

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

Regular Workshop Session of Monday, April 15, 2013  
Library Meeting Room – 5:45 p.m.\*\*\*

Time is approximate – workshop will begin after special Council Meeting

**I. CALL TO ORDER**

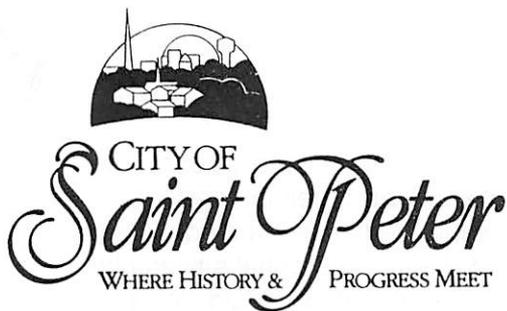
**II. DISCUSSION**

- A. Ameresco Presentation
- B. 2013 Street Maintenance Program
- C. Construction Standard Details
- D. Downtown Sidewalk Project Update
- E. Dismissal Policy Modification
- F. City/School District #508 Statement of Understanding
- G. North Third Street Improvement Project
- H. Others

**III. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

TP/bal



## Memorandum

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

**DATE:** 4/12/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Visit from Ameresco

### ACTION/RECOMMENDATION

For your information and discussion.

### BACKGROUND

Please find attached a letter from Kent Wolf at Ameresco. The letter outlines his company's interest in providing services to Saint Peter, specifically in the area of energy savings. My interest in them is in energy savings, but more specifically, in the area of reduction of maintenance costs and improvement of service, particularly related to street lighting to start.

The genesis of this idea is from 2009 embedded in the Highway 169 Project and a decision to move toward what at the time was new technology - LED lighting. Some may recall the discussion at the time that the only other example of use of this type of street lighting, in large application, was on the new I35 Bridge. Subsequently, we have experimented with various types of lighting styles, lumens and locations on Broadway Avenue and a couple of small applications. Part of our goal was to receive public input on the change in "color" of light, lumens, glare and other aspects of the new lighting using both new and current style of fixtures.

While I have not undertaken detailed study of public acceptance of the light, the silence has been loud. When I ask folks if they notice the difference most respond, "What difference?". Therefore, for now, unless additional information comes forward, I think the community is very accepting of the characteristics of the LED lighting.

Some may also recall the life expectancy of the bulbs themselves was much, much longer. In some instances estimates were at 3-5 times longer than the traditional lights. Our goal in looking to change to LED was certainly energy savings, but the greater impact on cost is the reduction in maintenance costs.

Minnesota State Statute 471.345 provides opportunity for cities to work with vendors on service contracts that provide for guaranteed savings of energy and use that savings to pay for the capital costs. In this instance, a company like Ameresco would guarantee the savings, backed by security, and we could contract with them to make the change to LED street lighting.

My goal for your workshop is to provide an introduction and determine whether the Council has interest before we spend additional time in working out details such as timeline, costs, and contract documents. If interested, the first phase of the process would be to have a study (what Ameresco calls a Preliminary Feasibility Analysis) completed about use and potential savings by moving to LED. Additional work related to type of fixtures and implementation would be next. Finally, a full agreement would need to be entered and the work would take place. If the Council has interest, Ameresco would undertake the study at no cost, which would then be reviewed by the Council prior to any further action being taken. If you take action, it would be my goal to have the study work done after June of this year.

Again, this discussion is intended to be introductory and conceptual in nature. No specific details other than the frame work for such type of agreement and the "idea" have taken place thus far, so specific questions like, "Should we use round light heads instead of square light heads" have not been discussed.

Please let me know if you have any additional questions or concerns on this agenda item.

TP/bal



Anderson Lakes Center  
9855 West 78th Street, Suite 310  
Eden Prairie, MN 55344

P: 952 942 5142  
F: 952 942 5421

ameresco.com

April 10, 2013

Todd Prafke  
City of St Peter  
227 South Front Street  
St Peter, MN 56082-4917

REF: Concept Presentation of the Guaranteed Energy Savings Program for the City Council Working Session on April 15, 2013

Dear Todd:

Thank you for the opportunity join you in a working session with your City Council members. My goal will be to present the concept of the guaranteed energy savings program and how it might support the City of St Peter's infrastructure improvement needs and sustainable energy reduction goals.

Ameresco is a nationally recognized energy solutions company (ESCO) working with municipalities to upgrade city facilities/infrastructure and provide options for street lighting upgrades. These upgrades are accomplished using a **budget-neutral** approach which captures improved energy efficiency savings to self-fund project work. The annual energy savings from all improvements is guaranteed by Ameresco. These projects are approved for municipal application under Minnesota's Uniform Municipal Contracting Law Statute §471.345.

Simply put, St Peter is able to redirect a portion of its current monthly utility budget to self-fund the installation of energy efficient equipment and systems. The reduction in energy consumption creates a budget neutral method to fund infrastructure improvements. The use of new energy efficient technology also will generate cost savings through future avoided capital project and operational/maintenance cost savings.

If the St Peter City Council determines this process to be of interest, Ameresco is ready to investigate the City's opportunity for developing an energy project. A preliminary energy assessment is Ameresco's first step in a multiphase process and is completed at no cost and no obligation to the city.

One of the areas Ameresco will investigate is outdoor LED lighting. This technology has become a method for which municipalities are able to upgrade aging residential and commercial street light fixtures while receiving the benefit of immediate energy savings.

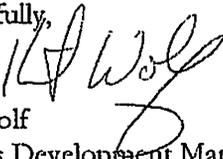
I have requested this presentation opportunity in your Council's working session in order to present and explain this phased approach and answer all questions. The Letter of Authorization (LOA) is

the starting point for a preliminary energy assessment. The LOA will allow Ameresco access to utility information and city buildings to complete the preliminary of City

Our focus is to work with City Staff to develop a program that most benefits the City if St Peter based on your future sustainable energy savings goals.

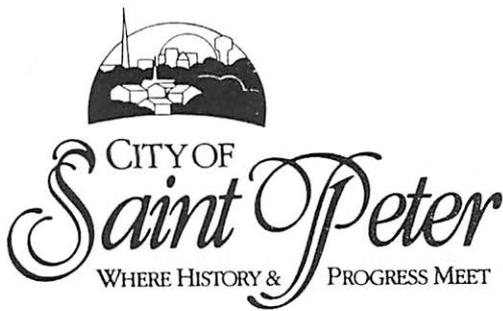
Thank you for your consideration.

Respectfully,

  
Kent Wolf  
Business Development Manager

Attachments:

- St Peter LOA – PrelimAudit.pdf



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/11/13

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** 2013 Street Maintenance Program

### ACTION/RECOMMENDATION

None needed, For your discussion only.

### BACKGROUND

In 2013 the street maintenance program will consist of crack sealing, full depth asphalt patching, seal coating, curb and gutter and sidewalk repairs, and replacement of some handicapped ramps with truncated domes in the downtown area.

The cost for asphalt has increased about 10% from last year and has increased about 30% in the last five years. (The streets maintenance budget for 2013 has increased 10.6% over 2012.)

Staff has replaced all regulatory, warning and information signs within the city with the new DG3 reflective signs. Staff is recommending initiating a ten year program of replacement of the street name plates with the new standard nine inch high DG3 reflective signs. (The signs that are currently used are six inch). The 2013 budget has been proposed as \$3,500 to begin this process.

The proposed route for seal coating is shown on the attached map and list, which is approximately 114 blocks within the city (107 blocks were done in 2012). Staff has listed just one additional option (Traverse Road) if money allows. Full depth asphalt patching, in addition to the seal coat, will be done city-wide.

Crack sealing that staff intends to complete in 2013 is illustrated on an attached map. The primary goal is to keep water from penetrating the street surface. (An example of what happens when asphalt is not sealed in a timely manner can be seen on the road surface in Nichols Court as it starts "alligator" cracking.) All three of these processes (seal coating, full depth patching and crack sealing), aid us in meeting that goal.

Staff continues to monitor and evaluate new products that may preserve asphalt streets while extending the time period for re-doing the asphalt preservation. Our maintenance program has been based on resealing the asphalt streets every five years, which is, by experience, the optimal period for maintaining a watertight surface. As newer products are developed staff

hopes to stretch the current five year plan to eight years before a street has to be resealed. (Currently, the program is resealing streets on a 6-7 year cycle.)

Below is the breakdown of the proposed 2013 Street Maintenance Program. (Optimal funding is the amount needed to keep up with the maintenance needs.)

<u>Item</u>	<u>Optimal Funding</u>		<u>Budgeted Funding</u>		<u>Proposed Program</u>	
	<u>Quantity</u>	<u>Cost</u>	<u>Quantity</u>	<u>Cost</u>	<u>Quantity</u>	<u>Cost</u>
Winter Salt	250 tons	\$24,000	250 tons	\$24,000		\$24,000
Cold Mix	10 tons	\$1,000	10 tons	\$1,000		\$1,000
Gravel	70 tons	\$1,500	22 tons	\$500		\$500
Stone Only	3,000 tons	\$54,000	2,000 tons	\$44,000	1,500 ton	\$44,000
Stone Delivery	3,000 tons	\$9,600	0	0	1,500 ton	\$
Seal Coat	178 blks	\$222,000	102 blks	\$127,000	114 blks	\$150,000
Crosswalk Paint		\$6,000		\$4,000		\$4,000
Asphalt Full Depth Patch	2,500 tons	\$125,000	1900 tons	\$100,000		\$83,000
Crack Sealing	28,000 lbs	\$56,000	20,000 lbs	\$40,000		\$40,000
Alley Entrance Replacement		\$20,000		0		\$
Sidewalk, Curb & Handicap		\$25,000		\$20,000		\$37,000
Stormwater Permits		\$6,000		\$4,000		\$4,000
Weed Spray		\$2,500		\$1,500		\$1,500
Sign Replacement Program		\$10,000		\$3,500		\$3,500
Additional funding				\$90,000		\$67,000
<b>Total</b>		<b>\$562,600</b>		<b>\$459,500</b>		<b>\$459,500</b>

The sidewalk program will be concentrated in the downtown area of South Third Street on the west side with new sidewalks, handicap ramps and truncated domes as well as the addition of replacement curb that has been identified by city staff.

Maintenance Superintendent Mayo has assisted with the preparation of this memo. Please feel free to contact me should you have any questions or concerns about this agenda item.

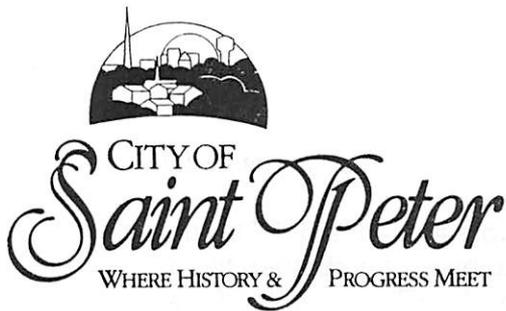
LGG/vwt











## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/11/13

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Standard Detail Updates for 2013

### ACTION/RECOMMENDATION

None needed. For your discussion only.

### BACKGROUND

The City has standard details that are used for construction of public infrastructure throughout the City. Recently the American Disabilities Act (ADA) required changes in public standards. It is the City's intention to stay in compliance with ADA requirements and to do so it would be appropriate to modify certain construction standards adopted by the City.

Staff recommends the following construction standard changes:

#### **Standard Detail**

#### **Number**

#### **Modification**

7017 – Commercial Concrete Walk and Apron

Reworded Note #10 – If a 6' (FT) wide walk is adjacent to back of curb, then the curb taper shall be 10'(FT) in length. If a walk adjacent to back of curb is wider than 6' (FT) and contains a minimum of 6' (FT) walking area at 2% cross slope, the curb taper shall be 6' (FT) in length. \* See detail 7017A

7017A – Pedestrian curb ramp with truncated Dome area adjacent to curb

New

7020A – Commercial Concrete Walk

New

7020C – Commercial Concrete Walk

Added: With sidewalk adjacent to curb See detail 7020A.

Reworded Note #11 – If a 6'(FT) wide walk is adjacent to back of curb, then the curb taper shall be 10'(FT) in length. If a walk adjacent to back of curb is wider than 6' (FT) and contains a minimum of 6' (FT) walking area at 2% cross slope, the curb taper shall be 6' (FT) in length. \* See detail 7020A

7020R – Commercial Concrete Walk and Apron

Added: With sidewalk adjacent to curb See detail 7020A.

Reworded Note #11 – If a 6'(FT) wide walk is adjacent to back of curb, then the curb taper shall be 10'(FT) in length. If a walk adjacent to back of curb is wider than 6'(FT) and contains a minimum of 6' (FT) walking area at 2% cross slope, the curb taper shall be 6' (FT) in length. \* See detail 7020A

9003 – Banner Frame Detail

Detail name was changed to avoid confusion with Banner Detail

9003A – Banner Detail

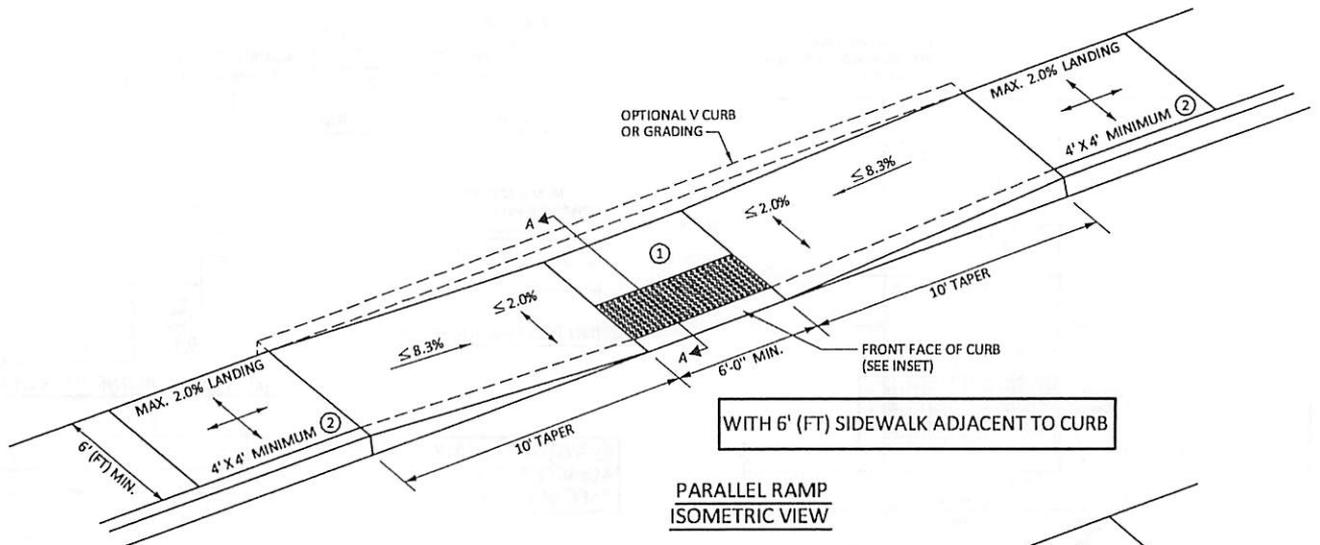
New

Water Utilities Superintendent Moulton assisted with the preparation of this memo.

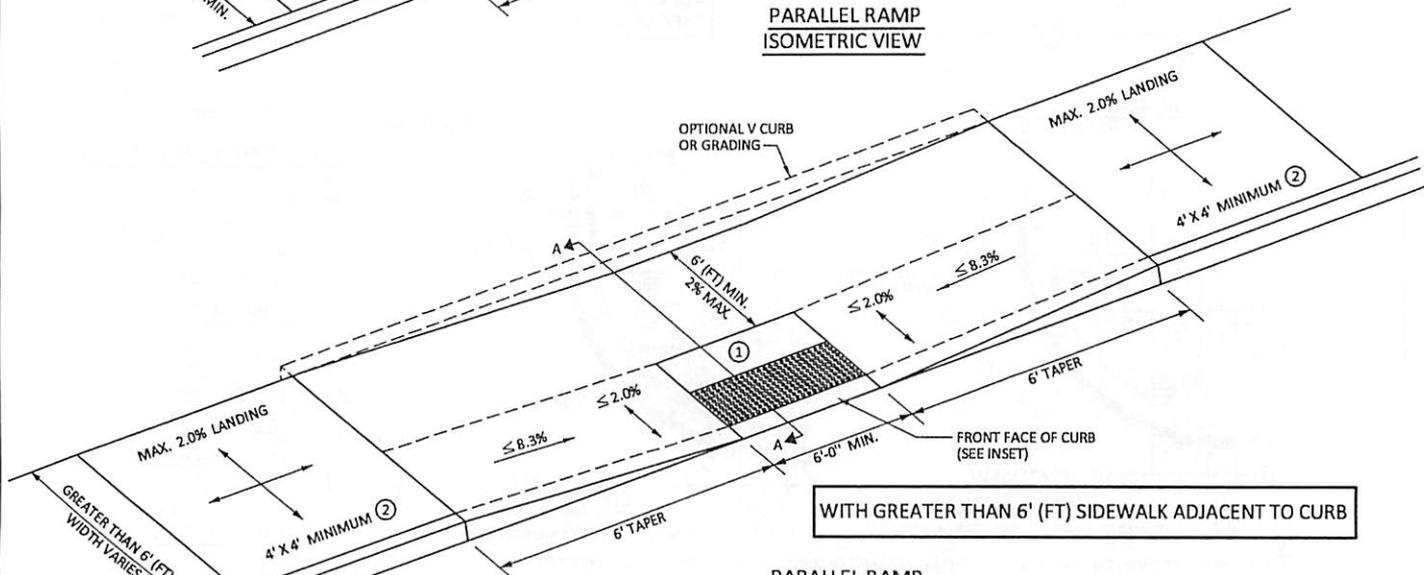
Please feel free to contact me should you have any questions or concerns about this agenda item.

- LGG/vwt

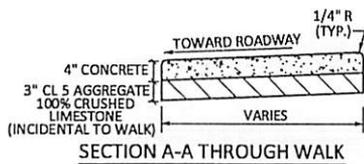




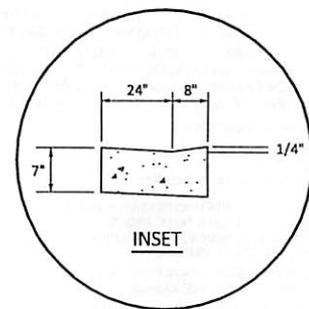
PARALLEL RAMP  
ISOMETRIC VIEW



PARALLEL RAMP  
ISOMETRIC VIEW



SECTION A-A THROUGH WALK



INSET

NOTES:

1. 4' BY 4' MIN. LANDING WITH MAX. 2% SLOPE IN ALL DIRECTIONS.
2. IF RUNNING SLOPE IS LESS THAN 5.0%, NO SECONDARY LANDING IS REQUIRED.
3. FOR CONSTRUCTION NOTES, REFER TO DETAILS 7017.

PEDESTRIAN CURB RAMP  
WITH TRUNCATED DOME AREA  
ADJACENT TO CURB

NOT TO SCALE  
SAINT PETER STANDARD  
PLATE 7017A

PEDESTRIAN CURB RAMP  
WITH TRUNCATED DOME AREA  
ADJACENT TO CURB

STANDARD DETAIL  
PLATE NO:  
**7017A**

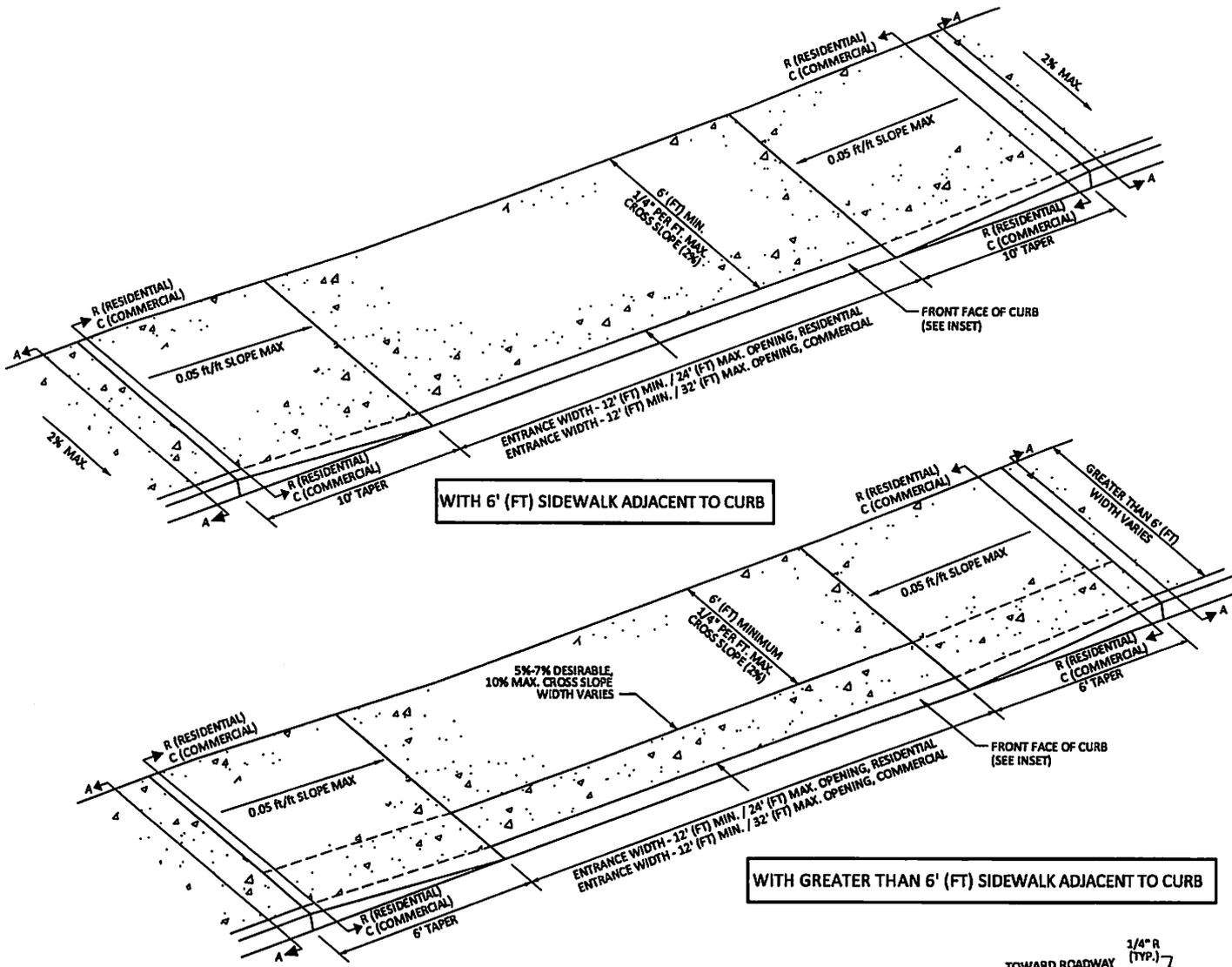
APPROVED: ADOPTED BY CITY COUNCIL ON

REVISED:

REMARKS:

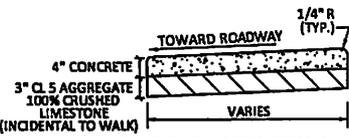
SAINT PETER UTILITY STANDARD DETAIL



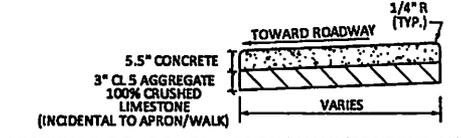


WITH 6' (FT) SIDEWALK ADJACENT TO CURB

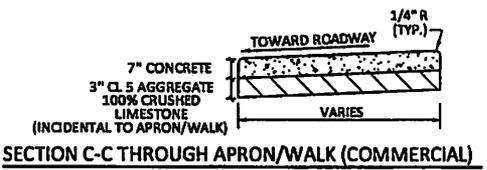
WITH GREATER THAN 6' (FT) SIDEWALK ADJACENT TO CURB



SECTION A-A THROUGH WALK



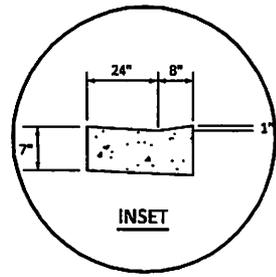
SECTION R-R THROUGH APRON/WALK (RESIDENTIAL)



SECTION C-C THROUGH APRON/WALK (COMMERCIAL)

NOTE:  
FOR CONSTRUCTION NOTES, REFER TO DETAILS 7020R (RESIDENTIAL) AND 7020C (COMMERCIAL).

**RESIDENTIAL / COMMERCIAL  
CONCRETE WALK AND APRON  
ADJACENT TO CURB**  
NOT TO SCALE  
SAINT PETER STANDARD  
PLATE 7020A



INSET

**RESIDENTIAL / COMMERCIAL  
CONCRETE WALK AND APRON  
ADJACENT TO CURB**

STANDARD DETAIL  
PLATE NO:  
**7020A**

APPROVED: ADOPTED BY CITY COUNCIL ON

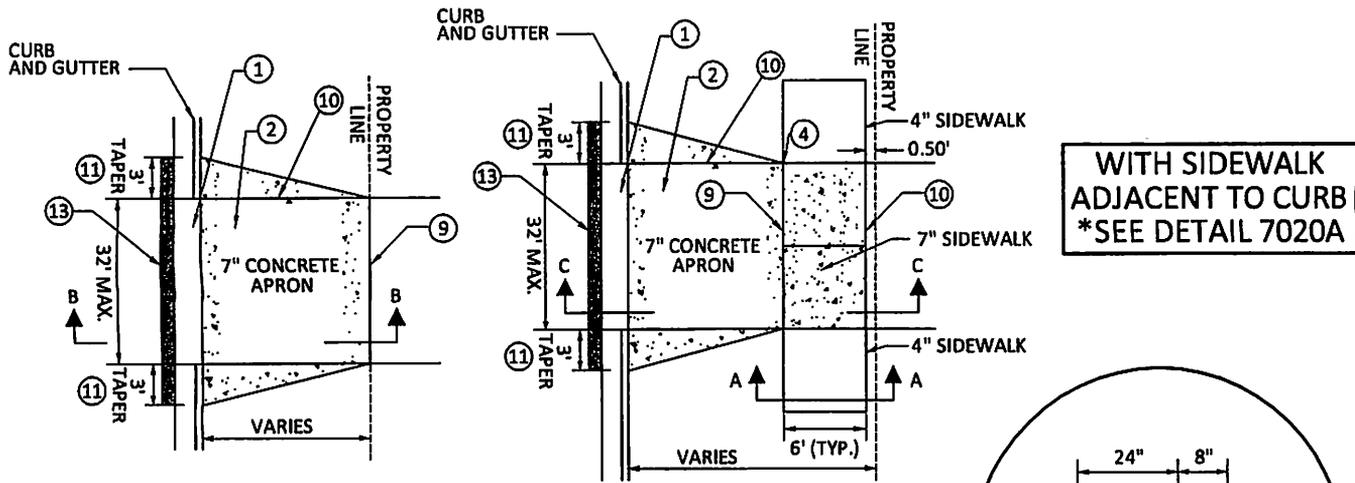
REVISED:

REMARKS:

**SAINT PETER UTILITY STANDARD DETAIL**



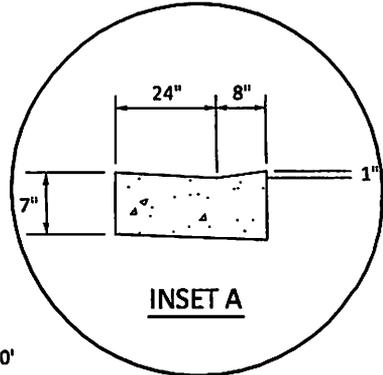
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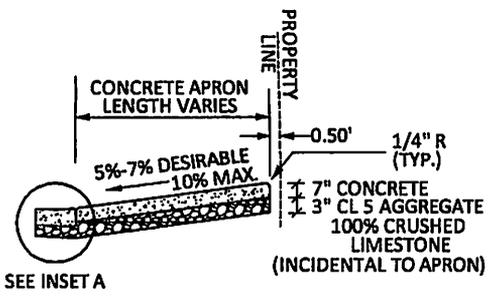
**WITH SIDEWALK  
ADJACENT TO CURB  
\*SEE DETAIL 7020A**

**NO SIDEWALK**

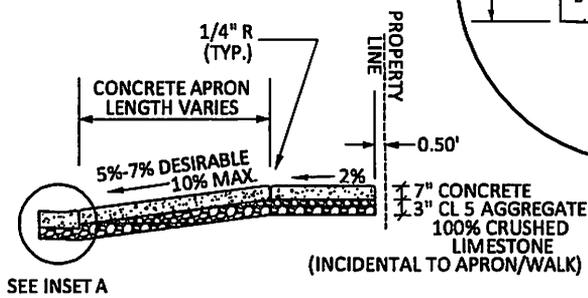
**WITH SIDEWALK**



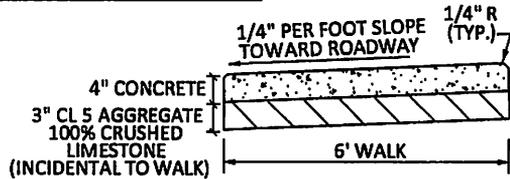
**INSET A**



**SECTION B-B THROUGH APRON**



**SECTION C-C THROUGH APRON**



**SECTION A-A THROUGH WALK**

- NOTES:**
- SEE "PEDESTRIAN CURB RAMP" DETAIL AND PLANS FOR PLACEMENT OF PEDESTRIAN CURB RAMP.
  - SLOPE OF DRIVEWAY TO PROPERTY LINE MAY VARY IF NO SIDEWALK IS REQUIRED.
  - MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.
  - SIDEWALKS: REFERENCE SECTION 2521, CURB & GUTTER: REFERENCE SECTION 2531, DRIVEWAYS: REFERENCE SECTION 2531, AGGREGATE BASE: REFERENCE SECTION 2211
  - CONTRACTOR SEE PLANS FOR PLACEMENT OF WALK AND DIMENSIONS FOR CONSTRUCTION OF DRIVEWAYS.
  - 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)
  - CONCRETE DRIVEWAY PAVEMENT IS NOT TO BE POURED MONOLITHICALLY WITH CURB AND GUTTER.
  - DRIVEWAY OPENINGS SHALL BE A MAXIMUM OF 32' FROM BOTTOM OF 3" TAPER TO BOTTOM OF 3" TAPER.
  - 1/2" EXPANSION JOINT. PLACED AT 100 FT. INTERVALS FOR SIDEWALK.
  - CONTRACTION JOINT (FORMED OR SAWED)

- IF A 6' (FT) WIDE WALK IS ADJACENT TO BACK OF CURB, THEN THE CURB TAPER SHALL BE 10' (FT) IN LENGTH. IF A WALK ADJACENT TO BACK OF CURB IS WIDER THAN 6' (FT) AND CONTAINS A MINIMUM OF 6' (FT) WALKING AREA AT 2% CROSS SLOPE, THE CURB TAPER SHALL BE 6' (FT) IN LENGTH. \* SEE DETAIL 7020A
- CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.

13. SAW CUT AND REMOVE EXISTING BITUMINOUS PAVEMENT 6" MINIMUM FROM LIP OF GUTTER. PLACE BITUMINOUS PATCH TO MATCH EXISTING PAVEMENT SECTION.

**COMMERCIAL  
CONCRETE WALK AND APRON**  
NOT TO SCALE  
SAINT PETER STANDARD  
PLATE 7020C

**COMMERCIAL  
CONCRETE WALK AND APRON**

STANDARD DETAIL  
PLATE NO:  
**7020C**

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

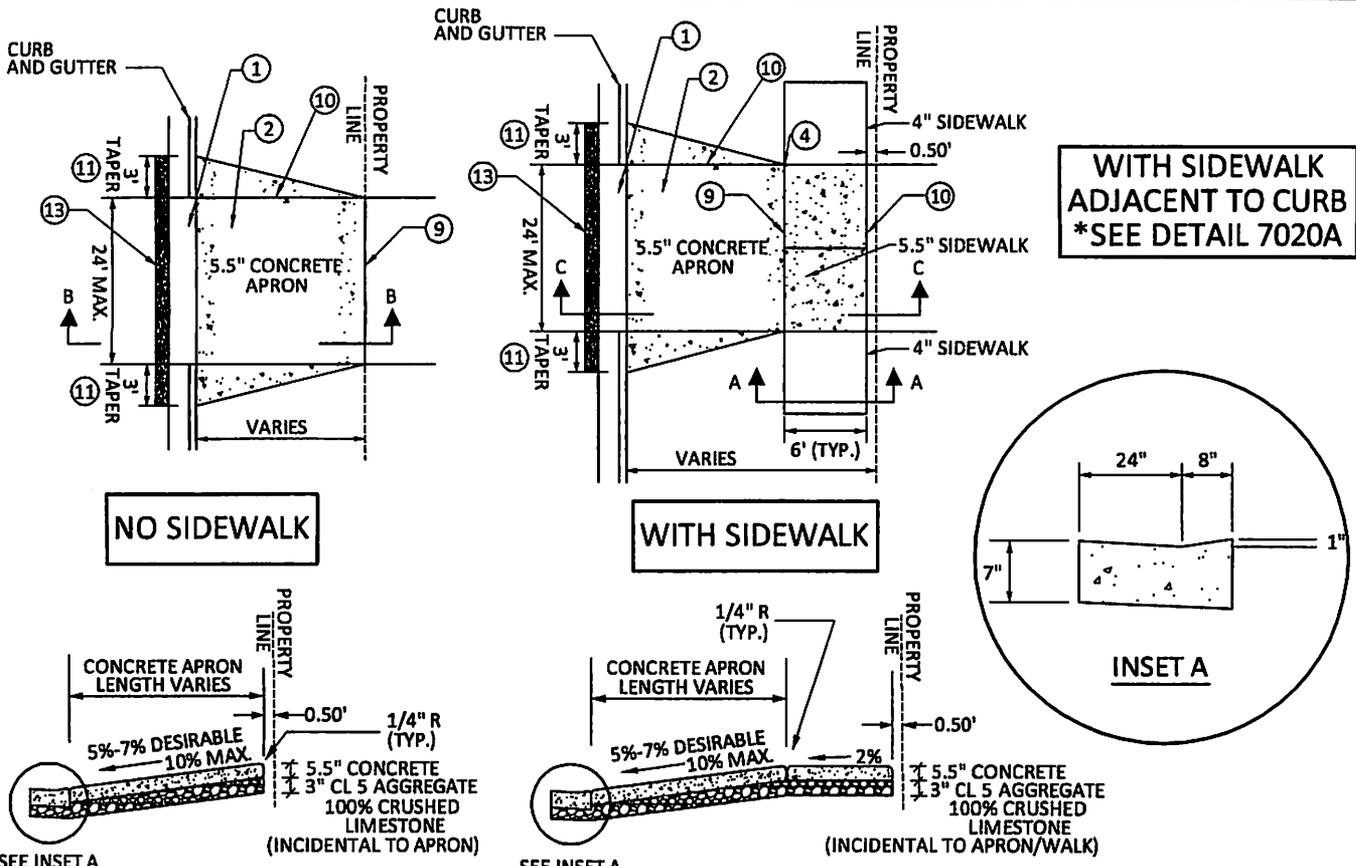
REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 14, 2012

REMARKS:

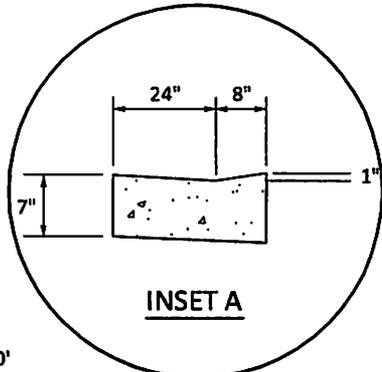
**SAINT PETER UTILITY STANDARD DETAIL**



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**WITH SIDEWALK  
ADJACENT TO CURB  
\*SEE DETAIL 7020A**

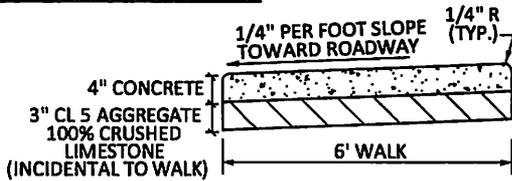


**SECTION B-B THROUGH APRON**

**SECTION C-C THROUGH APRON**

**NOTES:**

1. SEE "PEDESTRIAN CURB RAMP" DETAIL AND PLANS FOR PLACEMENT OF PEDESTRIAN CURB RAMP.
2. SLOPE OF DRIVEWAY TO PROPERTY LINE MAY VARY IF NO SIDEWALK IS REQUIRED.
3. MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.
4. SIDEWALKS: REFERENCE SECTION 2521, CURB & GUTTER: REFERENCE SECTION 2531, DRIVEWAYS: REFERENCE SECTION 2531, AGGREGATE BASE: REFERENCE SECTION 2211
5. CONTRACTOR SEE PLANS FOR PLACEMENT OF WALK AND DIMENSIONS FOR CONSTRUCTION OF DRIVEWAYS.
6. 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)
7. CONCRETE DRIVEWAY PAVEMENT IS NOT TO BE POURED MONOLITHICALLY WITH CURB AND GUTTER.
8. DRIVEWAY OPENINGS SHALL BE A MAXIMUM OF 24' FROM BOTTOM OF 3' TAPER TO BOTTOM OF 3' TAPER.
9. 1/2" EXPANSION JOINT. PLACED AT 100 FT. INTERVALS FOR SIDEWALK.
10. CONTRACTION JOINT (FORMED OR SAWED)



**SECTION A-A THROUGH WALK**

11. IF A 6' (FT) WIDE WALK IS ADJACENT TO BACK OF CURB, THEN THE CURB TAPER SHALL BE 10' (FT) IN LENGTH. IF A WALK ADJACENT TO BACK OF CURB IS WIDER THAN 6' (FT) AND CONTAINS A MINIMUM OF 6' (FT) WALKING AREA AT 2% CROSS SLOPE, THE CURB TAPER SHALL BE 6' (FT) IN LENGTH. \* SEE DETAIL 7020A
12. CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.

13. SAW CUT AND REMOVE EXISTING BITUMINOUS PAVEMENT 6" MINIMUM FROM LIP OF GUTTER. PLACE BITUMINOUS PATCH TO MATCH EXISTING PAVEMENT SECTION.

**RESIDENTIAL  
CONCRETE WALK AND APRON**

NOT TO SCALE  
SAINT PETER STANDARD  
PLATE 7020R

**RESIDENTIAL  
CONCRETE WALK AND APRON**

STANDARD DETAIL  
PLATE NO:  
**7020R**

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 14, 2012

REMARKS:

**SAINT PETER UTILITY STANDARD DETAIL**



# SAINT PETER UTILITY STANDARD DETAIL

REMARKS:

REVISED: REVISION ADOPTED BY CITY COUNCIL ON AUGUST 8, 2011

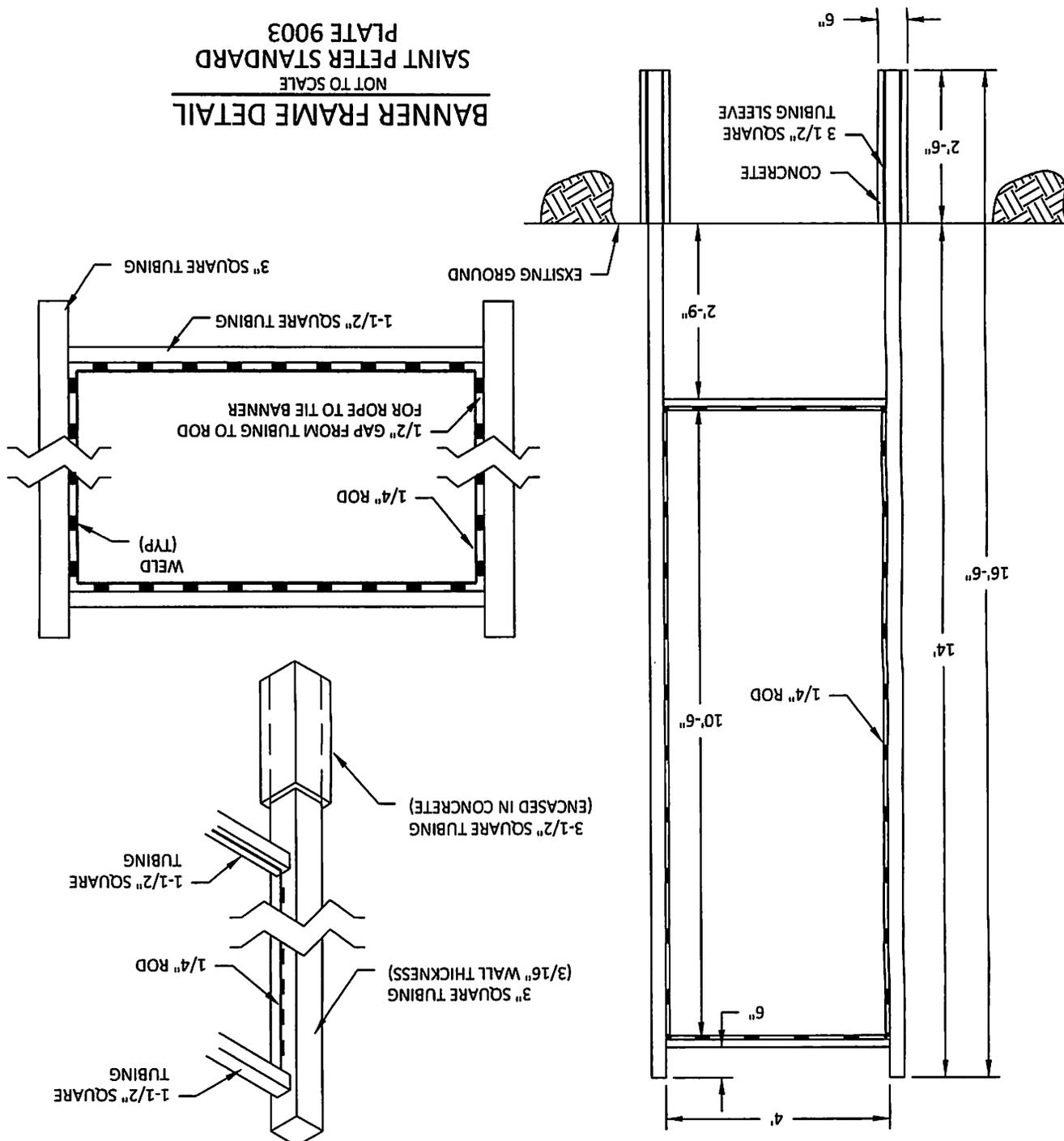
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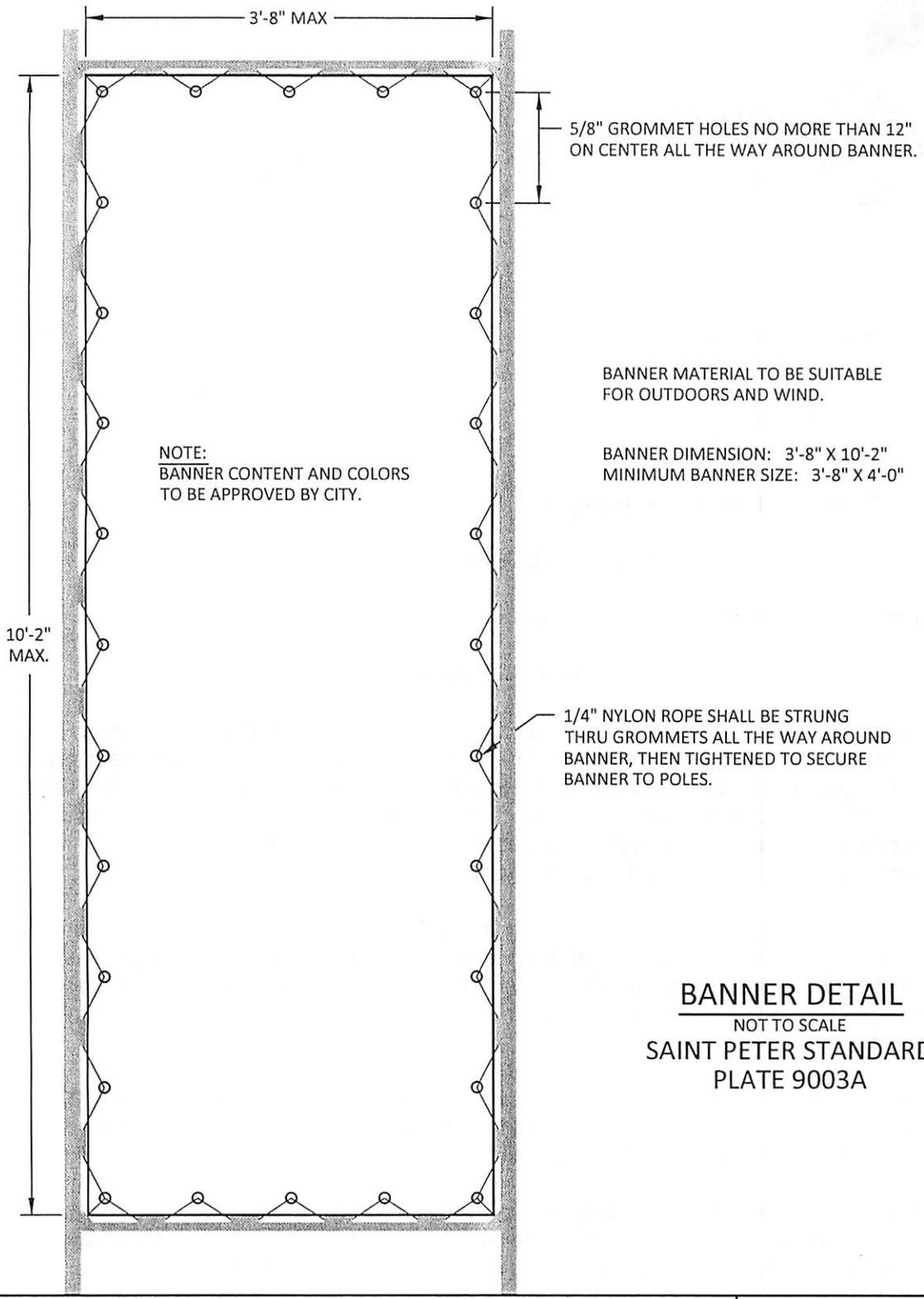


## BANNER FRAME DETAIL

STANDARD DETAIL  
PLATE NO:  
**9003**

**BANNER FRAME DETAIL**  
NOT TO SCALE  
SAINT PETER STANDARD  
PLATE 9003





NOTE:  
BANNER CONTENT AND COLORS  
TO BE APPROVED BY CITY.

BANNER MATERIAL TO BE SUITABLE  
FOR OUTDOORS AND WIND.

BANNER DIMENSION: 3'-8" X 10'-2"  
MINIMUM BANNER SIZE: 3'-8" X 4'-0"

1/4" NYLON ROPE SHALL BE STRUNG  
THRU GROMMETS ALL THE WAY AROUND  
BANNER, THEN TIGHTENED TO SECURE  
BANNER TO POLES.

**BANNER DETAIL**  
NOT TO SCALE  
SAINT PETER STANDARD  
PLATE 9003A

**BANNER DETAIL**

STANDARD DETAIL  
PLATE NO:  
**9003A**

APPROVED: ADOPTED BY CITY COUNCIL ON

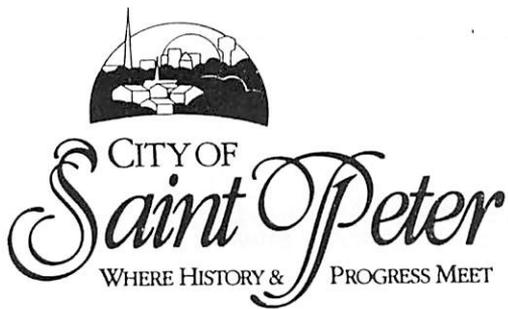
REVISED:

REMARKS:

**SAINT PETER UTILITY STANDARD DETAIL**



V:\STPE\9003A.stp.dwg 3/14/13 10:24 am



## Memorandum

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

**DATE:** 4/11/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Dismissal/Termination Policy Modification

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion.

### **BACKGROUND**

From time to time Administration reviews sections of our Personnel Policy. At times changes are borne of external stimulus or changes in standards, rules, or best management practices. At times changes are recommend due to things that we have experienced or have used. At other times, modifications are proposed due to what we view as possible incongruities in our rules or areas were clarification might be a benefit to our overall system or its application. The proposed change is related to providing clarification of existing language in our policy.

Our current Personnel Policy has two sections dealing with dismissal/termination of employees. One provision is in Section XIV "Separation" and the second is in Section XVII "Disciplinary Action". While I believe it is appropriate for there to be dismissal language in each section, it is my hope to have one process that deals with employees that are leaving employment without their consent.

While I am unsure as to the reasons for slightly different processes being used in each of these two sections, I believe that one process should be in place. This provides clarity for employees and for those of us who administer these policies.

The draft you see is an effort to clarify and provide for what I believe are best management practices in this area. I do not believe there are any substantive philosophical changes as a part of this modification. There are some clarifications related to make up of an appeal committee (Council Members), when the Council would take action (next regular meeting not 5 days as indicated) which would allow us to avoid special meetings and special meeting costs, and reference to one section. While still having a reference listed in both sections, the language one being located in one section and referenced in the second is easier for future use or change.

Staff has included both sections, XVI and XVII, for you to review as well as a redlined version of the changed areas. While we can discuss the entire policy or just these sections, my intent in

providing the entire section is not for an overall review, but rather to give some additional context to the language modifications.

I will be happy to go through this in further detail at your workshop, using hypothetical situations, if you wish. I believe this represents an improvement to the current policy.

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

TP/bal

Section XIV

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~~Dismissals-- The City Administrator will recommend to the City Council for final action the dismissal of an employee whenever it is deemed that the employee's conduct or work performance so warrants-- Dismissal may be initiated by the employee's Department Director or by the City Administrator-- An employee may be dismissed after a written warning or, if an incident is so severe as to warrant immediate dismissal, immediately upon review of such an incident by the City Administrator. An employee guilty of theft or intentional destruction of City property at any time, assault, or gross misconduct, shall be dismissed immediately.~~

~~Immediately upon dismissal, an employee will surrender all keys and other municipal property in the employee's possession-- The employee will remain on paid leave of absence while the facts and determinations are being considered-- The City Administrator will determine the questions of fact as to whether a dismissal is proper-- In the case of a dispute about the facts relating to a dismissal, the City Administrator may hold a hearing thereon-- Such a hearing will be held within three (3) working days of a dismissal action-- When such facts are assembled, they shall be presented to the City Council for final disposition of the dismissal-- Final termination becomes effective upon action by the Council to affirm such decision by the Department Director or City Administrator-- Such action by the City Council will take place within five (5) working days of such a dismissal action, at their next available Regular City Council meeting. A written record of the facts in the dismissal plus the City Council's action thereon will be sent to the employee at the employee's last known address within forty-eight (48) hours of the final decision by the City Council.~~

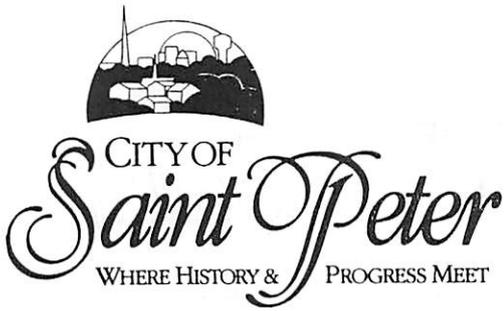
~~The employee has the right to appeal a dismissal by requesting a hearing before the City Council or a Council designated Committee of the Council's membership. An appeal request must be made in writing to the City Administrator's office within five (5) business days of the termination action of the City Council. The request must include the basis for appeal of the termination. The employee and a representative of the employee shall have the right to appear before the City Council or designated Committee at this hearing. Any dismissal not appealed in this manner and within this period shall be considered final.~~

~~Failure to report or refusal to report to work when necessary to keep essential services operating or perform necessary services is cause for dismissal.~~

~~The provisions of Section VII relating to employees during the introductory period govern discipline and discharge of employees in their introductory period.~~

Section XVII

~~Dismissal-- Please refer to Section XIV Dismissals. An employee may be dismissed after a written warning or, if an incident is so severe as to warrant immediate dismissal, immediately upon review of such an incident by the City Administrator. An employee guilty of theft or intentional destruction of City property at any time, assault, or gross misconduct, shall be dismissed immediately. Dismissals shall be approved by a majority vote of the City Council. A written statement giving the reasons(e) for the dismissal will be prepared by the City Administrator and provided to the employee within five (5) days from the date of such action. The employee and a representative of the employee shall have the right to appear before the City Council or designated Committee at this hearing. Any dismissal not appealed in this manner and within this period shall be considered final. Discipline and discharge of employees in their introductory period is governed by the provisions of Section VII relating to employees during the introductory period.~~



## Memorandum

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

**DATE:** 4/11/13

**FROM:** Todd Prafke  
City Administrator

**RE:** City School District 508 Statement of Understanding

### **ACTION/RECOMMENDATION**

None needed. For your review and discussion.

### **BACKGROUND**

Members know that the School and City has met together and worked together on many issues and projects in the past. As a part of that process, we at times take stock of this important relationship for our community.

A couple members may recall the first agreement we entered into with the School District in 1998, after the tornado. That agreement was an attempt to document our respective commitments to the community through the relationship of the City and School.

At our last School City meeting, held on April 4<sup>th</sup>, the Committee discussed a review of the current School/City Committee Statement of Understanding. The goal of the Committee was to renew the spirit of the Statement of Understanding. I do not believe it is the goal of the Committee to suggest language changes or specify dates for meetings. Rather this is brought forward as a part of the broader discussion related to School facility planning, the City's Comprehensive Plan and future group discussions that we have and are sharing.

Enclosed you will find the original Resolution by the Council from 1998 and the latest version that was approved from early 2010.

Again, the goal for your workshop is to bring all members to a similar point of understanding as we work cooperatively to have joint planning meetings with the School Board in the future.

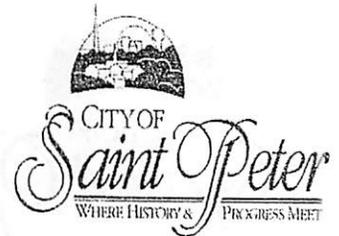
Please let me know if you have any additional questions or concerns.

TP/bal



## SCHOOL/CITY COMMITTEE

### Statement of Understanding



**Preamble:** The city of Saint Peter and the Saint Peter School District recognize that both entities contribute to the quality of life in the Saint Peter area and to the economic vitality of the community. Both entities also recognize that the same tax payers provide funds to help each entity offer their programs and services to the community. To that end, both entities desire to work cooperatively together to help maximize and achieve the best use of those tax dollars and maximize the benefit each entity provides to the community.

**Purpose:** The purpose of the committee is to serve in an advisory role to both the City Council and the Saint Peter School District.

**Responsibilities:** The committee will focus on the following areas:

- Engage in long-range comprehensive joint facilities planning
- Suggest future public facility priorities
- Identify and suggest financing options that minimize the tax impact of future public facilities
- Identify and suggest possible collaborative service arrangements
- Identify and suggest ways to collaboratively provide programs and services that are beneficial to the community

**Limitations:** The committee has no authority to speak on behalf of either entity, make decisions on behalf of either entity, enter into contracts, or expend funds.

**Time Commitment:** Members will be expected to attend regular quarterly meetings on the third Wednesday of each quarter at the Saint Peter Community Center from 6:00 to 7:30 p.m.

- September 15, 2010
- December 15, 2010
- March 16, 2011
- June 15, 2011
- Others meetings may be scheduled as needed

#### ***Committee Membership:***

- Regular Members
  - Two-three city council members, appointed by the City Council
  - Two-three school board members, appointed by the School Board
- Advisors/Facilitators
  - City Administrator
  - Superintendent of Schools
- At-Large Community Representatives Invited to Attend Meetings
  - Representatives of Gustavus Adolphus College
  - Representatives of Nicollet County
  - Representatives of Chamber of Commerce
  - Community members with specific expertise or areas of interest

**Minutes of Meetings:** Minutes of each meeting will be recorded.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 1998 - 203

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

RESOLUTION APPROVING COOPERATIVE EFFORTS WITH SCHOOL DISTRICT 508 OFFICIALS

WHEREAS, the Saint Peter City Council and the Saint Peter School District (#508) and its Board have met to discuss issues of mutual interest in service to the community; and

WHEREAS, the Council and Board have identified areas where additional partnerships may be established; and

WHEREAS, there is certainly a need for cooperative efforts that benefit our community from saving money to improved or enhanced services; and

WHEREAS, both the Board and Council wish to provide leadership in our community

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

1. The City of Saint Peter City Council and the Saint Peter School Board do resolve to work cooperatively in the future, to direct staff to continue their efforts in identifying, analyzing and exploring continuous avenues for partnership that benefit the community and that staff meet on a regular basis to explore those issues.
2. Both staffs report back to the respective governing bodies on a regular basis about progress or activities in that area.
3. The School District 508 Board and City Council will continue to work in good faith, with respect for the others operation and for the combined needs of our community in mutual cooperation.

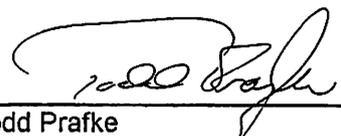
Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of July, 1998.




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Jerry K. Hawbaker  
Mayor

ATTEST:




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Todd Prafke  
City Administrator

## CITY OF SAINT PETER, MINNESOTA

## RESOLUTION NO. 2010 - 65

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

RESOLUTION ADOPTING CITY/SCHOOL COMMITTEE STATEMENT OF UNDERSTANDING

WHEREAS, the City of Saint Peter and School District #508 have formed a cooperative committee to work together to discuss issues of mutual interest in service to the community; and

WHEREAS, the Council adopted a resolution approving cooperative efforts with School District #508 in 1998; and

WHEREAS, the Council wishes to continue the cooperative efforts with the School District while defining the purpose and responsibilities of each entity; and

WHEREAS, adoption of a statement of understanding between the City and School District #508 would be mutually beneficial in understanding the goals of those cooperative efforts.

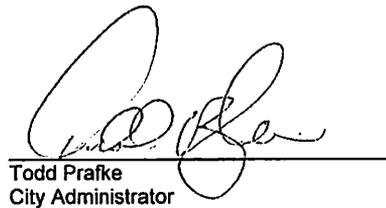
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby approves the "School/City Committee Statement of Understanding" as indicted in Exhibit A.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of April, 2010.



Ken Eichmann  
 Mayor pro tem

ATTEST:



Todd Prafke  
 City Administrator

## EXHIBIT A

SCHOOL/CITY COMMITTEE  
 STATEMENT OF UNDERSTANDING

**Purpose:** The City of Saint Peter and the Saint Peter School District recognize that both entities contribute to the quality of life in the Saint Peter area and to the economic vitality of the community. Both entities also recognize that the same tax payers provide funds to help each entity offer their programs and services to the community. To that end, both entities desire to work cooperatively together to help maximize and achieve the best use of those tax dollars and maximize the benefit each entity provides to the community.

**Responsibilities:** The committee will serve an advisory role to both the City Council and the Saint Peter School District. The committee will focus on the following areas:

- Engage in long-range comprehensive joint facilities planning
- Suggest future public facility priorities
- Identify and suggest ways to maximize shared use of existing and future public facilities
- Identify and suggest financing options that minimize the tax impact of future public facilities
- Identify and suggest possible collaborative service arrangements

**Limitations:** The committee has no authority to speak on behalf of either entity, make decisions on behalf of either entity, enter into contracts, or expend funds.

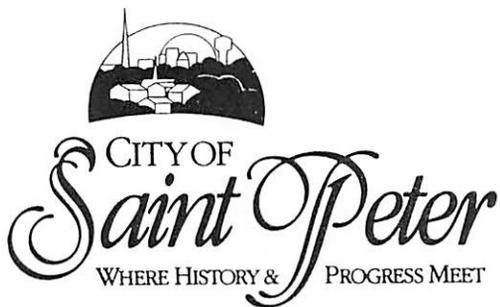
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- Representatives of Gustavus Adolphus College
- Representatives of Nicollet County
- Representatives of Chamber of Commerce
- Community members with specific expertise or areas of interest



## Memorandum

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

**DATE:** April 11, 2013

**FROM:** Todd Prafke  
City Administrator

Lewis G. Giesking  
Director of Public Works

**RE:** Review of 2013 North Third Street Project Plans

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

### **BACKGROUND**

Bolton and Menk, Inc. has nearly completed the design, plans, and specifications for the 2013 North Third Street Project.

The goals for our workshop will be for the Council to review the near final plans and specs as directed. We hope this will allow you to feel comfortable in providing approval for solicitation of bids at your next regular Council meeting. As you know, the timeline for this project is tight, so making sure we continue to meet the needs of the project and the Council is very important.

Generally, the project includes the following:

- Complete reconstruction of North Third Street from Union Street to Old Minnesota Avenue, including installation of sanitary sewer main, water main, and storm sewer to serve the new Shopko development.
- Outfall stormwater overflow line construction from Hallett's Pond to the Highway 169 ditch, requiring an "open cut" crossing of Old Minnesota Avenue (to meet MPCA requirements for control of the water level in Hallett's Pond).
- Sidewalk construction on the west side of North Third Street and on the west side of Old Minnesota Avenue in the project area.
- Sidewalk installation on Old Minnesota Avenue to Hallett's Pond and from St. Julien Street to Hallett's Pond. (Two locations in anticipation of future trail development.)
- We have some additional treatments on Third Street as a starting point for some traffic control based on the Council expressed concerns about elevated traffic numbers going south into a residential area. As we discussed, speed and turn indicators will be a part of the initial construction. Other treatments will potentially added later based our better understanding of traffic patterns as they emerge after development.

Bids are proposed to be received on May 7, 2013 at 2:00 p.m. with Council action anticipated on May 13, 2013. The project is planned to be funded using Tax Increment Financing (TIF) funds.

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

TP/LGG:bl

ITEM NO.	ITEM
1	MOBILIZATION
2	TRAFFIC CONTROL
3	COMMON EXCAVATION (P)
4	AGGREGATE BASE CL. 5 (CV)
5	BITUMINOUS WEARING COURSE(2.0")
6	BITUMINOUS NON-WEARING COURSE(2.0")
7	REMOVE BITUMINOUS PAVEMENT
8	TACK COAT
9	SODDING
10	TOPSOIL BORROW
11	INLET PROTECTION
12	SILT FENCE
13	SEEDING
14	REMOVE CONCRETE CURB & GUTTER
15	CONCRETE CURB & GUTTER
16	CONCRETE SIDEWALK
17	CONCRETE DRIVEWAY PAVEMENT
<b>STORM SEWER</b>	
1	REMOVE STRUCTURE
2	12" STORM SEWER
3	15" STORM SEWER
4	24" STORM SEWER
5	30" STORM SEWER
6	36" STORM SEWER
7	48" STORM SEWER
8	36" APRON WITH TRASH GUARD
9	48" APRON WITH TRASH GUARD
10	RIP RAP, CLASS III
11	CONNECT TO EXISTING STORM SEWER
12	STORM STRUCTURE
13	STORM CASTING & CHIMNEY SEAL
<b>SANITARY SEWER</b>	
1	10" SANITARY SEWER
2	CONNECT TO EXISTING SANITARY SEWER
3	10"x6" SERVICE WYE
4	8"x4" SERVICE WYE
5	6" SANITARY SEWER SERVICE
6	4" SANITARY SEWER SERVICE
7	SANITARY SEWER MANHOLE
8	SANITARY MANHOLE CASTING
9	CHIMNEY SEAL
<b>WATERMAIN</b>	
1	8" WATERMAIN
2	6" WATERMAIN
3	CONNECT TO EXISTING WATERMAIN
4	6" GV & BOX
5	8" GV & BOX
6	1" CORPORATION STOP
7	1" CURB STOP & BOX
8	1" TYPE K COPPER
9	REMOVE HYDRANT
10	HYDRANT
11	WATERMAIN FITTINGS
12	REMOVE WATERMAIN PIPE
13	REMOVE GATE VALVE

