CITY OF SAINT PETER, MINNESOTA
AGENDAS AND NOTICE OF MEETING

Regular Workshop Session of Monday, November 4, 2019
St. Peter Room – Community Center – 5:30 p.m.
600 South Fifth Street

I. CALL TO ORDER

II. DISCUSSION
A. Winter Trail "No Maintenance" Designations
B. Electric Charging Station Update
C. Goal Session Protocol
D. City Administrator Evaluation

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke
TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: Goal Session Protocol

ACTION/RECOMMENDATION

None needed. For your review and input only.

BACKGROUND

As you may recall, based on your previous discussion and frankly my recommendation, is the Goal Session will be used as part Goal Session and part orientation for newly elected officials. By the very nature of this there is the potential for election winners and non-winners to be seated at the same table discussing the same issues. By discussing the rules in advance I hope to give all a "heads up" of what to expect and the rules I will be applying as I help facilitate the meeting.

All candidates have been made aware of the meeting and the fact that if elected they are invited to attend as participants.

I view this type of meeting as a wonderful opportunity to have newly elected members not only have additional opportunity to know and hear about the subject matter, but also get a better feel for how a high functioning board works together to develop conciseness, give staff direction, and participate in deliberations including brainstorming, discussion and prioritization of tasks.

Since the Saint Peter City Council believes knowledge should be shared and not hoarded like we might see at other levels of government, this a great opportunity to show how this works and how civil exchange is done in a setting of this type. It is also a great chance to demonstrate how the goal session, workshop and business meeting process work since, as we have discussed previously, it is a challenge for some to understand the process until they have seen it in action.

So... some of the things that I think may be enhanced by discussion include:

- Should Electeds, including newly Electeds, participate in all phase of the meeting?
- The meeting will be run by Mayor Zieman.
- No voting occurs.
• All will have equal opportunity to participate knowing that is different than all being timed or all having to participate on every agenda item.
• All get copy of the entire packet.
• All come prepared to share and listen for understanding.
• All come knowing that the issues discussed are shared as not all may have interest in the same one or three items. This is a way of saying one item should not dominate the discussion time as all items are needed for the City to work effectively.
• There are no dumb ideas; all are offered and discussed with positive intent.
• We get as far as we can get with an end time of before 10:00 p.m.

My goal is for you to discuss the items above, modify if needed and the list be used as the operational rules for this informally structured goal session.

TP/bal
Memorandum

TO: Todd Prafke  
City Administrator  

FROM: Pete Moulton  
Public Works Director  

DATE: October 21, 2019

RE: Trails and Sidewalks “No Winter Maintenance” Designations (2019-2021)

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

City crews remove snow from the City-wide trail system, on sidewalks that are on the back side of developed properties, and sidewalks that are adjacent to undeveloped properties and/or adjacent to or on City property for a total of approximately 18.5 miles. Oftentimes crews have to make two passes to completely clear the snow from these areas. The amount of trails and sidewalks has increased approximately seven miles in the last five years.

City crews also respond to complaints made about sidewalks adjacent to private property which have not been cleared.

Since December 2009 the City Council has designated certain trails and/or sidewalks as having “no winter maintenance”. This designation is revisited on a bi-annual basis as part of our goal to provide service and access to the community while being cost conscious and reducing the number of trails and sidewalks to an amount that City staff can normally clear in a 24 hour period. Even with the “no winter maintenance” trails and sidewalks designation as proposed, City crews often are taking more than 24 hours to clear snow from trails and sidewalks. As you know, City Code regulations require removal of snow from the full width of a trail/sidewalk within 24 hours of a snowfall.

Trails and sidewalks selected for “no winter maintenance” designations are typically on one side of streets that have trails and sidewalks on both sides of the street in areas of limited development. Sidewalks in the center of some parks are proposed for “no winter maintenance” designation for the winter; however, the perimeter sidewalks of parks would be cleared of snow.

The proposed “no winter maintenance” list of trails and sidewalks total 5.1 miles that would not be cleared of snow.

Below is the following list of trails and sidewalks to be designated “no winter maintenance” for the winter season of 2019-2020 and 2020-2021.

Trails:
1. Around west Jefferson Park
2. Along HWY 99 south of Nicollet Meadows
3. South side of Broadway Avenue – Sunrise Drive to Jefferson Avenue
4. West side of Sunrise Drive – Broadway Avenue to Grace Street
5. East side of Nicollet Avenue – Broadway Avenue to Nicollet County Road HWY #15
6. South and east side of Clark Storm Water Basin
7. North side of Dodd Avenue (HWY 22) from Klein Street to County Road 20
8. Trails around the Gault Park Stormwater Basin
9. Trail on the east side of Nicollet County Road #20 from Dodd Road (HWY 22) to 280' north of Dodd Road
10. Trails from Nicollet County Road #20 through the Industrial Park to Sunrise Drive
11. Trail from Kwik Trip Gas Station to Neilson Import Autos
12. Trail from Saint Julien Street around Hallett’s Pond by Shopko to Old Minnesota Avenue
13. Community Spirit Park (see attached map)

Sidewalks:
14. East side of North Washington Avenue north of East Welco Drive
15. North side of Dodd Avenue (HWY 22) from Washington Avenue to Old Minnesota Avenue
16. East side of Gault Park from Dodd Avenue to Gault Stormwater Basin
17. Center of Minnesota Square Park
18. North side of Traverse Road from Edgerton Street to Nicollet Avenue
19. East side Nicollet Avenue from HWY 99 to Menk Drive
20. West side of Nicollet Avenue from Menk Drive to Jefferson Avenue
21. Union Street down into the park on the east side of Minnesota Avenue
22. Dodd Road from Old Minnesota Avenue to 169 South

Just to provide a bit more definition please see a couple of City Ordinance sections below:

A one way trail is 6 feet wide, whereas a two-way trail is required to be 10 feet wide. City Code Section 42-80, defines a trail as follows: "Trail means any paved or unpaved roadway for pedestrian and on-motorized traffic as such roadway is depicted on the City’s Trail Master Plan, a copy of which shall be filed with the City Clerk-Administrator as amended from time to time. Trails shall be distinguished from sidewalks or the portion of roadway used for motor vehicle traffic by signage, physical barrier, striping, marking or other similar device."

Sidewalks are a minimum of 6 feet wide to comply with ADA standards. City Code Section 42-23 defines a sidewalk as follows: "Sidewalk means any paved roadway designed primarily for pedestrian traffic as such roadway is depicted on the City’s Sidewalk Master Plan, a copy of which shall be filed with the City Clerk – Administrator as amended from time to time."

Our primary goals for this meeting are to let you know what we have done in the past, what basic rules and activities surround this and look for direction as to any changes you might want. Ultimately asking the Council to pass a resolution setting the list/map of maintenance/not maintained for another a year or more.

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

PM/amg
TO: Todd Prafke  
City Administrator  

FROM: Pete Moulton  
Public Works Director  

RE: Electric Vehicle (EV) Update  

DATE: October 29, 2019  

ACTION/RECOMMENDATION  
None needed. For City Council review and discussion only.  

BACKGROUND  
In the spring staff began working with Southern Minnesota Municipal Power Agency (SMMPA) to gauge interest in installation of EV charging stations. Saint Peter has shown interest mainly because of the multiple benefits an EV charging station would bring to the community. We are located on busy Highways (169, 99, and 22) and if downtown locations were chosen for a station site it should increase the number of people visiting Saint Peter. In addition, utilization of EV chargers is an excellent opportunity for our Utility to increase the base load electric sales.  

Staff has been working with public and private partners to site EV stations within the community. To date, we have a commitment from the Saint Peter Food Coop. In addition one would be sited in the municipal parking lot in the 100 block of Nassau Street directly west of the old library site. Other sites are also being considered but discussions haven’t been completed with private property owners. Site selection was based on the meeting where all property owners and businesses in the downtown, including the Chamber, were invited to attend. We started working with those folks that had interest and have gone forward from there.  

The rationale behind prioritizing chargers in the downtown is three-fold. First, this is an area where one charger can impact many businesses. A user may park, charge, stop in for a bite to eat and hit a few of the downtown shops. At locations further outside the downtown that same impact is much less likely. As an example, drivers who stop at say Dollar General are less likely to walk to a few other neighboring businesses. Second, in some instances infrastructure is more readily available Third is the visibility for the City and the utility which is the chargers are more visible, will show the work the City is doing to those that pass by.  

Our goal is to begin operations with at least one DC fast charger and one Level 2 charger at each location selected. Fast chargers are initially more expensive ($50,000) and take more energy, but have the capability to charge at a quicker rate (est. 180 miles of charge in an hour). Level 2 chargers ($4,000) use less power, require lower voltage and take longer to charge (est. 20 miles of charge in an hour).
In September, the SMMPA Board approved the purchase of one (1) DC fast charger and two (2) Level 2 chargers for each SMMPA community interested in deploying EV charging infrastructure. Seventeen of the 18 SMMPA communities acknowledged an interest and began working on site locations and "before the meter" infrastructure. Each community will be responsible to get the primary voltage power to the site selected and for installation of the EV Units supplied by ZEF Energy.

The cost to operate and how we charge for power hasn’t been determined yet, but we do not plan to give free charging. As a Utility we sell electricity and selling power remains part of the goal. There are multiple ways the transaction can be accomplished and we will continue to work with SMMPA staff and the EV working group to determine the options within our community. It is also important to note rebates and other opportunities for chargers are also still being discussed. We have had one business owner outside of the downtown express interest. CAP has talked with them and explained how and why our priorities were set and that we will work to keep other opportunities open for them in the near future.

The goal for this meeting is to give the City Council an update, and let them know they will start to see action including some formal action for things such as entering a lease with the Food Coop.

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

PM
TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: City Administrator Evaluation

ACTION/RECOMMENDATION

None needed. For Council discussion only.

BACKGROUND

City Attorney Brandt has asked for the City Administrator evaluation to be included on the workshop agenda. As Councilmembers may remember, Attorney Brandt distributed a summary of the annual City Administrator evaluation to each Councilmember on October 24th.

Attorney Brandt will meet with you to discuss the results.

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

TP/bal