



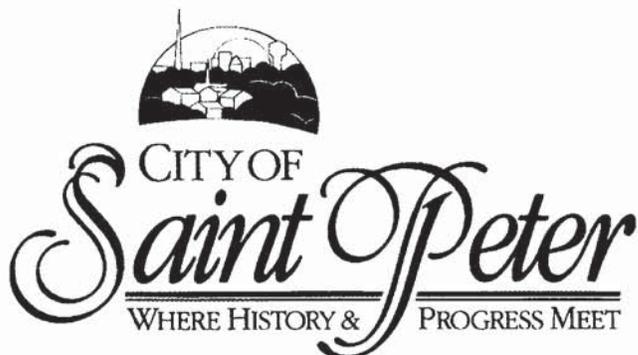
**CITY OF SAINT PETER, MINNESOTA
AGENDAS AND NOTICE OF MEETING**

Regular Workshop Session of Monday, January 6, 2020
St. Peter Room – Community Center – 5:30 p.m.
600 South Fifth Street

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Lego Team Presentation
 - B. Ameresco Energy Efficiency Update
 - C. Board and Commission Appointment Review
 - D. American Public Power Association (APPA) Legislative Rally-Council Travel
 - E. Council Rules Review
- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/2/2020

FROM: Todd Prafke
City Administrator

RE: Lego Team Presentation

Action/Recommendation

For you information and review.

Background

The community of Saint Peter has supported Lego Building Teams for a number of years and the 2019/2020 year is no exception. This year's national theme is City Shaper, and the project challenge is to "identify a problem with a building or public space in your community", then propose a solution.

Early on, the team met with me and others on your staff, and discussed some possible ideas. The team settled on the problem of handicap accessibility at the post office. Over the past couple of months they also met with Postmaster Randolph, Eileen Holz (accessibility advocate), and Russ Wille (Historic Preservation Staff), and got some great info and feedback from all of them.

This team won the Best Project Award at a tournament in early December and also advanced to the next tournament. Therefore, they are coming to review and continue to pursue the teams' solution of building a ramp onto the post office, and they hope to make some progress before the next tournament in January. They understand that the City cannot direct the Post Office to make any changes but as a part of their preparation for their next event they hope to share their thoughts with you.

The team is Coached and Managed by Kristi and Matt Borowy.

TP/bal

RoboBros FIRST Lego League Team Project Presentation

RoboBros is a FIRST LEGO League robotics team made up of six 6th grade boys from St. Peter. FIRST LEGO League (FLL) is a global program with more than 225,000 kids on teams in 88 countries. FIRST (For Inspiration and Recognition of Science and Technology) was founded in 1989 to inspire young people's interest and participation in science and technology.

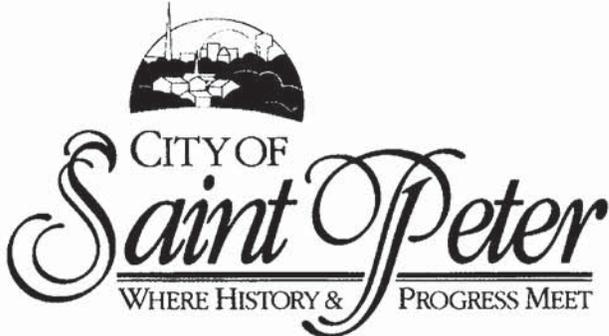
In FLL, teams collaborate to build and program an autonomous robot to score points on a thematic playing surface (the Robot Game) and create an innovative solution to a problem correlating to the yearly challenge theme (the Project), all guided by the FIRST Core Values.

The RoboBros will be presenting the Project portion of the program to you. This year's theme is called City Shaper. FLL teams are asked to identify a problem with a building or public space in their community, design a solution, share their solution with others, and then refine it. The team has chosen to address the lack of handicap accessibility at the St. Peter post office. Their proposed solution is to build a ramp to make the post office accessible.

Note that we are not seeking approval for our project from the City Council at this point. The team will share their presentation and would love to hear your feedback and questions.



The RoboBros team is part of Saint Peter Area Robotics (SPAR). SPAR is a non-profit organization that creates robotics teams for area youth in grades K-12. There are four levels of programs in the FIRST organization, and St. Peter has teams in all four levels, engaging 40-50 youth each year.



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/2/2020

FROM: Todd Prafke
City Administrator

RE: Ameresco Energy Efficiency Update

Action/Recommendation

For your information and discussion.

Background

Some members may recall a number of previous presentations with Ameresco on a series of energy savings projects. In fact, we have been working on this project for more than a few years. The construction of physical changes in your infrastructure and buildings have now been done for about a year. Our goal for this meeting is to provide new members with information about the scope of the project and provide all of you with an update on the impact of the project.

The overall agreement provided for a total project expenditure of about \$2.65 million. The project was to be debt serviced using the State Statute through the exemption provided to energy savings projects.

Our shared goal with Ameresco was that the energy savings would pay the debt. Part of the agreement with Ameresco was a guarantee that should the energy savings not pay the debt, Ameresco will either write us a check for the difference or make changes in a facility(s) so that that energy savings do cover the debt. All of this may result in no net change to your finances, (you are trading energy cost for debt service costs), but can provide for improved service, reduced maintenance costs and improved performance while reducing your energy consumption. The contract included the first two years of savings verifications. Any additional years would be at additional cost. The cost for future studies is set in the contract as well. The need for verification studies in future years can be determined at that time, but Ameresco finds that most do not do a study after the first couple of years.

This project was a big challenge and Public Works Director Moulton and then Finance Director O'Connell did wonderful work related to analysis, negotiating the fine details, and ensuring that pricing was appropriate.

The work was financed through a lease/purchase agreement with Bank of America. Repayment will be made through the Electric and Wastewater Funds supported by energy savings.

This project is a major driver in climbing to additional certifications in the Green Steps recognition program. A program that are now participating in.

A project summary sheet is attached and Ameresco Regional Director John Neville and his team will be providing a presentation at your meeting.

Staff wants to express our thanks to the Ameresco Team. They have performed very well. The work they have completed was done well, on time, in a very organized manner. They provided for really good communication and coordination with the City Staff and overall did a wonderful job for the City and your residents and rate payers.

Our goal for this meeting is to provide new members with information about the scope of the project and provide you all with an update on the project impact.

Please let me know if you have any questions or concerns.

TP/bal

CITY OF ST. PETER, MN

Project Details

Contract Type

Energy Savings Performance Contract

Customer Type

Municipal Government

Technology Type

Energy Efficiency

Facilities

12 Buildings (207,860 ft²)

6 Parks

968 Street Lights

Guaranteed Energy and O&M Savings

Annually

\$ 138,285 per year

Energy Project Size

\$ 2,650,000

Energy Savings Agreement

Project Summary

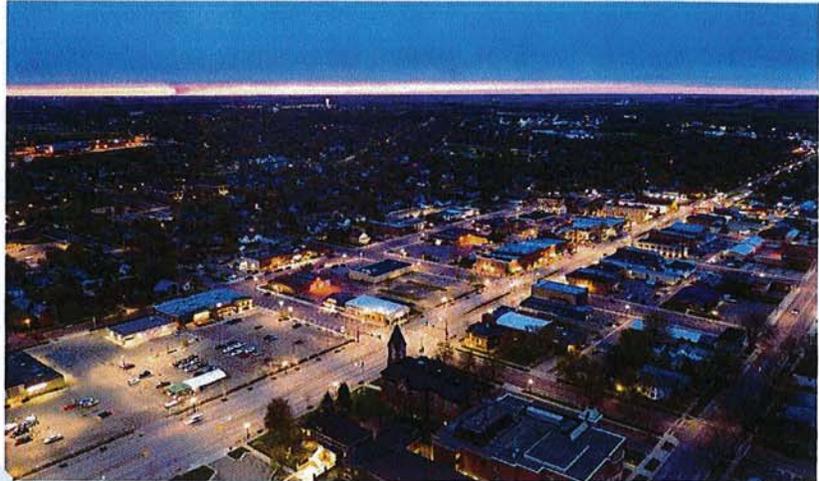
The City of St. Peter entered into a partnership with Ameresco to lower energy and operating costs. Ameresco designed and implemented an energy efficiency project that helps the City achieve their energy and environmental goals.

The project included: facility LED lighting upgrades; LED street lighting upgrades; ultraviolet disinfection; building envelope improvements; and building automation improvements.

The project creates annual sustainable energy reduction for the City of St. Peter which will self-fund over the 20-year term with guaranteed cost savings.



9855 West 78th Street, Suite 310
Eden Prairie, MN 55344
612.315.6930



City of St. Peter - LED Street Lighting

Customer Benefits

The City of St. Peter partnered with Ameresco, Inc. to implement a strategic plan to maximize sustainable energy reduction savings within the framework of a 20-year payback term.

Ameresco identified a self-funding Scope of Work which generates cost savings benefits, reduces operating costs, and minimizes impending capital improvement expenditures (minimizes future tax or utility rate increases).

Environmental Benefits

The City of St. Peter's commitment to sustainable energy reduction is expected to save the equivalent of 1035.5 metric tons of CO₂ per year. The green benefits from carbon sequestered is roughly equal to:

- ◆ 1218 acres of US forests preserved for one year
- ◆ 220 cars taken off the road for one year
- ◆ 124 households powered for one year

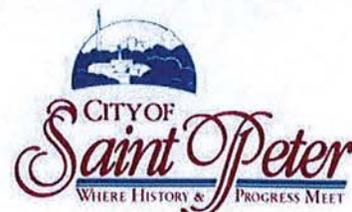
The project helps reduce the need for energy from traditional power plants fueled by fossil fuels.



LED Parking Lot Lighting
St. Peter Library



New Library Light Fixtures



CITY OF ST. PETER, MN

Services Provided

Energy Conservation Measures (ECMs) include:

- ◆ Facility LED lighting upgrades
- ◆ LED street lighting fixture replacement and expanded street light control
- ◆ Waste Water Treatment Plant UV Disinfection Upgrade
- ◆ Building envelope upgrades
- ◆ Building automation / Controls at the Library and Community Center

Facilities, buildings, and areas included in this project:

- ◆ Waste Water Treatment Plant
- ◆ Public Works / St Julien Water Treatment Plant
- ◆ Water Treatment Plant Broadway
- ◆ City Hall
- ◆ Library
- ◆ Community Center
- ◆ Parks
 - Gorman Park
 - Minnesota Square
 - Jefferson Park
 - Mill Pond Riverside
 - Gault Park
 - Veterans Memorial Park
- ◆ Street Lighting

About the City of St. Peter, MN*

The City of St. Peter was incorporated in 1873 and is located approximately 60 miles south of the Twin Cities, nestled in the beautiful Minnesota River Valley. The city's population is over 11,000. St. Peter was originally intended to be the capital of the State of Minnesota. As legislators were preparing to vote on the location of the capital, Mr. Joe Rolette stole the bill that would have named St. Peter as capital and he hid with it until after the legislature voted for St. Paul.

Even though St. Peter was not named the capital of Minnesota, visitors can see how the founding fathers planned for that designation by plating extra-wide street in the downtown area.

The City is rich in historical buildings, with dozens of structures on the National Register of Historic Places.

St. Peter is home to the internationally renowned Gustavus Adolphus College; also home to five past governors of the State of Minnesota.

March 29, 1998 marks a tornado that destroyed 2/3 of the community. They have fully recovered from that afternoon devastation, and the community is stronger and better than ever!

**from St. Peter, MN website*



*Wastewater Treatment Plant
Ultraviolet Disinfection System*

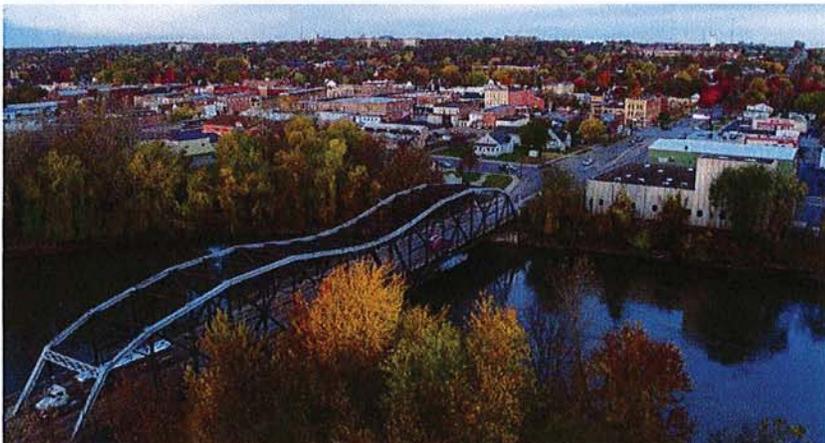


*Wastewater Treatment Plant
Ultraviolet Disinfection System*

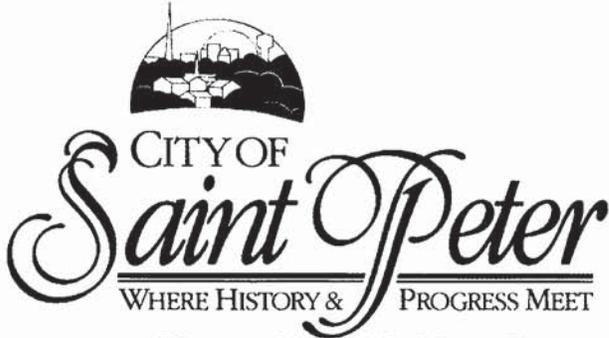
About Ameresco

Ameresco, Inc. (NYSE: AMRC) is a leading energy efficiency and renewable energy solutions provider serving North America and the United Kingdom. Our energy experts deliver long-term customer value, environmental stewardship, and sustainability through energy efficiency services, alternative energy, supply management, and innovative facility renewal all with practical financial solutions.

For more information about Ameresco and our full-range of energy efficiency and renewable energy solutions, please visit www.ameresco.com



City of St. Peter, MN



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/2/2020

FROM: Todd Prafke
City Administrator

RE: Council Member Board and Commission
Appointment Review

Action/Recommendation

None needed for your information and discussion.

Background

As members may know this is the time of year when appointments are recommended by the Mayor. The process is that the Mayor makes recommendation and the City Council must take action to ratify those recommendations.

We typically do this at the first of each year as a part of the "Organizational" Meeting of the Council which is the first regular meeting.

If no action is taken or agreement cannot be reached, in relation to where members serve, then some of the Commissions or Boards may struggle to have the quorum needed to conduct business.

I know that Mayor Zieman solicited your thoughts and input as to assignments but I thought it would be helpful to see the bigger picture. The bigger picture looks like:

City of Saint Peter Council Appointments (Draft) 01022020

Mayor Pro-Tem	E. Johnson
Council Committees Finance Committee*	Bruflat, Nowell
Personnel and Code Review Committee*	Grams, K Johnson
Public Works and Utilities Committee*	E.Johnson, DeVos

* Mayor is Ex-officio

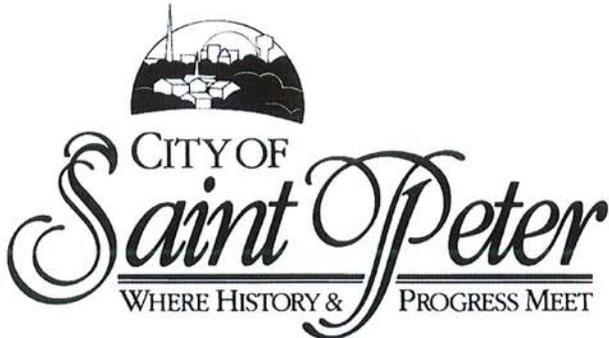
Council Liaison Committees, Boards, Commissions

Economic Development Authority (EDA)	E.Johnson, DeVos
Heritage Preservation Commission (HPC)	Bruflat
Hospital and Nursing Home Commission	Grams, E.Johnson
Hospital Building Committee	Zieman, E.Johnson
Housing and Redevelopment Authority (HRA)	Grams
Library Board	Bruflat
Parks and Recreation Advisory Board	Bruflat, Nowell
Planning and Zoning Commission (P and Z)	Devos, Nowell
Region Nine Development Commission (R9)	Zieman
SPRTC Security Committee	Zieman
Tourism and Visitors Bureau	Zieman, K.Johnson
Fire Pension Board (Fire Relief Association)	Zieman, Vogel
SPRTC Commission SPRTC Executive Board	Zieman
School District #508 Cooperation Committee	Zieman, K.Johnson
County Cooperation Committee	Grams, K.Johnson
Gustavus Cooperation Committee	Zieman, K.Johnson
Appeals and Adjustments	Zieman, K.Johnson, Nowell
Regional Economic Development Alliance (REDA)	K.Johnson
Minnesota River Valley Transit (MRVT)	Grams, DeVos Alt.Zieman
Highway 169 Coalition	Grams, Alt. Zieman
Fire Hall Building Committee	Zieman, E.Johnson

My goal for this meeting is the review this list, make sure I have it right, and make sure members are ready for this action that will be on the Consent Agenda on the 13th.

Please let me know if you have any questions or concerns.

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/2/2020

FROM: Todd Prafke
City Administrator

RE: Council Travel Request – APPA Legislative Rally

ACTION/RECOMMENDATION

For you information, discussion and planning.

BACKGROUND

Each year the American Public Power Association (APPA) holds a conference that provides both educational and lobbying opportunities for its members. Its membership is made up of public power suppliers such as Municipalities, Counties, Regional Government Power Suppliers and others that are not COOPs or Investor Owned Utilities (IOUs). The City Council has adopted an elected officials travel policy which requires Council approval for out of state travel by any elected official.

As a municipality you are a member of the APPA organization. Members would typically participate in lobbying opportunities with our locally elected national officials, educational opportunities and networking opportunities with legislative staff, partners in Southern Minnesota Municipal Power Association (our partner in power supply) and SMMPA staff. In past years the Council has sent the Public Works Director and two to three Councilmembers.

Minnesota Municipal Utility Association (MMUA), our state wide utility organization, typically provides training opportunities and briefings on many of the issues that Municipal Electric providers, such as ours, are facing. They also provide updates of legislative issues that can impact the way you provide service.

Should the Council wish to have members participate a resolution is needed to provide approval. The Conference is on February 24, 25, and 26th so time for discounts on travel and lodging is running short. Our likely plan would include flying out Sunday, February 23 and return on Thursday, February 27.

More information on the conference can be found at: <https://www.publicpower.org/system/files/documents/2020%20Legislative%20Rally%20Brochure%20FINAL.pdf> with some information attached in the packet.

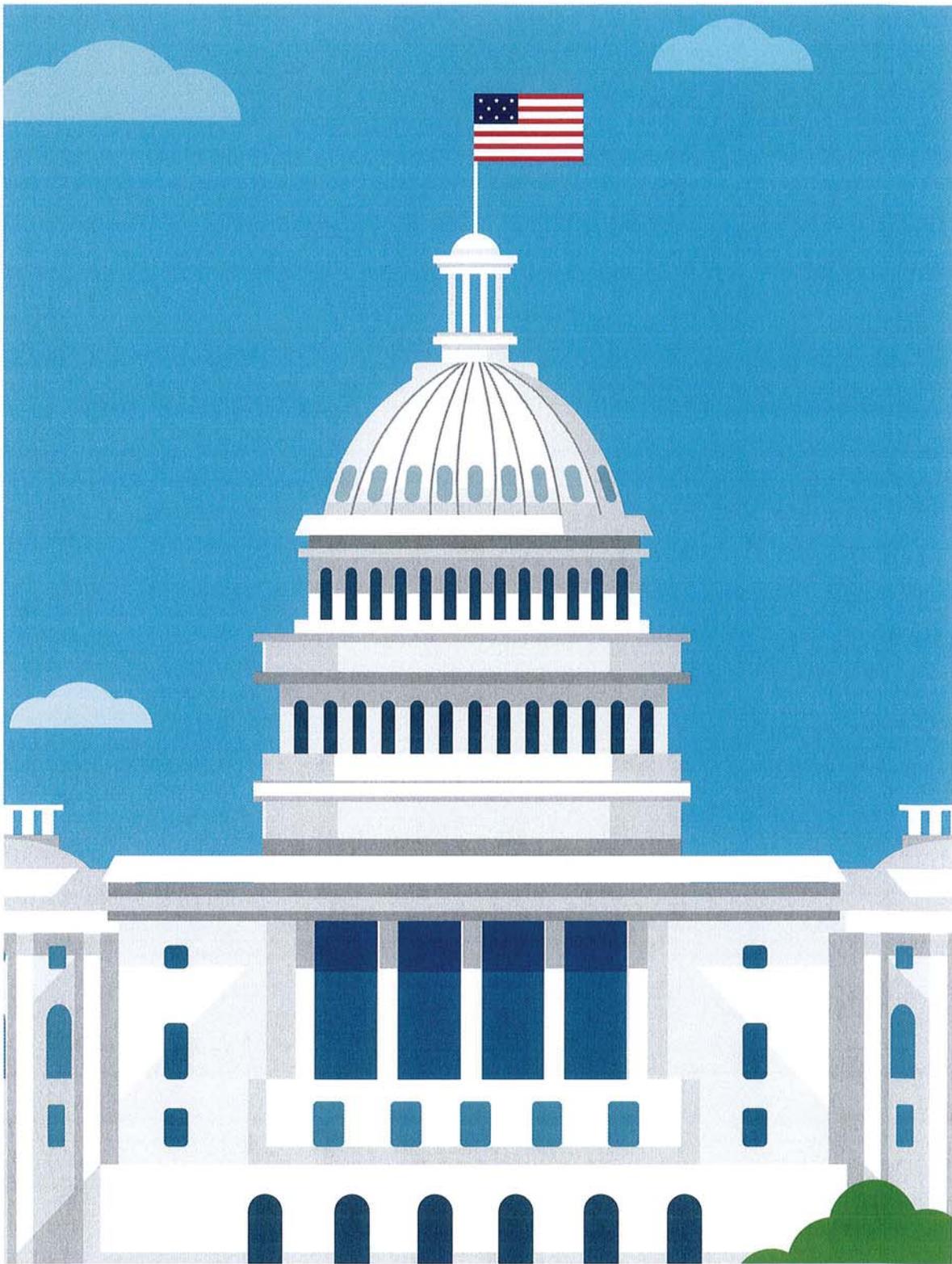
Sufficient funding has been included in the Electric Budget for the travel, conference costs and other reimbursable expenses under your policies.

We believe this a great opportunity for Members to learn more about the power industry, regulation, financing and operations at a very high level. But maybe more importantly it gives you an opportunity to better know our SMMPA Staff and partners, the other members of MMUA, and the impact that public power has on our community, state and nation. Not to mention lobbying on national issues and maybe more importantly on our local issues with those elected officials and staff. We believe that local officials like you, who travel to and participate in these events, are really heard and the message is received differently than messages that are provided by your staff. I believe most past members would tell you it was worth the time, effort and resources to attend and participate at least once during their time on the Council.

My goal for this meeting is to have members bring their calendars, express interest if they have interest in attending, and work to determine who will be participating so that travel arrangements can be started and the Council can adopt a resolution that meets the established travel policy.

Please let me know if you have any questions or concerns.

TP/bal



**AMERICAN
PUBLIC
POWER
ASSOCIATION**

Powering Strong Communities

2020 Legislative Rally

February 24 – 26 | Washington, D.C.



Join the Legislative Rally



Influence those who decide your community's future



Learn more about the issues affecting public power at in-depth pre-Rally seminars



Get tools to help you advocate for public power with your elected representatives and Administration officials



Communicate public power's value and needs to Congress and the Administration during Hill visits



Network with and learn from public power peers



Help shape APPA policy on important issues at the Legislative & Resolutions Committee meeting



Hear about the political landscape from Washington insiders

The Rally

APPA provides the resources, connections, and collective power to help public power communities have an impact in Washington, DC.

Key federal policy issues that will be discussed at the Rally include:

- Public power's efforts to reduce its carbon dioxide emissions to address climate change
- Pushing for legislation that would provide public power utilities with comparable incentives to various energy-related tax credits they cannot take advantage of due to their tax-exempt status
- Maintaining and expanding tax-exempt financing for public power utility electric infrastructure investments
- Protecting the ability of the Tennessee Valley Authority and Power Marketing Administrations to continue to fulfill their historic mission of providing affordable electricity to the nearly 50 million customers they jointly serve
- How public power and others in the electric sector are working closely with their federal government partners to protect the grid from a cyber or physical attack
- Preserving public power's exemption to regulate attachments to its poles at the local level
- Supporting legislation to promote energy storage technologies, and
- Supporting policies that promote the electrification of vehicles and ensuring public power's ability to deploy charging infrastructure in their communities

Target Audience

Public power professionals, including public power staff and leaders, mayors, city council and board members, and others who want to get involved and advocate on behalf of their communities and the electricity industry



"Congress needs to hear the voice of the public power community! This is your opportunity to influence policy makers who can make a difference. As a public power advocate, you are in the best position to talk to Congress about the direct impact of federal actions at the local level. Our coordinated outreach efforts are strengthened because you represent not just your own public power community, but 49 million Americans served by public power utilities."

SUE KELLY, PRESIDENT & CEO, AMERICAN PUBLIC POWER ASSOCIATION

"The APPA Legislative Rally is a great opportunity to promote policies before Congress and federal agencies that benefit public power utilities and their customers. It also allows you to educate policymakers on how federal policies impact your ability to provide affordable, reliable, and environmentally responsible electric service."

Meeting one-on-one with your legislators provides you the opportunity to visit with your congressional delegations and their staff to gain their support to preserve the public power business model and its unique advantages."

DECOSTA JENKINS, CHAIR OF THE AMERICAN PUBLIC POWER ASSOCIATION, AND PRESIDENT & CEO, NASHVILLE ELECTRIC SERVICE

Make Your Views Known on Capitol Hill.

Preliminary Program

Monday, February 24

Public power advocates gather at the Mayflower Hotel for leadership meetings, pre-rally seminars, and the welcome reception.

Tuesday, February 25

In the morning, the Legislative and Resolutions (L&R) Committee meets to review APPA's federal legislative agenda, followed by a discussion of new proposed policies, and then adoption of these policies. This is followed by the L&R Committee luncheon, with a keynote speaker who focuses on the issues of the day and political environment in our nation's capital. In the afternoon, attendees meet with their congressional delegations on Capitol Hill and attend policy briefings on specific issues hosted by APPA at the Mayflower Hotel. In the evening, PowerPAC contributors enjoy a reception to thank them for their involvement with APPA's political action committee.

Wednesday, February 26

Public power advocates begin their morning attending the Legislative Rally breakfast, where APPA presents its Public Service Award to a member of Congress for his or her strong support of public power. Following the Legislative Rally breakfast, public power advocates travel to Capitol Hill for meetings with their congressional delegations.

2020 Legislative Rally Sponsor

RALLY WELCOME RECEPTION

Bank of America
Merrill Lynch

Highlights



Highlights

Meet Your Elected Representatives on Capitol Hill

As a public power expert, this is your opportunity to educate your senators and representatives and their staff on what is happening at your utility and in your community.

Legislative & Resolutions Committee

Be a part of the discussion and help us decide APPA's policy positions on key issues that are important to public power. Hear from a keynote speaker at the luncheon about the state of play in Congress and at the White House.

Legislative Rally Breakfast

This always-popular breakfast meeting is your chance to hear directly from a member of Congress or Senator who is being recognized as a public power champion.

Pre-Rally Seminars

Join your industry colleagues to learn how to be an effective advocate and about the latest developments in policy affecting public power.

For more information on the pre-rally seminars, visit www.PublicPower.org/LegislativeRally.

2020 Legislative Rally Sponsors



More about the L&R Committee Luncheon*

Reserve a table at the Tuesday luncheon and ensure that your attendees and guests get the most value possible out of this annual event. Benefits of reserved tables include:

- Preferential seating at the front of the banquet hall;
- Three additional tickets to the luncheon (individual tickets cost \$69.00);
- Signage and advance notice of table location to ensure that attendees and invited guests are seated together; and
- Greater visibility for guests who may be trying to locate you.

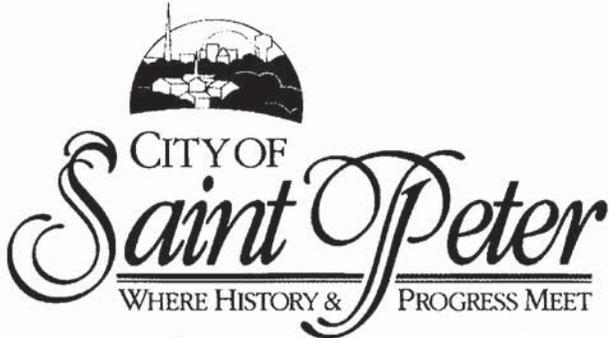
Cost	
Member	\$350
Nonmember	\$700

Please note the number of tables you would like to reserve on the registration form and return it to APPA. Clay Bryan will confirm the details of your table luncheon order. If you have any questions about luncheon tables or the order form, please contact Clay at cbryan@publicpower.org or 202-467-2963.

APPA maintains the right to designate any APPA meeting or session as open only to APPA regular members (public power utilities, joint action agencies, and state/regional associations).

*Counsel has advised that under House and Senate ethics rules, only APPA may extend invitations to House or Senate Members or staff to attend this event. Individual members of APPA are not permitted to extend invitations. Violations of these rules may result in criminal liability.

The APPA Legislative Rally is not open to investor-owned utilities or other privately-owned energy companies.



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/3/2020

FROM: Todd Prafke
City Administrator

RE: Official Newspaper, Depositories and Council
Operational Rules

ACTION/RECOMMENDATION

For your information and discussion.

BACKGROUND

Please find attached a draft resolution which provides for the designation of the official newspaper, official depositories and operational rules of the City Council.

You should also note that staff is recommending what I view as a technical change to the official depositories. The modification is to depositories and changing the name of "Nicollet County Bank" to "Pioneer Bank".

We have also added a provision which meets the Governmental Accounting and Standards Board's (GASB) requirement to name personnel that are authorized to initiate and receive Automated Clearing House (ACH) and Electronic Fund Transfer (EFT) transactions. You may recall this is a relatively new GASB rule that you took action on in the fall of 2019 but should be done on a yearly basis. This "organizational" resolution is a great place to standardize this practice.

No changes are proposed to the section related to public participation. Continuing the Mayor's latitude to recognize members of the public and allow for appropriate and constructive commentary has worked well here, but that some small amount of greater flexibility for the public to provide commentary at workshops only on agenda items was discussed with the consensus seeming to be that the commenter must ask to be recognized prior to the start of the meeting as the rules have provided.

Please also note that many of the rules provided are consistent with State Law. So as an example Section 5n on emergency meeting notification is not something that the Council could decrease and continue to meet the requirements of State Law; however the Council could increase the notification time line.

These are items that the Council reviews each year at this time. There is no financial impact to the recommended changes.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)

RESOLUTION

WHEREAS, the City Council established rules for its operation and provides for certain activities and appointments,

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

1. The Saint Peter Herald is hereby designated as the official newspaper for the City of Saint Peter during the year 2020.

2. The following institutions are each designated as the official depositories of the City of Saint Peter with limits for deposit established at \$13,000,000 for the year 2020:

- First National Bank of Minnesota,
- Pioneer Bank,
- Citizens Community Bank (CCI)
- Hometown Bank

3. The City of Saint Peter Finance Director (Sally Rheaume Vogel) and Accountant (Brenda Isley) are authorized to initiate and receive Automated Clearing House (ACH) and Electronic Fund Transfer (EFT) transactions.

4. Councilmember Edward (Ed) Johnson shall serve as Mayor pro tem in the absence of Mayor Zieman for the period January 1, 2020 through December 31, 2020. In the event neither Mayor or Mayor pro tem are available the most senior member of the Council, based on time of service on the Council, will serve as Mayor.

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

CITY COUNCIL OPERATIONAL RULES

- a. The Saint Peter City Council shall conduct regular meetings of the Council on the second and fourth Mondays of each month.
- b. In the event a regular meeting of the Saint Peter City Council falls on a City holiday, the Council will meet the following day.
- c. Special meetings of the Saint Peter City Council may be called by the Mayor, or in his absence, the Mayor pro tem, or by petition of three members of the Council.
- d. City Council workshops shall be held on non-meeting Mondays.
- e. A quorum necessary to conduct business shall consist of four members of the Council, including the Mayor.
- f. The Saint Peter City Council shall maintain the following standing committees of the Council:
 - Public Works and Utilities Committee

- Finance Committee
 - Personnel and Code Review Committee
- g. City Council Standing Committees shall convene meetings only on matters referred to them by the City Council.
- h. The function of City Council Standing Committees shall be to study, discuss, and make recommendations on issues to be presented for consideration by the City Council.
- i. Meetings of the Saint Peter City Council Standing Committees shall be called by the Mayor, Committee Chairperson, or by the City Administrator.
- j. Members of the Saint Peter City Council Standing Committees shall consist of two members approved by the Council, one from each ward. The Mayor shall serve as an ex-officio member on all Standing Committees.
- k. Notices of the Saint Peter City Council Standing Committee meetings shall be distributed to all Councilmembers and the news media as soon as conveniently possible, normally not less than seventy-two (72) hours before the meeting.
- l. The agenda for the Standing Committee or Special Committee meetings shall be prepared by the Chair of that Committee. Agendas for City Council meetings shall be prepared by the City Administrator. Any Councilmember may have an item placed on the agenda by informing the City Administrator of the topic.
- m. Agendas for Saint Peter City Council meetings shall be available to members of the Council and the news media not later than 5:00 p.m. on the Thursday preceding the date of the Council meeting. Information pertaining to agenda items shall be delivered to Councilmembers as soon as possible after that time, normally on Friday afternoon.
- n. In the case of special meetings of the City Council, the members of the Council and the news media shall be notified seventy-two (72) hours prior to the meeting as to date, time and place in conformance with the Open Meetings Law.
- o. Items arising during meetings of the City Council which are not on the official agenda with appropriate background material, will not normally be acted upon until future meetings of the Council unless deemed to be an emergency by the Council.
- p. Explanation of the City Council agenda items will be done by the City Administrator. However, the Administrator may call on Department Directors, advisors, or consultants for further explanation.
- q. The procedural conduct for the meetings of the City Council shall be Robert's Rules of Order, Newly Revised.
- r. Minutes of the regular or Special Meetings of the City Council shall be available as soon as possible to the Councilmembers and shall be included in Councilmembers' packets for action at the next regular meeting of the Council.
- s. A majority passage of an ordinance shall consist of the affirmative vote of four members of the Council no matter how many are present and constituting a quorum, except that during a state of emergency the procedures provided for in the Saint Peter City Code shall apply.
- t. All regular meetings of the City Council shall include on the agenda a time for scheduling visitor comments, either relating to agenda items or bringing up new topics. A visitor who wishes to speak about an item which appears later on the agenda should so indicate when the Mayor asks; that visitor will be called upon when the item comes up for discussion. A visitor who wishes to speak about something which is not on the agenda will be called on to speak before the meeting continues. All visitors are asked to limit remarks to no more than five (5) minutes. If a visitor's remarks appear to have strayed beyond the scope of a constructive presentation, they may be interrupted and asked to conclude their comments. Members of the City Council or staff may respond to the questions or comments when presented. The Council reserves the right to ask questions and to respond to any question

at a later time. If additional information is needed, the Council will indicate when the visitor may expect a response and from whom.

u. Visitors must indicate their wish to address the Council on a workshop agenda item prior to the start of the workshop. Visitors who wish to speak will be required to provide their name, home address and to identify the agenda topic they wish to speak to. The Mayor will call on the visitor when that agenda item comes up and will allow five (5) minutes to comment. The Council reserves the right to ask questions and to respond to any question at a later time. The Council may also ask staff to contact the visitor about his/her comments at another time. When commenting, visitors must be courteous to all and limit comments to an expression of concern or constructive suggestions on the agenda topic. If a visitor's remarks appear to have strayed beyond the scope of a constructive presentation, they may be interrupted and asked to conclude their comments.

v. The City Attorney shall be designated as the parliamentarian to advise the Mayor on matters of procedure at all meetings of the City Council.

w. Members of the City Council may request removal of any consent agenda item prior to action on the consent agenda. The removed item will then be considered as a separate agenda item later in the same meeting.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this __ day of __, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator