CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

City Council Workshop Session of Monday, March 15, 2021
5:30 p.m. – Senior Center – Governor's Room - 600 South Fifth Street, Saint Peter
This meeting will be conducted in-person and electronically - See below for electronic access.

I. CALL TO ORDER

II. DISCUSSION
A. North Third Street, Center and McLeod Streets From West St. Julien To 1,000 Feet North Project Assessment Corrections
B. AW AIR Safety Policy Update
C. Community Spirit Park Restroom Project
D. Police Chief Recruitment
E. Building Official Recruitment

III. ADJOURNMENT

As provided for in M.S. 13D.021, City Council meetings may be conducted by telephone or other electronic means under certain conditions. This meeting of the City Council will be accessible both in-person and electronically using GoToMeeting software which is available at no charge (link below) or by calling as indicated below. This works best utilizing Google Chrome or Microsoft Edge as your browser. Here is the information necessary to access the meeting electronically:

Please join meeting from your computer, tablet or smartphone at:
https://global.gotomeeting.com/join/591790045

You can also dial in using your phone (Toll Free): 1 866 899 4679 or - One-touch:
tel:+18668994679,,591790045#

Access Code: 591-790-045

Todd Prafke
City Administrator
TO: Honorable Mayor Zieman  
Members of the City Council  
FROM: Todd Prafke  
City Administrator  
RE: North Third Street, Center and McLeod Streets From West St. Julien To 1,000 Feet North Project Assessments  

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

On March 8th the City Council adopted a resolution establishing assessments for the North Third Street, Center and McLeod Streets From West St. Julien To 1,000 Feet North Project. The resolution identified the property owner, parcel number, property address, interest rate, term and total assessment amount for each property benefitting from the project.

In the extensive preparation for the hearing and ultimately adoption of the assessments, the incorrect resolution was included in the Council packet. In order to correct this mistake, the Council will be asked at the March 22, 2021 regular meeting to rescind the adopted resolution and consider adoption of a new resolution, a draft of which is attached.

You will see in the redlined resolution that the interest rates have either been left as included in the original resolution or decreased. The terms of payment have either been left as included originally or increased. We have also added the terms if a deferment is requested.

Obviously the error is mine as I am responsible to the content of the information you are given, but it is important to get the correct terms of these assessments adopted in as fair and equitable a manner as possible and the proposed resolution will accomplish that goal.

It would be my recommendation that the affected property owners would be notified of the proposed corrections in the same process we used for assessment and restart the 30 day time line for requesting a deferment. No new hearing is needed and no waivers need to be signed. I think most, if not all, of the property owners will see benefit from the correction.

Lastly, one of the drivers for the correction is being able to articulate clearly the terms for deferment in the resolution. Those terms were included in the memo but I did not follow that up with the correct resolution. This does not jeopardize the time for the project construction or the bids or restart the entire process for assessment. It simply rescinds the old resolution and puts in its place the correct one.
It is important to note that if you choose not to pursue the correction, it does not invalidate any action you have taken, it will just not be the way that it should/could be.

My goal for your meeting is three-fold. First, to tell you of my error, second to explain the nature of the error and how it impacts property owners and the process, and lastly to explain the correction and timeline for the correction.

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

TP/bai
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2021 –

RESOLUTION RESCINDING RESOLUTION NO. 2021-41 AND ADOPTING ASSESSMENTS FOR NORTH THIRD STREET, CENTER AND MCLEOD STREETS FROM WEST ST. JULIEN TO 1,000 FEET NORTH PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for the improvement of North 3rd Street from West St. Julien Street to 1,000-feet north, and McLeod Street to the west of North 3rd Street, by construction of storm sewer, curb and gutter and hard surfaced street, and sanitary sewer and watermain construction on North 3rd Street to the north of McLeod Street, and storm sewer construction on Center Street; and

WHEREAS, the assessment resolution adopted on March 8, 2021 contained incorrect information; and

WHEREAS, the process can be corrected by Council action to rescind the original resolution and adopt a corrected resolution; and has amended such proposed assessment as it deems just.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA THAT:

1. Resolution No. 2021-41 is hereby rescinded.

2. Such proposed assessment, as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

Such assessment shall be payable in equal annual installments extending over a period of:

<table>
<thead>
<tr>
<th>Assessment Amount</th>
<th>Assessment Term (Years)</th>
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<tbody>
<tr>
<td>Under $500</td>
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<tr>
<td>$500 to $2,500</td>
<td>5</td>
</tr>
<tr>
<td>$2,501 to $10,000</td>
<td>10</td>
</tr>
<tr>
<td>Over $10,000</td>
<td>15</td>
</tr>
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</table>

The first of the installments to be payable on or before the first Monday in January 2022, and shall bear interest at the rate of 1 percent over the bond rate per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2021. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

43. The owner of any property so assessed may, at any time prior to certification of the assessment
to the county auditor, pay the whole of the assessment on such property, with interest accrued to
the date of payment, to the Finance Director, except that no interest shall be charged if the entire
assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any
time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid,
with interest accrued to December 31 of the year in which such payment is made. Such payment
must be made before November 15 or interest will be charged through December 31 of the next
succeeding year.

54. The Council hereby establishes that only deferrals that allowed under Minnesota Statutes 429.061
Subd 2, 435.193 to 435.195 and 190.05 Subd. 5b or 5c will be allowed. Such deferrals will be
charged 0% interest during the deferral and in no instance shall a deferral be allowed to extend
greater than 10 years or past a transfer of ownership of the property whichever comes first.

654. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor
to be extended on the property tax lists of the County. Such assessments shall be collected and
paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of
March, 2021.

________________________
Charles Zieman
Mayor

ATTEST:

________________________
Todd Prafke
City Administrator

EXHIBIT A
ASSESSMENT ROLL

<table>
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<th>PROPERTY OWNER</th>
<th>PARCEL I.D.</th>
<th>PROPERTY ADDRESS</th>
<th>INTEREST RATE</th>
<th>TERM (YEARS)</th>
<th>TOTAL ASSESSMENT</th>
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Memorandum

TO: Todd Prafke  
City Administrator

FROM: Pete Moulton  
Director of Public Works

RE: AWAIR Safety Policy Update

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The A Workplace Accident and Injury Reduction (AWAIR) program was put in place in 1990 when the State Legislature amended the Occupational Safety and Health Act. Minnesota Statues Chapter 182.653 requires employers in certain industries to develop written, comprehensive workplace safety and health programs. This became known as the AWAIR program and the City has adopted a safety policy meeting AWAIR requirements.

The policy includes:

1. How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained.
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations.
3. How the program will be communicated to all affected employees so they are informed of work-related hazards and controls.
4. How workplace accidents will be investigated and corrective action implemented.
5. How safe work practices and rules will be enforced.

Under the AWAIR program, employers must conduct and document an annual review of the workplace accident and injury reduction program and document how the procedures included in the program are being met.

The City supports the goals of the safety policy to provide a safe environment and as such, has adopted the standards brought forward and has engaged the Minnesota Municipal Utilities Association (MMUA) to provide the training for City staff and to provide updates to the safety manuals staff use as references. Our safety program includes training on: Blood Borne Pathogens (BBP), Confined Space, Employee Right to Know (ERTK), Excavation, Respiratory Protection, Drug and Alcohol Policy, Lock out/tag out (LOTO), and Personal Protective Equipment (PPE). Since adoption in the early 1990's the AWAIR Program has been updated every 10-years.
This AWAIR program serves as an overview of all currently applicable Safety and Health programs and outlines the philosophy by which the employer (City) will develop, implement and maintain all other safety and health programs which concern more specific topics.

While compliance with the law and OSHA standards is an important objective, an effective AWAIR program must be tailored to the City's particular needs. This program continues to look beyond specific legal requirements to identify and analyze existing hazards while preventing injuries and illnesses, even when compliance is not an issue. Ultimately, the program's effectiveness in practice is what is important.

Should a Department's operations require the need for a specific addition to this program, those specifics will be added as an addendum for that Department and be maintained by that department within their operations.

My goal for the meeting is to make sure the Council has some understanding of this important safety program. I am also hope to ensure they are in a position to approve any updates at an upcoming meeting.

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

PM/
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Pete Moulton  
Director of Public Works

RE: Review Community Spirit Park Restroom Project

DATE: March 3, 2021

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

Seven bids ranging in price from $450,890 to $568,440 have been received for the Community Spirit Park Concessions and Restroom Buildings Project. Salonek Inc. supplied the lowest responsible bid at $450,890. The Architect's estimate for the work was approximately $413,000.

Two components were bid as alternates for possible consideration if funding was available including:

- Installation of aluminum door and frames to match existing high school $9,500 and
- Upgrade electric service to Building “A” (south building) to accommodate future lighting needs $4,500.

Since the buildings are different sizes and structurally laid out a little different the cost break down is:

- City of Saint Peter (Building “B”) - $165,256
- Saint Peter School District (Building “A”) - $285,634

City and School staff have met with the Architect to refine the project in an attempt to align project costs with funding availability and we believe we have been able to meet the financial plan established by the Council.

Our goal for the workshop is for the Council to review the project and for staff to answer any questions they may have and provide any updates in scope you may gave.

Funds for the project would be allocated from the City's Parks Capital budget for planned enhancements and in the 2021 equipment certificate as planned.

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

PTM
TO: Honorable Mayor Zieman  
Members of the City Council  
FROM: Todd Prajke  
City Administrator  
RE: Police Chief Recruitment  

ACTION/RECOMMENDATION

None needed. For Council review and input.

BACKGROUND

Members are aware of the announced retirement of Chief Peters after more than two decades of service to our community. As you know it is our usual process, in positions such as this, to start with a review of the job description and for positions which are Department Head level, a review of the overall recruitment process.

The information presented below outlines the proposed process for recruitment of the new Police Chief, as well as identifying each of the participants at the various levels of the process.

My goal for your meeting is to leave the meeting with a well-defined and articulable process as we move forward to replace the Chief. I plan to review the information below and incorporate your ideas into the documents to create measurable standards within the hire/recruitment process.

- Review the position profile
- Review the modified job description
- Review the process

A position profile is also included, This document describes the position and a brief summary of:

- Best candidate profile
- Community profile
- Salary and benefits
- Timeline for interviews, hire date and start date
- Other issues like emergency response time

You should think of the position profile like a promotional brochure with generalized information to allow a candidate to know more about our community, what we are looking for and how to apply. It will be sent to interested candidates along with an application packet, and information on who to contact if they want more information.
Process

- Job description and profile reviewed.
- Job description approved at a future Council meeting.
- Notice of opening goes out to a number of locations including POST Board, LMC Career website, your website, local newspaper, MN Job Bank and others.
- Scoring determination (100 pts. based on job description before applications are opened)
- Receipt of applications to the City Administrator's office.
- Scoring of applications.
- City Administrator recommends finalists to the Council.
- Interviews of finalists (Similar to our usual process much like the one used most recently with Hospital CEO)
  - Council and Civil Service Commission (open to public)
  - Public (a defined presentation and facilitated question and answer where all members of the public can participate allowing opportunity for community feedback. This could be a hybrid style meeting.)
  - Invite Q and A (This could be a hybrid style meeting. I envision this being an opportunity to send out specific invitations to groups in our community to participate in an interview. While I am sure I know some of these groups I may need help in identifying others. This would also include a specific invitation to the Superintendent of Schools, GAC and RTC, Ministerial Association including Mosque, other law enforcement entities and others.)
  - City Administrator Interview
- Public Meet and Greet (if COVID situation allows)
- Department Head lunch (includes City Attorney)
- Police Department tour and Meet and Greet with personnel
- Recommendation of top candidate(s) by City Administrator
- Backgrounding work completed (if internal candidates this will be done via outside agency)
- City Administrator recommendation to City Council for appointment

Again, my goal for your meeting is to leave the meeting with a well-defined and articulable process that can be used by you and the community to check our progress, participate in the process and find the best potential candidate(s).

If you have additional questions or concerns on this issue please feel free to contact me.

TP/bal
CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION

POSITION TITLE:            CHIEF OF POLICE
DEPARTMENT:               POLICE DEPARTMENT
SUPERVISOR:              ----CITY ADMINISTRATOR

OVERVIEW OF POSITION:
The Chief of Police is an administrative position responsible for directing the departmental affairs of the Police Department. The Chief of Police is responsible for the maintenance of order, the protection of life and property, the enforcement of laws, safety of the public and crime prevention. The Chief of Police plans, organizes and coordinates all activities of the department, supervises all departmental personnel, and serves as Emergency Services Director.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, directs and reviews all operations of the Police Department; continually evaluates the functioning of the department, making recommendations and initiating changes as needed; sets policy for all law enforcement activities; reviews and maintains departmental records and reports; prepares periodic and special reports on departmental activities and operations; prepares the annual budget recommendation for the department; evaluates and administers the annual budget; maintains inventory of all departmental equipment.

- Using the Community Oriented Policing philosophy and City Council established values, works with community members and groups to identify public safety issues, problems and concerns and to resolve the issues, problems and concerns using sound and ingenious methods of problem resolution skills and processes.

- Reviews all Police Department activities; assures that all laws are fairly, consistently, and impartially enforced; investigates all injury to Police personnel; investigates all substantial damage to departmental equipment and buildings; receives and responds to citizen complaints regarding public safety issues.

- Represents the Police Department to others; coordinates public safety and law enforcement activities with other City departments; serves as liaison to other law enforcement departments, criminal justice departments, courts, county departments, and state agencies; serves as liaison to various public/private groups and businesses; release information to the news media and public; attends meetings of the City Council, Boards and Committees as requested; studies issues, making recommendations to the City Administrator or City Council regarding public safety concerns, problems and complaints.

- Supervises all departmental personnel; assists the Police Civil Service Commission with recruitment, promotion, discipline, and dismissal of personnel; assigns responsibilities and duties to departmental personnel as needed; provides leadership for all personnel; maintains communication with all personnel; receives, investigates and resolves citizen complaints regarding personnel; processes or resolves grievances in accordance with established policies.
CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION

- Plans and conducts meetings and public speaking events; plans, develops and delivers presentations to various audiences on various subjects including presentations to the City Council.

- Surveys streets, highways, public lighting and public safety concerns and develops plans, including the placement of traffic control devices and makes recommendations with the Director of Public Works for Council consideration.

- Serves as Emergency Management Services Director; plans, organizes, and coordinates all emergency service activities in the City; assures public notification, emergency response, and compliance with all federal, state, and local laws; assumes responsibility for emergency command at major incidents in accordance with policies established by the City Code Mayor or City Administrator.

- Serves as incident commander at all major events where there is a threat to life and/or property.

- Works cooperatively with other Law Enforcement Agencies focusing on safety for the community.

- Performs related duties as assigned or apparent.

- This position is an emergency response position and carries a response time requirement of six (6) minutes.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Chief of Police is required to be capable of performing the following physical functions or a combination thereof for any given work day.

Actions: Speak and understand English, read and write English; Hearing: Normal or corrected to normal; Eyesight: 20/20 or corrected to 20/20 with normal color vision; in an 8 hour day, sit for 8 hours and/or stand for 8 hours and/or walk for 8 hours; continuously bend/stoop, crouch, kneel, balance, push/pull; occasionally squat, crawl, climb, reach above shoulder level; use both feet for repetitive movements; use hands for grasping and fine manipulating; run one block (300') in 20 seconds and ¼ mile in four minutes; body weight in proportion to height; complete drug test screening; complete standardized department physical agility tests; to shoot/use handguns, rifles, and shotguns to department standards; walk for extended periods of time; ability to manually direct traffic; talk and listen using a standard telephone; ability to speak loudly and clearly; ability to drive an automobile or truck; ability to ride a bicycle; ability to defend against aggressive/combative individuals.

Strength: Occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds and carry twenty pounds for extended periods of time.

Stamina: Frequently endure exposure to changes in temperature from less than zero degrees to thirty seven degrees centigrade (32 degrees Fahrenheit to 99 degrees Fahrenheit) for extended periods of time and occasionally to endure temperatures higher or lower.

Safety:
Perform CPR
Perform rescue operations
Use fire extinguisher
Perform first aid
Drive an automobile safely under extreme traffic and weather conditions
Use of protective and safety equipment.

Vaccinations:
Receive vaccinations for tetanus, hepatitis B, MMR, and Varicella. The vaccinations are made available to the Police Chief by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

Ability to make decisions and to carry all job functions while in life threatening and extreme stressful situations; function within very traumatic situations; make decisions and to function while working with incidents involving death and extreme trauma to the human body; communicate and function while under extremely stressful multiple tasks; assume command and control of multiple agencies and organizations in emergency situations; to communicate and maintain control when confronted with very demanding and difficult individuals or groups of individuals; ability to overcome fear of harm or death.

REQUIRED INTERPERSONAL SKILLS:

Ability to manage departmental operations and coordinate the work of all personnel; ability to delegate responsibility; ability to communicate clearly and effectively, both orally and in writing; ability to secure the respect and confidence of departmental personnel and the public; ability to cooperate with a wide range of individuals and organizations; be tactful; ability to be diplomatic; ability to maintain confidentiality; ability to lead; ability to effectively communicate with difficult/emotional/distraught individuals; and ability to resolve conflict.

MINIMUM QUALIFICATIONS:

- Bachelor's degree (BA or BS) in law enforcement or related field from an accredited college or university.

- Possession of a Peace Officers License as-issued by the Minnesota Board of Peace Officer Standards and Training or ability to transfer from another State.

- Five or more years of experience as a Police Officer, at least three of which were in a supervisory capacity.

- Demonstrated knowledge of all applicable State Statutes, investigative procedures and techniques, court decisions and other legal guidelines and current law enforcement practices and techniques.

- Familiarity with current developments in the field of police administration.

- Possession of, or eligible for a valid State of Minnesota Class D Drivers license.

- Satisfactory results on recruitment instruments designated by the Police Civil Service.
Commission, such as oral examinations, written examinations, physical examinations and psychological examinations.

**DESIRABLE QUALIFICATIONS:**

- Master's degree in Law Enforcement or Public Administration or related field from an accredited college or university.

- Ten (10) years experience as an administrator or supervisor in a Police Department with ten or more personnel.

- Demonstrated experience in working with a State Hospital or Correctional Facility and/or a postsecondary education institution.

- Emergency Management Certification from an accredited training program.

- Demonstrated experience in the field of Police Administration and community outreach programing.

- Ability to speak conversational Spanish or Somali.
City of Saint Peter
Chief of Police
Position Profile

Contact Information:
Todd Prafke, Saint Peter City Administrator
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Application timeline is:
Deadline for receipt of applications - April 30, 2021
Interviews - week of April 24, 2021
CITY OF SAINT PETER, MINNESOTA

Saint Peter sees Vital Importance as striving to be...
- a community that treats all people like neighbors
- proactive in housing solutions
- committed to providing quality health care
- supportive of a thriving and sustainable business community
- acting on the changes in our demographics
- promoting an aesthetically distinctive community
- always improving on environmental sustainability
- a community that prioritizes available early childhood care, educational opportunities, and exceptional schools

The Chief and the members of the Police Department play a vital role in demonstrating all of these values.

This position is open due to the pending retirement of our Chief of 22 years.

The Police Department

Saint Peter has fourteen (14) sworn officers and eight (8) civilian employees; all of which are highly competent, dedicated and committed women and men who strive to meet the service demands of a growing population of over 12,400. Saint Peter includes both a State Regional Treatment Center and Gustavus Adolphus College, a four-year liberal arts college. The Departmental budget is about $2.8 million.

Mission Statement

It is the mission of the Saint Peter Police Department to provide services with integrity and dedication, to preserve life, to enforce the law, and to work in partnerships with the community to enhance the quality of life in the community.

Values
- We believe it is our primary responsibility to protect human life and dignity above all else. Therefore, we are committed to treating all human beings, including each other, with utmost respect, courtesy and concern.
- We believe integrity is the basis of trust within our organization and for the people we serve. Therefore, we will strive to maintain the highest ethical standards of conduct in all of our activities.
- We believe as professionals we will always strive for excellence. Therefore, we will support continuous training, career development, modern equipment and methods, and professional attitudes and appearance among all members, and we will continuously and objectively evaluate our own performance and be receptive to new ideas and constructive changes.
• We believe it is our responsibility to protect each individual's constitutional rights and liberties. Therefore, as professionals, we will perform our duties within the guidelines of the law, without malice or prejudice.

• We believe that each and every member is valuable to the Saint Peter Police Department. Therefore, we are committed to ensuring our safety and supporting each other to achieve our full potential.

• We believe that in our policing activities we have important goals and objectives in common with all departments of the City and we will assist each other in accomplishing these goals. Therefore, we work cooperatively with all City employees to better conduct our police activities and achieve the City's common goals.

• We believe we are accountable to the people we serve and each other and recognize that we are responsible for our actions. Therefore, we are committed to ensuring that all members have full knowledge of their job responsibilities and that a fair and just system of accountability and reward is in place.

• These are the values of the Saint Peter Police Department. They will form the basis of policy developed during the coming years, will provide guidance to all members of the Department on how we will approach our mission, and will communicate our aspirations to the general public.

The Saint Peter Community

The City of Saint Peter (population 12,400) was incorporated in 1873 and is located in the beautiful Minnesota River valley. Saint Peter is the county seat of Nicollet County and the second largest city in the County. We are located 10 miles from the Mankato-North Mankato regional center and 65 miles from the St. Paul/Minneapolis metro area. State Highways 99, 169, and 22 all intersect in Saint Peter making our community a hub for other destinations in the state.

Saint Peter offers a full range of activities for candidates and their family including a City operated Recreation and Leisure Services Department offering year round activities for all ages from youth to seniors; fine arts activities offered through the local schools, Gustavus Adolphus College, and the St. Peter Arts Center; numerous religious denominations; historical and arts museums; several large parks for both organized and passive activities; and a vibrant and growing retail business district. Visit the Saint Peter Chamber website at www.stpeterchamber.com for more information.

Educational opportunities are available for all ages through School District #508 with higher education classes available through Gustavus Adolphus College, Minnesota State University Mankato, South Central College, Bethany Lutheran College and Rasmussen University. For more info on School District #508 please visit their website at www.stpeterschools.org.
The City has worked diligently to ensure Saint Peter’s housing market continues to be robust and that numerous ownership and rental options are available for prospective candidates. Saint Peter also boasts multiple phone, hi-speed internet and video service providers.

Saint Peter was originally intended to be the capital of the State of Minnesota. As the legislators were preparing to vote on the location of the capital, the bill that would have named Saint Peter as capital was stolen by Joe Rolette and he hid with it until after the legislature voted for Saint Paul. Even though Saint Peter was not named the capital, you can see how our founding fathers planned for that designation by platting extra wide streets in town. In addition, the capital building would have been located in Minnesota Square Park which is adjacent to Highway 169 on the south end of our City.

The City is rich in historical buildings and besides having about a dozen structures on the National Register of Historic Places; the entire downtown area was also given that designation. Many of the old buildings downtown still maintain the historical features that have been lost on buildings in other communities.

Saint Peter also has the distinction of being home to five past governors of the State of Minnesota. We are home to the internationally renowned Gustavus Adolphus College and the community has hosted the King of Sweden and his family (most recently in 2012) on numerous occasions. Saint Peter is also the headquarters of the Alumacraft Boat Company, the Minnesota School Board Association, Scholarship America (formerly known as Citizens’ Scholarship Foundation of America), Hendrickson Organ Factory (a company that makes handmade pipe organs which are shipped around the world) and a state treatment facility.

Just north of Saint Peter is the site of the former Traverse des Sioux. Loosely translated this means “crossing of the Sioux”. The town was located on the banks of the Minnesota River at a crossing place for the Sioux Indians. Following the Indian uprising in the 1800’s, when hundreds of settlers and Indians were killed, a peace treaty was signed near Traverse des Sioux and a marker is in place today commemorating that treaty. Although none of the buildings exist at the site of the old town, you can still see some building foundations and historical markers have been placed in the area. This area is also home to the Nicollet County Historical Site museum.

Saint Peter is also proud to host several large celebrations each year. On July 4th over 10,000 people visit town to take part in the Old Fashioned Independence Day celebration picnic, view the two hour parade, attend the drum and bugle corps event and watch the fireworks. In September the annual Rock Bend Folk Festival takes place in Minnesota Square Park and in October Gustavus hosts the world famous Nobel Conference. Students and dignitaries from all over the world come to participate in this week-long event. Other events that draw visitors to the
community include BluesFest, Octoberfest, St. Patrick's Day and the Nicollet County Fair.

Although a dubious distinction, one of our most recent "claims to fame" was the March 29, 1998 tornado which destroyed almost two-thirds of our community. We have fully recovered from the devastation of that afternoon and our community is better than ever.

Saint Peter's population continues a steady upward climb, but we never lose that "small town" feel that so many people seek and we hope the new Chief of Police will feel right at home in our community.

**Our Best Candidate**

We believe the best candidate will have experience in a community that is growing, may have experience with a college, a State Regional Treatment Center and a diverse population. Our best candidate will have strong leadership skills, the ability to build relationships within a rural community, develop partnerships with community groups, have positive communication skills, and the ability to work well with the City Administrator, City Council and our law enforcement and emergency service partners.

**Our Challenges**

- Meeting the needs of a growing community with changing demographics while ensuring that Saint Peter still feels like a small town.

- Continuing to build opportunities with partners from other jurisdictions and maintaining those partnerships through interjurisdictional law enforcement activities such as Minnesota River Valley Drug Task Force and our recorded records consortium.

- Expanding our community policing efforts in ways that engage our community knowing that we are not exempt from the national and statewide conversations on race and law enforcement.

**Our Strengths**

- Excellent Department with highly skilled personnel.
- A supportive community, City Council, Civil Service Commission and City Administrator.
- Sound financial management meaning that equipment is up to date and maintained.
- A strong City Department Head team to work with.
• Very strong relationships with other local law enforcement agencies, the State Regional Treatment Center, and Gustavus Adolphus College.

Other Important Items For Prospective Candidates To Note:

• Salary range of $101,500 to $109,500 annually.
• The City offers a full benefit package including: Medical/Dental/Vision Insurance - Life Insurance - Short Term and Long Term Disability - Flexible Spending Accounts and Health Reimbursement Account - Paid time off - PERA Public Retirement Association of Minnesota.
• Live within an Emergency Response time of six (6) minutes.

Please use this Position Profile as you fill out your resume/application. This profile was designed to tell prospective candidates what skills and talents the City Council and community see as providing the greatest opportunity for success. It is important that you review the qualifications carefully and make sure your resume and application materials articulate your skills, experiences and educational background as those will be the basis for our review of your materials and selection for the "best candidate" for interviews.

Applications will be accepted until 5:00 p.m., April 30, 2021.

In addition to your completed application, please provide a cover letter, a resume and a copy of your current law enforcement license. If selected as a finalist we will request you complete a background investigation waiver. Please also know that as a finalist your name and current position will be released to the public along with any other data that is public under the Minnesota Data Practices Act.*

Interviews will be conducted the week of May 24, 2021 and will include interviews, meeting staff, viewing facilities and opportunities to get to know our community.

If you have questions or would like additional information, please contact us:

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*Your resume/application will remain confidential until you are offered and accept an interview. Your resume/application will then be public and your name may be provided to local media as a finalist.
TO: Honorable Mayor Zieman
    Members of the City Council
FROM: Todd Prafke
       City Administrator
RE: Building Official Recruitment

ACTION/RECOMMENDATION

None needed. For Council review and information only.

BACKGROUND

As members are aware, the passing of your Building Official Dean Busse leaves that position open and the challenges of recruiting a new Building Official on your plate. We usually start that process with a review of the job description and in this instance I am also recommending a review of organizational structure.

The information presented below outlines the proposed process for recruitment of the new Building Official, as well as identifying each of the participants at the various levels of the process. Also attached you will find a draft job description.

I am proposing what I consider a couple of moderate changes to the description and one large change. The large change is removing it from the list of Department Head positions. The basis for this recommended change is three-fold:

- There will be no change in the positions the Building Official will supervise and the impact on City-wide issues at the Department Head level is very small.

- It is very unusual for a Building Official to be considered a Department Head in that they usually work under Administration, Community Development or City Engineer when the City Engineer is in effect in charge of Public Works which is not the case in Saint Peter. The proposed change will have very little impact on reporting functions as this position currently reports to Administration.

- As we look to the future with other personnel changes and as ongoing growth occurs, a reorganization is likely to occur impacting Community Development (think of this EDA, HPC, and Planning and Zoning which we have discussed previously and is in some ways a set of contradictory job assignments) as well. These positions and their status have been largely determined by work load, history and office space configuration.
I plan to review the information below and incorporate your ideas into our standard process:

- Review the modified job description (redline attached for your review)
- Review the process

### Process

- Job description reviewed (tonight's workshop)
- Job description approved at a future Council meeting.
- Notice of opening goes out to a number of locations including IBO (Regional Building Official Newsletter), LMC career website, your website, local newspaper, MN Job Bank and others.
- Scoring determination (100 pts. based on job description before applications are opened)
- Receipt of applications to the City Administrator's office.
- Scoring of applications
- Interview with City Administrator and one other Department Head.
- Tour with staff
- Backgrounding work completed including reference checks at least 2 levels.
- City Administrator appointment recommendation to the City Council.

My goal for your meeting is to leave you with a well-defined and articulable process as we move forward to replace your Building Official.

If you have additional questions or concerns on this issue please feel free to contact me.

TP/bal
POSITION TITLE: DIRECTOR OF BUILDING OFFICIAL

DEPARTMENT: BUILDING

SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION:

The Building Official/Director of Building is an administrative position responsible for directing and managing the departmental affairs of the Building Department. Under general supervision, the Director of Building plans, organizes, and coordinates all activities of the department and supervises all departmental personnel.

ESSENTIAL JOB FUNCTIONS:

- Oversees all building inspection activities; oversees all plumbing and heating inspection activities; oversees enforcement of the rental housing ordinance; oversees issuance of building permits.

- Conducts building inspection activities; reviews and approves blueprints and site plans to ensure compliance with the Minnesota State Building Code, current Uniform Building Code, current Minnesota Plumbing Code, current Uniform Housing Code, related provisions of the Minnesota Uniform Fire Code, the City’s zoning ordinance, and other laws regulating building construction; calculates construction valuation and permit fees as stated in the Uniform Building Code; issues building permits; inspects buildings during construction, alteration, or repair to ensure conformance with all adopted building related regulations, and approved plans and specifications; ensures compliance with the City’s zoning ordinance and other laws regulating building construction; inspects plumbing and heating installations for proper construction, workmanship, and conformance to code requirements; inspects rental property for compliance with life safety and the City’s rental code.

- Oversees establishment and maintenance of departmental records; oversees preparation of departmental reports; prepares the annual budget recommendation of the department.

- Assigns and directs the work of departmental employees.

- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to manage departmental operations and coordinate work of all personnel; ability to delegate responsibility; ability to communicate effectively, orally and in writing; ability to understand and carry out directions; ability to accept responsibility; ability to secure the confidence of departmental personnel, other City staff, and the public; ability to cooperate and negotiate with a wide range of individuals; tact; ability to maintain confidentiality; ability to deal with the public.
ESSENTIAL PHYSICAL REQUIREMENTS:

The Director of Building is required to be capable of performing the following physical functions or a combination thereof for any given work day.

Actions:

- Speak and understand English, read and write English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40 with normal color vision and normal stereo vision.
- In an 8 hour day, sit for 8 hours and/or stand for 8 hours and/or walk for 8 hours.
- Frequently bend/stoop, squat, crouch, kneel, balance.
- Occasionally crawl, climb height of one hundred forty feet (140’), reach above shoulder level, push/pull.
- Use both feet for repetitive movements as in operating foot controls.
- Use hands for simple grasping and fine manipulating.
- Strength: Occasionally carry up to thirty-four (34) pounds and lift up to thirty-four (34) pounds.
- Stamina: Endure exposure to changes in temperature from less than seventeen degrees centigrade (17°C) to in excess of thirty-seven degrees centigrade (37°C). Endure exposure to dust, fumes, and gases.
- Safety: Wear safety equipment including hard hat, steel-toed shoes, safety goggles.
- Vaccinations: Receive vaccinations for tetanus.

MINIMUM QUALIFICATIONS:

- High School GED or equivalent Bachelor’s degree from an accredited college or university.
- Possession of a State of Minnesota Class II Building Official Certification.
- Two (2) years’ of experience in any of the skilled construction trades.
- Ability to perform plan review for residential, commercial, and industrial building construction and alterations.
- Possession of a valid State of Minnesota Class C Driver’s License.
- Two Five (25) years’ experience as a Building Inspector.
- Demonstrated knowledge of building codes inspection and enforcement principles; plumbing/mechanical inspection and enforcement principles; knowledge of principles and procedures of rental code enforcement.
- Demonstrated knowledge of OSHA regulations.

DESIRED QUALIFICATIONS:

- Associates Degree in construction trades from an accredited post-secondary educational institution.
- Bachelor’s Degree from an accredited college or university in Construction Management, or a related field.

- Two (2) years of experience in any of the skilled construction trades.
- More than two years’ experience as a Building Inspector

- More than two years’ experience in performing plan review for commercial, and industrial building construction and alterations.

- Currently possess State of Minnesota Full Delegation Agreement approval.


- Demonstrated knowledge of building construction methods and materials.

- Demonstrated knowledge of the principles and practices of plumbing and heating code enforcement; knowledge of the principles and procedures of rental code enforcement.

- Ability to read and interpret building and plumbing plans and specifications.

- Demonstrated ability to perform building codes inspection work.

Adopted: ___________________________ , 2021-11-99