

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

Regular Workshop Session of Monday, March 16, 2015
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

I. CALL TO ORDER

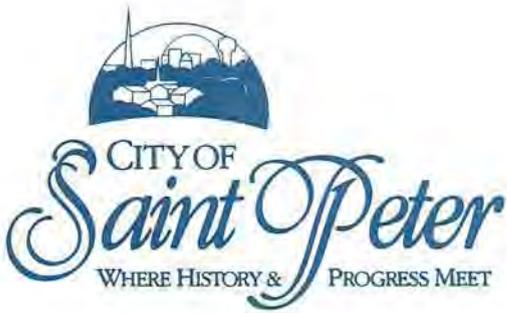
II. DISCUSSION

- A. Hospital Budget Update
- B. Hospital Commission Membership
- C. Transient Food Merchant Regulations
- D. Human Rights Commission Membership
- E. Water Utilities Superintendent Position Description
- F. Rain Barrel Program
- G. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/12/2015

FROM: Todd Prafke
City Administrator

RE: Hospital Budget Review

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

For the last 6 to 7 years the Hospital CEO and staff have come to one of your workshops to discuss the performance of the Hospital in the past year and provide some discussion of the budget for the current year. The goal is to keep the Council informed of the activities and spend a bit of additional time on capital purchases that may need your approval under your ordinance.

Under that ordinance the Council has no authority to approve or modify the Hospital budget; however it has been our goal to ensure that understanding is provided and this format has worked well for that purpose.

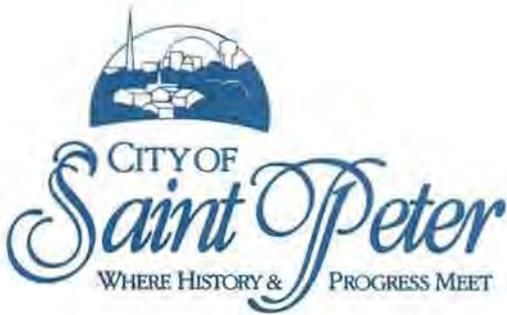
Members should note that my office sends out the monthly Hospital financials that are provided to the Commission. If you have had the chance to review those documents you will have noted a slight change in the reporting due to the following two primary issues:

- A new financial software system is now online and getting tweaked into reporting forms.
- A reduction in the amount of data as the Commission and the CEO have continued to hone the "dashboards" that are used to evaluate performance.

CEO Rohrich and a member or two of his staff will be present at the workshop on Monday evening to discuss a little 2014 information, but will mainly focus on the 2015 year.

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

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/12/2015

FROM: Todd Prafke
City Administrator

RE: Hospital Commission Membership Modification

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Members may recall your discussion related to membership on all of your boards and commissions including the Hospital Commission. Council suggested that a change may be appropriate and more specifically that additional representation of the City Council be provided for. Since the Hospital is owned by the City and the City has not only an operational obligation but also a fiduciary responsibility for the Hospital, it was suggested that a second Councilmember may be a positive addition to that Commission.

After a review of the Ordinance governing the Hospital and the Commission membership, as well as a review of a few options related to the requested change, your City Attorney and I are suggesting the modification below.

You will note that in addition to a second member of the City Council, the language change would provide for establishing voting rights for the President of the Medical Staff (a President is elected yearly) which shows the significant role that the care providers play in the success of the Hospital. Additionally, it provides for an odd number of members which is a best practice for voting purposes.

Sec. 2-624. - Establishment and composition.

The Hospital, Nursing Home, Medical Clinic and Ambulance Commission is hereby continued. The short title of the Commission shall be "Hospital Commission". The Commission shall consist of six members who shall be legal voters of the City and who shall serve staggered five-year terms. In addition to the foregoing membership, ~~one~~ two members of the Council shall be ex officio members with full voting privileges and one member shall be the President of the Medical Staff who shall serve as an ex officio member with ~~no~~ full voting privileges. The Councilmembers shall be appointed for a term of one year and may be reappointed.

Other potential options include:

- Modification of the City Code to designate one or two of the current number of seats for Councilmembers. Since there are no current vacancies this could be done at the end of the year or by removal of a current member if you prefer action more quickly. Whether you decide to have one or two Councilmembers on the Hospital Commission can have an impact on the time line if you choose to use Commission attrition as the trigger.
- Since the current Code provides no specificity as to background for membership, the Council could appoint a Councilmember to a "regular member" term when one opens. This would mean however, that the Councilmember appointed would be eligible to serve the 5 year term. Since Council terms are four years this could pose an overlap problem meaning that the Councilmember could stop being a member of the Council and still remain on the Commission, therefore not meeting your goal of two Councilmembers.
- We could explore staggered terms for the Councilmembers instead of the one year at a time process that you use currently. There are a couple of variations on this general theme. If this is a choice for the Council, I would suggest the best practice is to provide direction in your City Code rather than a Council practice or operational procedure.
- There are others as well.

The Council could take action in March. Action of this type certainly has the potential to meet the discussed goals of the Council. The expressed goals were:

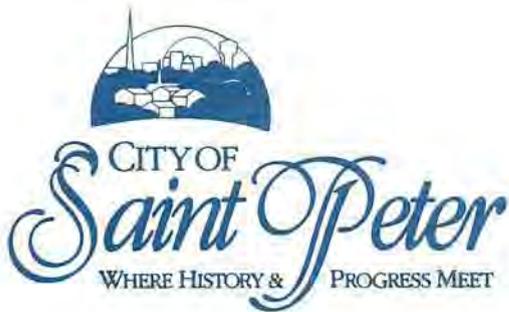
- Improve communication opportunities between the Commission and the Council.
- Provide for better understanding by the Council of operations and capital requests.
- Since the Hospital is such a large part of your overall operations more attention to the Commission may be of value.
- There may have been others that I either failed to note or have since been thought of.

I provided a report on your discussions to the Hospital Commission at their last meeting and received no negative comments from the Hospital Commission members that were present.

My goal for your meeting is to discuss the proposed language changes and if suitable, seek approval for the change in the next cycle or two by adoption of an Ordinance.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/13/15

FROM: Russ Wille
Community Development Director

RE: Transient Food Merchant – Suggested Regulations

ACTION/RECOMMENDATION

None needed. Staff will provide an update regarding Transient Food Merchants (Food Trucks) including operational rules and licensing.

BACKGROUND

In January, the staff brought forward and Council discussed proposed regulations related to the operation of "food trucks" within Saint Peter. Members discussed and debated the merits of the proposed regulations suggested by staff.

The original proposal would require that food trucks operate at least 200 feet from a licensed bricks and mortar establishment selling food for consumption on the premises. Individual Councilmembers suggested that a smaller buffer would suffice. It was also suggested that a portion of Municipal Parking Lot #5 could be set aside as a regular food truck location.

To help frame the discussion, maps have been prepared which depict a 50, 100 and 200 foot buffer from licensed, bricks and mortar restaurants.

The original proposal would prohibit the operation of a food truck within a residentially zoned neighborhood. Some Councilmembers questioned whether a food truck could be invited to provide services within a residential district for a private event such as a birthday party. I have tweaked the proposed guidelines to allow limited operations of a food truck within a residential neighborhood. The proposed regulation would allow a food truck to provide catered food service for a private gathering at a private residence. To maintain the peace and quiet expectant within a residential neighborhood, such operations would need to cease by 9:00 p.m.

I have attached a revised set of guidelines for further Council discussion and consideration.

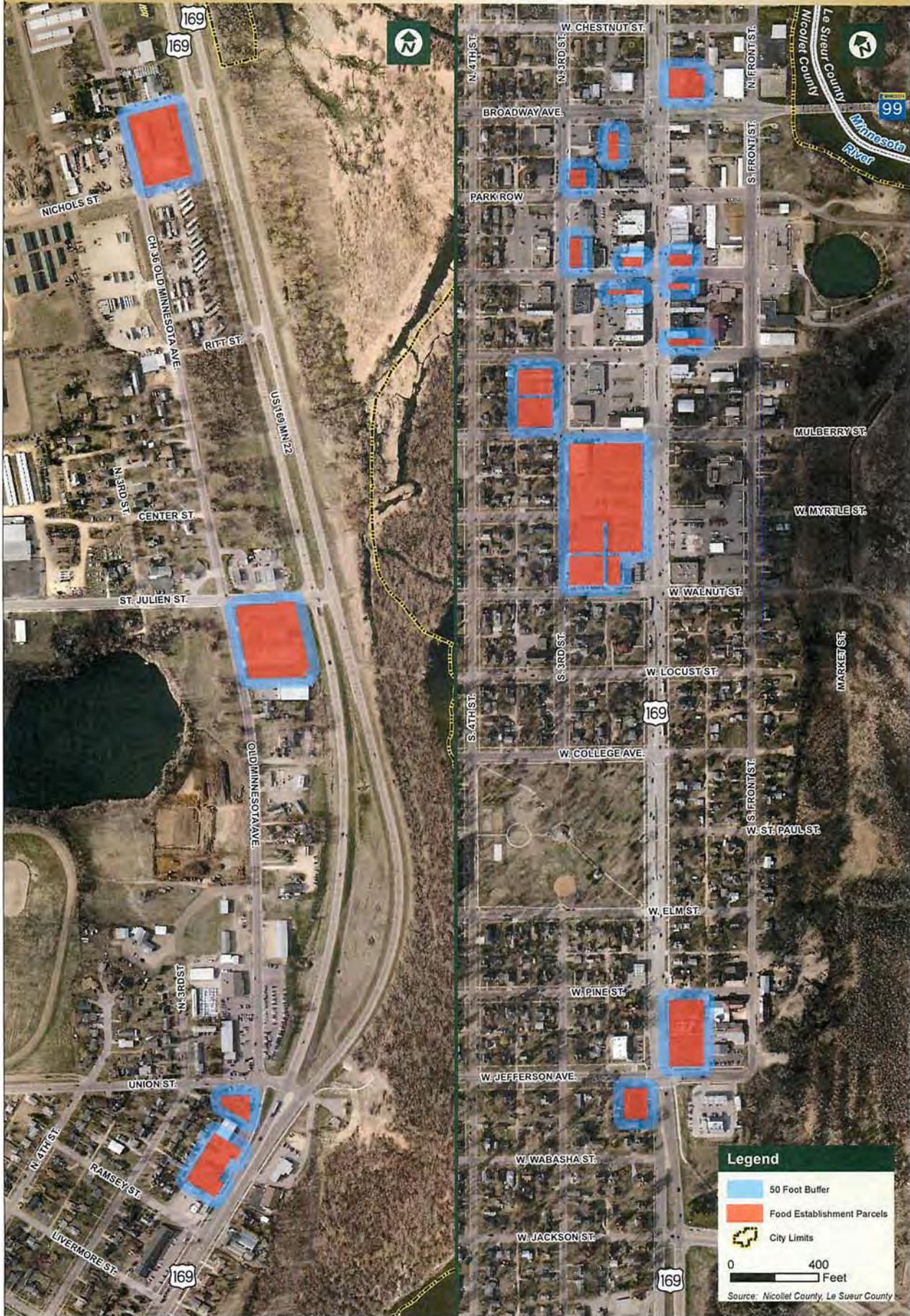
Please feel free to contact me should you have any questions or concerns on this agenda item.

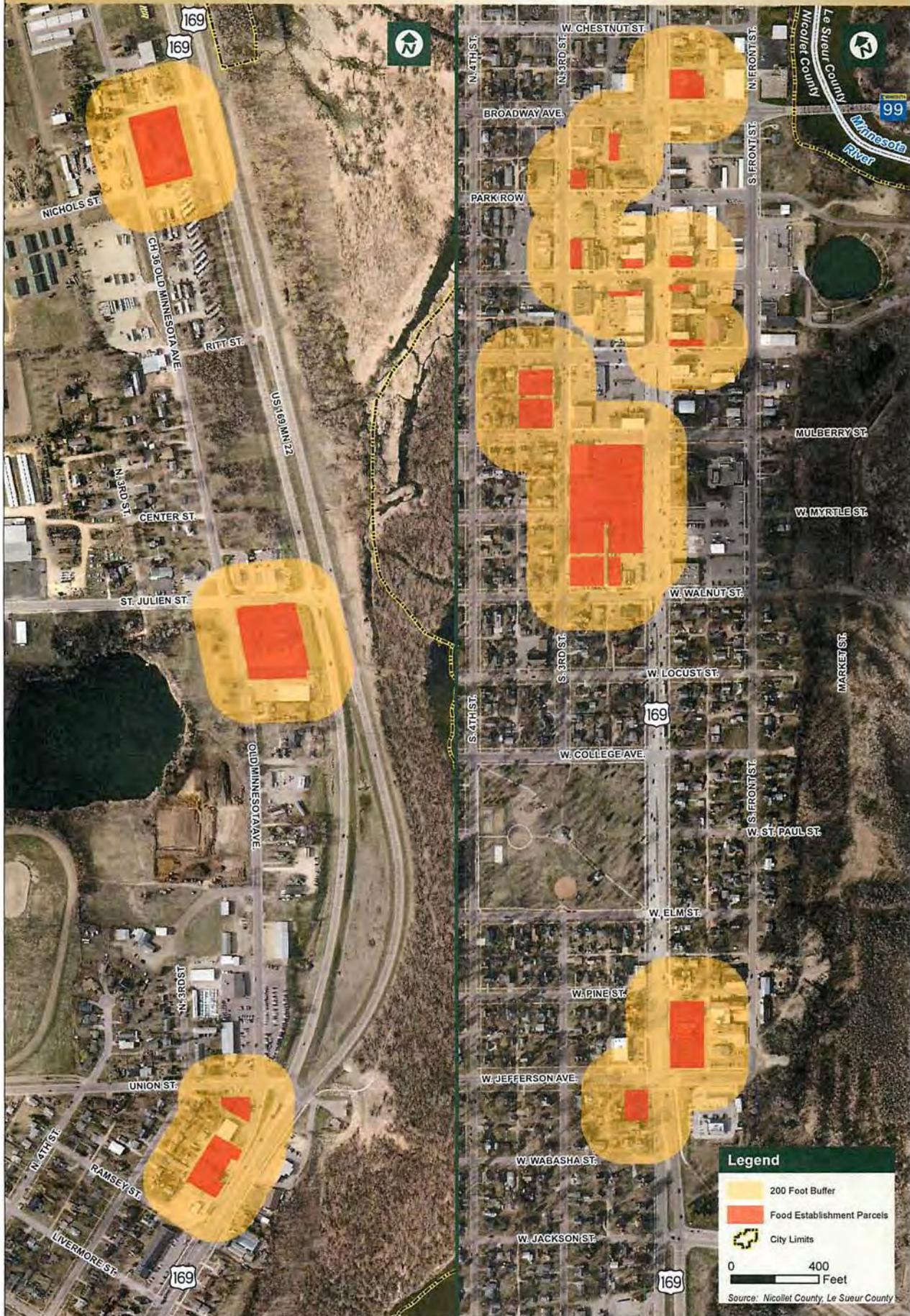
RJW

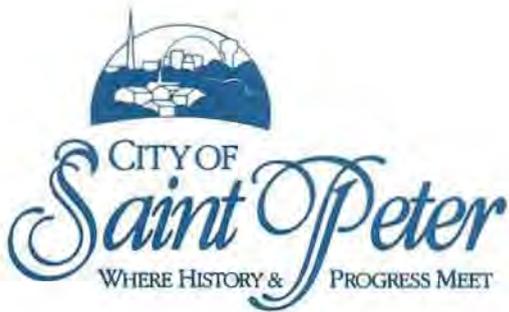
Transient Food Merchants

1. The TFM shall not operate within (200/100/50) feet of a bricks and mortar establishment licensed for the sale and consumption of food products.
2. The TFM may only operate within the CBD, C-3, C-4, C-5, I-1 or I-2 zoning districts.
3. TFM operations shall be prohibited within residentially zone districts, with the exception that TFM operators may provide catered services for a private gathering at a private residence. Such residential operations shall conclude by 9:00 p.m.
4. One temporary sandwich board may be utilized as an accessory use. The signage must be removed daily and relocated with the TFM operations.
5. The TFM must provide an appropriately sized, leak proof, non-absorbent receptacle for solid waste. Such receptacles shall be relocated daily with the TFM operations. All solid waste must be disposed of at a private facility according to the applicable municipal regulations.
6. At the conclusion of each day's operations, the TFM shall cause all waste, signage and materials to be removed from the site. No evidence of the use shall remain at the conclusion of each day's business.
7. The TFM must obtain and maintain the appropriate license(s) as required by the City of Saint Peter, Nicollet County or the State of Minnesota.
8. The TFM may not operate or locate within any off-street parking area when such area is necessary to meet the minimum requirements for off-street parking as regulated by the zoning ordinance.
9. The TFM may not operate within the right-of-way of U.S.T.H. 169 as per Minnesota Department of Transportation rules and regulations.
10. The TFM shall abide by all established vehicular parking regulations.
11. The TFM may only operate from sunrise to 11:00 p.m.
12. Except as provided in regulation #3, the TFM may not undertake any function of their operation, including the preparation of food products, within a residentially zoned district.
13. The TFM may not operate in a manner which creates undue congestion upon the public sidewalk and handicapped accessibility of a minimum of five (5) feet must be maintained at all times.

14. The TFM must show proof that State and Federal tax identification numbers have been obtained from the appropriate governmental agency at the time of licensing.
15. The TFM operations shall be entirely self-contained requiring no outside utility sources.
16. An electrical generator, if utilized, shall meet National Park Service Interior Regulations 2.12 that state, "motorized equipment or machinery shall not exceed a noise level of 60 decibels when measured on the A-weighted scale at 50 feet.
17. TFM may not use noisemakers or flashing lights to attract customers.
18. Each TFM vehicle must display a legible sign depicting the name, address and telephone number of the vehicles owner/operator.
19. The owner/operator shall provide proof of liability insurance with a minimum coverage of \$1.5 million per event or claim.
20. The owner/operator shall obtain an annual TFM license from the City Clerk. The annual license fee shall be provided at a cost of XXX and shall be obtained or renewed prior to initiating operations.







Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/12/2015

FROM: Todd Prafke
City Administrator

RE: Human Rights Commission Modification

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Members may recall your discussions related to membership on the Human Rights Commission. Maintaining membership on that Commission has been an ongoing struggle. In addition, some the initiatives supported by the Commission failed to grab the attention of the community in a way that the Commission members had hoped. This was exemplified by the lack of interest in nomination for the Saint Peter Human Rights Award over the last couple of years.

The Council discussed the important mission that the Commission works to fulfill and had suggested that a review be done to determine whether that role could be taken on by the Council, thereby effectively making sure membership was addressed and that the mission of the Human Rights Commission received the attention deserved by the community.

Your previous discussions included a couple of options to provide for this change. Based on a review with your City Attorney, we believe that if the Council wishes to make that change, all things being equal, the concept of transferring the duties to the Council is less confusing and a straighter path. An ordinance modification would do just that and a redlined copy of the existing City Code section is attached for your consideration. A draft ordinance encompassing the redlined language would be developed for action at the next regular Council meeting if the Council chooses to move forward.

You will also find attached three additional documents including the State Statute, Bias/Hate Crime Response Policy that was adopted by the Commission a number of years back meeting its obligation to respond to a hate or bias crime, and the Human Rights Award documentation. With the redlined City Code section, these four documents provide a flavor of the mission of the Commission and give direction as to its work.

The Council could take action yet in March. Action of this type certainly has the potential to meet the discussed goals of the Council which are:

- Ability to meet statutory requirements for response
- Maintain membership levels to fully function
- Additional impact within the community
- Planning for changing demographics within Saint Peter

The Council wants to make sure that the previous members of the Commission should receive great thanks for their service and commitment and that this action is in no way a reflection of their work. Rather the change is a reflection of the reality of the challenges of volunteer service on boards and commissions and the importance that the Council places on equal rights and recognition of human rights within our community.

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

TP/bal

Human Rights Commission Change Draft 03102015

DIVISION 10. - HUMAN RIGHTS COMMISSION

Sec. 2-647. - Continued.

A Human Rights Commission is hereby continued.

(Code 1989, § 2.37; Ord. No. 360(2nd Ser.), § 3, 1-12-2004)

Sec. 2-648. - Purpose.

The purpose of the Human Rights 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 this community by assisting the State Department of Human Rights and implementing the Minnesota Human Rights Act, M.S. § 363A.001 et seq., and by advising the Council on long range programs to improve community relations in the City.

(Code 1989, § 2.37; Ord. No. 360(2nd Ser.), § 3, 1-12-2004)

Sec. 2-649. - Composition.

The Human Rights Commission shall consist of the City Council Members.

~~The Human Rights Commission shall consist of nine members. One member shall be a Councilmember and shall be appointed for a one-year term. All remaining members shall be appointed for three-year terms. All members shall be appointed by the City Council. Members may be removed by the Mayor for cause. Vacancies during the term of any member shall be filled by the Council for the unexpired portion of the term.~~

(Code 1989, § 2.37; Ord. No. 360(2nd Ser.), § 3, 1-12-2004)

Sec. 2-650. - Duties.

In fulfillment of its purpose, the Human Rights Commission's duties and responsibilities shall be:

- (1) Adopting bylaws and rules for the conduct of its affairs;
- (2) Drafting a memorandum or agreement with the State Department of Human Rights for the purpose of determining regulatory and enforcement procedures;
- (3) Enlisting the cooperation of agencies, organizations, individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities;
- (4) Formulating a human relations program for the City;
- (5) Advising the Mayor and Council on human relations and civil rights problems, and recommending the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the City;

- (6) Developing in cooperation with the State Department of Human Rights such programs of formal and informal education as will assist in the implementation of the Minnesota Human Rights Act, M.S. § 363A.001 et seq.

363A.07 LOCAL COMMISSIONS.

Subdivision 1. **Jurisdiction of county commissions.** If a county or group of counties creates a local commission, the commission does not have jurisdiction over any part of the county that is within the jurisdiction of a local commission created by city charter or municipal ordinance.

Subd. 2. **Referral from commissioner.** The commissioner, whether or not a charge has been filed under this chapter, may refer a matter involving discrimination because of race, color, religion, sex, creed, disability, marital status, status with regard to public assistance, national origin, age, sexual orientation, or familial status to a local commission for study and report.

Upon referral by the commissioner, the local commission shall make a report and make recommendations to the commissioner and take other appropriate action within the scope of its powers.

Subd. 3. **Referral to commissioner.** A local commission may refer a matter under its jurisdiction to the commissioner.

The charging party has the option of filing a charge either with a local commission or the department. Notwithstanding the provisions of any ordinance or resolution to the contrary, a charge may be filed with a local commission within one year after the occurrence of the practice. The exercise of such choice in filing a charge with one agency shall preclude the option of filing the same charge with the other agency. At the time a charge comes to the attention of a local agency, the agency or its representative shall inform the charging party of this option, and of the party's rights under Laws 1967, chapter 897.

Where this chapter provides additional protections and remedies not provided for under a local antidiscrimination ordinance, the local commission shall advise a party bringing a charge under a local ordinance of those additional protections and remedies and of the option to file a charge under this chapter.

The term "local commission" as used in this subdivision has the same meaning given the term in section 363A.03, subdivision 23.

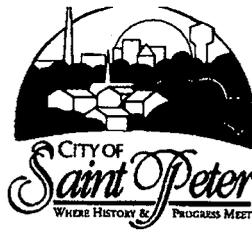
Subd. 4. **Withdrawal from local commission.** Notwithstanding the provisions of any law or ordinance to the contrary, a person who has filed a charge with a local commission may bring a civil action as provided in section 363A.34 at the following times:

(1) within 45 days after receipt of notice that the local commission has determined that there is no probable cause to credit the allegations contained in the charge; receipt of notice is presumed to be five days from the date of service by mail of the written notice; or

(2) after 45 days from the filing of the charge if a hearing has not been held or if the local commission has not entered into a conciliation agreement to which the charging party is a signator. The charging party shall notify the local commission of an intention to bring a civil action, which shall be commenced within 90 days of giving the notice.

A charging party bringing a civil action shall mail by registered or certified mail a copy of the summons and complaint to the local commission and upon their receipt the local commission shall terminate all proceedings before the local commission relating to the charge. No charge shall be filed or reinstated with the local commission after a civil action relating to the same unfair discriminatory practice has been brought unless the civil action has been dismissed without prejudice.

History: 1967 c 897 s 24,25; 1973 c 729 s 13; 1980 c 531 s 7; 1981 c 330 s 7; 1984 c 567 s 7; 1Sp1985 c 13 s 328,329; 1986 c 444; 1987 c 129 s 4; 1989 c 280 s 17; 1990 c 567 s 9; 1993 c 22 s 18



CITY OF SAINT PETER BIAS/HATE CRIME RESPONSE PLAN

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

Purpose:

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

The Commission seeks:

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

Hate Crime Defined:

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

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

Partnership:

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

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

RESPONSE TO A BIAS/HATE CRIME:

Immediate Response - law enforcement

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

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

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

Immediate response - referral through other than law enforcement:

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

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

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

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

Human Rights Visit Team Members

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

Personal Visit

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

Interview Questions:

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

At the initial contact or visit:

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

At the second contact or visit:

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

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

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

Human Rights Network - Community Response

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

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

Review Response:

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

SAINT PETER POLICE DEPARTMENT BIAS/HATE CRIME REFERRAL

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

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

OR

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

NAME: _____

DATE: _____

POLICE CASE # _____

CONTACT INFO: _____

SIGNATURE: _____

REPORTING OFFICER: _____

BIAS/HATE CRIME RESPONSE PLAN

AFTER THE INITIAL CONTACT....

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

Explain the extent of the confidentiality of the conversation.

What happened?

Was this the first incident or have there been others?

Were children involved?

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

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

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

CONSENT FOR COMMUNITY-WIDE RESPONSE

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

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

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

Name of victim: _____
Address: _____
Phone #: _____

(Please indicate whether cell or land line)

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

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

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

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

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

Signature of victim: _____

Date: _____



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

Submit to:

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

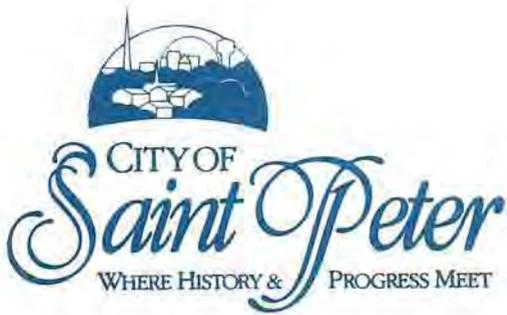
Deadline: November 7, 2011

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

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

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

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



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 3/13/15

FROM: Todd Prafke
City Administrator

RE: Water Utilities Superintendent

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

The practice of the Council has been to review job descriptions when openings occur and other times as needed based on changes in laws or best practices. Due to the appointment of the previous Superintendent to your Public Works Director position, the Water Utilities position is open.

The modifications to the job description are minor in nature with the most significant being the change in title to "Water Resources Superintendent". That change, from an operation standpoint, has little to no impact. There are other language changes primarily reflective of our change to what we believe to be more descriptive. Pay Equity Points are to remain the same.

I view any other changes as being clean-up and not significant to the position, but rather technical in nature, that relate to hire processes and how we use this description as an important part of that process.

A copy of the redlined job description is attached for your additional review. No changes in wages or costs are anticipated as a part of this this change.

Please let me know if you have any questions or concerns on this agenda item.

TP/bal

POSITION TITLE: WATER RESOURCES UTILITIES SUPERINTENDENT
DEPARTMENT: PUBLIC WORKS
DIVISION: WATER, WASTEWATER AND STORMWATER UTILITIES
SUPERVISOR: DIRECTOR OF PUBLIC WORKS

OVERVIEW OF POSITION:

Under the general supervision of the Director of Public Works, the Water Resources Utilities Superintendent plans, coordinates, directs, and monitors the operations of the ~~Water Utility, Wastewater Utility, and Stormwater Utility and City Infrastructure and City Systems~~. The Water Resources Utilities Superintendent assumes responsibility for in-service training of personnel, customer service, setting quality standards for work to be performed, monitoring safety conditions, and inspecting and reviewing the work of assigned personnel, the essential job functions as listed herein and ~~perform~~performs related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

The Water Resources Utilities Superintendent shall work with the Director of Public Works in performing the following duties:

- Plan, coordinate, direct, and monitor the operation of the ~~Water Utility, Wastewater Utility, and Stormwater Utility~~Utility Infrastructure Systems.
- Plan and supervise the construction, operation, and maintenance of water wells, water distribution system, and water treatment facilities.
- Plan and supervise the construction of lift stations, wastewater collection system, and wastewater treatment facilities.
- Plan and supervise the construction of the stormwater collection system and stormwater structures and treatment facilities.
- ~~Plan, supervise and coordinate the construction activities of the water~~City's water, wastewater, and stormwater infrastructure.
- Set priorities to deal with emergencies and unanticipated costs.
- Coordinate activities with other divisions, departments, and organizations to avoid work delays and service interruptions; assist with planning, design, and construction of joint projects.
- Evaluate the need for and prepare specifications for materials and equipment; maintain operating records; prepare bid specifications for water utility, wastewater utility, and stormwater utility service, equipment and materials; prepare reports as requested; assist in presentation of annual budgets.
- Set quality standards for work to be performed; set priorities.

The Water ~~Utilities-Resources~~ Superintendent is directly responsible for performing or ensuring Water Resources Utilities staff performance of the following functions:

- Provide an effective communications link between the Director of Public Works and Water Resources ~~Utilities~~-personnel; assist in the recruitment and recommendation of personnel in the hiring process.
- Serve as the wellhead protection coordinator.
- Supervise the operation and maintenance of lift stations, wastewater collection system, and wastewater treatment facilities.
- Supervise the operation and maintenance of the stormwater lift stations, collection system and stormwater detention and treatment facilities.
- ~~Supervise the construction, installation and maintenance of City † water, wastewater, and stormwater infrastructure. Supervise construction activities on City Infrastructure.~~
- Supervise the ~~Foreman operators~~ and all Water Utility, Wastewater Utility, and Stormwater Utility employees; inspect and review the work of assigned personnel.
- Work with State and Federal agencies to ensure compliance with required permits for water, wastewater, and stormwater. Also ensure that reports required by these regulations and permits are filed in an accurate and timely manner.
- Evaluate water, wastewater, and stormwater personnel; conduct evaluation of job performance for assigned personnel on a regular basis; effect disciplinary measures for division employees as appropriate; adjust grievances for division personnel as appropriate in the grievance process; enforce operating and personnel policies as per state law, City Code, and City Council resolution.
- Coordinate work with water, wastewater, and stormwater personnel on a daily basis; coordinate with other Public Works sections on work activities and use of equipment; coordinate projects with other utilities and governmental units.
- Ensure that routine maintenance is performed on assigned vehicles and equipment; -coordinate equipment replacement and maintenance schedules; recommend purchase of new and replacement equipment.
- Set goals for the timely completion of work; develop and prioritize work assignments to facilitate completion of work in a safe and efficient manner; prepare reports of work planned; prepare and monitor work orders; prepare weekly reports of work completed; set and enforce quality standards for work to be performed.
- Develop contract work specifications and arrange for contract work; inspect contract work as assigned.
- Ensure that inventory replacement materials are ordered in sufficient quantities and in a timely manner.
- ~~Ensure compliance with all state and federal regulations and ensure that reports required by these regulations are filed in an accurate and timely manner.~~
- Prepare report on emergencies and problems.
- Review bills and monitor expenditures to assure compliance with approved budgets.
- Evaluate new methods and materials.

- Monitor safety conditions; ensure compliance of personnel with federal, state, and City safety laws; recognize unsafe conditions and take corrective action as needed; conduct or assure the conduct of safety training programs.
- Answer questions, investigate complaints and resolve problems in an appropriate and timely manner and in accordance with policy.
- Perform related duties as assigned or apparent.

ESSENTIAL PHYSICAL REQUIREMENTS:

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

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a workday

Workday – a normal workday is eight (8) hours with a break for a meal. A normal workweek is five (5) days with two consecutive days off. During emergencies, workdays may extend to 16 hours or more and a workweek to seven days.

Actions: Continuously speaks comprehensible English and understands English, read and write English; hearing – continuously normal or corrected to normal; eyesight – continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; continuously sit, stand, walk, bend/stoop, squat, crawl; frequently climb to a height of fifty feet, reach above shoulder level, crouch, kneel, balance, push/pull; occasionally climb height of one hundred-forty feet, descend to a depth of fifty feet, use both feet for repetitive movements as in operating foot controls; continuously use hands for firm grasping and fine manipulating.

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

Stamina: Continuously endure exposure to changes in temperature from less than minus seventeen degrees centigrade to in excess of thirty-seven degrees centigrade; continuously endure exposure to dust, fumes, gases, mist, wet, humid.

Safety: Perform cardiopulmonary resuscitation; perform bucket rescue; perform confined space (manhole) rescue; wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests; wear self-contained breathing apparatus.

Vaccinations: Receive vaccinations for tetanus, polio, typhoid, hepatitis A and hepatitis B. The vaccinations for hepatitis A and B are made available to the Water Utilities Superintendent by the City but are not required.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively, both orally and in writing; accept responsibility; understand and carry out oral and written instructions; cooperate with a wide range of individuals; possess interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in work environment, performing a variety of frequently changing tasks; exhibit sustained concentration and prolonged commitment to job tasks; work with others effectively; be tactful; maintain confidentiality as needed; and deal with the public.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent and satisfactory completion of a technical school program for water and/or wastewater operators AND ~~and~~ eight years of responsible experience in the operation of a Class A, B, or C systems facility or a similar sized industrial facility; or
- ~~or~~ 64 semester credits in college courses related to chemical, civil, environmental, mechanical, or sanitary engineering or in business or public administration AND ~~and~~ six years of responsible experience as a licensed water or wastewater operator.

- Possession of a State of Minnesota Class B Water Supply System Operator Certificate or ability to obtain within six months of the date of employment with the City.
- ~~and~~ Possession of, or ability to obtain, a State of Minnesota Class B Wastewater Treatment Facility Operator Certificate or to obtain within six months of the date of employment with the ~~City~~City
- ~~;~~ Possession of State of Minnesota Type IV Waste Facility Operator Certificate or ability to obtain within six months of the date of employment.

- Possession of a valid State of Minnesota Class D ~~B~~ Drivers License or ability to obtain within one month of the date of employment with the City.

DESIRABLE QUALIFICATIONS:

- ~~State of Minnesota hazardous materials endorsement, air brake endorsement, and tanker endorsement.~~
- Demonstrated kKnowledge of approved methods, materials, and tools used in the construction, operation, and maintenance of water wells, distribution, and treatment systems;
- ~~Demonstrated k~~knowledge of approved methods, materials, and tools in the construction, operation, and maintenance of wastewater collection and treatment systems.
- ~~Demonstrated k~~knowledge of approved methods, materials, and tools used in the construction, operation, and maintenance of stormwater collection systems, detention, and treatment.

- Demonstrated kKnowledge of the principles, practices, and equipment used in testing water, wastewater, and storm water.

- Demonstrated kKnowledge of Supervisory Control and ~~And~~ Data Acquisition (SCADA) system.

- Demonstrated ~~;~~ knowledge of applicable regulatory codes; ability to read and interpret engineering plans and specifications.

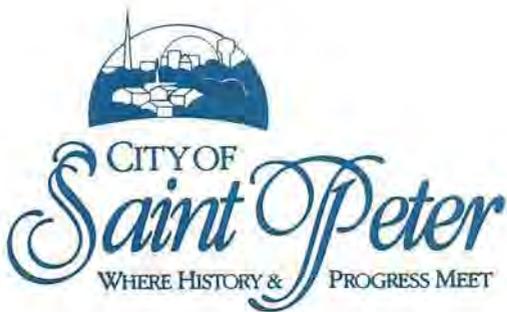
- Demonstrated kKnowledge of OSHA regulations and municipal safety policy.

- Demonstrated kKnowledge of computer operations.

- Demonstrated kKnowledge of laboratory certification procedures.

- Bachelor's B.S. or B.A. degree in engineering, public administration or a related field.

Adopted: _____



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: 2015 Rain Barrel Program

DATE: 3/12/2015

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

With the success of the Rain Barrel Program in 2013 and 2014, City staff has been working with local businesses to continue the program in 2015. This type of program is becoming more frequent in communities such as ours as cities continue to reach out and offer more choices and benefits to help each homeowner minimize their monthly utility cost and still keep their property looking nice.

The program which staff has assembled includes a subsidy in the cost of rain barrels for homeowners plus a variety in the selection, with two types of barrels available. The selected rain barrels will be available at three businesses (Arrow Ace Hardware, Mary's Flowers, and Traverse des Sioux Garden Center). The business owners feel the program was well run and they liked the fact that the City continues to work with them on promoting items that are bought and sold locally. Each of the business owners indicated the barrels chosen were good products and they hope to continue the existing program. They voiced some concern about lowering the quality of the barrels used and customer satisfaction if lesser limits were sold.

The rain barrels are the same barrels that were used last year and are available at a cost of \$80-\$90 depending on the unit selected. Customers are able to purchase a different barrel from one of the three businesses as long as the barrel price is at least \$80. Last year this did happen once giving the homeowner their choice in what the rain barrel looked like, was constructed of, and what they were willing to spend.

This year staff is also recommending that the "Barrel Kit" remain an option for customers as some owners may have their own rain barrel. The "kit" allows the owner to retrofit the barrel and makes it useable as a rain barrel. Kits can be purchased for \$32 and customers are eligible for a \$10.00 rebate on this item. We do have some concerns about the proliferation of the "big blue" barrels in neighborhoods and hope that folks who are interested and go to this effort will also understand that our visual environment is a consideration as well.

As in 2013 and 2014, the customer will initially pay full price for the rain barrel/rain kit and will fill out a rebate form at the time of purchase. City staff will pick up the rebate forms at the business and deliver the forms to the Finance Department to process a \$25 or \$10 credit on the customer's utility bill.

We expect approximately 25 rain barrel units and 5 conversion kits will be sold during the duration of the program which would run from May 15 to July 15 and that the Stormwater Utility will spend about \$650 for this program. In 2014, one conversation kit and 20 rain barrels were purchased through this program at an expense of less than \$600 to the utility.

This kind of program is good for the community in a number of different ways. First, it provides an opportunity, at a reduced cost for homeowners, to do something that can have a positive impact on the environment (not to mention the benefit to their plants and gardens). Use of rain barrels can help save irrigation costs and helps in a small way to recharge our groundwater. In addition, it provides a wonderful, positive contact opportunity for us that show our commitment to environment. While we show the environmental commitment in many ways, like enhanced wastewater treatment, experimenting with electric gators, composting, and others, this is a day-in/day-out example that our customers have direct opportunity to see and use. And our private/public partnership with local businesses is positive in keeping dollars and opportunities at home.

Staff has felt very positive about the program and we may not look to renew in 2016 unless, we see larger demand or have a very different idea for promotion or the development of another type of program with the same or similar objectives.

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

AK/PTM/amg