

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

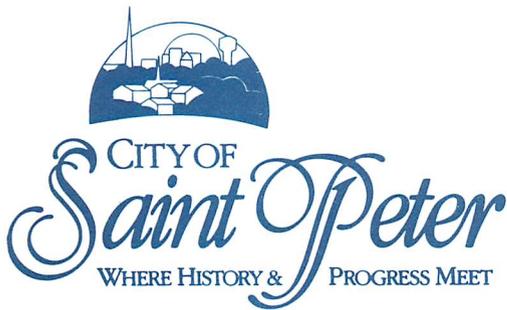
Regular Workshop Session of Monday, August 4, 2014
Governors' Room, Community Center – 5:45.m.
(Time approximate following special meeting)

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Veteran's Memorial
 - B. Community Center Tenant Lease Renewal: Kid's Corner
 - C. Payroll Clerk Position Creation
 - D. City/School District #508 Land Design Committee
 - E. Others
- III. **ADJOURNMENT**

*****PLEASE NOTE THE LOCATION OF THE
WORKSHOP HAS BEEN CHANGED**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 7/31/2014

FROM: Todd Prafke
City Administrator

RE: Veteran's Memorial Location

ACTION/RECOMMENDATION

None needed. For your information and discussion as directed by Council.

BACKGROUND

Members may recall that at your last Council meeting two presentations were provided as part of your Visitors agenda. Those presentations were from Bob Lambert, Chair of the Veterans Memorial Committee and Eric Oleson and Eric Sahnaw of the Committee's design firm Oleson and Hobbie Architects from Mankato. At that meeting the Council directed that this item be placed on this workshop agenda for discussion.

This issue is particularly emotional for many and justifiably so. While we are not discussing Veterans and their valued service, we are discussing something that represents their efforts, commitments, and sacrifice. It can be very hard to separate the two.

While the Council has clearly expressed support for a veterans memorial, you have not come to an agreement on location or scale of the memorial. This is not a review of Veterans or their service. This is a review of location.

Should further discussion about a veterans memorial take place, the City Council will have purview over the location, however the Parks and Recreation Advisory Board will have be asked to review and make a recommendation on the specifics of any development in the park. That means the Parks Board would recommend to the Council the details that may include height allowances, colors, lighting, overall size, construction materials, ensuring land use and setback regulations are met, and the more detailed aspects of any structures(s) being placed in the park.

The final action would be on the part of the Council and would include approval of the full design and location and acceptance of the project. Due in part to the specific nature of the Council and Veteran's committee relationship, it is believed that an overall concept approval including the location would be first acted on by the Council before being sent to the Parks Board. This was done to clearly define roles and, frankly, to save money for the Committee working on something that might be unlikely to meet with Council approval.

Committee Chair Bob Lambert provided information to me on July 30th regarding the Committee's clear intent to redesign, in a more subdued fashion, some features of the proposed memorial including elimination of specific lighting features and height modifications.

To aid the Council in its discussion, it may be helpful to start out with a few questions and treat this as a problem solving exercise. If that is desirable, then the few questions that follow may help you be in a position to review the issue or request logically.

- Does the Council believe that a military service memorial should be located in the community?
 - If No, then...
 - No further consideration should be provided for this issue.
- If Yes, then ...
 - Should a Memorial be placed on publically owned property?
 - If yes, then the City Council should consider criteria and a list of criteria may look like this:
 - Adequate space. If the proposed memorial uses X square feet, what locations are physically able to support that space?
 - Are there attributes that might be required? (Some of which have been suggested)
 - Parking needs
 - Pedestrian access
 - Impact on traffic
 - Impact of traffic
 - Noise tolerance
 - Visibility needs or wants
 - Use restrictions of Organizers and potential locations
 - Uses desired or allowed for
 - Users targeted
 - Impact on neighboring properties
 - There may be others

The City Council, at its pleasure, can direct staff to take action. Examples of actions could be:

- Direct staff to meet with the Committee.
- Direct staff to place this topic on another workshop agenda with information for further Council discussion.
- Direct staff to send to a Board or Commission without a Council decision on location.
- Direct staff to place on a future Council agenda with a recommended action.
- Do nothing. This is always an option.

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

TP/bal

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Proposed Park Pavilion

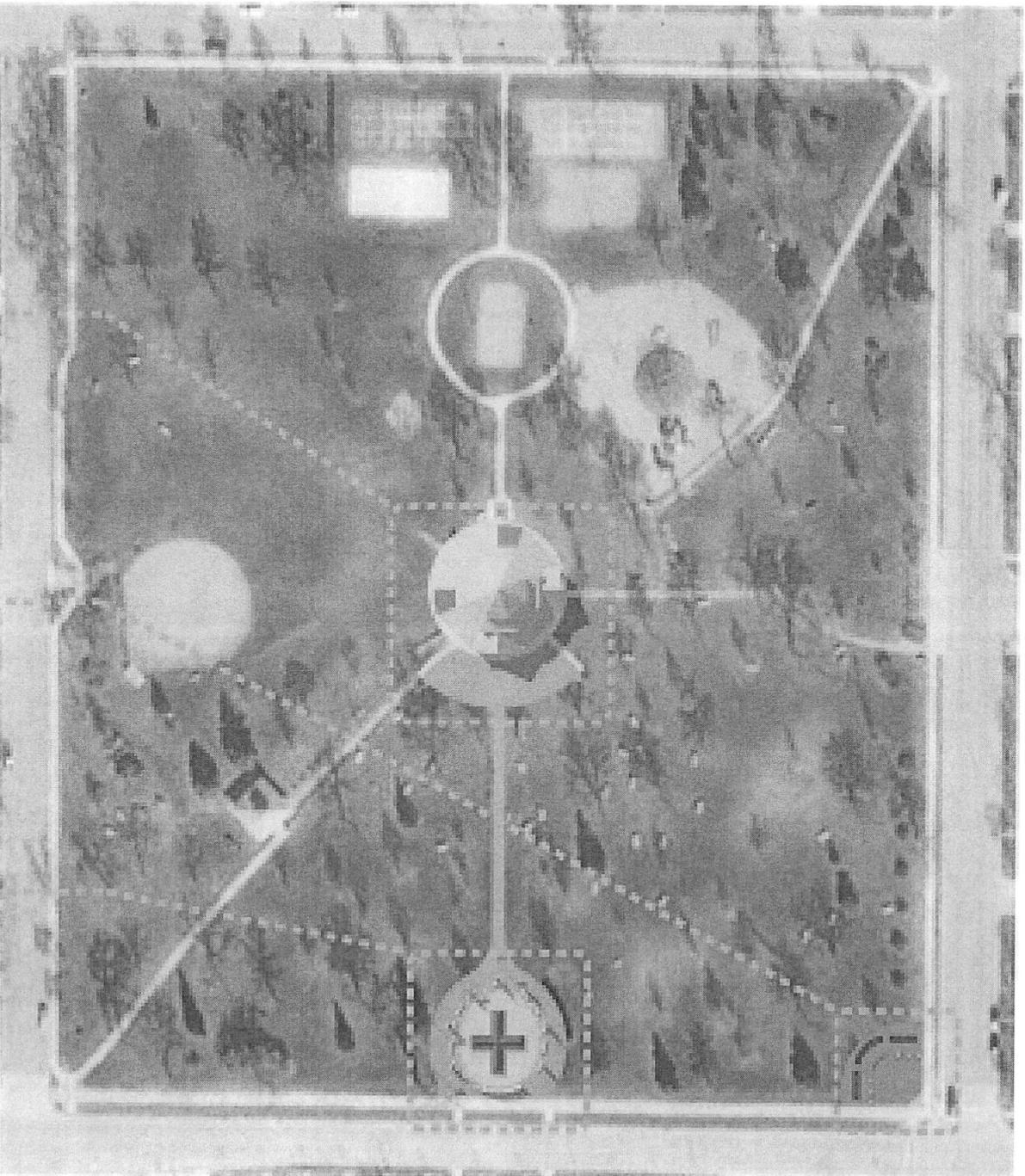
Minnesota Square Park - 473,578 Square Feet
Proposed Park Pavilion - 13,000 Square Feet
2.7% of total park area

Proposed Veterans Memorial (2nd location)

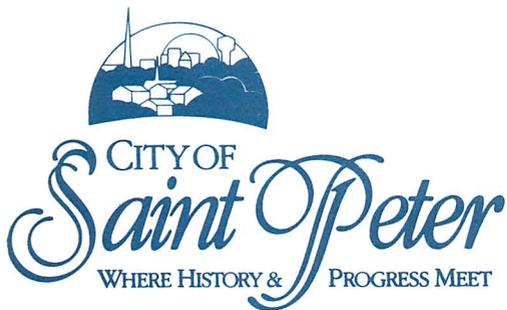
Minnesota Square Park - 473,578 Square Feet
Proposed Veterans Memorial - 3,600 Square Feet
0.07% of total park area

Proposed Veterans Memorial (1st Location)

Minnesota Square Park - 473,578 Square Feet
Proposed Veterans Memorial - 11,044 Square Feet
2.3% of total park area



Minnesota Square Park Aerial



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/1/2014

FROM: Todd Prafke
City Administrator

RE: Community Center Lease (Kids Corner)

ACTION/RECOMMENDATION

None needed. For your review and information.

BACKGROUND

Kids' Corner Child Care Center has provided correspondence asking for a lease modification and extension. They have been a tenant in your Community Center building since it was constructed now over 11 years ago. They have a current lease that extends until July 31, 2021 at a price of \$5,799.87.

Kids' Corner was allowed to make an improvement to the facility and with that improvement is requesting a lease modification. The improvement was a FOB entry security system to the rooms they occupy. The attached letter describes their position. Their offer is not unreasonable based on use, occupancy and cost of providing service to them.

There are a number of ways to look at their position. One may be that while they seek financial recognition of their investment for their use, they also hope to take the investment with them should they leave.

Another way to view the lease is that they are seeking a discount based on an investment to their space and use.

Another may be to think that since the Council has prioritized daycare and hopes to promote more slots and additional affordability, a more modest increase in rent might be considered a promotion of daycare opportunities in your community.

In any event, they have been excellent tenants; they pay on time and are an asset to the community. An extension is of value to you and to them.

I might suggest that you direct staff to communicate to them that you have interest in accepting their terms at a three percent (3%) increase in each year of the agreement. I believe that 3% will more closely meet your costs over the term. Energy, washer/dryer, garbage and recycling are all included in rent and variability's of those costs may exceed that 2% offer over the term of the lease.

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

TP/bal



600 SOUTH FIFTH STR. SAINT PETER, MINNESOTA 56082. 507.934.1002



June 16, 2014

Todd Prafke
City Administrator
227 S. Front Street
Saint Peter, MN 56082

Re: *City of St. Peter Lease with Kids' Corner Child Care Center*

Dear Mr. Prafke:

The purpose of this letter is to follow up with you from our February meeting, in which we discussed a proposal to extend the current Lease between the City and Kids' Corner Child Care Center. As you may recall, our proposal is to extend the current Lease for an additional five (5) years, based upon Kids' Corner's past relationship with the City, as well as Kids' Corner's significant investment in the building, in the form of a security system. It was my understanding at that meeting that you would recommend to the City that the Lease be extended.

To that end, please find enclosed a proposed Amendment to the Sublease, which I have prepared on behalf of Kids' Corner Child Care Center. As you will note in the Amendment, the only paragraphs that are being changed to the Lease include Paragraph 5A, in which the term of the Lease is extended for an additional five (5) years from the termination of the prior Lease, which is July 31, 2016; as well as the subsequent rental increase on a yearly bases. Further, we are proposing an additional Paragraph 30 be added to the Lease, which states that Kids' Corner would have the ability to remove the security system from the premises, should the Lease Agreement be terminated between the parties.

In relation to the proposed changes to Paragraph 5B, that being the rental increases on a yearly basis, Kids' Corner is proposing that a two percent (2%) per year increase be implemented. It is my understanding that the current lease imposes an approximate five percent

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600 SOUTH FIFTH STR. SAINT PETER, MINNESOTA 56082-507934-1002

June 16, 2014
Todd Prafke

(5%) increase each year. It is our request that the rental increase be two percent (2%), based upon the following factors:

1. Kids' Corner is investing \$16,565.00 in the building as a for the security system, which is being funded 100% by Kids' Corner; and
2. The relationship between the City and Kids' Corner has been strong, as Kids' Corner has had a long history of on-time payments in relation to the lease, and has shown itself to be a good tenant of the building; and
3. Kids' Corner hopes to have the ability to increase the rental space, by obtaining future available rooms in the building. We had also discussed this during our February meeting. Kids' Corner has always had the desire to obtain additional space in the Community Center for use of the daycare, and this wish continues.

We understand that the increase in the rental space would also, in turn, increase the rental amount as required under the Lease at that time.

Please consider this proposal and contact either myself or Ms. Shannon Proski, the Executive Director, should you have any further questions or concerns regarding this proposal. Thank you for your time.

Very Truly Yours,

Kids' Corner Child Care Center

By

Krystal R. Pierce, Board President
Enclosure

AMENDMENT TO SUBLEASE

This Amendment is made and entered into this ____ day of _____, 2014, by and between the City of Saint Peter, a Minnesota municipal corporation (City), and Kids' Corner Child Care Center, a Minnesota non-profit corporation (Tenant).

WHEREAS, there is a current Lease Agreement between the parties dated February 10, 2009, involving the lease of a premises located at the Community Center, 600 South Fifth Street, St. Peter, Minnesota, involving Room Numbers 105, 107, 109, 111, and 113; and

WHEREAS, said Lease is for a term of seven (7) years, which terminates on July 31, 2016;

WHEREAS, Tenant has or will be purchasing a Security System for the rooms listed above, and other improvements to the property in the amount of \$16,565.00;

WHEREAS, to recognize the great expense and improvements to the property made by Tenant, City has agreed to extend further terms and conditions of the above referenced Sublease.

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

1. Paragraph 5 of the above referenced Sublease shall be amended to read the following:

5A. Term. This Lease shall run for a period of twelve (12) years commencing on August 1, 2009, and until July 31, 2021.

5B. Rental. For a period of time from August 1, 2016 to July 31, 2017, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$5,358.20.

Rental. For a period of time from August 1, 2017 to July 31, 2018, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$5,465.36.

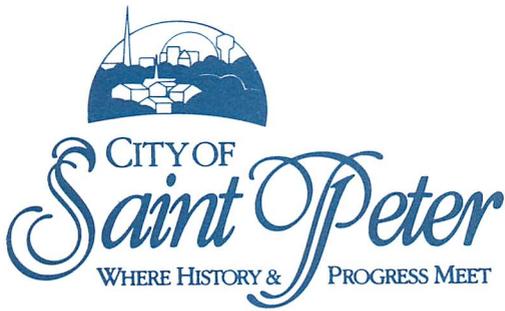
Rental. For a period of time from August 1, 2018 to July 31, 2019, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$5,574.66.

Rental. For a period of time from August 1, 2019 to July 31, 2020, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$5,686.15.

Rental. For a period of time from August 1, 2020 to July 31, 2021, Tenant shall pay, in advance, on the first day of each and every month, the sum of \$5,799.87.

2. Said Lease shall also include the following added Paragraph:

30. Improvements. Should the Lease Agreement between the parties be terminated by the City for any and all reasons, Tenant has the right to remove the security system improvements from the premises, and return the premises to an acceptable condition.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/01/14

FROM: Paula O'Connell
Director of Finance/Treasurer

RE: Payroll Clerk Position Creation

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

At the Council's last goal session, discussion took place on the need for additional part-time staff in the Finance Department with a focus on payroll and payroll activities.

I have reviewed the workload and staffing levels in the Finance Department over the last year or so and based on that review, or more specifically in the last eight months, I believe that an additional part-time employee is needed and the most logical and impactful use of that time will be in payroll.

The Finance staff that works with the financial systems consists of:

- Director of Finance
- Accountant
- Part-time accounts Payable Clerk (shared with the Building Department Receptionist position)
- Utility Billing Clerk
- Accounts Receivable Clerk

I also supervise the following employees:

- 2 Computer Service Technicians
- 1 Transit Coordinator
- 2 full-time Bus Drivers
- 8 part time Bus Drivers
- 3 Meter Readers

The total number of employees under the Finance Department equals 19.5 full-time and part-time staff.

The goal of adding an additional part-time employee is to free up more time for additional analysis in my office and in the Accountant's office. This will be done by shifting some of my tasks to the Accountant and some of the Account's tasks (now including payroll) to this new position. Payroll is a pretty discrete and separate function that can be reasonably maintained by a part-time staff person with appropriate oversight. I also plan to make other adjustments to provide more project and analysis time in other areas, but this is the only area where additional staff would be needed.

Again, my overall goal is to allow for more time for higher level work which will help staff and allow us to provide better information presentation, in-depth analysis and additional real time data to the City Council which is not available without change to our scope of work or staffing.

My goals for the workshop is to provide a more detailed review of our needs, as compared to discussion at the goal session and a review of the proposed job description. Action to create the new position, approve the job description and proposed wage level will be considered at a future Council meeting.

In 2004 there was an increase to all staff of .5 FTE but in 2010 we reduced back down and merged the Accounts Payable position with the Building Department Receptionist. So overall we are now asking for one .5 FTE to sustain our operations.

An integral part of the many projects the City does involves work of the Finance Department. Reporting, auditing and management information requirements have continued to grow and so have the demands on the Finance Department.

The items below are activities that have stretched the Finance staff and required deferral of some operations to complete more urgent ones:

- Customer, Council, and staff requests and want for information that wasn't as accessible in the past
- Greater need of time to meet mandates ie. Health insurance, VEBA, flex plans
- Data privacy
- Growth of billing and collecting miscellaneous accounts receivables i.e. fire calls; effluent treatment, etc.
- Operating with the same overall staff as in 1990 with more utility customers
- Accounts payable has grown with the availability of more vendors
- 11 tax increment districts and reporting
- Miscellaneous projects of greater financial complexity including Municipal State Aid (MSA) bonding, Federal grants and others, i.e. turnbacks, and street reconstructions
- Elongated and complex discussion about budgets, rates and funds by the Council and staff requiring additional time and analysis
- On-going challenges in meeting budgetary deadlines.

I believe additional staff would substantially help the Finance Department meet daily needs and allow for additional dissemination of information/analysis that has been "on hold".

Increasing the Finance Department staffing by a part-time position to process payroll will allow more time for analytical work, more timely information on presentations and better separation of duties, which is a finding in our annual audit every year. The true impact will be that this allows

this day-to-day function to be passed down providing room for senior staff to work on the more complex issues that need greater time, attention and analysis.

Other options to meet the defined needs include:

- Outsourcing services – we anticipate that this would be similar in cost and could cause a loss of control and less ability to see trend lines and provide of management of staffing, however a possible benefit would be the expertise received regarding benefits provided to employees.
- Leave it as is and hope we continue to get the right information analyzed or reduce demands for data and analysis.
- Allow for additional overtime.

A part-time Payroll Clerk could be hired for \$12.00/hour for 2-3 days a week. The annual cost would be \$14,000-\$16,775 with FICA/Medicare/PERA/unemployment. This position would not qualify for health, life, or dental benefits. This position has been included in the end of 2014 financial projections and, if approved, will be included in the budget plan for the 2015 year.

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

CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION

PAY EQUITY POINTS = 180

POSITION TITLE: PAYROLL CLERK
DEPARTMENT: FINANCE
SUPERVISOR: DIRECTOR OF FINANCE

DRAFT

OVERVIEW OF POSITION:

Under the direction and general supervision of the Director of Finance, the Payroll Clerk calculates employee compensation.

ESSENTIAL JOB FUNCTIONS:

- Maintains payroll information by collecting, calculating, and entering data.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee Federal and State income and Social Security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Maintain and research employee benefit programs.
- Provides payroll information to employees
- Maintains employee confidence and protects payroll operations
- Assists with administrative tasks; compiles data for reports and audit; undertakes special projects as requested; prepares reports as directed.
- Assists in handling customer inquiries and routing incoming phone calls.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate clearly and effectively, both orally and in writing; ability to understand and carry out directions; ability to accept responsibility; ability to cooperate with a wide range of individuals; ability to maintain confidentiality as needed.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Payroll Clerk is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:

Continuously is over 2/3 of a work day

**CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION**

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

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand 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, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating

Strength: Occasionally carry up to thirty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:

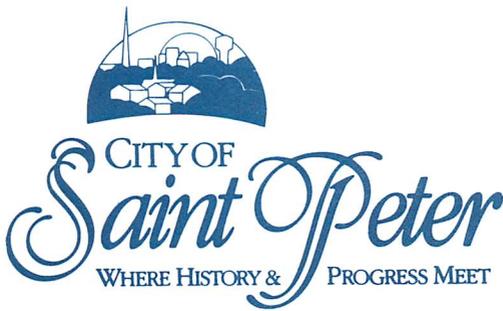
- High School Diploma or equivalent
- One year payroll experience or Associates degree in Accounting.
- Demonstrated experience working with the public.
- Demonstrated experience working with benefits provided to employees
- Knowledge of Microsoft Word and Excel software.

DRAFT

DESIRED QUALIFICATIONS

- Previous municipal accounting experience.
- Knowledge of fund accounting principles, practices, and terminology.
- 2 or more years' experience working with employee benefits

Adopted: _____



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/1/2014

FROM: Todd Prafke
City Administrator

RE: School City Joint Planning work

ACTION/RECOMMENDATION

None needed. For your discussion and input.

BACKGROUND

As members may recall, the City and School District now have interests in adjoining property just off Broadway Avenue. The property is commonly referred to as the Lambert Farm (City) and the Hermel property (School). The ongoing plan is to jointly plan for use of these properties regardless of the passage of a referendum for a new school.

Superintendent Peterson and our teams have met, an architectural firm for the school has been selected, and the City has provided input on the selection of the parks planner for this combined parcel. The planning process will include a number of meetings and events with specific, yet to be determined numbers, but it is clear that the Council should have two designated representatives and potentially one Park board member that serve on the combined committee as the planning moves forward. As we get closer to determining the final nature, numbers, and representation of the group, I will keep you updated.

In addition to planning, I expect this group to be instrumental in any efforts toward negotiating cooperative agreements on use, maintenance, re-establishment of property lines and other issues related to the joint occupancy and use of facilities and this property.

At this time I am looking to give the Council a "heads up" on this effort and that the timeline for appointment is within the next month. I would suggest you discuss who might be able and suited to sit on that committee.

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

TP/bal

Barb map of area, list of members on committees and Parks Com members should be attached.

CURRENT PARKS BOARD MEMBERS

Stuart Douglas	Mike Meffert	L. Lee Alger	David Ringler
Steven Alger	Bill Kautt	Michael Looft	Charles Burgess
Larry Potts	Jeff Brand	Recreation Director	Public Works Director
City Administrator			

CITY COUNCIL COMMITTEE ASSIGNMENTS

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

*Indicates Chairperson

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

Council Liaisons

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

LAMBERT LAND



