CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

City Council Workshop Session of Monday, April 20, 2020
5:45 p.m. – Time Approximate following special Council Meeting at 5:30 p.m.

This meeting will be conducted electronically - See below for electronic access.

I. CALL TO ORDER

II. DISCUSSION

A. Finance Department Presentation
B. Library Supervisor Position Description
C. Park Naming Process
D. League of Minnesota Cities Annual Conference
E. COVID-19 update

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 only be accessible 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

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 4/16/20

FROM: Todd Prafke
City Administrator

RE: Department Presentations: Finance Department

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The workshop on Monday evening will feature Finance Director Sally Vogel who will provide an update on activities in the Department.

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

TP/bal

City of Saint Peter

Finance Department

April 2020

Financial Administration
Billing/Collections
Computer Services
Transit Finance Services

Finance Department

Finance Director – Sally Vogel

Accountant - Brenda Isley

Payroll/Office – Tracy Ranger

Accounts Payable – (Shared position with Bldg Dept) Danielle Lindquist

Accounts Receivable Clerk - Jo Westphal

Billing Clerk – Joey Rusch

Meter Readers –Dan Deschaine, Chris Simonette, Mike Boelter

Computer Service Technician - Susan Brunz

Utility Customer Statistics

	2015	2016	2018	2019
• Electric customers	4,213	4,254	4,339	4,434
• Refuse Service:				
volume base	133	130	117	112
60 gallon carts	2,017	2,035	2,043	2,067
90 gallon carts	775	779	782	807
• Automatic bill payment	1,371	1,373	1,577	1,607
• % of Electric Customers	32.5	32.3	36.3	36.7

AMI Implementation St. Peter 2019

Total Electric Meters Residential	3,979	
Remote Read (by meter readers)	2,931	74.4% of Total
AMI meters	1,008	25.6% of Total
Total Water Meters Residential	2,880	
Remote Read (by meter readers)	2,243	77.9% of Total
AMI meters	637	22.1% of Total
Total Irrigation Water Meters Residential	1,497	
Remote Read (by meter readers)	1,173	78.4% of Total
AMI meters	324	21.6% of Total

Website Redesign

- Went live January 2020(still tweaking and uploading of information from prior years)
- Mobile Friendly
- PDF searchable
- Integrate with City's Social Media Sites
- Subscribe/receive alerts
  - Hotsheet
  - Job Posting
  - Street closings/Snow Emergency
- On-line job applications/building permits
- ADA Compliant
- Enhanced User Security

Audit/Compliance Reporting

- Annual Financial Audit (2019 AUDIT IS PROCESS)
- Transit Audit (2019 IN PROCESS)
- Work Comp Audit
- Pay Equity reporting
- MN Valley Action Council
- Sales Tax Audit
- Solid Waste Tax Audit
- Annual TIF Reporting
- Validation of employee Health coverage to the IRS
- Medicare eligible reporting of health insurance covered employees

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/16/20

FROM: Joey Schugel
Recreation and Leisure Services Director

RE: Library Supervisor Position Description

ACTION/RECOMMENDATION

None needed. For Council discussion and review only.

BACKGROUND

As you know, it is our practice to review all position descriptions whenever a position becomes vacant. This is done to ensure the minimum and desired qualifications, physical requirements and information about the essential job functions all accurately describe the position.

We currently have a vacancy in the position of Library Supervisor. Upon review of the position description, only a couple of changes are recommended. These changes are recommended to be added to the essential functions for which this position is responsible and include the following:

- Provide professional development training for library staff
- Plan, direct, and supervise the Library's acquisitions and collection development

I believe this modified description best meets the current duties of the position. The Council last discussed and modified this description in 2017. At that time it is my understanding discussion centered around a few duty items, but was more driven by a review in organizational structure related to the recruitment of a new Recreation and Leisure Services Director. If adopted at your next Council meeting, the recruitment process to fill this vacant position would be implemented using the updated description.

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

JS/

CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION

PAY EQUITY POINTS: 173

POSITION TITLE: LIBRARY SUPERVISOR

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: RECREATION AND LEISURE SERVICES DIRECTOR

OVERVIEW OF POSITION:

Under the direction and general supervision of the Recreation and Leisure Services Director, the Library Supervisor supervises the operation of the library and is responsible for assisting in the development, implementation, monitoring and evaluation of ~~youth and adult~~ all Library programs and activities.

ESSENTIAL JOB FUNCTIONS:

- E~~Provide an inviting atmosphere for patrons and e~~nsure high quality customer service.
- Plan, direct and supervise Library programs, activities, and events in a positive and safe environment to meet the needs of a diverse community and promote library usage.
- Analyze community needs; research and develop new strategies to meet those needs.
- Recruit, interview, train and supervise library staff.
- Provide professional development training for library staff.
- Promote and market Library services and programs as part of the Recreation and Leisure Services Department using a variety of communication tools.
- Evaluate ~~Provide for evaluation of~~ Library programs.
- Research and recommend new programs, activities and events.
- Communicate with City and community boards and committees as directed.
- Assist in the preparation of the Library operational and program budgets. Monitor revenues and expenditures to keep within the approved budget guidelines. Oversee use of petty cash funds.
- Act as the City's~~Recreation and Leisure Services Department~~ liaison to Friends of the Library and other literacy and library focused organizations. Coordinate with groups to best address the literacy and library needs of the community.
- Coordinate scheduling of various facilities, equipment and personnel.
- Inspect and assess program equipment and technology application needs as needed.
- Make recommendations on purchase and replacement of Library materials and equipment.

- Plan, direct, and supervise Library acquisitions and collection development.

- Assist in the preparation of written communications relative to library programs, including preparing news releases, informational bulletins, and other written communications designed to interest and inform the public.

- Maintain organized files and provide reports

- Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively both orally and in writing; provide leadership ~~ability~~; accept responsibility; secure the confidence of recreation participants; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff; interact positively with the public, staff, and with diverse groups and individuals; ~~interact positively and ability to~~ apply effective conflict resolution techniques; and~~,~~ work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

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

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40 in one usable eye or both eyes together
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.

MINIMUM QUALIFICATIONS:
- Bachelor's Degree in Library Media Science, Education or related field.
- ~~Two years demonstrated of experience in provision of with library operations.~~
- Two years demonstrated programming experience in libraries, recreation, educational or related area, or equivalent.
- Demonstrated p~~P~~ersonal c~~C~~omputer experience.
- Valid d~~D~~river's l~~L~~icense.
- Experience working with the public.

DESIRED QUALIFICATIONS:
- Demonstrated experience of ~~T~~two or more years ~~demonstrated experience in~~ provision of library operations.

- Two or more years of demonstrated ~~of~~ employee supervisory experience~~experience.~~

- Demonstrated e~~E~~xperience in preparation and implementation of budgets

- ~~More than~~ T~~t~~wo or more years' demonstrated experience in provision of literacy enhancing programing, library program management, or delivery.

- Previous demonstrated experience with inventory or library materials circulation software.

- Demonstrated experience in the purchase of Library materials including books, periodicals, and ~~including~~ digital materials

Adopted: xx/xx/xxxx

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 4/16/2020

FROM: Todd Prafke
City Administrator

RE: Park Naming Process

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Members may recall that you took action to name a new park off your agenda a couple of months back. Staff was asked to put the process for naming of parks on your Goal Session agenda; however, since the session was cancelled, I have included this item on the agenda for your workshop. I believe the suggestion from that meeting was for further discussion on the process for naming.

Information that was included in your packet for that Council meeting is attached as is the ordinance listing the duties of the Park and Recreation Advisory Board. You will note that the Code does not specifically state the Board is responsible for naming parks. Your City Code does not assign that duty to any specific Board or the City Council.

From a historical and maybe more practical view, parks have been named in three primary ways. One of which is a name solely determined by the Council. An example of this was Community Spirit Park. In this instance you had a "contest" for the naming and that contest was sponsored/directed by the City Council. A second path has been recommendations from the Park Board. An example of this is Gault Park which as a part of the recommended acceptance of land, the park use/design and name was accepted by the Council. Lastly, I believe, although I have struggled to find an example of this, a park has been named through Planning and Zoning as a part of acceptance of a final plat.

Another note of interest, the current dog park (east of the river) does not have a name and while it is a park, a dog park, it is on leased land and was thought of more as leased land after a really arduous process to site a dog park. Therefore we did not have the same discussion that occurred as compared to other "parks".

Lastly, there is no Code citation that I can find that says parks must carry a name. I think it is logical that they do have a name, and not just an address, but there is no rule that says they must.

I don't believe that there is a right or a wrong starting point for the discussion on a name of a park or whether it is just a Council action or a recommendation through some other commission or board of the Council. I do think it is logical to name parks and that it is ultimately something, whether a standalone action or as a part of acceptance of a donation, a plat or other process that should be approved by the Council.

My goal for this meeting would be to focus you on a process and determine the best way to codify or develop policy around that preferred process. Lastly, to complete the discussion on the name of the dog park, whether through a new process or based on the action already taken.

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

TP/bal

DIVISION 4. - PARKS AND RECREATION ADVISORY BOARD

Sec. 2-460. - Continued.

A Parks and Recreation Advisory Board is hereby continued to study the needs of the City in the area of public parks and recreational programming and to make recommendations to the Council on park and recreational policies.

(Code 1989, § 2.21; Ord. No. 157(2nd Ser.), § 9, 12-12-1988; Ord. No. 360(2nd Ser.), § 1, 1-12-2004)

Sec. 2-461. - Composition.

The Parks and Recreation Advisory Board shall consist of 11 members. Two members shall be members of the City Council and each of these members shall be appointed for a one-year term. One member shall be recommended by the Saint Peter School District #508 Board from their members or staff and shall be appointed for a one-year term. All remaining members shall be appointed for three-year terms. All members of this Board shall be appointed by the City Council. In addition to these 11 members, ex-officio nonvoting members of the Board shall be the Recreation and Leisure Services Director, the Public Works Director and the City Clerk-Administrator. Vacancies during the term of any member shall be filled by the Council for the unexpired portion of the term.

(Code 1989, § 2.21; Ord. No. 157(2nd Ser.), § 9, 12-12-1988; Ord. No. 360(2nd Ser.), § 1, 1-12-2004; Ord. No. 36 (3rd Ser.), § 1, 5-14-2018)

Sec. 2-462. - Meetings.

Subd. 1. The Parks and Recreation Advisory Board shall meet as needed either upon call by its membership or upon request of the Council.

Subd. 2. The Board shall elect from its members officers as needed including a Chairman, Vice-Chairman, and a Secretary. The Chairman shall preside at all meetings of the Board and the Vice-Chairman shall preside in his absence. The Secretary shall take minutes of the meetings and be responsible for such duties and obligations as directed by the Board or Chairman.

(Code 1989, § 2.21; Ord. No. 157(2nd Ser.), § 9, 12-12-1988; Ord. No. 360(2nd Ser.), § 1, 1-12-2004)

Sec. 2-463. - Duties and responsibilities.

The duties and responsibilities of the Parks and Recreation Advisory Board shall include, but are not limited to, the following:

(1) Review and make recommendations on park policy to the Council;

(2) Review the need for additional park land;

(3) Prepare a park land acquisition and development plan;

(4) Prepare a capital equipment and improvement program for the park system;

(5) Make budget recommendations annually;

(6) Study and recommend park utilization;

(7) Study and meet with other governmental organizations and bodies on use of parks.

(Code 1989, § 2.21; Ord. No. 157(2nd Ser.), § 9, 12-12-1988; Ord. No. 360(2nd Ser.), § 1, 1-12-2004)

Secs. 2-464—2-494. - Reserved.

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: February 13, 2020

FROM: Pete Moulton
Director of Public Works

RE: Dog Park Name

ACTION/RECOMMENDATION

Take action to officially name the new dog park at 1125 North Swift Street as "Thompson Dog Park".

BACKGROUND

The Parks and Recreation Advisory Board met on Tuesday, February 18, 2020 and accepted a recommendation from the River Valley Dog Park Association to name the new dog park "Thompson Dog Park".

Betty Thompson is a long time resident of St. Peter and has been an instrumental volunteer in helping raise the funding for this new dog park.

The Park and Recreation Advisory Board reviews and recommend names for parks within the City of Saint Peter but final approval is reserved for action of the Council. There is not a list of names to work from like we use with Streets. We have used contests, and "giver" or "donator " names in the past but there has been no one process for how names are selected for review by the Advisory Board.

FISCAL IMPACT:

None.

ALTERNATIVES/VARIATIONS:
Do not act: Staff will wait for additional direction from the Council.
Negative Vote: No further action will be taken without additional direction from the Council.
Modification of the Resolution: This is always an option of the City Council.

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

PM/amg

CITY OF SAINT PETER, MINNESOTA
Parks and Recreation Advisory Board
RESOLUTION NO. 2020 - 01

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

RESOLUTION RECOMMENDING THE NEW DOG PARK BE NAMED THOMPSON DOG PARK

WHEREAS, the Parks and Recreation Advisory Board evaluated the suggested name from the River Valley Dog Park Association of Thompson Dog Park; and

WHEREAS, the Parks and Recreation Advisory Board is recommending this name to the City Council; and

WHEREAS, Thompson is a long time resident of the City and was instrumental in receiving donations for the new dog park to be constructed;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Parks and Recreation Advisory Board recommends the new dog park be named "Thompson Dog Park" and be adopted by the City Council.

Adopted by the Parks and Recreation Advisory Board of the City of Saint Peter, Nicollet County, Minnesota, this 18th day of February 2020.

Michael Looft
Chair

ATTEST:

Sarah Nielsen
Secretary

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 4/16/20

FROM: Todd Prafke
City Administrator

RE: League of Minnesota Cities Conference

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The annual League of Minnesota Cities (LMC) conference will take place in St. Paul on June 24-26, 2020. The conference brochure has already been mailed to Councilmembers by the League and copies are attached.

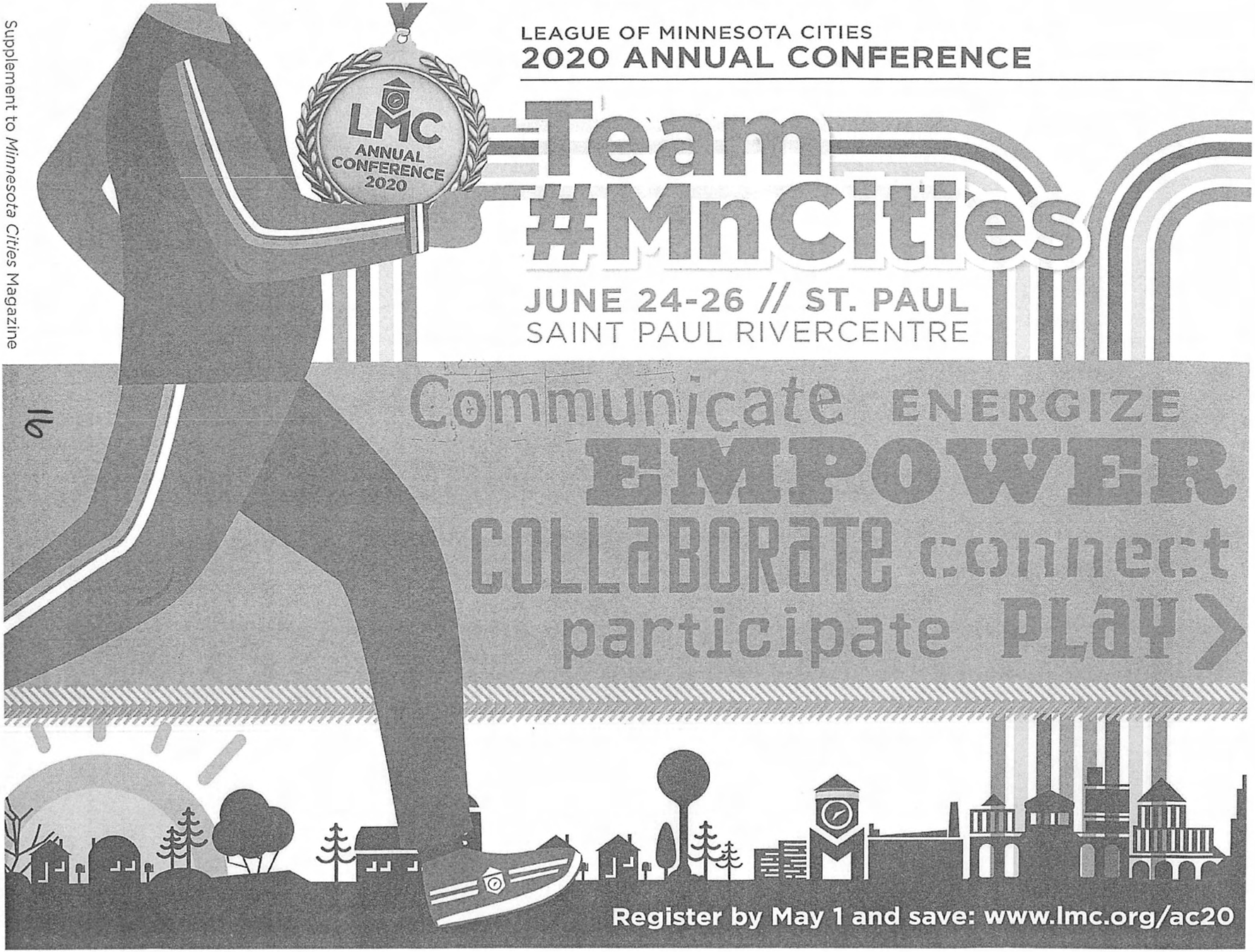
Time has been included on the workshop agenda for Council discussion about attending the conference and it is my hope that should any of you wish to attend, you would let us know soon enough to qualify for the early bird pricing levels. Early bird registration ends at the end of April and there is a substantial early bird registration savings for first time attendees.

In addition, it's important to note that hotel reservations will need to be made as soon as possible to ensure Councilmembers can stay at the conference hotel.

My goal for your meeting is to see who has interest, discuss calendars and start the process should any members wish to go.

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

TP/bal


LEAGUE OF MINNESOTA CITIES
2020 ANNUAL CONFERENCE
LMC
ANNUAL CONFERENCE 2020
Team #MnCities
JUNE 24-26 // ST. PAUL
SAINT PAUL RIVERCENTRE
Communicate ENERGIZE
EMPOWER
COLLABORATE connect
participate PLAY
Register by May 1 and save: www.lmc.org/ac20

Team #MnCities

Gather your players and get ready to join hundreds of Minnesota city officials for Team #MnCities this June!

JOIN TEAM #MNCITIES TO:

- GET MOTIVATED DURING TWO KEYNOTE SPEAKERS.
- STRETCH YOUR SKILLS AND HIT THE TRACK AT THE EDUCATIONAL SESSIONS.
- BUILD YOUR OWN TEAM WITH SEVERAL NETWORKING OPPORTUNITIES.

TRACK

EDUCATIONAL SESSIONS

28 educational sessions in seven session tracks will help you lead your city and tackle challenges.

CONNECTING WITH FANS

Learn about engaging residents in your community. Sessions include:

- ★ Encouraging New Voices
- ★ Handling Disruptive Council Meetings
- SC The New Wave of Planning & Development
- ★ Engaging Residents Through Humor & Social Media

MARATHON

Learn about sustainability and local government to prepare your city for the long run. Sessions include:

- ★ Developing Best Practices

FIELD

PRE-CONFERENCE WORKSHOPS

FEE: $50 Lunch included

You must pre-register for pre-conference workshops

PRE-CONFERENCE WORKSHOP | WEDNESDAY | 10 a.m.-1 p.m.

AN INTENTIONAL PRIORITY — PROTECTING THE MENTAL HEALTH OF FIRST RESPONDERS

Suggested audience: administrators, managers, mayors, councilmembers, public safety staff

Community first responders are repeatedly exposed to trauma, and that trauma can take its toll. As city leaders, knowing how to best support the mental wellness of first responders in your community can be challenging and puzzling. This session will examine multiple pieces of the first responder mental health puzzle. Included in the discussion will be the impact of first responder mental health on cities, opportunities for preventative care, resources that are available, and why leadership is a vital piece in solving this puzzle. Come prepared for discussion, reflection, and action.

PRE-CONFERENCE WORKSHOP | WEDNESDAY | 11 a.m.-1 p.m.

INCREASING YOUR PROFESSIONAL PRESENCE

Hosted by the Association of Public Management Professionals (APMP), Metropolitan Area Management Association (MAMA), and Minnesota City/County Management Association (MCMA)'s Women in the Profession Committee

Suggested audience: all city staff, with an emphasis on early

- ★ Smart Planning for Economic Development
- ★ Race Equity Impacts on Sustainability Planning
- SC Going Green to Make Green: Economic Benefits of Sustainability

TEAMWORK

Get tips and tricks to help build your team and keep them healthy and happy. Sessions include:

- ★ Building Engagement Through Well-Being & Resilience
- ★ Emotional Intelligence & Team Development
- SC Becoming an Employer of Choice
- ★ Laughter & Leadership: How Humor Can Bring People Together and Make You a Better Leader

HIGH JUMP

Take your leadership, and your city, to new heights. Sessions include:

- ★ Building Your Leadership Presence
- SC Strategic Planning & Investing in Your Community
- ★ There Is No "I" In Scott County: Collaboration of SCALE
- ★ Welcoming Cities Are Thriving Cities

HURDLES

HOT TOPICS!

Every race has a few hurdles. Help your city get right past them. Sessions include:

- ★ Seeing Through the Cloud: A Look at Vaping Regulations
- ★ Preparing for Adult-Use Cannabis Legislation: Lessons from Others with Legalized Recreational Marijuana
- ★ Preparing for Adult-Use Cannabis Legislation: Your Role In What's Ahead
- ★ Understanding the Opioid Crisis

There are many paths that can lead to a successful career in city government. Whether you plan to spend the next three years or 30 years in your current organization, increasing your professional presence opens doors to challenging and exciting opportunities which help build your skills in the public sector. This session will provide you with the tools you need to tell your story, as well as offer an opportunity to hear from a panel of experienced city management professionals.

GENERAL SESSIONS

WEDNESDAY | 2-3:30 p.m.

OPENING CEREMONY

with Keynote Speaker P.J. Fleck, Golden Gopher Football Coach

CULTURE, LEADERSHIP, & PROCESS

How does the culture of your city impact your team? P.J. Fleck will lead you through the importance of teamwork and strong leadership to get results using his own experiences following the Gophers' historic 2019 football season. Explore how you can encourage your city's strengths to create a positive culture and your own championship programs.

Team #MnCities KICK-OFF IN THE EXHIBIT HALL

WEDNESDAY | 3:30-6:30 p.m.

Celebrate the start of the conference Wednesday afternoon with the whole team. You'll get to know city teammates, meet League staff, and connect with vendors.

WEDNESDAY | 6:30-7:30 p.m.

NETWORKING RECEPTIONS IN DOWNTOWN ST. PAUL

NEW FOR 2020!

UNDER 30 PROFESSIONALS' NETWORKING *at The Liffey Irish Pub*

More young people are entering local government, both as city staff and elected officials. Join your peers for a special reception after the exhibit hall to share experiences in city government and build your network with fellow young city professionals.

PRESIDENT'S RECEPTION *at Patrick McGovern's Pub & Restaurant*

All conference attendees are invited to walk down to Patrick McGovern's to build relationships at a reception hosted by LMC President Mike Mornson. This informal gathering will include a meet and greet for first-time attendees.

THURSDAY | 8-9:15 a.m.

NEW FOR 2020! BREAKFAST PANEL FEE: $35

Hosted by Minnesota Women in City Government (MWCG) and Minnesota City/County Management Association (MCMA)

Women in the Profession

DEEP DIVES

Dive into today's biggest issues. Sessions include:

- SC Advanced Cyber Security: You Are Wise to the Hacker, Now What?
- ★ Self Interest to Shared Benefit
- ★ The Value of Open Data
- ★ Promoting Affordable Housing Development

SC SMALL CITIES

Make big things happen in small cities. Sessions include:

- SC City Newsletter Tips & Tricks
- SC Long-Term Financial Planning for Small Cities
- SC Getting Connected: Broadband Options Your City Should Consider
- SC Engineering 101 for Elected Officials

NEW FOR 2020!

This year features more programming for small cities than ever! Many tracks feature sessions aimed for officials from small cities, marked by SC.

Register by May 1 and save!

Officials from cities with populations under 1,000 can save nearly $200 on registration!

See full educational session descriptions:
www.lmc.org/ac20sessions

Suggested audience: city officials in all roles

You must pre-register for this breakfast.

Start your day Thursday by connecting with fellow city officials during this breakfast panel. You'll hear about current challenges of the labor market and ways your city can put your best foot forward to attract strong candidates. MWCG will hold their annual meeting at 9 a.m., following the panel.

THURSDAY | 9:30-10:30 a.m.

GENERAL SESSION

with Keynote Speaker Kristine Schaefer, Executive Coach, Loma Communications

CONNECTING LEADERSHIP AND COMMUNICATIONS

How do we become powerful leaders and inspire others to support us? Getting ideas heard and accepted requires more than just authority to get things done, we need to be better at delivering information, making requests, and influencing people. To bring people together, we need to master the lost art of dialogue – articulating our views and learning more about the other person's views. In this session, learn how acting with authenticity, communicating with clarity and confidence, and showing up as completely as possible helps to serve others and reach our goals.

THURSDAY | 5:15-6:30 p.m.

AWARDS SHOW & DINNER *with Emcee Angela Davis*

Cheer on Minnesota cities during the awards show and dinner on Thursday evening! Minnesota Public Radio's Angela Davis will be our host for the evening as we applaud award-winning projects, city leadership, and more.

FRIDAY | 8-9 a.m.

TEAM #MNCITIES HUDDLE & BREAKFAST

NEW FOR 2020!

The final day of the conference begins bright and early with a continental breakfast with League staff. Sit down for a chat as you discover the variety of resources available to League members and get to know the people beyond their names in emails.

FRIDAY | 10:15-11:30 a.m.

CLOSING SESSION

LEGISLATIVE UPDATE & Comments from Governor Tim Walz [invited]

Hear how city priorities fared at the Capitol and what's ahead for cities in 2021 and beyond as the League's intergovernmental relations staff share observations and key outcomes from the 2020 legislative session.

CONFERENCE AGENDA:

All events are at the Saint Paul RiverCentre unless otherwise noted.

WEDNESDAY, JUNE 24

10 a.m.-12 p.m.
Pre-Conference Mobile Tours

10 a.m.-1 p.m.
Pre-Conference Workshop: An Intentional Priority — Protecting the Mental Health of First Responders

11 a.m.-1 p.m.
Pre-Conference Workshop: Increasing Your Professional Presence

1-2 p.m.
Pre-Conference Meetups:
- First-Time Attendees
- Environmental Sustainability

2-3:30 p.m.
Opening Ceremony with Keynote Speaker P.J. Fleck

3:30-6:30 p.m.
Kick-Off in the Exhibit Hall

6:30-7:30 p.m.
Under 30 Professionals' Networking
The Liffey Irish Pub

6:30-7:30 p.m.
President's Reception
Patrick McGovern's Pub & Restaurant

Don't miss your chance to meet Golden Gopher coach P.J. Fleck!

After the opening session, head to the exhibit hall to meet P.J. Fleck from 3:30-4:30 p.m.

THURSDAY, JUNE 25

8-9:15 a.m.
Breakfast Panel Hosted by Minnesota Women in City Government (MWCG) and Minnesota City/County Management Association (MCMA) Women in the Profession

8-9 a.m.
Coalition of Greater Minnesota Cities (CGMC) Breakfast

8-9 a.m.
Metro Cities Breakfast

9-9:30 a.m.
Coffee Break

9:30-10:30 a.m.
General Session with Keynote Speaker Kristine Schaefer

10:45-11:45 a.m.
Educational Sessions #1

12-1:15 p.m.
Luncheon & Annual Meeting

1:30-2:30 p.m.
Educational Sessions #2

2:30-3 p.m.
Networking Break

3-4 p.m.
Educational Sessions #3

4-5:15 p.m.
Awards Reception

5:15-6:30 p.m.
Awards Show & Dinner
with Emcee Angela Davis

7 p.m.
Optional Activity
Lowertown Sounds
Mears Park – a looping shuttle will be provided

FRIDAY, JUNE 26

8-9 a.m.
Team #MnCities Huddle & Breakfast

9–10 a.m.
Educational Sessions #4

10:15-11:30 a.m.
Closing Session with Legislative Update & Comments from Governor Tim Walz
(invited)

You can catch more of Kristine Schaefer at her educational session in the High Jump track, titled Building Your Leadership Presence.

Register by May 1 and save!
www.lmc.org/ac20

QUESTIONS?
Contact Cindy Xiong at (651) 215-4065 or (800) 925-1122 or cxiong@lmc.org.

Details are subject to change. The final program will be available to attendees onsite and online at www.lmc.org/ac20.

PRICING & EARLY BIRD DEADLINES:

$425 Regular Attendee
$475 after May 1, 2020

$199 First-Time Attendee
$475 after May 1, 2020

$249 Cities with Population Under 1,000
$475 after May 1, 2020

$650 Company Representative
For company representatives who are not exhibiting.

These registration fees include admission to all Team #MnCities sessions, networking, and meal events. Lodging is not included in these fees.

$50 Pre-Conference Workshops
Lunch included

$35 Thursday Affiliate Breakfasts

LODGING OPTIONS:

TO RECEIVE THE SPECIAL ROOM RATE RESERVE BY **MAY 23**

Holiday Inn St. Paul Downtown
175 W. 7th St., St. Paul, MN 55103
(651) 225-1515
Single/Double: $149 + tax

Hampton Inn & Suites
200 W. 7th St., St. Paul, MN 55102
(651) 224-7400
Single/Double: $151 + tax
Suite: $171 + tax

Intercontinental St. Paul Riverfront
11 E. Kellogg Blvd., St. Paul, MN 55101
(651) 292-1900
Single/Double: $157 + tax

For more information: www.lmc.org/ac20hotels

Team #MnCities Sponsors

Special thanks to our Business Leadership Council members:

- BNSF
- Bolton & Menk, Inc.
- Ehlers
- Gallagher
- Hamline University School of Business
- Kennedy & Graven, Chartered
- Lockridge Grindal Nauen
- Moore Engineering, Inc.
- NLC Service Line Warranty Program
- Sourcewell
- WSB

FOR NEW CITY CLERKS

Clerks' Orientation Conference

The League's popular three-day conference for new city clerks will be held concurrently with the 2020 Annual Conference.

In addition to the orientation program, new clerks will have the opportunity to attend the annual conference keynote sessions, select educational sessions, exhibit hall activities, and networking events.

Visit www.lmc.org/clerks20 for more information.

GO

LEAGUE of MINNESOTA CITIES
145 University Ave. W
St. Paul, MN 55103
www.lmc.org

Register by May 1 and save: www.lmc.org/ac20

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CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 4/17/2020

FROM: Todd Prafke
City Administrator

RE: COVID-19 Update

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

During the State and Local declared emergency it is my hope to give members an update and what some might call a "laundry list" of things related to COVID-19 and hit some high points on what we know, what we are doing, and what we should be looking forward or planning on.

My goals for your discussion at the workshop include:

- Updating you on what might be viewed as important issues that we are aware of about the community. Closures, openings, activities, and cooperative efforts all fall into this category.
- Updating you on the City organization. This is the internal stuff like policies, workloads, City activities, projects and programs.
- Looking forward at the impact on community and whether there are things we are missing, gaps that need to be filled, and/or information that needs to be provided either to you or the broader community while also looking forward on the plan that you (City) have for work for the rest of the year and updating you with our thoughts on those and seeking your input and direction on those.

I have previously distributed a check list document that can provide some additional consistent and helpful information as this agenda item is likely to be reoccurring.

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

TP/bal