CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Monday, May 2, 2016
Library Meeting Room – 5:30 p.m.*
601 South Washington Street

I. CALL TO ORDER

II. DISCUSSION
A. Gustavus Student Sister City Presentation
B. Traverse Green Subdivision Marketing Plan
C. Traverse Green Subdivision Lot Prices
D. EDA Loan Policies
E. Fire Chief Recruitment Process
F. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

*Councilmember Carlin will be participating through a remote video feed from Community Room, 5th Floor, 77 Jalan Dato Keramat, Birch Plaza, Penang Times Square, Georgetown, Penang, Malaysia. Time at her location will be 7:30 a.m. Tuesday.
TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: Sister City Trip Presentation

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Gustavus students who accompanied Mayor Zieman and others on the March trip to Saint Peter's Sister City of Petatlan, Mexico have asked for time on Monday's workshop agenda to make a presentation to the Council about the trip.

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

TP/bal
TO: Honorable Mayor Zieman  
    Members of the City Council  
FROM: Todd Prafke  
      City Administrator  
RE: Traverse Green Subdivision Marketing Plan  

ACTION/RECOMMENDATION  

None needed. For your information and discussion.  

BACKGROUND  

Community Development Director Wille will provide a short update on the work being done related to marketing of your new subdivision. He will also have some samples of the materials that are being assembled and designed. 

We intend to have both a real and virtual presence in the market place. 

My goals for your workshop are to give you a sense for the work that is going on and a feel for the overall plan. Lastly, I hope to solicit your possible participation in some of the activities; maybe accompanying our team on a business lunch visit or maybe helping for an hour or two at a “home show”; maybe providing a contact at a business where we might hope to do a “lunch time talk” or put a stuffer in their pay stubs. 

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

TP/bal
Memorandum

TO: Todd Prafke  
   City Administrator  
FROM: Russ Wille  
   Community Development Director  
RE: Traverse Green Subdivision – Phase 1 (Lot Prices)

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

As part of Monday evening's workshop staff will provide an update on the lot prices proposed for parcels within the first phase of Traverse Green Subdivision.

City Engineer Domras and I have worked with Finance Director O'Connell to establish the proposed prices. The pricing of individual lots is based upon a formula that considers both lot size and street frontage. This is the same formula used to calculate lot prices within both the Nicollet Meadows and Washington Terrace neighborhoods.

The City Council will be asked to establish the lot prices by resolution at a future meeting. Once the prices are set, I will execute purchase agreements based upon those lot prices. As long as the lots are sold at the Council approved price no additional action from the Council would be needed. This process facilitated the timely transaction of sales and was used in Nicollet Meadows and Washington Terrace.

The three of us will be at the workshop and can provide a more detailed explanation of the price determination methodology and sales procedures and timelines.

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

RJW
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Russ Wille  
Community Development Director

RE: EDA Loan Policies, Historic Preservation Loan Program – Recommended Alterations

ACTION/RECOMMENDATION

None needed. For Council review and discussion.

BACKGROUND

As part of the workshop on Monday evening, I will provide an update on the amendments to the Historic Preservation Loan program being recommended by the Economic Development Authority.

Beginning in October, 2015, the EDA undertook a review of the revolving loan funds administered by the City of Saint Peter. As a result of their review, the EDA has recommended that the City Council provide for certain amendments and alterations to the Historic Preservation Loan Program.

The first EDA recommendation would allow building owners to access the loan program to partially finance building alterations which enhance compliance with the Americans with Disabilities Act. At this time, access to the fund is limited to those alterations considered to be historic preservation.

The EDA has also recommended that the maximum loan amount under this program be raised to a maximum of $25,000, and up to 90% of the identified project costs not to exceed that $25,000 maximum. The existing policy limits loans to $10,000 or 50% of the project costs.

The EDA suggested that I prepare a procedure to consider partial loan forgiveness to encourage utilization of the loan program. In early 2016, the EDA considered a policy change which would allow for forgiveness of up to 50% of the principle for loans under $10,000. For loans in excess of $10,000, the loan would be forgiven once the unpaid balance of the note would be reduced to $5,000.

To qualify for partial loan forgiveness, the applicant must demonstrate an acceptable repayment history. For this loan program, an acceptable repayment history would require that the note had not been declared to be in default.
The EDA hopes that the amended guidelines would encourage greater utilization of the fund resulting in an improvement to the physical condition of downtown historic assets.

The EDA completed their review of the Historic Preservation Loan program and has recommended that the loan guidelines be amended as presented.

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

RJW
1. **PURPOSE:**

The purpose of this document is to establish guidelines for application and administration of the City of Saint Peter Economic Development Revolving Loan Program. These guidelines are intended to ensure fairness and to avoid discrimination in the application of loan procedures. However, as these policies are merely guidelines, departure from the guidelines is expected when supported by a rational basis for the departure.

2. **POLICY STATEMENT:**

Recognition of Needs: The City of Saint Peter recognizes the need to stimulate private sector investment in facilities and equipment in order to create / retain jobs for local residents and to upgrade facilities to maintain competitiveness and/or boost productivity; to provide affordable loans for expansion and/or rehabilitation of commercial and industrial buildings in order to maintain commercial and industrial viability of Saint Peter and the Central Business District; and to provide working capital funds to Saint Peter businesses.

3. **PROJECT ELIGIBILITY:**

3.1 Economic Development Revolving Loans may be used for the following purposes:

   a. Fixed asset financing (i.e. land acquisition, building construction, machinery and equipment, expansion of existing facilities, renovation and modernization of buildings, or public infrastructure needed for economic development expansions.

   b. Working capital; including inventory, supplies, accounts receivable, wages and advertising.

   c. Remodel and/or construct upper story, residential facilities within the Central Business District which promotes the viability and vibrancy of the Central Business District.

3.2 Revolving loans shall be restricted to those commercial/industrial businesses located within the corporate limits of the City of Saint Peter.

3.3 Projects which propose to utilize local contractors (HVAC, plumbing and electrical), suppliers, vendors and professional service providers (accounting, engineering and legal) will be favored when applications are considered by the Economic Development Authority (EDA).

3.4 Job Creation: Projects seeking loans from the EDA which demonstrate job creation will be favored. There shall be no job creation requirements for projects undertaken within the Central Business District.

3.5 Livable Wage Requirements: Where job creation is determined to be a requirement of the proposed financing, the minimum total wage / benefit package provided by the borrower to its employees shall be no less than 110% of the
Federal Poverty Guidelines for a family of four (4) within Nicollet County as established by the U.S. Department of Housing & Urban Development.

4. **LOAN AMOUNT:**

4.1 The maximum loan available is at the discretion of the EDA. However, the loans shall not exceed 75% of the funds on deposit in the established Revolving Loan Fund(s), net of guaranteed funds.

4.2 For those loans secured by a mortgage, the aggregate amount of an EDA loan and other financing shall not exceed:

a. 100% of the appraised value of the property as established by a certified appraiser, undertaken within the last six (6) months; or

b. 100% of the estimated appraisal of the post-development value as established by a certified appraiser; or

c. In lieu of an appraisal, at the discretion of the EDA, a bank evaluation of value may be utilized for projects valued under $250,000.

4.3 The standard rate of interest charged shall be established at the U.S. Prime Lending Rate as published in the Wall Street Journal.

a. A higher rate of interest may be established for those projects determined to be of higher risk or those loans that are questionably collateralized.

b. A lower rate of interest may be established for those projects demonstrating:

i. The creation of new jobs.

ii. Increased tax capacity resulting from new construction.

iii. Substantial municipal utility consumption.

4.4 Depending upon the use of loan funds, the repayment schedule shall have the following maximum limitations. The EDA retains the right to vary from the guidelines for those loans considered to be of higher risk.

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</tr>
<tr>
<td>Working Capital</td>
<td>10 years</td>
<td>2 years</td>
<td>2 years</td>
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4.5 The purpose of the Balloon Payment is to:

a. Provide the private lenders the opportunity to refinance the debt.

b. Provide the EDA the opportunity to review the financial performance of the borrower.
c. Provide the EDA an opportunity to consider possible interest rate modification or adjustments.

Borrowers seeking the extension of a scheduled balloon payment shall provide correspondence from the participating private project lender indicating that they are unable to extend additional credit or otherwise refinance the debt to honor the balloon. The correspondence shall indicate the rational of the decision in enough detail to be acceptable to the Community Development Director.

The Borrower seeking the extension shall also provide the EDA with a thorough review of the business financial reports which at a minimum, shall include the following:


b. Income statements.

c. Profit/Loss statement.

d. Personal financial report.

* The EDA reserves the right to require the provision of additional data at the discretion of the Community Development Director.

Borrowers may seek multiple balloon payment extensions. However, each extension must be considered as per the conditions of this policy and upon provision of the required financial disclosures from the borrower.

The requested balloon payment extension must be considered by the EDA which will make a non-binding recommendation to the City Council. The City Council must approve any loan alteration, including balloon payment extensions by resolution.

4.6 The repayment shall be negotiated between the EDA, participating private lender and the recipient. However, repayment shall normally commence the first day of the month following execution of the loan documents and the first day of subsequent months until the loan is repaid in full or until the scheduled balloon payment.

The loan will be considered to be in default after thirty (30) days have elapsed past the due date of a scheduled payment. Therefore, unless otherwise directed by the EDA or City Council, the Community Development Director shall take the following action.

a. After thirty (30) days past due, the EDA will make contact requesting payment by written notice.

b. After sixty (60) days past due, the EDA will meet with the borrower to discuss the delinquency and repayment options.

c. After ninety (90) days past due, the EDA will initiate collection efforts.
4.7 In rare occasions where a commitment is made for a future loan, no more than 75% of the funds on deposit shall be committed and loan commitments shall expire after six (6) months.

4.8 Maximum Loans: The maximum loan per business is $500,000, subject to the limitation of Section 4.1 of this document.

4.9 EDA Guarantee of Bank Financing: If a subject borrower has no outstanding loans with the EDA, the Authority may consider a guarantee of bank financing which shall not exceed the limits of Sections 4.2, 4.4 and 4.7 of this document.

5. REGULATIONS FOR IMPROVEMENTS:

All construction, renovations and repairs shall be completed in conformance to the codes, standards and practices required by municipal ordinance, state statute or federal rule or law.

6. LOAN SECURITY:

6.1 Loans provided to purchase, construct, renovate, expand or improve real property shall be secured by a first or second mortgage recorded against the property.

6.2 Where applicable, loans shall be personally guaranteed by all of those that own 25% or more of the recipient business.

6.3 Loans provided to finance the purchase of machinery, fixtures, furnishings or equipment shall be secured by a UCC Financing Statement filed with the Minnesota Secretary of State's office.

6.4 Loans provided to purchase, construct, renovate or improve real estate shall be insured for its full replacement cost and the EDA shall be designated as a loss payee of the insurance policy.

6.5 The EDA may require that the borrower provide an insurance policy on the life of those individuals determined to be key employees or vital to the ongoing success of the recipient business. The benefit of the policy shall be payable to the EDA in an amount equal to the outstanding balance of the revolving loan.

7. TIMING OF PROJECT EXPENSES:

7.1 In the absence of lien waivers provided by each contractor, subcontractor and or vendor, building construction may not commence until all the required project financing is secured, loan documents are executed and the loan is collateralized as per the City Council's resolution of loan approval.

7.2 Projects costs incurred before the final loan approval may be considered to be eligible loan expenditures at the discretion of the EDA.

8. LOAN APPLICATION AND APPROVAL:

8.1 Revolving loan applicants shall meet with the Community Development Director to obtain information regarding the revolving loan application and to discuss the eligibility and preliminary project details.
8.2 A completed application and supplementary materials and exhibits shall be submitted to the Community Development Director for initial review and consideration. Applications received by the 5th of the month will be considered and reviewed by the EDA at their next regular meeting.

9. PROJECT REVIEW:

9.1 The Community Development Director shall review each application in terms of its proposed activities in relation to its impact on the Saint Peter economic community. The Director shall prepare a loan report and make a recommendation of approval or denial to the EDA.

9.2 After receipt of the project cost summary or estimates, applicant's historical financial data, future financial projections and cash flow analysis, the EDA will evaluate and review the application in terms of the following:

a. Project Design: Evaluation of project design will include review of proposed activities, timelines and capacity to implement.


   i. Project financing provided by a conventional lender and applicant equity shall equal at least 60% of the identified project costs. In the absence of conventional lender participation, the applicant must provide correspondence from a lender indicating that they are unable to participate or otherwise provide project funding as per their policies or regulations.

   ii. EDA financing shall not exceed 40% of the identified project costs.

   iii. The applicant shall demonstrate the ability to contribute at least 10% of the identified project costs in the form of cash or equity.

c. At the discretion of the EDA, the applicant may be obligated to seek technical assistance from the Small Business Development Center as a condition of loan approval.

d. Commitment letters from all participating lenders must be included in the submitted application. The commitment letter shall identify the terms and conditions of the approved bank financing.

9.3 Any application failing to meet the minimum threshold standards may be reviewed on a case-by-case basis. The EDA reserves the right to waive certain requirements of this program and may request additional information and documentation as deemed necessary and appropriate.

9.4 Following their review and consideration, the EDA shall make a non-binding recommendation to the City Council as to whether the loan shall be approved or denied. The final decision of loan approval or denial is to be made by the City Council.
ORIGINATION:

10.1 The loan closing will be administered by the Community Development Director or their designee.

10.2 The loan recipient shall be charged a loan origination fee equal to 1% of the loan amount. The fee shall be paid at closing.

RELEASE:

11.1 Upon receipt of full and final repayment of the Promissory Note, the Community Development Director shall prepare, execute and deliver the appropriate loan satisfaction documents and shall provide for the release of all EDA guarantees, security and collateral.

11.2 In the event that a co-borrower wishes to be released from the obligations of the executed Promissory Note, security agreement or personal guarantee, the applicant shall complete the following requirements.

   a. The party wishing to be released shall meet with the Community Development Director to obtain information regarding the partial release from the promissory note, security agreement or guarantee.

   b. A completed application form, together with a processing fee of $200 must be submitted to the EDA prior to review and consideration.

   c. The partial release application will be reviewed by the Community Development Director to determine if it conforms to all EDA policies (ordinances) and to consider the following:

      i. Whether the loan will retain its priority after release of the requestor.

      ii. Whether the security (collateralization) of the loan will be unreasonably adversely impacted by the release.

      iii. The remaining parties must qualify under the EDA loan guidelines.

   e. Any release of a borrower from the obligation of the loan shall be considered by the EDA which will make a non-binding recommendation to the City Council for their consideration and official action.

DUE DILIGENCE

FINANCIAL RATIOS GUIDE FOR BUSINESS APPLICATIONS:

1. CURRENT RATIO: (total current assets / total current liabilities).
   a. A rough indication of the firm's ability to service its current obligations.
   b. The higher the ratio the better.
   c. Liquidity ratio (ability to meet current obligations).

2. EARNINGS BEFORE INTEREST AND TAXES: (EBIT / annual interest expense).
   a. Measures a firm's ability to meet interest payments.
   b. The higher the ratio the better.
c. Coverage ratio: (ability to service debt).

3. **DEBT TO WORTH**: (total liabilities / tangible net worth).
   a. Shows how much protection the owners are providing the creditors.
   b. A lower number provides more safety to creditors.
   c. Leverage ratio (protection given to creditors by borrowers).

The Community Development Director should consult with the participating private lender to receive Robert Morris & Association (RMA) ratios for new or existing businesses. The bank can print the appropriate pages from the RMA guides and allow for the Director to undertake the determination and present the findings to the EDA as part of the loan review. The presentation to the EDA should consist of a narrative with ratios showing the strengths and weaknesses of the credit.

Additionally, the following shall accompany any application for EDA financing:

1. Business Plan
   a. Description of business.
   b. Ownership
   c. Date established.
   d. Products / Services.
   e. Management
   f. Future Plans
2. Personal Financial Statement(s) from the borrower(s).
3. Two years business financial history
   a. Balance Sheets
   b. Income Statements
   c. Profit/Loss Statements
4. Financial projections (3 years).
5. Letters of commitment from private lenders.
6. Bids/Quotes
7. Appraisal (when applicable).
8. Resumes of ownership/management.
9. Credit agency reports on applicants.
10. Federal Tax Filings (past two years).
LIVING WAGE CALCULATOR
User’s Guide / Technical Notes

2014 Update

Prepared for Amy K. Glasmeier, Ph.D.

By Carey Anne Nadeau, Research Assistant
With Eric Schultheis, Research Assistant

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Introduction to living wage model
Analysts and policy makers often compare income to the federal poverty threshold in order to determine an individual’s ability to live within a certain standard of living. However, poverty thresholds do not account for living costs beyond a very basic food budget. The federal poverty measure does not take into consideration costs like child care and health care that not only draw from one’s income, but also are determining factors in one’s ability to work and to endure the potential hardships associated with balancing employment and other aspects of everyday life. Further, poverty thresholds do not account for geographic variation in the cost of essential household expenses.

The living wage model is an alternative measure of basic needs. It is a market-based approach that draws upon geographically specific expenditure data related to a family’s likely minimum food, child care, health insurance, housing, transportation, and other basic necessities (e.g. clothing, personal care items, etc.) costs. The living wage draws on these cost elements and the rough effects of income and payroll taxes to determine the minimum employment earnings necessary to meet a family’s basic needs while also maintaining self-sufficiency.

The living wage model is a ‘step up’ from poverty as measured by the poverty thresholds but it is a small ‘step up’, one that accounts for only the basic needs of a family. The living wage model does not allow for what many consider the basic necessities enjoyed by many Americans. It does not budget funds for pre-prepared meals or those eaten in restaurants. It does not include money for entertainment nor does it not allocate leisure time for unpaid vacations or holidays. Lastly, it does not provide a financial means for planning for the future through savings and investment or for the purchase of capital assets (e.g. provisions for retirement or home purchases). The living wage is the minimum income standard that, if met, draws a very fine line between the financial independence of the working poor and the need to seek out public assistance or suffer consistent and severe housing and food insecurity. In light of this fact, the living wage is perhaps better defined as a minimum subsistence wage for persons living in the United States.

Family Compositions
The living wage calculator estimates the living wage needed to support families of twelve different compositions: one adult families with 0, 1, 2, or 3 dependent children, two adult families where both adults are in the labor force with 0, 1, 2, or 3 dependent children, and two adult families where one adult is not in the labor force with 0, 1, 2, or 3 dependent children.

For single adult families, the adult is assumed to be employed full-time. For two adult families where both adults are in the labor force, both adults are assumed to be employed full-time. For two adult families where one adult is not in the labor force, one of the adults is assumed to be employed full-time while the other non-wage-earning adult provides full-time child care for the family’s children. Full-time work is assumed to be year-round, 40 hours per week for 52 weeks, per adult.

Families with one child are assumed to have a ‘young child’ (4 years old). Families with two children are assumed to have a ‘young child’ and a ‘child’ (9 years old). Families with three children are assumed to have a ‘young child’, a ‘child’, and a ‘teenager’ (15 years old).
Geographic Definitions
The living wage is calculated at the county, metropolitan area, state, regional, and national level. Unless otherwise noted, geographic definitions are consistent with those published by the Office of Management and Budget in 2009.1

The living wage is calculated for 366 metropolitan areas and all 50 states and the District of Columbia. It is not calculated for those who reside in Puerto Rico, Guam, or the Virgin Islands. Regional assignments are made by state according to Census definitions. Reported national values are calculated as the average values of the 50 states and Washington DC. The data was not skewed to justify the use of the median, instead of the mean.

Data Sources and Calculations
The living wage is defined as the wage needed to cover basic family expenses (basic needs budget) plus all relevant taxes. Values are reported in 2014 dollars. To convert values from annual to hourly, a work-year of 2,080 hours (40 hours per week for 52 weeks) per adult is assumed.

The basic needs budget and living wage are calculated as follows:

\[
\text{Basic needs budget} = \text{Food cost} + \text{child care cost} + (\text{insurance premiums} + \text{health care costs}) + \text{housing cost} + \text{transportation cost} + \text{other necessities cost}
\]

\[
\text{Living wage} = \text{Basic needs budget} + (\text{basic needs budget} \times \text{tax rate})
\]

The following is an explanation of data sources for each component of the living wage:

Food.2 The food component of the basic needs budget was compiled using the USDA’s low-cost food plan national average in June 2014.3 The low-cost plan is the second least expensive food plan offered from a set of four food plans that provide nutritionally adequate food budgets at various price points.4 The low-cost plan assumes that families select lower cost foods and that all meals (including snacks) are prepared in the home. The food component’s value varies by family size and the ages of individual family members. Adult food consumption costs are estimated by averaging the low-cost plan food costs for males and females between 19 and 50. Child food consumption costs are estimated using the various categories in the low-cost food

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2 The file Food_Cost_2014.csv contains values used for the food costs component of the living wage calculator. This file is provided on the documentation DVD and a data dictionary is included in Appendix I.
4 The Census Bureau uses the lowest cost food plan published by the USDA, the thrifty plan, in calculating the federal poverty thresholds. The use of the thrifty plan is a highly criticized because it does not provide a nutritious diet and it is only meant for temporary or emergency use (see e.g. Natale & Super, 1991 (article included on documentation DVD)). Such critiques provide compelling arguments against the use of the thrifty food plan in the living wage calculator.
plan based on the child age assumptions detailed in the section Assumptions about Family Composition. The regional adjustment factor is based on estimated regional differences in raw and unprepared food prices. The regional adjustment factors by region are as follows: East (1.08), Midwest (0.95), South (0.93), and West (1.11).  

**Child Care.** The child care component is constructed from 2013 state-level estimates published by the National Association of Child Care Resource and Referral Agencies. We assume that low-income families will select the lowest cost child care option available; therefore we used the lowest cost option (family child care or child care center). In instances where only one type of child care cost for a specific age group was available, that child care cost was used. In the instance that neither child care type for a specific age group had an estimate (only occurs for school age care), we calculated the average percent difference between infant and school age care cost (for the cheapest care available) for all states with data by region. We then multiplied the appropriate average percent difference in infant care and school age care for the region in which the state is located by the cost to provide the cheapest type of infant care available the state to obtain an estimate for the cost of child care for the missing age group. Values were inflated to 2014 dollars using the Consumer Price Index inflation multiplier from the Bureau of Labor Statistics.  

**Health.** Typical health-related expenses are difficult to estimate due to the multitude of variables that potentially impact health care expenditures, such as the relative health of household members and the range of coverage and affiliated costs under alternative medical plans. The health component of the basic needs budget includes: (1) health insurance costs for employer sponsored plans, (3) medical services, (3) drugs, and (4) medical supplies. Costs for medical services, drugs and medical supplies were derived from 2013 national expenditure estimates by household size provided in the 2014 Bureau of Labor Statistics Consumer Expenditure Survey. These estimates were further adjusted for regional differences using annual income expenditure

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5 USDA Economic Research Service: Liebtag, E. S. (2007). Stretching the food stamp dollar: regional price differences affect affordability of food. Economic Information Bulletin Number 29-2. No updates of the regional adjustment have been calculated or published, as of March, 30, 2014.

6 The file ChildCare_Cost_2013.csv includes data downloaded from Child Care in America 2014 state fact sheets http://usa.childcareaware.org/sites/default/files/1900000_state_fact_sheets_2014_v04.pdf (last visited 9.16.2014). This file and report are included on the documentation DVD. A data dictionary is included in Appendix I.


8 For many low-income families, the assumption that their employer provides health insurance may be overly optimistic. Indeed and as documented by the Employee Benefit Research Institute, the offer rates of health insurance vary substantially by gender, level of education, and income(Available at http://www.ebri.org/pdf/briefspdf/EBRI_IB_04-2012_No370_HI-Trends.pdf) (last visited 3.30.2014)(included on documentation DVD). However, we felt comfortable with the assumption that the employer subsidizes coverage because our optimism likely produces living wage estimates that are below the living wage needed. Considering all factors and the unavoidable granularity of any living wage estimator, we felt that this decision was justified.

9 The file Health_Cost_2013.csv contains data downloaded from the 2014 Consumer Expenditure Survey, Table 1400 and is included on the documentation DVD. A data dictionary is included in Appendix I.
shares reported by region. Values were inflated to 2014 dollars using the Consumer Price Index inflation multiplier from the Bureau of Labor Statistics.

Health insurance costs were calculated using the Health Insurance Component Analytical Tool (MEPSnet/IC) provided online by the Agency for Healthcare Research and Quality. This tool provides state-level estimates derived from the insurance component of the 2013 Medical Expenditure Panel Survey. The criteria for cost estimation using MEPSnet/IC tool were: “Private-Sector Establishments: State Specific Data for Private-Sector Establishments”, for each individual state, “Annual Premiums and Contributions per Enrolled Employee at Private-Sector Establishments”, All Employees Combined, either (1) “Single Plans”, (2) “Employee-plus-one Plans” or (3) “Family Plans.” We assumed that a single adult family uses a “Single Plan”, a two adult family uses an “Employee-Plus-One Plan,” and all other family types use a “Family Plan.” Values were inflated to 2014 dollars using the Consumer Price Index inflation multiplier from the Bureau of Labor Statistics.

Housing. The housing component captures the likely cost of rental housing in a given area in 2014 using HUD Fair Market Rents (FMR) estimates. The FMR estimates are produced at the sub-county and county levels. County FMRs were obtained by aggregating sub-county estimates (where sub-county estimates existed) using a population-weighted average. State and metropolitan area FMRs were also obtained by population weighting county FMRs.

The FMR estimates include utility costs and vary depending on the number of bedrooms in each unit, from zero to four bedrooms. We assumed that a one adult family would rent a single occupancy unit (zero bedrooms) for an individual adult household, that a two adult family would rent a one bedroom apartment, and that two adult and one or two child families would rent a two

10 The file Health_Region_2013.csv contains data downloaded from the 2014 Consumer Expenditure Survey, Table 1800 and is included on documentation DVD. A data dictionary is included in Appendix I.
13 An alternate method using the MEPS query tool is simply to extract the data from the appropriate ‘quick’ tables available on the MEPS website. We used Table X.C.1(2013) (available at http://meps.ahrq.gov/mepsweb/data_stats/summ_tables/insr/state/series_10/2013/txc1.htm) (last visited 9.16.2014) to obtain the mean employee contribution for a single plan by state. We used Table X.D.1(2013) (available at http://meps.ahrq.gov/mepsweb/data_stats/summ_tables/insr/state/series_10/2013/txd1.htm) (last visited on 9.16.2014) to obtain the mean employee contribution for a plus-one plan by state. We used Table X.E.1(2013) (available at http://meps.ahrq.gov/mepsweb/data_stats/summ_tables/insr/state/series_10/2013/txe1.htm) (last accessed on 9.16.2014) to obtain the mean employee contribution for a family plan by state.
14 The file Health_Insurance_2013.csv contain the various numbers we used to estimate the medical cost component of the living wage calculator and is included on the documentation DVD. A data dictionary is included in Appendix I.
16 The file House_Cost_2014.csv contains county and sub-county level data used to estimate the housing component of the living wage calculator and is included on the documentation DVD. A data dictionary is included in Appendix I.
17 HUD provides sub-county data and defines the corresponding metropolitan area for sub-county data as a “HUD Metro Fair Market Rent Areas,” (HMFAs) when revised OMB definitions encompass area that is larger than HUD’s definitions of housing market areas. More information can be found in HUD’s Fair Market Rent Overview documentation http://www.huduser.org/portal/datasets/fmr.html (last accessed 3.30.2014).
bedroom apartment. We further assumed that families with three children would rent a three bedroom apartment (the adults are allocated one bedroom and the children two bedrooms).

**Transportation.** The transportation component is constructed using 2013 national expenditure data by household size from the 2014 Bureau of Labor Statistics Consumer Expenditure Survey including: (1) Cars and trucks (used), (2) gasoline and motor oil, (3) other vehicle expenses, and (4) public transportation. Transportation costs cover operational expenses such as fuel and routine maintenance as well as vehicle financing and vehicle insurance but do not include the costs of purchasing a new automobile. These costs were further adjusted for regional differences using annual expenditure shares reported by region. Expenditures were selected by household size, instead of as a share of household income because transportation cost (i.e. gas, repairs, etc.) are roughly the same for all persons regardless of income. Values were inflated to 2014 dollars using the Consumer Price Index inflation multiplier from the Bureau of Labor Statistics.

**Other necessities.** The basic needs budget includes cost estimates for items not otherwise included in the major budget components such as clothing, personal care items, and housekeeping supplies. Expenditures for other necessities are based on 2013 data by household size from the 2014 Bureau of Labor Statistics Consumer Expenditure Survey including: (1) Apparel and services, (2) Housekeeping supplies, (3) Personal care products and services, (4) Reading, and (5) Miscellaneous. These costs were further adjusted for regional differences using annual expenditure shares reported by region. Values were inflated to 2014 dollars using the Consumer Price Index inflation multiplier from the Bureau of Labor Statistics.

**Taxes.** Estimates for payroll taxes, state income tax, and federal income tax rates are included in the calculation of a living wage. Property taxes and sales taxes are already represented in the budget estimates through the cost of rent and other necessities.

A flat payroll tax and state income tax rate is applied to the basic needs budget. Payroll tax is a nationally representative rate as specified in the Federal Insurance Contributions Act. The state tax rate is taken from the second lowest income tax rate for 2011 for the state as reported by the CCH State Tax Handbook (the lowest bracket was used if the second lowest bracket was for

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18 The file Transportation_Cost_2013.csv contains data from the 2014 Consumer Expenditure Survey, Table 1400 and is included on documentation DVD. A data dictionary is included in Appendix I.
19 The file Transportation_Region_2013.csv contains data from the 2014 Consumer Expenditure Survey, Table 1800 and is included on documentation DVD. A data dictionary is included in Appendix I.
21 The file Other_Cost_2013.csv contains data from the 2014 Consumer Expenditure Survey, Table 1400 and is included on documentation DVD. A data dictionary is included in Appendix I.
22 The file Other_Region_2013 contains data from the 2014 Consumer Expenditure Survey, Table 1800 and is included on the documentation DVD. A data dictionary is included in Appendix I.
24 The file Taxes_2013.csv contains data used to calculate the tax component of the living wage calculator. A data dictionary is included in Appendix I.
25 The payroll tax rate (Social Security and Medicare taxes) is 6.2% of total wages as of 2014.
incomes of over $30000) (we assume no deductions).\footnote{State income tax rates are for the 2011 tax year. These rates were taken from the 2011 CCH Tax Handbook (various organizations provide the CCH State Tax Handbook rates (including The Tax Foundation)). No updates were available as of March 30, 2014.} The federal income tax rate is calculated as a percentage of total income based on the average tax paid by median-income four-person families as reported by the Tax Policy Center of the Urban Institute and Brookings Institution for 2013.\footnote{The Tax Policy Center reported that the average federal income tax rate for 2013 was 5.32%. This estimate includes the effects of (1) the Earned Income Tax Credit (assuming two eligible children), (2) the Child Tax Credit expansion as part of EGTRRA, and (3) the Making Work Pay Credit enacted in the American Recovery and Reinvestment Act of 2009. http://www.taxpolicycenter.org/taxfacts/displayafact.cfm?Docid=226}

Comparisons to the Minimum Wage, Poverty Threshold, and Wages by Occupation

\textbf{Minimum Wage:} The minimum wage estimates the lowest threshold an employer can legally pay employees for certain types of work. For comparison, we used state minimum wage data was obtained from the United States Department of Labor as of January 1, 2014.\footnote{Minimum wage data is available at http://www.dol.gov/whd/state/stateMinWageHis.htm and http://www.dol.gov/whd/minwage/america.htm#Montana%20-%202014%20minimum%20wage (last visited 9.16.2014). Data is included on documentation DVD as MinimumWage_2014.csv. A data dictionary is included in Appendix I.} The federal minimum wage is used for states where the state minimum wage is less than the federal minimum. The average minimum wage of all fifty states and the District of Columbia is used to estimate the national minimum wage.

\textbf{Poverty Wage:} The poverty threshold is defined by the Department of Health and Human Services. It is an administrative threshold to determine eligibility for financial assistance from the federal government. For comparison, we use the poverty thresholds for the 48 contiguous states and for Alaska and Hawaii, as of 2014.\footnote{Poverty data is available at http://aspe.hhs.gov/poverty/14poverty.cfm (last visited 9.16.2014).} The average poverty wage of all fifty states and the District of Columbia is used to estimate the national poverty wage.

\textbf{Wages by Occupational Group:} For comparison, we use the median hourly wage rates for 22 major occupations in the nation, all 50 states and Washington DC, and 364\footnote{BLS reports data for 366 metropolitan areas, however data for Manchester-Nashua, NH and Providence-New Bedford-Fall River, RI-MA was reported separately for portions in respective states. Instead of employment-weighting the median wage for these metropolitan areas, we do not report values for these metropolitan areas.} metropolitan areas, as defined by the Bureau of Labor Statistics as of 2013.\footnote{BLS publishes state and metropolitan level occupational employment and wage estimates based on data collected from employers in all industry divisions for two digit Standard Occupational Coded occupations. These estimates are available at http://www.bls.gov/bls/blswage.htm (last visited 3.30.2014) and are included on the documentation DVD as Occ_2013.csv. A data dictionary is included in Appendix I.} Values were inflated to 2014 dollars using the Consumer Price Index inflation multiplier from the Bureau of Labor Statistics.\footnote{Inflation multiplier for 2010 = 1.092609, 2011 = 1.059176, 2012 = 1.037701, and 2013 = 1.022721. BLS inflation calculator is available at http://www.bls.gov/data/inflation_calculator.htm (last visited 9.16.2014)
Appendix I: Data Dictionary of Files Used to Calculate the Living Wage
A documentation DVD containing all files used to calculate the living wage is scheduled to be released in 2015.

<table>
<thead>
<tr>
<th>Variable Name</th>
<th>Variable type</th>
<th>Variable Definition</th>
<th>Coding Notes</th>
</tr>
</thead>
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<tr>
<td>geography</td>
<td>text</td>
<td>Unit of geography</td>
<td>County, Metro, or State</td>
</tr>
<tr>
<td>census region</td>
<td>text</td>
<td>Census region of the geography</td>
<td>M, N, S, or W</td>
</tr>
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<td>state_id</td>
<td>numeric</td>
<td>Primary state ID number</td>
<td>50 states and DC</td>
</tr>
<tr>
<td>state</td>
<td>text</td>
<td>Primary state name</td>
<td>(e.g., AL)</td>
</tr>
<tr>
<td>state_abbr</td>
<td>text</td>
<td>Primary state abbreviation</td>
<td>Only available for metropolitan areas that cross two state boundaries</td>
</tr>
<tr>
<td>state2</td>
<td>text</td>
<td>Secondary state abbreviation</td>
<td>Only available for metropolitan areas that cross three state boundaries</td>
</tr>
<tr>
<td>state3</td>
<td>text</td>
<td>Tertiary state abbreviation</td>
<td>Only available for metropolitan areas that cross four state boundaries</td>
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</tr>
<tr>
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<td>Metropolitan area name</td>
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</tr>
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<td>2010 Census</td>
<td>1 if in the top 100</td>
</tr>
<tr>
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<td>County name</td>
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</tr>
<tr>
<td>familysize</td>
<td>numeric</td>
<td>Number of people in family</td>
<td>Callback Motes, County, Metro, or State</td>
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<td>familycompositio n</td>
<td>text</td>
<td>Number of adults, adults in the labor force, and/or children in family</td>
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<td>Cost of childcare ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
</tr>
<tr>
<td>health_cost</td>
<td>numeric</td>
<td>Cost of healthcare ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
</tr>
<tr>
<td>food_cost</td>
<td>numeric</td>
<td>Cost of food ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
</tr>
<tr>
<td>trans_cost</td>
<td>numeric</td>
<td>Cost of transportation ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
</tr>
<tr>
<td>other_cost</td>
<td>numeric</td>
<td>Cost of other necessities ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
</tr>
<tr>
<td>house_cost</td>
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<td>Cost of housing ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
</tr>
<tr>
<td>tax</td>
<td>numeric</td>
<td>Cost of all taxes ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
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<td>income</td>
<td>numeric</td>
<td>Annual living wage, including the cost of all taxes ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
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<td>income_postax</td>
<td>numeric</td>
<td>Annual living wage, not including the cost of all taxes ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
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<td>Hourly living wage, including the cost of all taxes ($2014)</td>
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<td>Annual maximum wage of families classified as in poverty ($2014)</td>
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<td>minwage</td>
<td>numeric</td>
<td>Annual minimum wage ($2014)</td>
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</tr>
<tr>
<td>minwage_brly</td>
<td>numeric</td>
<td>Hourly minimum wage ($2014)</td>
<td>Callback Motes, County, Metro, or State</td>
</tr>
</tbody>
</table>
Living Wage Calculation for Mankato-North Mankato, MN

The living wage shown is the hourly rate that an individual must earn to support their family, if they are the sole provider and are working full-time (2080 hours per year). All values are per adult in a family unless otherwise noted. The state minimum wage is the same for all individuals, regardless of how many dependents they may have. The poverty rate is typically quoted as gross annual income. We have converted it to an hourly wage for the sake of comparison.


<table>
<thead>
<tr>
<th>Hourly Wages</th>
<th>1 Adult</th>
<th>1 Adult</th>
<th>1 Adult</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
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</thead>
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<tr>
<td>Poverty Wage</td>
<td>$5.00</td>
<td>$7.00</td>
<td>$9.00</td>
<td>$11.00</td>
<td>$7.00</td>
<td>$9.00</td>
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<td>$4.00</td>
<td>$5.00</td>
<td>$6.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Minimum Wage</td>
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<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
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<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

Typical Expenses

These figures show the individual expenses that went into the living wage estimate. Their values vary by family size, composition, and the current location.

<table>
<thead>
<tr>
<th>Annual Expenses</th>
<th>1 Adult</th>
<th>1 Adult</th>
<th>1 Adult</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
<th>2 Adults</th>
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<th>2 Adults</th>
<th>2 Adults</th>
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</thead>
<tbody>
<tr>
<td>Food</td>
<td>$3,087</td>
<td>$4,553</td>
<td>$6,849</td>
<td>$9,078</td>
<td>$5,659</td>
<td>$7,047</td>
<td>$9,095</td>
<td>$11,068</td>
<td>$5,659</td>
<td>$7,047</td>
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<tr>
<td>Child Care</td>
<td>$0</td>
<td>$7,261</td>
<td>$12,324</td>
<td>$17,386</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$7,261</td>
<td>$0</td>
<td>$0</td>
<td>$7,261</td>
<td>$12,324</td>
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<tr>
<td>Medical</td>
<td>$2,243</td>
<td>$6,048</td>
<td>$5,836</td>
<td>$5,900</td>
<td>$4,596</td>
<td>$5,836</td>
<td>$5,900</td>
<td>$4,596</td>
<td>$5,836</td>
<td>$5,900</td>
<td>$4,596</td>
<td>$5,836</td>
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<tr>
<td>Housing</td>
<td>$5,904</td>
<td>$8,448</td>
<td>$8,448</td>
<td>$11,592</td>
<td>$8,756</td>
<td>$8,448</td>
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<td>$8,756</td>
<td>$8,448</td>
<td>$8,448</td>
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<tr>
<td>Transportation</td>
<td>$4,569</td>
<td>$8,320</td>
<td>$9,569</td>
<td>$11,236</td>
<td>$8,320</td>
<td>$9,569</td>
<td>$11,236</td>
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<td>$9,569</td>
<td>$11,236</td>
<td>$8,320</td>
<td>$9,569</td>
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<tr>
<td>Required annual income after taxes</td>
<td>$17,931</td>
<td>$38,328</td>
<td>$47,092</td>
<td>$60,084</td>
<td>$29,030</td>
<td>$34,966</td>
<td>$39,570</td>
<td>$43,832</td>
<td>$29,030</td>
<td>$42,228</td>
<td>$51,894</td>
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<td>Annual taxes</td>
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<td>$11,158</td>
<td>$5,391</td>
<td>$6,493</td>
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<td>$8,140</td>
<td>$5,391</td>
<td>$7,842</td>
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<tr>
<td>Required annual income before taxes</td>
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<td>$45,446</td>
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<td>$50,069</td>
<td>$61,530</td>
<td>$72,586</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Typical Annual Salaries
TO: Honorable Mayor Zieman  
Members of the City Council

FROM: Todd Prafke  
City Administrator

RE: Fire Chief Recruitment Process

**ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

**BACKGROUND**

Under the terms outlined in the Fire Department bylaws, our current Fire Chief Ron Quade will be retiring from the Department this fall. It has been some time since we have undergone the recruitment process for this very important position and I wanted to take some time to re-familiarize the City Council with the process that will be followed.

As outlined in Article V of the bylaws of the Department, the selection of the Fire Chief would normally begin in September and the new Chief would take office in January. Due to the timing in this instance, I will be asking for a variance from these rules so that the new Chief can be put in place at Chief Quade's retirement from the Department rather than waiting until the first of the year.

The process will take place as follows:

- An advertisement within the Department will be put in place. Advertising for this position will be limited to within the Department as the bylaws clearly state candidates for the position of Fire Chief “shall be selected from within the eligible membership of the Saint Peter Fire Department”.
  - Posting will be up for a minimum of 10 working days.
- Once the period for receipt of applications has been received, the applications will be scored based on the job description that specifies the minimum and desired qualifications for the Fire Chief position and applicants to be interviewed will be selected.
- The interview panel will consist of myself and two members of the Department Standing Committee. Again, this panel membership is outlined in the Department bylaws.
- When interviews are completed, I will make a recommendation to the City Council for appointment of the new Fire Chief.

My goal is to ensure that we have an appropriate amount of transition time and it will be my request that the “new hire” will be appointed Assistant Chief in the interim. The interim is that
time from when the new Chief is hired to when Chief Ron retires which will give the new Chief time to get an understanding of the administrative tasks, budgeting and personnel issues as well as a many other things which will all be important for any new Chief.

Please also find the requirements or qualifications for Chief attached for your knowledge. These requirements were put in place as a part of the bylaws a few years back.

Time has been set aside on the agenda for Monday's workshop for further discussion on this process. My hope is that the Council will authorize for the recruitment to begin in the near future. I believe Council authorization is needed in this instance as the recruitment process is being requested outside of the normal timeline for appointment of the Fire Chief as stated in the bylaws. As an alternative I am authorized under your rules to provide for a temporary appointment of the Fire Chief from October to January. I believe the process recommended above is preferable as it provides an arguably more equal application process for any and all who may be interested and meet the qualifications. It is more equal because there will be no “interim” which could be perceived as giving someone a leg up.

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

TP/bal
ARTICLE V
ELECTION, SELECTION AND APPOINTMENT OF OFFICERS AND OFFICES

1. The Officers shall consist of a Fire Chief, Assistant Chief, two Captains, two Lieutenants, and a Safety Officer.

2. The Offices of President, Vice-President, Secretary, and Standing Committee shall be elected by popular vote of the eligible members present.

3. The Fire Chief, Captains, Lieutenants, and Safety Officer shall be selected from within the eligible membership of the Saint Peter Fire Department.

4. All selection processes shall begin in September as directed by the City Administrator.

5. All members interested in the selected positions must submit a City of Saint Peter employment application to the City Administrator's Office subject to the specific conditions advertised.

6. The Fire Chief shall appoint an Assistant Fire Chief to serve at the Fire Chief's pleasure and may appoint committees or members to such duties as are necessary for the good of the Department.

7. President, Vice-President, Secretary, Standing Committee Member –
   A. Eligible members interested in appointment as President, Vice President, Secretary or Standing Committee Member must submit a Letter of Interest to the Fire Chief on or before midnight October 30th. No member may submit a Letter of Interest for more than one position.
   B. The reading of Letters of Interest for President, Vice-President, Secretary, and one (1) Standing Committee member shall be conducted, in that order, in November. Elections for these positions shall be at the regular monthly meeting in December and all shall take office on January 1.
   C. Should a vacancy occur among the elected offices, said vacancy shall be filled by ballot with 2/3 majority of all eligible members present at the next regular meeting.
   D. Elections shall be held in accordance with the Order of Business as outlined in ARTICLE XIV. There will be no write-in ballots. The Standing Committee shall prepare ballots prior to all elections, whether the election is contested or not, and shall be responsible for counting ballots.

8. Fire Chief, Safety Officer, Company Captain, Company Lieutenant –
   A. The persons selected to the positions of Fire Chief and Safety Officer shall each serve three (3) year terms beginning on January 1, 2011.
   B. Should the Fire Chief resign or be removed from office, the Assistant Fire Chief shall immediately and temporarily assume the duties of the Fire Chief until a selection process can be initiated.
   C. Should the Safety Officer resign or be removed from office, the Fire Chief shall immediately appoint a temporary Safety Officer from within the Fire Department to serve until a selection process can be initiated.
   D. No temporary appointment of the Fire Chief or Safety Officer may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Chief or Safety Officer they replaced.
E. The persons selected as Company 1 Captain and Company 2 Lieutenant shall serve two (2) year terms beginning on January 1, 2011. Should the Company 1 Captain or Company 2 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a selection process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Captain or Lieutenant they replaced. The selection of the Company 1 Captain and Company 2 Lieutenant for January 1, 2013 shall thereafter be modified to a permanent three (3) year term.

F. The persons selected Company 2 Captain and Company 1 Lieutenant shall serve one (1) year terms beginning on January 1, 2011.

G. Should the Company 2 Captain or Company 1 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a selection process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the previous Captain or Lieutenant. The selection of the Company 2 Captain and Company 1 Lieutenant for January 1, 2012 shall thereafter be modified to a permanent three (3) year term.

H. Application Process -

i. The City of Saint Peter employment application shall be scored based on the City of Saint Peter: 100 point system with additional points awarded as dictated by State Statute. The points shall be based on training, experience, licenses, certifications, and supervisory experience. The points earned will be established by the City Administrator’s Office and shall account for 40% of the applicant’s score.

ii. The interview process shall be worth 60% of the score of the applicant. The interview board for Fire Chief shall consist of the City Administrator and two (2) members of the Standing Committee.

iii. Persons serving on the Interview Board who are related to the applicant by blood or marriage, or those who are encumbered by conflicts of interest with the applicant, may not participate in the interview process.

iv. The interview board for the remaining officers shall consist of the SPFD Fire Chief and two (2) members appointed by the Fire Chief drawn from a pool consisting of BOFO, Standing Committee and the officers of the St. Peter Fire Department. Persons serving on the Interview Board who are related to the applicant by blood or marriage, or those who are encumbered by conflicts of interest with the applicant, may not participate in the interview process.

9. Upon selection, each officer shall serve a six (6) month probationary period.

A. During the Fire Chief’s probationary period, the Fire Chief shall meet with the City Administrator a minimum of once every ninety (90) days and a record shall be prepared outlining areas of strength and areas needing improvement which shall be placed in the Fire Chief’s personnel file.

B. During the probationary period for all other Officers, the Officers shall meet with the Fire Chief a minimum of once every 90 days. The Fire Chief will prepare a record of the meeting outlining areas of strength and areas needing improvement which shall be
C. The City Administrator may remove the Fire Chief for just cause during the probationary period. The Fire Chief may remove any officer for just cause during the probationary period. Any officer selected for an additional term of the same position shall not serve a probationary period.

10. The Standing Committee shall consist of three members, chosen by ballot, to hold their office for three years. One (1) member of this committee shall be chosen each year at the annual meeting.

ARTICLE VI
DUTIES OF OFFICERS

1. DUTIES OF THE FIRE CHIEF:

A. Supervision received: Works under the general guidance and direction of the City Administrator.

B. Supervision Exercised: Directly supervises the positions of Assistant Chief, Safety Officer, and Engineer/Maintenance Worker. Serves as the highest ranking officer of the Department.

C. Tactical Duties and Responsibilities:

1. From a command post of his/her choosing, establishes the incident command system to direct subordinates as to the situation, mission, execution, administration/logistics, and command/control methods to be utilized.

2. Appoints an Assistant Fire Chief or Safety Officer in the event of his/her absence.

D. Administrative Duties and Responsibilities:

1. Performs a variety of technical, administrative, and supervisory work in the planning, organizing, delegating, and implementing fire prevention, suppression, and operation of the department to ensure the prevention and minimization of loss of life and property by fire and other means to the citizens within its area of responsibility;

2. Supervises Officers and the Engineer/Maintenance Worker, and assists Officers with the supervision of the members of the Department;

3. Establishes policies;

4. Reviews performance and effectiveness;

5. Supervises and coordinates the preparation, presentation, and implementation of an annual budget as well as projected future needs;

6. Plans for equipment needs and prepares specifications for the most operationally and cost effective modern equipment for fire prevention and suppression;

7. Organizes mutual aid, township, and other contracts;

8. Serves as a member of the BOFO.
E. Strategic Duties: Long range planning on equipment, facilities, personnel, budgets, and training.

F. Minimum Qualifications:

1. Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of four (4) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.

2. Applicants for the position beginning on January 1, 2014 shall have a minimum of six (6) of the National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.

3. A minimum of ten (10) years of experience involving modern fire protection, prevention, and other additional duties assigned to the department;

4. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public;

5. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

JOB TITLE: FIRE CHIEF
DEPARTMENT: FIRE DEPARTMENT
SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION

Under the direction and general supervision of the City Administrator the Fire Chief performs a variety of technical, administrative and supervisory work in planning organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life, property by fire, and other means to the citizens within its area of responsibility.

ESSENTIAL JOB FUNCTIONS:

• Supervises and coordinates the preparation and presentation of an annual budget for Fire Department; directs the implementation of the Department budget; plans for and reviews specification for new or replaced equipment.

• Controls the expenditure of departmental appropriations.

• Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.

• Prepares and submits reports to the City Administrator regarding the Department activities and prepares a variety or other reports as appropriate including the annual report of activities.

• Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

• Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

• Attends meetings of the Fire Department and performs all other duties pertaining to the office.

• Serves as the highest ranking officer of the department and supervises the Fire Department Officers and other department staff through these subordinate volunteer officers.

• Plans, coordinates, supervises and evaluates fire operations.

• Assures compliance of policies and procedures for the Fire Department.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Fire Chief is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day
Frequently is 1/3 to 2/3 of a work day
Occasionally is less than 1/3 of a work day
Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5)
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of thirty feet, reach above shoulder level; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating.

Strength: Continuously carry up to thirty-four pounds and lift up to thirty-four pounds; frequently carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds; occasionally carry seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty seven (37) degrees centigrade; Continuously endure exposure to dust, fumes, gases, mist, wet, humid; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Perform confined space (manhole) rescue; Wear safety equipment including turnout gear, hard hat, steel-toed shoes, safety goggles, and safety vests.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Fire Chief by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Fire Chief is required to be capable of performing the following psychological, situational, and functional functions: Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to maintain confidentiality when needed; tact, ability to deal with the public.

MINIMUM QUALIFICATIONS:
• High School diploma or equivalent.
• Possession of valid Minnesota Class D drivers license or equivalent.
• Possession of Minnesota Firefighter 1001 certification or equivalent.
• Experience working with the public.
• Successful completion of training through specialized fire service related schools including four (4) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety officer or equivalent courses.
• Current member of the St. Peter Fire Department in good standing with ten (10) years of firefighting experience.

DESIRED QUALIFICATIONS:
• Computer use experience with email, MS Word and Excel.
• Proven ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Proven knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

- Proven ability to supervise and coordinate the preparation and presentation of an annual budget for Fire Department;

- Successful completion of the following courses from an accredited school.
  - Leadership III or equivalent
  - Leadership II or equivalent
  - Leadership I or equivalent
  - MCTO (Managing Company Tactical Operations) – Tactics NFA Course or Strategy and Tactics Initial Company Operations (State School).
  - MCTO Decision Making ( Pre-Requisite MCTO- Preparation)
  - MCTO Preparation
  - Arson Investigation
  - Incident Command
  - NIMS Training
  - Strategies and Tactics (Classes in Urban and Rural Multi Story Residential)
    o Including: Continued education as needed and or equivalent education.

Adopted: ___________________________