CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Monday, August 7, 2017
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

III. CALL TO ORDER

II. DISCUSSION
A. Animal Control Language - Bees
B. Wells Fargo Divestment
C. MN Square Park Pavilion Update
D. Council Technology Stipend Policy

III. ADJOURNMENT

***PLEASE NOTE MEETING LOCATION***

Office of the City Administrator
Todd Prafke

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

FROM: Todd Praafke
      City Administrator

RE: Animal Control Language/Bees

ACTION/RECOMMENDATION

None needed. For your information and further discussion.

BACKGROUND

Based on your direction please find attached an initial draft of City Code language changes that would provide for the keeping of bees under specific rules and with a permit from the City.

The is an amalgamation of rules from a number of sources and follows the pattern or format for ordinance changes that was used as a part of the your chicken discussion. Generally an applicant must provide documentation that they have attended a Beekeeping class from the University of Minnesota and meet the care and distance restrictions based on the anticipated locations of the maximum of two hives on the property.

I anticipate, again following your chicken work, that a one-time inspection would be needed and then renewal annually without inspection. The City would maintain the right to inspect at any time, however, it is not a requirement of renewal.

At your meeting it seemed that a couple of issues were at the front of your discussion. Those were licensing to keep the bees and safety for the public. The draft language changes provide for setbacks and distances from the "public way" and since there is no licensing in the State of Minnesota and it seems administratively cumbersome for the City of Saint Peter to design its own licensing program, the draft includes a requirement for the applicant to demonstrate they have taken and received a certificate of completion on a course on Beekeeping from the University of Minnesota.

I would anticipate that the initial inspection fee would be about $45 and a $5 annual fee again similar to what your chicken requirements are.

Please note that due to recently adopted legislation, the City must now provide 10 days advance notice on our website of any proposed changes to the City Code. If the Council wishes to proceed with Code changes to allow the keeping of bees, staff would provide for the 10 day notice period before the City Council could consider adoption of any changes.

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

TP/bal
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, chickens, and honey bees.

(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, and guinea hens.

Location means an individual property which also contains the primary residence of the applicant.

Sec. 8-230. Housing.

It is unlawful for any person to keep any animal, dog, cat, nongame fish, honey bee, gerbil, guinea pig, hamster, canary, rabbit, chicken or parakeet in any structure infested by vermin, flies or insects.

Sec. 8-231. Treatment.

It is unlawful for any person to treat any animal, dog, cat, nongame fish, honey bee, gerbil, guinea pig, hamster, canary, rabbit, chicken or parakeet in a cruel or inhumane manner.

Sec. 8-232. Unlawful to keep animals, dogs, cats, rabbits, honey bees 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.

Sec. 8-248 – Keeping of honey bees.
Sec. 8-___. Permit Required.

It is unlawful for any person to keep any honey bees without a permit from the City.

Sec. 8-___. Permit Fees.

Permit fees shall be set by Resolution of the Council from time to time.

Sec. 8-___. Permit Time.

A permit shall be issued on an annual basis and shall expire on the 1\textsuperscript{st} day of each April.

Sec. 8-___. Permit Requirements.

(1) Applicant must provide a bee hive, defined as a structure made of durable materials that provides shelter for the honey bees from the elements

(2) The hive(s) may only be placed on properties that are zoned for residential purposes as a permitted use as defined in the Zoning Code.

(3) Hives may only be placed in the Rear Yard, as defined in the Zoning Code, of a lot which also contains a residential structure.

(4) Applicant must demonstrate that the hives are a minimum of 25 feet from any neighboring residential structure.

(5) The hives must be set back a minimum of seven (7) feet from any property line.

(6) The hives must include a Flyway Barrier such as a fence, dense vegetation, or combination of materials at a height of a minimum six (6) feet tall on any side(s) of the permitted property that is adjacent to any public way.

(7) The hive must be surrounded by a minimum four foot tall Distance Barrier that restricts access from the public. The Distance Barrier can be a fence, dense vegetation, or combination of materials that surrounds the hive(s) and would restrict inadvertent access to the hive(s).

(8) A weather proof sign shall be attached to the distance barrier that is a minimum of 18" by 18" that says "Bee Hive".

(9) The applicant must demonstrate receipt of and maintain a certificate of completion of a honeybee keeping course from the University of Minnesota

Sec. 8-___. Limitation on Number of Hives

No person shall keep or allow to be kept at any one location within the City more than two (2) hives.

Sec. 8-___. Sanitation.
All hives be maintained in a healthy, clean and sanitary condition and shall be free at all times from obnoxious odors and from the presence of rodents, vermin and other animals.

Sec. 8-___. Inspection.

An initial inspection of the property and hives is required before a permit can be issued. No inspection is required for a renewal of a permit. The hives may be inspected at any reasonable time by the City or its authorized agent.

Sec. 8-___. Private Restrictions or Covenants on Property.

Private Restrictions or Covenants on the use property shall remain enforceable. These include, but not limited to, deed restrictions, condominium master deed restrictions, neighborhood association by-laws, covenants, and declarations. A permit shall not be issued to a person whose premises are subject to private restrictions or covenants that prohibit the keeping of honey bees. Interpretation and enforcement of private restrictions is a sole responsibility of the private parties involved.

Sec. 8-___. Revocation.

The City may deny or revoke any permit application or renewal if it deems the applicant:

(1) Is unwilling or unable to fulfill the provisions of the Ordinance;
(2) Fails to comply with the provisions of the Ordinance;
(3) Submits inaccurate or incomplete license information;
(4) Fails to meet the conditions of the permit;
(5) Is creating a nuisance; or
(6) Is endangering the public health and safety.

Sec. 8-249. Violation – Petty Misdemeanor.

Any violation of this Section shall be considered punishable as a Petty Misdemeanor.
Bee Lab

Beekeeping Classes

Veterinarian Honey Bee Class (//www.beelab.umn.edu/bee-squad/education/beekeeping-classes/vettrain)

Veterinarians interested in learning about honey bees to gain confidence in diagnosing disease issues, understanding how the FDA's VDF rule affects honey bees, and establishing a VCPR with a beekeeper. This class is limited to veterinarians.

**Veterinarian Honey Bee Class**
(//www.beelab.umn.edu/bee-squad/education/beekeeping-classes/vettrain)

**When:** Next class August 22, 2017
**Where:** University of Minnesota, St. Paul Campus

Beekeeping in Northern Climates Year 1 (Getting Started in Beekeeping) (//www.beelab.umn.edu/bee-squad/education/beekeeping-classes/beekeeping-year1)

Interested in becoming a beekeeper? Dr. Marla Spivak and Gary Reuter from the University of Minnesota Bee Lab will help you get started in beekeeping. If you have had no prior experience keeping bees in our cold climate, Beekeeping in Northern Climates, Year 1 (//www.beelab.umn.edu/bee-squad/education/beekeeping-classes/beekeeping-year1) will teach you everything you need to know for a successful first year.

**When:** Next class October 28, 2017 and February 24, 2018
**Where:** University of Minnesota, St. Paul Campus

Beekeeping in Northern Climates Year 2 (Keeping Bees Year After Year) (//www.beelab.umn.edu/education/beekeeping-classes/beekeeping-year2)
Need help keeping your bees alive and healthy year after year? If you have taken Beekeeping Part 1, this engaging course is for you. Taught by Dr. Marla Spivak and Gary Reuter from the University of Minnesota Bee Lab, Beekeeping in Northern Climates, Year 2 (//www.beelab.umn.edu/education/beekeeping-classes/beekeeping-year2) will help you maintain healthy bee colonies long term. This class can be taken the same year as Beekeeping Year 1, although we recommend you take it after your first year of beekeeping.

When: Next class October 29, 2017 and February 25, 2018
Where: University of Minnesota, St. Paul Campus

Beekeeping in Northern Climates Beyond the Basics
(//www.beelab.umn.edu/education/beekeeping-classes/beekeeping-northern-climates)

This class is exclusively for beekeepers that have had the following three experiences: 1) successfully wintered honey bee colonies in a cold climate; 2) introduced a new queen into an existing colony; 3) kept bees continuously for two years.

In Beekeeping in Northern Climates Beyond the Basics (//www.beelab.umn.edu/education/beekeeping-classes/beekeeping-northern-climates) we will cover alternative management strategies to successfully winter colonies in northern climates, divide colonies in spring, requeen colonies in spring and/or fall, and maintain colonies on natural comb. We will not cover honey harvesting and extraction, or the basics of wintering colonies as these topics are covered in Beekeeping Part 2. Taught by Dr. Marla Spivak and Gary Reuter from the University of Minnesota Bee Lab.

When: April 2, 2017
Where: University of Minnesota, St. Paul Campus

Successful Queen Rearing Short Course (//www.beelab.umn.edu/bee-squad/education/beekeeping-classes/queen-rearing)

Why not rear your own queens? The University of Minnesota Queen Rearing short course (//www.beelab.umn.edu/bee-squad/education/beekeeping-classes/queen-rearing) teaches one method of rearing queens that works consistently for both hobby and commercial beekeepers. Topics covered include queen and drone biology, timing of queen rearing in northern climates, stock selection and breeding for hygienic behavior, setting up mating yards, and record keeping. Everyone will have a chance to
try their hand at grafting larvae and raising their own queens. A unique feature of the course is the section on queen rearing equipment designs that will allow you to build your own!

**When:** July 20-22, 2018  
**Registration open**  
**Where:** University of Minnesota, St. Paul Campus

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**Honey Bees: A Course for Keeping Bees Healthy (and on their own six feet)**

This web-based course is a guide to keeping bees healthy and on their own six feet. It features the Hives Angels (our Super-Heroines, the honey bee colony) and her Villains (the diseases and mite pests that attack the Hives Angels). The user will first become familiar with the strengths and weaknesses of the Hives Angels, and then will follow a 5-step approach to combating the villains.

**When:** This course is temporarily off line for updates!! When it comes back it will be free.

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TO:       Honorable Mayor Zieman
          Members of the City Council

FROM:    Todd Prafke
          City Administrator

RE:      Divestment of Fund from Wells Fargo

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

The Council has previously discussed the City’s Investment Policy and how that policy might be used to help ensure that public funds are invested in ways that represent the community in a way that supports local goals.

To that end the Council has reflected on some research, discussed ESG scoring and the investment policy, and discussed ways to help meet these goals, but also ensure the efficient operation of the City.

We currently have the following investments with Wells Fargo with end term dates as follows:

Savings acct $15,002

Maturities:

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<tr>
<th>Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>4/17/18</td>
<td>$108,000</td>
</tr>
<tr>
<td>5/2/18</td>
<td>$110,000</td>
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<tr>
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<td>$240,000</td>
</tr>
<tr>
<td>2/25/33</td>
<td>$854.06 principal returned each month, expirations prior to 2033</td>
</tr>
<tr>
<td>1/25/34</td>
<td>$5,599.29 principal returned each month, expirations prior to 2034</td>
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</tbody>
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While no change is planned for the investment policy, the City Council has indicated that it wishes to divest from Wells Fargo. It would be my intent should the Council decide to direct us in this way, to not re-invest with Wells Fargo in the near term and prior to any new investment with them solicit Council input. This also means that any current investment would be allowed to run to its’ end term.

Again, based on the Council’s discussion, no change in your investment policy is proposed at this time but a resolution providing the direction is appropriate and would be provided at your next regular Council Meeting.

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

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

FROM: Todd Prafke  
City Administrator  

RE: Minnesota Square Park Pavilion Update  

ACTION/RECOMMENDATION  

None needed. For Council information and input only.  

BACKGROUND  

My goal for this item is to give you a brief update on the work surrounding the Minnesota Square Park Pavilion now that you have received $200,000 in Legacy Funding from the State of Minnesota.  

But before I get too far into that, I think it is important we thank a few folks who were a tremendous help and instrumental in promoting the allocation of the funding from the State. Representative Bob Gunther was fantastic in assisting us and making sure we had the opportunity to present our case in front of the committee in charge of Legacy Funding. Representative Clark Johnson and Senator Nick Frenz also worked to make sure others knew of the regional importance of this project and the value it has to culture and performing arts within our larger regional community.  

These are the major issues I see regarding this project:  

- I had asked the project architects Oleson and Hobbie for a proposal to get us through bidding. This firm was the architectural firm that assisted you with concept work that was done through the Mayor’s Task Force and was ultimately accepted by the Council. A copy of their proposal is attached and it is my plan to ask for approval of their engagement at an upcoming meeting. As you can see the proposal is structured in phases that represent the various planned phases of the project. The fees they suggest are right in the ball park of what we expect at about eight percent (8%).  

- It may also be important to note that there are a few more steps in the design process before you go out for bids and my goal continues to be having a “value engineering” process that I hope will help not only with the quality of the project, but cost of the project. This will result in a new estimated construction cost. My plan will be to update the Council as we move through this process.
• There will be a review by Tom Whitlock from your parks planning firm of Damon Farber that may signal other changes surrounding the pavilion which may be needed to accommodate that change in size and to enhance the interrelationship of the pavilion to the park. That is why we have Damon Farber’s expertise.

• Since our grant is for fiscal year 2018, the funds are available until the end of State fiscal year 2019, which is June 30, 2019. It is my plan to discuss timing of construction with some of the major users such as Rock Bend and the Ambassadors and really visit about the most opportune time to make this happen.

• If we do well from a value engineering and timeline standpoint, work could take place in 2018 before the grant deadline in June of 2019. So that means we maybe shouldn’t set all of this in stone yet, but rather firm up the plan after some additional discussions help to shake it out.

• It is anticipated that funding would be some form of cash and debt service as was discussed at your Goal Session. I will start the preliminary work on that as new numbers are developed for the cost of construction.

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

TP/bal
August 2, 2017

Mr. Todd Prafke
City Administrator
City of St. Peter
227 South Front Street
St. Peter MN 56082

RE: PROPOSAL – MINNESOTA SQUARE PARK PAVILION PROFESSIONAL DESIGN SERVICES

Dear Mr. Prafke,

On behalf of Oleson+Hobbie Architects, I would like to thank you for allowing us the opportunity to present to you our proposal for architectural and engineering services for the Minnesota Square Park Pavilion in Saint Peter. After our meeting to discuss the project scope of work, we believe we have a good understanding of the projects needs, constraints, and timeline. We have put together the following information on how Oleson+Hobbie Architects would approach your project.

PROJECT UNDERSTANDING
It is our understanding that you are seeking professional design assistance for the project development of the pavilion in Minnesota Square Park. The pavilion will be an open air roofed structure to seat up to 250 people and will include a catering prep kitchen as well as a serving area. It will have a stage area that could present to the interior of the pavilion or the exterior of the pavilion. It will also include a small storage and mechanical space. We would continue the concept (Schematic Design) of what was developed with the task force a few years ago and use that design as the starting point for the project.

SCOPE OF WORK
Our scope of work includes full service architectural, civil, structural, mechanical, electrical and plumbing engineering. We are also including construction administration services for the projects with our fee. This would include shop drawing review of building components needed to complete the construction of the projects. We have summarized each phase and tasks associated with the project below.

SCHEMATIC DESIGN PHASE – Completed earlier with Pavilion Task Force and will be used as the basis of design.

1: DESIGN DEVELOPMENT PHASE
The Design Development (DD) Phase is to refine the approved schematic design concept to insure all significant design decisions have been resolved to such an extent that construction documents may proceed without changes. OHA’s Design Team will provide scaled drawings showing relationships of all project components. These design documents will include scaled floor plans, building elevations, building sections, wall sections, and coordinated civil, structural, mechanical & electrical systems.

Tasks that the Design Team will perform in the Design Development Phase are:
- Prepare final floor plans
- Prepare final elevations
- Coordinate all engineering systems
- Select materials / maintenance considerations
- Prepare outline specifications
- Review & update code/ADA compliance
- City review & sign-off of DD’s
- Review meetings

2: CONSTRUCTION DOCUMENT PHASE
The Construction Document (CD) Phase is that phase which takes the final design decisions of the design development phase and produces the necessary documents to bid and construct the building. The Construction Documents (CD’s) are contractual documents that are divided into two parts: the project manual and construction drawings. The project manual includes the technical specifications for the building’s products and construction process. OHA’s Design Team will create their construction documents as necessary to provide information to bid and construct the building.
Tasks that the Design Team will perform in the construction document phase are:

- Detailed construction drawings
- Written specifications
- Review meetings
- City review & sign-off of 95% CD’s

3: BIDDING PHASE

The Bid Phase is that process which contractors solicit bids from subcontractors and suppliers for a fixed price to construct the building as shown on the construction documents. OHA’s Design Team will work with you to obtain the best qualified bids for the projects or work with a pre-selected construction manager for the project.

Tasks that will be performed are:

- Review bidders request for information
- Review requests for prior approval
- Write-up & distribute addenda

4: CONSTRUCTION ADMINISTRATION PHASE

The Construction Administration Phase is that process where the contractor(s) constructs the building as designed and bid. OHA’s Design Team will act as contract administrator to assisting the prime contractor or construction manager in administrating the contracts to assure the building is constructed as designed.

Tasks that will be performed during this phase are:

- Review contractor request for information
- Review shop drawings
- Review change proposal requests
- Attend construction meetings & provide site reports
- Assist in final inspection & substantial completion for certificate of occupancy

DESIGN FEES

Oleson+Hobbie Architects will provide the services listed above in the scope of work for each phase stated below. If at any point in time, the city council would elect to stop work on the design and documents, the remaining fees would be null and void for the project after 6 months from the stop of work. A new proposal would establish a new fee structure to complete the project at the point the council acts to resume work.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Fee</th>
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<tr>
<td>Design Development</td>
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<td>Construction Documents</td>
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<td>Bidding</td>
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<td>Construction Administration</td>
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<tr>
<td><strong>Total Design Fees</strong></td>
<td><strong>$68,000</strong></td>
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</tbody>
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DESIGN TEAM MEMBERS

Civil Engineer: SEH Inc.
Structural Engineer: LS Engineers Inc.
Mechanical and Electrical Engineer: Dolejs Associates Inc.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to our base services incurred by Oleson + Hobbie Architects. Reimbursable expenses include reproduction of documents for bidding / construction, postage, and mileage based on the current IRS federal rate per mile.

We would be able to start work on your project shortly after we receive a signed proposal.

ADDITIONAL SERVICES

- A topographic survey showing existing conditions with point data and elevation information in electronic format will be provided by others for our use. The survey would cost $2,000.00 from SEH but could be provided by the city engineering group if requested.

- This proposal assumes there will be no LEED analysis required. Any services for LEED analysis will be done as additional service.
CONCLUSION

We believe that our firm has the expertise and talent to guide you moving forward with the Minnesota Square Park Pavilion project. If you have any questions regarding our proposal, scope of work or fee structure, please contact us at 507.385.1158. If the above information is acceptable to you, please sign below and return a copy to our office. Thank you again for the opportunity to present this proposal to you. I look forward to hearing from you and working with you on this exciting project.

Sincerely,

Eric L. Oleson AIA, CID
Principal
Oleson + Hobbie Architects LLC

__________________________
Signature

__________________________
Date
TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: City Council Technology Stipend

ACTION/RECOMMENDATION

None needed. For Council discussion and consideration only.

BACKGROUND

The City Council recently converted to City emails for each member. Prior to that action, the Council has discussed the possibility of creating a stipend payment for the Council’s use of technology hardware used in City business.

Time has been included on the workshop agenda for further review of the following draft policy regarding this issue:

Technology Hardware Stipend Policy for Mayor and Council

**Purpose** - To provide opportunity for Elected Officials (Mayor and Councilmembers) to have technology that supports their responsibilities as a member of the City Council by providing an avenue for the receipt of data and information through the Internet and via email.

**Stipend** - Up to $200 will be provided to each elected member, on a documented reimbursement basis, for the acquisition, upgrade and maintenance of electronic hardware and software.

The stipend will be made available to Elected Officials starting in January of each even numbered year. (Access to $200 one time every two years.) It will be provided as a reimbursement to members upon receipt of the proper documentation. Members will have the option to choose the hardware they own and use, however the hardware and installed software will need to meet minimum standards that allow for use of the Internet to retrieve and read Council packets and utilize the City operated email system.

Hardware and software will be owned by the Elected Official. The City will provide support to help set up email access but all other repair, maintenance or assistance will be the responsibility of the Elected Official.

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

TP/bal