



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

City Council Goal Session, Monday, September 10, 2013
Governor's Room – 3:00 p.m.

- I. **WELCOME**
- II. **RULES FOR THE DAY**
- III. **DISCUSSION**
 - A. Bossy Ball (Cut Throat Style)
 - B. Big Picture
 - C. The Important Things
 - D. Who Are We (Our Community)?
 - 1. Where are we today?
 - 2. Where do you want to go?
 - 3. What is the plan to get there?
 - E. Vision
 - 1. Mission
 - 2. Goals
 - 3. Strategies
 - F. Infrastructure
 - 1. Water
 - 2. Wastewater
 - 3. Electric
 - 4. Streets
 - 5. Parks
 - 6. Land Use
 - G. Policies
 - 1. Downtown
 - 2. North End
 - 3. Utility Assessments/Shut Offs
 - 4. Personnel
 - 5. Commissions and Boards
 - 6. Meeting Operations
 - H. Roles
 - 1. Council
 - 2. Mayor
 - 3. Staff
 - 4. Commission Members
 - 5. Community
 - I. Communication
 - 1. With Elected
 - 2. Staff
 - 3. With Community
 - 4. Inventory
 - J. Working With Partners
 - K. City Hall
 - L. Community Center Leases
 - 1. Center For Rural Policy Development
 - 2. St. Peter Community Child Care
 - M. Washington Avenue Link Project Land Acquisition Update
 - N. Others
- IV. **ADJOURNMENT**



I. WELCOME

II. RULES FOR THE DAY

Typically the Council will take a few moments to review the brainstorming rules. I am planning to experiment a bit with the format of the meeting in hopes of helping better define goals and strategies to meet those goals.

III. DISCUSSION

A. BOSSY BALL (CUT THROAT STYLE)

A new way to play one of your favorite discussion starter games.

B. BIG PICTURE

A review of the issues that we use internally to define our mission and goals in "the Big Picture."

C. THE IMPORTANT THINGS

A list that the Council has developed to guide its discussions and that you can like, dislike or modify.

D. WHO ARE WE (OUR COMMUNITY)?

1. Where are we today?
2. Where do you want to go?
3. What is the plan to get there?

E. VISION

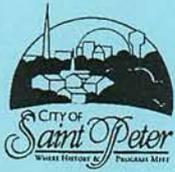
1. Mission
2. Goals
3. Strategies

F. INFRASTRUCTURE

1. Water
2. Wastewater
3. Electric
4. Streets
5. Parks
6. Land Use

G. POLICIES

1. Downtown
2. North End
3. Utility Assessments/Shut Offs



4. Personnel
5. Commissions and Boards
6. Meeting Operations

H. ROLES

1. Council
2. Mayor
3. Staff
4. Commission Members
5. Community

I. COMMUNICATION

1. Elected Officials
2. Staff
3. Community
4. Inventory

J. WORKING WITH PARTNERS

A review and discussion on our work with partners including but not limited to: issues, strategies, goals and processes for working together.

K. CITY HALL

An update of some of the work you have asked to have done relative to space needs at City Hall.

L. COMMUNITY CENTER LEASES

1. Center For Rural Policy Development
2. St. Peter Community Child Care

M. WASHINGTON AVENUE LINK PROJECT LAND ACQUISITION UPDATE

A more complete update on this project, property acquisitions and timelines.

N. OTHERS

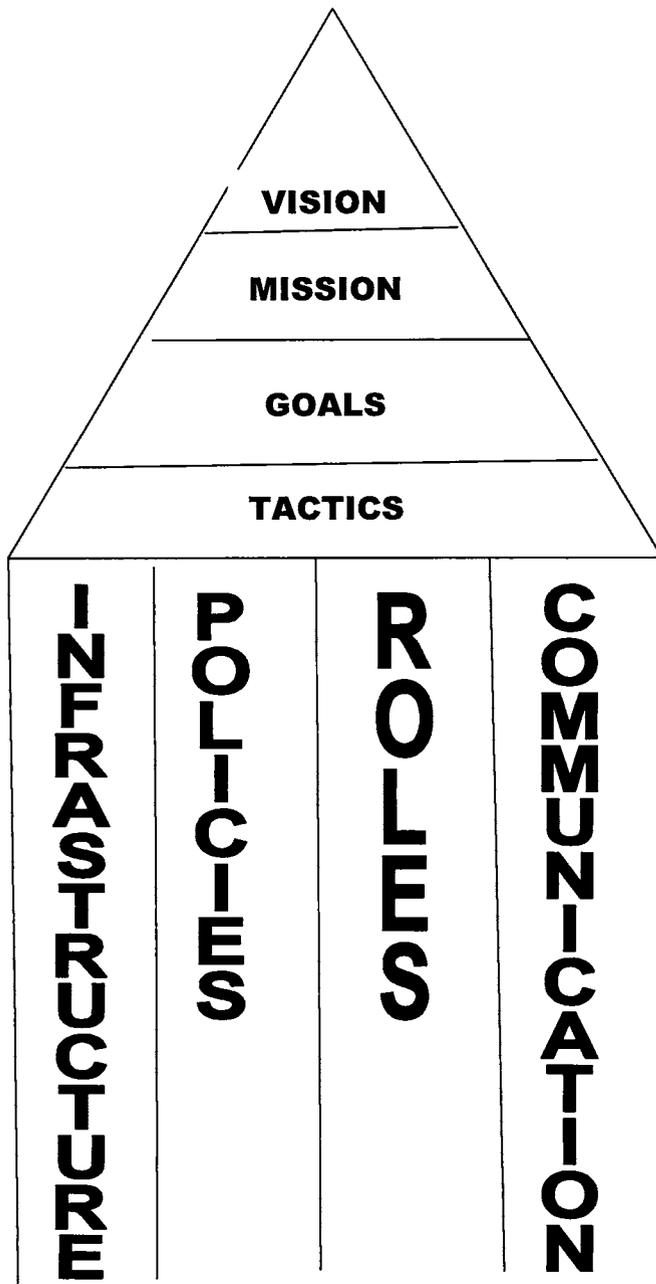
Discussion on any issues of your choosing. After all it is your meeting....

IV. ADJOURN

Office of the City Administrator
Todd Prafke

The Big Picture

- We help people.
- We are... Good stewards of resources.
- We promote... Sustainable community (environment and land use and business model for the City)
- We help... each other be successful praise those who do well, get rid of those who do poorly or are not adaptable to change.
- We are... Open with each other. We talk about money, organization, goals.
- We... support each other.
- We promote... Community above self.



Who are we?

Where do you want to go?

Do we have a plan to get there?

DOWNTOWN DEVELOPMENT PRIORITIES

- Promote projects that improve or are sympathetic to the historic scale and nature of the downtown.
- Business development that promotes a mix of niche retail, food/beverage and entertainment. Promotion of office uses in upper floors is valuable to retail trade in the downtown.
- Building enhancements that are not only historically sympathetic. This should be done while promoting upper floor housing or living in the downtown. This will enhance use of businesses by creating density. This should be done while striving to maintain retail or service businesses on the lower floors of buildings.
- Promote uses, events, activities that set the downtown as a place of destination.
- Use arts and cultural activities to promote the use of downtown as a destination.
- Continue to provide EDA dollars to build and upgrade buildings in the downtown.

NORTH END DEVELOPMENT PRIORITIES

- Provide efficient vehicular access to future commercial developments from Highway #169.
- Improve the pedestrian and multi-modal circulation within the North Commercial District.(NCD)
- Enhance the aesthetics of the Highway #169 corridor through design and landscaping.
- Segregate commercial activity including lighting, noise and vehicular traffic from the residentially developed neighborhoods.
- Reduce vehicular conflicts and improve the safety of the public.
- Support the goals and policies within the Highway #169 Inter-Regional Corridor Study as to access and crossings.
- Promote the provision of meeting or large group activities (City Council).
- Diverse and sustainable building design and standards emphasizing enhanced accessibility. (City Council).
- Enhanced enjoyment and utilization of Hallett's Pond site (City Council).

CITY OF SAINT PETER ASSESSMENT POLICY
GENERAL POLICY STATEMENT

This policy is established to set the rules for the acceptance of petitions, approval of projects and calculation of assessments for City infrastructure improvements in and around the City of Saint Peter.

It is the intent of this policy that its provisions shall apply only to projects authorized by the City Council.

DEFINITIONS

City - City of Saint Peter.

Collector Street - is a street that has greater than seven-ton capacity design.

Hook-up – is the connection by the property owner to the City water or sewer service as defined in City Code.

Improvements - The addition, enhancement or correction of infrastructure that provides for the development and/or enhancement of property including, but not limited to, curbs, gutter, sidewalks, roadways, streets, water mains, wastewater mains, electrical installations, stormwater collection and treatment.

Reconstruction - The correction or rebuilding of any project where costs are equal to or greater than fifty percent (50%) of the replacement cost in current dollars based on City Engineer's estimate.

Repair - Repair is the maintenance or correction of deficiencies in physical infrastructure that cost up to fifty percent (50%) of the replacement cost in current dollars based on City Engineer's estimate.

Residential Street - is a street that is seven (7) ton or less capacity design .

Roadway- is a thoroughfare, route, or way on land between two places, which typically has been paved or otherwise improved to allow travel by some conveyance, including a cart or motor vehicle.

Stormwater and **Storm Sewer** will have the same meaning.

Street - is a paved public thoroughfare in a built environment.

Trail -is a path with a rough beaten, bituminous, cement, or dirt/stone surface that is generally used for non-motorized travel and may be designated on an official City map.

Wastewater and **Sanitary Sewer** will have the same meaning.

PETITIONS

No petition for construction of any public improvement outlined in this policy shall be accepted or acted upon by the Council unless it is filed with the City Administrator on or before August 15th of the year prior to the year of requested construction, unless the City's anticipated expenditures are less than \$5,000.

Petitions must be submitted on a form approved by the City for consideration of the Council.

CLASS A IMPROVEMENTS

Class A Improvements are those that generally benefit the City at large, including, but not limited to:

1. Public buildings.
2. Public parks or recreational facilities.
3. The installation of street lighting systems and maintenance of such systems.
4. Stormwater improvements excluding those in any Stormwater or Storm Sewer Assessment District.
5. Trails.
6. Or any other improvement(s) that are not described in Minnesota Statutes, Section 429.021, Subdivision 1.

Class A improvements shall be financed from general City funds and not from special assessments.

CLASS B IMPROVEMENTS

Class B Improvements are those that are of benefit to more than the abutting property. Class B improvements include:

1. Trunk water mains larger than eight inches (8") in residential areas.
2. Trunk water mains larger than twelve inches (12") in commercial/industrial areas.
3. Trunk wastewater mains larger than eight inches (8").
4. The construction of municipally owned off-street parking facilities.
5. Three-Phase and Single-Phase Electric Distribution Service Lines.
6. Collector Street Construction or Reconstruction
7. Storm Sewer Improvements

CLASS C IMPROVEMENTS

Class C Improvements are those that are primarily, if not exclusively, of benefit to the property abutting the improvement, including:

1. The construction of lateral water mains no larger than eight inches (8") in diameter in residential areas.
2. The construction of lateral water mains no larger than twelve inches (12") in diameter in commercial/industrial areas.
3. The construction of lateral wastewater mains no larger than eight inches (8") in diameter.
4. The construction and repair of curbs and gutters.
5. Residential street construction or reconstruction.
6. The construction and repair of sidewalks.

FINANCING OF CLASS B AND C IMPROVEMENTS

It is the policy of the City to finance Class B and C Improvements by the methods described later in this section. The apportionment of the cost between the benefited property and the City at large, and the method of levying assessments prescribed in those sections, shall be followed unless the Council, by resolution, finds that because of a special circumstance, a different policy is necessary or desirable in the particular case. If there is a special circumstance, it should be stated in the resolution. Any local improvement described in Minnesota Statutes, Section 429.02 and not placed in Class A, B, or C by this section, shall be financed as the Council determines to be most feasible and equitable in each case.

ASSESSMENT REGULATIONS FOR CLASS B IMPROVEMENTS

Subd. 1. Trunk Water Mains, Wastewater Mains - When a water main or sanitary sewer is laid across or adjacent to unplatted property, the City may defer the assessment against the unplatted property. When trunk water or sanitary sewer is constructed and is to serve also as a lateral water main or sanitary sewer for abutting property, the property shall be assessed for the costs of an equivalent lateral water main or sanitary sewer. The City will pay the cost of the trunk water main and sanitary sewer, minus the cost of the lateral water main or sanitary sewer that is assessed. Lateral water main will be defined as no larger than eight inches (8") and eight feet (8') deep. The City cost will be paid from the appropriate City funds.

Subd 2. Three-Phase Electric Distribution Service Lines - The cost to install three- or single-phase electric distribution lines will be assessed to the property served.

Subd. 3. Street Construction or Reconstruction - When standards for residential street construction are higher than those the City would normally use, the cost to be assessed to the benefited property shall be based on the cost of normal residential street construction capacity of seven (7) tons. The remainder of the cost shall be paid from appropriate funds and from the property benefiting from the higher construction standards. Reconstruction of a residential roadway that has a design capacity up to seven (7) tons shall have thirty percent (30%) of the cost assessed to the abutting property owners and the remainder shall be paid by City general funds.

Subd. 4. Storm Sewer Improvements - Improvements to the storm sewer system in an established storm sewer improvement district will be financed in accordance with the provisions of Minnesota Statutes, Chapter 444.

ASSESSMENT REGULATION FOR CLASS C IMPROVEMENTS

Subd. 1 Sidewalk - The cost of construction, reconstruction, and repair of sidewalks shall be assessed one hundred percent (100%) based on frontage against property abutting the side of the street on which the sidewalk is located unless it is located in a Sidewalk assessment district where separate rules for payment will apply. Sidewalks that cross alleys will be paid by the City.

Subd. 2. Water and Sewer - The cost of water mains and of sanitary sewer shall be assessed one hundred percent (100%) against the abutting property based on frontage. The cost of water mains is to be assessed including the service lines, valves, and hydrants at time of initial construction. The cost of sanitary sewer includes service lines, if furnished, at time of initial construction.

The hook-up of Water and Wastewater service shall be charged a connection fee, which shall be determined by the City Council.

Service lines shall be defined by City Code.

Subd. 3. Street - The cost of construction of any street including those where the project may include curb and gutter, shall be assessed on the basis of frontage excluding cost of constructing street intersections which shall be paid by the City.

Reconstruction of a street shall be paid by an assessment to the abutting property owners at thirty percent (30%) of the cost.

Subd. 4. Curb and Gutter - One hundred percent (100%) of cost for the construction, repair or reconstruction of Curb and Gutter that is exclusive of street reconstruction shall be assessed based on frontage against property abutting the side of the street on which the Curb and Gutter is located.

SPECIAL RULES

Subd. 1. Corner Lots - For any infrastructure improvements that occur simultaneously on both the front and side yard of a corner lot the assessment will be calculated by adding the front and side yard frontage and dividing by two (2). This will establish the assessable frontage, which will be then used to calculate the total frontage for the project assessment calculation.

For infrastructure improvements that occur only on one side of a corner lot, the frontage shall be calculated using the actual frontage abutting the project.

Subd. 2. Intersections - The cost of water and sewer improvement in street intersections shall be included as part of the total assessable cost. The City shall pay intersection costs related to street, curb and gutter improvements.

Subd. 3. Irregular Lot Shapes and Adjusted Frontage - When an irregular shaped lot is abutting an infrastructure improvement, an adjustment to maintain fairness in the assessment

may be made. When the amount of an assessment is determined by frontage, an equivalent front footage shall be determined by the following formula:

The sum of all sides of the lot shall be added together and divided by the number of sides and shall be the assessed frontage.

Subd. 4. Bidding Process - Alternate bids will be required on all water/wastewater main installation projects. The bids provided will be the basis for determining the true cost of the improvement share to be assessed. The basis for comparison will be the lowest alternate of the awarded bid.

FEDERAL, STATE AND COUNTY AID USE

If the City receives financial assistance from the federal government, the state or the county to defray a portion of the cost of any improvement project, such aid shall be used first to reduce the share of the project cost that would be met from the general and enterprise City funds according to the assessment formula contained in this policy. If the aid is greater than the amount of the improvement cost to be borne by the City, the remainder of the aid shall be placed in the appropriate City improvement fund or distributed in such other manner, as the Council shall determine.

PROCEDURAL RESTRICTIONS

Subd. 1 General - In attempting to conform to the provisions of Minnesota Statutes, Chapter 429, proceedings for a public improvement to be paid wholly or partly by special assessments shall conform to the requirements of these sections.

Subd. 2. Waiver and Assessment Hearing - After receiving bids for a project, the Council may, at its discretion, request submittal of signed waivers of the right to appeal the assessment when levied or may elect to hold a public assessment hearing to determine if there is substantial objection to the proposed assessments. If the Council elects to hold a public assessment hearing, the contract for the project shall not be awarded until the 30-day appeal period has expired.

PARTIAL PAYMENT

After the adoption of the assessment roll of any improvement project by the Council, the owner of any property assessed may, prior to the certification of the assessment of payment of the first installment to the County Auditor, pay to the City Treasurer all or any portion of the assessment, but not less than five hundred dollars (\$500). The remaining unpaid balance shall be spread over the period established by the Council for installment payment of the assessment.

CERTIFICATION OF ASSESSMENTS

After the adoption of any special assessment by the Council, the Finance Director/Treasurer shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the County Auditor to be extended on the property tax lists of the County.

INTEREST RATE

The interest rate shall be set by the Council on each special assessment project, and the rate of interest shall depend on the current market investment conditions or the cost of bond issuance plus one percent (1%).

ASSESSMENT PERIOD

Assessments shall not be spread over a period longer than the anticipated useful life of the project to be assessed. Subject to the useful life requirement, assessment shall be spread as follows.

- | | | |
|----|--------------------------------------|---------------------|
| 1. | Assessments under \$500 | One Year |
| 2. | Assessments from \$500 to \$2500 | Five Years |
| 3. | Assessments from \$2,501 to \$10,000 | 10 Years |
| 4. | Assessments exceeding \$10,000 | 15 years or greater |

ADJUSTMENTS

In the event the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments on a specific project, the City Council reserves the right to adjust the policy to achieve a more equitable distribution of cost for that project.

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IV. SEXUAL HARASSMENT

The City of Saint Peter maintains that all employees will have a right to a workplace free of verbal and or physical sexual harassment. The term "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; and/or
2. Submission to, or rejection of that contact or communication by an individual is used as a factor in decisions affecting that individual's employment; and/or
3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Any employee who believes that they are being sexually harassed in any form or who believes they have witnessed sexual harassment shall immediately report the conduct to their immediate supervisor, to their Department Director or to the City Administrator. Sexual harassment complaints shall be processed pursuant to the City's Affirmative Action complaint procedure. Such procedures shall be modified to include the following additional requirements:

1. If, when a complaint of sexual harassment is initiated, the employee states that the employee is unable to function in the worksite from which the complaint arose, the City shall conduct a preliminary investigation within two (2) calendar days or reasonable extension thereof. If this preliminary investigation establishes that a reasonable basis exists for the employee's concern about continuing in the work situation, the City shall take intervening action to defuse the situation which may include temporary reassignment of either party to the complaint until such time as the complaint is fully investigated, there is a finding, and corrective action, if required, is implemented.
2. Within the time limit set forth in the affirmative action complaint procedures, but not to exceed thirty (30) days, the City shall conduct a full investigation and prepare a report along with designated actions to be taken to remedy the complaint. Reprisal against a complaining employee or a witness is strictly prohibited.

Nothing herein shall be construed as limiting in any way an employee's right to file a charge of sexual harassment with the Minnesota Department of Human Rights, the federal Equal Employment Opportunity Commission, or a court of appropriate jurisdiction.

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PERSONNEL POLICY

V. DATA PRACTICES.

Information contained in personnel files is defined as public or private under the criteria established by Minnesota Statutes 13.43. A copy of this statute will be provided to an employee who requests one from the City Administrator's office.

The Federal Equal Employment Opportunity Commission and the Minnesota Department of Human Rights may be authorized by federal or state law to receive private information from an employee's file in order to investigate specific complaints of employment discrimination. Otherwise, no private record will be shared with any outside person or agency without the employee's informed consent or a valid court order. Personnel data may be given to labor organizations to the extent necessary to conduct elections, notify employees of fair share fee assessments, and to implement the Public Employee Labor Relations Act. Personnel data may also be given to the Bureau of Mediation Services when it so orders.

Upon written request, employees have the right to review the material contained in their personnel files during regular office hours at a time that is mutually convenient for the employee and the City. The employee may not make marks or notations on materials contained in their files. Materials shall not be removed from the City Administrator's office. When requested, copies of materials in the personnel file will be provided to the employee, subject to the fee for the cost of the copies at the established municipal rate. Access shall generally be provided within one working day of the employee's written request. Copies shall generally be provided within 2 working days of the employees written request.

All messages, calls, memorandums and all other work product documents are City records. The City reserves the right to review all written or printed documents, to use and access security cameras, to monitor all telephone lines and telephone calls and E-mail messages and to disclose these communications for any purpose without prior notice. This includes disclosure to law enforcement officials, if necessary. Occasional third party use of computer systems is permitted with the understanding that these rules of City access to all data and information still apply.

All work spaces and storage areas, including but not limited to desks, file cabinets, shelving, cabinets, computer systems and files and storage media, and lockers, are the property of the City. The City reserves the right to perform inspections of these areas without prior notification or presence of the employee by the Department Director or the City Administrator or authorized law enforcement officials.

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PERSONNEL POLICY

VI. **COMPENSATION**~~Error! Bookmark not defined.~~

Setting of Wages. Wages and other compensation for non-bargaining unit employees are set on an annual basis by City Council resolution, based on a recommendation by the City Administrator. Recommendations may be based on a combination of factors; annual adjustment increases, individual achievements, City compliance with pay equity laws, and availability of revenues. Prior to October 1 of each year, Department Directors will prepare and submit any suggestions on wage and/or other compensation recommendations for position classifications under their jurisdiction. The City Administrator will review these in preparing his/her recommendation to the City Council.

Pay Date. Employees are paid bi-weekly on Fridays. When a regular pay date falls on an official holiday that pay date will be moved to the last working day before the holiday. Payments will be made via direct deposit to an account designated by the employee in a bank or other savings institution. They will be available to the employee on the pay date. Exact time will depend on the individual financial institution's policies.

Overtime Pay. It is recognized that in order to maintain basic services under various circumstances including emergencies and peak workloads, employees may be required to work overtime. Overtime pay, as authorized by the Department Director, will be paid for time over forty (40) hours per week at the rate of 1½ times the employee's regular hourly rate of pay. Employees required to work on a designated holiday will either be given compensatory time off based on compensatory time or will be paid time and one-half of their regular pay, in addition to their regular holiday pay. Exempt employees, as determined under appropriate City, State, and Federal regulations, are not eligible for overtime pay.

Compensatory Time. Notwithstanding labor contract provisions, the following conditions shall apply to the accrual and use of compensatory time, in the case of non-exempt employees, and the use of discretionary time, in the case of exempt employees:

Non-Exempt Employees. Authorized overtime work by non-exempt employees may be compensated for by allowing the employee compensatory time off. When deemed appropriate by the Department Director, the employee may receive monetary compensation for authorized overtime at the rate of 1½ times regular pay for each hour of overtime worked. Adequate records will be maintained by the employee and his/her Department Director. Prior to working overtime hours, an employee must receive authorization from his/her supervisor and an agreement must be made whether the time will be compensated monetarily or with compensatory time. One and one-half hours of compensatory time shall be earned for each hour of authorized overtime work. No more than 40 hours of compensatory time may be accumulated at any time. If not earned in the previous sixty (60) days, compensatory time will not be carried into the following calendar year. Employees will then be compensated for the time on a monetary basis through the payroll process. As with any leave time, an employee must receive supervisory approval prior to taking compensatory time leave.

Discretionary Time. Department Directors and other employees who are exempt from the provisions of the Fair Labor Standards Act (i.e. executive, administrator and supervisory) will not be eligible to receive additional and/or premium pay as compensation for overtime worked. Such employees are expected to manage their work and balance their schedules as necessary to get their jobs done while maintaining a balance for their personal lives.

Longevity Pay. Beginning January 1, 1996, all full-time, non-union employees with eight (8) or more years of continuous service shall receive an additional lump sum payment based upon continuous years of service to the City. The payment will be made on or before December 15 of each year. The payment will be made to employees with eight (8) or more years of continuous, full-time service to the City as of November 1 each

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year. The payment will be calculated as one percent (1%) of the employee's base wage, base wage being defined as salary for those employees receiving compensation on a salaried basis or the base hourly wage times the annual non-overtime, non-specialized hours worked by the employee to a maximum of two thousand eighty (2,080) per year for employees being paid on an hourly basis. **(Revised 9 December 1996, Resolution 1996-371).**

Call Back Compensation. Non-exempt employees who are called to their work place during hours when they are not scheduled to work, will be compensated at the rate of time and one-half for a minimum of two hours. The "call back" must be approved by the employee's supervisor prior to responding to the work place.

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VII. EMPLOYMENT PROCEDURES AND POLICIES.

Definitions:

Full-time Employee: works at least forty scheduled hours per week on a regular basis and/or is designated by Council resolution as a full-time employee. Is eligible for benefits described in this policy with whatever timing or experience restrictions apply to those benefits.

Part-time Employee: works less than forty hours per week on a regularly scheduled basis and is designated by Council resolution as a part-time employee. If working 30 or more hours per week on a regularly scheduled basis within a single job description, is eligible for benefits and payment of accrual level proportional to that of a full-time, forty hour per week employee. For example, a part-time employee working 32 hours per week on a regularly scheduled basis would be eligible for benefits at an 80.0% rate or 32/40 of the full-time rate.**

**This paragraph modified by City Council 02-11-08

Temporary or Seasonal Employee: works not more than 180 scheduled days in a one year period at the same position. Is not eligible for any benefits.

Recruitment. Appointments to positions of employment with the City of Saint Peter will be made on the basis of qualification, as determined by comparison of qualifications with the adopted job description, merit, efficiency and effectiveness as determined by reviewing such factors as ability, skill, training, relevant experience, past performance, and personal interview. All positions will be advertised in the official City newspaper and will be available for open application for both internal and external candidates. Permanent transfers, defined as greater than four (4) months in duration, shall not be allowed. Any open position shall be offered for open application as directed above.*

Modified by City Council 1/10/00

Job Posting. The City of Saint Peter will post all job openings on employee bulletin boards for at least ten (10) calendar days. All job posting, advertising, or other forms of recruitment will be done by the proper official of the City of Saint Peter or the City's appointed agent. The announcement for a position opening will specify the job classification title, wage range, a brief description of the job functions and responsibilities, the minimum qualifications required for the position, the time, place and manner of making application for the position, the deadline for submission of application materials, and any other pertinent information.

Applications. Applications for posted and/or advertised positions will be on forms prescribed by the City Administrator. These forms will be kept on file for one year beyond the date of appointment of the successful candidate. Each application form shall be signed by the applicant testifying to the truth of the information provided on the application form. Any false statement on the application form may be applied as sufficient cause for rejection of the application.

Examinations. In evaluating candidates for employment openings, the City Administrator or Department Director may sanction written tests, oral tests, performance tests, physical, psychological, drug or other examinations designed to reveal an applicant's fitness for the position in question or as required by law. Evaluation of education, training, and experience will be accepted in determining a candidate's qualifications. Investigations of background, character, personality, education, and physical fitness for the position may be conducted. The necessity, extent and/or success of any or all of these measures will, when in question, be determined by the City Administrator.

Screening. Department Directors and other supervisors may review applications, as determined by the Department Director. Interviews will be conducted by the Department Director or the appointee of the Department Director. Recommendations for hiring will be made to the City Administrator by the Department Director who will have administrative authority to submit or not submit recommendations to the City Council,

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who will make the final appointment decision.

Appointments. All regular full-time and part-time employee appointments are made by the City Council based upon the recommendation of the appropriate Department Director and the City Administrator. The City Administrator maintains City Code authority to appoint temporary employees for up to 120 working days. However, the City Administrator may make such appointments contingent upon City Council affirmation.

Physical and Psychological Examinations. Employees may be required to undergo physical and/or psychological examinations prior to beginning employment or during the term of employment. The cost of any such examination will be paid by the City of Saint Peter. Such examination(s) will be performed by competent, licensed personnel appropriate to the examination(s). Such personnel will be designated by the City of Saint Peter.

Introductory Period. The first six months of employment will be regarded as an introductory period for all full-time employees. The introductory period for all part-time employees shall be equivalent to a period of 1,040 hours worked or one (1) year, whichever occurs first. The period will be used to evaluate the employee's ability to perform job functions and complete work assignments as well as to evaluate the employee's overall suitability for employment with the City of Saint Peter. During the introductory period, an employee may be dismissed if the employee is, in the opinion of the Supervisor and/or Department Director, unable to perform the required job functions in a satisfactory manner or if the employee's conduct is inappropriate. At the discretion of the City Administrator, an employee's introductory period may be extended for further evaluation of the employee but will in no case extend beyond twelve (12) months from the starting employment date. This extension of the introductory period, disciplinary action during the introductory period, or termination during the introductory period are not subject to the grievance procedures of this or any other policy except as may be required during Minnesota Statutes or federal law.

*The above paragraph modified by the City Council on December 10, 2012

Vacation and sick leave benefits will accrue at the appropriate rate for an employee during the introductory period but only sick leave may be used until the employee has successfully completed the introductory period.

Employees transferred or promoted to a different position will be considered to be subject to this introductory period in all respects except as regards the vacation and sick leave use prohibition.

Promotions. The City of Saint Peter will promote employees from within the organization when such employees are considered to be appropriate appointments to a vacant position. Such consideration will be based on past performance in the current position, expected performance in the new position, and the perceived ability of the employee to handle the duties and responsibilities of a new position. The City of Saint Peter will open all positions for both internal and external application as described in this section.**

**Modified by City Council 1/10/00

Transfers. The City Administrator may transfer employees from one position or department to another, or may transfer job functions or work assignments from one employee or department to another, or may transfer such work assignments or job functions to an independent contractor. These things may be done in order to realize economies of scale, efficiencies of operation, or financial necessities. Nothing herein prohibits an employee from accepting an assignment to a position with a lower rate of pay if such a transfer is accepted or requested in order to avoid a layoff.

Residency Requirements. Employees of the City are strongly encouraged, but not required, to live within the City limits. It is expected that employees will reside within a distance allowing a reasonable response time to job requirements. Reasonable response time will be determined by the City Administrator based on the job classification and requirements of an employee or as specified in job descriptions.

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Outside Employment. It is requested that all full-time employees obtain approval from their Department Director and the City Administrator prior to engaging in any other employment, activity, or enterprise for private gain. Outside employment or other activity is regarded as secondary to regular City employment and must not interfere with the requirements of the job, including availability for on-call or emergency duty. Should the Department Director and/or the City Administrator determine that outside employment or activity is interfering with the performance of the employee's duties with the City, the employee will be given the choice of continuing the outside employment or activity or resigning from the appointed City position.

Solicitation/Political Activity. No employee shall, directly or indirectly, during employee's hours of employment solicit or receive funds, or at any time use the employee's authority or influence to compel any other employee to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription, or contribution, or to take part in any political activity. An employee shall take an unpaid leave of absence upon becoming a candidate for any public office if the City Council determines that the candidacy conflicts with the employee's City job or employment. Such leave of absence shall terminate on the day following the date of election for which the employee is a candidate.

City employees are neither appointed to nor retained in municipal employment on the basis of their political activity. Rather employees are hired and retained on the basis of competency, merit, ability and performance. City employees are advised to refrain from engaging in political activity for or against any candidate for elective municipal office. However, this policy statement shall be advisory in nature and not prohibitive of such activity as long as such activity is not engaged in during hours of employment and does not affect the performance of the employee or others in the work area.

Employment of Minors. In most cases, an employee must be over sixteen years of age to be employed by the City of Saint Peter. Persons under sixteen (16) years of age may be employed with the specific approval of the City Administrator. Employees younger than eighteen (18) years of age will be required to provide verification of their age. Employment of minors under age eighteen (18) will be prohibited in positions of hazardous or sensitive nature and when prohibited by State or Federal law.

*The preceding paragraph was adopted 05/27/03

Parking. Employees are to use the areas in parking lots designated for employee use. Efforts must be made to avoid on-street parking, parking in areas designated for visitors, or parking in front of the Municipal Building.

Conduct. Working for the City is different from most other jobs. In accepting employment with the City of Saint Peter, the employee becomes representative of the City organization to the citizens of the community. City employees provide service and assistance to the general public. In large measure, people's attitudes and opinions about the City and City government will reflect their experiences in dealing with City employees. An employee's attitude and willingness to assist and serve the general public is noticed by those they serve in the community. Therefore, it is expected that an employee's conduct will be exemplary of the orientation to public service and beyond criticism. In this way, employees continue to make the effectiveness of City government a source of pride for the community.

Employees should listen carefully to citizen concerns and complaints. Answers to questions should be accurate and clear. When answers cannot be properly provided by the employee, the questions should be forwarded to the proper officials in a timely manner. If an employee does not know or is not certain of the answer to a question, it is far better to refer the question to someone who can properly answer the question than to guess at, conjecture or speculate about an answer. In this way, the citizen/customer gets a timely and proper response which generates greater citizen/customer satisfaction.

A respectful and considerate attitude from the employee toward other employees is also expected. Employee criticism of co-workers, supervisors, or decision makers, including the City Council, is inappropriate. Cooperation and mutual respect should be the rule of daily operations.

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Employees should be neat in their appearance, their work habits, and in maintaining the areas and equipment they work with. If an employee has questions about the appropriateness of work attire, the employee should ask their supervisor.

Always remember that as a public employee, the primary job duty of employees is to serve the citizens of the Saint Peter community. The employees may be the only contact a citizen has with the City government. The impression that an employee makes in person, over the telephone, or in a meeting often determines the general public's opinions about the overall performance and effectiveness of their City government. The citizens of the community are never an interruption of employee's work; they are the reason for it.

DRUG FREE WORKPLACE

Employees are entrusted to safely carry out their job duties. Use and/or abuse of drugs or alcohol jeopardize the health, safety, and well-being of the individual user, all City employees, and also endangers the safety of the general public. In addition, the City must comply with all federal and state regulations that require affirmative actions to eliminate the impact of the misuse of alcohol and drugs in the workplace.

The City of Saint Peter Drug Free Workplace Policy, which includes provisions calling for the use of drug and alcohol testing under certain circumstances, has been implemented to keep the workplace free from drug and alcohol influenced employees.

The overall goal of the policy is to ensure a drug free workplace environment that in turn will reduce accidents and injuries in City operations.

Intent of Policy - The intent of this policy is for the City to maintain a drug free workplace for all of its employees and the public. The City and its employees will provide a drug free workplace by adhering to the following regulations:

- (1) The distribution, sale, manufacture, possession or use of alcohol, drugs, controlled substances, drug paraphernalia, or any combination thereof is prohibited in the workplace.
- (2) Any employee convicted of manufacturing, using, selling, distributing or possessing a controlled substance or failing to comply with any drug free workplace requirement may be subject to immediate disciplinary action up to and including discharge, and/or may be required to participate in chemical dependency treatment.
- (3) Any employee desiring information concerning drug abuse counseling and/or rehabilitation programs should contact the City Administrator's Office or their Department Director for this information and additional resources.
- (4) Any employee convicted of manufacturing, using, selling, distributing or possessing a controlled substance while employed by the City of Saint Peter shall notify the City Administrator's Office within five (5) days of the conviction.
- (5) The City of Saint Peter, as the employer, is required to report any workplace drug crimes to the United States Department of Labor within ten (10) days of conviction.

Non-Discrimination - The City's policy on work-related substance abuse is non-discriminatory in intent and application. In accordance with Minnesota Statutes, Chapter 363, disability does not include any condition resulting from alcohol or other drug abuse which prevents a person from performing essential functions of the job or creates a direct threat to property or the safety of individuals.

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Prohibitions/Requirements - During work hours or while on the City's premises, no employee shall use, sell, manufacture, possess or transfer any illegal drug, alcohol, controlled substance, or any prescription drug, except as medically prescribed and directed and which does not adversely affect work performance.

- (1) No employee shall report to work under the influence of illegal drugs, alcohol, controlled substances or other prescription drugs which adversely affect their alertness, reaction, response, judgment, decision-making, or safety.
- (2) No employee shall operate, use, or drive any equipment, machinery, or vehicle of the City while under the influence of illegal drugs, alcohol, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in an appropriate mental or physical condition to operate, use, or drive City equipment or his/her personal vehicle while on City business.
- (3) During work hours, including rest and lunch breaks, or while on the City's premises, no employee shall use, sell, possess, or transfer alcoholic beverages.
- (4) The required transportation or possession of illegal drugs, alcohol, or controlled substances as a result of performing official peace officer duties or undercover operations by order of the Chief of Police are not considered in violation of this policy.
- (5) Supervisors shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession at work or on City premises.
- (6) Any employee engaging in the off-duty manufacture, sale, transfer, use, or possession of illegal drugs or controlled substances is subject to discipline up to and including discharge.

Data Disclosure - The City will not disclose individual test result reports and other information acquired in the drug or alcohol testing process to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee tested, unless permitted by law or court order. Questions in this area shall be directed to the City Administrator's Office.

Testing Procedures - Any alcohol and/or drug testing undertaken by the City shall be in accordance with Minnesota Statutes 181.950-.957 (1996), the Minnesota Drug and Alcohol Testing in the Workplace Act as amended and all applicable Federal regulations.

Any employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for assessment. The employee may be subject to disciplinary action up to and including discharge. A negative-dilute result for drugs and/or alcohol will be subject to a retest.

Required Drug and Alcohol Testing

- (1) **Pre-Employment Testing**. Applicants for positions that will require pre-employment drug and alcohol testing shall be notified of the required testing at the time of application for the position. Pre-employment drug and alcohol testing will be given after a conditional offer of employment has been made. Receipt of a negative drug test result is required prior to employment.
- (2) **Reasonable Suspicion Testing**. All employees may be subject to drug and alcohol testing if the City has a reasonable suspicion that the employee:
 - (a) Is under the influence of drugs or alcohol;

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- (b) Has violated the City's Drug Free Workplace policy;
- (c) Has sustained a personal injury arising out of and in the course of employment, or has caused another employee to sustain a personal injury;
- (d) Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

A reasonable suspicion referral for testing will be made on the basis of specific facts and rational inferences drawn from those facts.

- (3) Routine Physical Examination Testing. An employee may be required to undergo drug and alcohol testing as part of a routine physical examination which will occur not more than once annually. The employee will be given two weeks written notice that a drug or alcohol test is being required as part of the physical examination.
- (4) Random Testing. Non-safety sensitive employees are not subject to random drug and alcohol testing procedures. However, an employee who tests positive will undergo random drug tests outlined in the Treatment Program Testing of this policy.
- (5) Return-to-Duty Testing. Employees who previously tested positive on a drug or alcohol test must test negative for drugs and alcohol and be evaluated and released by the SAP before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP must assess the employee and determine if the required treatment has been completed. The SAP should schedule the return-to-duty test only when the employee is known to be drug and alcohol free and there is no risk to public safety.
- (6) Treatment Program Testing. The City may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the City for Chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan. In this case, the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for up to two (2) years following completion of any prescribed chemical dependency treatment program.
- (7) Critical Incident Testing. (For Law Enforcement Personnel) A law enforcement employee may be subject to a drug and alcohol test under the following situations:
 - (a) When an employee, during the performance of their duty, is involved in an incident in which the employee has discharged a firearm outside of training.
 - (b) When an employee is involved in a vehicle pursuit, as defined by Minnesota Statute 609.487 and Minnesota Statute 626.5532 as amended that results in death or personal injury.

Employee Rights During Drug and/or Alcohol Testing - If an employee or job applicant refuses to take an alcohol or drug test, no test shall be given. However, if an employee refuses a test, they will be considered insubordinate and will be subject to disciplinary action, up to and including discharge. A job applicant who refuses to take a drug or alcohol test shall be deemed to have withdrawn their application for employment.

No employee or job applicant who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee or job applicant also refuses to

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undergo drug or alcohol testing of a urine sample.

An employee or job applicant has a right to offer the City a written explanation of a positive test result on a confirmatory test within three (3) working days after employer notice of the positive test result. They also have the right to request within five (5) working days after employer notice of a positive test result a confirmatory retest of the original sample at another licensed testing laboratory at the employee's or job applicant's own expense.

In the event of a positive test, the employee shall be suspended from duty without pay. Should the confirmatory test result show positive, the employee will be considered to have violated the policy. Should the confirmatory test result show negative, the employee will be returned to full duty status and will be paid as if working for the suspended period.

Consequences of Violations- Each situation will be reviewed on a case-by-case basis evaluating the severity and circumstances involved. An employee violating this policy may be referred to treatment in accordance with Minnesota Statutes 181.950-957 and/or subject to disciplinary action up to and including discharge.

Employee Notification of Drug and Alcohol Free Workplace Policy - The City will provide a copy of this policy to every employee currently employed by the City. New employees of the City will receive a copy of this policy with their orientation materials. Every job applicant subject to drug and alcohol testing will be given a copy of this policy prior to any testing. Copies of this policy and applicable Minnesota Statutes are available for inspection by appointment during regular business hours in the City Administrator's Office.

OFF-DUTY RESPONSE

Purpose - The purpose of this policy is to provide guidance to employees and volunteers of the City of Saint Peter on off-duty response when they have consumed alcoholic beverages or are under the influence of prescription or over the counter drugs. The policy applies to all employees and volunteers of the City who are subject to or are occasionally summoned for duty when off-duty.

Policy - It is the policy of the City that no employee or volunteer will perform their official duties when they are under the influence of an alcoholic beverage, illegal drugs or physician prescribed drugs which may prohibit an employee or volunteer from performing their official duties. This policy applies whether the employee/volunteer is on-duty or off-duty. For the purpose of this policy, "fit for duty" shall be defined as:

"A determination that the employee or volunteer is capable of performing ALL essential job functions."

There may be times when an employee or volunteer has consumed alcoholic beverages and is summoned (paged or called) for duty. The member shall do the following when summoned for duty after they have consumed alcoholic beverages:

- (1) Make their own assessment whether they are "fit for duty" based on the quantity of alcoholic beverages consumed and the time since the consumption.

If the employee or volunteer does not feel they are "fit for duty," they shall not respond to the call for duty. If there is a doubt on their fitness for duty, the employee/volunteer shall not respond. If the summoning is done by "group page," there is no need for an individual response. If the employee or volunteer is summoned individually, they shall advise their supervisor or the supervisor making the request for the off-duty response of the fact the employee/volunteer will not be responding in keeping with this policy.

- (2) If the employee or volunteer is satisfied that they are "fit for duty," then they may respond to the

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request for an off-duty response. Immediately upon arriving at the work location, the employee/volunteer shall report to a supervisor and advise the supervisor of their condition. The supervisor will make a "confirmation" assessment and either clear the employee/volunteer for duty or ask them to leave the work location. If there is no departmental supervisor on duty, the employee/volunteer is to summon the department supervisor on duty.

- (3) Employees or volunteers who are taking prescription or over the counter drugs shall abide by the restrictions for the drug(s) being taken. If the restrictions preclude the employee/volunteer from operating equipment or working when taking the drug(s), the employee/volunteer shall not respond to call(s) for off-duty responses.
- (4) Supervisors who are notified by employees/volunteers responding under this policy shall evaluate each individual and note the report by the employee/volunteer as part of the critique of the incident. A decision of a supervisor, after making an evaluation, that the employee/volunteer is "unfit for duty" shall be binding on the employee/volunteer.
- (5) If an employee/volunteer is judged to be "unfit for duty" and not capable of returning home, the supervisor shall insure the employee/volunteer is provided transportation to his/her home. No disciplinary action will be taken against an employee/volunteer who responds in good faith and is judged to be "unfit for duty" by a supervisor. Employees/volunteers who respond in an obvious state of intoxication are subject to enforcement action. If the employee/volunteer is eligible for remuneration for the off-duty response, no remuneration or credit will be granted if the employee/volunteer is judged unfit for duty.

Drug Free Workplace Policy adopted July 9, 2007

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VIII. PERFORMANCE APPRAISAL

A periodic evaluation of an employee's performance will be performed by the employee's supervisor or Department Director not less than once per year. All such appraisals shall be reviewed by the Department Director and the City Administrator, each of whom may investigate the accuracy or appropriateness of the appraisal and take action to secure readjustment of the appraisal, if necessary. Evaluation of Department Directors will be performed by the City Administrator on the same schedule. The City Administrator will receive a periodic performance appraisal from the City Council at its discretion but normally not less than once per year.

The primary purpose of the appraisal is to communicate performance expectations to the employee, discuss the employee's performance strengths and assist in improving job performance and efficiency. Appraisals shall also be used to help determine training needs, help determine merit for wage increase or promotion, help clarify employee career goals and set job performance goals and objectives.

Appraisals shall be conducted at the midpoint and conclusion of the introductory period. Appraisals may also be performed at the request of an employee's supervisor or Department Director for exceptional or unsatisfactory performance, or prior to separation from City employment.

Appraisal evaluation shall consider quality of work, quantity of work and the manner in which service is provided and work is performed including attitude toward the work, other employees and the general public. The evaluation shall also consider competency of the employee in job duties and functions, judgment of the employee, and other characteristics that will measure the value of the employee to the City organization.

Employee evaluations will be prepared in written form. The form will be consistent within each Department of the City. When the written evaluation is prepared it will be reviewed and discussed with the employee. The goal of that discussion will be to compliment the employee for areas of good performance and encourage improvement in areas of evaluator concern. Employees will be allowed to submit written comments with the supervisor's appraisal for inclusion in the employee's personnel file.

An employee who feels that an appraisal is wrong or unfair may request a review with the City Administrator. The employee must request this review in writing within ten (10) working days of the delivery of the written appraisal to the employee. A written record of this meeting will be placed in the employee's personnel file along with the original appraisal form and any written comments the employee wishes to submit.

Employees who have worked for more than one supervisor during the evaluation period shall be evaluated by the most recent supervisor. If practical, the evaluating supervisor will consult with the other supervisor(s) in preparing the performance appraisal and will include those comments as well.

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IX. HOURS OF WORK.

Work Week. The City organization provides service twenty-four hours per day, seven (7) days per week. Therefore, a reasonable condition of employment is a requirement that employees work a regular schedule of hours as established by the City. A normal work week for a full-time employee shall consist of 40 hours total in a seven day period beginning each Monday. Most frequently these hours will be worked between Monday and Friday. Regular schedules shall not be construed as excluding shift rotations and emergency work schedules based on public necessity as determined by the City. Specific work schedules for department and employees shall be determined by the Department Director and approved by the City Administrator. The City reserves the right to establish work schedules without regard to usual or traditional practices. Non-traditional work arrangements, such as job sharing or flexible scheduling, may be arranged with the approval of the Department Director and the concurrence of the City Administrator.

Schedules. Work schedules and assignments for all employees will be arranged by the employee's immediate supervisor, Foreman, Superintendent, Department Director, City Administrator or other supervisor. Normal working schedules for each department will be determined by the Department Director with the approval of the City Administrator, and if necessary, the City Council.

Breaks. A 15 minute break will be provided for every 4 hours of regular work time. The 15 minutes starts when the employee leaves the work station and ends when the employee returns to the work station. Unless other Departmental arrangements prescribe differently, an unpaid one hour lunch period will be allowed for every eight hours scheduled. Department Directors are responsible for scheduling breaks and lunch periods such that these periods do not interfere with the provision of service to the general public during office hours. Public safety personnel will be on call and required to respond to calls for service or perform assigned tasks during any break period without regard to these provisions.

Normal open hours for various City departments and building are as follows:

Municipal Building	Monday through Friday	8:00 AM to 5:00 PM
Public Works Building	Monday through Friday	7:00 AM to 5:00 PM
Police Department	Monday through Friday	24 hours
Community Center	Monday through Friday	7:00 AM to 11:00 PM
Public Library	As posted at the library	

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X. HOLIDAYS.

The following days are established as holidays:

New Year's Day	January 1st
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	Fourth Friday in November
Christmas Day	December 25th
Designated Floating Holiday*	See explanation following

*If Christmas Day should fall on a Tuesday, or Thursday, the Monday before or the Friday after, respectively, will be designated as a floating holiday. If Christmas Day falls on any other day, the designated floating holiday would be waived.

Full-time employees will receive eight (8) hours of regular pay for the holiday. Regular part-time employees will receive a pro rata number of hours of pay based on the portion of a forty hour per week schedule worked.

When New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on a Sunday, the following day shall be a holiday. When any of these four (4) holidays falls on a Saturday, the preceding day will be a holiday.

Employees shall be allowed to leave four (4) hours early on Christmas Eve (December 24th) if said day falls on a work day that is not designated as the designated floating holiday. All employees must work four hours of the same day to be allowed credit for the early dismissal.

Employees required to work on a holiday will be paid time and one-half (1-1/2) of their regular rate of pay for hours worked on that designated holiday in excess of their eight hours of holiday pay. Said hours will be paid in cash on the next payroll or will be banked as compensatory time at the employee's option.

Adopted 01/24/00

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XI. EMPLOYEE LEAVES.

Leave is an authorized absence from duty. It shall be granted when legitimate needs of the employee arise, unless such leave will result in an undue disruption of work. Leave is a privilege and should not be abused by employees.

Vacation Leave. Full-time employees and regular part-time employees working thirty (30) hours per week or more are eligible for vacation leave. Regular part-time employees will accrue this leave pro-rated on the basis of the portion of a forty (40) hour week worked. Probationary employees will accumulate vacation leave hours during their probationary period but will not be able to use them until the probationary period has been successfully completed.*

*Paragraph modified: 02-25-08

The following chart shows the rate of accumulation of vacation time and the limits for total accumulation at any point in time based upon completed months of continuous service with the City.

<u>Months of Service</u>	<u>Accumulation Rate</u>	<u>Maximum Accumulation</u>
0-60 months	7 hours per month	160 hours
61-120 months	10.00 hours per month	200 hours
121-180 months	12.00 hours per month	240 hours
181-300 months	13.33 hours per month	264 hours
301-360 months	14.5 hours per month	280 hours
361+ months	16.5 hours per month	280 hours

Employees designated as Department Directors or higher will receive 3.33 hours per month accumulation rate in addition to the above schedule.

All employees must receive permission from the appropriate supervisor at least 10 working days prior to taking vacation leave when such leave is to extend for a period of more than two (2) consecutive days. In cases where leave is requested for less than two (2) days, the appropriate supervisor may grant the leave time as long as the employee's absence does not adversely affect provision of City services. Priority in scheduling vacation leave will be based from January 1 to April 1 of each year on seniority (total continuous time employed by the City) and from April 1 to January 1 each year on earliest date of request. Vacation leave will not be granted in less than one (1) hour increments.

No employee will be allowed to waive vacation leave for the purpose of receiving double pay.

Any employee separating from service in good standing will be either compensated for vacation leave accrued to the day of separation or will be allowed to use said vacation as terminal leave. Use of vacation at termination of employment to extend the official period of employment in order to continue receiving benefits is not allowed unless approved by the City Council. In order to use this provision, an employee must have served twelve (12) consecutive months of service and have arranged a minimum of two (2) weeks of notice prior to the date of separation.

Sick Leave. All full-time employees shall accumulate sick leave at the rate of eight (8) hours per month. Regular part-time employees shall accumulate at a rate proportional to their hours of work based on a forty (40) hour work week for full-time employees. If an employee receives compensation under the Worker's Compensation law, only that portion of his/her regular salary will be paid which will, together with said compensation received, equal his/her regular salary.

Sick leave shall only be granted for absence from duty because of illness or injury of the employee or of the employee's immediate family if the employee's presence is required by reason of the illness or injury. Minnesota Statutes 181.940 provides that an employee may use available personal sick leave to care for a sick child, adult child,

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spouse, sibling, parent, grandparent, or stepparent in the same manner and under the same conditions as if it were the employee. Sick leave shall be granted for medical examinations and appointments, including dental and eye examinations, when no other opportunity for such appointments can be arranged outside of working hours. Sick leave not to exceed three (3) consecutive days may be used when an employee's presence is required at home or in the hospital by reason of serious illness or hospitalization of a member of the employee's immediate family. Such use of sick leave must be authorized by the employee's Immediate Supervisor and Department Director. In a case where the employee's presence is required for more than three (3) consecutive days by reason of the above circumstance within the immediate family, paid leave may, upon obtaining proper approval, be extended by the use of other forms of leave time, such as vacation or compensatory time. Such use of time shall be verified by a doctor's certificate or any such other evidence as may be required by the Immediate Supervisor or the City Administrator. Additional unpaid family leave time may be available when these paid leave options are exhausted through the provisions of the state and federal Family and Medical Leave laws. The City Administrator can provide additional information. The definition of immediate family shall be made by the City Administrator and shall normally consist of spouse, child, parent, sibling, parent-in-law, sister-in-law, brother-in-law, grandparent, grandchild, and members of household.

Comment [BAL1]: Additional language added as a result of law change in May, 2013 by MN Legislature

Proceeding section "Sick Leave" adopted: 07/23/2012

In order to be eligible for sick leave with pay, an employee must:

- a. Report promptly to the Immediate Supervisor the reason for his/her absence.
- b. Keep the Immediate Supervisor informed of his/her condition if the absence is more than three (3) consecutive days.
- c. Submit a medical certificate for any absence if requested by the Department Director or City Administrator.

An employee who has been unable to work for a period of time because of illness or accident may be required, before being permitted to return to work, to provide medical evidence that he/she is again able to perform all significant duties of his/her job in a competent manner and without hazard to himself/herself or others. All medical evidence must be supplied by a licensed physician approved by the City.

Claiming sick leave when employee or immediate family members are not ill or injured may result in disciplinary action, including cancellation of sick leave benefits, suspension, demotion or termination of employment. The employee must notify the Immediate Supervisor of his/her need for leave at the earliest possible moment and before the start of his/her scheduled working hours. Failure to notify the Immediate Supervisor may result in loss of compensation for such time taken.

Employees injured during the performance of their regular duties for the City and thereby rendered unable to work for the City will be allowed to utilize available vacation, sick leave, or other accumulated paid benefits to supplement the difference between the employee's regular pay and worker's compensation insurance payments.*

*This paragraph adopted 12/10/07

In lieu of accumulation of sick leave, hours accumulated in excess of four hundred eighty (480) may be exchanged for additional vacation days. The ratio of exchange will be eight (8) hours of sick leave in exchange for one (1) hour of vacation time; OR hours in excess of one thousand forty (1,040) hours may be exchanged for pay. The ratio of the exchange would be four (4) hours of sick leave for one (1) hour of pay at the employees current rate of pay at the time of the exchange. No more than 1,040 hours may be carried into the following year.

Payment of accrued sick leave is to be made according to the following schedule for all regular, full-time employees and regular part-time employees upon retirement or voluntary termination in good standing with the City. Regular full-time employees shall be paid for a percentage of their accumulated sick leave at a rate

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of pay on a pro-rated basis determined by actual hours worked, according to the following schedule. Regular part-time employees shall be paid a percentage of their accumulated sick leave at a rate of pay on a pro-rated basis determined by actual hours worked, according to the following schedule. Payment of accrued sick leave will be based on a maximum of 1,040 hours.

<u>Years of Service</u>	<u>Percentage of Pay for Accumulated Sick Days</u>
Less than 3	0%
3	5%
4	7%
5	9%
6	11%
7	13%
8	15%
9	17%
10	19%
11	21%
12	23%
13	25%
14	27%
15	29%
16	31%
17	33%
18	35%
19	37%
20	39%
21	41%
22	43%
23	45%
24	47%
25	50%
26	52%
27	54%
28	56%
29	58%
30 and over	60%

Unpaid Leave of Absence: The Department Director may, at the discretion of and with concurrence of the City Administrator, approve the absence of an employee without pay, for a period not to exceed thirty (30) calendar days. Any leave of absence for more than thirty (30) days, whether with or without pay, shall be subject to approval in advance by the City Administrator.

Upon request of an employee, a leave of absence without pay may be granted by the City Administrator taking into consideration good conduct, length of service and efficiency of the employee and the general good of the municipal service. Such leave of absence shall not exceed a period of ninety (90) calendar days, provided that the same may be extended beyond such period of the leave of absence if for continued disability or other good and sufficient reason. No vacation, sick leave or other economic benefit shall accrue during a leave of absence without pay.

School Conference and Activities Leave. An employee will be granted up to sixteen (16) hours off during any school year to attend school conferences or classroom activities related to the employee's child if these cannot be scheduled during non-work hours. The employee will provide reasonable prior notice of

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such leave. The employee may use vacation or compensatory time to obtain pay during this leave.

Education Leave. The Department Director, subject to approval by the City Administrator, may grant time away from the job without loss of regular pay but excluding any form of overtime compensation or accumulation to an employee for the purpose of attending a school, meeting, conference, seminar, or other function which will improve or enhance the employee's abilities to understand or perform his or her job; or if, in the judgment of the City Administrator, the employee's presence will be of benefit to the City.

Voting. Employees eligible to vote may take a reasonable amount of paid time off to vote during the morning of election day for State general elections and to fill federal positions. Such leave shall be approved and scheduled by the Department Director.*

*This paragraph amended 03/22/10

Military Leave. Military leave will be granted to eligible employees in accordance with federal laws and Minnesota Statutes, Section 192.26. An employee who is a member of the national guard, or any other component of the militia of the state, or who is a member of the officers' reserve corps, the enlisted reserve corps, the naval reserve, the marine corps reserve, or any other component of the military or naval forces of the United States, is entitled to leave of absence without loss of pay or seniority status, efficiency rating, vacation, sick leave, or other benefits for the time which such employee is engaged in training or active service not exceeding a total of fifteen (15) working days in a calendar year.

The military leave of absence is allowed only if the employee returns to employment immediately upon being relieved from military or naval service, or is prevented from so returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the 15-day period allowed for the military leave of absence.

Notice of intent to take military leave must be given to the employee's Department Director within five (5) working days after receipt of orders by the employee and no less than 24 hours prior to the date of leave. If orders are received at a time which would make compliance with this provision impossible, the employee shall give notice as soon as possible. If called to active military service, the City employee is entitled to unpaid leave.

Parental Leave. Parental leave will be granted to eligible employees in accordance with Minnesota Statutes, Section 181.94. Sick leave may be utilized by an employee for doctor appointments, illness, and/or disability relating to pregnancy. Other leave under this law will be unpaid unless the employee elects to use compensatory hours or vacation hours to obtain compensation.

Employees working twenty (20) or more hours per week on a routine basis, and who have been employed by the City of Saint Peter for at least twelve (12) months, are eligible for a twelve (12) week unpaid parental leave of absence in connection with the birth or adoption of a child.

The parental leave must begin no later than six weeks after the birth or adoption, and notice of intent to take such leave must be given to the employee's department supervisor at least two (2) weeks prior to the commencement of such leave.

An employee returning from a parental leave of absence of twelve (12) weeks or less will be entitled to return to employment in the employee's former position or in a position of comparable duties, number of hours, and pay. An employee returning from a parental absence longer than one (1) month must notify the employee's department supervisor at least two (2) weeks prior to the return from leave.

Bereavement Leave. Paid leave time may be used by an employee in the case of death in his/her immediate family. Leave time allowed shall be as actually required, but not to exceed three (3) days. Time used shall not be charged against the employee's sick leave or vacation account. Additional days after three

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(3) days shall be charged to the employee's sick leave or vacation account upon approval from the employee's supervisor.

The determination of "immediate" family shall be spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents and grandchildren.

Jury Duty. All employees will be granted a leave of absence for jury duty. The employee shall be paid his/her regular wage by the City, with the understanding that upon completion of jury duty the employee shall exhibit his/her jury check to the City Administrator and that the amount of such check, less the amount included for traveling expenses, shall be deducted from the employees' next regular pay check.

Political Party. Political party leave will be granted for participation in precinct caucuses of major political parties, and for delegates to conventions. Vacation or compensatory time will be used if the employee wishes this to be paid leave.

Bone Marrow Donor. Under federal law, a bone marrow donor is to be allowed compensated time away from the job. Federal guidelines will be followed in any employee bone marrow donor situation.

Family/Medical Leave (FMLA):

In accordance with the federal Family and Medical Leave Act (FMLA), the City will provide up to twelve (12) work weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the City at least one (1) year and for one thousand two hundred fifty (1,250) hours or more during the previous twelve months.

Under FMLA, unpaid leave will be granted for:

- care of the employee's child after birth, or placement for adoption or foster care. Care for the employee's spouse, son or daughter, or parent who has a serious health condition (as diagnosed by a licensed health professional); or
- a serious health condition that makes the employee unable to perform the employee's job.

An employee may request paid leave to be substituted for all or a part of the unpaid leave period. However, prior approval must be obtained from the Department Director and the City Administrator. Sick leave will be provided only as per sick leave policy or union contract, whichever applies.

Leave to care for a family member without a serious health condition or for an employee's own serious health condition may be taken intermittently or on a reduced leave schedule if medically necessary.

The right to FMLA leave applies equally to male and female employees. If, however, both parents of a newborn or newly adopted child are City employees, a combined total of twelve (12) work weeks leave will be provided to the two (2) employees. But twelve (12) work weeks of leave will be provided to each spouse when leave is taken to care for a child with a serious health condition.

The employee will be required to provide adequate leave notice where the leave is foreseeable as well as medical certification supporting the serious health condition. Leave may be denied if the following conditions are not met:

- If the leave is foreseeable, the employee must provide thirty (30) days advance notice of the City. If leave is unforeseeable, notice is to be given within two (2) working days of when the employee learns of the need for the leave.
- At the employee's expense, a medical certification is required to support a request for leave due to a serious health condition of the employee or family member.

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- At the City's expense, the City may require a second or third opinion to support a leave request due to a serious health condition of the employee or family member.
- Upon return from leave due to a serious health condition the employee must present medical certification supporting fitness for duty to the Department Director.

For the duration of FMLA leave the City will continue to pay its portion of the employee's medical insurance coverage under the current plan. The employee will remain responsible for payment of the employee contribution during unpaid FMLA leave.

Upon return from FMLA leave employees will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms. Additionally, the use of FMLA leave cannot result in discrimination, discharge or the loss of any employment benefit that accrued prior to the start of the employee's leave.

Current City policies relating to sick and vacation leave and compensatory time will continue in effect unless otherwise stated. In the event of a conflict between law and City policy, law will be followed.

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XII. INSURANCE.

Medical Insurance: The City of Saint Peter will provide premium payments for full-time non-union employee basic major medical insurance coverage. The plan and coverage will be determined by the City Council. If the employee wishes to have dependent family members included in this coverage, the employee will be required to pay a portion of the differential cost of the premium between single and family coverage. This portion of the differential cost will also be determined by the City Council. The payment will be collected through payroll deduction. The amount currently required is 10% of the total basic premium.

If an upgraded insurance program, such as Blue Cross AWARE Gold, is desired by a non-union employee, the employee will pay all of the premium cost differential between the basic medical insurance premium and the upgraded medical insurance premium. The payment will be collected through a payroll deduction. This applies to both single and family medical insurance coverage.

If the non-union employee accepts coverage only for himself or herself, an additional payment of \$30.00 per month will be added to the employee's compensation to account for a portion of the difference between City payment for single versus family medical coverage. This payment may be taken in cash or used to upgrade insurance coverage.

Dental Insurance. The City of Saint Peter will provide premium payments for basic dental insurance for non-bargaining unit employees and dependent family members. The plan and coverage will be determined by the City Council.

Life Insurance. The City of Saint Peter will provide premium payments for a \$12,500 term life insurance policy for all full-time, regular, non-bargaining unit employees. If an employee desires to purchase additional term life insurance on the same policy, the employee will pay the premium differential cost through a payroll deduction.

**The preceding paragraph modified by City Council 01-28-2013

Disability Insurance: The opportunity to purchase long-term disability insurance, will be afforded to employees through the League of Minnesota Cities. Employees will be responsible for 100% of the premium cost.

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XIII. RETIREMENT.

All full-time employees at any wage level and part-time employees earning more than \$425 per month are included in membership in the Public Employees Retirement Association (PERA). As such, these employees have retirement contributions equaling a percentage of their gross pay as designated by PERA withheld from each paycheck and sent to the PERA offices. This amount is held in an account for the employee and is matched by a City contribution as the employer. Upon retirement, PERA distributes a retirement annuity to qualified employees based on several factors.

If an employee terminates employment prior to retirement the employee may receive a refund of the amounts deducted from their pay. Alternately, the amount may be left in the retirement account along with the City's matching share for annuity distribution at retirement.

Employees with questions about PERA and its operation and regulations should contact either the Accountant in the Saint Peter Finance Department or PERA directly.

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XIV. SEPARATION.

Eligible employees will participate in a contribution of severance pay to a fund(s) that will provide the contributor with opportunity to pay health related costs after separation of employment from the City.

- Employees who have reached their 20th – 24th anniversary and who retire or resign from employment with the City shall have 50% of their accrued vacation and sick leave severance pay placed into their Health Care Savings Plan (HCSP) account to be used for purposes of healthcare provision for the employee, spouse or legal dependent.
- Employees who reach/exceed their 25th anniversary and who retire or resign from employment with the City, shall have 100% of their accrued vacation and sick leave severance pay placed into their Health Care Savings Plan account to be used for purposes of healthcare provision for the employee, spouse or legal dependent.
- HCSP pay shall include sick and vacation benefits as defined in the personnel policy or union contract.
- Accrued vacation and sick leave pay shall not be eligible to be placed into the HCSP upon death of an employee.
- Effective date August 14, 2012. No further changes may be made to this portion of the personnel policy prior to August 15, 2014.
- This plan shall be administered by the Minnesota State Retirement System.

Adopted August 13, 2012

Resignations. An employee wishing to resign from City employment is required to submit a written resignation to the employee's Department Director at least fourteen (14) calendar days prior to the effective date of the resignation. Failure to give proper notice may result in the forfeiture of accumulated vacation and other accumulated benefits. The two week notice may be waived if the City Administrator agrees to accept a notice period shorter than fourteen (14) calendar days. Unauthorized absence from work for a period of three (3) working days or more may be considered by the Department Director as a resignation without benefits.

Layoffs. The City Administrator may recommend to the City Council that employees be laid-off whenever such action is made necessary by reason of shortage of funds, lack of work, the elimination of a position, or a change in organization. However, no full-time employee will be subject to layoff, except for disciplinary reasons, when the employee may be shifted to replace a part-time, temporary, or probationary employee in the same classification for which the full-time employee is qualified, eligible, and available. Layoff decisions will be made after taking into account both merit and seniority.

No temporary or permanent separation of an employee for disciplinary purposes shall be considered as a layoff. The Department Director shall give written notice of such separation and the reason(s) thereof to the City Administrator and the affected employee(s) at least three (3) working days prior to the effective date of separation.

Actions of the City Council relating to employee layoffs are not subject to the provisions of the grievance procedure.

Dismissals. The City Administrator will recommend to the City Council for final action the dismissal of an employee whenever it is deemed that the employee's conduct or work performance so warrants. Dismissal may be initiated by the employee's Department Director or by the City Administrator. Immediately upon dismissal, an employee will surrender all keys and other municipal property in the employee's possession. The employee will remain on paid leave of absence while the facts and determinations are being considered. The City Administrator will determine the questions of fact as to whether a dismissal is proper. In the case of a dispute about the facts relating to a dismissal, the City Administrator may hold a hearing thereon. Such a hearing will be held within three (3) working days of a dismissal action. When such facts are assembled,

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they shall be presented to the City Council for final disposition of the dismissal. Final termination becomes effective upon action by the Council to affirm such decision by the Department Director or City Administrator. Such action by the City Council will take place within five (5) working days of such a dismissal action. A written record of the facts in the dismissal plus the City Council's action thereon will be sent to the employee at the employee's last known address within forty-eight (48) hours of the final decision by the City Council.

Failure to report or refusal to report to work when necessary to keep essential services operating or perform necessary services is cause for dismissal.

Benefit Continuation. Within thirty (30) days of any permanent separation, the employee, or ex-employee, must complete the proper forms for benefit continuation in the Accountant's office. These forms relate to health insurance coverage under COBRA. Lack of any action on this matter by the employee within thirty (30) days of permanent separation will be considered as action declining continuation of benefit coverage and will result in cancellation of insurance coverages.

BOARD MEETING DATES/TIMES

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 Thursday 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	Fourth Thursday 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

*Regular meeting dates are subject to change due to holidays, special circumstances, and/or elections. If unsure about a meeting date or time, please contact the City Administrator's Office.

Municipal Building - 227 South Front Street
River's Edge Hospital - 1900 North Sunrise Drive
Community Center - 600 South Fifth Street

Public Works Building - 405 West Saint Julien Street
Park View Manor - 1010 South Fourth Street
Public Library - 601 South Washington Avenue

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. **(Three members, 3 year terms)**

Raymond Thrower	1-1-11 to 12-31-13 ²
Kim Spriggs	1-1-12 to 12-31-14 ¹
Natalie Johnson	1-1-10 to 12-31-12 ²
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. **(Seven members, six year terms)**

Bob Southworth	1-1-12 to 12-31-17 ²
James Dunn	1-1-11 to 12-31-16 ¹
Mike Favre	1-1-10 to 12-31-15 ¹
Marilyn Rundell	1-1-12 to 12-31-17 ²
Jay Hansen	1-1-09 to 12-31-13 ^P
John Kvamme	City Council Liaison
Ken Eichmann	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 the City Code section regarding creation of 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. **(Seven voting members, 3 year terms)**

David Bushaw	1-1-11 to 12-31-13 ¹
Edi Thorstensson	1-1-10 to 12-31-12 ^P
Loren Sundboom	1-1-10 to 12-31-12 ^P
Susan Carlin	City Council Liaison
Warren Friesen	1-1-11 to 12-31-13 ¹
David B. McGuire	1-1-12 to 12-31-14 ²
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. **(Seven members, 5 year terms)**

Sandra Gundlach	1-1-08 to 12-31-12 ^P
Margie Nelsen	1-1-10 to 12-31-14 ¹
Gil Carlson	1-1-09 to 12-31-13 ²
H. Stuart Johnson	1-1-11 to 12-31-15 ^P

Kay Moline	1-1-12 to 12-31-16 ¹
Michelle Chalin	1-1-08 to 12-31-12 ¹
Dr. Liz Osborne	Ex-officio Medical Staff President - Voting Privileges
Jerry Pfeifer	Council Ex-Officio - Voting Privileges
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. **(Five members, 5 year terms)**

Dennis Swenson	1-1-08 to 12-31-12 ¹
Jan Glimsdal	1-1-09 to 12-31-13 ¹
Rosie Skramstad	1-1-10 to 12-31-14 ²
Ed Wetherill	1-1-11 to 12-31-15 ^P
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. Additional information is available in Section 2.37 of the City Code. **(Nine members, 3 year terms)**

Judy Douglas	1-1-10 to 12-31-12 ¹
Michelle Twait	1-1-10 to 12-31-12 ²
Ellen Conover	1-1-11 to 12-31-13 ¹
Jeff Brand	City Council Liaison
Stephen Grams	1-1-11 to 12-31-13 ^P
Adam Lugsch-Tehle	1-1-12 to 12-31-14 ^P
Miros Parras	1-1-12 to 12-31-14 ^P
_____	1-1-12 to 12-31-14
_____	1-1-11 to 12-31-13
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. **(Seven members, three year terms)**

Susan Munson	1-1-10 to 12-31-12 ¹
Richie Wright	1-1-10 to 12-31-12 ²
Mary Ann Harty	1-1-11 to 12-31-13 ¹
Shannon Nowell	1-1-11 to 12-31-13 ¹
Evan Curtin	1-1-12 to 12-31-14 ¹
Ytive Prafke	1-1-06 to 12-31-06 ¹
Susan Carlin	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. **(Eleven members, 3 year terms)**

Stuart Douglas	1-1-10 to 12-31-12 ¹
Mike Meffert	1-1-10 to 12-31-12 ^P
Michael Myhra	1-1-10 to 12-31-12 ^P
David Ringler	1-1-11 to 12-31-13 ¹
Jennifer Leslie	1-1-11 to 12-31-13 ¹
Steven Alger	1-1-12 to 12-31-12 – School District Liaison
Bill Kautt	1-1-12 to 12-31-14 ¹
	1-1-12 to 12-31-14 ^P
Charles Burgess	1-1-12 to 12-31-14 ¹
Larry Potts	1-1-12 to 12-31-14 ¹
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. **(Seven voting members, 3 year terms)**

Kermit Swanson	1-1-10 to 12-31-12 ²
David Eli Hoehn	1-1-10 to 12-31-12 ¹
Joey Hulsebus	1-1-11 to 12-31-13 ¹
Jerry Hart	1-1-11 to 12-31-13 ¹
Chelsea Alger	1-1-12 to 12-31-14 ²
John Kvamme	City Council Liaison
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 was created through 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. **(Nine voting members, 3 year terms)**

Rick Tuomala	1-1-11 to 12-31-13 ¹
Bob Wright	1-1-12 to 12-31-14 ¹
Kris Higginbotham	1-1-10 to 12-31-12 ^P
Sam Bhakta	1-1-10 to 12-31-12 ^P
Jerry Pfeifer	City Council Liaison
Jeff Brand	City Council Liaison
	1-1-11 to 12-31-13 ¹
Bob Sandeen	1-1-10 to 12-31-12 ²
	1-1-09 to 12-31-11 ^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. **(Five voting members, three year terms)**

Chelsea Alger	Chairperson of the Planning Commission
Edi Thorstensson	Chairperson of HPC
Chuck Ziemann	City Council Liaison
Ken Eichmann	City Council Liaison
John Kvamme	City Council Liaison
Community Development Director	Ex-Officio
City Administrator	Ex-Officio
City Attorney	Ex-Officio

COUNCIL RULES

The following rules and procedures shall govern the operation of the Saint Peter City Council:

1. The Saint Peter City Council shall conduct regular meetings of the Council on the second and fourth Mondays of each month.
2. In the event a regular meeting of the Saint Peter City Council falls on a City holiday, the Council will meet the following day.
3. Special meetings of the Saint Peter City Council may be called by the Mayor, or in his absence, the Mayor pro tem, or by petition of three members of the Council.
4. City Council workshops shall be held on non-meeting Mondays.
5. A quorum necessary to conduct business shall consist of four members of the Council, including the Mayor.
6. The Saint Peter City Council shall maintain the following standing committees of the Council:
 - ◆ Public Works and Utilities Committee
 - ◆ Finance Committee
 - ◆ Personnel and Code Review Committee
7. City Council Standing Committees shall convene meetings only on matters referred to them by the City Council.
8. The function of City Council Standing Committees shall be to study, discuss, and make recommendations on issues to be presented for consideration by the City Council.
9. Meetings of the Saint Peter City Council Standing Committees shall be called by the Mayor, Committee Chairperson, or by the City Administrator.
10. Members of the Saint Peter City Council Standing Committees shall consist of two members approved by the Council, one from each ward. The Mayor shall serve as an ex-officio member on all Committees.
11. Notices of the Saint Peter City Council Standing Committee meetings shall be distributed to all Councilmembers and the news media as soon as conveniently possible, normally not less than seventy-two (72) hours before the meeting.
12. The agenda for the Standing Committee or Special Committee meetings shall be prepared by the Chair of that Committee. Agendas for City Council meetings shall be prepared by the City Administrator. Any Councilmember may have an item placed on the agenda by informing the City Administrator of the topic.
13. Agendas for Saint Peter City Council meetings shall be available to members of the Council and the news media not later than 5:00 p.m. on the Thursday preceding the date of the Council meeting. Information pertaining to agenda items shall be delivered to Councilmembers as soon as possible after that time, normally on Thursday evening.
14. In the case of special meetings of the City Council, the members of the Council and the news media shall be notified seventy-two (72) hours prior to the meeting as to date, time and place in conformance with the Open Meetings Law.
15. Items arising during meetings of the City Council which are not on the official agenda with appropriate background material, will not normally be acted upon until future meetings of the Council unless deemed to be an emergency by the Council.
16. Explanation of the City Council agenda items will be done by the City Administrator. However, the Administrator may call on Department Directors, advisors, or consultants for further explanation.
17. The procedural conduct for the meetings of the City Council shall be Robert's Rules of Order, Newly Revised.

18. Minutes of the regular or special meetings of the City Council shall be available as soon as possible to the Councilmembers and shall be included in Councilmembers' packets for action at the next regular meeting of the Council.
19. A majority passage of an ordinance shall consist of the affirmative vote of four members of the Council no matter how many are present and constituting a quorum, except that during a state of emergency the procedures provided for in Saint Peter City Code Section 2.74 shall apply.
20. All regular meetings of the City Council shall include on the agenda a time for scheduling visitor comments, either relating to agenda items or bringing up new topics. A visitor who wishes to speak about an item which appears later on the agenda should so indicate when the Mayor asks; that visitor will be called upon when the item comes up for discussion. A visitor who wishes to speak about something which is not on the agenda will be called on to speak before the meeting continues. All visitors are asked to limit remarks to no more than five (5) minutes. Members of the City Council or staff may respond to the questions or comments when presented. If additional information is needed, the Council will indicate when the visitor may expect a response and from whom.
21. The City Attorney shall be designated as the parliamentarian to advise the Mayor on matters of procedure at all meetings of the City Council.

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak in the following order:
 - a. Citizens supporting the hearing issue.
 - b. Citizens opposed to the hearing issue.
 - c. General citizen comments or questions.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence has been received and everyone has been given an opportunity to be heard, the public hearing will be concluded. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will then discuss the issue in open session. During this portion of the meeting, citizens will no longer be allowed to participate in the discussion.

Saint Peter, Minnesota, Code of Ordinances >> - CITY CODE >> **Chapter 2 - ADMINISTRATION >>**
ARTICLE III. - OFFICERS AND EMPLOYEES >> DIVISION 2. - CITY CLERK-ADMINISTRATOR >>

DIVISION 2. - CITY CLERK-ADMINISTRATOR

Sec. 2-78. - Affirmed.

Sec. 2-79. - Deputy City Clerk.

Sec. 2-80. - Acting City Clerk-Administrator.

Sec. 2-81. - Interim City Clerk-Administrator.

Secs. 2-82—2-105. - Reserved.

Sec. 2-78. - Affirmed.

Subd. Office defined. The office of the City Clerk-Administrator is hereby affirmed. The Council

1. shall appoint one person to the position of City Clerk-Administrator. The City Clerk-Administrator shall be responsible to, and serve at the pleasure of, the Council. Such officer shall have the duties and powers prescribed herein.

Subd. Appointment and removal. The City Clerk-Administrator shall be appointed by a majority of the Council for a definite term and may be removed from office by affirmative action by a majority of the full Council with or without cause.

Subd. Qualifications. The City Clerk-Administrator shall be selected solely on the basis of the person's executive and administrative qualifications, experience, formal education, and knowledge of accepted practices pertaining to the duties of the offices.

Subd. Direction. The City Clerk-Administrator shall be subject to the supervision and direction of the Mayor and the Council as a collective body pursuant to Minnesota Statutes and consistent with applicable laws and this Code. The Council shall, at least once annually, undertake a review of the City Clerk-Administrator's performance.

Subd. Functions and duties. The City Clerk-Administrator shall be the Chief Administrative Officer of the City, shall be responsible for the proper administration of all affairs of the City, and shall oversee and direct the operation of all departments, divisions, and offices of the City except as otherwise provided by law.

- (1) In fulfilling the responsibilities of the office of City Clerk-Administrator, the City Clerk-Administrator shall be empowered and required to do as follows:
- a. Supervise and direct all department directors and administrative staff, municipal functions, and services under the control of the Council, except as otherwise provided by law;
 - b. Develop and issue administrative policies, rules, regulations, and procedures necessary to ensure the proper management of all departments, divisions, and offices;
 - c. Enforce all laws, City Code provisions, and resolutions of the City and, as necessary, make recommendations for revisions or additions;
 - d. Attend and participate in discussions at all meetings of the Council and other bodies as required. The City Clerk-Administrator shall represent the City at all

- functions as appropriate and not in conflict with the prerogatives of the Mayor and the Council;
- e. Supervise the preparation of and submit an annual budget and keep the Council advised as to the financial condition of the City;
 - f. Recommend and submit for Council approval the employment or removal of all City personnel, and undertake, or delegate, the recruitment, screening, and interviewing of prospective employees;
 - g. Supervise purchasing, including the making or letting of purchases and contracts in accordance with policies established by the Council and applicable laws, and provide for the receipt of estimates, quotations, and sealed bids and submit to the Council as appropriate;
 - h. Direct all personnel matters as provided for by the personnel policies established by the Council with the authority to assign or transfer personnel, suspend for up to 30 days, and employ temporary personnel for up to 120 days; negotiate or delegate the negotiation of employee labor contracts for approval by the Council; provide system for annual employee performance appraisals and directly evaluate Department Directors;
 - i. Recommend the adoption of such measures as may be necessary or expedient for the health, safety, and welfare of the community or for the improvement of the organization and operation of municipal government;
 - j. Prepare or provide periodic reports, summaries, information, and recommendations relating to municipal services, projects, and issues for submittal to the Council;
 - k. Perform such other duties as may be placed under the City Clerk-Administrator's jurisdiction by Council action or as required by law.
- (2) In fulfilling the responsibilities of the office of City Clerk-Administrator, be empowered and required to do as follows:
- a. Supervise the conduct of local elections in accordance with the prescribed laws and regulations, give required notice of each regular and special election, record the proceedings thereof, notify officials of their elections or appointments to office, and certify to the County Auditor all appointments and the results of all municipal elections;
 - b. Maintain a minute book, noting therein all proceedings of the Council;
 - c. Maintain an ordinance book, in which shall be recorded at length all ordinances passed by the Council;
 - d. Maintain a resolution book, in which shall be recorded at length all resolutions passed by the Council;
 - e. Affix the Seal of the City to all instruments, documents, or official acts of the Mayor and the Council;
 - f. Prepare licenses and permits, and maintain records of same;
 - g. Maintain files of deeds, easements, contracts, leases and other agreements;
 - h. Issue and retain system of purchase orders;
 - i. Serve as Public Information Officer on matters pertaining to this Code, Council resolutions, ordinances, proceedings, and policies; maintain good public relations with the general public; and prepare news releases and newsletters;
 - j. Direct the building management functions associated with the Municipal Building;

- k. Act as the Clerk of the City; serve as custodian of the City Seal and records; sign official papers; post and publish agendas, notices, ordinances, and resolutions; and perform such other duties as imposed by the Council, law, or the best interest of the City.

Subd. Bond. The City Clerk-Administrator and his Deputy shall furnish a surety bond, the premium of the bond to be paid by the City.

Subd. Terms of employment. The City Clerk-Administrator shall receive such compensation as the Council shall fix by resolution and the terms of an employment agreement.

Subd. General supervision. No member of the Council or the Mayor shall in any manner interfere with or prevent the City Clerk-Administrator from exercising the City Clerk-Administrator's own judgment in the administration of the City. Except for the purpose of inquiry, no member of the Council or the Mayor shall dictate to or exercise control over the administration of the City, and no member shall give orders to any Department Director or employee except through a majority vote of the Council.

(Code 1989, § 2.78; Ord. No. 148(2nd Ser.), § 1, 9-12-1988)

Sec. 2-79. - Deputy City Clerk.

The City Clerk-Administrator may appoint, with the consent of the Council, a Deputy City Clerk to discharge the duties of the office of City Clerk-Administrator. The Deputy City Clerk shall be empowered and required to fulfill the responsibilities of the office under the direction and supervision of the City Clerk-Administrator. The Deputy City Clerk shall hereafter be referred to as "City Clerk."

(Code 1989, § 2.78; Ord. No. 148(2nd Ser.), § 1, 9-12-1988)

Sec. 2-80. - Acting City Clerk-Administrator.

The City Clerk-Administrator may appoint a temporary City Clerk-Administrator to discharge the duties of the City Clerk-Administrator's Office when the City Clerk-Administrator is absent. If the Council does not rescind or modify the appointment at the next Council meeting, the appointment is deemed ratified.

(Code 1989, § 2.78; Ord. No. 148(2nd Ser.), § 1, 9-12-1988)

Sec. 2-81. - Interim City Clerk-Administrator.

In the event that the position of City Clerk-Administrator is vacated by disability, removal, or resignation, the Council shall appoint an Interim City Clerk-Administrator who shall serve until such time as an appointment to the position is made.

(Code 1989, § 2.78; Ord. No. 148(2nd Ser.), § 1, 9-12-1988)

State law reference— Qualifications, term, and residency of city manager, M.S. § 412.641; powers and duties of city manager, M.S. §§ 412.651, 412.681; limitation on council powers, M.S. § 412.661.

Secs. 2-82—2-105. - Reserved.

CITY OF SAINT PETER, MINNESOTA

PERSONNEL POLICY

I. HOW THE CITY OF SAINT PETER OPERATES.

About the City. The City of Saint Peter has a population of 9,700 and is the county seat of, and second largest city in, Nicollet County with close to one-third of the population of the entire county. The total area of the City is 5.4 square miles and there are nearly 2,950 households within Saint Peter's corporate limits.

The City of Saint Peter was incorporated in 1873. Until 1974, the City operated under Chapter 5, "Special Laws of Minnesota of 1891". Effective January 1, 1974, the City became known as a Statutory City. Saint Peter is a Minnesota City of the Fourth Class according to the statutory classification of cities.

Organization. The City derives its legal authority from the Minnesota Constitution and State Statutes. At the municipal level, ordinances, resolutions, and motions establish local law and policy. The City operates under a Mayor-Council form of government and provides a complete array of services to its citizenry. The City employs approximately 60 full-time staff members, 20 part-time staff members and numerous temporary employees at different times of the year.

Included in these personnel policies you will find an organizational chart identifying the various departments and divisions of the City and how they relate to one another in terms of the City's hierarchy. These divisions are defined below.

Mayor and City Council. As the elected representatives of the people, the City Council is the policy making and legislative body for the City. The Council is composed of the Mayor and six Councilmembers.

The Mayor serves as a voting member, as well as the presiding officer of the City Council, and is the official representative of the City. The City is divided into two wards, separated on a north-south basis by Grace Street, and three Councilmembers are elected from each ward to serve staggered four-year terms. The Mayor is elected at large to serve a two-year term. Municipal elections are held in odd numbered years.

The Council is responsible for the legislative functions of the City including the passage of laws, adoption of the annual budget and tax levies, appointment of boards and commissions, and establishment of policies governing City operations.

City Administrator. The Council employs a full-time professional administrator to serve as City Clerk/Administrator, known as City Administrator. The City Administrator is responsible for overseeing the operations of all City departments and implementing policies and actions of the City Council. The City Administrator's job is not that of policy maker, but rather that of an advisor and manager who ensures that the policies and goals of the Council are put into action. In an advisory capacity, the City Administrator researches issues, consults with experts, and makes recommendations to the Council for consideration in decision making on all issues before the Council.

The City Administrator is responsible for the overall management of City operations and overseeing departments through the recruitment, employment and supervision of Department Directors. Together, the City Administrator and Department Directors function as a staff management team by overseeing, coordinating, and managing the daily operations of the City.

The City Administrator prepares the annual budget for the General Fund and all special funds. The annual budget is not only a compilation of numbers, but a program of services. Each appropriation equates to a level of service which the City will provide, establishing the type of quality of services provided.

The City Administrator's office is also responsible for documenting actions taken by the Council, maintaining all official City records and documents, serving as Saint Peter's public information office and conducting elections.

CITY OF SAINT PETER, MINNESOTA

PERSONNEL POLICY

Finance Department. The Finance Department is responsible for a variety of tasks including meter reading, billing for municipal utilities, collection of bills, accounting functions for all City funds, payroll preparation, monthly financial reporting, assessment searches, maintenance of investment records, maintenance of insurance policies, computer services, and employee benefits administration among others. The Director of Finance also serves as the City Treasurer.

Public Works Department. The Public Works Department is responsible for the maintenance, repair, improvement, and new construction of the City's assets and infrastructure. The objectives of the Public Works Department are identified in five-year plans as well as annually during the budget approval process. The Department responds to the service needs of Saint Peter citizens within the guidelines of these objectives.

The Public Works Department is organized into two divisions. The Utilities Division is comprised of sections supported by income from sales and the Maintenance Division is comprised primarily of sections supported by property taxes. The two divisions reduce labor and material costs, contracting fees, and equipment costs through centralized purchasing, exchanging talents of various employees between divisions, and avoiding duplication of equipment by drawing from an equipment pool.

The Utilities Division is responsible for self-supporting electric, water, wastewater, and environmental service utilities. The City Council sets rates which provide the income necessary to cover all expenses of operation, maintenance, and improvements to utility facilities.

The Maintenance Division is responsible for the maintenance of streets and other municipally owned property; care for all boulevard and park trees; and maintenance of City parks. Property taxes are utilized to support these public works sections of City government.

Police Department. The Police Department is dedicated to the service and protection of the citizens of Saint Peter. Activities range from criminal investigation to youth and community education. The department's basic function is to provide law enforcement services to members of the community. This is accomplished through prevention, education, intervention, investigation, and development of a Community Oriented Policing program. The Police Department's dispatch center is busy 24 hours a day receiving calls and complaints, answering questions, gathering information and dispatching it to the field as well as to other City departments as needed. Through this communication center, fire calls are dispatched, ambulances are called, civil defense sirens are sounded, and a large number of burglar and fire alarms are monitored. The department is also responsible for animal control and emergency preparedness.

The Police Department operates under a Police Civil Service Commission. The Commission has control and supervision over the employment, promotion, discharge, and suspension of all officers and employees of the Police Department. The Chief of Police is responsible for directing the day to day operations of the department; planning, organizing and coordinating all activities of the department; and serving as the City's Emergency Services Director.

Community Development Department. The Community Development Department combines the responsibilities of the former Building and Planning and Economic Development Departments. The Community Development Department handles all City building, planning and zoning matters; rental housing administration, related code enforcement, license and permit issuance, processing of purchase orders, and development of the economic base of the community. The City employs a State Certified building official who works cooperatively with home owners, developers, designers, and others involved in the construction industry. In addition, a rental inspector is employed to inspect rental properties for code compliance. All building permits, site plan reviews, and on-site inspections are secured through this office.

The City of Saint Peter is designated as a Minnesota Star City and utilizes a community-based approach to

CITY OF SAINT PETER, MINNESOTA

PERSONNEL POLICY

economic growth. The Community Development Department is responsible for providing the means through which the economic base of Saint Peter can be strengthened, and for assisting the City Council and City Administrator with economic development matters.

Recreation and Leisure Services Department. The Recreation and Leisure Services Department strives to provide a variety of leisure time activities that help to meet the needs and interest of the Saint Peter community. The department is responsible for the City-operated Community Center, public transit service, municipal swimming pool staffing and operations, skating rinks, Public Access television station, and serves as the City's liaison to the Minnesota Valley Regional Library System regarding the operation of the branch library in Saint Peter.

City Attorney. The City Attorney is retained on a contractual basis and performs all legal services required for the operation of the City. The City Attorney's responsibilities include prosecuting criminal offenses committed within Saint Peter, furnishing legal opinions, handling civil litigation, advising the City Council, and drafting legal documents and instruments required for the normal operation of the City.

City Engineer. The City Engineer is retained on a contractual basis and performs engineering services as required for the operation of the City. The City Engineer advises on emergency matters, prepares project plans and specifications, and inspects all major construction projects. The Engineer works directly with the Public Works Director and City Administrator, reporting and advising on most large-scale Public Works improvement projects.

Fire Department. The Volunteer Fire Department is dedicated to protecting the lives and property of the citizens of Saint Peter through fire prevention and up-to-date fire fighting techniques. All members receive regular in-service training to sharpen their skills and learn new techniques. When a fire or other emergency threatens, fire fighters are summoned to the Fire Station by radio pagers.

Community Hospital and Health Care Center. Saint Peter Community Hospital and Health Care Center is a public, non-profit facility serving the people of Saint Peter, Nicollet County, and the surrounding area. It is owned by the City and operated by an independent board whose members are appointed by the City Council. The Hospital and Nursing Home Commission establishes policies for the operation of the Hospital and Nursing Home and provides general oversight of the operations of both facilities. Supervision of the daily operations of the Hospital and Nursing Home is the responsibility of the Hospital Administrator. The Community Hospital and Health Care Center is located at 618 West Broadway Avenue.

Housing and Redevelopment Authority. The Housing and Redevelopment Authority was created for the purpose of operating and maintaining public housing in Saint Peter. The Housing Authority is staffed by an Executive Director and operated by an independent board whose members are appointed by the City Council. Parkview Manor, located at 1010 South Fourth Street, is the City's public housing facility.

You are posting, commenting, and liking as City of Saint Peter, Minnesota — Change to Casey Luker

City of Saint Peter, Minnes... Timeline Recent

Admin Panel

Promote Page



City of Saint Peter, Minnesota

700 likes · 44 talking about this · 323 were here

Update Page Info Liked

City · Community & Government · Add A Category
227 South Front Street, Saint Peter, Minnesota 56082
(507) 934-4840
Today 8:00 am - 5:00 pm



700



Facebook Page Communication
This is the Facebook for the City of Saint

About

Photos

Likes

Map

Notes 1

Chat (3)

Done

Internet

125%

52



53

Saint Peter Police Department

873 likes · 77 talking about this · 24 were here

✓ Liked Message

- Police Station
- 207 S Front St, Saint Peter, Minnesota 56082
- (507) 931-1550
- Always open

About - Suggest an Edit



Photos

873

Likes

House Rules

Thanks for taking th to check out our Hc Rules. Our Faceboo

Notes 8



Events

1

Highlights

Chat (2)



hs

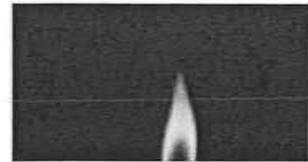


Saint Peter Halloween Fun Run

513 likes · 1 talking about this

Like Message

"Southern Minnesota's largest and fastest parade of costumes". Oct. 26, 2013



513

About - Suggest an Edit

Photos Likes Events

Highlights



Saint Peter Halloween Fun Run changed their cover photo. April 16

1

Friend Likes Saint Peter Halloween Fun Run

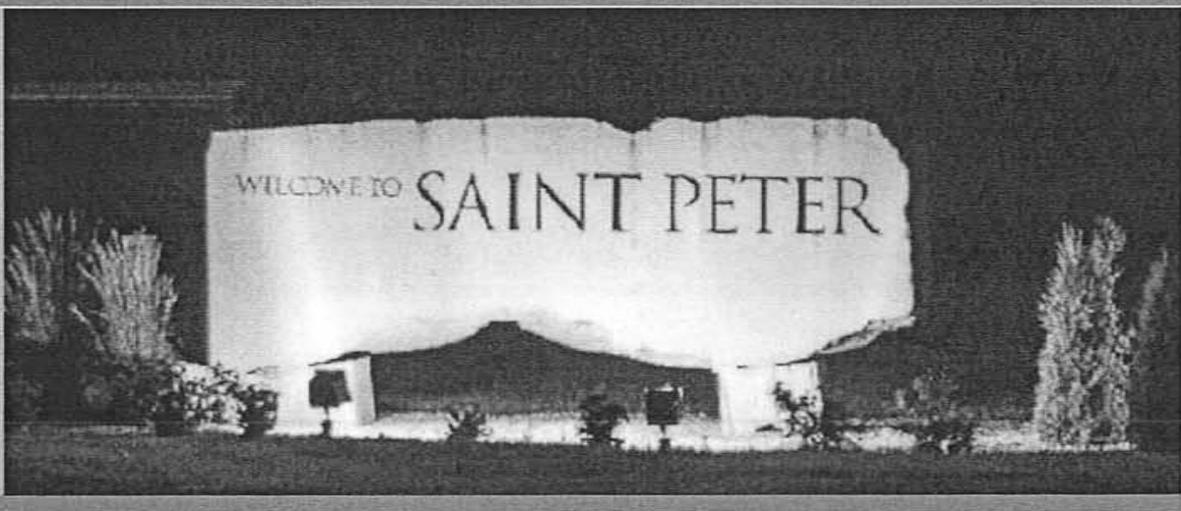




Enter Search Keyword GO

Welcome to the City of Saint Peter

These Kasota stone signs welcome visitors day and night. The signs were a community project, spearheaded by Dr. Rich Beran, with resources provided by many charitable groups and private donors.



- 1 2 3 4 5

Latest News

- August 28, 2013 Cat Sale!
- August 25, 2013 Highway 99 Bridge Inspection

City of Saint Peter, Minnesota

View Edit Revisions

Saint Peter is a warm and welcoming community located in the scenic Minnesota River Valley.

The City of Saint Peter was incorporated in 1873 and is located approximately 60 miles south of Minneapolis/Saint Paul in the

Upcoming Events

- August 31, 2013 Community Center and Library Closed
- September 02, 2013 LABOR DAY HOLIDAY CITY

CITY OF SAINT PETER HOT SHEET



All the City news you need to know and a little bit more!
City Info Line 507-934-0675 TDD #711
The City of Saint Peter is an equal opportunity provider.



The following information is a publication of the City of Saint Peter, City Administrator's Office, 934-0663, 227 South Front Street. Please contact us at barbaral@saintpetermn.gov or visit our Facebook page at www.facebook.com/cityofsaintpeter



08/21/2013



MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE – Road work and change...Wow! It has been a couple of hard weeks with lots of discussion and reviewing and development

of plans for change, particularly on the north end of Saint Peter on Old Minnesota Avenue and Highway 169.

Some of the discussions are difficult and frank and not much fun for anyone. Changes are hard I know and for some it feels like they get lost in the shuffle or that their ideas are not considered. I hope it doesn't feel that way for most, but I know it does from time to time for some.

Part of my hope is that anyone who has a want to know what is going on has the chance to know and that they have an opportunity for input, but frankly, I know it is not possible to make everyone happy and sometimes by trying to make everyone happy, the wrong things get done.

You have probably all heard the saying about how something was "developed by committee" meaning that everyone had a say, but it works well for no one.

With much of the work in the area from Union Street to Highway 22, change will be hard and change will be based on our best efforts on data gathering and projection. When we don't take action until a problem arises, we are looked upon as not planning well enough. If we are too proactive, we are looked at as not thinking about the folks that have been here all the time.

Balancing these issues is hard and we try to give appropriate consideration to everyone's thoughts while doing what has the most potential long term benefits. I can tell you that we will do our best to listen, evaluate, provide feedback and have an open mind about any suggestions, but that

balancing of these issues is very hard and making everyone happy is impossible. But we will continue the dialogue because discussion is important to future success.

Will you visit with us? It makes me wonder...

EDA MEETING CANCELLATION – The August 22nd Economic Development Authority (EDA) meeting has been cancelled. The next regular meeting will be September 26th beginning at 12:00 noon in the Governors' Room of the Community Center. For more information on EDA meetings, please contact the Community Development Department at 934-0661.

DWI ARRESTS - The Saint Peter Police Department cited three motorists for drunk driving last weekend (August 16-18th) during a stepped-up driving while intoxicated (DWI) enforcement in the greater Mankato area.



The enhanced enforcement is part of a statewide and nationwide campaign that continues through Labor Day. The statewide effort is being coordinated by the Minnesota Department of Public Safety (DPS) Office of Traffic Safety.

Each year in Minnesota, nearly 30,000 motorists are arrested for DWI — there were 166 arrests in Nicollet County in 2012. During the last three years (2010–2012), 336 people were killed in drunk driving crashes in Minnesota — 104 were killed in 2012 alone. In Nicollet County during the last three years, drunk driving resulted in two deaths.

A DWI offense can result in loss of license for up to a year, thousands in costs and possible jail time. Repeat DWI offenders, as well as first-time offenders arrested at 0.16 and above alcohol-concentration level, must use ignition interlock in order to regain legal driving privileges, or face at

least one year without a driver's license. Offenders with three or more offenses are required to use interlock for three to six years, or they will never regain driving privileges.

CITY COUNCIL ACTIONS – Action taken by the City Council at the regular meeting of August 12, 2013 included a public hearing and subsequent action to approve the design layout for the Minnesota Department of Transportation Highway 169 flood mitigation project; approval of Change Order #1 for the 2013 North Third Street Improvement Project; clarification of the property description of the two parcels being sold to SWMHP Park Row Crossing LLC for the new Park Row Crossing housing development; approval for unbudgeted repairs to the fire station roof; and approval for City assistance for the Rock Bend Folk Festival.

The next regular meeting of the City Council will be Monday, August 26th at 7:00 p.m. in the Governors' Room of the Community Center. For more information on City Council meetings, please contact the City Administrator's office at 934-0663. A copy of the City Council packet is also available before each meeting on the City's website at <http://www.saintpetermn.gov/city-council-minutes-agendas-packets>.

RECREATION PROGRAM UPDATES – Here are some updates from the City's Recreation and Leisure Services Department...

- Extended hours for the Community Center will resume after Labor Day. Hours will be:
 - Monday – Friday 6 am – 10 pm
 - Saturday – 8 am – 8 pm
 - Sunday – Noon – 8 pm
- The Fall Recreation/Community Ed brochure is out! Be sure to check out the wide variety of enrichment classes, youth and adult activities and information that is presented in this seasonal brochure. Find out about the tenth annual Halloween Fun Run, cooking classes at the Saint Peter Food Co-op, youth football, volleyball and basketball programs, senior dances, Early Childhood Family Education offerings, Girls on the Run program, aquatics offerings at the High School indoor pool and much more. The brochure is also available online at the City's website www.saintpetermn.gov/recreation.



- This Saturday (August 24th) is the last day of operation for the outdoor pool. Spend some time soaking up the sun and dipping in the water before the pool closes for the season!
- Spend time with Lonesome Ron at the Saint Peter Public Library on Thursday, August 22nd at 6 p.m. for an event called "Cowboy Life in Story and Song." Learn America's history through song as "Lonesome Ron" performs music of the great America cattle drives, outlaw ballads and songs from the Civil War.

For more information about Recreation programs or activities, please call the Recreation and Leisure Services Department at 934-0667 or visit the City's website using the link shown above.



SURPLUS PROPERTY AUCTION – The City of Saint Peter is offering for sale

a white, four door 2001 Pontiac Grand Prix. This is a DUI seized vehicle with automatic transmission. Tire tread is approximately 30% on all four tires. AM/FM CD, power windows and locks, power seat, A/C (not working). Left side tires were flat. Rust on rocker panels, brakes rusted and grinding, needs battery, will start with jump. Mileage: 110,385.

The vehicle is being offered for public sale through the State of Minnesota Department of Administration online auction at www.minnbid.org. Bidding on this vehicle will close on August 21st.

BUILDING PERMIT INFO - The City's Building Department has been busy so far this year. Here's an update on building permits that have been issued this year. From January 1st to July 31st a total of 351 building permits have been issued with a total valuation of \$8,280,872.16. The number and types of permits included:

- 6 new commercial buildings
- 44 commercial remodel projects
- 11 new homes
- 290 are for remodels, roofing, siding, garages, decks, replacement windows, doors, water heaters, furnace and air conditioner units, and rentals.

The total valuation does not include any permits with flat fees such as residential siding, roofing, water heater and furnaces and air conditioner replacements.

For more information on building permits, please contact the Building Department at 934-0662.

HELP WANTED – The City of Saint Peter is currently accepting applications for the following position:

- **WASTEWATER OPERATOR** - Minimum qualifications include a high school diploma or equivalent; possession of a State of Minnesota Wastewater Treatment Facility Operator Certificate or to obtain within one year of the date of employment with the City; possession of a State of Minnesota Type IV Biosolids Operator or ability to obtain within one year of the date of employment with the City; possession of a valid driver's license - State of Minnesota Class A driver's license with Air Brake Endorsement and Tanker Endorsement or ability to obtain within six months of the date of employment with the City; possession of an American Heart Association Certification as a Basic Rescuer or ability to obtain within six months. Desirable qualifications: Satisfactory completion of a technical school program related to wastewater systems operations; up to six years of responsible experience as a wastewater system operator with at least two years' experience in the operation of a Class A, B, or C system or facility, or similar industrial facility; knowledge of the principles, practices, chemicals, and equipment used in wastewater treatment, biosolids treatment and disposal, and pumping operations; ability to perform a wide variety of tests on raw and treated wastewater, raw and treated bio-solids; knowledge of the principles of plumbing and hydraulics; knowledge of and ability to operate Supervisory Control And Data Acquisition (SCADA) system; knowledge of the functions and service requirements of mechanical equipment and machinery; knowledge of OSHA regulations and safety precautions of the trade; demonstrated ability to operate a variety of wastewater plant pumping, treatment, and control equipment, biosolids treatment and disposal equipment; demonstrated ability to diagnose problems under emergency conditions and take corrective action; knowledge and experience in the operation of equipment including but not limited to backhoes, dump trucks, jet rodder machine, tanker trucks, main line TV cameras, and line locators. NOTICE: The successful candidate must complete and pass a pre-employment physical and drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations. Starting pay range \$17.18 - \$26.61 per hour. Applicants are required to complete a City of Saint Peter

application form available in the City Administrator's Office, 227 South Front Street, Saint Peter, Minnesota 56082-2538 or by calling (507) 934-0663. Completed applications must be received by the City Administrator's Office no later than 5:00 p.m. on August 21, 2013. Faxed applications will not be accepted. Interviews will be conducted September 4, 2013. AA/EEO

- **PART-TIME BUILDING SUPERVISOR** - in the Recreation and Leisure Services Department. The Building Supervisor supervises the Community Center and performs light custodial duties. Minimum qualifications: High School diploma or equivalent; formal CPR and First Aid training or ability to be certified within six months of employment; experience working with the public. Desired qualifications: Experience in building maintenance functions; formal CPR and First Aid certification. This position requires night and weekend work. Beginning wage \$8.25/hour. Applicants are required to complete a City application form available in the City Administrator's office at 227 South Front Street between the hours of 8 a.m. - 12 noon and 1 p.m. - 5 p.m. or by calling (507)934-0663. Completed applications must be returned no later than 5 pm, August 23, 2013. Faxed, emailed and/or late applications will not be accepted.
- **PART-TIME LIBRARY CIRCULATION CLERK** - in the Recreation and Leisure Services Department. Minimum qualifications: Experience working with public in customer service setting. Desired qualifications: Experience in provision of library services; ability to operate a PC and use internet and related programs including on-line cataloging system. Up to 13 hours per week. (M-F days plus some Saturdays.) Wage \$7.84/hour. Applicants are required to complete City application form available in the City Administrator's office at 227 South Front Street between the hours of 8:00 a.m. - 12:00 noon and 1-5:00 p.m. or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 pm on August 23, 2013. Faxed, late, and/or emailed applications will not be accepted. AA/EEO

CITY MEETING CALENDAR - This calendar is subject to change. Should you have a question on a meeting date/time, please contact the City Administrator's Office at 934-0663 or visit the City's website at www.saintpetermn.gov.

Monday	August 19	5:30 p.m.	City Council Workshop
Monday	August 19	7:00 p.m.	Parks and Recreation Advisory Board
Thursday	August 22	12:00 noon	Economic Development Authority CANCELLED!
Friday	August 23	8:00 p.m.	Tourism and Visitors Bureau
Monday	August 26	7:00 p.m.	City Council Meeting
Tuesday	August 27	5:30 p.m.	Heritage Preservation Commission
Wednesday	August 28	12:00 noon	Hospital Commission
Monday	September 2		LABOR DAY HOLIDAY – City Offices Closed
Tuesday	September 3	5:30 p.m.	City Council Workshop Session
Tuesday	September 3		Planning and Zoning Commission – this meeting may be rescheduled
Monday	September 9	5:00 p.m.	Human Rights Commission
Monday	September 9	7:00 p.m.	City Council Meeting
Tuesday	September 10	6:00 p.m.	Library Board
Monday	September 16	5:30 p.m.	City Council Workshop
Monday	September 16	7:00 p.m.	Parks and Recreation Advisory Board
Tuesday	September 17		CITY OFFICES CLOSED UNTIL 1:30 P.M.
Monday	September 23	5:30 p.m.	City Council Workshop
Tuesday	September 24	5:30 p.m.	Heritage Preservation Commission
Wednesday	September 25	12:00 noon	Hospital Commission
Thursday	September 26	12:00 noon	Economic Development Authority
Friday	September 27	8:00 a.m.	Tourism and Visitors Bureau
Monday	September 30	5:30 p.m.	City Council Workshop

COOPERATIVE EFFORTS (White Sheet)

SCHOOL DISTRICT

- Activity connection Senior Citizens, recreation, transit
- Facilities long term planning
 - Athletic Other Facilities, Drama, performance, arts
 - City/School offices - this is connected to school facility program
- Budgets
 - Levy
 - Pay
 - Others
- Association concept goals
- Early Childhood 95 % coverage might be a goal
- The Third Floor (Keep City involved)
- city School strategy with GAC
- Child Care
- Long Range Community Planning
- Studies (Housing Demo Others)
- Official Maps

NICOLLET COUNTY

- Compost funds
- Library
- 1/4 - 1/4 good zone
- Office space (Campus Concept) Building
- Criminal Justice Committee
- Law enforcement share dispatch
- Official Mapping
- Emergency Planning
- Green Valley
- Gardner Road

GUSTAVUS ADOLPHUS COLLEGE

- Parking
- Housing - on campus \$\$ students and alumni
- Performance space
- Recreational facilities
- Off-campus behavior
- Party clear out policy on party houses
- Hispanic inclusion
- Child Care
- Transit use
- Employees live in City

REGIONAL TREATMENT CENTER

- Water distribution
- Trail system
- Gluek Park
- Future program/land/facilities
 - Parks
- Arts Association
- Tourism Opportunity

BANKS

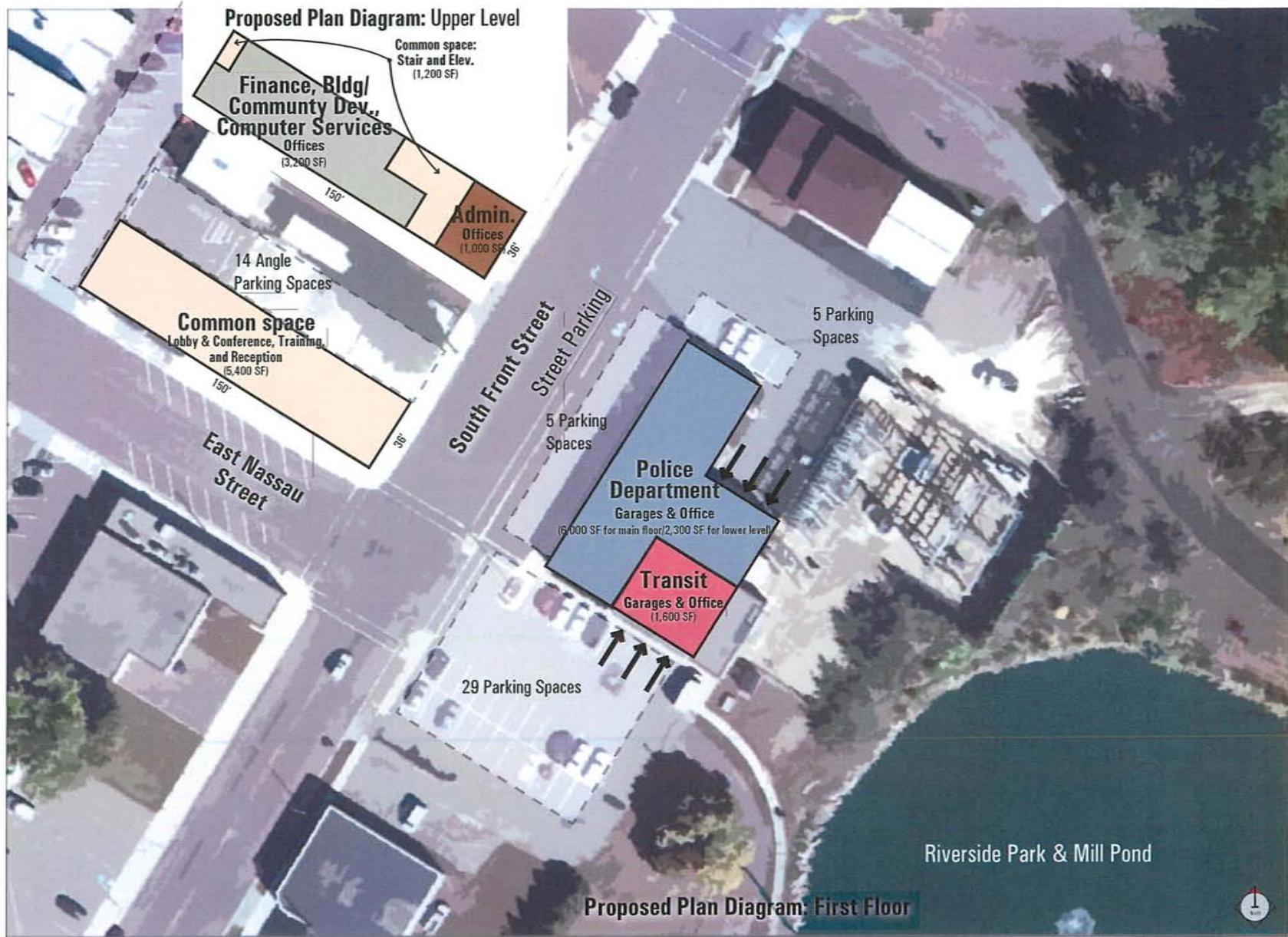
Establish regular lunch meetings with them

REALTORS

BFF

Promotion of opportunities for young families

19



Option 3a

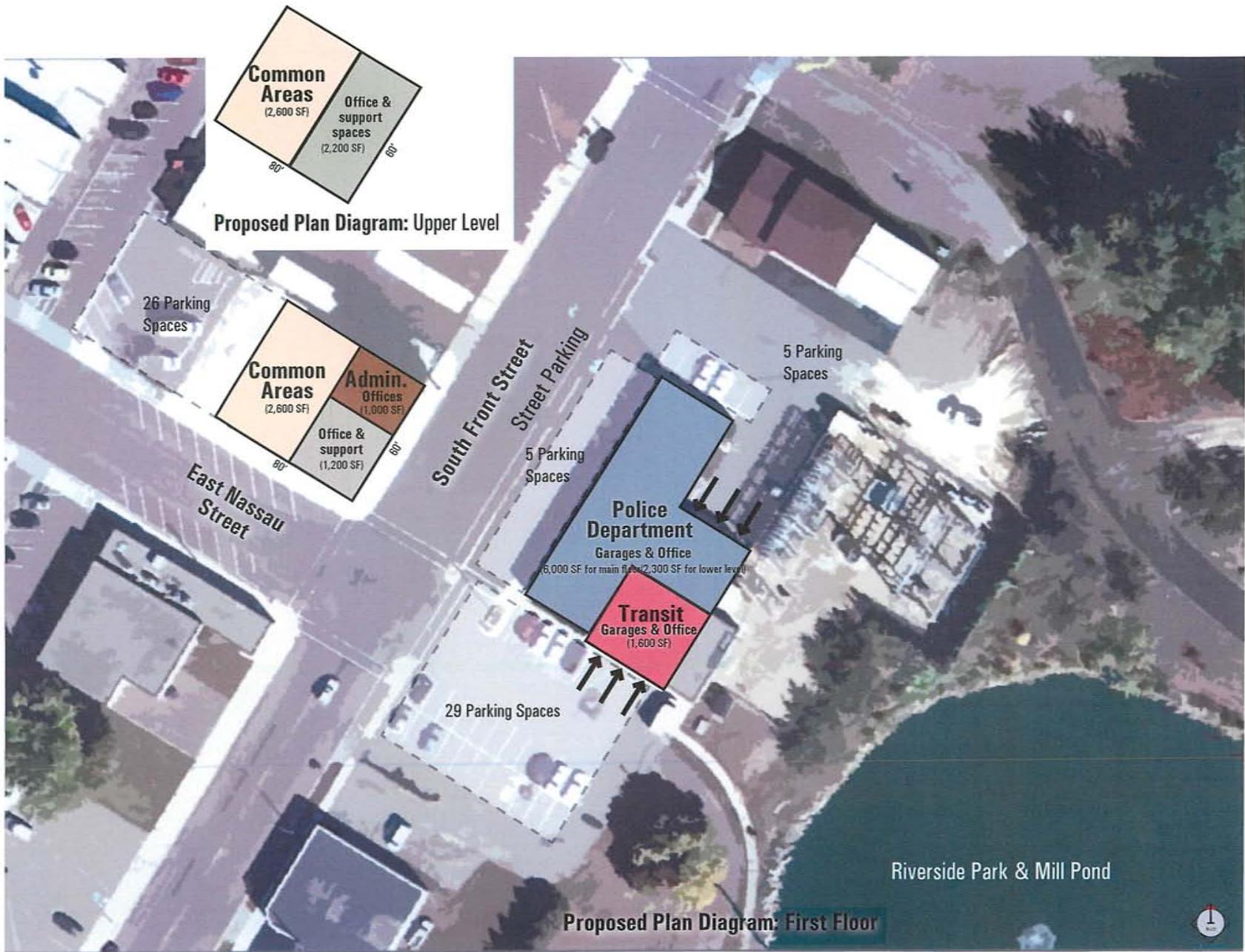
Redevelop Existing Site

- Police Department
- Transit
- Common Areas
- Administration
- Finance, Computer Services/
Public Access, Community
Development & Building
Development
- Unfinished or filled area
- Parking Area

Site Summary:

Police Department	8,300 SF
Transit	1,600 SF
Common Areas	6,600 SF
Administration	1,000 SF
Finance, Computer Services/ Public Access, Community Development & Building Development	3,200 SF
Total:	20,700 SF

Parking Required	50 Spaces
Parking on Site:	53 Spaces
Total:	+ 3 Spaces



Option 3b

Redevelop Existing Site

- Police Department
- Transit
- Common Areas
- Administration
- Finance, Computer Services/
Public Access, Community
Development & Building
Development
- Unfinished or filled area
- Parking Area

Site Summary:

Police Department	8,300 SF
Transit	1,600 SF
Common Areas	5,200 SF
Administration	1,000 SF
Finance, Computer Services/ Public Access, Community Development & Building Development	3,400 SF
Total:	19,500 SF

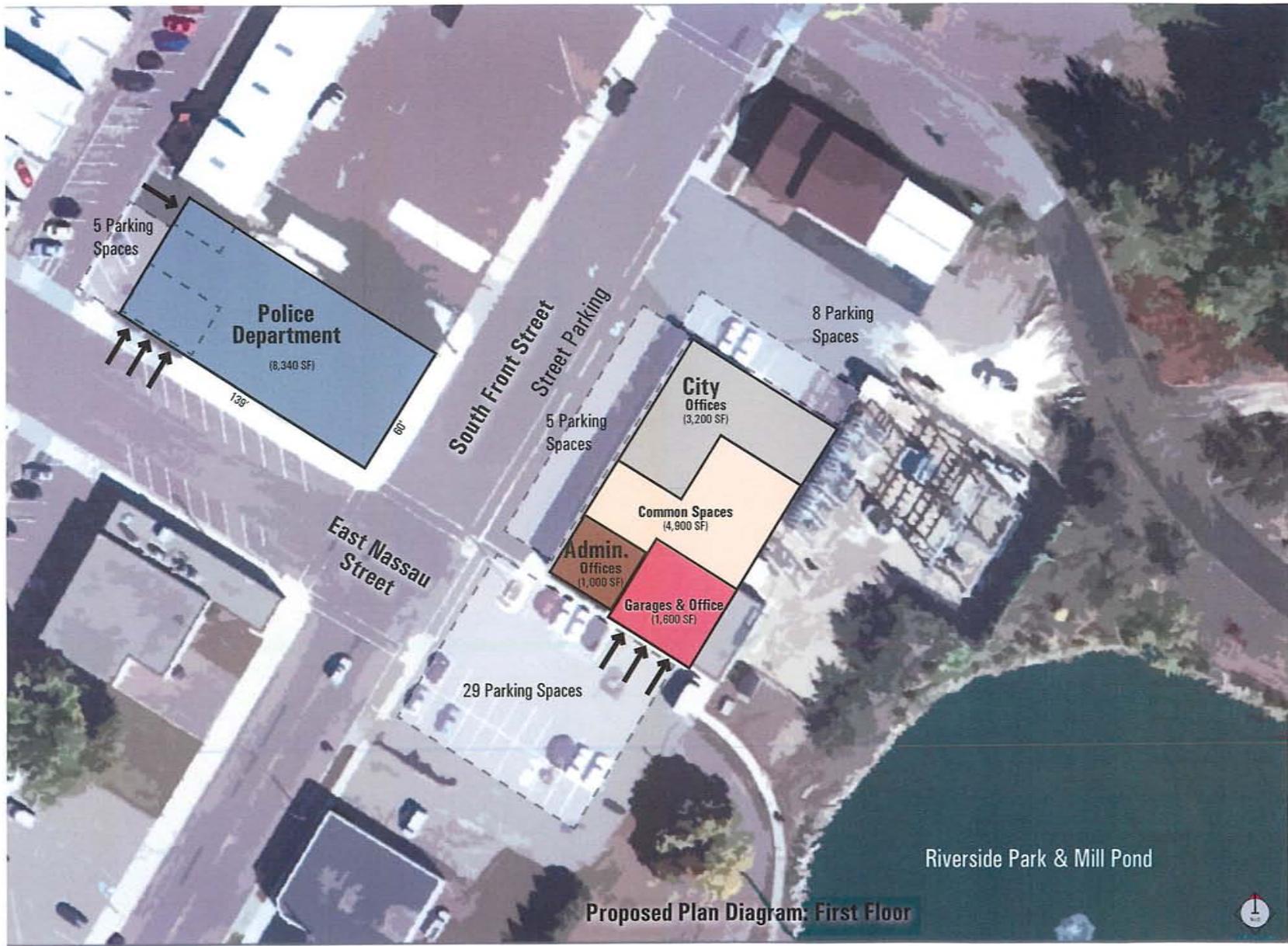
Parking Required	50 Spaces
Parking on Site:	65 Spaces
Total:	+15 Spaces

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City of St. Peter — Proposed Expansion on Neighboring Site

#1225.2
July 17, 2013

U3



Option 3c
 Redevelop Existing Site

- Police Department
- Transit
- Common Areas
- Administration
- Finance, Computer Services/
Public Access, Community
Development & Building
Development
- Unfinished or filled area
- Parking Area

Site Summary:

Police Department	8,340 SF
Transit	1,600 SF
Common Areas	4,900 SF
Administration	1,000 SF
Finance, Computer Services/ Public Access, Community Development & Building Development	3,200 SF
Total:	19,040 SF

Parking Required	50 Spaces
Parking on Site:	47 Spaces
Total:	- 3 Spaces

Proposed Plan Diagram: First Floor

City of St. Peter — Proposed Expansion on Neighboring Site

#1225.2
 July 17, 2013

Cost Estimates for Site Options:
(2014-2015 Construction)

<u>Option #:</u>	<u>Description:</u>	<u>Low Estimate:</u>	<u>High Estimate:</u>
3a	New site - long (Pages 25)	\$2,853,000	\$3,247,000
	Renovate 9,900 SF x \$110 to \$130/SF	\$1,089,000	\$1,287,000
	New construction 9,800 SF x \$180 to \$200/SF	\$1,764,000	\$1,960,000
3b	New site - wide (Pages 26)	\$2,817,000	\$3,207,000
	Renovate 9,900 SF x \$110 to \$130/SF	\$1,089,000	\$1,287,000
	New construction 9,600 SF x \$180 to \$200/SF	\$1,728,000	\$1,920,000
3c	New site - Police (Pages 27)	\$2,874,400	\$3,255,000
	Renovate 7,900 SF x \$110 to \$130/SF	\$ 869,000	\$1,027,000
	New construction 11,140 SF x \$180 to \$200/SF	\$2,005,200	\$2,228,000

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TO: Todd Prafke
City Administrator

DATE: 8/29/13

FROM: Jane Timmerman
Recreation Director

RE: Recreation Department Scholarship/Financial
Assistance program

Each summer the Recreation Department offers many programs and services for youth and families in the community. The majority of these programs are fee based to help cover the costs incurred. We recognize that there are families in our community that have limited funds so we have developed a partnership with Nicollet County Social Services to offer a scholarship/financial assistance program.

Nicollet County Social and Financial Workers receive updated Financial Assistance forms from us each spring that outlines the current scholarship program. They work with families in need and assist them in navigating the form. They can choose one Recreation program activity per child not exceeding \$25/child plus two choices for the outdoor pool. Pool scholarships include the choice of a half-price family pool pass (\$17.50), one individual pool pass for half price (\$15) or a free pool 10-ticket book (\$15). Because we believe it's very important that children learn to swim we offer one swim lesson per child for half-price (\$14-\$17). The remaining amount of the total cost is funded by either Nicollet County or the family. Nicollet County staff signs the form and the family brings it to the Recreation office to register.

At the end of each summer we prepare a report that indicates the total number of scholarships given, the cost, the amount paid by the family, and the amount reimbursed by Nicollet County.

Our annual Halloween Fun Run and Walk generates revenue to help fund these scholarships. Each year at least \$1,500 is designated to reimburse the Recreation Department for this financial assistance program. These resources have allowed over sixty (60) families to take part in summer activities. Remarkably, every family requested partial assistance for a family pool pass or ticket book! Forty-one percent (41%) of families enrolled their children in swim lessons. A total of forty (40) children received instruction in learning to swim. Twenty (20) families enrolled a child in a Recreation program/activity including Create-a- Camp, gymnastics, soccer, and T-ball.

I've attached the 2013 report for your information (names have been removed).

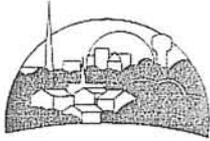
JT/

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	Family Name	Rec	Scholarship	Pool	Scholarship	Family pay	County
1		\$25.00	Beg/Adv Gymnastics	\$34.50	Dolphins/Family Pool Pass	\$74.50	
2				\$ 17.50	Family Pool Pass	\$ 17.50	
3				\$ 17.50	Family Pool Pass	\$ 17.50	
4				\$ 31.50	Water Babies/Family Pool Pass	\$ 31.50	
5		\$ 25.00	Beg/Adv Gymnastics	\$ 35.50	Level 1/Family Pool Pass	\$ 17.50	\$ 58.00
6				\$ 35.50	Level 6A/Family Pool Pass	\$ 35.50	
7		\$ 50.00	2 Passport to Summer	\$ 53.50	Level 1/Level 4/ Family Pool Pass	\$ 619.10	
8		\$ 25.00	Lil Rascals	\$ 15.00	Pool Ticket Book		\$ 80.00
9				\$ 15.00	Pool Ticket Book		
10				\$ 17.50	Family Pool Pass		\$ 17.50
11				\$ 49.50	Level5/WaterBabies/Fa PoolPass	\$ 49.50	
12				\$ 17.50	Family Pool Pass	\$ 17.50	
13				\$ 17.50	Family Pool Pass	\$ 17.50	
14		\$ 25.00	U8 Soccer	\$ 17.50	Family Pool Pass	\$ 17.50	
15				\$ 35.50	Level 3/Family Pool Pass		\$ 35.50
16		\$ 25.00	Blue Tennis	\$ 35.50	Level 2/Family Pool Pass	\$ 48.50	
17				\$ 17.50	Family Pool Pass		\$ 17.50
18				\$ 17.50	Family Pool Pass	\$ 17.50	
19	99			\$ 36.00	Level 3/Level 3	\$ 36.00	
20	99			\$ 88.00	Level1/Level1/Whales/Whales/Level6A	\$ 88.00	
21				\$ 35.50	Level 1/Family Pool Pass	\$ 35.50	
22				\$ 18.00	Level 1	\$ 18.00	
23				\$ 17.50	Family Pool Pass	\$ 17.50	
24				\$ 15.00	Pool Ticket Book		
25				\$ 17.50	Family Pool Pass	\$ 17.50	
26				\$ 17.50	Family Pool Pass	\$ 17.50	
27		\$ 25.00	Lil Rascals	\$ 71.50	Levl3/Levl3/Level1/FamPoolPass	\$ 76.50	
28				\$ 17.50	Family Pool Pass	\$ 17.50	
29		\$ 25.00	Summer Soccer	\$ 15.00	Pool Ticket Book		
30				\$ 17.50	Family Pool Pass	\$ 17.50	
31		\$ 25.00	Beg/Adv Gymnastics	\$ 35.50	Level 2/Family Pool Pass	\$ 75.50	
32				\$ 17.50	Family Pool Pass	\$ 17.50	
33				\$ 17.50	Family Pool Pass		\$ 17.50
34				\$ 17.50	Family Pool Pass		\$ 17.50
35			Football Camp	\$ 17.50	Family Pool Pass	\$ 17.50	\$ 20.00
36		\$ 50.00	Squirts/Tball	\$ 17.50	Family Pool Pass	\$ 23.50	
37				\$ 36.00	Level 4/Level 2	\$ 36.00	
38				\$ 17.50	Family Pool Pass	\$ 17.50	
39				\$ 17.50	Family Pool Pass	\$ 17.50	
40				\$ 17.50	Family Pool Pass	\$ 17.50	
41				\$ 17.50	Family Pool Pass	\$ 17.50	
42				\$ 17.50	Family Pool Pass	\$ 17.50	
43				\$ 31.50	Aqua Tots/Family Pool Pass	\$ 31.50	
44				\$ 35.50	Level 1/Family Pool Pass	\$ 35.50	
45				\$ 17.50	Family Pool Pass	\$ 17.50	

46		\$ 25.00	Summer Soccer	\$ 32.50	Level 2/Family Pool Pass	\$ 32.50	
47		\$ 25.00	Rec Corner Activity Pack	\$ 35.50	Level 2/Family Pool Pass	\$ 35.50	
48		\$ 20.00	Summer Soccer	\$ 17.50	Family Pool Pass	\$ 17.50	
49		\$ 50.00	Squirts/Tball	\$ 58.50	Level 1/Sharks/FamPoolPass	\$ 52.50	
50		\$ 25.00	Lil Rascals	\$ 48.50	Sharks/WaterBabies/FPoolPass	\$ 53.50	
51		\$ 20.00	Summer Soccer	\$ 17.50	Family Pool Pass	\$ 17.50	
52				\$ 17.50	Family Pool Pass	\$ 17.50	
53				\$ 49.00	Dolphins/Whales/PoolTicketBook	\$ 34.00	
54				\$ 17.50	Family Pool Pass	\$ 17.50	
55		\$ 25.00	Squirts	\$ 35.50	Level 2/Family Pool Pass		\$ 38.50
56		\$ 25.00	Girls Just Wanna Have Fun	\$ 52.50	Whales/Level3/FamPoolPass		\$ 52.50
57				\$ 59.50	Divin/Dolphins/Mantas/FPoolpass	\$ 103.50	
58				\$ 17.50	Family Pool Pass	\$ 17.50	
59				\$ 17.50	Family Pool Pass	\$ 17.50	
60				\$ 17.50	Family Pool Pass	\$ 17.50	
61		\$ 25.00	Beg/Adv Gymnastics	\$ 48.50	Waterbabies/Sharks/FPoolPass		\$ 88.50
62				\$ 17.50	Family Pool Pass	\$ 17.50	
	TOTAL	\$ 540.00	RECREATION	\$ 1,738.50	POOL	\$2,116.10	\$ 443.00
	Rec	\$ 540.00					
	Pool	\$ 1,738.50					
	Total	\$ 2,278.50					
	HFR Scholarship \$	\$ (1,500.00)					
	Total	\$ 778.50					
	County Payments	\$ (443.00)					
	Total	\$ 335.50					

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CITY OF
Saint Peter
WHERE HISTORY & PROGRESS MEET

Office of
City Administrator

July 1, 2013

Center for Rural Policy
Attn: Brad Finstad
600 South Fifth Street
Suite 211
Saint Peter, Minnesota 56082

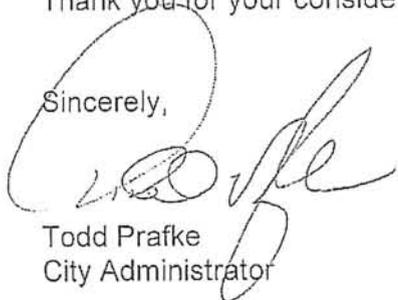
Dear Mr. Finstad:

The Center for Rural Policy's lease in the Saint Peter Community Center expired on May 31, 2013.

If you are interested in renewing your lease with the City, please contact my office (934-0663) at your earliest convenience so we may schedule a time to discuss lease terms.

Thank you for your consideration.

Sincerely,

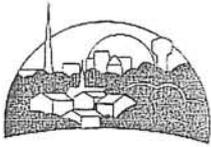


Todd Prafke
City Administrator

TP/bal

The City of Saint Peter is an equal opportunity provider
TDD #711

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CITY OF
Saint Peter
WHERE HISTORY & PROGRESS MEET

Office of
City Administrator

August 21, 2013

Center for Rural Policy
Attn: Brad Finstad
600 South Fifth Street
Suite 211
Saint Peter, Minnesota 56082

Dear Mr. Finstad:

The Center for Rural Policy's lease in the Saint Peter Community Center expired on May 31, 2013.

Enclosed please find a new lease that reflects a five percent (5%) rental increase and a term through July 30, 2014.

If you are interested in renewing your lease with the City, please contact my office (934-0663) at your earliest convenience so we may further discuss this extension. Or, if you are satisfied with the terms of the lease, please sign the document and return it to my office. I will then take the lease to the City Council for their approval.

Thank-you for your consideration.

Sincerely,

Todd Prafke
City Administrator

TP/bal

Enclosure

The City of Saint Peter is an equal opportunity provider
TDD #711

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**CENTER FOR RURAL POLICY AND DEVELOPMENT
SUBLEASE**

This Sublease is made and entered into this _____ day of _____, 2013 by and between the City of Saint Peter, a Minnesota municipal corporation (**CITY**), and The Center For Rural Policy and Development, a Minnesota non-profit corporation (**TENANT**).

WHEREAS, the **CITY** is the lessee in that certain Lease With Option To Purchase Agreement between the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor, and the City of Saint Peter, Minnesota, as Lessee, dated the 21st day of March, 2001; and

WHEREAS, the **CITY** has the right to sublease the premises upon the written consent of the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor;

WHEREAS, the **CITY** has space within the Community Center to lease to various non-profit organizations;

WHEREAS, **TENANT** is engaged in the business of Head Start Education and Community Service provision and is a Minnesota non-profit corporation;

WHEREAS, **TENANT** wishes to lease space from the **CITY** under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements, the parties make the following:

1. Description of Premises.

A. Rented premises include Rooms #211 of the Community Center located at 600 South Fifth Street, Saint Peter, Minnesota.

B. Common areas include rest rooms, hallways, kitchen facilities and storage cubicle.

C. **TENANT** shall have the right of ingress and egress through the halls and corridors of the building.

D. **TENANT** acquires no other right in any other part of the building than the parts herein specified.

E. **TENANT** shall be provided with one, four our meeting room rental per month as part of this lease. The meeting room rental shall not be accrued and must be scheduled through the City Recreation and Leisure Services office according to the policies of the City.

2. Restrictions on Use. **TENANT** shall not use or permit the premises, or any part of the premises, to be used for any purposes other than those set forth in this lease. **TENANT** shall neither permit on the premises any act, sale, or storage that may be prohibited under standard forms of fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that result in:

A. Waste on the premises;

- B. A public or private nuisance that may disturb the quiet enjoyment of other tenants in the building;
- C. Improper, unlawful or objectionable use, including sale, storage or preparation of food, alcoholic beverages, or materials generating an odor on the premises; or
- D. Noises or vibrations that may disturb other tenants.
- E. Installation of signage within the facility without the express written approval of CITY.

TENANT shall comply with all governmental regulations and statutes affecting the premises either now or in the future.

3. Responsibility of CITY.

- A. General maintenance of the building.
- B. General maintenance of the grounds for all seasons.
- C. General maintenance of rest rooms and hallways.
- D. Provide utility services of heat, electricity, garbage, water and sewer.
- E. Provide generation supervision of the building.
- F. Provide locks for building entrance and office entrance, and keys to tenants for the tenant's space.
- G. Provide phone lines to the building.
- H. Provide initial floor covering, wall construction, ceiling and overhead lighting.

4. Responsibility of TENANT.

- A. General maintenance of area leased by TENANT.
- B. TENANT agrees that CITY has no liability for property lost, stolen or damaged on the common or leased premises.
- C. General supervision and responsibility for securing the rented space.
- D. General supervision and responsibility for securing the building at all times other than 7:00 a.m. to 11:00 p.m., Monday through Friday -- or other such times as subsequently indicated by CITY upon written notice -- unless otherwise arranged with the Building Supervisor.
- E. Phone lines from the point of entry into the building to the leased premises and phone service.

5. Term and Rent.

A. Term. This lease shall run for a period of three (3) years commencing on September 1, 2013, until July 30, 2014.

B. Rental. For the duration of the lease term, **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$1,444.80.

C. Payments. Payments shall be made to the **CITY** at 227 South Front Street, Saint Peter, Minnesota.

D. Late Payments. A payment shall be delinquent if not paid by the 15th day of each month. A late charge of \$5.00 per day thereafter will be added to the amount due until paid. Failure to declare default on any particular payment that becomes delinquent shall not constitute a waiver of the rights to exercise the same at any subsequent time. If expenses are incurred or suit is commenced on this lease because of delinquent payments, **TENANT** agrees to pay all costs of collection, including reasonable attorney fees.

6. Default.

A. Events of Default. If **TENANT** does not pay the full amount of each monthly rental payment on the date it is due or violates any agreement contained in this lease, **TENANT** will be in default.

B. Right to Cancel. Upon evidence of default, **CITY** shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of **TENANT** under this lease.

C. Notice of Default. If **TENANT** is in default, **CITY** may give **TENANT** 30 days' notice of the cancellation and termination.

D. Remedies on Default. On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, this lease and the right, title and interest of **TENANT** shall terminate.

CITY shall have the right to obtain reimbursement from **TENANT** of all expenses incurred in regaining possession of the premises and the right to recover all additional rental required under the lease term if **CITY** re-enters and re-lets the premises for the benefit of **TENANT**.

On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, **CITY** may enter immediately and remove the property and personnel of **TENANT**, and store the property in a public warehouse or at a place selected by **CITY**, at the expense of **TENANT**. **CITY** may resort to any legal proceedings to obtain the possession of the premises and disposal of **TENANT**'s property.

CITY may elect, but shall not be obligated to make any payment required of **TENANT** or comply with any agreement, term or condition required to be performed by **TENANT**, for the purpose of correcting or remedying any such default at the expense of **TENANT**. Any expenditure for the correction by **CITY** shall not be deemed to waive or release **TENANT**'s default or **CITY**'s right to take any action as may be otherwise permissible hereunder in the case of any default.

7. Modifications. There shall be no modifications or materials affixed to the interior or exterior walls, doors, windows, floors or other inner structure of the leased premises without the express written approval of the CITY.

8. Damage. If the premises or any portion of the building or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of TENANT, or of TENANT's agents, employees, patrons, guests or any person admitted to the premises by TENANT, TENANT will pay to the CITY upon demand such sum as shall be necessary to restore the premises or equipment contained therein to their present condition.

TENANT hereby assumes full responsibility for the character, acts, and conduct of all person admitted to the premises or any portion of said building by the consent of TENANT or by or with the consent of any person acting for or on behalf of TENANT.

9. Insurance. It shall be the responsibility of TENANT to assure that its leased premises and personal property are covered by hazard and public liability insurance policies. The public liability insurance policy shall provide coverage at least in the amount of the CITY's maximum liability limits as set by statute. TENANT shall at the request of the CITY provide proof of insurance coverage required by this section.

10. Indemnification. TENANT covenants and agrees to save CITY harmless and to indemnify CITY against any claims or liabilities for compensation which may arise or accrue by reason of the use of TENANT, TENANT's agents, employees, patrons, guests or any person admitted to the premises by TENANT.

11. Casualty. In case said building or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this lease by CITY impossible, the CITY may terminate the lease, and TENANT shall pay rent for said premises only up to the time of such termination, at the rate set in this lease. CITY waives any claims or damages or compensation from TENANT should this lease be so terminated.

TENANT may, with approval of CITY, lease equipment, as set forth on Exhibit A attached, in the premises, but TENANT assumes full responsibility in the event of a casualty and in accordance with the above.

12. Option to Renew. TENANT shall have the option to renew this lease before CITY offers the premises to any other party. Written notice of intention to renew must be furnished to the CITY 120 days prior to the expiration of the lease or any renewal hereunder. The terms of the lease shall be subject to renegotiation at the time of any renewal with the proposed rental price furnished to TENANT 90 days prior to the expiration of the lease.

13. Mail Distribution. All tenant mail shall be distributed from the central mail facility. Each tenant will be assigned a Post Office Box. No tenant mail will be delivered directly to the tenant's leased space. There shall be a nominal Post Office box key rental fee.

14. Termination Prior To End Of Lease Term. In the event the TENANT completes or reasonably anticipates completion of construction of its own building, then TENANT may terminate this lease without penalty by giving CITY one hundred and twenty (120) days written notice.

TENANT understands that this lease is subject to the terms of that certain Lease by and between the Saint Peter Economic Development Authority, a body politic, and the City of Saint Peter, as Lessee, dated March 21, 2001. TENANT understands and agrees that this sub-lease may be terminated pursuant to the terms of said Lease Agreement.

15. Waivers. The failure of the CITY to insist on a strict performance of any of the terms and conditions of this Lease shall not be deemed a waiver of any subsequent breach or default of any terms or conditions of this Lease.

16. Notice. All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested to the parties as follows:

CITY OF SAINT PETER
227 South Front Street
Saint Peter, Minnesota 56082

TENANT - CRPD
600 South Fifth Street Suite 211
Saint Peter, Minnesota 56082

17. Surrender of Possession. TENANT shall, on the last day of the term or renewal, or on earlier termination or forfeiture of the lease, peaceably and quietly surrender and deliver the lease premises to the CITY free of any encumbrance placed on it by TENANT, except movable trade fixtures, all in good condition and repair. In the event TENANT does not remove its personal property at the termination or default of the Lease, the CITY may elect to consider the property abandoned and the property of the CITY without any further payment or offset.

18. Assignment. This Lease may not be assigned by either party without the written consent of the other party. The written consent shall not be unreasonably withheld.

19. Total Agreement. This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument executed by all parties. This Lease and terms and conditions of the Lease apply to and are binding on the legal representatives, successors and assigns of both parties.

20. APPLICABLE LAW. This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

21. TIME OF THE ESSENCE. Time is of the essence and all terms of this license.

22. Further Assurances. Each of the parties agree to execute all documents and instruments and to take or to cause to be taken all action which are necessary or appropriate to comply with the terms of this Agreement.

23. Amendments, Supplements, etc. This Agreement may be amended or supplemented at any time by additional written agreements as may mutually be determined by the parties to be necessary, desirable, or expedient to further the purpose of this Agreement or to clarify the intention of the parties.

24. Rights Cumulative. All rights and remedies of each of the parties under this Agreement will be cumulative, and the exercise of one or more rights or remedies will not preclude the exercise of any other right or remedy available under this Agreement or applicable law.

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____, 2013, by Timothy Strand and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

Notary Public

CONSENT

The Economic Development Authority of the City of Saint Peter does hereby consent to the attached sublease by and between the City of Saint Peter and _____, dated _____, 2013.

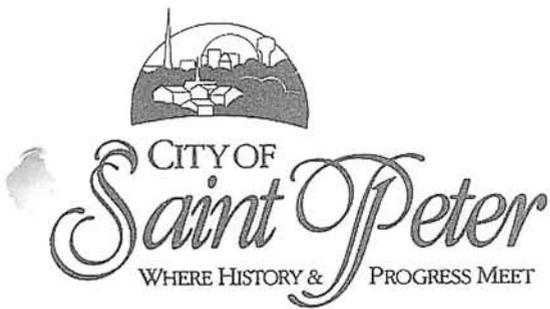
Mike Favre
Chair

Todd Prafke
Executive Director

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____, 2013, by Mike Favre and Todd Prafke, the Chair and Executive Director of the Economic Development Authority of the City of Saint Peter, Minnesota.

Notary Public



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/7/2013

FROM: Todd Prafke
City Administrator

RE: Core Things

This is the list that you developed at the end of your last Goal Session about priorities for the next or upcoming timeframe. My hope is to use this list to track some of these and inform you about activities. You may recall this was originally presented as a slide that you added to. The original two columns were "Should Do" and "Should Not Do".

We will go through this list at your Goal Session and I hope to develop a new list for the next cycle.

SHOULD DO	PROGRESS
Gardner yes MSA (Borrow MSA)	Plan more developed - you will see at this meeting
Change presentations	Have taken action to enhance with addition of "why good for community" and explanations
Careful on use of social media but go	Have made changes to website, expanded what is placed on Facebook, video blogging but no twitter use yet.
SWMHP Park Row 1 WT 2	This project continues to move forward
Nash downtown move	Issue has been solved
North end alternatives possible	Work ongoing - will discuss today including discussion of the previously development Pories list that has been in the past 4 to 6 Goal Session packets.
Welco West get, promote	Letter sent to County - meeting on June 25th
Dave at SMMPA about use	No work done here
Transit move carefully forward	Continue to finalize plans - addition of route likely in August - on agenda for Goal Session
Hospital CEO must be good	Scoring done. Meetings set, 84 applications reviewed, 60+ meet minimums

SHOULD NOT DO	
No name calling	Progress here is up to the Council.

This is intended to address comments about Goal Sessions and lack of tracking of specific priorities that were set by the Council. I hope it is a helpful tool.

Please let me know if you have any questions.

TP/bal



CITY OF
Saint Peter
WHERE HISTORY & PROGRESS MEET

Office of
City Administrator

May 16, 2013

Saint Peter Community Childcare
Attn: Callie Afdahl-Doble
600 South Fifth Street
Saint Peter, Minnesota 56082

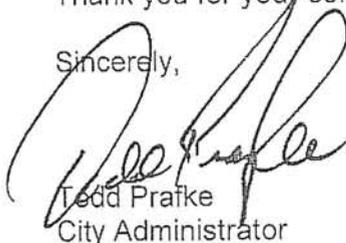
Dear Callie:

I would like to schedule a meeting with yourself and any other board members you wish to include to discuss finances and rent issues related to your space at the Community Center. It is my hope to schedule this meeting as soon as possible.

Would you please contact my office (934-0663) to schedule a time for us to meet? Barbara will be happy to find a time that works for all involved.

Thank you for your consideration and I look forward to our discussion in the very near future.

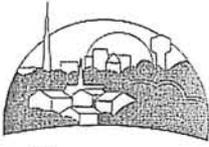
Sincerely,



Todd Prajke
City Administrator

TP/bal

The City of Saint Peter is an equal opportunity provider
TDD #711



CITY OF
Saint Peter
WHERE HISTORY & PROGRESS MEET

Office of
City Administrator

February 6, 2013

St. Peter Community Child Care Center Inc.
Attn: Jim Stenson
219 South Minnesota Avenue
St. Peter, MN 56082

Dear Jim and Members of the Board:

Thank you for your letter of February 4th. I appreciate your hard work and diligence explaining your proposal to the EDA related to your loan and the proposal to the City Council about your lease of space at the Community Center including a check for \$18,000.

It would be my hope to bring your proposal to the City Council at an upcoming meeting - one where your group can be represented. I also hope make recommendation to the EDA at their February meeting, both pending my receipt of the additional financial information we requested and you agreed to as demonstrated in your letter.

As you know, the Council's previous offer to reduce rent at the Community Center was predicated on your ability to show positive cash flow under reasonable projections, accepted by the City. This has not been done yet, but I know you are hard at work assembling the data and providing for that budget.

In the time between your receipt of this letter and our next meeting I will cash the check and apply it towards your rent under the current conditions as stated in our lease. If the Council accepts your proposal or a new agreement is fashioned, a recounting will be made based on that new agreement.

Thanks again for all you do and the City is happy for your care of children and the start up at your additional location. Please forward the documentation we discussed when it is completed and give me a call so we can visit about possible dates for your group to attend a Council workshop to discuss your offer.

Sincerely,

Todd Prafke
City Administrator

TP/bal

cc: City Council
Finance Director O'Connell
City Attorney Brandt
Community Development Director Wille

The City of Saint Peter is an equal opportunity provider
TDD #711

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IPAD Releases Advisory Opinion on Council Meetings Via Skype

The Information Policy Analysis Division (IPAD) released an advisory opinion this week that said a city councilmember can attend and participate in city council meetings from a remote location using Skype if the requirements of *Minnesota Statutes, section 13D.02* ([Link to: https://www.revisor.mn.gov/statutes/?id=13D.02](https://www.revisor.mn.gov/statutes/?id=13D.02)) have been met.

The conditions required to have a councilmember participate using Skype include the following:

- All members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present.
- Members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body.
- At least one member of the body is physically present at the regular meeting location.
- Each location at which a member of the body is present is open and accessible to the public.
- The public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating in the meeting by Skype. The timing and method of providing notice will depend on whether the meeting is a regular, special, or emergency meeting. In the IPAD advisory opinion, it was noted that the City of Cohasset (the city that requested the advisory opinion) provided posted notice at both meeting locations when it used Skype for a councilmember at a remote location.

A councilmember using Skype is considered present at the meeting for purposes of determining a quorum and participating in all proceedings. It is still a best practice to discuss this procedure with your city attorney prior to using Skype for meetings.

- **Access the IPAD opinion** ([Link to: http://www.ipad.state.mn.us/opinions/2013/13009.html](http://www.ipad.state.mn.us/opinions/2013/13009.html))

If you have any questions, contact Amber Eisenschenk (see right) or any member of the LMC Research Department at (651) 281-1200 or (800) 925-1122.

Read the current issue of the Cities Bulletin ([Link to: http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp](http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp))

Your LMC Resource

Contact Amber Eisenschenk

Research Law Clerk

(651) 281-1227 or (800) 925-1122

aeisenschenk@lmc.org ([Link to: mailto:aeisenschenk@lmc.org](mailto:aeisenschenk@lmc.org))

Minnesota Department of Administration Advisory Opinion 13-009



This is an opinion of the Commissioner of Administration issued pursuant to Minnesota Statutes, section 13.072 (2012). It is based on the facts and information available to the Commissioner as described below.

Facts and Procedural History:

On February 6, 2013, the Information Policy Analysis Division (IPAD) received an advisory opinion request from David Decker, Finance Manager for the City of Cohasset, dated February 1, 2013. In his letter, Mr. Decker asked the Commissioner to issue an advisory opinion regarding the City Council of Cohasset's conduct under Minnesota Statutes, Chapter 13D, the Minnesota Open Meeting Law (OML).

A summary of the facts as provided by Mr. Decker follows:

[The Cohasset City Council] recently held a City Council meeting utilizing Skype on the City's computer which was projected on a large screen television in the City Council Chambers in order to include a council member at a remote location outside the State of Minnesota. We followed the relevant state statute, Minnesota Statutes Section 13D.02, in preparing for this meeting...

We made sure that all members of the City Council could hear and see one another. Members of the public at the council's regular meeting location could see and hear all discussions, etc. There were four (4) members of the council at the regular meeting location. The council member at the remote location posted notice at that location and that location was accessible to the public. We also posted notice at the regular meeting location stating that a council member would be participating from a remote location. The member at the remote location did participate in the City Council proceedings, but all formal action which was taken at the meeting was passed with a unanimous vote, so the vote of the member at the remote location was not required for passage of any item.

After the meeting, an article appeared in a local newspaper suggesting that the meeting violated the OML because the remote location of the member participating via Skype was not accessible to residents of Cohasset.

Mr. Decker wrote, "[w]e continue to contend... that the reference to 'the public' in the statute is not restricted to the residents of the City of Cohasset."

Issue:

Based on Mr. Decker's opinion request, the Commissioner agreed to address the following issue:

Did the City of Cohasset comply with Minnesota Statutes, section 13D.02, when it held a meeting at which a city council member attended via Skype from a remote location?

Discussion:

Minnesota Statutes, section 13D.02, subdivision 1, states:

A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive television so long as:

- (1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
- (2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
- (3) at least one member of the body is physically present at the regular meeting location; and
- (4) each location at which a member of the body is present is open and accessible to the public.

The Commissioner has not had the occasion to opine on the meaning of "interactive television," as it is used in section 13D.02. However, the Commissioner has opined previously on other questions about use of technology as it relates to an entity's obligations under Minnesota Statutes, Chapter 13. The issue Mr. Decker raised is analogous.

For example, in Advisory Opinion 00-043, the Commissioner was asked, pursuant to Minnesota Statutes, section 13.04, subdivision 4, what a government entity's obligation is to include a data subject's "statement of disagreement" regarding the accuracy and/or completeness of data when the entity discloses the data in dispute on its website. The Commissioner opined:

Regarding data that exist in electronic form ... the Commissioner again recommends a common sense approach. The Commissioner's understanding of web-based technology is that in most situations when a document(s) or database is posted to a website, it is possible to create a link in that document or database directly to another document. This process seems akin to physically attaching a paper copy of a disagreement statement to a paper copy of data in dispute.

Also, in Advisory Opinion 97-049, the Commissioner stated:

The Commissioner is of the opinion that in the electronic age, a public employee's e-mail address is also part of the employee's work location. An employee's e-mail address simply provides another means, in a different medium, for the public to communicate with its government.

See also Advisory Opinions 03-040, 07-004 and 11-006.

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Here, the Council used Skype, as it might have used interactive television, to conduct its meeting in a manner that allowed it to meet its obligations under section 13D.02. Further, the plain language of the statute does not forbid a member of a public body from "attending" a public meeting at a location "open and accessible to the public" outside of the entity's geographic area, as long as all other conditions of that section are met.

Opinion:

Based on the facts and information provided, the Commissioner's opinion on the issue Mr. Decker raised is as follows:

The City of Cohasset complied with Minnesota Statutes, section 13D.02, when it held a meeting at which a city council member attended via Skype from a remote location, because the meeting met each of the four requirements in section 13D.02.

Signed:

Spencer Cronk
Commissioner

Dated: March 19, 2013.





Shedding Light on the Minnesota Open Meeting Law

Presented by: Susan Naughton, LMC Staff Attorney



Interactive Television

Councilmembers can hear and see each other & all discussion & testimony.

Public at regular meeting location can hear and see all discussion, testimony, & voting.

At least 1 councilmember at regular meeting location.

Each location where a councilmember is present is “open and accessible to the public.”

City councilmember in Florida participated in a council meeting using Skype on the City's computer which was projected on a large screen television. All councilmembers and the public could see and hear discussion. The Florida meeting room was posted open to the public. Four councilmembers were present at the regular meeting location.

Did this meeting comply with the OML?

Yes.

IPAD advised that the meeting complied with the OML because it met all four requirements for an “interactive television” meeting.

IPAD 13-009.

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01/09/2012

How companies can create a service culture

**OUTSWIMMING
THE SHARKS**
HARVEY MACKAY



No business can stay in business without customers. How customers are treated determines how long the doors stay open. Poor-quality service has probably doomed as many businesses as poor-quality products.

Enter the "guru of customer service," John Tschohl. He earned that moniker from USA Today, Time and Entrepreneur magazines.

After 31 years focused solely on customer service, he is president of Service Quality Institute, which has representatives in 40 countries. He has written hundreds of articles and six bestselling books. And he is willing to share his wisdom with my readers.

I don't often devote so much of my column to one resource, but John is the best of the best.

I asked John how a company goes about creating a service culture. He broke it down into six steps:

- **Understand you're in the service business.** Most companies think they're in manufacturing and retail. It's a paradigm switch. Southwest Airlines is successful because it understands it's a customer service company that just hap-

pens to be an airline.

- **Look at all the policies, procedures and systems you have in place that make life miserable for customers.** You could have the nicest people in the world but also stupid hours, stupid rules or stupid procedures that irritate customers. And they won't come back.

- **Have empowerment.** Every employee must be able to make fast and powerful decisions on the spot, and they'd better be in favor of the customer.

- **Be more careful about whom you hire.** Service leaders hire one out of 50 applicants, sometimes one out of 100, and they're very careful. You have to look for the cream, the A players, instead of bringing on B and C players.

- **Educate and train the whole staff on the art of customer service with something new and fresh every four to six months.** No matter if you have 100, 1,000 or 10,000 employees, you better have something new and fresh constantly in front of them, so when they go to work, they say, "Fantastic — I'm taking care of customers."

- **Measure the results financially so you know the impact customer service is making on revenue, on profit and on market share.** You have to track the numbers so you understand that it's worth the

time and effort.

John's methods shouldn't shock anyone — and it's likely that most successful businesses are doing some of those things. But I think it's the commitment to following through on all six that establishes the service culture.

As I tell our staff at Mackay-Mitchell Envelope Co., "We aren't selling envelopes. We're selling people."

But that's not the end of John's advice. I asked him to describe the five critical elements necessary for breakaway service. He didn't hesitate.

First, he said, you have to have speed. "How do you shrink the time by 90 percent? If it normally takes 10 days to do something for a customer, how do you do it in one day? That's speed. Speed is not going from 10 hours to nine hours. Speed allows you to differentiate in the marketplace." He cites Amazon's emphasis on speed as a great example.

Second, he reiterated the importance of employee empowerment. "They've got to do whatever they've got to do, on the spot, so the customer walks away off the Internet, out of the store, on the phone — however they were interfacing — and they think they have touched

heaven." The most important person in every single company is the frontline employee.

Third, quality in whatever service or product you're selling is essential.

Fourth is service. "And if you took the two words, quality and service, they're highly intangible." So if you asked 100 customers to define "quality service," there would be 100 different answers.

Finally, John stresses the importance of using the customer's name, remembering the customer and making each customer feel special.

He described his experiences with an Apple retail store, which combines technology, speed, quality and service. They dominate the competition because they understand how the combination works.

After our conversation, I re-examined our company's procedures. And if you care about service quality, you'll do the same. Start 2012 with a new commitment to service!

Mackay's Moral: Improve your service to improve your business.

Harvey Mackay is a Minneapolis businessman. Contact him at 612-378-6202 or e-mail harvey@mackay.com. Distributed by United Feature Syndicate.

Minnesota Statue 138.053, County historical society; tax levy; cities or towns.

The governing body of any home rule charter or statutory city or town excepting cities of the first class may annually appropriate from its general fund an amount not to exceed 0.02418 percent of taxable market value, derived from ad valorem taxes on property or other revenues, to be paid to the historical society of its respective county to be used for the promotion of historical work and to aid in defraying the expenses of carrying on the historical work in the county. No city or town may appropriate any funds for the benefit of any historical society unless the society is affiliated with an approved by the Minnesota Historical Society.

Minnesota Statue 471.93, Appropriations for historical work by municipalities.

In cities of the second, third or fourth class, and statutory cities at any regular or properly called special meeting of the council, it may appropriate money for the purpose of collecting, preserving, storing, housing, printing, publishing, distributing and exhibiting data and material pertaining to the history of the city, for the purpose of commemorating the anniversary of any important and outstanding event in such history, and to preserve such history data and material for future generations.

- . Goal session
- . Maint Est on what City does at the Tds location
- . Possible Joint Programing w/ Rec.

Items of Vital Importance

- Exceptional Schools
- Vibrant Business Community
- Available Early Childhood Care and Educational Opportunities
- Affordable Housing
- Plan for Changing Demographics

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