CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Monday, April 2, 2018
Community Center, St. Peter Room – 5:30 p.m.
600 South Fifth Street

III. CALL TO ORDER

II. DISCUSSION
   A. Youth Activities with School District #508
   B. Ward System/Precinct Location
   C. League of Minnesota Cities Conference

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal
TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: Youth Activities With School District #508

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

This is one of the agenda items that were not discussed at the January 30, 2018 goal session.

As Councilmembers know, the Third Floor youth center, which was jointly operated by the City's Recreation and Leisure Services Department and School District #508, closed its' doors on December 12, 2017. Our original plan (for the Goal Session) was to discuss that closure and describe what is going on to help cooperatively identify needs in the community. We hope to do a bit of that at your meeting.

Additionally staff hopes to discuss cooperative efforts between the City and School District #508 that are currently in place, and which are planned for in the future to engage youth in our community. Recreation and Leisure Services Director Timmerman will be at your meeting to provide insight into activities that impact youth and young families.

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

TP/bal
December 1, 2017

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

To middle school families: This fall we've had the opportunity to experiment with moving The Third Floor Youth Center from North Intermediate (formerly grades 3–6) to the newly restructured middle school serving grades 5–8. We have found that a program of this kind, although appreciated, is not widely needed for the majority of the students/families in middle school. The last day of TTF will be Tuesday, December 12, 2017. Thank you to all of you and our our partners, St. Peter Schools and Gustavus Adolphus College, as we say good-bye to this after school program.
TO:         Honorable Mayor Zieman
           Members of the City Council

FROM:      Todd Prafke
           City Administrator

RE:         Ward System/Precinct Location Discussion

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

Discussion about changing the City’s election districts was originally included on the January
30, 2018 goal session agenda. This is one of those topics that the Council did not get to which I
had indicated would be included on an upcoming workshop agenda.

Information is attached on the current ward/precinct boundaries as outlined in the City Code as
well as the various sections of State Statute relating to election precincts, changes to those
precincts and redistricting. As I recall the question was maybe a bit more academic in nature
and related to the need for separate precincts since the City currently does not use a precinct as
the basis for representation on the City Council.

While it is true we do no use it for representation precincts are used for two primary purposes:
other boundaries such as County Commission population totals and for dividing population for
ease in voting and vote tabulation. One way to think about it maybe that while the precincts are
not needed for City elections they can be used for other seats and voting ease so getting rid of
them all together is maybe not an approach you wish to pursue unless there is some other very
compelling reason.

Please note that redistricting of the City’s wards and precincts will be done in the year 2022 as
outlined in regulations related to the nation-wide decennial census.

An additional consideration may be changes in election laws and rules and how that may impact
number of voting machines and other equipment.

One other thing of note related to the elections is the need to relocate the polling place for the
Ward I precincts (north ward) for the general elections in 2018 and 2019. We have been
notified that the Armory will be undergoing a year-long renovation project beginning in October
of this year. My office will be recommending the Council adopt a resolution to be provided to
the Secretary of State’s Office indicating the polling place for this Ward is being temporarily relocated to Johnson Hall at the Fairgrounds for these two election cycles.

You may note that this year there is also a primary election to be held on August 14th. We are unable to move the primary to Johnson Hall due to the Nicollet County Fair schedule. To limit confusion among voters, our recommendation is to hold the primary at the Armory and then, as required by State Statute, send out written notices to voters that the general election will be relocated to Johnson Hall for the November election.

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

TP/bal
2017 Minnesota Statutes

204B.14 ELECTION PRECINCTS.

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

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

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

(1) each city ward; and
(2) each town and each statutory city.

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

(1) for any city of the third or fourth class, any town, or any city having territory in more than one county, in which all the voters of the city or town shall cast their ballots;
(2) for contiguous precincts in the same municipality;
(3) for up to four contiguous municipalities located entirely outside the metropolitan area, as defined by section 200.02, subdivision 24, that are contained in the same county; or
(4) for noncontiguous precincts located in one or more counties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The county auditor must publish a notice illustrating or describing the congressional, legislative, and county commissioner district boundaries in the county in one or more
qualified newspapers in the county at least 14 days before the first day to file affidavits of

candidacy for the state general election in the year ending in two.

Alternate dates for adopting changes in precinct boundaries, posting notices of

boundary changes, and notifying voters affected by boundary changes pursuant to this

subdivision, and procedures for coordinating precinct boundary changes with

reestablishing local government election district boundaries may be established in the

manner provided in the rules of the secretary of state.

Subd. 4a. Municipal boundary adjustment procedure. A change in the boundary

of an election precinct that has occurred as a result of a municipal boundary adjustment

made under chapter 414 that is effective more than 21 days before a regularly scheduled

election takes effect at the scheduled election.

A change in the boundary of an election precinct that has occurred as a result of a

municipal boundary adjustment made under chapter 414 that is effective less than 21 days

before a regularly scheduled election takes effect the day after the scheduled election.

Subd. 5. Precinct boundaries; description; maps. If a precinct boundary has been

changed or an annexation has occurred affecting a precinct boundary, the municipal clerk

shall immediately notify the county auditor and secretary of state. The municipal clerk

shall file a corrected base map with the secretary of state and county auditor within 30

days after the boundary change was made or, in the case of an annexation, the later of: (1)

30 days after the approval of the annexation order; or (2) the effective date of the

annexation order. Upon request, the county auditor shall provide a base map and precinct

finder to the municipal clerk. The municipal clerk shall prepare a corrected precinct map

and provide the corrected map to the county auditor, who shall correct the precinct finder

in the statewide voter registration system and make the corrected map and precinct finder

available for public inspection, and to the secretary of state, who shall update the precinct

boundary database. The county auditor shall prepare and file precinct boundary maps for

precincts in unorganized territories in the same manner as provided for precincts in

municipalities. For every election held in the municipality the election judges shall be

furnished precinct maps as provided in section 201.061, subdivision 6. If a municipality

changes the boundary of an election precinct, or if an annexation affecting a precinct

boundary occurs, the county auditor shall notify each school district with territory affected

by the boundary change at least 30 days before the effective date of the change.

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

Subd. 7. Application to municipalities. Notwithstanding the provisions of section

410.21, or any other law, ordinance or charter to the contrary, the provisions of

subdivisions 1 and 3 apply to all municipalities.

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

History: 1981 c 29 art 4 s 14; 1Sp1981 c 4 art 4 s 43; 2Sp1981 c 2 s 2; 1983 c 289 s

115 subd 1; 1985 c 248 s 36; 1986 c 444; 1987 c 186 s 15; 1987 c 212 s 1-4; 1987 c 297 s

2; 1990 c 453 s 4; 1991 c 349 s 31-34; 1993 c 208 s 1,2; 1993 c 223 s 9; 1994 c 607 s 1-4;

1999 c 237 s 1; 2000 c 467 s 13-15; 2005 c 156 art 6 s 34; 2005 c 162 s 2; 2006 c 270 art

1 s 1; 2010 c 184 s 13,14; 2010 c 201 s 24; 2010 c 313 s 3,4; 2011 c 18 s 2,3; 2014 c 288

art 2 s 4; 2016 c 161 art 1 s 5; art 3 s 1; 2016 c 162 s 4,5

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20B.135 REDISTRICTING OF ELECTION DISTRICTS.

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

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

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

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

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

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

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

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

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

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

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

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

History: 1974 c 337 s 17; 1981 c 29 art 7 s 38; 1983 c 62 s 11; 1986 c 444; 1991 c 349 s 38; 1995 c 8 s 6; 1999 c 237 s 3; 2010 c 313 s 5.6
Sec. 2-3. - Ward and precinct boundaries.

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

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

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

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

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

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

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

State Law reference— Redistricting, cities with wards, M.S. § 205.84; election precincts, M.S. § 204B.14.
WARD AND PRECINCT BOUNDARIES
204B.16 POLLING PLACES; DESIGNATION.

Subdivision 1. Authority; location. By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

(1) pursuant to section 204B.175;

(2) because a polling place has become unavailable; or

(3) because a township designates one location for all state and federal elections and one location for all township only elections.

Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area defined by section 200.02, subdivision 24, shall be located within the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2, or a school district pursuant to section 205A.11. The polling place for a precinct in unorganized territory may be located outside the precinct at a place which is convenient to the voters of the precinct. If no suitable place is available within a town or within a school district located outside the metropolitan area defined by section 200.02, subdivision 24, then the polling place for a town or school district may be located outside the town or school district within five miles of one of the boundaries of the town or school district.

Subd. 1a. Notice to voters. If the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election. The secretary of state shall prepare a sample of this notice. A notice that is returned as undeliverable must be forwarded immediately to the county auditor. This subdivision does not apply to a polling place location that is changed on election day under section 204B.175.

Subd. 2. [Repealed, 1994 c 607 s 7]

Subd. 3. Designation effective until changed. The designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct. No designation of a new or different polling place shall become effective less than 90 days prior to an election, including school district elections or referenda, and no polling place changes may occur during the period between the state primary and the state general election, except that a new polling place may be designated to replace a polling place that has become unavailable for use.

Subd. 4. Prohibited locations. No polling place shall be designated in any place where intoxicating liquors or nonintoxicating malt beverages are served or in any adjoining room. No polling place shall be designated in any place in which substantial compliance with the requirements of this chapter cannot be attained.

Subd. 5. Access by elderly and persons with disabilities. Each polling place shall be accessible to and usable by elderly individuals and individuals with disabilities. A polling place is deemed to be accessible and usable if it complies with the standards in paragraphs (a) to (f).

(a) At least one set of doors must have a minimum width of 32 inches if the doors must be used to enter or leave the polling place.

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(b) Any curb adjacent to the main entrance to a polling place must have curb cuts or temporary ramps. Where the main entrance is not the accessible entrance, any curb adjacent to the accessible entrance must also have curb cuts or temporary ramps.

(c) Where the main entrance is not the accessible entrance, a sign shall be posted at the main entrance giving directions to the accessible entrance.

(d) At least one set of stairs must have a temporary handrail and ramp if stairs must be used to enter or leave the polling place.

(e) No barrier in the polling place may impede the path of persons with disabilities to the voting booth.

(f) At least one parking space for persons with disabilities, which may be temporarily so designated by the municipality for the day of the election, must be available near the accessible entrance.

The doorway, handrails, ramps, and disabled parking provided pursuant to this subdivision must conform to the standards specified in the State Building Code for accessibility by persons with disabilities.

A governing body shall designate as polling places only those places which meet the standards prescribed in this subdivision unless no available place within a precinct is accessible or can be made accessible.

Subd. 6. Public facilities. Every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group.

Subd. 7. Appropriate facilities. The facilities provided in accordance with subdivision 6 shall be sufficient in size to accommodate all election activities and the requirements of subdivision 5. The space must be separated from other activities within the building. The local election official may approve space in two connecting rooms for registration and balloting activities. Except in the event of an emergency making the approved space unusable, the public facility may not move the election from the space approved by the local election official without prior approval. In addition to the requirements of subdivision 5, the public facility must make remaining parking spaces not in use for regularly scheduled activities available for voters.

History: 1981 c 29 art 4 s 16; 1983 c 124 s 4; 1984 c 471 s 5; 1985 c 307 s 1; 1987 c 266 art 1 s 25; 1991 c 227 s 12,13; 1991 c 349 s 36,37; 1992 c 474 s 1; 1993 c 223 s 10; 1997 c 147 s 29,30; 2000 c 467 s 16; 2004 c 293 art 2 s 18; 2005 c 56 s 1; 2005 c 156 art 6 s 35,36; 2008 c 244 art 1 s 11; 2017 c 92 art 1 s 14; art 2 s 8
Memorandum

TO: Honorable Mayor Zieman
   Members of the City Council

FROM: Todd Prafke
       City Administrator

RE: League of Minnesota Cities Conference

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The annual League of Minnesota Cities (LMC) conference will take place in St. Cloud June 20-22, 2018. Information on the conference has been provided to each Councilmember by the League and the schedule for the conference is attached.

Time has been included on the workshop agenda for Council discussion about attending the conference and it is my hope that should any of you wish to attend, you would let us know soon enough to qualify for the early bird pricing levels. Conference registration fees increase after April 30, 2018.

In addition, it’s important to note that one of the conference hotels is already sold out and hotel reservations will need to be made as soon as possible to ensure Councilmembers can stay at the conference hotel.

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

TP/bal
Agenda—2018 Annual Conference

Make sure you don’t miss a thing while you’re at Camp #MnCities! Explore the conference agenda below so you can begin to put together your own conference plan.

Wednesday, June 20

8 a.m.-8 p.m.
Registration Open

9 a.m.-3 p.m.
Pre-conference Workshop – Building More Welcoming, Inclusive Communities: City Leadership to Advance Race Equity

1-2:30 p.m.
Camp #MnCities 5K Run/Walk

1-2:30 p.m.
Disc Golf Outing in Riverside Park

2-2:30 p.m.
MAOSC Executive Committee Meeting

2-3 p.m.
Camp #MnCities Meetups

2-3 p.m.
Orientation for New Attendees

2:30-3:30 p.m.
MAOSC Board Meeting

3:30-5 p.m.
Opening Session & 2018 Legislative Update

5-8 p.m.
Camp #MnCities Kick-off in the Exhibit Hall

Thursday, June 21

7:30 a.m.-7 p.m.
Registration Open
7:30-8:30 a.m.
Minnesota Women in City Government Breakfast

8:30-9:45 a.m.
General Session—Rural-Urban Connections: Growing and Thriving Together

9:45-10:45 a.m.
Networking Break in the Exhibit Hall

11 a.m.-12 p.m.
Educational Sessions #1

12-1:30 p.m.
Luncheon & LMC Annual Meeting

1:45-2:45 p.m.
Educational Sessions #2

2:45-3:15 p.m.
Networking Break

3-3:30 p.m.
Short Shot Educational Sessions #1

3:15-4:15 p.m.
Educational Sessions #3

3:45-4:15 p.m.
Short Shot Educational Sessions #2

4:30-7 p.m.
Minnesota Cities Awards Show & Dinner

Friday, June 22

7-11 a.m.
Registration Open

7:30-8:30 a.m.
CGMC Breakfast

7:30-8:30 a.m.
Metro Cities Breakfast

7:30-8:30 a.m.
Past President's Breakfast

7:30-8:30 a.m.
Delegate Breakfast

9-10 a.m.
Educational Sessions #4

10-10:30 a.m.
Networking Break

10:30-11:45 a.m.
Closing Session with Keynote Speaker Paul Schmitz
Session Track Descriptions—
2018 Annual Conference

The 2018 Annual Conference will feature six session tracks ranging from city basics to more complex, specific topics—all of which will give you tools and skills to bring home to your city. Explore the session track descriptions below and start creating your conference plan!

Governing & Leading

As a local leader you play an important role in encouraging constructive council-staff relations, ensuring a safe work environment, and engaging residents and others to work together to solve community challenges. These sessions will provide resources and tools to help you set a positive tone and effectively lead your city. Key topics:

- Using simple tools for high-impact leadership
- Collective impact to address wicked problems
- The role of personnel committees
- How a community foundation can help meet local needs
- Promoting a respectful workplace

Managing Your City: The Basics

New to your position? Wanting a refresher on your role in basic city operations? This track is for you! Explore the nuts and bolts of your legal responsibilities, effectively navigate complex issues, understand city tools and resources to support economic development, and take steps to protect your city from costly claims and lawsuits. Key topics:

- Rural development resources for small cities
- Risk management 101
- Hiring and performance management 101
- Records management 101
- Public expenditures 101
- Economic development 101

Managing Your City: Advanced Tools & Practices

Are you ready to delve deeper into the intricacies of leading your city? Changing technology, demographics, and regulatory and legal requirements can make running your city difficult. Go beyond the basics as you discover practical ways to address these challenges, learn how to motivate your city’s employees, and explore how cities can
think differently and longer-term to meet evolving needs and expectations. Key topics:

- Employee engagement strategies
- Ways to finance energy efficient public buildings
- Impacts of federal tax reform on cities
- Water infrastructure challenges and solutions
- Long-range financial planning

Planning & Development

What steps are you taking to become a stronger, healthier, and more resilient community? Think 20+ years into the future as you explore more sustainable ways to approach planning, development, and growth to keep your city moving in the right direction. Key topics:

- New trends in community and economic development
- Downtown redevelopment strategies and tools
- Green businesses development
- Promoting healthy communities

Civic Engagement & Leadership

Developing civic leadership capacity is critical to community success. Get tips on how your city can build a more collaborative culture to generate greater impact and strengthen your community and explore ways to engage the next generation of community leaders in city jobs and leadership roles. Key topics:

- Engaging the community in strategic planning
- Non-traditional and web-based engagement strategies to build support for projects
- Leadership for authentic engagement and effective collaboration
- Attracting the next generation to public service
- Encouraging youth to get involved in city government

Building Inclusive Communities

Minnesota is becoming increasingly diverse, bringing both challenges and opportunities to cities across the state. Discover ways communities of all sizes and in all areas are creating a place for all people by leveraging local government’s role in advancing equity, building trust with community, and genuinely engaging those they serve. Key topics:

- Creating a welcoming, inclusive, and equitable community
- Becoming more culturally competent
- Inclusive community engagement