

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

Regular Workshop Session of Monday, January 4, 2016
Governors' Room, Community Center – 5:30 p.m.

I. CALL TO ORDER

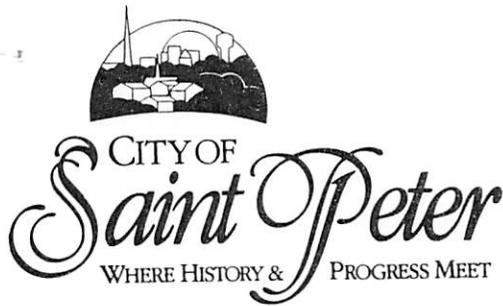
II. DISCUSSION

- A. Subdivision Housing RFP
- B. Mower Equipment Certificate Purchase update
- C. Groomer Equipment Certificate Purchase update
- D. Loader Equipment Certificate Purchase update
- E. ATP Grant Application (Transportation Funding)
- F. 2016 Fee Schedule Modifications
- G. Transit Position Job Description
- H. Closed Session for City Administrator Contract Negotiations
- I. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 12/31/15

FROM: Russ Wille
Community Development Director

RE: Building Better Neighborhoods – Private Development
Request for Proposals (RFP)

ACTION/RECOMMENDATION

Review the draft of a Request for Proposals seeking a private partner to develop that portion of the planned Building Better Neighborhoods development lying north of the extended Clark Street.

BACKGROUND

The City Council had previously instructed staff to prepare for the development of a third subdivision developed under the principles of the Building Better Neighborhoods program created by the Greater Minnesota Housing Fund. It was also suggested that it would be ideal to find a private interest to develop that portion of the neighborhood lying north of the extended Clark Street right-of-way.

To that end, a draft Request for Proposals is submitted for City Council review and comment.

Please note that Bolton & Menk are currently preparing a plat of the neighborhoods based upon the sketch of "Option 1" developed by Todd Rhodes. As such, the diagram included as Exhibit A will be modified as the plat is completed to meet the requirements of statute.

Should the City Council intend to proceed with soliciting proposals, the RFP would be advertised in the Saint Peter Herald, facebook, city website and hot sheet and any other places we think we may get a positive response from. The RFP would also be mailed to local developers, architects, engineers and others that have expressed an interest in the opportunity presented by the City.

The RFP was drafted by the Community Development Director and includes the comments and suggested changes of both Public Works Director Moulton and Engineer Jeff Domras. We will each be in attendance on Monday to answer any questions posed by the Mayor or Council.

The goal will be to ask the Council to provide approval of the RFP solicitation at an upcoming Council meeting so the process can move forward as we previously discussed.

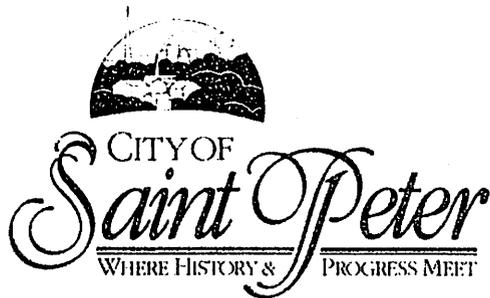
Please feel free to contact me should you have any questions or concerns on this agenda item.

RW/cm

EXHIBIT A

Final Plat

XXX Subdivision



City of Saint Peter, Minnesota

January 12, 2016

REQUEST FOR PROPOSALS

Outlot "A"
XXX Subdivision
City of Saint Peter

To all interested parties:

The City of Saint Peter, Minnesota is undertaking the construction of a third residential subdivision developed and designed utilizing the principles of the Building Better Neighborhoods program created by the Greater Minnesota Housing Fund.

The City is seeking a private partner to develop the northern ____ acres of the desired residential subdivision.

Russ Wille
Community Development Director
227 South Front Street
Saint Peter, MN 56082
507.934.0661
russw@saintpetermn.gov

I. Project Location:

The property is legally described as:

Outlot A, XXX Subdivision, City of Saint Peter, Nicollet County, Minnesota.

The property is generally described as lying west of Nicollet Avenue (CSAH #20) and north of Traverse Road.

Copies of the proposed final plat of XXX Subdivision depicting Outlot A is attached as Exhibit A.

II. Price:

The respondent shall disclose the price at which they would propose to acquire the site from the City of Saint Peter.

In addition to the purchase price of the property, the respondent shall pay a proportionate share (___%) of the engineering, administration and construction costs of Clark Street and associated curb, gutter and sidewalk. The construction of Clark Street will be undertaken by the City of Saint Peter.

The developer shall also be responsible to the design, installation and financing of the utility infrastructure and other improvements within and upon Outlot A necessary for occupancy of the residences.

The developer will also be responsible for paying a proportionate share of the costs to provide for the stormwater drainage within the site. The shared costs shall include the engineering and design of the drainage as well as the costs to construct any stormwater retention or detention serving the development property. At a minimum, the stormwater management shall be accomplished as per the conditions of the City's MS4 stormwater discharge permit.

III. Zoning Classification:

The subject property is zoned (R-3) Multi-Family Residential.

A copy of the applicable portions of the Saint Peter Zoning Code are attached as Exhibit B.

IV. Project Site History:

The development site contains approximately ___ acres of land. The property was originally purchased by Independent School District #508 as the Board contemplated the site for the construction of a new high school campus. The Board ultimately decided

to join the City of Saint Peter in the development of an alternative site which combined school and city park facilities on a jointly developed campus.

Prior to ISD #508's acquisition of the property, the site was used for the growing of agricultural crops such as corn and soybeans. Subsequent to the acquisition by ISD #508, the property has been farmed and managed by the Agricultural Academy as part of the ISD #508 curriculum.

V. Mixed Use / Mixed Income:

The City of Saint Peter will retain ownership of ____ acres of land generally located at the south of the future Clark Street. This site will be developed utilizing the concepts of the Building Better Neighborhoods program authored by the Greater Minnesota Housing Fund.

The platted development includes moderately sized residential lots for the construction of single-family homes. It is anticipated that the completed development will replicate the style, density and appearance of both the Nicollet Meadows and Washington Terrace developments successfully developed by the City of Saint Peter.

Select parcels within the subdivision have been identified for the construction of multi-family residential developments. The City would intend to seek a private / non-profit party to undertake the development of the multi-family properties via a future request for proposals.

A parcel of approximately ____ acres has been identified and set aside as the site of a new ISD #508 elementary school. As the community continues to grow, it is anticipated that a new school will be necessary to handle the rising enrollments. As such, Outlot B of XXX Subdivision will be reserved as the site of a new elementary school.

VI. Development Preference:

The City is seeking a partner to privately develop the northern ____ acres (Outlot A) of XXX Subdivision as a single-family residential development.

It is expected that the privately development portion of the subdivision will be developed in a manner substantially different than the Building Better Neighborhood program proposed by the City of Saint Peter. Ideally, the City would desire the construction and sale of properties to support the construction of market rate single-family homes with values of at least \$240,000.

VII. Platting:

The successful respond shall prepare the required submittals for the consideration of a Final Plat of Outlot A, the _____ acre development property. The plat application shall include payment of the \$250 fee for the consideration of the subdividing of lands.

VIII. Parkland Dedication Fee:

Upon acceptance of a Final Plat, the developer shall pay a parkland dedication fee equal to 12% of the fair market value of the "Net Developable Area" of the subdivision as defined in Section 44 of the Saint Peter City Code.

IX. Project Timeline:

The City of Saint Peter intends to begin construction of the XXX Subdivision during the 2016 construction season. The City would anticipate that lot sales and the construction of new single-family homes upon its portion of the development will ideally begin in the third quarter of 2016.

The successful respond may seek an alternative timeline for the development of Outlot A. However, the platting and construction of improvements within and upon Outlot A shall begin no later than May 1, 2017.

X. Neighborhood Connectivity:

To provide for the uniform development of the community required in the Saint Peter Comprehensive Plan, the proposed development of Outlot A must consider how the subdivision will be connected to adjoining parcels via roadways, trails and sidewalks.

At a minimum, future vehicular access to the adjoining undeveloped lands should be planned and platted to provide ingress and egress to and from the neighborhood. The Final Plat shall provide for the safe and efficient circulation of both vehicular and pedestrian traffic.

Sidewalks shall be installed on both sides of each street within the development. The construction of sidewalks shall be undertaken in a manner consistent with the standards adopted by the City of Saint Peter. Sidewalk design specification are attached as Exhibit C of this document.

XI. Submittals:

Proposals submitted by firms or individuals shall address the following elements in the form of text, imagery and work examples.

- A. Resume, background and qualification of the proposed developer.

- B. Site sketch depicting the proposed platting of the property.
- C. Proposed number of single-family lots and the typical lot size / dimensions.
- D. Proposed single-family lot prices.
- E. Photos, plats and/or diagrams depicting existing single-family development projects successfully completed by the respondent.
- F. Proposed construction timeline.
- G. Proposed purchase price.

The City of Saint Peter's review of the submittals shall focus on the respondent's ability to successfully undertake the development of a residential neighborhood which targets the construction and occupancy of single-family homes with construction costs of at least \$240,000.

In review of the proposals, the City shall give consideration to the physical layout of the residential development as well as the vehicular / pedestrian circulation planned within and between adjoining neighborhoods (and undeveloped lands). Preference shall be provide to submittals deemed to be supportive of the Building Better Neighborhoods development proposed by the City of Saint Peter.

Any proposed development must be in conformance with the terms and regulations of the Saint Peter Zoning Code, Subdivision Ordinance and the standards developed for the design and construction of roadways, sidewalks and necessary utility infrastructure.

City staff will review the submittals, conduct interviews (when appropriate), compile a comparative analysis of the submittals and present a recommendation to the City Council prior to entering into exclusive negotiations for the sale and development of the property. The City may hire such consultants and professionals as necessary to assist in the review of the proposals.

Additionally, the chosen developer will need to demonstrate the ability to successfully manage and coordinate the construction, site improvements, landscaping, marketing and sale of the single-family lots within the subdivision.

Once a preferred development is identified, additional financial disclosures will be required to demonstrate that the proposed developer has the financial ability to successfully complete the construction of the subdivision.

XII. Waiver:

The City of Saint Peter reserves the right to reject any or all of the submittals, to waive any informality in the submittal procedure and to accept any submittal deed by the City Council to be in the City's best interest as determined by the Council.

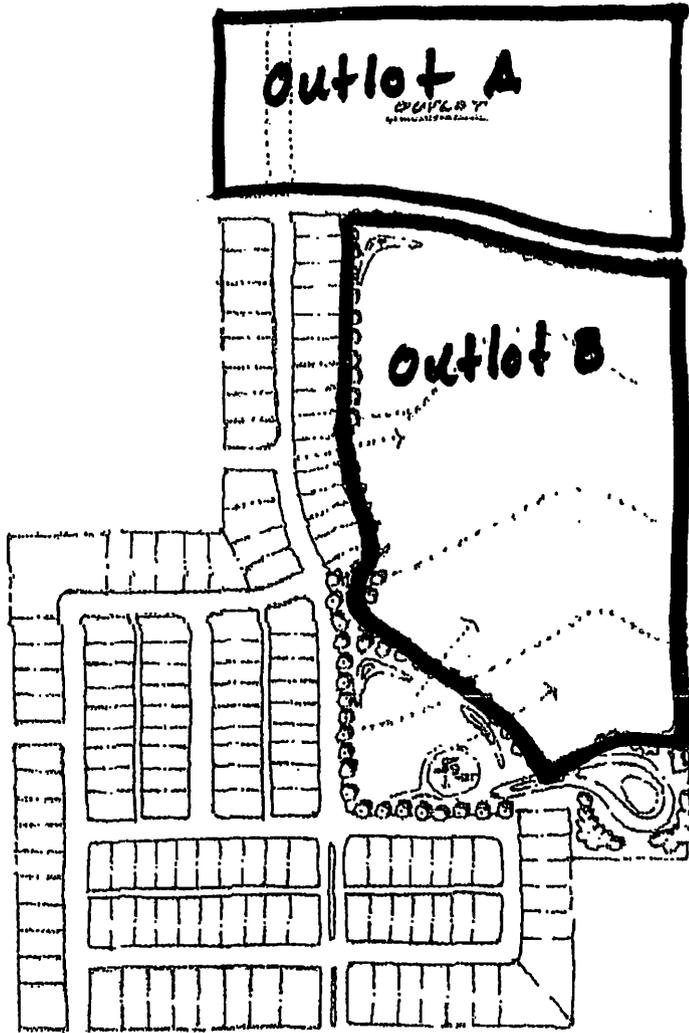
XIII. Additional Information:

Any questions related to this Request for Proposals, or request for additional information may be directed to:

Russ Wille
Community Development Director
227 South Front Street
Saint Peter, MN 56082
507.934.0661
russw@saintpetermn.gov

XIV. Submittal Deadline:

Respondents are to submit three (3) copies of their proposal for staff review and comment to the address above on / or before 5:00 p.m., Monday, March 29, 2016.



OPTION 1

10,450- L.F. STREET

EXHIBIT B

(R-3) Multi-family Residential

Zoning Regulation

DIVISION 4. - R-3 MULTIFAMILY RESIDENTIAL DISTRICT

Sec. 24-98. - Statement of intent.

The R-3 District is intended and designed to provide for certain high-density residential areas now developed with multifamily dwellings and areas where similar residential development seems likely to occur.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Sec. 24-99. - Principal permitted uses.

Unless otherwise provided in this chapter, no building or lands shall be used for other than one or more of the following purposes:

- (1) *Residential uses.*
 - a. Single-family residential.
 - b. Duplex residential.
 - c. Two-family residential.
 - d. Townhouse residential.
 - e. Multifamily residential (limited).
 - f. Multifamily residential (general).
- (2) *Civic uses.*
 - a. Community recreation.
 - b. Day care services (limited).
 - c. Local utility services.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Sec. 24-100. - Conditional uses.

The following uses of land and structures may be permitted in the R-3 District subject to the review, approval and regulations of the Board of Appeals and Adjustments as provided in this chapter:

- (1) *Residential uses.* Group residential.
- (2) *Commercial uses.*
 - a. Administrative and business offices.
 - b. Administrative services.
 - c. Medical offices.
 - d. Commercial recreation (outdoor).
 - e. Funeral services.
 - f. Visitor habitation (bed and breakfast services).
- (3) *Civic uses.*
 - a. Cemetery.
 - b. Club or lodge.
 - c. College/university facilities.

- d. Cultural services.
- e. Day care services (general).
- f. Hospital services.
- g. Major utility facilities.
- h. Park and recreation services.
- i. Primary educational facilities.
- j. Public assembly.
- k. Religious assembly.
- l. Residential care services.
- m. Safety services.
- n. Secondary educational facilities.
- o. Convalescent services.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007; Ord. No. 405(2nd Ser.) § 6, 4-27-2009)

Sec. 24-101. - Development regulations.

Unless otherwise provided in this chapter, each development in the R-3 District shall be subject to the following minimum requirements:

- (1) Lot area.
 - a. Single-family: 6,000 square feet.
 - b. Duplex: 6,000 square feet.
 - c. Two-family: 8,250 square feet.
 - d. Multifamily (limited): 10,000 square feet.
 - e. Multifamily (general): 10,000 square feet or 2,500 square feet per dwelling unit, whichever is greater.
 - f. Townhouse: 3,000 square feet per dwelling unit.
 - g. Other uses: 6,000 square feet.
- (2) Lot width.
 - a. Single-family: 55 feet.
 - b. Duplex: 55 feet.
 - c. Two-family: 80 feet.
 - d. Multifamily (limited): 80 feet.
 - e. Multifamily (general): 80 feet.
 - f. Townhouse: 80 feet.
 - g. Other uses: 55 feet.
- (3) Front yard: 20 feet.
- (4) Side yard.
 - a. Single-family: seven feet.
 - b. Duplex: seven feet.
 - c. Two-family: 14 feet.
 - d. Multifamily (limited): 14 feet.

- e. Multifamily (general): 14 feet.
 - f. Townhouse: 14 feet.
 - g. Other uses: 14 feet.
- (5) Rear yard: 25 feet.
 - (6) Maximum height: 45 feet.
 - (7) Maximum lot coverage: 70 percent.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Sec. 24-102. - Off-street parking and loading.

Spaces for off-street parking and loading shall be provided in accordance with article III of this chapter.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

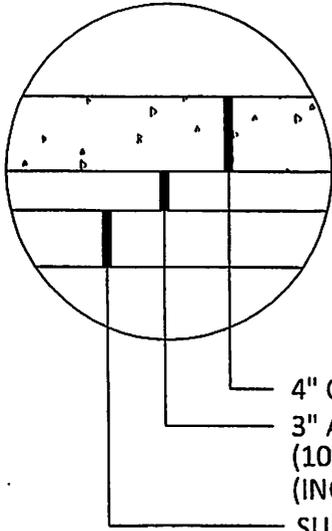
Secs. 24-103—24-132. - Reserved.

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EXHIBIT C

Saint Peter Utility Standard Detail

Concrete Walk / Truncated Dome



- 4" CONC. SIDEWALK (2521)
- 3" AGGREGATE BASE, CL. 5 (2211)
(100% CRUSHED LIMESTONE OR RECYCLED CONCRETE OR BITUMINOUS)
(INCIDENTAL TO WALK)
- SUBGRADE PREPARATION (2112) (INCIDENTAL)

NOTES:

1. MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.
2. SIDEWALKS: REFERENCE SECTION 2521, AGGREGATE BASE: REFERENCE SECTION 2211
3. 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)
4. PLACE 1/2" EXPANSION JOINT AT 100 FT. INTERVALS FOR SIDEWALK.
5. CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.
6. SIDEWALK EDGES SHALL BE ROUNDED WITH 1/4" RADIUS TOOL.

CONCRETE WALK
NOT TO SCALE
SAINT PETER STANDARD
PLATE 1003

CONCRETE WALK TYPICAL SECTION	STANDARD DETAIL PLATE NO: 1003
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	 CITY OF Saint Peter <small>NICOLLET COUNTY, MINNESOTA</small> <small>WHERE HISTORY & PROGRESS MEET</small>
REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 12, 2014	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	

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REMARKS: FOR USE ON LOCAL, MSA, CSAH, OR FEDERAL PROJECTS
 REVISED: REVISION ADOPTED BY CITY COUNCIL ON APRIL 13, 2015
 APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004



PEDESTRIAN CURB RAMP WITH TRUNCATED DOME AREA

STANDARD DETAIL
 PLATE NO: 7017

NOTES:

- 1 THE CURB AND CURB TRANSITION ON THE RAMP WILL BE PAID FOR AS LINEAR FEET OF CONCRETE CURB OR CONCRETE CURB AND GUTTER. THE RAMP AREA WILL BE PAID FOR AS CONCRETE WALK. THE TRUNCATED DOME AREA SHALL BE PAID BY THE SQ. FT. MAXIMUM OFFSET OF THE DETECTABLE WARNING PLATES/TRUNCATED DOME AREA FROM THE BACK OF CURB IS 6".
- 2 ADA REQUIRED TRUNCATED DOME AREA SHALL BE 2" MIN. IN DIRECTION OF TRAVEL AND SHALL NOT BE STAGGERED.
- 3 THIS TRUNCATED DOME AREA SHALL CONTRAST VISUALLY WITH THE ADJACENT GUTTER, ROADWAY, OR WALKWAY EITHER LIGHT OR DARK ON LIGHT. TRUNCATED DOME PANELS SHALL BE MANUFACTURED BY NEMAH FOUNDRY CO. OR EAST JORDAN IRON WORKS. TRUNCATED DOME PANELS SHALL BE STANDARD FINISH (NON COLOR).
- 4 SAWCUT CURB AND GUTTER REMOVAL LIMITS
- 5 APPROX SOD REPLACEMENT AREA
- 6 REMOVE EXISTING WALK AS REQUIRED
- 7 THIS LAYOUT APPLIES WHEN BOTH SIDEWALKS ARE MORE THAN 8' FROM CURB. (W/15' RADIUS)
- 8 THIS LAYOUT APPLIES WHEN BOTH SIDEWALKS ARE 4' MINIMUM. IF LESS THAN 4' ENTIRE RADIUS TO BE KEPT AT GUTTER ELEVATION.
- 9 IF RADIUS IS LARGER THAN 15' THE LAYOUT IN CURB OR LESS FROM CURB. (W/15' RADIUS)
- 10 CROSS SLOPE OF THE RAMP MAY NOT EXCEED 0.02 FT./FT. AS CONSTRUCTED.
- 11 THE CONSTRUCTION OF A NEW OR RECONSTRUCTION OF AN EXISTING PEDESTRIAN RAMP WILL NOT BE ALLOWED UNLESS A PEDESTRIAN RAMP MEETING CITY STANDARDS IS LOCATED ON THE OPPOSITE SIDE OF THE STREET FROM THE RAMP BEING PROPOSED. IN THE EVENT NO RAMP EXISTS, A NEW RAMP MEETING CITY STANDARDS SHALL BE CONSTRUCTED. (SEE DETAIL 7017B).

LEGEND

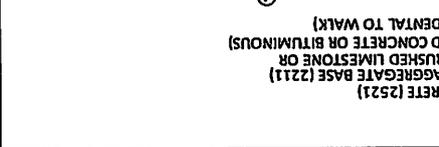
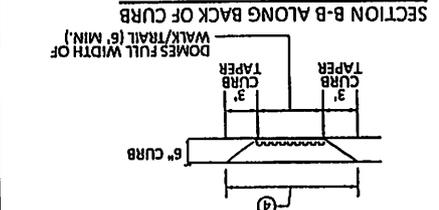
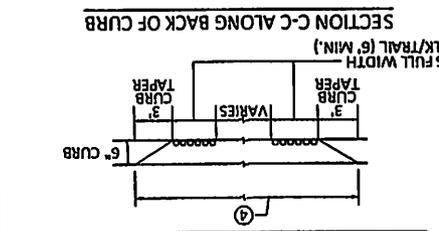
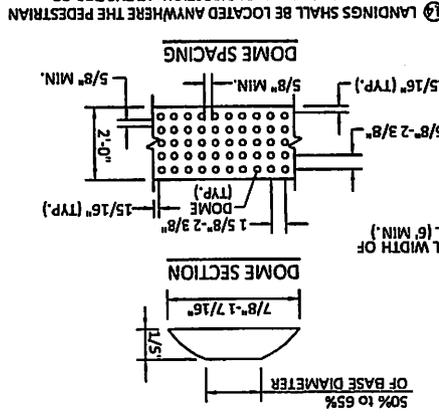
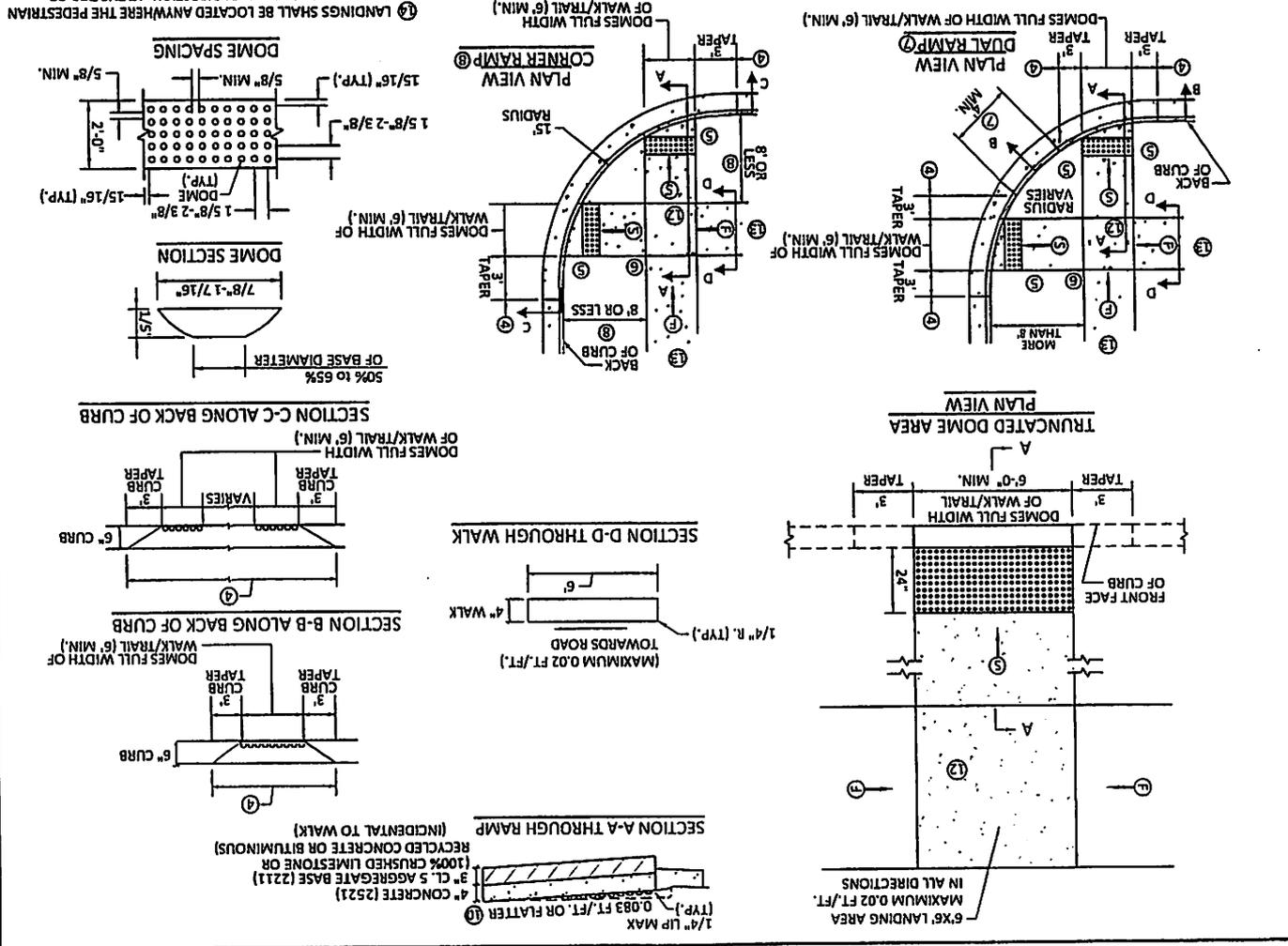
THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED. INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%. INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

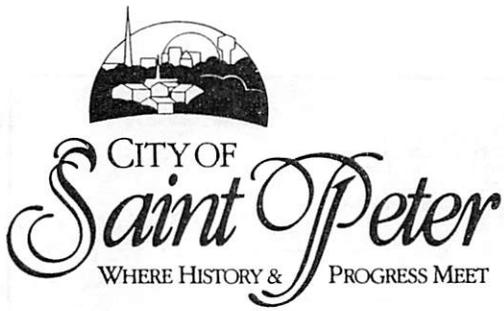
12 LANDING WITH MAX 2.0% SLOPE IN ALL DIRECTIONS REQUIRED. IF LONGITUDINAL SLOPE IS GREATER THAN 5.0%, 4' X 4' MIN. DIRECTIONS.

13 IF LONGITUDINAL SLOPE IS GREATER THAN 5.0%, 4' X 4' MIN. LANDING WITH MAX 2.0% SLOPE IN ALL DIRECTIONS REQUIRED.

14 LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE CHANGES DIRECTION, AT THE TOP OF RAMP THAT HAS RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6" FROM SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%. CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS. ALL GRADE BREAKS WITHIN THE PEDESTRIAN ACCESS ROUTE (PAR) SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. DETECTABLE WARNINGS MAY BE PART OF 6' X6' LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA. SEE MANDOT STANDARD PLAN SHEET NO. S-297.250 (SHEETS 1 THRU 5) FOR ADDITIONAL DETAIL INFORMATION.

PEDESTRIAN CURB RAMP NOT TO SCALE SAINT PETER STANDARD PLATE 7017





Memorandum

TO: Todd Prafke
City Administrator

DATE: 12/11/2015

FROM: Pete Moulton
Director of Public Works

Tim Mayo
Maintenance Superintendent

RE: 2016 Equipment Certificate – Parks Section

ACTION/RECOMMENDATION

For discussion only.

BACKGROUND

With the expansion of approximately 64 plus acres of new City Park development the Parks Section currently only has one 16-foot Toro 580 mower with 3,091 hours for mowing green space. This mower averages over 300 running hours per year. In 2015, our mechanic worked with the manufacture to complete a major overhaul valued at over \$6,500. Staff is proposing to keep this unit in the fleet to regain the value spent mechanically. The Parks Section would like to add a new Toro 5910 to their fleet, using the state bid process.

Staff is proposing to stay with the Toro 5910 brand mower with some upgrades to include: auto fan reverse for screen cleaning, on board information center for trouble shooting engine problems and all-wheel drive. The 16-foot mower cut would allow staff to mow up to 100 acres per day. Staff have participated in a demo testing with this machine and was very pleased with its mowing abilities.

Looking at other options in mowing, staff evaluated contract mowing which would cost about \$43 per acre. In comparison, mowing an open green space that is 80 acres in size would cost \$3,440 per mowing. On a seasonal approach, a 26-week season (May – October) would cost \$89,440 if mowed only once per week.

Staff researched for comparable mowers but only found one, the Jacobson 16-foot mower with cab. The Jacobson does not have a dealer in our area, therefore no demo or quotes were available.

Breakdown for the Toro 5910 mower and cab.

Base Price (includes all upgrades)	\$98,275.20
<u>Delivery/Freight</u>	<u>\$ 431.20</u>
Total Cost	\$98,706.40

A Toro 5910 could be expected to be in the City's fleet for the next 15 years. Your budget and equipment certificate plan included the purchase of mower. The recommended Toro 5910 has a 1-year warranty on all parts and labor.

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

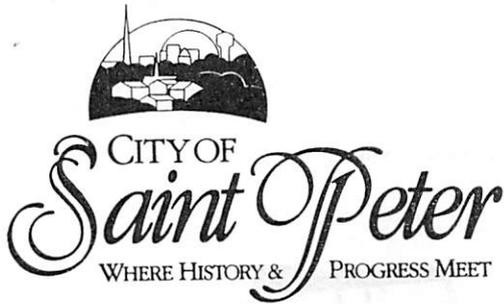
PM/TM/amg



Groundsmaster® 5900 & 5910

You won't have to work as hard to be productive with a 16 foot mower that can cut an acre of grass in less than 5 minutes.





Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Public Works Director

RE: 2016 Equipment Certificate – Parks Section

DATE: 12/28/2015

ACTION/RECOMMENDATION

For discussion only.

BACKGROUND

Currently, the Parks Section has two Cushman Turf-Trucksters field groomers, a 1995 and a 2007. Each are equipped with ball diamond maintenance attachments. With an increase of ballfields the Parks Section will be responsible to maintain they will need to supplement their fleet with a new field groomer. The City currently maintains infields for baseball and softball diamonds daily for practices and games at the following locations:

Gault Park	1-baseball field
Gorman Park	1-softball field
Jefferson Park	4-softball fields
Minnesota Square Park	1-softball field
Ramsey Park	1-baseball field
Stones Park	1-softball field
Veterans Memorial Park	2-baseball fields
New City Park	2-4 ballfields
New High School	2-ballfields
Existing High School	1-ballfield
North Elementary	1-ballfield
John Ireland School	1-ballfield
South Elementary	2-ballfields

Past experience using the Cushman ball diamond maintenance equipment has been effective. It has increased the quality of the play surfaces especially the infields. Regular and continued maintenance reduces labor and improves the playing surfaces.

Staff is currently searching for a field groomer that can travel safely on the City's streets eliminating the need for a vehicle and trailer to transport it between ballfields. Since the sites can be somewhat isolated and separated it is important not to require additional resources to mobilize. Staff will narrow down the needs of a field groomer and select the desired equipment with an anticipated purchase in February or March using the 2016 equipment certificate.

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

PM/TM/amg

Description Technical Specifications Accessories Manuals Request a Demo/Quote Videos

Cushman Turf-Truckster Gas

Dimensions: US | METRIC

[Print Specifications](#)

Engine

Type	Suzuki® 660 EFI, 3 cylinder, 4 cycle, 12 valve, liquid cooled electronic fuel injection
Horsepower	33.8 hp
Air Cleaner System	Donaldson® dry cartridge type with evacuator valve
Lubrication	Fully pressurized system with full flow oil filter
Fuel Capacity	7.0 gal. unleaded
Electrical System	60 amp, heavy duty alternator; 12 V starter with safety interlock



Drive Train

Clutch	6.7 in. dry, single disc and pressure plate
Manual Transmission	Five speed manual truck transmission with low-low (creeper) first gear; synchronized in all forward gears; two-speed rear axle
Automatic Transmission	Three speed automotive transmission

\$25,000

Tires, Brakes, and Steering

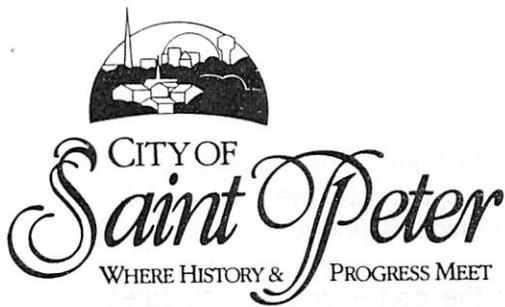
Front Tires	20 x 10-10, 4 ply rib tread
Rear Tires	24 x 13-12, 4 ply turf tread
Brakes	Heavy duty hydraulic, 7.9 in. duo-servo, self adjusting brakes on all wheels, with dual master cylinder and remote trunk-mounted master cylinder reservoir
Steering	Automotive power steering
Front Suspension	Double A-arm independent suspension with spring-over shock absorbers
Rear Suspension	Heavy duty, multiple leaf springs with shock absorbers
Maximum Capacity	2850 lbs. Maximum Capacity. For available payload capacity, subtract weight of driver, any passengers, and added accessories

Speed

Manual Transmission	1st Gear: 1.4 - 4.3 mph 2nd Gear: 2.3 - 7.3 mph 3rd Gear: 3.6 - 11.6 mph 4th Gear: 5.5 - 17.5 mph 5th Gear: 6.9 - 22.1 mph Reverse: 1.3 - 4.3 mph
Automatic Transmission	1st Gear: 2.5 - 8.1 mph 2nd Gear: 4.5 - 14.4 mph 3rd Gear: 6.9 - 22.1 mph Reverse: 3.1 - 9.9 mph
Manual Transmission (26 mph model)	1st Gear: 1.6 - 5.1 mph 2nd Gear: 2.7 - 8.6 mph 3rd Gear: 4.2 - 13.6 mph 4th Gear: 6.4 - 20.5 mph 5th Gear: 8.1 - 25.9 mph Reverse: 1.6 - 5.0 mph

Weight and Dimensions

Weight	Manual: 1572 lbs Automatic: 1619 lbs
Length	114.2 in.
Height	49 in.
Wheelbase	88.2 in.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 12/28/2015

FROM: Pete Moulton
Director of Public Works

Tim Mayo
Maintenance Superintendent

RE: 2016 Equipment Certificate – Streets Section

ACTION/RECOMMENDATION

For discussion only.

BACKGROUND

The Streets Maintenance Section currently is using a Caterpillar (CAT) 950 loader with a 12' front plow and side wing. This loader is 23 years old and averages 320 hours of run time per year.

The existing CAT 950 loader is responsible for plowing over 20 cul-de-sacs, the downtown area and all City lots. This loader also assists on a yearly basis with the following: brush clean up, turning of piles at the compost sites, loading and unloading of materials when needed for all departments, cutting of pavement for full depth patching, and loading of rock during seal coating.

Equipment Options:

Rent a Loader: The rental of a Volvo L90H loader ranges from \$2,175 for 40 hours to \$6,500 for 176 hours. A yearly rental in 2016 would cost approximately \$114,100. Any yearly routine maintenance costs would be handled through the City mechanic and any major repairs would be handled through the contract. Staff estimates an additional \$5,000 in cost to meet this need of \$118,200 per year cost of operation if a rental option is selected.

Purchase Used Loader: The purchase of a used loader could range from a: 2007 Volvo L90H Loader with 10,980 hours at a cost of \$81,900; 2011 John Deere 624K with 3,811 hours at a cost of \$120,000; and a 2013 CAT 938M with 839 hours at a cost of \$172,500.

Purchase a New Loader: Staff was able to demo three types of loaders: Volvo L90H, John Deere 624K and a CAT 938M.

The Volvo L90H loader is the preferred choice with the street maintenance section operators for numerous reasons including: a low center of gravity, a new and improved boom design for better visibility when loading trucks, out board brake system for easy maintenance when replacement is needed, ergonomics of the cab, and easier entry of the loader making it safer.

The John Deere 624K loader has a much higher center of gravity putting the stability of the machine in jeopardy. The visibility from this machine is poor compared to the Volvo L90H loader, and its overall performance just wasn't comparable to the Volvo L90H loader.

The CAT 938M loader was also tested by staff and found that the power wasn't distributed equally to the wheels allowing the machine to spin out more frequently, this would cause a problem in the winter when using for snow removal. The CAT 938M also has a hydro-static transmission creating less power compared to the Volvo L90H and John Deere 624K loaders having straight transmissions.

Listed below is the pricing comparison of the three loaders.

Volvo L90H Loader

Base Price	\$176,264
(14' Henke FV-14 folding v-plow)	\$ 19,662
JRB Snow Plow Attachment	\$ 1,990
<i>Base Price</i>	<i>\$197,916</i>
Trade In (CAT 950H Loader with 12' plow and side wing)	-\$36,000
<i>Sub Total</i>	<i>\$161,916</i>
Delivery & Freight	\$ 0
Total Cost	\$161,916

John Deere 624K Loader

Base Price	\$174,281
(14' Henke FV-14 folding v-plow)	\$ 18,179
JRB Snow Plow Attachment (Inc.)	\$ 0
<i>Base Price</i>	<i>\$192,460</i>
Trade In (CAT 950H Loader with 12' plow and side wing)	-\$ 34,000
<i>Sub Total</i>	<i>\$158,460</i>
Delivery & Freight	\$ 0
Total Cost	\$158,460

CAT 938M Loader

Base Price	\$183,970
(14' Henke FV-14 folding v-plow)	\$ 18,000
JRB Snow Plow Attachment	\$ 1,990
<i>Base Price</i>	<i>\$203,960</i>
Trade In (CAT 950H Loader with 12' plow and side wing)	-\$ 30,250
<i>Sub Total</i>	<i>\$173,710</i>
Delivery & Freight	\$ 450
Total Cost	\$174,160

If purchased a new Volvo L90H loader is expected to be in the City's fleet for the next 25 years. The this loader would be purchased through the 2016 Equipment Certificate. The L90H Loader will have a 1-year warranty on all parts and labor.

A purchase of this amount equipment and in the amount shown was anticipated as a part of the 2016 budget.

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

PM/TM/amg



Volvo Construction Equipment

L60H, L70H, L90H

VOLVO WHEEL LOADERS 13.0-18.3 t / 24,250-38,140 lb 165-184 hp

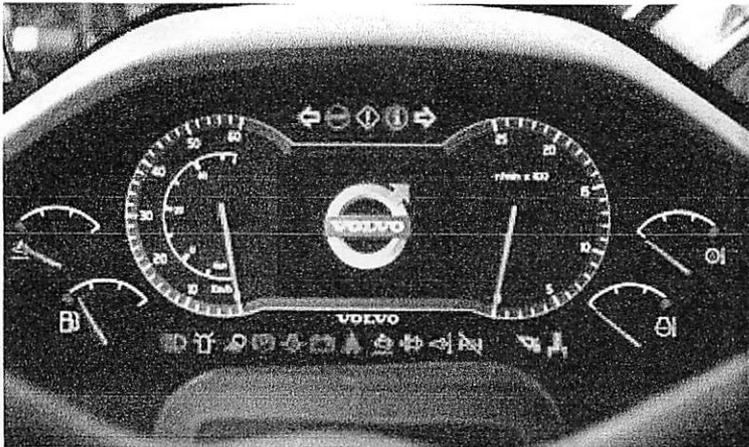


See clearer in comfort.

The Volvo L60H, L70H and L90H wheel loaders are versatile machines that can take on any task with a wide range of perfectly matched attachments. From the comfort of your wheel loader, sit back and enjoy a clear view of the site while increasing your productivity and uptime.

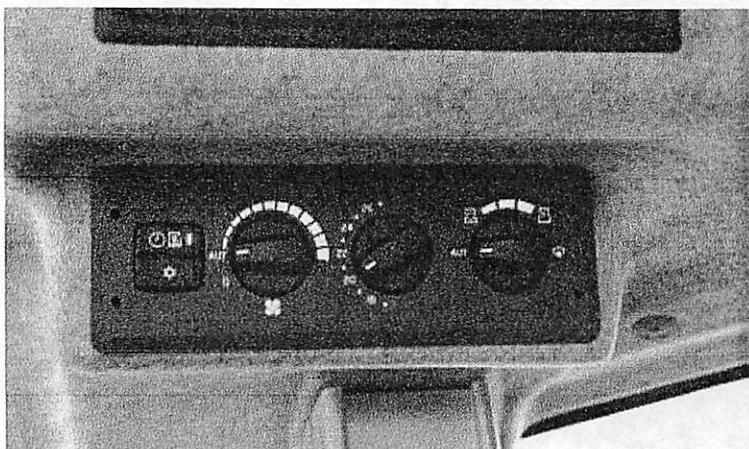
HMI – New display and controls

Operator ergonomics is at the forefront of Volvo's HMI (Human Machine Interface) design. The information display, controls, setting switches, hydraulic control levers and steering wheel, are all designed and placed in the cab for easy and comfortable operation. The information display informs the operator about all necessary machine information for peace of mind, control and less fatigue. The new display has better visibility even when exposed to direct sunlight.



Seat

The operator's seat has several adjustment possibilities for maximum comfort. Suspension and damping are adjustable according to body weight and both the seat cushion and backrest can be positioned at various angles. Well placed instruments and adjustable lever console make your long day a lot more comfortable.



Heating, ventilation and air conditioning

The standard Automatic Heat Control (AHC) system ensures a comfortable environment inside the cab. Air conditioning is also available so the operator can work in comfortable conditions, in any climate.



Industry leading air-filtration

Volvo's industry-leading air filtration system allows 90% of the cab air to be recirculated through the main filter for continuous dust removal and a cleaner environment. The cab air intake is located in a high position where the air is cleaner. An easily replaceable external pre-filter effectively separates coarser dust and particles before entering the main filter and cab.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

December 23, 2015

Mr. Pete Moulton
Director of Public Works
City of Saint Peter
405 W. St. Julien Street
Saint Peter, MN 56082

RE: Federal Funding Opportunities for Fiscal Years 2017-2020
MnDOT Area Transportation Partnership

Dear Pete:

Each year, MnDOT Districts throughout the state solicit counties and cities for federally funded projects. Each district's Area Transportation Partnership (ATP) is responsible for reviewing and scoring funding applications and then making a recommendation to the Commissioner of Transportation to include the successful project in the State Transportation Improvement Program (STIP). This year's applications are due January 8, 2016 and are for projects to be constructed in fiscal years 2017-2020.

Federal funding can be utilized for up to 80% of the project's construction costs. A minimum 20% local match is required. The local match can be in the form of City Municipal State Aid (MSA) funds or other funding sources. The cost of right-of-way, preliminary engineering or construction engineering are not eligible for federal funding.

The City of Saint Peter is eligible for federal funding through the STP Small Urban-City Streets part of the program. To be eligible, Cities must have a population of 5,000 or more. MnDOT District 7 has eight cities meeting this criteria and include Fairmont, Mankato, New Prague, New Ulm, North Mankato, Saint Peter, Waseca and Worthington.

Federal funding can only be utilized on federally designated routes. These are MSA designated routes that carry the largest volume of traffic and include Washington, Broadway, College, Jefferson, and Nicollet Avenues, Sunrise Drive and St. Julien Street. Eligible improvements are those that score high in the following:

- Roadway improvements that improve traffic safety and eliminate hazards
- Roadways that have a higher volume of traffic and a poor ride quality
- Roadways that lead to new business opportunities or creates opportunities for existing businesses
- Projects that provide funding for the required match from multiple jurisdictions (such as MnDOT, County, Township, MPCA, etc.)
- Projects that promote safe and convenient access and travel for all users (both vehicle and peds)
- Projects that are identified in a local, regional, or state plans

The Cities transportation master plan was reviewed for projects fitting the application criteria. Discussions with MnDOT and Nicollet County also took place for projects they had planned in the coming years. With the new high school construction beginning this year, it is anticipated traffic patterns

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DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer



Mr. Pete Moulton
December 23, 2015
Page 2

on Washington, Broadway and Jefferson Avenues, and Sunrise Drive may change once the new school is open. Upon review of projects with City Staff, it is believed that the following three projects best fit the federal funding criteria (in random order):

1) Improvement of Broadway Avenue between TH 169 and the Minnesota River

MnDOT is planning to rehab the historic TH 99 Minnesota River Bridge in 2017. With the bridge and highway closed to traffic, it would be a good time to improve this block of roadway. The proposed roadway improvements include a median similar to those in the downtown portion of TH 169, new and safer sidewalk and pedestrian crossings, modifying the roadway width to improve the flow of traffic, etc. This would also provide an opportunity to improve the appearance of one of the gateways to the City.

2) Improvement of the Broadway Avenue and Washington Avenue Intersection

Traffic at this intersection has been steadily increasing over the last few years. These are two of the major roadways through town and they see a lot of traffic because of their proximity to all of the current schools. With completion of the new Washington Avenue Link, it is believed this intersection sees more traffic that chooses to use Washington Avenue rather than TH 169 to access the downtown. The volume of morning and afternoon traffic often causes backups in all directions. For these reasons, improvements to the intersections are proposed. The type of improvements could include a roundabout, traffic signals, or a change in signage/striping. Until a detailed traffic study is complete, the best solution has not yet been determined.

3) Improvement of the Broadway Avenue and Sunrise Drive Intersection

Like the Washington Avenue intersection, the Sunrise Drive intersection with Broadway Avenue is also seeing additional traffic. With the new high school construction and additional housing development to the west, it is anticipated this intersection traffic will continue to grow. Nicollet County will be resurfacing Broadway Avenue from Sunrise Drive to Gardner Road in 2017 so any improvements at this intersection could be completed at the same time to minimize disruption to traffic. The same type of improvements as those at Washington Avenue are being considered for this intersection. However, until a detailed traffic study is completed, the best solution is undetermined.

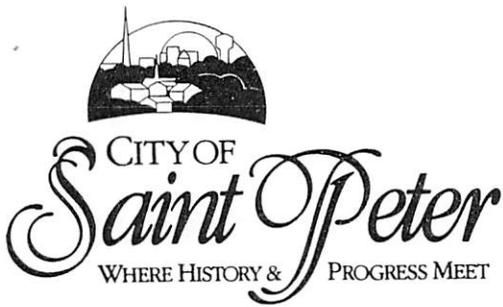
To improve our chances of receiving funding, it is suggested that the City Council show their support for the project by providing a separate resolution of support for each.

Please let me know if you have any questions.

Sincerely,

BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.
Project Engineer



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 12/31/15

FROM: Todd Prafke
City Administrator

RE: Proposed 2016 Fee Schedule

Action/Recommendation

For your information and discussion.

Background

Please find attached a highlighted version of the proposed 2016 Fee Schedule. You may note that there are very few changes proposed for the 2016 year. Most changes are what staff considered to be clarifications in language. There are a couple that are significant but please know the recommendation relates directly to the time needed to complete the inspection. Changes are either noted by a highlight or a commentary on the right hand edge of the page.

I do anticipate more change in 2017 as many of the fees listed are impacted by personnel costs and generally every two to three years we make a change to those fees that are more significantly impacted by the cost of personnel.

Should the Council want to make significant changes please communicate that with staff so that we can assess in impacts. However, changes to individual fees are unlikely to "tip over" your budget and each of the individual fees makes up a very small portion the entire budget. Large scale or whole scale changes have the potential to impact your budget. Lastly, those fees that relate to regulatory functions arguably should be priced at a level where the City recoups its cost of regulation. That, of course, is a policy decision that the Council has opportunity to change if you wish.

Please let us know if you have any questions about specific fees. We will be happy to answer their need, what regulation is met or why we have it on the fee schedule. Just give us a ring.

TP/bal

Comment [BAL1]: Change fee for modification to City Code – should cover all our costs including staff time; publication of hearing notice; and recodification of the City Code

**MUNICIPAL FEE SCHEDULE
Effective January 1, 2015**

BUSINESS LICENSES AND PERMITS

1.	On-Sale Liquor License	
	A. Initial License	\$2,500.00
	B. Investigation Fee	250.00
	C. Annual Renewal	1,400.00
	D. Temporary On-Sale Liquor per day (non-profit organizations only)	30.00
	E. Extension of On-Sale Liquor per day beyond licensed premises	30.00
2.	Club Liquor License	
	A. Investigation Fee (New applicants)	250.00
	B. For a club with under 200 members	300.00
	C. For a club with between 201 and 500 members	500.00
	D. For a club with between 501 and 1,000 members	650.00
	E. For a club with between 1,001 and 2,000 members	800.00
	F. For a club with between 2,001 and 4,000 members	1,000.00
	G. For a club with between 4,001 and 6,000 members	2,000.00
	H. For a club with over 6,000 members	3,000.00
3.	Off-Sale Liquor License	
	A. Investigation Fee	250.00
	B. Annual Renewal	150.00
4.	Sunday On-Sale Liquor License Annual Renewal	200.00
5.	Consumption and Display License	
	A. Investigation Fee	250.00
	B. Annual Renewal (sent to State)	150.00
	C. Daily Fee (not to exceed 10 permits issued annually)	30.00
6.	On-Sale Wine License	
	A. Investigation Fee	250.00
	B. Initial License	305.00
	C. Annual Renewal	265.00
7.	On-Sale Beer License	
	A. Investigation Fee	250.00
	B. Initial License	305.00
	C. Annual Renewal	265.00
8.	Off-Sale Beer License	
	A. Investigation Fee	250.00
	B. Initial License	155.00

	C. Annual Renewal	150.00
9.	Short-term On-Sale Beer License (per day not to exceed \$75.00 for requests involving periods of 3-90 consecutive days)	25.00
10.	Duplicate business license	10.00
11.	Taxi Cab License	
	A. Investigation Fee	100.00
	B. First Vehicle (annual)	50.00
	C. Each additional vehicle (annual)	25.00
	D. Vehicle inspection fee (per vehicle/per year)	30.00
12.	Tree Worker's License	
	A. Initial License	55.00
	B. Annual renewal	50.00
13.	Peddler/Transient Merchant License	
	A. Investigation Fee	50.00
	B. Annual License	375.00
	C. Six Month License	200.00
	D. Daily License	50.00
14.	Pawnbroker and Precious Metal Dealer License	
	A. Annual Fee	\$8,000.00
	B. Investigation Fee	500.00
15.	Solid Waste Hauler's Permit	
	A. Investigation Fee	250.00
	B. Annual Renewal	120.00
16.	Amusement Device License (per device per year) (10 devices included in On-Sale Liquor fee)	15.00
17.	Juke Box License (per juke box/per year) (one Juke Box included in On-Sale liquor fee)	25.00
18.	Short-term non-regulated Gambling/Bingo License Initial Investigation fee for permanent gambling sites	100.00
19.	Temporary Gambling License (per event)	25.00
20.	Dance License	
	A. Annual License (per year)	135.00
	B. Daily License (per day)	15.00
21.	Fireworks Display Permit (per occasion)	50.00
22.	Tobacco License	
	A. Initial License	250.00

	B. Annual Renewal	100.00
23.	Soft Drink License	
	A. Initial License	30.00
	B. Annual Renewal	25.00
	C. Daily License (for 1-4 days) (per day/per vendor)	5.00
	D. Short term license (for periods 5-180 consecutive days/per vendor)	15.00
	E. Temporary Event Soft Drink License (event sponsor must obtain)	50.00
24.	Show and Theater License (includes circus/carnivals)	
	A. Background Investigation	40.00
	B. Annual License	35.00
	C. Short Term (1-3 days)	20.00

NON-BUSINESS LICENSES AND PERMITS

25.	Sign Permit (copy of design and site plan required)	
	A. 100 square feet or less	50.00
	B. Each additional 25 square feet or portion thereof after 100 square feet	10.00
26.	Adult Foster Care/Day Care Facility inspection (per inspection)	
	A. Within City limits	\$45
	B. Outside City limits	\$55 plus mileage
27.	Rental Housing Registration and Inspection Permit	
	A. Rental Certificate application fee per unit (valid for 24 months)	24.00
	B. Inspection fee per unit (maximum of 6 units per apartment complex)	20.00
	C. Re-inspection fee per unit (failure to pass inspection)	20.00
	D. Rental certificate application fee per unit after December 31st	36.00
28.	<u>Demolition Permits</u>	
	A. Garage	20.00
	B. House	50.00
	C. Other structures	50.00
29.	<u>Building Permits including replacement of windows and exterior doors and/or Plumbing and Mechanical Permits</u>	
	\$1 to \$500	\$21.00
	\$501 to \$2,000	\$21.00
	(for the first \$500 plus \$2.36 for each additional \$100 or fraction thereof to and including \$2,000)	
	\$2,001 to \$25,000	
	(for the first \$2,000 plus \$10.50 for each additional \$1,000 or fraction thereof to and including \$25,000)	\$56.40

	\$25,001 to \$50,000 (for the first \$25,000 plus \$8.40 for each additional \$1,000 or fraction thereof, to and including \$50,000)	\$297.90
	\$50,001 to \$100,000 (for the first \$50,000 plus \$6.30 for each additional \$1,000 or fraction thereof, to and including \$100,000)	\$507.90
	\$100,001 to \$500,000 (for the first \$100,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$500,000)	\$822.90
	\$500,001 to \$1,000,000 (for the first \$500,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000)	\$2,922.90
	\$1,000,000 and up (for the first \$1,000,000 plus \$5.25 for each additional \$1,000 or fraction thereof)	\$5,547.90
30.	Permit for replacement of garage doors	\$45 plus \$5 state surcharge
31.	Plan Review:	
	A. Commercial properties	65% of building permit fee
	B. Residential properties	35% of building permit fee
	C. Similar plans meeting 1300.0160, subp. 6	25% of building permit fee
32.	Permit for replacement of furnace, air conditioner, or water heater	\$445.00 plus \$15 state surcharge
33.	Inspection fees outside of normal business hours (2 hour minimum)	\$45.00/hour
34.	Inspections for which no fee is specifically indicated (minimum ½ hour plus total cost to City including mileage, meals and processing)	\$45.00/hour
35.	Special Investigation Fee for failure to obtain building permit prior to construction (in addition to building permit fee)	\$1 up to 100% of building permit fee at discretion of Building Official
36.	Surcharge fees	As provided in State Statutes
37.	Building moving permit	
	A. Primary Structures	\$100.00 & utility

	B. Accessory Structures	crew expense \$50.00 & utility crew expense
38.	Mobile home installation fee	135.00
	Plan Review	47.25
	State Surcharge	<u>1.00</u> 50.00
39.	Conditional Use Permit	300.00
40.	Petition to subdivide plats	250.00
41.	Variance application filing fee	300.00
42.	Easement vacation requests	80.00
43.	Interim parking use permit	110.00
44.	South 7th Street Residential Parking Permit	15.00
45.	Capital Drive Residential Parking Permit	15.00
46.	Rezoning request filing fee	300.00
	Publication fee	125.00
47.	Street/Alley Vacation Request Filing Fee	300.00
48.	Annexation Request Filing Fee	230.00
	A. Filing Fee	\$5.00/acre (\$100 minimum/\$600 maximum)
	B. Municipal Board Fee	
49.	Waiver of Subdivision Fee	200.00
50.	Golf Carts/ATV/Personal Mobility devices Permit for use of City Streets	50.00
51.	Municipal Parking Lot Permit Fee (per permit/per calendar year)	25.00
52.	Private Use of City Parking Lots, Streets and Sidewalks	
	A. Private use of public sidewalks (permit valid for a period of five years)	100.00
	B. Private use of public parking lots or streets	25.00
53.	Request for renaming streets or for private drive designations (per name)	\$100.00

CHARGES FOR SERVICE

54.	<u>General Government</u> Copies
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	A. One side (per copy)	0.25	
	B. Two sides (per copy)	0.35	
	C. Color Copies per single side page	\$1.00	
55.	Faxing (no international calls allowed)		
	A. Per page sent	1.00	
	B. Per page received	1.00	
56.	Notary Public Services		
	A. Notary Public services (per signature by Notary)	1.00	
	B. Certified copies of resolutions/ordinances (per document)	5.00	
57.	City map sales (per map)		
	A. 2' x 3' black and white	10.00	
	B. Colored zoning map	20.00	
	C. Address map	50.00	
58.	City Code		
	A. City Code Book Sales	150.00	
	B. Updates to City Code (per Chapter)	\$75.00	
	C. Zoning Ordinance	15.00	
	D. Requests for City Code change		
	1. Codification Charges	400.00	
	2. Publication Charges	200.00	
59.	Audited Financial Report (per copy)	20.00	
60.	Other City publications without specific charge (per publication)		Determined by City Administrator
61.	Comprehensive Plan (per copy)	30.00	
62.	Assessment search and certification	35.00	
63.	Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans)	2,500.00	
64.	Service charge for returned checks (per check)	30.00	
65.	Utility Bill Advertisements (whether printed by City or provided by advertiser)		
	A. Full page ad	700.00	
	B. One-half page ad	350.00	
66.	Utility Flyer Community Custom Event Notice	25.00	
67.	Utility Flyer Community Event Notice via form (less than 25 words)	5.00	
68.	Voting booth rental (per booth)	25.00	

69.	Replacement dog/cat license tags	1.00
70.	Dog licenses (on or before April 30 biannually)	
	A. Spayed/neutered	5.00
	B. Unspayed/Unneutered	25.00
	C. Penalty for failure to license by April 30 th	5.00
	Pro-rated (1) year	
	A. Spayed/neutered	2.50
	B. Unspayed/Unneutered	12.50
71.	Cat licenses (on or before April 30 biannually)	
	A. Spayed/neutered	5.00
	B. Unspayed/Unneutered	25.00
	C. Penalty for failure to license by April 30 th	5.00
	Pro-rated (1) year	
	A. Spayed/neutered	2.50
	B. Unspayed/Unneutered	12.50
72.	Dog Pound	
	A. Impounding Fee (per dog)	30.00
	B. Daily maintenance fee (per day)	7.70
73.	Cat Pound	
	A. Impounding Fee (per cat)	30.00
	B. Daily maintenance fee (per day)	7.70
74.	Animal Adoption Fee (Includes rabies vaccination, distemper vaccination, heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.)	120.00
75.	General Parking Violations	
	A. Minimum fine for General Parking violations	12.00
	B. If paid after 7 days but prior to 21 days	25.00
	C. After 21 days and prior to summons	50.00
76.	Snow Emergency Parking Violations (Effective July 1, 2011)	
	A. Minimum fine for Snow Emergency Violations	25.00
	B. If paid after 7 days but prior to 21 days	50.00
	C. After 21 days and prior to summons	150.00
77.	Penalties for violations of alcohol and alcohol related statutes and ordinances	
	A. First offense within 12 month licensing period	\$50.00
	B. Second offense within 12 month licensing period	\$100.00
	C. Third offense within 12 month licensing period	\$200.00 and/or
		suspension or revocation

	D. Fourth offense within 12 month licensing period	\$400.00 and/or suspension or revocation
78.	Penalties for violations of tobacco and tobacco related products statutes and ordinances.	
	A. Purchase or attempt to purchase tobacco related products	100.00
	B. Illegal possession or use of a tobacco related product - 1st offense	25.00
	C. Illegal possession or use of a tobacco related product - 2nd offense	50.00
	D. Aiding/assisting another to illegally purchase a tobacco related product	125.00
	E. Furnishing tobacco related products to person under age of 18 years	125.00
	F. Sale of tobacco related products to person under age of 18 years	100.00
	G. All other violations	100.00
79.	Conveyance of parcels in violation of City Code (per lot or parcel)	100.00
80.	Storage of impounded items	
	A. Cars, vans and trucks (per day)	10.00
	B. Other motorized vehicles (per day)	10.00
	C. Non-motorized equipment (per day)	5.00
	D. Bicycle storage (per day)	2.00
	(Exceptions: bikes with Police Department or MN inspection/registration sticker	
81.	Highway 169 banner (for each two week period or portion thereof)	350.00
82.	Non-resident finger printing	20.00
83.	Police Reports	
	A. Accident and theft reports (per report)	5.00
	B. Civil action cases (per case)	30.00
	C. Civil action pictures (per case)	30.00
	D. Drivers record check fee	5.00
	E. Vehicle registration check fee	5.00
	F. Criminal history check	5.00
84.	False Alarms (after 3 false alarms within a calendar year – fee to be waived if alarm illegally set off)*	
	A. 4th burglar or fire alarm	25.00
	B. 5th burglar or fire alarm	50.00
	C. Each burglar or fire alarm thereafter	100.00
85.	Use of Hurst Tool by Fire Department (per incident)	350.00

86.	Fire call fee	\$350.00 + \$100 per hour after the first hour up to a maximum of \$1,000
87.	Fire CO2 Detector Call Fee	\$175.00
88.	Police Labor	
	A. Licensed Peace Officer (per hour)	50.00
	B. K-9 Officer with canine (per hour)	70.00
	C. Communications Technicians (per hour)	25.00
	D. Police Reserve Officer (per hour)	15.00
	E. Community Service Officer (per hour)	30.00
	F. Building Moving Escort Fee	minimum \$50 per Officer/hour
89.	Weed removal on private property	
	A. City crew	Refer to #125 and #127
	B. City subcontractor (per hour for first two hours)	\$75 per hour
	C. City subcontractor for each hour in excess of first two	\$30
90.	Sidewalk snow removal City crew (per hour) (minimum charge one hour)	75.00
91.	Tree removal on private property	Refer to #125 and #127
92.	Work Zone Equipment Fees	<u>Per sign/per day</u>
	A. 36" x 36" sign (on strut)	3.00
	B. 36" x 36" sign only	1.50
	C. 36" x 36" arrow	1.50
	D. Road closed sign	2.00
	E. Cone	2.00
	F. Reflective Cone	1.00
	G. Safety Fence (50 foot roll plus posts)	3.00
	H. Type "A" Flasher	2.50
	I. Type "I" Barricade with flasher	2.00
	J. Type "I" Barricade (6 feet)	1.50
	K. Type "III" Barricade	3.50
	L. Electric Arrow board (2 shift) and trailer	75.00
93.	Campsites	
	A. Mill Pond site with electrical hookup (per day)	20.00
	B. Mill Pond/Riverside Park primitive site (per day)	10.00
	<u>Utilities</u>	
94.	Unusually high water/wastewater usage rate* (per 1,000 gallons of water and wastewater usage). *See formal policy identified in Resolutions No. 1996-22 and 1997-30 for restrictions.	4.00
95.	Water service line thawing (per line)	325.00

96.	Water Main Tapping Fee:	
	1" Water Main Tap	340.00
	1½" Water Main Tap	540.00
	2" Water Main Tap	640.00
97.	Sanitary Sewer main Tapping Fee:	
	4" Sanitary Sewer Tap	340.00
	6" Sanitary Sewer Tap	360.00
98.	Water Main Access Fee:	
	1" Line	1,800.00
	1½" Line	1,900.00
	2" Line	2,000.00
	4" Line	2,400.00
	6" Line	3,000.00
	8" Line	3,800.00
	10" Line	4,800.00
	12" Line	6,000.00
99.	Sanitary Sewer Main Access Fee:	
	4" Line	1,500.00
	6" Line	2,100.00
	8" Line	2,900.00
	10" Line	3,900.00
	12" Line	5,100.00
100.	Storm Sewer Access Fee:	
	2-4" Line	300.00
	6-10" Line	500.00
	12-24" Line	1,000.00
101.	Freeze Water Service Line ¾" or 1" Lines	200.00
	<u>Traverse des Sioux Laboratory Fees</u>	
102.	Certified Test Results	
	A. Ammonia	18.00
	B. Carbonaceous Biochemical Oxygen Demand (CBOD)	30.00
	C. Colilert – 24	16.00
	D. Colilert (re-check within 7 days)	12.00
	E. Fecal Coliform Plate	28.00
	F. Fluoride	16.00
	G. Nitrate/Colilert Combination	25.00
	H. Nitrates	15.00
	I. Ortho Phosphorus	16.00
	J. pH	9.00
	K. Total Phosphorus	19.00
	L. Total Suspended Solids	15.00
	M. Rush Orders	Double original cost
103.	Uncertified Test Results:	
	A. Biological Oxygen Demand	30.00

	B. Dissolved Oxygen	12.00
	C. Chloride	13.00
	D. Iron	15.00
	E. Manganese	15.00
	F. Sulfate	14.00
	G. Total Dissolved Solids	12.00
	H. Total Hardness	18.00
	I. Turbidity	12.00
	J. Quantitray	20.00
	K. Rush Orders	Double original cost
104.	Wastewater Treatment Surcharges	
	A. Volume Base (flow) – per 1,000 gallons delivered (regular cost plus \$10/1,000)	18.00
	B. Monthly dumping fee	350.00
	C. Biological Oxygen Demand (BOD) – per pound removed	1.00
	D. Total Suspended Solids (TSS) – per pound removed	1.00
	E. Phosphorus (P) – per pound removed	17.00
	F. Ammonia (NH3) – per pound removed	2.00
	G. pH Violation – per violation	100.00
105.	<u>Sewer Televising</u>	
	A. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	B. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.40 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	C. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.70 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	D. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour).	
	E. Contractor requesting televising of new sanitary sewer main or storm sewer lines	\$1.50/linear foot
	F. Private sanitary lateral televising	\$100.00

	G. Copy of Televising DVD	\$25.00
106.	Stormwater Utility right-of-way management fees	
	A. Stormwater I – curb and gutter replacement, concrete apron work, curb cut for driveway	\$100.00/block
	B. Stormwater II - Irrigation system, replacing or adding new sidewalk, installing landscape (blocks, bricks, rock, and woodchips).	\$25.00/block
107.	Erosion and Sediment Control Surety Requirements	
	A. Surety for sites up to and including three acres	\$3,000
	B. Additional surety for each additional 4-acres or portion thereof	\$1,000
108.	Illicit Discharge – all fees are as stated OR 150% of actual cost incurred by the City, whichever is greater	
	A. First offense	\$250.00
	B. Second offense	\$500.00
	C. All subsequent offense	\$1,000.00
	D. Failure to report (per day fine)	\$250.00
109.	Cleaning Catch Basins on Private Property (per sump)	
	A. Structures less than 1.4 cubic feet in size	\$90.00
	B. Structures greater than 1.4 cubic feet in size	\$135.00
110.	Underground Utility Work Permit Fees	
	A. Excavation – work performed in any area of the right-of-way	\$150.00
	B. Trenching or Direction Boring for underground utilities	\$150 plus \$15.00/100 l.f.
	C. Utility Inspection per crossing (boring, trenching)	\$50.00
	D. Services Installation in Utility Easement/Alley Outside Street ROW	\$25.00
	E. Inspection – failure to provide notification within 48 hours of the job completion, and/or expiration of the 90-day permit.	\$50.00
XX	<u>Erosion and Sedimentation Control Fee: 1-10 Acres \$125.00 per acre. 11 or more acres \$100.00 per acre.</u>	
111.	Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours)	\$5.00/day
112.	Permit Extension Fee (for work not completed by date on initial permit – good for 90 days additional but will expire at the end of the year-90 days additional)	\$50.00
113.	Unauthorized Work Permit	Fee is regular permit fee plus \$100.00
114.	Permit Penalty Fee for failure to provide notification to City	\$50.00

Comment [BAL2]: In 2015 change the language of this as shown

Comment [BAL3]: #107 and #108 TAKE EFFECT APRIL 2, 2015

within 48 hours of job completion and/or at expiration of 90-day permit

115.	Irrigation Meter application and permit	25.00	
116.	Reconnection Charges Resulting From Failure To Pay (per water or electric meter)		
	A. 7:00 a.m. - 3:30 p.m.	70.00	
	B. During call-out hours – Customer must pay the charge and pay the outstanding bill in full in order to have the power restored (effective 5/1/03)	300.00	
117.	Reconnection charges for reasons other than failure to pay (per water or electric meter)		
	A. 7:00 a.m. - 3:30 p.m.	65.00	
	B. During call-out hours (per call)	150.00	
118.	Frozen water meter replacement (charges are for business hours 7:00 a.m. – 3:30 p.m. only. After business hours, charge would be increased by \$40.00 for each meter)		
	A. 5/8" - 3/4" meters	265.00	
	B. 1" meters	415.00	
	C. 1 1/2" and larger meters		Labor and materials expense
119.	Seasonal meter installation (per meter)	65.00	
120.	Residential electric and water meter test (up to 1" meter by request)		
	A. First request (no charge if meter is defective)	175.00	
	B. Second request within 12 months (no charge if meter is defective)	350.00.00	
121.	Meter test for all other meters (no charge if meter is defective)		Labor and equipment charge out rates
122.	Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)	500.00	
123.	Fee in lieu of assessments		
	A. Per building lot serviced per utility	3,200.00	
	B. Per dwelling unit in excess of two per utility	600.00	
	<u>Public Works</u>		
124.	A. Street repair		Labor, equipment and cost of materials
	B. Asphalt Street Patch for new Driveway	\$350.00	
125.	Salt or salt/sand mixture materials (per ton)	985.00	

126.	Winter asphalt mix materials (per ton)		115.00
127.	Labor charge per hour worked including travel time (no equipment) (Public Works personnel/per person)		
	A. Business hours		50.00
	B. Non-business hours		65.00
Xx	<u>Hydro-mulching Fee: \$250 per hour plus materials (includes truck with operator, hydro mulcher, extra operator) \$180 per tank of product (2 tank mimimun) .</u>		
128.	Truck parking electrical outlets		
	A. Seasonal (November 1 - May 1)		300.00
	B. Short-term (3 days - 3 nights)		50.00
129.	Equipment Charges Per Hour - With Operators	<u>Business</u>	<u>Non-Business</u>
		<u>Hours</u>	<u>Hours</u>
	A. Backhoe, single axle truck, street sweeper, single axle dump truck with snow plow, high lift forklift, sign truck	\$125.00	\$145.00
	B. Tandem dump truck, tandem dump truck with snow plow, road grader, Caterpillar wheel loader	\$135.00	\$155.00
	C. (With special snow removal attachments) Road grader with wing, dump truck with snowplow and wing, wheel loader with snowplow and wing, wheel loader with snow blower.	\$160.00	\$180.00
	D. Self-propelled broom, air compressor with accessories and pickup, pickups, one ton trucks, rollers, tractors	\$90.00	\$110.00
	E. Six inch pumps with engine	\$75.00	\$95.00
	F. 12" high capacity low head pump with engine	\$80.00	\$100.00
	G. 16" high capacity low head pump with engine	90.00	\$105.00
	H. Bucket truck, digger derrick, trencher	\$145.00	\$165.00
	I. Sewer jet rodding machine, Vector with pickup (Each of these require two operators. There is an additional charge of \$0.35 per lineal foot for sewer cleaning.)	\$135.00	\$145.00
	J. Skidsteer, self-propelled mower/snow blower/broom attachment, small trencher	\$85.00	\$105.00
	K. All other equipment such as chain saw, push mower, snow blower, and weed whips	\$75.00	\$95.00
	L. Skidsteer with milling machine	\$110.00	\$120.00
	M. Dump truck with leaf blower, (tandem truck with 2 operators)	160.00	190.00
	N. Crash Trailer with Operator and arrow Board	\$160.00	\$180.00
	O. Air Compressor Soda Blaster with Operator	\$135.00	\$155.00
	P. Tack trailer with truck and operator (plus cost of asphalt emulsion)	160.00	180.00
	Q. Stump grinder with truck and operator	145.00	165.00
	R. Electric all-terrain vehicle with operator	85.00	105.00
	S. Mosquito sprayer with truck and operator (cost of materials extra)	145.00	165.00

T.	Site Lite SL4000 14' light tower with generator	60.00/day plus fuel	\$80.00/day plus fuel
U.	Asphalt paver with three operators	235.00	280.00
130.	Hydrant Meter Charge - provides meter for a period of 1-30 days plus charges for all water used.		\$200 first 30 days plus \$50/week thereafter
		CITY REFUSE CUSTOMERS	NON-REFUSE CUSTOMERS
131.	Yard Waste Drop Off Site		
	A. Disposal of yard bag of leaves or grass	No charge*	\$1.00 each
	B. Per cubic yard of leaves or grass	No charge*	\$5.00 each
	C. Per cubic yard of brush	No charge*	\$7.00 each
	D. Per cubic yard of branches	No charge*	\$7.50 each
	E. Per Christmas tree (undecorated)	No charge*	\$3.00 each
	F. Per Christmas wreath (no wire)	No charge*	\$0.50 each
	*No charge other than environmental services fee on utility bills		
	<u>Swimming Pool</u>	<u>Resident</u>	<u>Non-Resident</u>
132.	Ticket Books		
	A. 10 tickets	\$20.00	
133.	Family Season Swim Pass	\$40.00	
134.	Individual Season Swim Pass	\$30.00	
135.	Day Care Pass (up to 10 daycare children on one pass - only for use during daycare hours of operation and daycare supervisor must accompany children)	\$75.00	
136.	Daily rates	\$3.00	
137.	Lap Swim, Swimnastics Senior Watercise	\$3.00	
138.	Lap Swim - 10 punch card	\$18.00	
139.	Family Swim* - Adults *Children free when accompanied by an adult	\$3.00	
140.	Pool Party Rental		
	A. 1-25 people # of guards - 2	\$55	\$72.00
	B. 26-50 people # of guards - 3	\$65.00	\$85.00
	C. 51-75 people # of guards - 4	\$75.00	\$98.00
	D. 76-100 people # of guards - 5	\$85.00	\$110.00
141.	Special Events	Determined by Director	

<u>Park Related Fees</u>		
142.	Picnic Shelter Reservation	\$40.00 \$52.00
143.	Refundable Park Cleanup Deposit	
	A. 1-199 People	\$100.00 \$100.00
	B. 200+ people	\$250.00 \$250.00
144.	Alcoholic Beverages Deposit	\$100.00 \$100.00
145.	Softball Fields Tournament Fee	
	A. Locally sponsored reservation fee	\$40.00
	B. Refundable performance deposit	\$100.00
	C. Basic Maintenance fee per field	\$25.00 \$25.00
	D. Additional dragging fee – after play starts per field	\$5.00
	E. Additional striping fee – after play starts per field	\$10.00
	F. Diamond Dry fee -per bag	\$15.00
	G. Light fee per hour and field	\$20.00
	H. Out-of-Town Sponsor per team	\$13.00
	I. Refundable Deposit	\$100.00
146.	Tent Installation Non-Refundable Fee - cumulative	
	A. 1st day	\$25.00 \$32.50
	B. 2nd day additional	\$50.00 \$65.00
	C. 3rd day additional	\$100.00 \$130.00
<u>Senior Citizen Activities</u>		
147.	Seniorcise (per day)	\$1.00 \$1.50
148.	Trips and tours	Determined by Director
149.	Continental Breakfast	Determined by Director
150.	Community Center gym walking	No charge
<u>Transit</u>		
		<u>Saint Peter</u> <u>Kasota/Shoreland</u>
151.	Cash Fares	
	A. Dial-a-Ride	\$3.50 \$4.50
	B. Route	1.75 Not available
	C. Seniors Dial-a-ride (55+)	2.00 3.00
	D. Seniors Route (55+)	1.00 Not available
	E. Preschoolers Dial-a-ride (Up to 6 years of age)	1.00 1.00
	F. Preschools Route (Up to 6 years of age)	\$0.50 Not available
152.	Ticket Books Dial-a-ride = 1 ticket; Route = 2 tickets)	
	A. 32 tickets	\$40.00 \$48.00
	B. 20 tickets	\$27.00 \$32.00

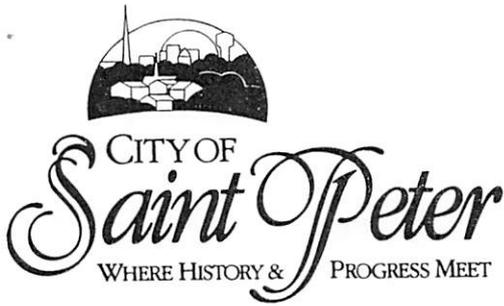
C. 10 tickets	\$14.00	\$17.00
D. Senior Citizens 32 tickets book	\$28.00	\$32.00
E. Senior Citizens 20 tickets book	\$18.00	\$20.00
153. Monthly Preschool Express Rates		
A. Five Days M-F		
1-way	\$40.00	\$55.00
2-way	\$65.00	\$90.00
B. Three Days (MWF)		
1 way	24.00	33.00
2 way	39.00	54.00
C. Two Days (T-R)		
1 way	16.00	22.00
2 way	26.00	36.00
154. Night/weekend rate – bus with driver (Four hour minimum)	\$37.50/hour	
	<u>BASE</u>	<u>EACH</u>
	<u>RATE (1-3</u>	<u>ADDT'L</u>
	<u>hrs.)</u>	<u>HOOR</u>
	<u>COMMUNITY CENTER ROOM RENTAL* All non-resident School District #508 fees shall be plus 25%; non-resident outside of the School District #508 rate shall be fees plus 100%</u>	
155. Meeting Room 102 – Traverse des Sioux	\$33.00	\$10.00
156. Conference Room 104 – Nicollet Room	\$27.50	\$10.00
157. Locker room lockers	\$12.00/6 months	
158. Storage Cage/Room 120 per month	\$33.00	
159. Meeting Room 215	85.00	\$15.00
160. Meeting Room 217 – St. Peter Room	\$44.00	\$15.00
161. Senior Center/Room 219	\$110.00	\$15.00
162. Gymnasium Room 218A or 218B	\$71.50 (1/2 gym)	\$25.00
163. Gymnasium Room 218 (whole gym)	\$143.00	\$25.00
164. Community Center Lobby Rental	\$110.00	\$15.00
165. Reception Room 300A or 300B – Governors' Room	\$60.50	\$15.00
166. Reception Room 300 – Governors' Room	\$82.50	\$15.00
167. Multi-purpose Room	\$44.00	\$10.00
168. Damage deposit	\$100.00	

- | | | |
|------|--|-----------------------------------|
| 169. | Alcohol permit fee (for use of alcohol in Community Center rooms) | \$20.00 |
| 170. | Room set-up fee (for rearranging room in other than normal set-up) | \$25.00 |
| 171. | LCD Projector fee with room rental | \$25/day + \$100 security deposit |
| 172. | Gym and meeting rooms for community and non-profit groups (exception: Tournaments, private classes, and others at discretion of Recreation Director) | Free with \$100 damage deposit |
| 173. | <u>COPIES</u> | |
| | A. Copies – tenant one side | \$0.08 |
| | B. Copies – tenant two sides | \$0-.12 |
| | C. Copies – public one side | \$-0.25 |
| | D. Copies – public two sides | \$-0.35 |
| | E. Copies color per one sided page | \$1.00 |
| 174. | <u>FAX SERVICES – International Faxes Shall Not Be Allowed</u> | |
| | A. Tenant fax – received or sent per page per attempt | \$.75 |
| | B. Public fax – received or sent per page per attempt | \$1.00 |
| | <u>PUBLIC LIBRARY FEES FOR LOST/DAMAGED MATERIALS</u> - all fees are as stated OR the actual cost of the item - whichever is greater | |
| 175. | <u>HARDCOVER BOOKS (per item)</u> | |
| | A. Adult Fiction | \$30.00 |
| | B. Adult Non-Fiction | \$35.00 |
| | C. Junior/Young Adult Fiction | \$25.00 |
| | D. Junior/Young Adult Non-Fiction | \$30.00 |
| | E. Picture Book Fiction | \$25.00 |
| | F. Picture Book Non-Fiction | \$30.00 |
| | G. Reader | \$25.00 |
| 176. | <u>PAPERBACK BOOKS (per item)</u> | |
| | A. Adult Fiction | \$20.00 |
| | B. Adult Non-Fiction | \$20.00 |
| | C. Junior Fiction | \$15.00 |
| | D. Junior Non-Fiction | \$20.00 |
| | E. Young Adult Fiction | \$20.00 |
| | F. Young Adult Non-Fiction | \$20.00 |
| 177. | <u>MISCELLANEOUS PRINT MATERIALS (per item)</u> | |
| | A. Board Book | \$15.00 |
| | B. Periodicals | \$10.00 |
| 178. | <u>AUDIO-VISUAL MATERIALS (per item)</u> | |

A. Books on CD	\$20.00
B. Books on Tape	\$20.00
C. Cassette Picture Book	\$25.00
D. Compact Discs (CDs)	\$30.00
E. DVD	\$40.00
F. Videocassette	\$30.00

** All above costs include a \$10.00 service fee for acquisitions, cataloging, and processing. Patrons may choose to purchase the EXACT item for replacement themselves and pay the library only the \$10.00 service fee.

<u>OTHER LIBRARY CHARGES/FEEES</u>	
179. Replacement library cards	\$ 5.00
180. Photocopies per page	
One-side	\$0.25
Two-sided	\$0.35
181. Printing from Computer (b/w) per page	\$0.25
182. Printing from Computer (color) per side/per page	\$1.00
183. Library Meeting Room Deposit	\$30.00



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 12/31/15

FROM: Todd Prafke
City Administrator

RE: New Transit Position

Action/Recommendation

For your input and discussion.

Background

Members may recall the discussion on a regional transit system over the last few years. As you know Saint Peter has been the lead organizing entity for this effort.

As a part of that effort the MnDOT Transit Division has allocated us, as a part of our 2016 grant, additional funds to hire a person to do much of the work on this development of this project with the potential partners.

This position would be temporary in nature and likely one that has opportunity to transition into any new entity or organizational structure that is put together to facilitate regional transit.

Since Saint Peter continues to be the organizer and we are provided money to cover any cost and all positions that are within the City organization must be authorized by the Council, it is my intent to have you approve the job description and approve any hire using your current process.

A copy of a draft job description is attached for your review. This position is somewhat different than our transit coordinator and I think the description pretty accurately outlines the skills needed and the expectation of duties.

This position will report to the City Administrator, while working with our current transit personnel. The main duties will be to accomplish the work, organize meetings, do research, provide the reporting that is needed to facilitate the development of a regional system. That development is in the initial stages of discussion with our partners including, City of LeSueur, LeSueur County, Blue Earth County, VINE and Nicollet County. All continue to participate in the process that includes one larger oversight group and two subcommittees which cover the topics of Governance (organization) and System Design (which is generally where buses go and how often).

My goal would be to request approval of the job description so we can advertise in late January and have the position filled by mid-March.

I expect starting pay to be in the range of \$20.00 to \$25.00 per hour depending on qualifications and experiences. This position would be temporary in nature and potentially moved to a new agency if regional transit becomes a reality or ended, if regional transit is not developed. We should know about the long term potential for regional transit in the 3rd quarter of 2016.

The cost of this position and related costs will be funded by MnDOT Transit Grant dollars for the 2016 year.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 215

POSITION TITLE: TRANSIT DEVELOPMENT PLANNER

DEPARTMENT: CITY ADMINISTRATION

SUPERVISOR: CITY ADMINSITRATOR

OVERVIEW OF POSITION:

Under the direction and general supervision of the City Administrator, the Transit Development Planner conducts transportation planning and development at the regional, system, corridor and project levels and is a principal point of contact for coordinating local agency input, preparing reports, and representing the organization to the public.

ESSENTIAL JOB FUNCTIONS

- Under general supervision plans and develops need research, data and analysis towards the development of a regional, system, corridor and project level transit system. Assisting the transit authority in making determination as to service, type, level and locations to meet the needs of the area including cost determination and funding sources.
- Develops, prepares and submits operational cost estimates for services. Prepares Grant Applications to support revenues needed for capital and operational needs.
- Work with Boards, Committees and diverse communities and groups to establish a Regional Transit system by setting up meetings, providing research and data, establishing agendas, soliciting input and facilitating discussions.
- Prepares by-laws, agendas, minutes and operational guidelines and plans, operations check lists, rider and driver documentation.
- Helps develop informational materials on proposed and developing routes, use and systems using strong written and oral communication skills.
- Initiates planning, organizing and directing future programs.
- Maintains regular contact with the Minnesota Department of Transportation.
- Maintains necessary records.
- Develops requests for proposals for service needs by the organization and negotiates contracts for services and purchases.
- Excellent interpersonal skills and ability to function as a member of a team.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: organize thought processes, be polite and respectful of others, adapts presentations to

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

the audience, thoroughly thinks out and evaluates alternatives, innovative problem resolution, proactive approach, initiative to resolve problems, works with general direction and supervision, timely completion of projects, makes time for unplanned assignments, adapts to changing priorities, possesses tolerance; honesty; is consistent in application of policies and procedures. Has skills and abilities to plan and organize transit operations; coordinate the work of Boards and Committees; communicate effectively, both orally and in writing; accept responsibility; secure the confidence of transit system users and decision makers; maintain confidentiality as needed; demonstrate tact; interact appropriately with other staff and the general public; demonstrate leadership and organizational skills.

ESSENTIAL PHYSICAL REQUIREMENTS

The Transit Development Planner is required to be capable of performing the following physical functions or a combination there of for any given workday:

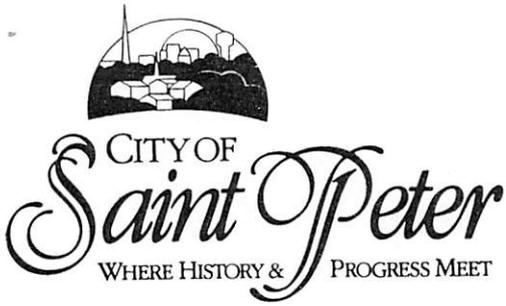
- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Possession of a valid State of Minnesota Class D driver's license.
- Experience working with the public.

DESIRED QUALIFICATIONS

- Two years of post-secondary education in transit planning, logistics, business administration or closely related fields or 4 + years experience in one of these fields.
- Bachelor's Degree in transportation, logistics, business or public administration, planning or a related field or six + years of full time experience in one of these fields.
- Demonstrated knowledge of public transportation systems, policies and procedures including Federal Transportation Authority and MnDOT Transit rules.
- 1+ years experience in a supervisory position managing a minimum of two full time subordinates.
- 1+ years experience working for a governing board or board of directors in either private or public sector.
- Ability to use Personal Computer including MS Word, Excel, Power Point, Outlook or equivalents.
- Demonstrated use of transit dispatching software.
- Demonstrated writing and public speaking skills.



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 12/31/15

FROM: Todd Prafke
City Administrator

RE: City Administrator Contract

Action/Recommendation

For your information and discussion.

Background

City Attorney Brandt will be on hand at your meeting requesting a closed session under Minnesota State Statutes to discuss employment contract negotiations with the City Administrator.

Please let Jim know if you have any questions or concerns. He can be reached by phone at 507 931-6940.

TP/bal