord. No. 220(2nd Ser.), § 1, 8-10-1992; Ord. No. 299(2nd Ser.), §§ 1, 2, 1-11-1999)

Secs. 8-210—8-226. Reserved.

ARTICLE IV. FARM, WILD AND EXOTIC ANIMALS

Sec. 8-227. Definitions.

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

Animals.

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

(2) Exceptions:
a. Dogs, cats, nongame fish.
b. Gerbils, guinea pigs, hamsters, canaries, parakeets, rabbits, and chickens.
c. Also excepted are ducks, geese and game fish in any publically owned body of water.

Farm animals mean cattle, horses, mules, sheep, goats, swine, ponies, ducks, geese, turkeys,
guinea hens and honey bees.
Location means an individual property which also contains the primary residence of the applicant.
(Code 1989, § 10.22(subd. 1); Ord. No. 270(2nd Ser.), § 1, 5-13-1996; Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-228. Animals at large.

It is unlawful for any person to permit domestic animals or fowls under his control to go upon the lands of another within the City.
(Code 1989, § 10.23; Ord. No. 218(2nd Ser.), § 1, 1-13-1992)

Sec. 8-229. Keeping.

It is unlawful for any person to keep or harbor any animal, not in transit, except animals kept:
1. As part of a show licensed under this Code;
2. In a laboratory for scientific or experimental purposes;
3. In an animal hospital or clinic for treatment by a licensed veterinarian; or
4. In a municipal animal shelter.
(Code 1989, § 10.22(subd. 1); Ord. No. 270(2nd Ser.), § 1, 5-13-1996)

Sec. 8-230. Housing.

It is unlawful for any person to keep any animal, dog, cat, nongame fish, gerbil, guinea pig, hamster, canary, rabbit, chicken or parakeet in any structure infested by vermin, flies or insects.
(Code 1989, § 10.22(subd. 2); Ord. No. 270(2nd Ser.), § 1, 5-13-1996; Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-231. Treatment.

It is unlawful for any person to treat any animal, dog, cat, nongame fish, gerbil, guinea pig, hamster, canary, rabbit, chicken or parakeet in a cruel or inhumane manner.
(Code 1989, § 10.22(subd. 3); Ord. No. 270(2nd Ser.), § 1, 5-13-1996; Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

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

Except as otherwise provided in this Code, it is unlawful for any person to keep or harbor or allow the breeding of any animals for the purpose of operating a business to sell, trade, slaughter or give away for slaughter.
(Code 1989, § 10.22(subd. 4); Ord. No. 270(2nd Ser.), § 1, 5-13-1996; Ord. No. 28(3rd Ser.), § 1, 7-25-2016)

Sec. 8-233. Restraint or confinement.

It is unlawful for any person to suffer or permit an animal to run at large in the streets or public places, or to be herded or driven thereon unless each animal is confined by means of bridles, halters, ropes or other means of individual restraint.
(Code 1989, § 10.22(subd. 5); Ord. No. 270(2nd Ser.), § 1, 5-13-1996)
Effective July 1, 2006, the annual apiary registration requirement and fee was discontinued. This discontinuation of the registration requirement is the result of the repeal of the Apiary Statute Chapter 19. However, recognizing that a number of beekeepers transport bees to other states during the winter months and that destination states sometimes require an inspection or certification of those bee colonies, new language, found in 2006 Minnesota Laws, chapter 265, section 1 (to be codified as Minnesota Statute section 17.445, 2006), was drafted that authorizes the Minnesota Department of Agriculture (MDA) to provide apiary inspection services for a fee.

The MDA recognizes and appreciates that the apiary industry is an important component of Minnesota agriculture and, as such, we will continue to do our best to support the needs and activities of the industry. However, with this legislative change, our formal role or responsibility in the apiary industry is significantly reduced. Please be aware that despite this reduced "apiary inspection" role, that the MDA still retains full authority to regulate pesticides and as such will continue to investigate reports of pesticide misuse or misapplication and take appropriate regulatory action. Pesticide regulations are administered by the Pesticide and Fertilizer Management Division (PFM). PFM will continue to utilize an apiary inspector in conjunction with pesticide investigations when conducting apiary-related investigations. Contact PFM at 651-201-6055 to report possible pesticide misuse or call 651-201-6292 for pesticide registration information.

MDA Contact

Blane White
651-201-6578
blane.white@state.mn.us

Subdivision 1. Purpose. The purpose of this Ordinance is to establish certain requirements for beekeeping within the City, and to avoid conflicts which might otherwise be associated with beekeeping in populated areas, all for the sake of preserving the safety and well-being of the community.

Subdivision 2. Definitions. As used in this Ordinance, the following words and terms shall have the meanings ascribed in this Ordinance unless the context of their usage indicates another usage.

1. **Apiary** – Any place or location where one or more Colonies or Nuclei of Bees are kept.

2. **Beekeeper** – A person who owns or has charge of one or more Colonies of Bees.

3. **Beekeeping Equipment** – Anything used in the operation of an Apiary, such as Hive bodies, supers, frames, top and bottom boards and extractors.

4. **Bees** – Means any stage of the common Honeybee, *apis mellifera*, or other Bees kept for the production of honey or wax.

5. **Colony** – Means an aggregate of Bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs, and honey.

6. **Hive** – The receptacle inhabited by a Colony that is manufactured for that purpose. One Hive houses one swarm consisting of one queen and worker Bees.

7. **Honey Bee** – All life stages of the common domestic Honey Bee, *apis mellifera* species, or other Bees kept for the production of honey or wax.

8. **Lot** – A contiguous parcel of land under common ownership.

9. **Nucleus Colony** – A small quantity of Bees with a queen housed in a smaller than usual Hive box designed for a particular purpose.

Subdivision 3. Standards of Practice.

1. Honey Bee Colonies meeting the requirements of this ordinance may be kept only upon a Lot containing a single dwelling unit, and within the R-1 Low Density Residential District or the R-2 Medium Density Residential District.
2. Honey Bee Colonies shall be kept in Hives with removable frames, which shall be kept in sound and usable condition.

3. Each Beekeeper shall ensure that a convenient source of water is available within twenty-five (25) feet of the Hive, stand boxes or apiaries.

4. Each Beekeeper shall ensure that no wax comb or other material that might encourage robbing by other Bees are left upon the grounds of the Apiary Lot. Such materials once removed from the site shall be handled and stored in sealed containers, or placed within a building or other insect-proof container.

5. For each Colony permitted to be maintained under this ordinance, there may also be maintained upon the same Apiary Lot, one Nucleus Colony in a Hive structure not to exceed one standard 9-5/8 inch depth 10-frame Hive body with no supers.

6. Each Beekeeper shall maintain Beekeeping Equipment in good condition, including keeping the Hives painted if they have been painted but are peeling or flaking, and securing unused equipment from weather, potential theft or vandalism and occupancy by swarms. It shall not be a defense to this ordinance that a Beekeeper's unused equipment attracted a swarm and that the Beekeeper is not intentionally keeping Bees.

7. No Bees shall be kept upon any land not owned or possessed by the keeper of such Bees.

8. A conspicuous sign identifying the site as housing Bees and warning of danger shall be posted at entrance and exit points of all Hive enclosures.

9. It shall be unlawful for any person to place, establish, or maintain any Hive, stand, box, Apiary, or keep any Bees in or upon premises within the corporate limits of the city unless the Bees are kept in accordance with the provisions of this article.

10. Nothing in this article shall be deemed or construed to prohibit the keeping of Bees within a school for the purpose of observation, or within a physician’s office or laboratory for the purpose of medical research, treatment, or other scientific purposes.

Subdivision 4. Requirements for Hives.

1. No person shall establish or maintain any Hive or keep any Bees on any premises within 50 feet of any occupied dwelling, except the dwelling of the owner of such Bees, or within 25 feet of any property line, sidewalk, alley or other public way as measured from the nearest point on the Hive to the property line, sidewalk, alley or other public right of way. No person shall establish or maintain a number of Colonies or Hives, on any premises such as to constitute a nuisance to neighboring property owners as determined by the City, based on all provisions of this ordinance.
2. No Hive shall be kept or maintained within 200 feet of a school or licensed child day care center.

3. The distance requirements shall be enforced with the exception of an adjacent property owner or occupant who may request in a written affidavit to the City that the distance requirements be waived pertaining to their property line. The affidavit may be voided at any time upon the request from the submitting owner or occupant.

4. All Hives located on premises shall be surrounded by a solid fence six (6) feet in height with the entrance facing no less than ten (10) feet from the fence. All gates must be locked with a key or combination lock at all times.

5. No Colony or Hive shall be kept or maintained within any front yard.

Subdivision 5. Colony Density.

1. No person is permitted to keep or maintain more than two (2) Colonies on any Lot or parcel.

2. If the Beekeeper serves the community by removing a swarm or swarms of Honey Bees from locations where they are not desired, the Beekeeper shall not be considered in violation of the portion of this ordinance limiting the number of Colonies if they temporarily house the swarm on the Apiary Lot in compliance with the standards of practice set out in this ordinance for no more than 30 days from the date acquired.

Subdivision 6. Application for Certificate of Compliance. An Application for a Certificate of Compliance shall be made to the City upon forms furnished by the City prior to installing, altering or establishing a Colony of Bees within a Hive. A Certificate of Compliance must be obtained to assure that all Colonies and Hives meet all requirements of this Ordinance.

1. The Application shall include the following data.
   a. Name and address of applicant and property owner.
   b. Legal description of the property.
   c. A site plan or survey, if deemed necessary by the City, illustrating the dimensions of the property, including location and distances of neighboring residences and the location of the Hive in relation to any property lines, sidewalk, alleys, and right-of-ways.
   d. Location of any schools or licensed child day care center.

2. All applications shall be accompanied by an application fee, if any is required by the City.
3. Upon establishment of the Colony and placement of the Hive and after all requirements of this Ordinance are met, the City shall issue a Certificate of Compliance upon a form furnished by the City.

Subdivision 7. Right of Entry and Inspection.

1. An officer, agent, employee or representative of the City may inspect any Apiary on any property for the purpose of ensuring compliance with the provisions of this Ordinance between 8 a.m. and 5 p.m. once annually upon prior notice to the owner of the Apiary property, and more often upon complaint without prior notice.

2. If the City determines that the keeping of Bees is creating a nuisance or is being operated in a manner hazardous to persons or property, or not meeting the requirements of this Ordinance, the City may revoke the Certificate of Compliance after a hearing is held by the City Council upon ten (10) days written notice given to the owner.

Subdivision 8. Compliance.

1. Upon receipt of credible information that any Colony located within the City is not being kept in compliance with this ordinance, the City Administrator shall cause an investigation to be conducted. If the investigation shows that a violation may exist and will continue, the City Administrator shall cause a written notice of hearing to be issued to the Beekeeper, which notice shall set forth:

   a. The date, the time and the place that the hearing will be held, which date shall be not less than 30 days from the date of the notice.

   b. The violation alleged.

   c. That the Beekeeper may appear in person or through counsel, present evidence, and cross examine witnesses.

   d. That if the City Council finds that they have been kept in violation of this ordinance, and if the violation is not remediated within the time allowed, the Bees may be ordered removed and/or destroyed.

Notices shall be given by certified U.S. Mail or personal delivery. However, if the Beekeeper cannot be located, then notice may be given by publication in the official newspaper, at least seven days before the hearing.

2. The hearing shall be conducted by the City Council. If the City Council finds a violation, then they may order that the Bees be removed from the City, or such other action as may address the violation; and that the Apiary Lot be disqualified for permitting under this ordinance for a period of two years from the date of the order, or the Apiary Lot ownership changes, in which case the prohibition shall terminate.
If the order has not been complied with within 20 days of the order, the City may remove or destroy the Bees and charge the Beekeeper with the cost thereof. Upon destruction of Bees by the City, all equipment shall be returned by the City to the Beekeeper, with expenses of transportation to be paid by the Beekeeper. The City's destruction of the Bees shall be by a method that will not damage or contaminate the equipment.

3. No hearing and no order shall be required for the destruction of Honey Bees not residing in a Hive structure that is intended for beekeeping.

Subdivision 9. Presumed Colony/Hive Value. For the purpose of enforcing City ordinances against destruction of property, each Colony/Hive shall be presumed to have a value of $275.

Subdivision 10. Violations, Penalties and Fees.

1. Separate offenses. Each day a violation of this Ordinance is committed or permitted to continue shall constitute a separate offense and shall be punishable under this Ordinance.

2. Misdemeanor. Unless otherwise provided, violation of this Ordinance shall constitute a misdemeanor punishable as provided in City Code. Specific fines may be charged by resolution of the City Council.

3. Fees. Any and all fees addressed in this ordinance shall be set by the City Council.

Subdivision 11. Savings Clause. In the event any part of this ordinance or its application to any person or property is held to be unenforceable for any reason, the unenforceability thereof will not affect the enforceability and application of the remainder of this ordinance, which will remain in full force and effect.
St. Louis Park proposed beekeeping ordinance.
Failed 3-3 on 11/5/12.

ORDINANCE NO. ___-12

AN ORDINANCE RELATING TO
THE KEEPING OF BEES, AMENDING
CHAPTER 4 OF THE ST. LOUIS PARK CODE

THE CITY OF ST. LOUIS PARK DOES ORDAIN:

SECTION 1. Chapter 4, Article II of the City Code is hereby amended to add the following provisions after Section 4-43, with subsequent sections renumbered in accordance:

Sec. 4-44. Keeping of bees.

(a) The keeping of bees is permitted on single-family lots and school district and city-owned properties, and is prohibited at all other locations.

(b) Each beekeeper shall ensure that a convenient source of water is available within 10 feet of each colony at all times that the colonies remain active outside the hive.

(c) Bee hives shall be set back a minimum of 20 feet from all property lines, as measured from the nearest point of the hive to the property line.

Exception: The minimum hive setback may be reduced to 10 feet from a property line when a 6 foot high flyway barrier is installed between the hive and property line. The flyway barrier may be a wall or solid fence, and shall continue parallel to the lot line for 10 feet in either direction from the hive, or contain the hive or hives in an enclosure at least 6 feet in height.

SECTION 2. This Ordinance shall take effect fifteen days after its publication.
CITY COUNCIL ACTIONS – Action taken by the City Council on July 24, 2017 included a public hearing and subsequent action to establish Tax Increment Financing District No. 1-21 and to enter into a development agreement with Solace Apartments Limited Partnership; award of the bid for the Veterans Memorial Park Sidewalk Improvements 2017 project to OMG Midwest; authorization for execution of a Master Partnership contract with the Minnesota Department of Transportation; authorization for execution of an agreement with Jaguar Communications for use of City owned conduit; approval of a request by the operator of the Capitol Room to establish a temporary loading/unloading zone in front of the property at 419 South Minnesota Avenue and to remove the restricted parking hours in Municipal Parking Lot #5; approval of a request for City assistance for the Rock Bend Folk Festival; and approval of business licenses for the Capitol Room.

The next City Council meeting is August 14, 2017 at 7:00 p.m. in the Governors' Room of the Community Center. For more information on City Council meetings, please contact the City Administrator’s office at 507-934-0663. Copies of the Council packet are also available on the City’s website at www.saintpetermn.gov/city.

PEDDLERS NEED PERMITS
- Beware of door to door salespeople without permits from the City! Summer is the time of year when we see a dramatic increase in the number of people going door to door in residential areas trying to sell everything from magazine subscriptions to boxes of Tide detergent (no kidding...happened last week on the south end of Saint Peter.) Please be advised that anyone who does not have a permanent and fixed business in Saint Peter is not allowed to go door to door in residential areas without a permit from the City. The permits are required so we can do a background investigation on the person and/or company to ensure they are a legitimate business and that they have the appropriate insurance/bonds to help recover monetary losses by our residents.

If someone comes knocking on your door trying to sell you something, ask to see their permit. If they can't produce one, then don't open your door to them and NEVER let them in your home. They may try and tell you that they don't need a City permit because they are licensed by the State, but that's not true. City permits ARE required unless they are already a business with a fixed location in Saint Peter.

There are certain exceptions to the permit rule...girl scouts/boy scouts, religious organization, etc...and the language about the exceptions can be found in the City Code at PEDDLER LICENSE EXCEPTIONS. If you still aren't sure if they are actually permitted to be selling door to door, call City Hall (934-0663) to verify.

And finally, if you have one of these unlicensed folks stop at your home, please call the Police Department to report it (931-1550). Give the best description you can of the person and their vehicle and the direction they were going when they left your home. That will help us find the individuals and either escort them out of the community or make sure they receive the appropriate permits.

CITY MEETING SCHEDULES – The City uses many different ways of notifying the public when and where City meetings take place. The one official spot is the legal notices bulletin board at City Hall.
As required by the Open Meeting law, all official notices of meetings to be held by the City Council and its’ advisory boards and commissions are posted on this bulletin board at least 72 hours before the meeting.

We also include a calendar in the Hot Sheet and have a calendar available on the City's website. Meetings are sometimes referenced on the City’s Facebook page. While we try to be as accurate as we can be in these different locations, the meetings are usually posted on the website a year in advance and sometimes things get changed.

Residents interested in attending a City Council meeting, or seeing what is on the agenda for an upcoming meeting, are encouraged to go directly to the Council packet for that meeting. The City Administrator's Office uploads copies of all City Council meeting agendas to the City's website at www.saintpetermn.gov under the GOVERNMENT tab. Click on “current City Council agendas and packets” and you can see exactly the same notice and information that is provided directly to the Council.

And as always, if it is really important to ensure you are at the meeting, please feel free to contact the City Administrator's Office (507-934-0663) to verify the start time and location of any meeting. We are happy to help.

**CITY COUNCIL CANDIDATE FILING** – The filing period for seats on the City Council will begin at 8:00 a.m. on Tuesday, August 1st and continue until 5:00 p.m. on Tuesday, August 15, 2017. The Election will be held on Tuesday, November 7, 2017 to elect a Mayor, two Councilmembers from Ward I (North Ward) and one Councilmember from Ward II (South Ward). The terms of:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>TERM</th>
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<tbody>
<tr>
<td>Charles Zieman</td>
<td>Mayor</td>
<td>2 yrs.</td>
</tr>
<tr>
<td>Susie Carlin</td>
<td>Council Ward I</td>
<td>4 yrs.</td>
</tr>
<tr>
<td>Roger Parras</td>
<td>Council Ward I</td>
<td>4 yrs.</td>
</tr>
<tr>
<td>Stephan Grams</td>
<td>Council Ward 2</td>
<td>4 yrs.</td>
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</tbody>
</table>

expire on December 31, 2017. Please note that Saint Peter City Council positions are non-partisan.

Any person wishing to file for City offices may do so at the City Administrator’s office in the Municipal Building, 227 South Front Street between the hours of 8:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m. The filing fee is $5.00. Persons with questions regarding the election or filing for office are encouraged to call the City Administrator’s office at 934-0663.

**SUMMER READING PROGRAM A SUCCESS** - Believe it or not, the summer reading program at the library is coming to an end already. We’ve been “Building A Better World” through books, activities, art and more for nearly 10 weeks, and it has been so much fun.

The program included 202 children reading all summer for read beads to add to their necklaces. To date, kids have read for 3,730 days collectively. That’s over 10 years of reading! To keep kids reading until school starts, the Library will keep awarding beads for days read until school starts in September. This year the program also included 111 teens (grades 6+) participating in the scratch off ticket program which made for lots of summer reading happening in Saint Peter.

The final event of the program will be Friday, July 28th at 6:30 p.m. Family Box Building Night in the library is an after-hours, family fun activity. There will be an evening story time, box building, snacks and more. To participate, families can sign up by contacting the Library (601 South Washington Avenue) or on the library website at www.saintpetermn.gov/library.

**SEAL COATING** – As part of the City’s annual streets maintenance program, the City conducts “seal coating”. The community is divided into sections and the work is done on a 5-6 year rotating basis in each section.

Seal coating is a process where tacky asphaltic oil is applied to the road surface, followed immediately by placement of small red/chip rock stones. The rock is left in place for several days to allow the rock to adhere to the oil product until it is eventually swept up by the Streets crew. This creates a, hopefully, water proof seal to the road surface that prevents penetration of water which leads to deterioration of the road surface.
During the process, motorists are restricted from driving on the roadway surface until the rock is in place. It moves very quickly and the City’s Streets crew works cooperatively with the seal coat contractor to move through areas efficiently and quickly.

This year’s seal coating program will begin at the beginning of August. If you live in one of the areas to be done, “no parking” signs will have been posted before the work commences. Those living in the area are asked to make alternative plans for parking vehicles to make sure the entire length of roadway is open. Once the rock has been placed, please feel free to park on the roadway again.

The streets to be seal coated this year include:

- Municipal Swimming Pool Parking Lot
- Wastewater Plant Parking Lot
- Fire Department Parking Lot
- Nicollet County Historical Society Parking Lot
- City Lots #2, #3, and #4
- St. Julien Street between Washington and 169
- Swift Street
- Fair Street
- North Fourth Street
- North Third Street between Broadway and Union
- West Skaro Street between Washington and 169 (MN Ave)
- West Chatham Street
- West Chestnut Street
- Dranttell Street
- West Madison Street

Property owners along these roadways may experience a bit of dust from the process, but please be patient until the rock is swept up in a few days. For questions about the seal coating process, please contact the Public Works Department at 934-0670.

9th Annual Summer Celebration And Night To Unite Event – Please join the Police Department and Recreation and Leisure Services Department on Tuesday, August 1 from 5:30 – 7:30 p.m., for the 9th annual Summer Celebration and Night To Unite event at Veteran’s Memorial Park adjacent to the swimming pool. There will be free games and activities for all ages including the Mayo One Helicopter (weather and emergency dependent); a smoke house, safety demonstrations and crime prevention tips. There will be free admission to the pool and you can fill up on hot dogs and walking tacos and then take a shot at the dunk tank. And there will be lots of great prizes!!

Again, the admission is free, but participants are asked to help support the St. Peter Food Shelf by bringing a generous donation to the event.

Street Painting Work – The Public Works crew continues to paint roadways stripes, parking stalls and intersections. Please be extra careful in and around these areas as traffic may be restricted to one lane and intersections may be a little more difficult to traverse until the paint dries and the safety cones are removed.

Help Wanted – The City of Saint Peter is currently accepting applications for the following positions:

- PT Bus Aide - for the Minnesota River Valley Transit system. The Bus Aide assists St. Peter pre-school passengers boarding and disembarking the bus; rides the bus with the pre-school passengers; monitors passengers; assists passengers to the curb or sidewalk, and aids in emergency medical situations.

  Minimum Qualifications: Experience working with the public in a retail setting.

  Desired Qualifications: Six or more months experience working with children in a child care setting such as a day care; Training in basic first aid. Hours for the position will be approximately 7:15 – 8:10 a.m. and 10:45 am - 12:15 pm and 2:45 – 3:30 p.m. week days. Applicants will be required to undergo a successful background investigation. Aides are paid on a per shift basis. All applicants must complete City application form available in the City Administrator’s office by 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. August 10, 2017. Faxed and/or late applications will not be accepted. AA/EEO

- Part-Time Bus Driver for the Minnesota River Valley Transit System. Position works Wednesday, Friday and/or Saturday nights from 9 pm – 2 am. Minimum Qualifications: High school diploma or equivalent; possession of, or ability to obtain within 30 days of employment, a valid State of Minnesota CDL minimum of Class C Driver’s License/passenger endorsement. Desired Qualifications: Previous experience working with the public; training in vehicle mechanics; experience operating a two-way
radio/phone; and prior bus driving experience. Starting wage $17.91 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. August 10, 2017. Faxed and/or late applications will not be accepted. **NOTE: The successful candidates for this position will be required to successfully complete and pass a pre-employment drug test. The position is also subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing as required by USDOT 49 CFR Part 655 (Federal Transit Administration) and USDOT 49 CFR Part 40. In addition, successful candidates for this position must have a vehicle driving record which is clear of revocations, suspensions and cancellations for the past three (3) years. Applicants may be required to submit to a criminal background check and be clear of convictions for crimes or anticipatory crimes (as defined in M.S. 609.17 and 609.175) within the previous fifteen (15) years. AA/EEO

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting Name</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>July 26</td>
<td>12:30 p.m.</td>
<td>Hospital Commission</td>
</tr>
<tr>
<td>Thursday</td>
<td>July 27</td>
<td>12:00 noon</td>
<td>Economic Development Authority CANCELLED</td>
</tr>
<tr>
<td>Friday</td>
<td>July 28</td>
<td>8:00 a.m.</td>
<td>Tourism and Visitors Bureau</td>
</tr>
<tr>
<td>Monday</td>
<td>July 31</td>
<td>3:00 p.m.</td>
<td>City Council Goal Session</td>
</tr>
<tr>
<td>Tuesday-Tuesday</td>
<td>August 1 - August 15</td>
<td></td>
<td>City Council Candidate Filing Period</td>
</tr>
<tr>
<td>Thursday</td>
<td>August 3</td>
<td>5:30 p.m.</td>
<td>Planning and Zoning Commission</td>
</tr>
<tr>
<td>Monday</td>
<td>August 7</td>
<td>3:30 p.m.</td>
<td>Housing and Redevelopment Authority</td>
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<tr>
<td>Monday</td>
<td>August 7</td>
<td>5:30 p.m.</td>
<td>City Council Workshop</td>
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<tr>
<td>Monday</td>
<td>August 14</td>
<td>7:00 p.m.</td>
<td>City Council Meeting</td>
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<tr>
<td>Monday</td>
<td>August 21</td>
<td>5:30 p.m.</td>
<td>City Council Workshop</td>
</tr>
<tr>
<td>Monday</td>
<td>August 21</td>
<td>7:00 p.m.</td>
<td>Parks and Recreation Advisory Board CANCELLED!</td>
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<tr>
<td>Wednesday</td>
<td>August 23</td>
<td>12:30 p.m.</td>
<td>Hospital Commission</td>
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<tr>
<td>Thursday</td>
<td>August 24</td>
<td>12:00 noon</td>
<td>Economic Development Authority</td>
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<tr>
<td>Friday</td>
<td>August 25</td>
<td>8:00 a.m.</td>
<td>Tourism and Visitors Bureau</td>
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<tr>
<td>Monday</td>
<td>August 28</td>
<td>7:00 p.m.</td>
<td>City Council Meeting</td>
</tr>
<tr>
<td>Tuesday</td>
<td>August 29</td>
<td>5:30 p.m.</td>
<td>Heritage Preservation Commission</td>
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</tbody>
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*** Please contact the City Administrator’s office (507-934-0663) for up-to-date meeting information.***
Save the Date! Tuesday, August 1 from 5:30–7:30 p.m. - Summer Celebration and Night to Unite

This event is sponsored by the Saint Peter Recreation and the Saint Peter Police Departments and held at Veteran's Park adjacent to the pool. Free games and activities for all ages. Mayo One Helicopter! Smoke house. Safety demonstrations. Crime prevention tips. Kiwanis hot dogs and walking tacos. Dunk tank. Lots of prizes!! Free pool admission! Please support the Saint Peter Food Shelf by bringing a generous donation to the event. See you in August!!

Saint Peter Area Robotics is organizing teams for the 2017-18 robotics seasons. If your student is interested in being part of a Lego or robotics team, bring them to an informational meeting at 6:00 pm on Wednesday, August 2, in the St. Peter Room at the Community Center. The fall season of robotics starts around Labor Day for teams at three different levels: Junior FIRST Lego League for students in grades 1-3, FIRST Lego League (FLL) for students in grades 4-7, and FIRST Tech Challenge (FTC) for students in grades 7-12. The FIRST Robotics Challenge (FRC) is for students in grades 8-12 with practices starting in late fall. More details about these programs will be presented at the meeting and a discussion about team formation and coaching will follow. Registration can be done at the meeting, online, by email, or by phone. Early registration discounts end August 15. For more information about the Saint Peter Area Robotics Association visit www.saintpeterrobotics.org.

STARTING JULY 10TH 2017 Recycling will be collected weekly

*All recyclables must be placed street-side by 7:00am."

Glass, Cans, Plastics, Paper, and Cardboard DO NOT need to be separated - It's simple, just place it all in your recycle curbie...no sorting required!

Thank you for Recycling! Recycling is good for the environment and helps to keep your refuse costs down. For more information, visit www.saintpetermn.gov/single-sort-residential-recycling

The City of Saint Peter offers FREE automatic bank payment from any bank. You would still receive your utility bill at the same time each month. Across the top it would be noted - *DO NOT 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 and RETURN TO THE FINANCE OFFICE AT CITY HALL.

**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)
Saint Peter School District is sponsoring FREE LUNCHES and READING ACTIVITIES for children this summer!!!

Who: All children ages 1-18. Children 7 and under need to be accompanied by a responsible caregiver.

What: FREE Lunch for all children who attend. There are no income guidelines required. Adults may choose to purchase a lunch for $3.85.

Activities: All children are invited to participate in FREE reading activities scheduled from 11:30-noon each day.

When: Wednesday, May 24 – Thursday, August 10, 2017
Lunch served Mon. – Thursday, 11:00 a.m.-12:30 p.m.

Where: Saint Peter Public Middle/High School Cafeteria—100 Lincoln Drive, St. Peter.

How: No registration required-just come—all are welcome!!

THE ST. PETER FRIENDS OF LEARNING PROVIDES BACKPACKS STUFFED WITH SCHOOL SUPPLIES THAT ARE GRADE APPROPRIATE FOR STUDENTS IN NICOLLET COUNTY WHOSE FAMILIES HAVE LIMITED RESOURCES.

Friends of Learning will be accepting cash donations at our local Family Fresh Market from July 21 to July23, and July 29 to July 31, and at Arrow Ace Hardware store throughout the summer. Please stop by and support local students in need through cash donations or the donation of school supplies. Cash donations can also be mailed to FOL, PO Box 156, St. Peter, MN 56082.

Beginning July 1st and continuing until July 28th, supplies can be dropped at several convenient locations including First National Bank MN, Nicollet County Bank, Hometown Bank, Wells Federal Bank, River’s Edge Hospital & Clinic, the Nicollet County Government Center, the Public Library, and Family Fresh Market.

TRAVERSE GREEN SUBDIVISION LOTS & SPEC HOMES AVAILABLE

Spec Homes for Sale! Call Pam at 507-836-1623 to purchase a home or for more information.

To purchase a Traverse Green Lot contact Russ Wille at 507-934-0661, russw@saintpetermn.gov or visit the Community Development Department at City Hall (227 South Front Street).

If you’re craving space, it’s time to make your move to a new, traditionally designed neighborhood. Affordable building lots are within walking distance of the new High School.

For more information go to http://saintpetermn.gov/traverse-green-subdivision or contact Russ Wille at 507-934-0661, email russw@saintpetermn.gov.

Picking Up After Your Pets

As the weather warms up and your dog is loving the nice weather as much as you are please don’t forget to bring along a bag for your dog’s waste. It is a violation of City Ordinance to not collect the pet waste from public right-of-way which includes public sidewalks and violators are subject to a fine. Picking up after your pet not only protects our environment but it is also the neighborly thing to do, making our city healthier and more beautiful. So be kind to all those neighbors along your dog walking route and please pick up your dog’s waste.

To find out activities going on in Saint Peter and the surrounding area, check out Public Access Channel 8.

To keep up-to-date on city happenings (HOT SHEET), visit our website at: saintpetermn.gov!
TO: Honorable Mayor Zieman
    Members of the City Council
FROM: Todd Prafke
    City Administrator
RE: Governance Questions

ACTION/RECOMMENDATION

None needed. For Council consideration and discussion only.

BACKGROUND

The City Council’s practice at each retreat/goal session is to check-in on how the Council is functioning. From staff’s perspective we don’t see any particular concerns or problems with any of these areas, but here are a few questions to consider.

Council Role:
- There are many resources available to help the Councilmembers understand their own and their colleagues’ different working styles (e.g., how to approach questions and what role each person plays in group discussions.) Would the Council find this useful?

Meeting Schedule and Procedures:
- Is 7:00 p.m. on the 2nd and fourth Monday’s of each month still a good time?
- Is the 1st and third Mondays of each month at 5:30 still a good time for Workshops?
  - Does the change in meeting locations and set up work?
- Are the meetings too long? Would you prefer shorter, but more frequent meetings?
- Are there items on the agenda that should be handled at the staff level rather than the Council level? Vice versa?
- Do the staff presentations on meeting agenda items hit the right balance? Do we provide enough background to set the stage and start the discussion? Do we unnecessarily duplicate what’s in the written materials?
- Are the Council rules helpful and appropriate? Do they provide sufficient structure and guidance for how City Council meetings are conducted?

Meeting Materials:
- Are we getting materials to you soon enough so you have enough time to review?
- Are we giving you too much or too little information? Does the way in which we structure our agenda items (i.e. action/summary/discussion”) work?
• The Council receives materials via drop off and notice of access on website. Does this work? Are there any concerns?

Goal Session:
• Our practice has been to hold goal sessions on the fifth Mondays throughout the year. Does this timeframe still work?
• Would the Council prefer more/fewer goal sessions or workshops?
• We have previously talked about a different structure that is "horizontal" should we discuss that again?

Reports and Updates:
• Are you getting the information you need? Too much or too little? Is there anything we should eliminate from or add to the updates and reports you receive?

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

TP/bal
### COMMUNITY SPIRIT PARK

#### Funding Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ponds / DNR</td>
<td>$400,000</td>
</tr>
<tr>
<td>General Fund Reserves ($465,000)</td>
<td>$465,000</td>
</tr>
<tr>
<td>2016/2017 Building Permit / Reserves</td>
<td>$405,000</td>
</tr>
<tr>
<td>General Fund Reserves (2015)</td>
<td>$450,000</td>
</tr>
<tr>
<td>General Fund Reserves (2016 - projected $0)</td>
<td>$0</td>
</tr>
<tr>
<td>General Fund Reserves (2017)</td>
<td>-</td>
</tr>
<tr>
<td>Parkland Dedication (12% of High School)</td>
<td>$60,000</td>
</tr>
<tr>
<td>Water/Sewer Utilities</td>
<td>$291,000</td>
</tr>
<tr>
<td>Welco / Assessment (SW) Benefit of Pond</td>
<td>$40,865</td>
</tr>
</tbody>
</table>

**PARKS TOTAL REVENUE**

$2,111,865

#### Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Development KA (BP #1)</td>
<td>$810,843</td>
</tr>
<tr>
<td>- Mass grading and utility work</td>
<td></td>
</tr>
<tr>
<td>Design Fees (Includes Bid Package #1 and 2)</td>
<td>$125,000</td>
</tr>
<tr>
<td>Construction Management Fees</td>
<td>$11,400</td>
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<tr>
<td>Site Services (Admin Labor)</td>
<td>$30,900</td>
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<tr>
<td>Reimbursable Expenses (Office Tlr, Truck, etc.)</td>
<td>$6,300</td>
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**Sub-total**

$984,443

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Landscaping KA (BP #2)</td>
<td>$448,600</td>
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<tr>
<td>- Landscaping and Seeding Plan: Irrigation system to Softball, Baseball, Soccer/Football fields and credit for parking lot areas.</td>
<td></td>
</tr>
<tr>
<td>Alternate 15- Shared Storm Sewer ($139,165)</td>
<td>$42,445</td>
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<tr>
<td>Construction Management Fees</td>
<td>$19,900</td>
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<tr>
<td>Site Services (Admin Labor)</td>
<td>$54,000</td>
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<tr>
<td>Reimbursable Expenses (Office Tlr, Truck, etc.)</td>
<td>$11,000</td>
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**Sub-total**

$575,945

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Change Order (PCO 1)-ISG Proposal Request #1</td>
<td>$(4,702)</td>
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<tr>
<td>Change Order (PCO 6)-Add 1’ Riser Section to SS</td>
<td>$509</td>
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<tr>
<td>Change Order (PCO 8)-ISG Proposal Request #4</td>
<td>$3,230</td>
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<tr>
<td>Change Order (PCO 15)-Furnish 1 new hydrant</td>
<td>$3,147</td>
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<tr>
<td>Change Order (PCO 21)-Gate Valve at Meridian St.</td>
<td>$2,230</td>
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<tr>
<td>Change Order (PCO 22)-Alt 2-Softball Field</td>
<td>$85,763</td>
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<tr>
<td>Change Order (PCO 23)-Alt 2.1 Softball SE Drainage</td>
<td>$13,425</td>
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<tr>
<td>Change Order (PCO 24)-Alt 5 City Baseball Field</td>
<td>$123,862</td>
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<tr>
<td>Change Order (PCO 25)-Alt 5.1 City Baseball Field Tile</td>
<td>$23,200</td>
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<tr>
<td>Change Order (PCO 26)-Alt 6 Northwest Parking Lot</td>
<td>$157,841</td>
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<tr>
<td>Change Order (PCO 27)-Alt 7 Northeast Parking Lot</td>
<td>$142,117</td>
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<tr>
<td>Change Order (PCO 28)-Alt 8 City Base Trails Trails</td>
<td>$105,076</td>
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<td>Change Order (PCO 29)-Alt 16 City Storm Sewer</td>
<td>$180,215</td>
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<td>Change Order (PCO 30)-ISG Proposal Request #9</td>
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<tr>
<td>Change Order (PCO 31)-Change perforated HDPE</td>
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<tr>
<td>Change Order (PCO 32)-Add course aggregate filler</td>
<td>$16,775</td>
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<tr>
<td>Change Order (PCO 36)-Ballfield equipment changes</td>
<td>$322</td>
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<tr>
<td>Change Order (PCO 38)-Additional city trails</td>
<td>$102,465</td>
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<tr>
<td>Change Order (PCO 54)-Add. fill to balance site grading</td>
<td>$11,201</td>
</tr>
<tr>
<td>Credit for School districts portion of site grading balance</td>
<td>$(14,934)</td>
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</tbody>
</table>

**Sub-total**

$971,182

**PARK Total Expenditures**

$2,531,570

**Fund's Remaining / Needed**

$94

$(419,705)
WHAT IS SOLARCHOICE?

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

HOW DOES THE SOLARCHOICE PROGRAM WORK?

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

HOW MUCH DOES SOLARCHOICE COST?

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

Pick your plan:

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

Value Calculation = estimated production x current applicable rate

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

WHAT IF I MOVE?

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

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

STEP 1 ACCOUNT INFORMATION:  (Please print clearly)

Account Name: ____________________________________________
Service Address: __________________________________________
City: __________________ State: __________________ Zip: __________
Primary Phone: __________________ Email Address: ______________
Account Number: __________________________________________

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

Maximum Number of Panels

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

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

Panel Calculation Chart

My Average Monthly Usage: _______ kWh
Times 50%: _______ kWh
Divided by 42.5: _______ Panels

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

# of Panels: Pick a Plan:  

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

STEP 3 SUBMIT APPLICATION AND SIGN SUBSCRIPTION AGREEMENT:

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

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

Office use only:

Application: Received: _______________  (Date and initials)  Usage Verified  _______________  (Date and initials)
Subscription Agreement: Sent to Customer: _______________  (Date and initials)  Received from Customer: _______________  (Date and initials)
Amount Due: __________________________  Paid In Full: __________________________  (Date and initials)
Applied to Account #: ______________________  (Date and initials)
• Only metered electric service accounts in good standing with the City of Saint Peter will be permitted to apply for the Program.

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

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

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

• Production units are not guaranteed.

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

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

Full Terms and Conditions are available in the SOLARCHOICE Subscriptions Agreement.

www.saintpetermn.gov
227 S Front Street • Saint Peter, MN 56082
507-934-0664