

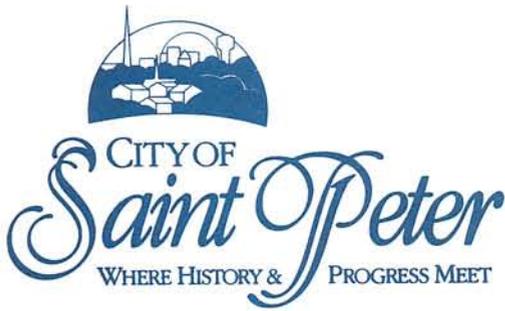
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Monday, October 6, 2014
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. SMMPA Presentation
 - B. Council Committees/Advisory Boards
 - C. Others
- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/3/14

FROM: Todd Prafke
City Administrator

RE: SMMPA Presentation

ACTION/RECOMMENDATION

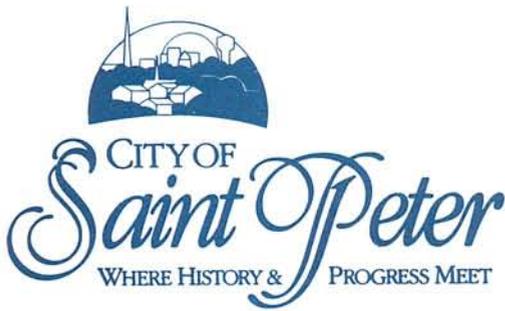
None needed. For your information only.

BACKGROUND

Dave Geschwind and Mark Mitchell from Southern Minnesota Municipal Power Agency (SMMPA) will be in attendance at the workshop on Monday evening to provide information on post-2030 strategic issues, the status of the Sherco 3 coal burning plant, future resources, and rates. They may also touch on the activities of a solar working group put together by SMMPA.

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

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/03/2014

FROM: Todd Prafke
City Administrator

RE: Committee Work/Assignments

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Please find attached the Committee and Commission assignments for the 2014 year. This is provided for a few reasons. First, so that you remember what you are on. Second, so you can see what other members are assigned to. Lastly, so that you can see the committees as a whole and what general categories are covered by those boards.

I have five primary topics for discussion at your workshop. My first topic for your discussion tonight is to provide a bit of History and go back to the roots of your system and discuss:

- the value, or lack of value, for each of these committees or commissions.
- whether each of these are functioning or operating in a way that is wanted or needed.
- whether this system works any longer and continues to be of value.

Secondly, I hope to review a couple of commissions that you have specifically discussed and asked for further discussion on related to membership. You asked that these get special attention relative to the makeup of their membership and connection to the City Council.

The third, is that last year the Council had asked that we also review the value of designated seats for the School District. We never really got to that discussion. As you may recall we have those designated seats on the Parks and Recreation Advisory Board and on the Library Board. This was originally done as an experiment about 12 years ago. One of the main goals was to provide decision makers with the high level view of the work that was being done, but more importantly to provide opportunity for the cross pollination of the biggest picture initiatives and activities to flow between the School and City. Is there still value in this? Does it work in the way we anticipated? Are there changes that should be made if it does or does not? Those are some of the questions that may be valuable to ask again.

The fourth issue relates directly to Council membership. This may also be an opportunity to talk about any value in switching Council assignments on these Boards and Commissions based on

whatever criteria you may set which could be area of expertise, area of interest or any others you might think of.

I have attached a listing of the Boards and Commission and their members. All of this discussion may dovetail into some level of conversation about specific assignments, the very unique nature of specific board or commission seats, and their value to our operations. Meetings, times and dates may need a review as well.

There may also be a value discussion about the v and ^ and the fact that Committees of the Council do not operate as may have been intended. It does not mean your current operational system does not work. Nor is that a statement of good or bad. They simply do not operate as intended. If there is a want to reformulate how the system works or how the Committees work, this is an opportune time to have that discussion.

Lastly, this can be used as an effort to promote opportunities for Board and Commission Members, highlight vacancies and promote service to the community. We continue to have a number of vacancies and at times struggle to make quorum with a number of the groups. It may be our hope to work to get those ready to be filled so the new year can start out with a mostly filled roster.

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

TP/bal

Council Committees

Finance Committee	Kvamme*, Carlin
Personnel and Code Review Committee	Zieman*, Brand
Public Works and Utilities Committee	Grams*, Parras

*Indicates Chairperson

**Mayor serves as ex-officio on all Committees as per Council Rules.

Council Liaisons

Economic Development Authority	Kvamme, Zieman
Heritage Preservation Commission	Carlin/Grams
Hospital and Nursing Home Commission	Carlin
Housing and Redevelopment Authority	Zieman
Human Rights Commission	Brand
Library Board	Parras
Parks and Recreation Advisory Board	Brand
Planning and Zoning Commission	Kvamme, Zieman
Region Nine Development Commission	Strand
SPRTC Security Committee	Strand, Peters
Tourism and Visitors Bureau	Grams, Brand
Fire Pension Board	Strand, Finance Director
SPRTC Commission	Strand, Mayor pro tem
SPRTC Executive Board	Strand, Mayor's Representative
School District #508 Cooperation Committee	Kvamme, Brand
Nicollet County Cooperation Committee	Zieman, Parras
Le Sueur County Cooperation Committee	Kvamme, Parras
Gustavus Cooperation Committee	Strand, Carlin
Appeals and Adjustments	Kvamme, Parras, Zieman
Greater Mankato Growth	Kvamme
Sister City Committee	Strand, Carlin

BOARD AND MEETING DATE SCHEDULE

Building/Zoning Appeals Board	As needed
City Council	Second and Fourth Mondays of month 7:00 p.m. - Governor's Room Community Center
Civil Service Commission	As needed - City Hall Conference room
Economic Development Authority	Fourth Thursday of month 12:00 noon - Governor's Room Community Center
Heritage Preservation Commission	Last Tuesday of month 5:30 p.m. - Governor's Room Community Center
Housing and Redevelopment Authority	First Monday of month 3:30 p.m. - Park View Manor
Hospital and Nursing Home Commission	Last Wednesday of month 12:00 noon - Community Hospital
Human Rights Commission	Second Monday of month 5:00 p.m. - Traverse des Sioux Room - Community Center
Library Board	Second Tuesday of every other month – starting February 6:00 p.m. - Public Library
Parks and Recreation Advisory Board/ Tree Board	Third Monday of month 7:00 p.m. - Public Works Conference Room
Planning and Zoning Commission	First Tuesday of month 7:00 p.m. - Governor's Room Community Center
Tourism and Visitors Bureau Board	Fourth Friday of month 8:00 a.m. – Whiskey River

CIVIL SERVICE COMMISSION

The Police Civil Service Commission is created pursuant to Minnesota State Statutes Chapter 419. The purpose of said Commission is to service all Police personnel needs including, but not limited to, employment, promotions, demotions, discharges, transfers, testing, certifications, lay-offs, resignations and reinstatements by employees of the department as defined in the Rules and Regulations of the Saint Peter Police Civil Service Commission.

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| 1. | Ken Eichmann | 1-1-14 to 12-31-16 ¹ |
| 2. | Kim Spriggs | 1-1-12 to 12-31-14 ¹ |
| 3. | Ed Lee | 1-1-13 to 12-31-15 ^P |
| | Chief of Police | Ex-officio |
| | City Administrator | Ex-officio |
| | City Attorney | Ex-officio |

ECONOMIC DEVELOPMENT AUTHORITY

The Economic Development Authority (EDA) is created pursuant to Minnesota Statutes Chapter 400. The appointment of an Economic Development Authority is intended to provide the City with a board comprised of representatives from both City

government and private enterprise, capable of administering business incentives and other economic development measures. The EDA is the main economic development board for the City and is under the authority of the City Council. The primary responsibilities of the EDA are advisory functions relative to commercial and industrial development and redevelopment.

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| 1. | Bob Southworth | 1-1-12 to 12-31-17 ² |
| 2. | James Dunn | 1-1-11 to 12-31-16 ¹ |
| 3. | Cory Abels | 1-1-10 to 12-31-15 ^P |
| 4. | Marilyn Rundell | 1-1-12 to 12-31-17 ² |
| 5. | Jay Hansen | 1-1-14 to 12-31-18 ¹ |
| 6. | John Kvamme | City Council Liaison |
| 7. | Chuck Zieman | City Council Liaison |
| | City Administrator | Executive Director |
| | Community Development Director | EDA Staff |

HERITAGE PRESERVATION COMMISSION

The Heritage Preservation Commission was created as an advisory Commission consisting of seven (7) members appointed by the Council to develop guidelines or standards to carry out City Code regulations which created the heritage preservation standards. Those guidelines or standards address the application of the Ordinance by developing and preserving structures within the Heritage Preservation District by providing standards for design, signs, materials, and the like.

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| 1. | | 1-1-14 to 12-31-16 ¹ |
| 2. | Edi Thorstensson | 1-1-13 to 12-31-15 ¹ |
| 3. | Loren Sundboom | 1-1-13 to 12-31-15 ¹ |
| 4. | Susan Carlin | City Council Liaison |
| 5. | Warren Friessen | 1-1-14 to 12-31-16 ¹ |
| 6. | David B. McGuire | 1-1-12 to 12-31-14 ² |
| 7. | Matt Borowy | 1-1-12 to 12-31-14 ¹ |
| | Director of Community Development | Ex-officio |

HOSPITAL AND NURSING HOME COMMISSION

The Commission has charge of administration, operation, and maintenance of all hospitals and nursing homes, now or hereafter, owned by the City. The Commission has the power to hire a superintendent of hospitals or nursing homes and all other necessary employees, to fix and pay their compensation, to reimburse officers and employees for expenses necessarily paid or incurred in the performance of their duties, to require a bond of any officer or employee and pay the premium thereon; to effect all necessary insurance; to make repairs of the hospital or nursing home buildings and their contents; to purchase all necessary equipment, apparatus, and supplies; to receive and to accept, with the approval of the Council, on mutually agreeable terms all donations for hospital or nursing home purposes; to establish such committees as it may see fit; and to make rules relating to its own procedures and to the administration, operation, and maintenance of such hospitals.

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| 1. | Sandra Gundlach | 1-1-13 to 12-31-17 ¹ |
| 2. | Margie Nelsen | 1-1-10 to 12-31-14 ¹ |
| 3. | Bob Meeks | 1-1-14 to 12-31-18 ¹ |
| 4. | H. Stuart Johnson | 1-1-11 to 12-31-15 ^P |
| 5. | Kay Moline | 1-1-12 to 12-31-16 ¹ |
| 6. | Michelle Chalin | 1-1-13 to 12-31-17 ² |
| 7. | Dr. Susan Klenk | Ex-officio |
| 8. | Chuck Zieman | Council Ex-Officio |
| 9. | Hospital Administrator | Ex-officio |

HOUSING AND REDEVELOPMENT AUTHORITY

The Housing and Redevelopment Authority was created pursuant to Federal and State Statutes for the purpose of operating and maintaining public housing in Saint Peter (Park View Manor). The Housing and Redevelopment Authority may also serve as a review board for other community development activities relating to housing and urban redevelopment.

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| 1. | Dennis Swenson | 1-1-13 to 12-31-17 ¹ |
| 2. | Jan Glimsdal | 1-1-14 to 12-31-18 ² |
| 3. | Rosie Skramstad | 1-1-10 to 12-31-14 ² |
| 4. | Ed Wetherill | 1-1-11 to 12-31-15 ^P |
| 5. | Chuck Zieman | City Council Liaison |
| | Community Development Director | Ex-Officio |

HUMAN RIGHTS COMMISSION

The purpose of the Commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of the community by assisting the State Department of Human Rights and implementing the Minnesota State Act Against Discrimination (M.S. 363) and by advising the Council on long-range programs to improve community relations in the City.

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| 1. | Judy Douglas | 1-1-13 to 12-31-15 ² |
| 2. | | 1-1-13 to 12-31-15 ¹ |
| 3. | Jill Niebuhr | 1-1-14 to 12-31-16 ¹ |
| 4. | Jeff Brand | City Council Liaison |
| 5. | | 1-1-14 to 12-31-16 |
| 6. | | 1-1-12 to 12-31-14 ^P |
| 7. | | 1-1-12 to 12-31-14 ^P |
| 8. | Michael Hettig | 1-1-12 to 12-31-14 ^P |
| 9. | | 1-1-11 to 12-31-13 ^P |
| | City Administrator | Ex-Officio |

PUBLIC LIBRARY BOARD

The duties of the Public Library Board, as described in the City Code and the Board by-laws, is to make recommendation regarding policy of the library, programs and operation of the library and library buildings; monitor and advocate for legislation that is appropriate to public libraries; cooperate with other public officials and boards; maintain positive community relations; and carry out other duties as assigned by Ordinance or resolution of the City Council. The general Minnesota State Statutes that apply to the operation of a library board and public library shall govern the appointment of the members, their tenure and their power and duties.

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| 1. | Diana Good | 1-1-13 to 12-31-15 ¹ |
| 2. | Cindy Freeman | 1-1-13 to 12-31-15 ^P |
| 3. | Mary Ann Harty | 1-1-14 to 12-31-16 ² |
| 4. | Shanon Nowell – Chair | 1-1-14 to 12-31-16 ² |
| 5. | Sally Geary | 1-1-12 to 12-31-14 ^P |
| 6. | John Brynes | 1-1-06 to 12-31-06 ¹ |
| 7. | Roger Parras | City Council Liaison |
| | Lead Librarian | Ex-Officio |
| | Recreation Director | Ex-Officio |

PARKS AND RECREATION ADVISORY BOARD

The Parks and Recreation Advisory Board is established to study the needs of the City in the area of public parks and recreational programs and to make recommendations to the City Council on park and recreation policies. The duties and

responsibilities of the Parks and Recreation Advisory Board shall include, but are not limited to, the following: 1.) Review and make recommendations to the City Council on park and recreation policies; 2.) Review the need for additional park land; 3.) Prepare a park land acquisition and development plan; 4.) Prepare a capital equipment and improvement program for the park system; 5.) Make annual budget recommendations; 6.) Study and recommend park and recreational programs and activities; 7.) Study and meet with other governmental organizations and bodies on the use of parks; and 8.) Serve as the City's Tree Advisory Board.

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| 1. | Stuart Douglas - Chair | 1-1-13 to 12-31-15 ² |
| 2. | Mike Meffert | 1-1-13 to 12-31-15 ¹ |
| 3. | L. Lee Alger | 1-1-13 to 12-31-15 ¹ |
| 4. | David Ringler | 1-1-14 to 12-31-16 ² |
| 5. | | 1-1-14 to 12-31-16 ¹ |
| 6. | Steven Alger | 2012 – School District #508 |
| 7. | Bill Kautt | 1-1-12 to 12-31-14 ¹ |
| 8. | Michael Looft | 1-1-12 to 12-31-14 ^P |
| 9. | Charles Burgess | 1-1-12 to 12-31-14 ¹ |
| 10. | Larry Potts | 1-1-12 to 12-31-14 ¹ |
| 11. | Jeff Brand | City Council Liaison |
| | Recreation Director | Ex-Officio |
| | Public Works Director | Ex-Officio |
| | City Administrator | Ex-Officio |

PLANNING AND ZONING COMMISSION

The function and duties of the Planning and Zoning Commission include preparation of a Comprehensive Plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, the use of property, the density of population, and other matters related to the physical development of the City. Such plan may be prepared in sections, each of which shall relate to a major subject of the plan. The Commission may also prepare a revised Zoning Plan and an official map of the platted and unplatted portions of the City and adjoining territory, or portions thereof, indicating upon such map the proposed future extensions or widening of streets of the City. The Planning and Zoning Commission shall review all proposals for land development that are affected by zoning, conditional use permits, annexation, and subdivision regulations. Also, every proposed plat of land within the City or within two miles of the City limits and not within a town which itself requires the approval of plats shall be submitted to the Planning and Zoning Commission and the Council.

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| 1. | | 1-1-13 to 12-31-15 ¹ |
| 2. | David Eli Hoehn | 1-1-13 to 12-31-15 ² |
| 3. | Joey Hulsebus | 1-1-14 to 12-31-15 ² |
| 4. | Jerry Harty – Chair | 1-1-14 to 12-31-15 ² |
| 5. | Chelsea Alger | 1-1-12 to 12-31-14 ² |
| 6. | John Kvamme | City Council Liaison |
| 7. | Chuck Zieman | City Council Liaison |
| | City Administrator | Ex-Officio |
| | Community Development Director | Ex-Officio |
| | City Attorney | Ex-Officio |

TOURISM AND VISITORS BUREAU

The Tourism and Visitors Bureau is established in the City Code. Ninety-five percent (95%) of the proceeds obtained from the collection of lodging taxes must be used to fund a local convention or tourism bureau for the purpose of marketing and promoting the City as a tourist or convention center. This authority is provided to the City in accordance with Minn. Stats. Chap. 469.

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| 1. | Rick Tuomala | 1-1-14 to 12-31-16 ² |
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| 2. | Bob Wright | 1-1-12 to 12-31-14 ¹ |
| 3. | Kris Higginbotham | 1-1-13 to 12-31-15 ¹⁰ |
| 4. | Bob Sandeen | 1-1-13 to 12-31-15 ^P |
| 5. | Stephen Grams | City Council Liaison |
| 6. | Jeff Brand | City Council Liaison |
| 7. | | 1-1-14 to 12-31-16 ¹ |
| 8. | Arlo Lehtinen | 1-1-13 to 12-31-15 ¹ |
| 9. | | 1-1-12 to 12-31-14 ^P |

BOARD OF APPEALS AND ADJUSTMENTS

The Board of Appeals and Adjustments is established in the City Code. The Board has the power and duty to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of this Chapter; to hear and decide only such conditional uses as the Board of Appeals and Adjustments is specifically authorized to pass on by the terms of this Chapter and as provided for in the City Code; and to authorize, upon appeal in specific cases, such variance from the terms of the Zoning Code as will not be contrary to the public interest where, owing to special conditions, a literal interpretation and enforcement of the provisions of this Chapter would result in unnecessary hardship.

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| 1. | Jerry Harty | Chairperson of P&Z |
| 2. | David McGuire | Chairperson of HPC |
| 3. | Chuck Zieman | City Council Liaison |
| 4. | Roger Parras | City Council Liaison |
| 5. | John Kvamme | City Council Liaison |
| | Community Development Director | Ex-Officio |
| | City Administrator | Ex-Officio |
| | City Attorney | Ex-Officio |