

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

Regular Workshop Session of Monday, November 6, 2017
Community Center - St. Peter Room – 5:30 p.m.
600 South Fifth Street

III. CALL TO ORDER

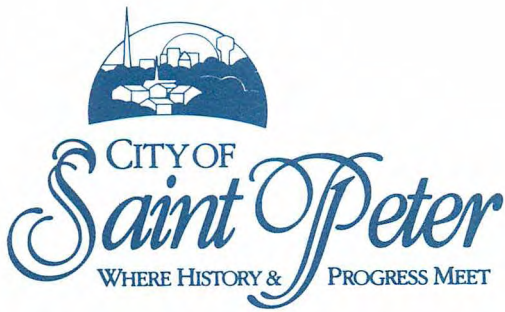
II. DISCUSSION

- A. Legislative Update with Representative Clark Johnson
- B. Green Steps Program
- C. Council Email Use Reminder
- D. City Administrator Annual Review

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 11/3/2017

FROM: Todd Prafke
City Administrator

RE: Representative Clark Johnson Visit

ACTION/RECOMMENDATION

None needed. For Council discussion only.

BACKGROUND

As you know we invite your State elected officials to visit with you at a workshop. Monday evening State Representative Clark Johnson will join us. Please find below a list of "starter" questions. This list is meant to help get the discussion going and hit some of the issues that you have discussed or prioritized in the past. It is in no way meant to be an exclusive list, so please feel free to use or not use, at your pleasure. Our goal will be to keep the conversation keyed in on City issues.

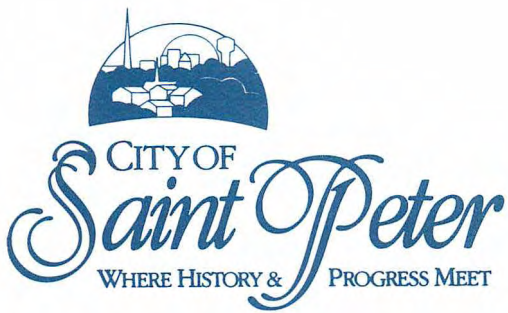
- What do you think will be the biggest things that will be discussed during the upcoming session that will impact the City of Saint Peter?
- A bike trail to Mankato is still in the back of our minds. What chance is there in the biennium that any funding could shake loose? Tell us how we can help you help us.
- Any issues we should know about relative to RTC? We still see it as a valuable employer and institution in our community.
- Tobacco 21 is an issue that has come up all around Minnesota. While we still don't know where we all stand on this issue, we are all sure that a city by city approach to any change here is not the right one. This, like other issues probably needs a much bigger geographic approach. Do you see the legislature taking up such an issue?
- Thanks so much for your help in getting funding for the Pavilion. We wanted you to know we continue to move forward.
- LGA. What do you think is going to happen and when will we know where we are at? As you know the increase in that funding is now still only slightly above 2002 levels. We use that money dollar for dollar to buy down levy. You know that a letter to the editor by Rep.

Steve Drazkowski (R-Mazeppa) has been making the rounds in local newspapers over the past two weeks. In it, he touts the Legislature's 2017 tax bill, including the modest LGA increase (\$15 million) that was included in it. He goes on to say that the House Property Taxes & Local Government Finance Committee, which he chairs, will be monitoring upcoming local levy requests and "if their numbers continue to rise despite our significant investment into property tax relief, it will be duly noted when local governments ask for more state resources and lawmakers evaluate the future of LGA." He may not have an educated or clear understanding of the services that cities provide, what costs of service look like at the local level, or the increasing cost of mandates that we must account for or that we are charged with enforcing for other units of government. Do you foresee any increase for the 2018 or 2019 years?

- Transit in Saint Peter is vital and we are now partners with the City of Le Sueur and will soon have some level of cooperative effort with the folks from VINE. The people that use that service are the people that need that service. Tom Gottfried (MNDOT Transit Head) has been very supportive of our efforts. If we did not have funding for transit, we would be spending more to provide transportation services to those people. How does transit funding look for outstate Minnesota?
- Cooperative efforts. Find a place that has more and is using public funds better. If you have ideas and ways we can work together let us know. One of the big cooperative efforts we have going on right now is a Local Road Improvement Program grant application for Township Road 361 on the western edge of the new High School. We have two townships, a school district, a county, MnDOT and city all working together. Any positive influence you might excerpt with the program decision makers would be appreciated. Are there other cities or communities we could or should emulate in working with partners?
- Saint Peter has been proactive in taking steps to protect the environment, promote better and cleaner water, storm water rules, solar energy subscriptions, wastewater discharge and it does cost a lot for our customers. We continue to be concerned about the energy mandates that have been put in place. We agree with the environmental issues, but don't see mandates at this level as a benefit to our customers - particularly our fixed income and elderly customers. Many mandates place undue pressure on the system and increase capital costs substantially. We've heard people comment that there is too much stick and not enough carrot. What do you think about this?
- Thank you for being available to us. Are there ways we can communicate with you better? Is there anything we are missing that you would really like us to know?

If you have any questions about this agenda item prior to the workshop, please don't hesitate to let me know.

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 11/3/17

FROM: Todd Prafke
City Administrator

RE: Green Steps Program

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

The City Council did not get to this agenda item as part of last week's goal session so I have included it on the workshop for Monday evening.

Attached is information from the goal session on the Green Steps program. As part of your discussion you should note the following points:

- The City of Saint Peter is already doing many of the programs and activities outlined in the program.
- If the Council wishes to participate I would suggest that much of reporting and documentation work could be done by interns, but I would not see the program as a priority. Rather, I see the many efforts you have undertaken and are undertaking as the priority, at least for now.

If you wish we can go through a bit of the website to demonstrate how this program works. I have included some information so that you can do it on your own if you wish at <https://greenstep.pca.state.mn.us/>

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

TP/bal

Custom Search

[Home](#) | [About](#) | [Best Practices](#) | [Steps 1-5](#) | [Recognition](#) | [All Cities](#) | [Ordinances](#) | [City log-in](#) | [Contact](#) Stay Connected  

Join the GreenStep program; be recognized at Steps 1 - 5

Of Minnesota's 856 cities, approximately 500 are under 1,000 in population, about 83% are under 5,000 in population, and roughly 35 have a population over 25,000. With such a diversity of cities, no one process will fit all cities in organizing work to become a GreenStep City and to progress through the recognition steps. Depending on your city, work may start mostly at the city staff, citizen commission or city council level and fit well into existing plans and efforts, moving later to incorporate and leverage work efforts by civic organizations. Or the impetus for implementing GreenStep best practices may start with a civic group and be mostly done by community members and community organizations, with the city council in a supportive and active role as needed.

Use this rough guide below to organize your efforts and for more detail read this [Organizing Guide](#). See this [Welcome Guide](#) if you are a city contact from a new GreenStep city, or if you are a new GreenStep coordinator at an existing GreenStep city.



Build community knowledge and interest.

- Anyone can start this.
 - **Testimonials:** Cities share their experiences in the Minnesota GreenStep Cities program
 - **Notable Accomplishments:** GreenStep Cities 2010 – present
 - **Fact sheet**
- Determine into which category your city fits.
- Become familiar with **GreenStep best practices**.
- Talk with key people and organizations in your city.
- Invite, as needed, a GreenStep program representative to your city.
- Conduct an inventory of completed, planned and desired best practices.
- Discuss with an official city body.



GreenStep recognition Steps 2 & 3



Approve a city council resolution to work toward GreenStep Cities recognition.

- Use the sample resolution.
- Introduce a resolution to the city council.
- Specify a GreenStep coordinator and a few best practices to implement.
- E-mail your city resolution and GreenStep contact information to the MPCA.



City Performance Metrics Steps 4 & 5

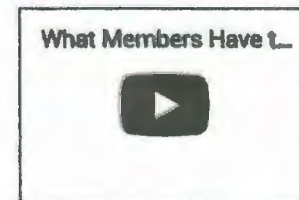


Congratulations! You are now a **Step One GreenStep City!** Use Step One recognition artwork/materials (found on your city [log-in page](#)) to let others know of your accomplishment. Formal recognition of Step One cities takes place each June at the annual League of Minnesota Cities conference.



Post initial information on the GreenStep Cities web site via your [log-in page](#)

- Enter simple information about your city.
- Provide brief detail on best practices previously implemented.



Get organized to begin work on implementing best practices.

- As needed, educate city staff and officials about sustainability.
- Convene a small working group.
- Specify implementation action(s) and a few lead people.
- Prepare a simple work plan for implementing selected best practices.
- Present the best practice plans to a city body or to the city council as appropriate.



What are the benefits to being a GreenStep city?

Implement best practices.



- Keep everyone moving and celebrate success.
- Clarify, as needed, what constitutes completing an action with the MPCA GreenStep [program coordinator](#).
- Briefly describe implemented best practices on the GreenStep web site.

Congratulations! When you have implemented any 4, 6 or 8 best practices (depending on your city category) you are now a **Step Two GreenStep City!** Use Step Two recognition artwork/materials (found on your city [log-in page](#)) to let others know of your accomplishment. Formal recognition of Step Two cities takes place each June at the annual League of Minnesota Cities conference.



Keep working on best practices.

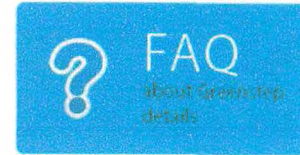
- Implementing a particular best practice action may take months or one to two years.
- Be alert to opportunities to complete multiple best practice actions at once.
- Check back with the city council as needed.
- Report yearly to community members.
- As your work proceeds, give us [feedback](#) on the program.

Congratulations! When you have implemented an additional 4, 6 or 8 best practices (depending on your city category) distributed across the five topical areas and including a few specified high-value best practices, you are now a **Step Three GreenStep City!** Use recognition artwork/materials (found on your city [log-in page](#)) to let others know of your accomplishment. Formal recognition of Step Three cities takes place each June at the annual League of Minnesota Cities conference.



Step Four and Step Five Recognition

- see guidance documents and a reporting form at <http://www.betterenergy.org/step4>
- Step 2 and Step 3 recognition levels reflect completed city actions, generally described in words. Beginning in 2016 the GreenStep program challenges cities to measure and report – with numbers – the aggregate, quantitative results of taking multiple actions. Called city performance metrics (or sustainability indicators), these Step 4 measures attempt to present to community members the 'state of sustainability' achieved by a city. **Step 4 recognition will be awarded each June to cities who report, for the previous calendar year, between 7 and 10 core metrics and 5, 3, or no (depending on city Category) additional metrics of their choice.** The final recognition level for the GreenStep Cities Program - Step 5 - will challenge cities to show improvement in the Step 4 metrics.



Minnesota GreenStep Tribal Nations

Custom Search

Search

[Home](#) | [About](#) | [Best Practices](#) | [Steps 1-5](#) | [Recognition](#) | [All Cities](#) | [Ordinances](#) | [City log-in](#) | [Contact](#)

Stay Connected  

Show me all actions related to


The GreenStep 29 best practices

- Make planning and tracking easier: [download this spreadsheet](#) that lists all unique actions – approximately 175 – for all 29 best practices.
- Cities that implement a minimum number of best practices organized into these five topical areas will be recognized as Step Two and Step Three GreenStep Cities. See [What are Step Two and Three Recognition Minimums?](#)
- Cities should claim credit for best practices already implemented. Adding best practices over time will garner additional recognition.
- For each best practice, and depending on city category (A, B or C), a city needs to complete one or more actions from a list associated with the best practice. See [What category is my city in?](#)

Buildings and Lighting

- 1. Efficient Existing Public Buildings:** Benchmark energy usage, identify savings opportunities in consultation with state programs, utilities and others to implement cost-effective energy and sustainability improvements. 
- 2. Efficient Existing Private Buildings:** Provide incentives for energy, water and sustainability improvements in existing buildings/building sites.
- 3. New Green Buildings:** Construct new buildings to meet or qualify under a green building framework.
- 4. Efficient Outdoor Lighting and Signals:** Improve the efficiency and quality of street lighting, traffic signals and outdoor public lighting.
- 5. Building Redevelopment:** Create economic and regulatory incentives for redeveloping and repurposing existing buildings before building new.

Land Use

- 6. Comprehensive Plans:** Build public support and legal validity to long-term infrastructural and regulatory strategy. 
- 7. Resilient City Growth:** Increase financial and environmental sustainability by enabling and encouraging walkable housing and commercial land use.
- 8. Mixed Uses:** Develop efficient and healthy land patterns that generate community wealth.
- 9. Efficient Highway- and Auto-Oriented Development:** Adopt commercial development and design standards for auto-oriented development corridors and clusters.
- 10. Natural Resource Conservation Design:** Adopt development ordinances or processes that protect natural systems and valued community assets.


Transportation

- 11. Living Streets:** Create a network of green complete streets that improves city quality of life and adds value to surrounding properties. 
- 12. Mobility Options:** Increase active transportation and alternatives to single-occupancy car travel.
- 13. Efficient City Fleets:** Implement a city fleet investment, operations and maintenance plan.
- 14. Demand-Side Travel Planning:** Implement Travel Demand Management and Transit-Oriented Design in service of a more walkable city.

Environmental Management

- 15. Sustainable Purchasing:** Adopt environmentally preferable purchasing policies and practices. 
- 16. Urban Forests & Soils:** Add city tree and plant cover that conserves topsoils and increases community health, wealth, quality of life.
- 17. Stormwater Management:** Minimize the volume of and pollutants in stormwater runoff by maximizing green infrastructure.
- 18. Parks and Trails:** Increase active lifestyles and property values by enhancing the city's green infrastructure.
- 19. Surface Water:** Improve local water bodies to sustain their long-term ecological function and community benefits.
- 20. Efficient Water and Wastewater Systems:** Assess and improve city drinking water and wastewater systems and related facilities.
- 21. Septic Systems:** Implement an environmentally sound management program for decentralized wastewater treatment systems.
- 22. Solid Waste Prevention and Reduction:** Increase waste prevention, reuse and recycling, moving to a more cyclical, biological approach to materials management.
- 23. Local Air Quality:** Prevent generation of local air contaminants to improve community health.

Economic and Community Development

- 24. Benchmarks and Community Engagement:** Adopt outcome measures for GreenStep and other city sustainability efforts, and engage community members in ongoing education, dialogue, and campaigns. 
- 25. Green Business Development:** Expand a greener, more resilient business sector.
- 26. Renewable Energy:** Remove barriers to and encourage installation of renewable energy generation capacity.
- 27. Local Food:** Strengthen local food and fiber production and access.
- 28. Business Synergies:** Network/cluster businesses to achieve better energy, economic and environmental outcomes.
- 29. Climate Adaptation and Community Resilience:** Plan and prepare for extreme weather, adapt to changing climatic conditions, and foster stronger community connectedness and social and economic vitality.

[Minnesota Pollution Control Agency](#) | [Contact](#) | [Web site policy](#) | [click here to report a bad web link](#)

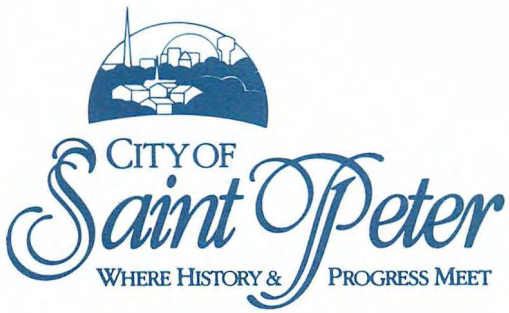
Determining a City's GreenStep Category

Click on the empty cells in the Answers column for more information and to complete the worksheet using the dropdown menu.

	Questions	Answers
1	Approximately how many public buildings does the city own?	8 - 15
2	Approximately how many paid full time equivalent (FTE) staff does the city have?	50 - 100
3	For how many separate departments (public works, planning, etc) does the city have paid staff?	More than 4
4	Does the city have fixed route transit service (bus or rail) with at least two separate routes that make more than one local stop? Exclude dial-a-ride, paratransit.	Yes
5	Is the city required to have an MS4 (Municipal Separate Storm Sewer System) permit from the Minnesota Pollution Control Agency?	Yes
6	Does the city operate or is it served by a centralized wastewater treatment facility that serves most residents?	Yes
7	Does the city operate or is it served by a drinking water treatment facility that serves most residents?	Yes
8	How many distinct commercial areas and industrial parks does the city have?	Two or Three
9	Is the city part of a metropolitan area?	Mankato/North Mankato Area
10	If the city is not part of a metropolitan area, does it share a border with more than one other incorporated city?	No
	If so, does the city have the largest population among the adjoining communities?	No
11	Does the city administer a zoning ordinance?	Yes

click on red

Your City is a Category A City



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 11/3/17

FROM: Todd Prafke
City Administrator

RE: City Administrator Annual Review Process

ACTION/RECOMMENDATION

None needed. For Council discussion only.

BACKGROUND

City Attorney Brandt has asked for time on the workshop agenda to begin the annual review process for the City Administrator.

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

TP/bal