

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

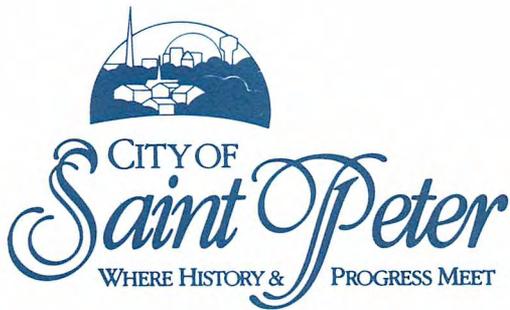
Regular Workshop Session of Monday, June 1, 2015  
Library Meeting Room – 5:30 p.m.  
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
  - A. Tour of Arts Center of Saint Peter
  - B. Solace Project Update (Hallett's Landing Apartments)
  - C. School Subdivision Update
  - D. City Council Salaries
  - E. Human Rights Commission Update
  - F. Others
- III. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

TP/bal

\*\*\*\*NOTE....THE WORKSHOP WILL BEGIN WITH A TOUR OF THE ARTS CENTER (315 SOUTH MINNESOTA AVENUE) AND THEN CONTINUE AT THE LIBRARY MEETING ROOM AT APPROXIMATELY 6:40 P.M.



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/29/15

**FROM:** Todd Prafke  
City Administrator

**RE:** Arts Center Tour

### **ACTION/RECOMMENDATION**

None needed. For your information only.

### **BACKGROUND**

Monday evening's workshop will begin at the Arts Center of Saint Peter (315 South Minnesota Avenue), where Councilmembers will be joined by Center Board members and staff for a tour of the facility. You may remember that this was previously discussed by Councilmembers.

The tour will last one hour and at the conclusion, Councilmembers will relocate to the Library Meeting Room to continue the workshop session.

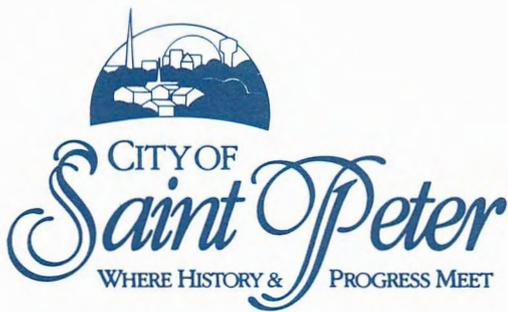
Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal



### **MISSION STATEMENT**

*In the belief that the arts are vital to a healthy community, the Arts Center of Saint Peter is committed to providing challenging exhibitions, innovative learning opportunities, and cultural enrichment for people of all ages, interests, and abilities.*



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/29/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Solace Project Update (Hallett's Landing Apartments)

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion.

### **BACKGROUND**

Members may recall multiple discussions about the Solace project. Council took action to support an application for funding to the State of Minnesota through the Minnesota Housing Finance Agency a number of months back. That City support was expressed through commitment to sell land for the project north of the Sunrise Drive Water Tower along Sunrise Drive. While that application was not awarded funding in the last cycle, the group looking to develop the project has continued to be hard at work on applying for funds in the new funding cycle. My goal for your workshop on Monday evening is to review an updated project with a new location on land that is privately owned near Shopko.

The revised project is envisioned generally as an apartment style structure that will provide opportunity for general occupancy with a specific number of units intended to assist women who have met the criteria of drug court to be united with their children, have consistent housing, and receive supportive and job training services in a defined program. This is different than you have reviewed previously. Additional information about the proposed project is attached in your packet.

To be clear, any new application for funds would need new support and commitment from the City Council. Specifically Southwest Minnesota Housing Partnership (SWMHP) would need and ultimately will request:

- Change in zoning for the property (which has already been discussed prior to and independent of the this project),
- A letter of support for funding
- A tax increment financing agreement similar to what you have at Park Row Crossing

The change in overall project design and occupancy plans does help us to continue to meet the rental housing needs identified in the Housing Study, but you should note that the rental income requirements are lower than on the Park Row Crossing project. You do continue to have needs

in that marketplace and in fact it could be argued, and is in your housing study, that your needs are greater at that income level. In many respects this project is very similar to the Sibley East project in Mankato with the addition of the Solace programming component.

My goal is to determine the Council's level of interest and work with SWMHP to ensure that the process moves smoothly for the City and SWMHP.

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

TP/bal

# Hallet's Landing Apartments Project Summary (2015)

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**Purpose:** To provide large family affordable rental housing for low and moderate income work-force. In addition ten (10) units will serve homeless families or families at significant risk of homelessness.

**Project Location:**

- Address 1000 North Third Avenue, St. Peter, MN.

**Project Characteristics:**

- New Apartment building with underground parking – 50 units
- Two story, elevator building
- Community Space for educational services, computer lab
- 48 units – Meeting the following rent levels:
  - 4 – one-bedroom units (Homeless/at risk) - \$645 rental rate (GRH)
  - 5 – two bedroom units (Homeless/at risk) - \$638 rental rate (GRH)
  - 1 – one-bedroom units (Homeless/at risk) - \$631 rental rate (GRH)
  
  - 4 – one bedroom units - \$625 rental rate
  - 24 – two bedroom units - \$750 rental rate
  - 10 – three bedroom units - \$850 rental rate

**Tenant Income:** 60% or less area median income is required to qualify. After initial qualification, family incomes can rise indefinitely. 2015 income qualifications are as follows:

Family Size	Income
1	\$29,820
2	\$34,080
3	\$38,340
4	\$42,540
5	\$45,960

**Project Owner/Developer:** Southwest Minnesota Housing Partnership of Slayton, MN.

**Property Management Company:** Lloyd Management, Mankato, MN.

**Services provider:** ASC Psychological of Mankato, MN. A memorandum of understanding will be

entered into between the property owner, property management, referral agents and service provider.

**Services Model:** The Solace project is designed to provide a comprehensive, integrated multidisciplinary assessment and therapeutic treatment process to the client and family members based on their assessed individual treatment needs. This treatment will be provided within a safe and secure area in which the basic needs of the client and family members are provided for.

**Service Funding:**

VA funding sources will be available for female military veterans with children who qualify for housing in this project. A minimum of 10% of the living spaces will be made available to female military veterans.

Ongoing funding for the case management and psychotherapeutic services for clients and their family members will come primarily from third party insurance providers and consolidated treatment funds. MFIP funds will be used for daycare services.

This project will be designed to separate the sustainability of the maintenance and operation of the housing facility from the sustainability of the treatment services.

**Rental Assistance:**

Two (2) rental assistance units funded through the South-Central Community Based Initiative to serve persons with mental disabilities.

Group residential housing funding request through Nicollet County for 10 units has been made.

**Building Characteristics:**

- New Construction Apartment on Hallett Pond with underground parking
- Rent structure will be based on 50% rent limits and will seek rental subsidy from the HRA, VASH Vouchers, shelter +care vouchers and SCCBI (SPMI Diagnosis).
- Community Center with meeting space, computer lab, secured tenant storage, fitness center and on-site managers office.
- Property will have video security system.
- Construction will meet or exceed Green Community and Energy Star standards.
- Total Development Cost - \$9,860,793

**Site Characteristics:** Walkable with community connections to transit, (Shopko). Ample green space will be provided with playground, on-site and connections to greater community through sidewalk and access to bike trail, gardening area and bike racks.



CONCEPT MODEL  
**HALLETT'S LANDING APARTMENTS**  
SAINT PETER, MINNESOTA  
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP  
MAY 28, 2015



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CONCEPT MODEL

**HALLETT'S LANDING APARTMENTS**  
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP  
MAY 28, 2015

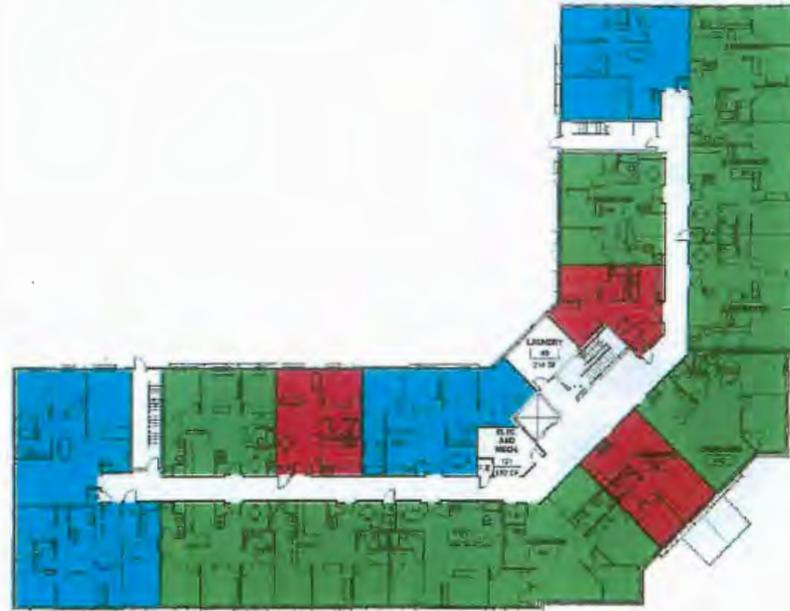


- 1 BEDROOM UNITS**  
5 - 678 SF  
3 - 568 SF
  
- 2 BEDROOM UNITS**  
29 - 890 SF
  
- 3 BEDROOM UNITS**  
9 - 1110 SF  
2 - 990 SF
  
- TOTAL UNITS 48



FIRST FLOOR PLAN - 20,044 SF  
**HALLETT'S LANDING APARTMENTS**  
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP  
MAY 28, 2015

- 1 BEDROOM UNITS**  
5 - 678 SF  
3 - 568 SF
  
- 2 BEDROOM UNITS**  
29 - 890 SF
  
- 3 BEDROOM UNITS**  
9 - 1110 SF  
2 - 990 SF
  
- TOTAL UNITS 48**



SECOND FLOOR PLAN - 20,044 SF  
**HALLETT'S LANDING APARTMENTS**  
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP  
MAY 28, 2015

12

■ 1 BEDROOM UNITS  
5 - 678 SF  
3 - 568 SF

■ 2 BEDROOM UNITS  
29 - 890 SF

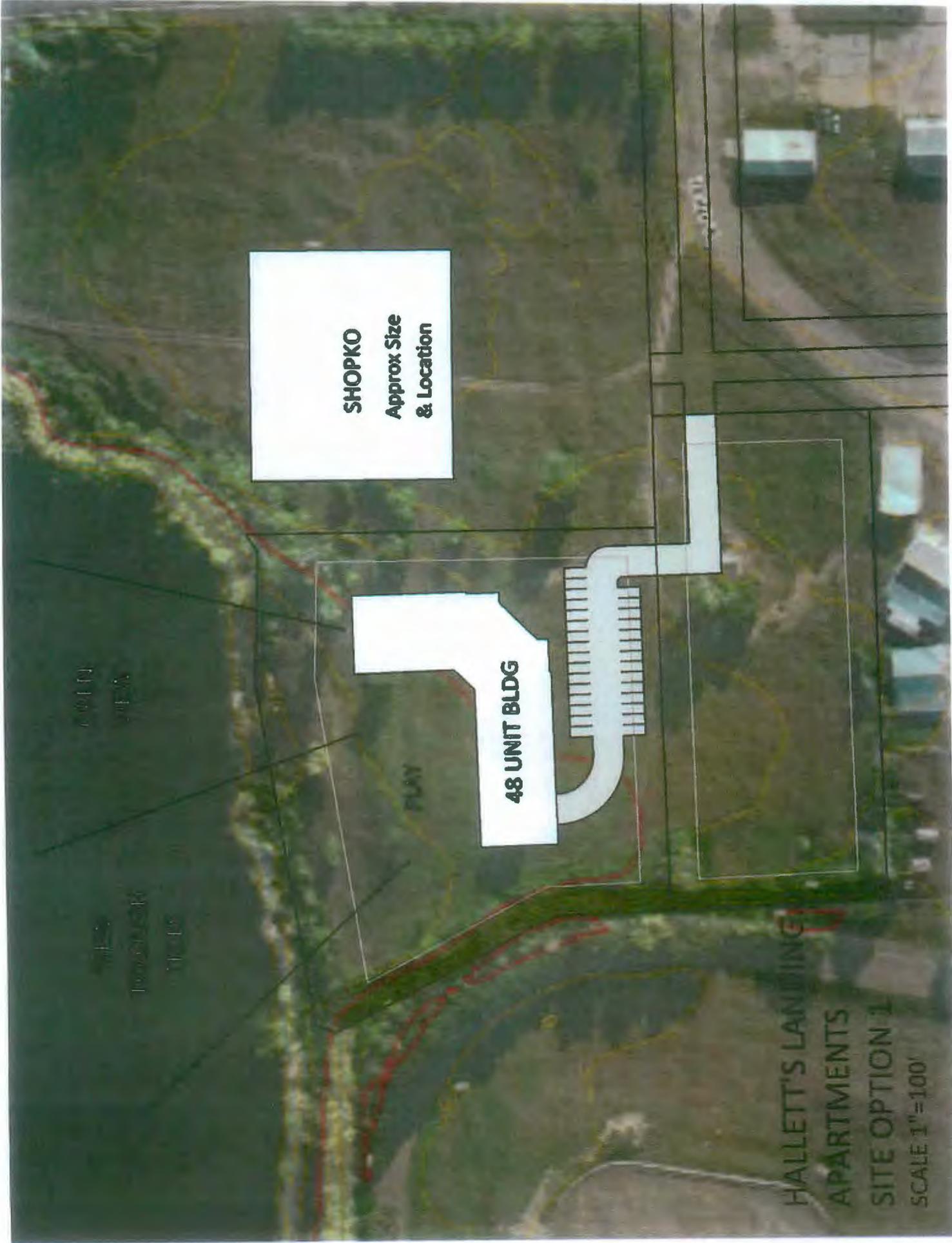
■ 3 BEDROOM UNITS  
9 - 1110 SF  
2 - 990 SF

TOTAL UNITS 48



THIRD FLOOR PLAN - 20,044 SF

**HALLETT'S LANDING APARTMENTS**  
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP  
MAY 28, 2015



**SHOPKO**  
Approx Size  
& Location

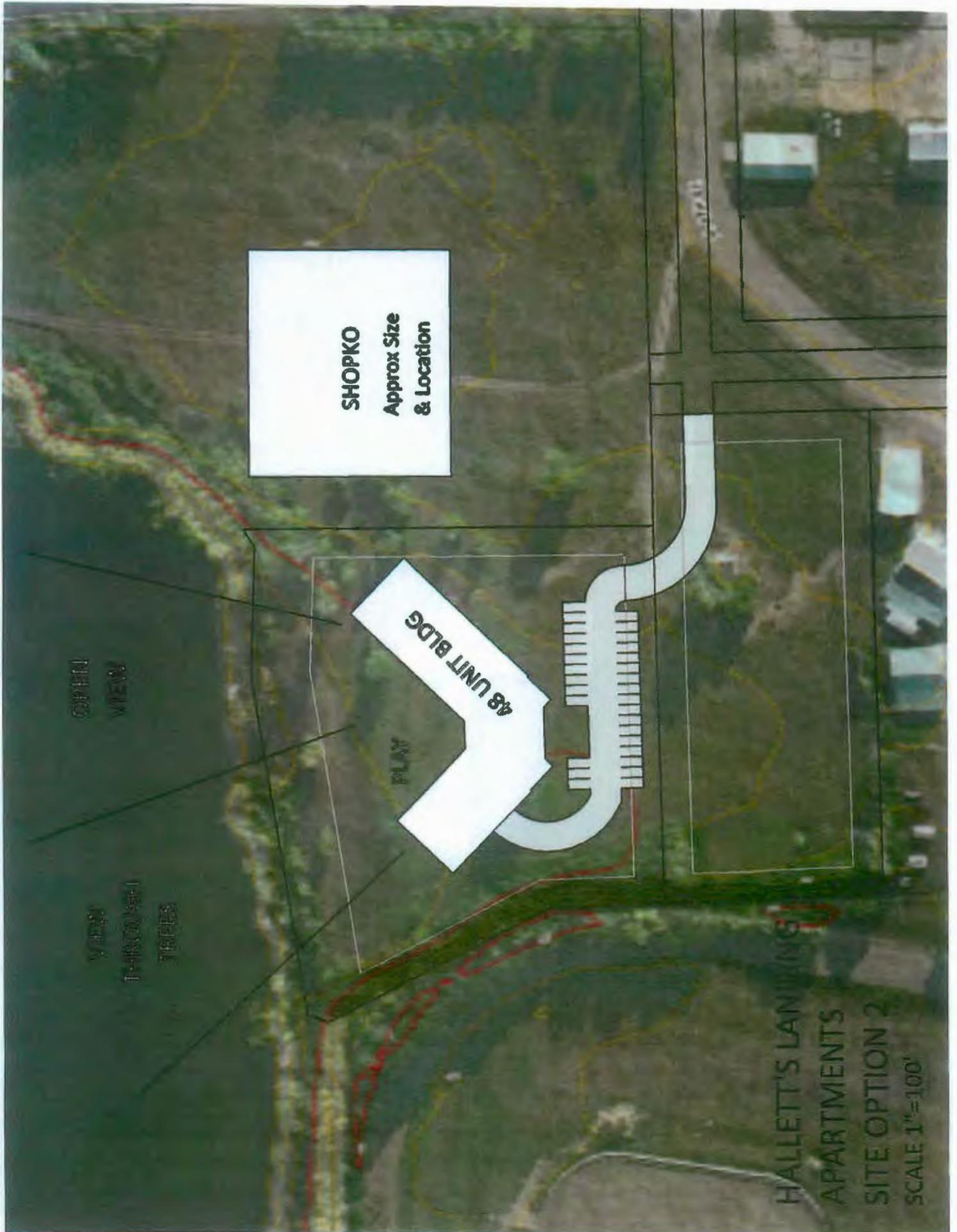
**48 UNIT BLDG**

PLAY

WOODS

WOODS

**HALLETT'S LANDING  
APARTMENTS  
SITE OPTION 1  
SCALE 1" = 100'**



**SHOPKO**  
Approx Size  
& Location

**48 UNIT BLDG**

PLAY

OPEN  
VIEW

VIEW  
THROUGH  
TREES

HALLETT'S LANDING  
APARTMENTS  
SITE OPTION 2  
SCALE 1"=100'

COTZAS



**SHOPKO**  
Approx Size  
& Location

**48 UNIT BLDG**

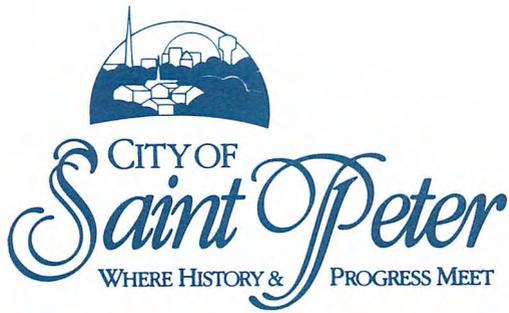
PLAY

OPEN  
W/VIEW

HALLETT'S LANDING  
APARTMENTS

HALLETT'S LANDING  
APARTMENTS  
SITE STUDY X  
SCALE 1"=100'





## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/29/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Housing Subdivision

### **ACTION/RECOMMENDATION**

None needed. For your information and update.

### **BACKGROUND**

My goal for your discussion at Monday's workshop session is to provide an update on the housing subdivision you have previously discussed. As directed, we continue to work on the project looking to make the numbers work based on our best information today. The team has not completed a new generation draft of cost estimates and that will likely not be done for another week or so, but because of the size and importance of this effort, it seemed appropriate to make sure that an update be provided at this juncture.

I think an outline for the discussion on Monday might look something like this:

- A short review of goals
  - Meet housing needs identified in the 2014 Housing Study
  - Increase available housing stock in the city
  - Use housing opportunity to stimulate other economic development
- Timeline for action
  - School land purchase
  - Drummer change in development plan
- Discussion on refined layout compared to what was seen at goal session
  - Review of possible change that may help costs
  - Review of other cost mitigation strategies
    - Sale of a portion of any land acquired
    - Other funding opportunities
    - Change in fees across the whole community to stimulate housing development in all segments of the market place

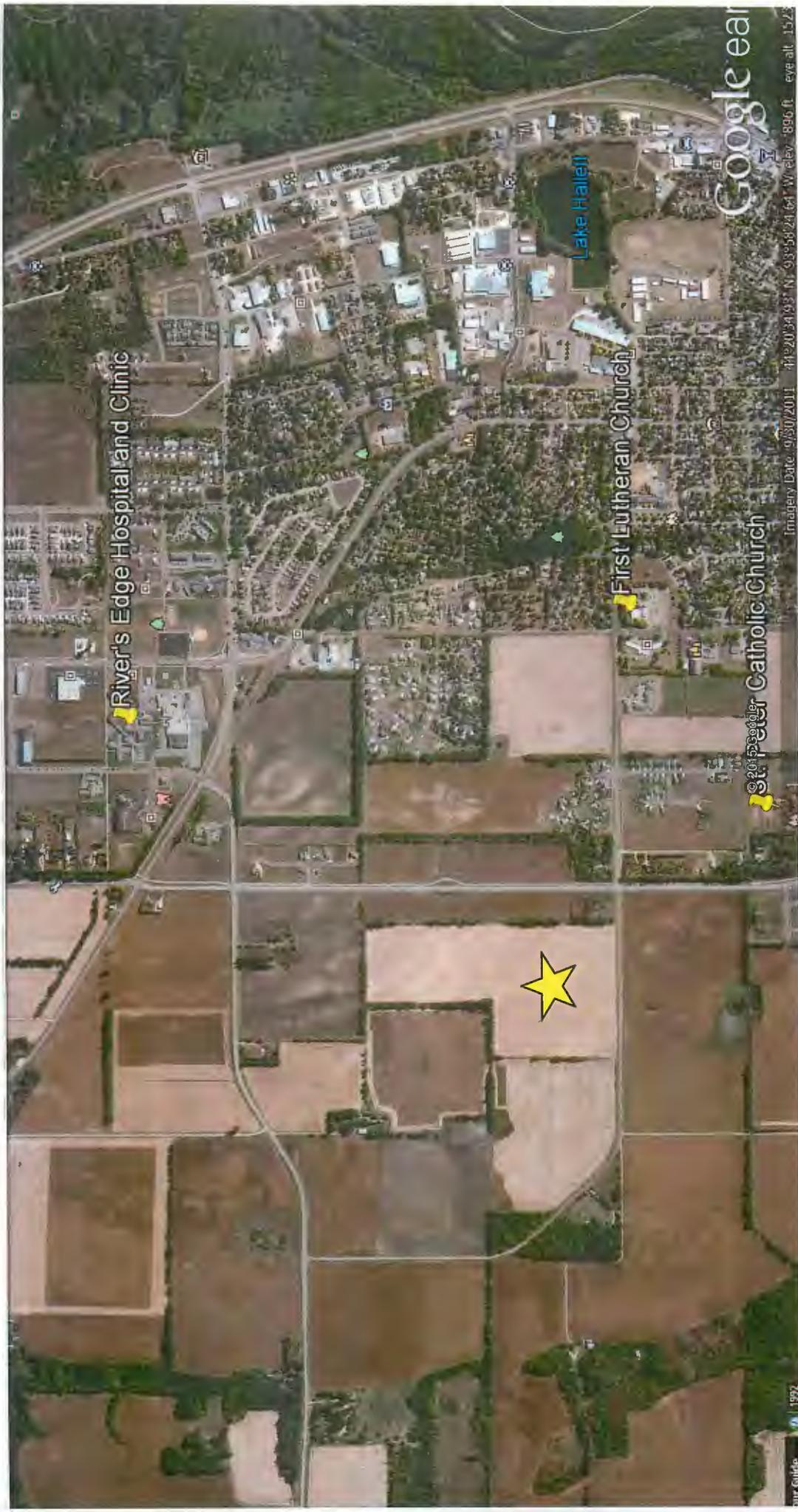
- Where are we right now?
  - Timeline
  - Phasing
  - Market is stronger than analysis might suggest and 2016, 2017 and 2018 are going to be our prime.
  
- What happens if we cannot make it work out?

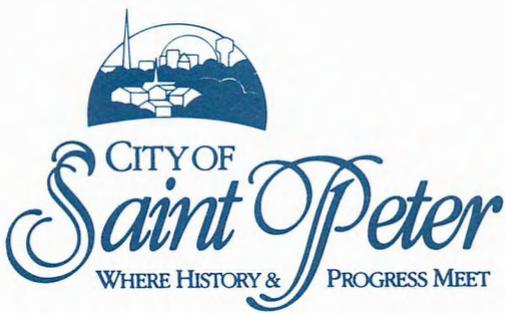
Again, my hope is to make sure that you are well informed and have opportunity to understand the many facets of this project.

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

TP/bal







## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/28/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Mayor and Council Wages

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion.

### **BACKGROUND**

Please find attached a copy of an excerpt from the City Code related to Council and Mayor wages for work performed as an official for the City of Saint Peter. The Ordinance provides for a review of those wages in the spring of odd numbered years. This Ordinance has not been changed since 2007.

Additionally, you will find attached a review of similar communities and their elected official pay.

If the Council desired a change, under State law that change would need to be acted upon prior to the election which will occur in November of this year and could take affect when a "new" Council is seated in January.

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

TP/bal

## ARTICLE II. - MAYOR AND CITY COUNCIL

## FOOTNOTE(S):

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**State Law reference**— City council generally, M.S. § 412.191; specific powers of council, M.S. § 412.221; powers of mayor and council, M.S. § 410.19; recall and removal of officers, M.S. § 410.20; city officers and employees, M.S. § 410.21, M.S. § 412.111 et seq.; composition of council in council-manager municipalities, M.S. § 412.631.

Sec. 2-31. - Election and terms.

*Subd. 1. Date of election.* The regular City election shall be held biennially on the first Tuesday after the first Monday in November in every odd-numbered year, beginning with the 1975 election.

*Subd. 2. Terms and transition.* The Mayor shall be elected for a two-year term at each such election. Three Councilmembers shall be elected for four-year terms at every other biennial election commencing in 1975 and three Councilmembers shall be elected for four-year terms at every other biennial City election commencing in 1977.

(Code 1989, § 2.77)

**State Law reference**— City elections; officers, terms, vacancies, M.S. § 412.02; authority to provide for four-year mayorial terms, M.S. § 412.022; terms of certain officers, M.S. 412.541.

Sec. 2-32. - Salaries of mayor and Councilmembers.

*Subd. 1.* Effective January 1, 2008, the salary of the Mayor is fixed at \$5,278.00 per year; and the salary of each Councilmember is hereby fixed at 75 percent of the Mayor's salary.

*Subd. 2.* Effective January 1, 2009, the salary of the Mayor is fixed at \$5,357.00 per year; and the salary of each Councilmember is hereby fixed at 75 percent of the Mayor's salary.

*Subd. 3.* In addition to the annual salary stated in subdivisions 1 and 2 of this section, the Mayor and Councilmembers shall receive \$25.00 for each and every special meeting of the Council that they attend. Meetings of the Board of Review shall be considered special meetings of the Council, and members of the Council attending such meetings shall be paid as provided in subdivision 2 of this section. For purposes of this section, "special meetings" are meeting called pursuant to state law at which the council votes on any agenda item in addition to a vote to adjourn.

*Subd. 4.* The City Clerk-Administrator shall include reconsideration of the salaries of the Mayor and Councilmembers on a City Council agenda in the spring of each oddnumbered year.

(Code 1989, § 2.72; Ord. No. 277(2nd Ser.), § 1, 9-9-1996; Ord. No. 333(2nd Ser.), § 1, 9-10-2001; Ord. No. 381(2nd Ser.), § 1, 8-22-2005; Ord. No. 393(2nd Ser.), § 1, 10-22-2007)

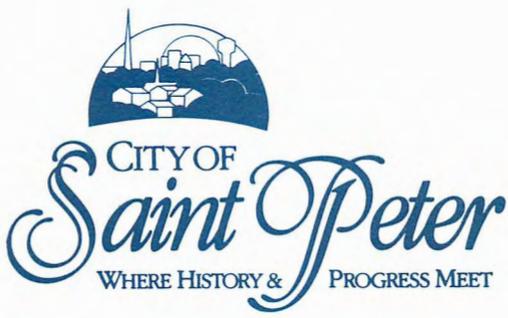
Secs. 2-33—2-52. - Reserved.

X:1,AB

Search Results for Council Member. No comparison salary provided.

Organization	Population	Region	Num. of Elected Officials	Annual Wages	Add'l Pmt. for Special Meetings	Health Provider	Organization ANNUAL Cost for Single	Organization ANNUAL Cost for Family
Albion	18,061	Southeast	6	\$8,900.00				
Andover	31,298	Metro	4	\$7,500.00	\$1.00 per EDA	N/A		
Arden Hills	10,737	Metro	4	\$7,000.00	0	N/A	\$0.00	\$0.00
Bemidji	13,541	Northwest	6	\$10,000.00	\$25 per 2 hr	N/A		
Brooklyn Center	29,810	Metro	4	\$8,805.00				
Buffalo	14,193	Central	4	\$3,440.00	\$25 Per Meeting			
Cass County	28,657	Central	5	\$23,685.00	2500 PER	Blue Cross Blue	\$8736.00	\$02072.00
Champlin	23,934	Metro	4	\$6,610.00	0	Health Partners	\$0.00	\$0.00
Columbia Heights	18,861	Metro	4	\$7,800.00	0	N/A	\$7,000.56	\$10,880.00
Cottage Grove	34,502	Metro	4	\$6,780.00				
Crystal	22,017	Metro	4	\$8,088.33	0	n/a		
Farmington	18,959	Metro	4	\$7,020.00				
Herbst	17,333	Central	4	\$7,800.00			\$0.00	\$0.00
Forest Lake	17,496	Metro	4	\$5,500.00	No	Health Partners		
Grand Rapids	10,870	Northwest	4	\$7,200.00			\$0.00	\$0.00
Ham Lake	15,324	Metro	4	\$4,900.00	N/A			
Hastings	22,491	Metro	4	\$6,000.00	0			
Hutchinson	14,073	Central	4	\$5,278.00				
Maple Ridge	15,334	Southwest	4	\$27,000.00	1000 per meeting	Blue Cross Blue	\$3162.00	\$14730.00
Lino Lakes	20,305	Metro	4	\$5,018.00	\$40	None		
Little Canada	10,086	Metro	4	\$4,620.00	N/A	N/A		
Marshall	13,156	Southwest	6	\$5,426.40				
Mendota Heights	14,766	Metro	4	\$7,200.00				
Monticello	11,501	Central	4	\$7,200.00	0			
Mounds View	12,732	Metro	4	\$6,700.00			\$0.00	\$0.00
New Brighton	22,321	Metro	4	\$7,000.00	NA	Health Partners	\$6,473.52	\$0.00

New Hope	20,743	Metro	4	\$8,450.00	\$25 per mtg	Health Partners	\$0.00	\$0.00
New Ulm	13,396	Southwest	5	\$8,000.00				
North Mankato	19,049	Southwest	4	\$5,900.00				
Ramsey	23,272	Metro	6	\$6,000.00				
Red Wing	16,294	Southwest	7	\$7,550.00		N/A	\$0.00	\$0.00
Roseville	34,178	Metro	4	\$7,020.00	0	NA	\$0.00	\$0.00
Savage	27,567	Metro	4	\$8,000.00	0			
Shakopee	34,691	Metro	4	\$7,500.00	0			
South St. Paul	20,180	Metro	5	\$6,600.00				
St. Peter	10,917	Southeast	6	\$4,017.72	\$25 per meeting	BLUE CROSS BLUE	\$0.00	\$0.00
Stillwater	18,235	Metro	4	\$7,200.00		Blue Cross Blue	\$58.50	\$178.50
Vadnais Heights	13,071	Metro	4	\$6,000.00				
Waconia	10,184	Metro	4	\$4,000.00	0	N/A		
West St. Paul	18,947	Metro	6	\$7,150.00				
Wintonia	27,474	Southeast	6	\$6,950.00		Blue Cross Blue		
Worthington	11,405	Southwest	5	\$6,000.00	\$50/ mtg (max)	Public Employees	\$8,241.12	\$12,276.00



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 5/29/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Human Rights Commission Modification

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion.

### **BACKGROUND**

Members may recall your discussion related to membership on the Human Rights Commission and the change you made earlier in the year.

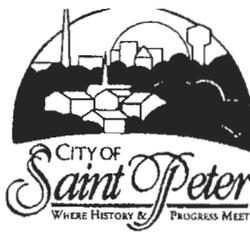
Attached you will find two documents. The documents include:

- Bias Hate Crime Policy that was adopted by the Commission a number of years back meeting its' obligation to respond to a hate or bias crime; and
- Human Rights Annual Award application form listing the criteria to be met for consideration of the award.

My goal is to spend a few minutes of your time in review of the hate crime policy document so that you know what is in the policy should there be a need to take action. I would also like to take a few moments to get your take on the award criteria and give me some feedback on whether or not you are interested in proceeding.

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

TP/bal



## CITY OF SAINT PETER BIAS/HATE CRIME RESPONSE PLAN

*The Saint Peter Human Rights Network Belief Statement: "Hate, violence and prejudice are unacceptable in our community. We are a community open to all persons of all races, colors, religions, genders, sexual orientations, ages, abilities and national origins, striving to understand and empower one another."*

### **Purpose:**

The purpose of this plan is to establish a local response showing strong community support for the victim and zero community tolerance for bias/hate crimes. The Saint Peter Human Rights Commission (SPHRC) will not investigate such crimes. It will provide or coordinate support to victims in such crimes and leadership in the community in the prevention of bias and hate crimes through education and collaborative community action against prejudice and bigotry.

### **The Commission seeks:**

- A commitment from the Saint Peter Police Department that the Commission will be notified as soon as possible after a confirmed bias/hate crime complaint. Contact is to be made through the Chief of Police.
- The participation of the Saint Peter Human Rights Network which can be activated to support victims of bias/hate crimes.
- The participation of the Saint Peter Human Rights Network in the development of a community response if appropriate and with consent of the victim.
- To raise awareness of hate crime issues within the community.
- The expansion and participation of community organizations in the Human Rights Network.
- The cooperation of the local media in support of the victims of bias/hate crimes and in developing community awareness of human rights issues and in providing the community with information regarding the Human Rights Network and the Bias/Hate Crime Response Plan.

### **Hate Crime Defined:**

A hate crime, as defined by criminal statute, is a criminal act committed against a person, institution, or property, for which the primary motivation is the victim's affiliation with a protected class. State law established the following protected classes: *race, color, religion, gender, sexual orientation, age, disability and national origin*. As of 2004, the law allows for the perception of either the victim or the police officer regarding the bias motivation of the crime to cause it to be categorized as a hate crime. Convictions resulting from hate crimes carry enhanced penalties.

Hate crimes are different from discrimination complaints. Although discrimination is against the law, it is not a crime, but rather a civil matter.

### **Partnership:**

In order to provide timely, meaningful support to victims of bias/hate crimes, the Commission must partner with the citizens and organizations in the community. The key partners include:

- The Saint Peter Police Department
- The Saint Peter Human Rights Commission
- The Saint Peter Human Rights Network
- The Saint Peter media

## **RESPONSE TO A BIAS/HATE CRIME:**

### ***Immediate Response - law enforcement***

Police Department commitment to report bias/hate crimes to the SPHRC is necessary for this plan to be viable. The rights and wishes of the victim of a bias/hate crime must be given the utmost consideration at each step of this plan.

If an officer becomes aware of an incident which may be defined as a "bias/hate crime", as part of the investigation of the situation, the officer will:

1. Explain the definition of a "bias/hate crime" and the option of making a referral to the Human Rights Commission to the victim. The role of the SPHRC is to support the victim and, if appropriate, develop a community response to the hate crime. The SPHRC will not conduct a criminal investigation of the incident.
2. If the victim would like the support of the SPHRC, assist the victim in completing the Saint Peter Police Department Bias/Hate Crime Referral Report. Immediately forward the referral to the Saint Peter Chief of Police. The Chief of Police will contact the SPHRC chairperson.
3. If the victim does not feel the need for SPHRC support, give them the telephone number of the SPHRC staff liaison in the event support is needed at some future time.

### ***Immediate response - referral through other than law enforcement:***

1. If the report of a bias/hate crime is made directly to a member of the SPHRC or the Saint Peter Chief of Police, the person receiving the report will encourage the victim to report the incident to the Saint Peter Police Department or other appropriate law enforcement agencies.
2. Offer to go with the victim to report the incident to the Saint Peter Police Department.
3. Obtain an address or telephone number from the victim for future contacts.
4. Explain to the victim the definition of "bias/hate crime" and the option of making a referral to the Human Rights Commission. *The role of the SPHRC is to support the victim.*
5. After the initial meeting, consult with the SPHRC chairperson, if appropriate a second meeting with the victim will be held to explain the option of developing a community response to the bias/hate crime. *A broad-based community response plan will not be initiated unless the victim is supportive of the effort.*
6. The SPHRC will not conduct a criminal investigation of the incident.
7. If the victim would like the support of the SPHRC, immediately notify the SPHRC staff liaison. The staff liaison will contact the SPHRC chairperson.
8. If the victim does not feel the need for SPHRC support, give them the telephone number of the SPHRC staff liaison in the event support is needed at some future time.

### ***Human Rights Commission response to a bias/hate crime referral:***

1. The SPHRC chairperson will contact the Commission members and inform them of the referral. Together they will organize the initial victim contact. A response coordinator and team member will be appointed.

2. The response coordinator will contact the victim by telephone if possible. Express empathy. Ask if you and a SPHRC member might visit in person to discuss the incident and offer support and assistance. If the victim does not desire a visit, follow with a letter offering assistance at a later date if desired. Include information on other services in the community that might be of benefit.
3. Ask permission to report the information to the League of Minnesota Human Rights Commission and the Saint Peter Human Rights Network.
4. If contact by telephone is not an option the response coordinator and team member will visit the victim for the initial victim contact.
5. The SPHRC chairperson will be the designated spokesperson to the media regarding the bias/hate crime response plan.

### **Human Rights Visit Team Members**

1. Human Rights Commission members participating as team volunteers will participate in a training program prior to being selected to be a team volunteer.
2. The SPHRC chairperson will select the team members with greatest consideration towards the victim and the nature of the bias/hate crime. Members may also include Human Rights Network members.

### **Personal Visit**

With a team of at least two, visit with the victim, either at his/her home or other location of the victim's choice. Identify the team, which may include Network members, as members of the SPHRC and explain the purpose for the meeting.

### ***Interview Questions:***

These questions are meant to be a guide. The interview team may wish to add or change these questions. First and foremost in importance is that all interviewers show an appropriate level of concern and be willing to spend enough time to obtain the victim's story. Oftentimes more can be learned through careful listening than through extensive questioning. If you are unsure of the victim's response to a question, rephrase their response to clarify the answer. If your understanding is not correct, the victim then has the opportunity to clarify their response. Be very careful not to place your personal feelings into follow-up reports. Take careful notes of important facts and details.

### ***At the initial contact or visit:***

- Explain the extent of the confidentiality of the conversation.
- What happened?
- Was this the first incident or have there been others?
- Were children involved?
- How can we help you?
- What can we do together to prevent this from happening again?
- Is there anyone else you would like to contact you or that we can contact for you?

### ***At the second contact or visit:***

- If appropriate and warranted and with the advice of the Human Rights Commission and the consent of the Mayor, we would like to organize a community wide response. Consider the victim's wishes as to confidentiality and level of publicity. Would you agree to this?
- Do you mind if we use your name, or would you prefer that we didn't?
- Are you comfortable with us contacting the media?

***This format is a guide. It is not rigid. Questions should be sensitive to the individual circumstances.***

The team members should review future contact information (telephone numbers if possible). Again, offer support and any assistance and explain future follow-up contacts.

**Human Rights Network - Community Response**

1. Contact the Saint Peter Mayor and Chief of Police and inform them of the incident. Review the information from the referral and interview. Discuss and agree upon the appropriateness of a community response.
2. Contact the League of Minnesota Human Rights Commissions to seek support.
3. The SPHRC Chair may select a Community Response Team made up of at least two members of the SPHRC. The team may also be comprised of Network members.
4. A team consisting of a Human Rights Commissioner and Human Rights Network Bias/Hate Crimes Response team may conduct a secondary interview if appropriate.
5. At the earliest possible time arrange for a meeting of the SPHRC and the Human Rights Network Community Response team to develop a community response plan. Invite the Mayor and Chief of Police to participate in the planning process.
6. The community response plan may include, among other activities:
  - A letter to the editor;
  - Contacting other media;
  - A community meeting;
  - A "quick response - not in our town" activity;
  - Or sending a letter or a representative to local churches and schools. Call a meeting of the Human Rights Network representatives and involve the organizations in the response.
6. Maintain frequent contact with the victim. **Always remember this is about the victim. The victim should be comfortable with the community response plan**

***Follow-up contact with the victim:*** Whatever the response to the bias/hate crime, a follow-up contact should be made within one week, in person or by telephone. Check on any recurrences, other problems, and offer continued support. If appropriate, a follow-up visit after one month may also be appropriate.

***Review Response:***

1. The SPHRC shall review the overall process. Note the effectiveness of the response and suggestions for future responses. Invite the Mayor, Chief of Police and Network members involved to provide a review and suggestions.
2. The SPHRC shall send letters of appreciation to the Human Rights Network Team members involved in the plan and other supportive organizations and individuals.
3. The SPHRC shall provide the Mayor and Chief of Police with a summary report.

# SAINT PETER POLICE DEPARTMENT BIAS/HATE CRIME REFERRAL

There is reason to believe that you have been a victim of a crime because of your race, national origin, religion, age, gender, disability or sexual orientation. The City of Saint Peter has as Human Rights Commission which is willing to support you in this matter.

You may contact the Human Rights Commission staff liaison for additional information at \_\_\_\_\_.

**OR**

Your signature on this form authorizes the Saint Peter Police Department to refer their report on this incident to the attention of the Human Rights Commission and a Commission member will then contact you.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

POLICE CASE # \_\_\_\_\_

CONTACT INFO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REPORTING OFFICER: \_\_\_\_\_

# BIAS/HATE CRIME RESPONSE PLAN

## AFTER THE INITIAL CONTACT....

The following form is to be used to document the initial contact with the victim. Please complete the form immediately after the contact has been made.

Explain the extent of the confidentiality of the conversation.

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What happened?

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Was this the first incident or have there been others?

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Were children involved?

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What help, if any, assistance would the victim like from the SPHRC?

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What did the victim feel we do together to prevent this from happening again?

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Other people the victim would like the SPHRC to contact on their behalf? (Please provide names, relationship to victim, and all pertinent contact information)

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## CONSENT FOR COMMUNITY-WIDE RESPONSE

The Saint Peter Human Rights Commission is willing and able to organize a community-wide response on behalf of victims of bias/hate crimes. This action will only be taken with the full authorization of the victim.

By completing the information below, you are hereby authorizing the SPHRC to initiate a community-wide response to the crime committed. Only the actions authorized by you on this form will be undertaken. No further actions will be taken without your direct authorization.

If you have any questions about any of the options indicated, please ask for further information before completing the form.

Name of victim: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
(Please indicate whether cell or land line)

\_\_\_\_\_ I DO NOT wish to have a community-wide response organized on my behalf. I want all information pertaining to the incident kept confidential.

\_\_\_\_\_ I DO wish to have a community-wide response organized on my behalf. Said authorization includes specific permission for the SPHRC to release the following information to the media and the public:

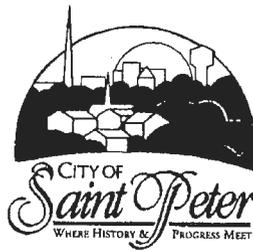
- \_\_\_\_\_ My name
- \_\_\_\_\_ My contact information (address and phone number)
- \_\_\_\_\_ A copy of the Police report regarding the crime

\_\_\_\_\_ I DO wish to have a community-wide response organized on my behalf. Said authorization shall be limited to the following activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The authorization you have provided above shall continue until such time as you provide a written request to change. No further action will be taken by the SPRHC without additional authorization from you.

Signature of victim: \_\_\_\_\_  
Date: \_\_\_\_\_



**Saint Peter Human Rights Commission  
Nomination Form – 2011 Human Rights Award**

**Submit to:**

Saint Peter Human Rights Commission  
c/o City Administrator's Office  
227 South Front Street  
Saint Peter, Minnesota 56082

**Deadline: November 7, 2011**

The Saint Peter Human Rights Commission wishes to recognize an individual, organization or project in Saint Peter that has furthered human rights in the community DURING THE YEAR 2011 by the issuance of an annual Human Rights Award. If you know an individual or organization who you believe has worked to further human rights in Saint Peter DURING THE YEAR 2011, please complete this form and return it to the Commission by the deadline.

<b>Persons or Organization Nominated:</b>	<b>Nominated By:</b>
<b>Name:</b>	<b>Name:</b>
PLEASE CHECK ONE <input type="checkbox"/> Individual <input type="checkbox"/> Organization <input type="checkbox"/> Project	
<b>Address:</b>	<b>Address:</b>
<b>City/State/Zip</b>	<b>City/State/Zip</b>
<b>Day phone:</b>	<b>Day Phone:</b>
<b>Evening Phone:</b>	<b>Evening Phone:</b>
<b>Email (optional):</b>	<b>Email (optional):</b>
<b>Organization (if applicable):</b>	<b>Organization (if applicable):</b>
<b>Affiliation (if applicable):</b>	<b>Affiliation (if applicable):</b>

**Please answer the following questions about the nominee. If additional space is needed, please attach a separate page.**

1. How did the nominee further human rights in Saint Peter DURING THE YEAR 2011? Please list specific actions or activities.

