

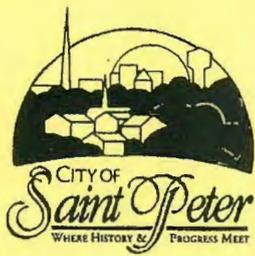
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, April 11, 2016
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
 - A. March 28, 2016 Regular Meeting
 - B. April 5, 2016 Board of Appeal and Equalization Meeting
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**

None scheduled
- VII. NEW BUSINESS**
 - A. Traverse Acres Subdivision Prelim/Final Plats
 - B. Housing Subdivision Project Bid Award
 - C. Housing Tax Increment Financing District Hearing
 - D. 2016 Seal Coating Project Bid Award
 - E. 2016 Equipment Certificate Purchase: Field Maintainer
 - F. Request for Road Closure: South Seventh Street
 - G. Community Center Room Lease
 - H. Phase II GIS Project
 - I. Traffic Sign Policy Adoption
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. City/County Meeting Discussion
 - 2. Severe Weather Awareness Week Schedule
 - 3. Refuse/Recycling
 - 4. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

Mayor Zieman will call the meeting to order and lead the Pledge of Allegiance.

II. **APPROVAL OF AGENDA**

A motion to approve the agenda, as posted in accordance with the Open Meetings Law, will be entertained. A MOTION is in order.

III. **APPROVAL OF MINUTES**

Copies of the minutes of the March 28, 2016 regular Council meeting and the April 5, 2016 Board of Appeal and Equalization meeting are attached for approval. MOTIONS are in order.

IV. **VISITORS**

A. **Scheduling of Visitor Comments on Agenda Items**

Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for March 24, 2016 through April 6, 2016, is attached. Please see the attached staff reports and RESOLUTION.

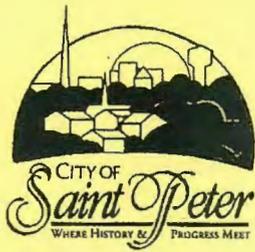
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF RESOLUTIONS APPROVING PRELIMINARY AND FINAL PLATS FOR TRAVERSE ACRES SUBDIVISION**

The Planning Commission has recommended approval of both the preliminary and final plats of Traverse Acres Subdivision. Please see the attached staff report and RESOLUTIONS.



B. ADOPTION OF A RESOLUTION AWARDING BID FOR 2016 TRAVERSE ACRES SUBDIVISION STREET AND UTILITY IMPROVEMENT PROJECT

Bids were received for construction of public improvements in Traverse Acres Subdivision. Staff recommends award of the bid to low bidder Kuechle Underground. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION CALLING FOR PUBLIC HEARING ON ESTABLISHING OF A HOUSING TAX INCREMENT FINANCING DISTRICT

In order to finance improvements in Traverse Acres Subdivision, staff recommends creation of a housing Tax Increment Financing district. The initial step in doing so would be scheduling a public hearing. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION AWARDING BID FOR 2016 STREET SEAL COATING PROJECT

Staff recommends award of the bid for the 2016 street seal coating project to Allied Blacktop Company. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING 2016 EQUIPMENT CERTIFICATE PURCHASE: FIELD MAINTAINER WITH PAINTER

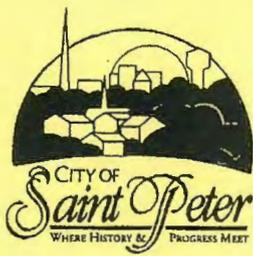
Staff recommends approval for purchase of a new field maintainer with painter to be funded by the 2016 Equipment Certificate. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR TEMPORARY ROADWAY CLOSURE

Staff recommends approval of a request from the Residential Life Office at Gustavus Adolphus College to temporarily close a portion of South Seventh Street for an end of the year block party. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION APPROVING LEASE OF SUITE 211 AT COMMUNITY CENTER

Staff recommends approval for lease of Suite 211 of the Community Center to Good Samaritan Society Home Health Care. Please see the attached staff report and RESOLUTION.



H. ADOPTION OF A RESOLUTION APPROVING IMPLEMENTATION OF PHASE II OF GEOGRAPHICAL INFORMATION SYSTEM (GIS) PROJECT

Staff recommends Bolton and Menk, Inc. be retained to host Phase II of the City's GIS program. Please see the attached staff report and RESOLUTION.

I. ADOPTION OF A RESOLUTION ADOPTING TRAFFIC SIGN POLICY

Staff recommends adoption of a traffic sign installation policy. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

Any reports by the Mayor will be provided at this time.

B. CITY ADMINISTRATOR

1. REPORT ON CITY/COUNTY MEETING DISCUSSION

A report will be provided at this time on discussion at the April 6th City/County meeting.

2. REPORT ON SEVERE WEATHER AWARENESS WEEK SCHEDULE

A report will be provided at this time on the schedule for the upcoming Severe Weather Awareness Week.

3. REPORT ON REFUSE/RECYCLING

A report will be provided at this time on refuse/recycling activity within the community.

4. OTHERS

Any further reports by the City Administrator will be provided at this time.

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING
MARCH 28, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on March 28, 2016.

A quorum present, Mayor pro tem Parras called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Kvamme, Brand, Grams, Pfeifer and Mayor pro tem Parras. Absent were Councilmember Carlin and Mayor Ziemann. The following officials were present: City Administrator Prafke, City Attorney Brandt and City Engineer Domras.

Approval of Agenda – A motion was made by Pfeifer, seconded by Brand, to approve the agenda. With all in favor, the motion carried.

Approval of Minutes – A motion was made by Kvamme, seconded by Pfeifer, to approve the minutes of the March 14, 2016 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the March 14, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Grams, seconded by Kvamme, Resolution No. 2016-50 entitled, "Resolution Approving Consent Agenda", was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-50 is contained in the City Administrator's book entitled Council Resolutions 21.

Front Street Substation Roof Improvements Project – Public Works Director Moulton requested approval of Change Orders #1 and #2 in the total amount of \$3,022.90; acceptance of the project as completed; and authorization to make final payment to the contractor Web Construction. Moulton indicated the final price of the project to make repairs and improvements to the roof of the main substation was \$60,458. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-51 entitled "Resolution Approving Change Orders #1 And #1, Accepting Front Street Substation Project As Completed And Authorizing Final Payment To The Contractor", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-51 is contained in the City Administrator's book entitled Council Resolutions 21.

Revolving Loan Fund Request: Blaido, Inc. – Community Development Director Wille presented the Economic Development Authority recommendation for approval of an application for a façade renovation loan to Blaido, Inc. dba 4 The Team at 108 South Minnesota Avenue. Wille noted the applicant had previously received a revolving loan which had been paid in full with no missed or late payments and since relocating to the new building, had applied to the Heritage Preservation Commission for permission to install awnings on the building at a total cost of \$7,392.00. Wille noted the EDA recommendation was for approval of \$6,650 in loan funds, amortized over seven (7) years at zero percent (0%) interest, and secured by personal guarantees by Bridget and Tom Blaido. Wille also reported the EDA would be recommending changes in the loan program which would include forgiveness of a portion of the loans and the EDA was recommending that if the changes were approved, they would be applied retroactively to the Blaido, Inc. loan. In motion by Brand, seconded by Grams, Resolution No. 2016-52 entitled "Resolution Approving A \$6,650 Façade Renovation Revolving Loan To Blaido, Inc. (dba 4 The Team) To Partially Finance The Installation Of Awnings At 108 South Minnesota Avenue", was introduced. Upon roll call, with all in favor, the Resolution was declared passed

and adopted. A complete copy of Resolution No. 2016-52 is contained in the City Administrator's book entitled Council Resolutions 21.

General Fund Transfer – City Administrator Prafke recommended approval be provided for transfer of \$450,000 in General Fund reserves to the Parkland Dedication Fund. Prafke noted the City's fund balance policy stipulated reserve funds would be capped at 50% of the following year's expenditures and indicated the General Fund reserves at the close out of the 2015 fiscal year were at 56.9%. Prafke further pointed out that the transfer, which had been previously discussed by the Council, would put the reserve level at 50.4% and the funds would be used for development costs of the new City park. In motion by Grams, seconded by Kvamme, Resolution No. 2016-53 entitled "Resolution Transferring \$450,000 General Fund Reserves To Park Land Dedication Fund", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-53 is contained in the City Administrator's book entitled Council Resolutions 21.

Farm Lease Renewal – City Administrator Prafke recommended a change to the title of the proposed resolution on lease of City owned land to more accurately reflect that the leased property was Outlot A of the Magner Farm Second Subdivision.

City Attorney Brandt reviewed his recommendation for approval of a request by Brett Annexstad for a one growing season lease of Outlot A of the Magner Farm Second Subdivision which was the 11 acre parcel on the south side of Broadway Avenue across from the new high school. Brandt noted that Mr. Annexstad had previously leased the entire acreage owned by the City (previously known as the Lambert farm), and had been a very good tenant, but most of the property was under development for the high school and the 11 acre parcel was the only part not being developed at this time. Brandt recommended the per acre rent amount be the same as in 2015. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-54 entitled "Resolution Authorizing Execution Of A One-Year Lease Of Outlot A, Magner Farm Second Subdivision By And Between The City of Saint Peter And Brett R. Annexstad", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-54 is contained in the City Administrator's book entitled Council Resolutions 21.

Fire Department Benefit Policy Modification – City Administrator Prafke recommended a change to the Fire Department bylaws to reflect that benefits are paid on an annual basis. Prafke noted that the change had been made in most of the document several years ago and one reference was missed and should be corrected. In motion by Kvamme, seconded by Grams, Resolution No. 2016-55 entitled "Resolution Approving Modification To Fire Department Bylaws", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-55 is contained in the City Administrator's book entitled Council Resolutions 21.

Executive Session: Land Acquisition Negotiations – City Administrator Prafke recommended a closed session be convened as provided under State Statute to allow discussion on land acquisition negotiations. In motion by Brand, seconded by Pfeifer, Resolution No. 2016-56 entitled "Resolution Calling For Closed Session", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-56 is contained in the City Administrator's book entitled Council Resolutions 21.

The Council adjourned to closed session at 7:21 p.m.

The Council returned to open session at 7:43 p.m.

Land Acquisition Offer – City Administrator Prafke recommended, based on discussion during the closed session, that a "last written offer" of \$32,800 be made to National Retail Properties

(NRP) for purchase of 2,721 square feet of property located at the northwest corner of the West St. Julien Street/Old Minnesota Avenue intersection that will be used to implement future traffic control improvements. Prafke noted that negotiations for purchase of the property had been unsuccessful and NRP had indicated the property would need to be acquired through the eminent domain process. Prafke stated the "last written offer" was the first step in initiating an eminent domain proceeding. In motion by Brand, seconded by Kvamme, Resolution No. 2016-57 entitled "Resolution Authorizing Wilson Development Services To Make A Last Written Offer To National Retail Properties For The Acquisition Of A 2.721 Square Foot Parcel Of Land", was introduced. Upon roll call, Councilmembers Grams, Pfeifer, Kvamme, and Brand voting aye, Mayor pro tem Parras voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-57 is contained in the City Administrator's book entitled Council Resolutions 21.

Reports

Mayor pro tem's Report – Parras reported he was acting as Mayor pro tem while Mayor Zieman was visiting Petatlan, Mexico as part of the Sister City program.

Board of Appeal and Equalization Meeting – City Administrator Prafke reminded Councilmembers of the Board of Appeal and Equalization meeting scheduled for Tuesday, April 5th at 6:00 p.m. in the Nicollet County Government Center.

City/County Meeting Schedule – City Administrator Prafke also reminded Councilmembers of the upcoming City/County meeting scheduled for April 7th at 3:30 p.m. Prafke noted the City/County meeting would also be held at the Nicollet County Government Center.

Association Meeting Discussion – City Administrator Prafke reported on the annual meeting held with staff, representatives from area athletic associations, Gustavus Adolphus College, and School District #508 to discuss the City's capital plans for parks and fields; fundraising projects of the Associations; and community needs for these facilities.

Martin Menk Passing – City Administrator Prafke reported to the City Council that long time City Engineer Martin Menk had recently passed away. Prafke noted that Mr. Menk had been instrumental in the development of the City's utilities and roadway infrastructure as well as in other planning and development activities over his 32 years of service to the City. Prafke noted the City would be making a donation to the Martin C. Menk Engineering Scholarship Fund at Minnesota State University Mankato as per the family's request.

There being no further business, a motion was made by Pfeifer, seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:51 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE BOARD OF APPEAL AND EQUALIZATION MEETING
APRIL 5, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Board of Appeal and Equalization of the City of Saint Peter was conducted in the Commissioners' Room of the Nicollet County Government Center on April 5, 2016.

A quorum present, Mayor pro tem Parras called the meeting to order at 6:00 p.m. The following members were present: Councilmembers Kvamme, Parras, Pfeifer, Brand, and Grams. Absent were Councilmember Carlin and Mayor Zieman. County officials present were: Nicollet County Assessor Doreen Pehrson and Appraiser Michelle Wills.

Councilmembers Brand and Kvamme have completed the training for Board of Appeal and Equalization members.

The Board considered two recommendations from Assessor Pehrson for reductions to properties as follows:

- Larry Thordson, 325 West Wabasha Street with a valuation of \$120,700. Pehrson's recommendation was to reduce the valuation to \$103,900 due to deficiencies in the property which included additions made by the property owner and water and sewer lines that were not deep enough to prevent frozen lines. Pehrson indicated the property was originally built in 1880 and had been added on in 1997 and had received the mandatory valuation increases for the last two years. A motion was made by Brand, seconded by Pfeifer to accept the recommendation for a reduction in valuation to \$103,900. With all in favor, the motion carried.
- Jeremy and Gretchen Geppert, 1102 Engesser Lane – valuation of \$186,600. Pehrson indicated the property valuation had been estimated during the City-wide reappraisal done in 2014 after the property owners refused entry to the Assessor's staff. Pehrson indicated the property had finally been viewed on March 30, 2016 leading to a recommendation to reduce the valuation to \$168,700. Mayor pro tem Parras expressed concerns that property owners who refuse entry to the Assessor's office are being penalized with big jumps in valuation. Pehrson indicated that if her staff is unable to view the property the office must assume that the quality of the property is good and the valuation is then set higher. A motion was made by Pfeifer, seconded by Grams to accept the recommendation for a reduction in valuation to \$168,700. With all in favor the motion carried.

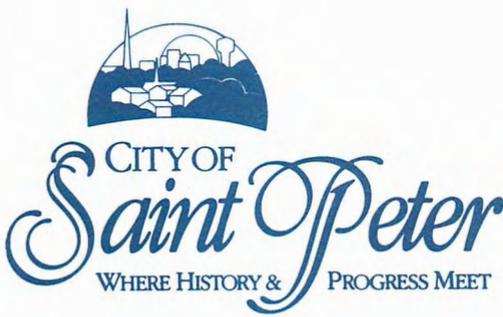
County Assessor Pehrson indicated that the training for Kvamme, Brand and Carlin expires in June of this year and noted the previously distributed information about the online training that is now available and reminded Board members that they would be responsible for ensuring they completed the training in time to ensure that at least one member of the Board is trained.

There being no further appeals presented, a motion was made by Brand, seconded by Pfeifer to adjourn. With all in favor the meeting was adjourned at 6:15 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/21/2016

FROM: Pete Moulton *PM*
Director of Public Works

RE: Pole and Bases for Electric Utility

ACTION/RECOMMENDATION

Authorize the purchase of 20 - 16' A1 poles with base cover, 20 -- Chance screw in bases, and 30 HEB AA fuse holders from Wesco Inc. of Mankato, Minnesota in the amount of \$12,274.30.

BACKGROUND

In anticipation of the need for additional streetlights, screw in bases and fuse holders for the new housing subdivision, staff requested formal written proposals for the delivery of the streetlight materials. The request was emailed to four electrical suppliers and was posted on the public notices page of the City's website. Two proposals were received and only one supplier bid on the submitted a proposal on the package.

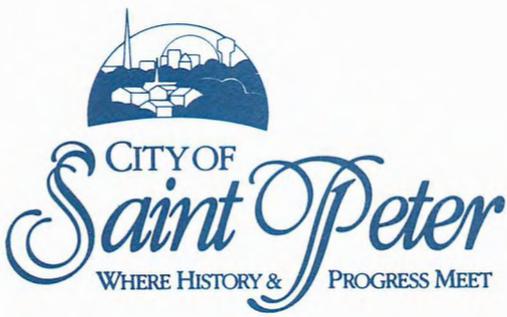
Proposals were received as follows:

VENDOR	A1 Pole		Chance Base		Fuse Holder		Combined Total Cost
	Units / Cost	Total Cost	Units / Cost	Total Cost	Units / Cost	Total Cost	
Wesco	(20) \$334.05	\$6,581	(20) \$251.33	\$5,026.60	(30) \$18.89	\$566.70	\$12,274.30
Border States	No Bid		(20) \$281.25	\$5,625.00	(30) \$19.79	\$593.70	
Graybar	No Bid		No Bid		No Bid		

Staff recommends accepting the proposal from Wesco Inc. of Mankato, Minnesota in the total amount of \$12,274.30

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/21/2016

FROM: Pete Moulton *Pete*
Director of Public Works

RE: LED Streetlight Replacement Heads

ACTION/RECOMMENDATION

Authorize the purchase of 30 LED streetlight heads from Wesco Inc. of Mankato, Minnesota in the amount of \$8,880.

BACKGROUND

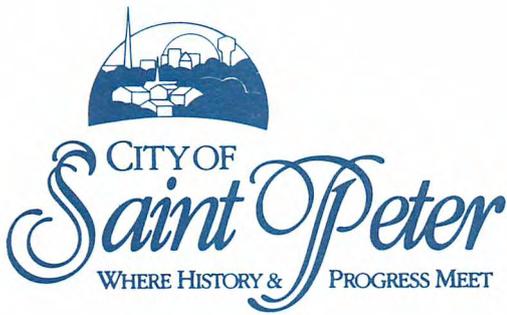
The city has new streetlights going up on Broadway Avenue and on Traverse Road to accommodate the new City Park and the new Traverse Acres Subdivision. Staff is recommending to purchase these LED streetlights heads now in order to take advantage of the SMMPA rebate offering of \$100 per head (\$3,000) under new construction. Staff will add these to the electric inventory to meet the needs for LED streetlight heads.

Written Quotes Received:

Manufacturer	Units	Cost/Unit	Total Cost / With Delivery
Wesco	30	\$296	\$8,880
Boarder States	30	\$335	\$10,050
Graybar	30	No Quote	No Quote

Staff recommends purchasing the LED streetlight heads from Wesco Inc of Mankato, Minnesota.

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton *Pete*
Director of Public Works

RE: Tennis Courts Resurface

DATE: 3/28/2016

ACTION/RECOMMENDATION

Authorize C & H Sport Surfaces, Inc. of New Market, Minnesota to resurface City Tennis Courts at Veteran's Park for the amount of \$16,300.

BACKGROUND

Veteran's Park tennis courts were established in 2002 and have been used heavily by our community, Saint Peter School District and Gustavus Adolphus College. For the past 14 years the courts have been a low maintenance item as the acrylic painted surface has been very durable. Last year, regular inspections identified that there was a need to resurface existing areas, seal cracks that have opened and repaint. Staff is proposing an initial coat of textured latex acrylic paint followed by a second coating (finish coat) of latex acrylic paint. Also planned would be the restriping of the surface to regulation tennis courts and adding stripping for pickle ball courts. The quotes received all listed below.

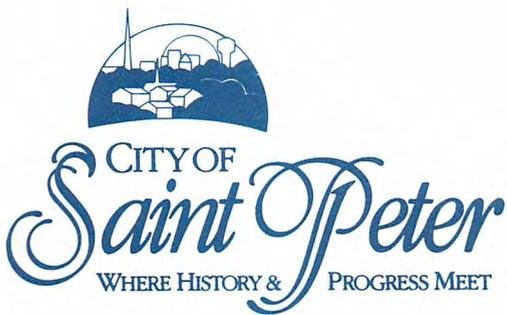
The request for tennis courts resurfacing was posted on the public notices page of the City's website. Two proposals were received on this request from the following contractors.

VENDOR	RESURFACE TENNIS COURTS	PAINT PICKLEBALL LINES	TOTAL COST
C & H Sports Services, Inc.	\$15,500	\$800	\$16,300
Finely Bros, Inc.	\$17,970	\$800	\$18,770

Staff recommends accepting the proposal from C & H Sport Services, Inc. of New Market, Minnesota in the total amount of \$16,300. Funding for the tennis courts resurfacing will be from the 2016 Parks budget.

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

PTM/TM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/30/2016

FROM: Pete Moulton
Public Works Director

RE: 15kV Substation Breaker and Relay Testing

ACTION/RECOMMENDATION

Authorize Utility Plus Energy Services, Inc. of Elk River, Minnesota to test 15kV substation and generation circuit breakers in the amount of \$19,775.

BACKGROUND

The Electric Utility completes regular maintenance on the large 15kV substation breakers once every 5 – 7 years. The test help assure the electrical distribution system is operating according to the voltage being transmitted and that line losses are kept to a minimum. Testing breakers and relays also assures the system safety features are in place and operating as designed.

There are 6 breakers/relays at the Broadway Substation, 5 breakers/relays at the Sunrise Substation and 7 breakers/relays at the Broadway generation plant (18 total). Work to be performed includes cleaning, inspecting, lubricating and testing 15KV breakers and Schweitzer relays.

The request for breaker and relay testing was posted on the public notices page of the City's website in conjunction with scheduled work performed by SMMPA on the high voltage line (69kV).

Two proposals were received on this request from the following contractors.

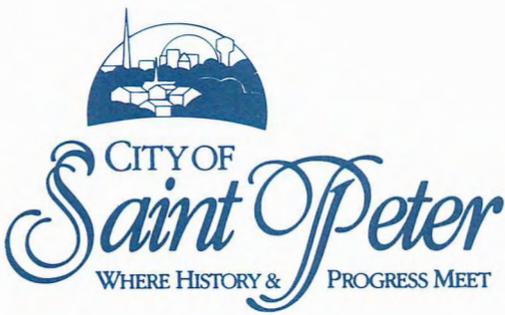
<u>Contractor</u>	<u>15 kV Total</u>
Utilities Plus Energy Services, Inc.	\$19,775
High Voltage Service, LLC	\$19,980
Caterpillar	Did Not Bid

Staff recommends that Utility Plus Energy Services, Inc. of Elk River, MN be authorized to complete the work as specified in the amount of \$19,775.

There are funds allocated for this work in the 2016 Electric Utility Budget.

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

PM/KK/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/30/2016

FROM: Pete Moulton
Director of Public Works

RE: Asphalt Materials Purchases

ACTION/RECOMMENDATION

Approve purchase of asphalt material from Southern Minnesota Construction (SMC) of Mankato, Minnesota for an amount of \$75,000 for full block replacement and for an amount of \$74,000 for full depth patching.

BACKGROUND

The 2016 street maintenance program identifies \$149,000 for asphalt material to be used for asphalt full block asphalt replacement and full depth patching on City roadways. The streets maintenance budget identifies streets that are in need of repair or in need of reconstruction in order to provide for a safe road surface. Full block replacement is scheduled for Old Minnesota Avenue between Union Street and Center Street. Full depth patching is planned for the seal coat route, which is primarily north of Broadway and west of Fifth Street.

The current street maintenance program includes using a variety of different asphalt material mixes such as; 1/2" wear, 3/4" wear and 3/4" base/binder each used in specific locations based on street designs. Cost below includes state sales tax.

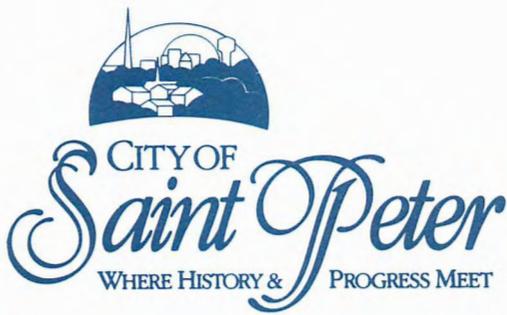
The average cost per ton from the three vendors are listed below.

Company	Asphalt Cost/ton	Cost/Ton Hauled (mileage based)	Asphalt Cost per Ton	Trip Distance	Hauling Cost
SMC	\$52.33	\$1.14	\$53.47	8 miles	\$16.00
VW Blacktopping, Inc.	\$48.66	\$5.14	\$53.80	36 miles	\$72.00
Sibley Aggregates	\$45.00	\$11.42	\$56.42	80 miles	\$160.00

Staff is recommending acceptance of the written proposal from Southern Minnesota Construction (SMC) for asphalt materials based on lowest overall cost. Funding for the purchases is included in the General Fund.

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

PM/TM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/5/2016

FROM: Pete Moulton
Public Works Director

RE: Directional Boring - Electrical

ACTION/RECOMMENDATION

Authorize Geldner Construction Inc., of Saint Peter, MN to complete directional boring and installation of city provided interduct in the amount of \$24,800 for system wide electrical boring.

BACKGROUND

The Electric crew installs new underground wiring and replacement wiring throughout the city every summer. There are numerous locations where installing conduit (interduct) by boring is necessary to avoid disturbing surface items such as streets and alleys or private property. Installing electric distribution wire in conduit is also cost-effective where we anticipate future surface items to be installed. It is also cost-effective to install conduit by boring rather than open cutting and restoring surface structures.

Areas where directional boring and plowing is anticipated include:

- 1) North Fifth Street (Hendrickson Organ) – 100'
- 2) Skaro Street 400 Block – 300'
- 3) Union Street 500 Block – 300'
- 4) Madison Street 400 Block – 300'
- 5) Ames Street to Swift Street on Dodd Road – 800'
- 6) Armory Transformer to Swift Street – 500' (complete loop)
- 7) Miscellaneous crossings and repairs – 1,100'

The City does not own a boring machine; therefore we contract work each year. A request was included on the City's public notices webpage for formal written proposals for this work. Only one contractor responded with proposals for the work as follows:

2" boring with City supplied interduct 1,000'

Geldner Underground Inc. \$6.00 per ft. (\$6,000)

4" boring with City supplied interduct 1,400'

Geldner Construction Inc. \$7.00 per ft. (\$9,800)

2 – 4" boring with City supplied interduct 1,000'

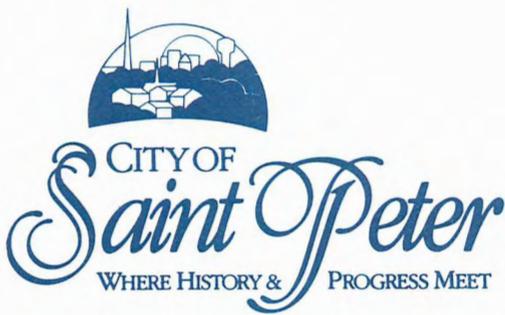
Geldner Underground Inc. \$9.00 per ft. (\$9,000)

Staff recommends that Geldner Construction Inc. of Saint Peter, MN be authorized to complete the work as specified based on the cost per foot provided.

Funds for this work are allocated as a part of the maintenance budget in the 2016 Electric Utility Budget.

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

PM/KK/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/07/16

FROM: Cindy Moulton
Administrator Secretary

RE: Temporary License Applications

ACTION/RECOMMENDATION

Provide approval of temporary licenses.

BACKGROUND

The City has received temporary license applications from the Red Men Club for their annual Fourth of July events. The events include a dance with alcohol sales in their fenced in parking lot (412 South Third Street) on July 2-3, 2016 and a fireworks display at the Nicollet County Fairgrounds (400 West Union Street) on July 4, 2016. They have applied for the above mentioned licenses in order to hold these events.

Please place these license applications on the April 11, 2016 City Council meeting.

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

CKM



Memorandum

To: Todd Prafke
City Administrator

Date: March 15, 2016

From: Jane Timmerman, Director
Recreation & Leisure Services

Re: Employee appointment

ACTION/RECOMMENDATION

Approve the appointment of Andrew Navales to the position of part-time Housekeeper in the Recreation & Leisure Services Department at the wage rate of \$10.03 per hour pending a successful completion of a background check and a pre-employment physical.

BACKGROUND

Four interviews were conducted for the position of part-time Housekeeper. Following the interview process and contingent upon successful completion of a background check and a pre-employment physical, I recommend the appointment of Andrew Navales. Andrew has over six years of experience as a housekeeper in various settings. He will be primarily assigned to housekeeping duties in the community center.

The wage rate for Mr. Novales will be \$10.03 per hour.

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

JT/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFFILIATED CREDIT SERVICES	march collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	73.92
			TOTAL:	73.92
AG SPRAY EQUIPMENT	seat for qj cap & qj cap	STORMWATER FUND	TREATMENT	17.99
	seat for qj cap, qj cap, &	STORMWATER FUND	TREATMENT	4.92-
			TOTAL:	13.07
ALPHA WIRELESS COMMUNICATIONS CO	#1 pager 3 spare battiers	GENERAL FUND	FIRE	86.00
			TOTAL:	86.00
ARBOR DAY FOUNDATION	arbor day foundation membe	ENVIRON SERVICES F	ADMIN AND GENERAL	10.00
			TOTAL:	10.00
ARROW ACE HARDWARE INC	men's restroom latch	GENERAL FUND	MUNICIPAL BUILDING	8.59
	supplies	GENERAL FUND	POLICE	17.38
	flag pole, #507 tripod, &	GENERAL FUND	FIRE	72.04
	bolts, bulbs, sandpaper, s	COMMUNITY CENTER	COMMUNITY CENTER	52.73
	magnifying glass	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.59
	wastebasket for transit	TRANSIT	TRANSIT/TRANSPORTATION	6.99
			TOTAL:	160.32
AUDIO EDITIONS	audio materials	LIBRARY FUND	LIBRARY	321.74
			TOTAL:	321.74
BLUE EARTH COUNTY FIRE CHIEFS ASSOC.	regional air truck mainten	GENERAL FUND	FIRE	100.00
			TOTAL:	100.00
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	1,597.50
	criminal	GENERAL FUND	LEGAL SERVICES	8,425.75
	lease review	COMMUNITY CENTER	COMMUNITY CENTER	124.00
	round-a-bout	PERM IMPROVMENT RE	STREETS	232.50
	ag rental	PARK LAND DEDICATI	PARKS	279.00
	housing	HOUSING DISTRICT #	ECONOMIC DEVMT	294.50
	n. detention	STORMWATER FUND	COLLECTIONS/LIFT STATI	93.00
			TOTAL:	11,046.25
C & S SUPPLY CO INC	uniform allow ulman	GENERAL FUND	STREETS	69.98
	boots - paul	GENERAL FUND	PARKS	130.95
	uniform allow powers, f	WASTE WATER FUND	ADMIN AND GENERAL	99.96
			TOTAL:	300.89
CDW GOVERNMENT, INC.	usb extender cable spare	GENERAL FUND	FINANCE	5.92
	usb extender cable for pol	GENERAL FUND	POLICE	4.23
	computer ups	WASTE WATER FUND	ADMIN AND GENERAL	128.35
			TOTAL:	138.50
CHEMISOLV CORP	ferric chloride	WASTE WATER FUND	BIOSOLIDS	4,061.23
	belt filter press	WASTE WATER FUND	BIOSOLIDS	3,542.00
			TOTAL:	7,603.23
COALITION OF GREATER MN CITIES	cgmc legislative action da	GENERAL FUND	MAYOR & COUNCIL	130.00
			TOTAL:	130.00
COLE PAPERS INC	cleaning supplies	LIBRARY FUND	LIBRARY	247.33
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	989.33
			TOTAL:	1,236.66

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
COMPUTER TECHNOLOGY SOLUTIONS, INC.	mother board	GENERAL FUND	POLICE	328.75	
	computer memory	GENERAL FUND	PUBLIC WORKS ADMIN	50.00	
			TOTAL:	378.75	
CONSOLIDATED WATER SOLUTIONS	membranes & poly water	WATER	PURIFICATION AND TREAT	25,010.00	
			TOTAL:	25,010.00	
COPIER BUSINESS SOLUTIONS	copier toner	GENERAL FUND	STREETS	2.70	
	copier contract	GENERAL FUND	STREETS	38.90	
	copier toner	GENERAL FUND	PARKS	2.16	
	copier contract	GENERAL FUND	PARKS	31.12	
	copier toner	WATER	ADMIN AND GENERAL	1.08	
	copier contract	WATER	ADMIN AND GENERAL	15.56	
	copier toner	WASTE WATER FUND	ADMIN AND GENERAL	1.08	
	copier contract	WASTE WATER FUND	ADMIN AND GENERAL	15.56	
	copier toner	ENVIRON SERVICES F	ADMIN AND GENERAL	1.07	
	copier contract	ENVIRON SERVICES F	ADMIN AND GENERAL	15.55	
	copier toner	ELECTRIC FUND	ADMIN AND GENERAL	2.70	
	copier contract	ELECTRIC FUND	ADMIN AND GENERAL	38.90	
			TOTAL:	166.38	
	CRYSTEEL TRUCK EQUIPMENT INC	#556b xtreme plow parts	GENERAL FUND	STREETS	488.00
		#207 wing strobe	GENERAL FUND	STREETS	207.00
#556b v plows		GENERAL FUND	STREETS	708.00	
			TOTAL:	1,403.00	
CUSHMAN MOTOR COMPANY INC	broom & scarifier	GENERAL FUND	PARKS	596.68	
			TOTAL:	596.68	
DGR ENGINEERING	map update & scada	ELECTRIC FUND	POWER DISTRIBUTION	2,163.00	
	h.s. transformer	ELECTRIC FUND	POWER DISTRIBUTION	88.00	
			TOTAL:	2,251.00	
FASTENAL COMPANY	tap & screws	GENERAL FUND	STREETS	1.32	
	#143 pins & vise	GENERAL FUND	STREETS	47.74	
	replacement drill press ki	GENERAL FUND	STREETS	195.00	
	cutters	GENERAL FUND	STREETS	29.94	
	cutter for weld shop	GENERAL FUND	STREETS	12.77	
	cutter drill bit	GENERAL FUND	STREETS	10.73	
	drill bits, pins, & platfo	GENERAL FUND	STREETS	61.40	
	saftey glasses	GENERAL FUND	STREETS	37.96	
	#809 cut off tool, saw	GENERAL FUND	PARKS	275.98	
	tap & screws	GENERAL FUND	PARKS	1.32	
	#143 pins & vise	GENERAL FUND	PARKS	47.74	
	replacement drill press ki	GENERAL FUND	PARKS	195.00	
	cutters	GENERAL FUND	PARKS	29.94	
	cutter for weld shop	GENERAL FUND	PARKS	12.77	
	cutter drill bit	GENERAL FUND	PARKS	10.73	
	drill bits, pins, & platfo	GENERAL FUND	PARKS	61.40	
	saftey glasses	GENERAL FUND	PARKS	30.37	
	marking paint	WATER	DISTRIBUTION AND STORA	170.08	
	tap & screws	WATER	DISTRIBUTION AND STORA	0.66	
	#143 pins & vise	WATER	DISTRIBUTION AND STORA	23.87	
	replacement drill press ki	WATER	DISTRIBUTION AND STORA	97.50	
	cutters	WATER	DISTRIBUTION AND STORA	14.97	
	cutter for weld shop	WATER	DISTRIBUTION AND STORA	6.39	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cutter drill bit	WATER	DISTRIBUTION AND STORA	5.37
	drill bits, pins, & platfo	WATER	DISTRIBUTION AND STORA	30.70
	saftey glasses	WATER	ADMIN AND GENERAL	15.18
	marking paint	WASTE WATER FUND	COLLECTOR/LIFT STAT	170.08
	tap & screws	WASTE WATER FUND	SOURCE/TREATMENT	0.66
	#143 pins & vise	WASTE WATER FUND	SOURCE/TREATMENT	23.87
	replacement drill press ki	WASTE WATER FUND	SOURCE/TREATMENT	97.50
	cutters	WASTE WATER FUND	SOURCE/TREATMENT	14.97
	cutter for weld shop	WASTE WATER FUND	SOURCE/TREATMENT	6.39
	cutter drill bit	WASTE WATER FUND	SOURCE/TREATMENT	5.37
	drill bits, pins, & platfo	WASTE WATER FUND	SOURCE/TREATMENT	30.70
	saftey glasses	WASTE WATER FUND	ADMIN AND GENERAL	15.18
	tap & screws	ENVIRON SERVICES F	REFUSE DISPOSAL	0.66
	#143 pins & vise	ENVIRON SERVICES F	REFUSE DISPOSAL	23.87
	replacement drill press ki	ENVIRON SERVICES F	REFUSE DISPOSAL	97.50
	cutters	ENVIRON SERVICES F	REFUSE DISPOSAL	14.97
	cutter for weld shop	ENVIRON SERVICES F	REFUSE DISPOSAL	6.39
	cutter drill bit	ENVIRON SERVICES F	REFUSE DISPOSAL	5.37
	drill bits, pins, & platfo	ENVIRON SERVICES F	REFUSE DISPOSAL	30.70
	saftey glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	15.19
	tap & screws	ELECTRIC FUND	POWER DISTRIBUTION	1.32
	#143 pins & vise	ELECTRIC FUND	POWER DISTRIBUTION	47.74
	replacement drill press ki	ELECTRIC FUND	POWER DISTRIBUTION	195.00
	cutters	ELECTRIC FUND	POWER DISTRIBUTION	29.94
	cutter for weld shop	ELECTRIC FUND	POWER DISTRIBUTION	12.77
	cutter drill bit	ELECTRIC FUND	POWER DISTRIBUTION	10.73
	drill bits, pins, & platfo	ELECTRIC FUND	POWER DISTRIBUTION	61.40
	saftey glasses	ELECTRIC FUND	ADMIN AND GENERAL	37.96
	tap & screws	STORMWATER FUND	TREATMENT	0.66
	#143 pins & vise	STORMWATER FUND	TREATMENT	23.89
	replacement drill press ki	STORMWATER FUND	TREATMENT	97.50
	cutters	STORMWATER FUND	TREATMENT	14.95
	cutter for weld shop	STORMWATER FUND	TREATMENT	6.37
	cutter drill bit	STORMWATER FUND	TREATMENT	5.36
	drill bits, pins, & platfo	STORMWATER FUND	TREATMENT	30.70
			TOTAL:	2,562.49
FRONTIER PRECISION, INC	trimble battery	WATER	DISTRIBUTION AND STORA	50.00
	trimble battery	WASTE WATER FUND	SOURCE/TREATMENT	50.00
	trimble battery	ELECTRIC FUND	POWER DISTRIBUTION	50.00
	trimble battery	STORMWATER FUND	TREATMENT	50.00
			TOTAL:	200.00
WILLIAM GERHART	uniform pouches	GENERAL FUND	POLICE	186.94
	uniform - backpack	GENERAL FUND	POLICE	349.00
			TOTAL:	535.94
GRAYMONT WESTERN LIME INC.	quicklime	WASTE WATER FUND	BIOSOLIDS	4,477.20
			TOTAL:	4,477.20
GREAT NORTHERN ENVIRONMENTAL LLC	wipers & lime-a-way	WASTE WATER FUND	SOURCE/TREATMENT	6,496.39
			TOTAL:	6,496.39
GREEN TOUCH SYSTEMS LLC	shop soap	GENERAL FUND	STREETS	190.95
	shop soap	GENERAL FUND	PARKS	190.95
	shop soap	WATER	DISTRIBUTION AND STORA	95.47

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	shop soap	WASTE WATER FUND	SOURCE/TREATMENT	95.48
	shop soap	ENVIRON SERVICES F	REFUSE DISPOSAL	95.47
	shop soap	ELECTRIC FUND	POWER DISTRIBUTION	190.95
	shop soap	STORMWATER FUND	TREATMENT	95.48
			TOTAL:	954.75
JAMES GRUHOT	repair zipper in work jack	WATER	ADMIN AND GENERAL	42.95
			TOTAL:	42.95
HACH COMPANY	amonia	WASTE WATER FUND	SOURCE/TREATMENT	122.69
	ammonia	WASTE WATER FUND	SOURCE/TREATMENT	345.59
			TOTAL:	468.28
HAMEISTER, LORI ANN	babysitter's training clas	GENERAL FUND	RECREATION/LEISURE SER	920.00
			TOTAL:	920.00
HAWKINS, INC.	azone 15 bleach	WATER	PURIFICATION AND TREAT	183.22
	sodium metabisulfate	WATER	PURIFICATION AND TREAT	2,175.00
	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,365.00
	aqua hawk 9937 primary pol	WASTE WATER FUND	BIOSOLIDS	3,680.85
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	110.78
	sulferic acid	WASTE WATER FUND	BIOSOLIDS	66.47
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	258.47
	sulferic acid	WASTE WATER FUND	SOURCE/TREATMENT	155.08
			TOTAL:	7,994.87
HIGH VOLTAGE SERVICE, INC.	silica beads for broadway	ELECTRIC FUND	POWER DISTRIBUTION	135.00
			TOTAL:	135.00
HILLYARD/HUTCHINSON	floor brushes	GENERAL FUND	STREETS	36.46
	floor brushes	GENERAL FUND	PARKS	36.46
	floor brushes	WATER	DISTRIBUTION AND STORA	18.23
	floor brushes	WASTE WATER FUND	SOURCE/TREATMENT	18.23
	floor brushes	ENVIRON SERVICES F	REFUSE DISPOSAL	18.23
	floor brushes	ELECTRIC FUND	POWER DISTRIBUTION	36.46
	floor brushes	STORMWATER FUND	TREATMENT	18.25
			TOTAL:	182.32
HOLIDAY COMMERCIAL	march fuel	GENERAL FUND	POLICE	241.31
	march fuel	GENERAL FUND	BUILDING INSPECTOR	73.53
	march fuel	GENERAL FUND	STREETS	199.50
	march fuel	GENERAL FUND	PARKS	109.43
	march fuel	LIBRARY FUND	LIBRARY	18.74
	march fuel	COMMUNITY CENTER	COMMUNITY CENTER	18.74
	march fuel	WATER	SOURCE OF SUPPLY	21.17
	march fuel	WATER	PURIFICATION AND TREAT	31.75
	march fuel	WATER	DISTRIBUTION AND STORA	158.75
	march fuel	WATER	CUSTOMER ACCOUNTS	41.42
	march fuel	WASTE WATER FUND	SOURCE/TREATMENT	73.01
	march fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	41.42
	march fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	91.45
	march fuel	ELECTRIC FUND	POWER DISTRIBUTION	164.07
	march fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	41.42
	march fuel	STORMWATER FUND	TREATMENT	300.67
	march fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,346.62
			TOTAL:	3,973.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
INGRAM BOOK COMPANY	return	LIBRARY FUND	LIBRARY	30.56-	
	new library materials	LIBRARY FUND	LIBRARY	<u>798.17</u>	
			TOTAL:	767.61	
JAVENS MECHANICAL CONTRACTING CO.	ac air handler repair	WASTE WATER FUND	SOURCE/TREATMENT	<u>280.00</u>	
			TOTAL:	280.00	
AMY KAMM	mdh class a water renewal	STORMWATER FUND	ADMINISTRATION AND GEN	<u>23.00</u>	
			TOTAL:	23.00	
KENNEDY & GRAVEN	legal services for counter	GENERAL FUND	CITY ADMINISTRATION	<u>44.00</u>	
			TOTAL:	44.00	
JOSHUA KLASEUS	hotel meals crime scene tr	GENERAL FUND	POLICE	<u>356.18</u>	
			TOTAL:	356.18	
KWIK TRIP INC	march fuel	GENERAL FUND	POLICE	860.82	
	march fuel	GENERAL FUND	BUILDING INSPECTOR	<u>37.14</u>	
			TOTAL:	897.96	
LAGER'S INC	#6 cylinder	GENERAL FUND	PARKS	206.44	
	#309 oil pan & tranfer cas	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>610.95</u>	
			TOTAL:	817.39	
BARBARA A LUKER	mcfoa conf mileage meal	GENERAL FUND	CITY ADMINISTRATION	<u>136.32</u>	
			TOTAL:	136.32	
MARCO, INC.	monthly billing	GENERAL FUND	CITY ADMINISTRATION	34.26	
	monthly billing	GENERAL FUND	CITY CLERK	34.26	
	monthly billing	GENERAL FUND	FINANCE	22.84	
	monthly billing	GENERAL FUND	POLICE	18.27	
	monthly billing	GENERAL FUND	BUILDING INSPECTOR	9.14	
	monthly billing	GENERAL FUND	PUBLIC WORKS ADMIN	4.57	
	monthly billing	GENERAL FUND	ECONOMIC DEVMT	2.28	
	monthly billing	WATER	ADMIN AND GENERAL	20.56	
	monthly billing	WASTE WATER FUND	ADMIN AND GENERAL	20.55	
	monthly billing	ELECTRIC FUND	ADMIN AND GENERAL	<u>61.67</u>	
			TOTAL:	228.40	
	MARY'S FLOWERS	sympathy plant	GENERAL FUND	POLICE	<u>70.00</u>
				TOTAL:	70.00
MATHESON TRI-GAS INC	electrode shield & ring	GENERAL FUND	STREETS	16.11	
	oxygen	GENERAL FUND	STREETS	1.40	
	electrode shield & ring	GENERAL FUND	PARKS	16.11	
	oxygen	GENERAL FUND	PARKS	1.40	
	electrode shield & ring	WATER	DISTRIBUTION AND STORA	8.06	
	oxygen	WATER	DISTRIBUTION AND STORA	0.70	
	electrode shield & ring	WASTE WATER FUND	SOURCE/TREATMENT	8.06	
	oxygen	WASTE WATER FUND	SOURCE/TREATMENT	0.70	
	electrode shield & ring	ENVIRON SERVICES F	REFUSE DISPOSAL	8.06	
	oxygen	ENVIRON SERVICES F	REFUSE DISPOSAL	0.70	
	electrode shield & ring	ELECTRIC FUND	POWER DISTRIBUTION	16.11	
	oxygen	ELECTRIC FUND	POWER DISTRIBUTION	1.40	
	electrode shield & ring	STORMWATER FUND	TREATMENT	8.04	
	oxygen	STORMWATER FUND	TREATMENT	0.70	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	87.55	
MCGRANN SHEA CARNIVAL STRAUGHN & LAMB,	electric service territory	PARK LAND DEDICATI	PARKS	16.75	
	electric service territory	HOUSING DISTRICT #	ECONOMIC DEVMT	16.75	
			TOTAL:	33.50	
MENARDS	baseboxes	GENERAL FUND	PARKS	323.96	
			TOTAL:	323.96	
METERING & TECHNOLOGY SOLUTIONS	#810 meter heads & body	WATER	NON-DEPARTMENTAL	1,632.00	
	#811 meter heads & body	WATER	NON-DEPARTMENTAL	6,528.00	
	torx seal screws	WATER	DISTRIBUTION AND STORA	342.00	
			TOTAL:	8,502.00	
METRO JANITORIAL SUPPLY INC.	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	637.47	
			TOTAL:	637.47	
METRO SALES INC	copier maint	GENERAL FUND	POLICE	62.29	
			TOTAL:	62.29	
MEYER SIGNWORKS	#110 logo	GENERAL FUND	BUILDING INSPECTOR	35.00	
	#312 logo	GENERAL FUND	PUBLIC WORKS ADMIN	35.00	
	#216 logo	GENERAL FUND	STREETS	25.00	
	decaus	ENVIRON SERVICES F	REFUSE DISPOSAL	10.00	
	repair crash damage 141	TRANSIT	TRANSIT/TRANSPORTATION	100.00	
			TOTAL:	205.00	
MIKE'S COUNTRYSIDE BODY SHOP INC	body repair #141	TRANSIT	TRANSIT/TRANSPORTATION	1,695.35	
			TOTAL:	1,695.35	
MISC VENDOR	A1 JANITORIAL SUPPLY	powdered drain sewer opene	WASTE WATER FUND	COLLECTOR/LIFT STAT	346.23
	BLAIDO, INC.	eda revolving loan	FACADE RENOVATION	ECONOMIC DEVMT	6,650.00
	BOLT SIMONS, LISA M.	purchase books from former	LIBRARY FUND	LIBRARY	391.00
	MARTIN C MENK SCHOLARS	donation in memory of mart	GENERAL FUND	MAYOR & COUNCIL	75.00
	MEDIA DISTRIBUTIONS	cdr's & dvd's	GENERAL FUND	POLICE	1,290.28
	RON BOELTER WINDOW AND	over pd bldg permit	GENERAL FUND	NON-DEPARTMENTAL	23.42
			TOTAL:	8,775.93	
MN BUREAU OF CRIMINAL APPREHENSION	cjdn connection	GENERAL FUND	POLICE	270.00	
			TOTAL:	270.00	
MN IRON & METAL COMPANY	steel players bench	GENERAL FUND	PARKS	71.23	
			TOTAL:	71.23	
MN PIPE & EQUIPMENT	#193 repair clamp	WATER	NON-DEPARTMENTAL	77.50	
			TOTAL:	77.50	
MN POLLUTION CONTROL AGENCY	air emissions 2016 aq perm	WASTE WATER FUND	ADMIN AND GENERAL	142.29	
	air emissions brdwy gen pl	ELECTRIC FUND	ADMIN AND GENERAL	399.96	
			TOTAL:	542.25	
WTI DISTRIBUTING CO	#116 oil filter & v-belts	GENERAL FUND	PARKS	133.45	
	#116 blade kit	GENERAL FUND	PARKS	254.58	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>388.03</u>
MVTL LABORATORIES INC	wwtf mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	347.80
	hwe salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	146.80
	wwtf salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	126.80
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	74.60
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	74.60
	wwtf hg testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>347.80</u>
			TOTAL:	<u>1,118.40</u>
NAPA AUTO PARTS OF ST PETER	squad maintenance	GENERAL FUND	POLICE	36.47
	squad supplies	GENERAL FUND	POLICE	14.98
	tripod	GENERAL FUND	FIRE	<u>12.58</u>
			TOTAL:	<u>64.03</u>
NICOLLET COUNTY RECORDER/ABSTRACTER	easement fees	GENERAL FUND	ECONOMIC DEVMT	<u>46.00</u>
			TOTAL:	<u>46.00</u>
NORTH CENTRAL INTERNATIONAL	#45 lining & gasket	GENERAL FUND	STREETS	<u>110.12</u>
			TOTAL:	<u>110.12</u>
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	297.97
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	937.51
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	<u>171.15</u>
			TOTAL:	<u>1,406.63</u>
NUSS TRUCK & EQUIPMENT	@216 volvo loader	2016 EQUIPMENT CER NON-DEPARTMENTAL		36,000.00-
	@216 volvo loader	2016 EQUIPMENT CER STREETS		<u>197,916.00</u>
			TOTAL:	<u>161,916.00</u>
PEPSI-COLA OF MANKATO INC	vending	COMMUNITY CENTER	COMMUNITY CENTER	<u>903.47</u>
			TOTAL:	<u>903.47</u>
PET EXPO DIST.	routine aquarium maintenanc	LIBRARY FUND	LIBRARY	<u>79.99</u>
			TOTAL:	<u>79.99</u>
MATTHEW PETERS	uniforms	GENERAL FUND	POLICE	<u>211.13</u>
			TOTAL:	<u>211.13</u>
QUICK MART ST PETER	march fuel	GENERAL FUND	POLICE	492.35
	march fuel	GENERAL FUND	FIRE	<u>72.01</u>
			TOTAL:	<u>564.36</u>
QUILL	ink cartridges	GENERAL FUND	POLICE	90.98
	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	90.97
	ink cartridges	GENERAL FUND	STREETS	32.99
	ink cartridges	GENERAL FUND	PARKS	26.39
	ink cartridges	WATER	ADMIN AND GENERAL	13.20
	ink cartridges	WATER	CUSTOMER ACCOUNTS	28.24
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	13.20
	ink cartridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	28.24
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	13.19
	ink cartridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	28.25
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	32.99
	ink cartridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	28.24
	ink cartridges	TRANSIT	TRANSIT/TRANSPORTATION	112.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>539.84</u>
RYAN ELECTRIC OF ST PETER	repair ballast	LIBRARY FUND	LIBRARY	155.00
	reconnect motor	WASTE WATER FUND	SOURCE/TREATMENT	75.00
	n. lift station pump 2	WASTE WATER FUND	SOURCE/TREATMENT	233.00
	breaker testing hook-ups	WASTE WATER FUND	SOURCE/TREATMENT	179.57
	fault overload wires	WASTE WATER FUND	SOURCE/TREATMENT	75.00
	scrape brush motors	WASTE WATER FUND	SOURCE/TREATMENT	192.50
	motor controls lamps lamps	WASTE WATER FUND	SOURCE/TREATMENT	<u>190.50</u>
			TOTAL:	<u>1,100.57</u>
SAINT PETER GLASS	lexan plexiglass	TRANSIT	TRANSIT/TRANSPORTATION	<u>93.31</u>
			TOTAL:	<u>93.31</u>
SHOPKO STORES OPERATING CO., LLC	camera battery	WATER	DISTRIBUTION AND STORA	2.50
	camera battery	WASTE WATER FUND	SOURCE/TREATMENT	2.50
	camera battery	ELECTRIC FUND	POWER DISTRIBUTION	2.50
	camera battery	STORMWATER FUND	TREATMENT	<u>2.49</u>
			TOTAL:	<u>9.99</u>
SOUTH CENTRAL COLLEGE	2016 fire school registrat	GENERAL FUND	FIRE	<u>1,060.00</u>
			TOTAL:	<u>1,060.00</u>
ST PETER AREA CHAMBER OF COMMERCE	petatlan gifts	GENERAL FUND	MAYOR & COUNCIL	85.00
	anniversary recognition gi	WASTE WATER FUND	ADMIN AND GENERAL	<u>150.00</u>
			TOTAL:	<u>235.00</u>
ST PETER LUMBER CO	clock	GENERAL FUND	STREETS	2.45
	mason line marking tool	GENERAL FUND	STREETS	44.94
	clock	GENERAL FUND	PARKS	1.96
	clock	WATER	ADMIN AND GENERAL	0.98
	clock	WASTE WATER FUND	ADMIN AND GENERAL	0.98
	clock	ENVIRON SERVICES F	ADMIN AND GENERAL	0.97
	clock	ELECTRIC FUND	ADMIN AND GENERAL	<u>2.45</u>
			TOTAL:	<u>54.73</u>
ST PETER RENTAL CENTER	2016 wacker rammer	WATER	DISTRIBUTION AND STORA	549.75
	2016 wacker rammer	WASTE WATER FUND	SOURCE/TREATMENT	549.75
	2016 wacker rammer	ELECTRIC FUND	POWER DISTRIBUTION	549.75
	2016 wacker rammer	STORMWATER FUND	TREATMENT	<u>549.75</u>
			TOTAL:	<u>2,199.00</u>
STAPLES ADVANTAGE	office supplies	GENERAL FUND	RECREATION/LEISURE SER	79.14
	refund tax	GENERAL FUND	RECREATION/LEISURE SER	<u>5.09</u>
			TOTAL:	<u>74.05</u>
STREICHER'S	trt supplies	GENERAL FUND	POLICE	519.88
	uniforms	GENERAL FUND	POLICE	39.99
	trt supplies	GENERAL FUND	POLICE	1,349.88
	cso uniform	GENERAL FUND	COMMUNITY SERVICE	<u>74.98</u>
			TOTAL:	<u>944.97</u>
TELIN TRANSPORTATION GROUP	body fluid kits	TRANSIT	TRANSIT/TRANSPORTATION	<u>23.97</u>
			TOTAL:	<u>23.97</u>
JANE TIMMERMAN-PETTY CASH	mailing certified letters	COMMUNITY CENTER	COMMUNITY CENTER	60.66

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	60.66
US AUTO FORCE	squad tires	GENERAL FUND	POLICE	609.78
			TOTAL:	609.78
VISA	goal session meals (10 peo	GENERAL FUND	MAYOR & COUNCIL	72.51
	goal session supplies	GENERAL FUND	MAYOR & COUNCIL	62.87
	nlc conf flight meals park	GENERAL FUND	CITY ADMINISTRATION	657.96
	plumbing code books	GENERAL FUND	BUILDING INSPECTOR	392.00
	3 lockout stations	GENERAL FUND	STREETS	184.92
	apwa annual poster	GENERAL FUND	STREETS	5.75
	daddy daughter supplies an	GENERAL FUND	RECREATION/LEISURE SER	692.27
	replacement external hard	GENERAL FUND	RECREATION/LEISURE SER	125.55
	3 lockout stations	GENERAL FUND	PARKS	184.92
	apwa annual poster	GENERAL FUND	PARKS	4.60
	spdc agenda meal &reda sup	GENERAL FUND	ECONOMIC DEVMT	29.31
	crafts for non-school days	LIBRARY FUND	LIBRARY	21.73
	decorations for srp16	LIBRARY FUND	LIBRARY	17.97
	4 imprint - power clips	LIBRARY FUND	LIBRARY	219.26
	books	LIBRARY FUND	LIBRARY	163.36
	5 light switch keys	COMMUNITY CENTER	COMMUNITY CENTER	27.10
	3 lockout stations	WATER	DISTRIBUTION AND STORA	92.46
	apwa annual poster	WATER	ADMIN AND GENERAL	2.30
	2 replacement spare power	WATER	ADMIN AND GENERAL	200.00
	3 lockout stations	WASTE WATER FUND	SOURCE/TREATMENT	92.46
	apwa annual poster	WASTE WATER FUND	ADMIN AND GENERAL	2.30
	mmua firstline meals hotel	WASTE WATER FUND	ADMIN AND GENERAL	190.98
	mn rural water conference	WASTE WATER FUND	ADMIN AND GENERAL	81.81
	3 lockout stations	ENVIRON SERVICES F	REFUSE DISPOSAL	92.46
	hotel for mn shade tree co	ENVIRON SERVICES F	ADMIN AND GENERAL	224.66
	meals during work shop	ENVIRON SERVICES F	ADMIN AND GENERAL	95.46
	apwa annual poster	ENVIRON SERVICES F	ADMIN AND GENERAL	2.30
	3 lockout stations	ELECTRIC FUND	POWER DISTRIBUTION	184.92
	meter school meals	ELECTRIC FUND	ADMIN AND GENERAL	34.76
	apwa annual poster	ELECTRIC FUND	ADMIN AND GENERAL	5.75
	appa legislative rally acc	ELECTRIC FUND	ADMIN AND GENERAL	1,411.64
	march smmpa meeting hotel	ELECTRIC FUND	ADMIN AND GENERAL	96.18
	appa flight - parras	ELECTRIC FUND	ADMIN AND GENERAL	540.20
	appa dc meals	ELECTRIC FUND	ADMIN AND GENERAL	64.60
	3 lockout stations	STORMWATER FUND	TREATMENT	92.46
	cables for video games	YOUTH CENTER GRANT	YOUTH CENTER	21.43
			TOTAL:	6,391.21
VON ESSEN TOWING	#308 mount & balance	STORMWATER FUND	TREATMENT	72.00
			TOTAL:	72.00
WATER CONSRVATION SERVICE, INC.	water main leak detection	WATER	DISTRIBUTION AND STORA	797.75
			TOTAL:	797.75
WEB CONSTRUCTION, INC.	final front st. substation	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	3,022.90
			TOTAL:	3,022.90
WESCO DISTRIBUTION INC	smmpa splice billed to smm	ELECTRIC FUND	NON-DEPARTMENTAL	5,404.00
	splice billed to smmpa	ELECTRIC FUND	NON-DEPARTMENTAL	292.00
	#414 & 412 terminator	ELECTRIC FUND	NON-DEPARTMENTAL	291.12
	#413 4 hole connectors	ELECTRIC FUND	NON-DEPARTMENTAL	231.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#445 nordic secondary pads	ELECTRIC FUND	NON-DEPARTMENTAL	2,174.00
	smmpa splice	ELECTRIC FUND	POWER DISTRIBUTION	0.30
	splice	ELECTRIC FUND	POWER DISTRIBUTION	0.30
			TOTAL:	8,393.32
WESTMAN FREIGHTLINER	#45 fuel tank	GENERAL FUND	STREETS	963.81
			TOTAL:	963.81
WILSON DEVELOPMENT SERVICES, LLC	professional services for	PERM IMPROVMENT RE	STREETS	336.50
			TOTAL:	336.50
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	48.50
			TOTAL:	48.50
ZIEGLER INC	#48 pin & ring	GENERAL FUND	STREETS	25.70
			TOTAL:	25.70

===== FUND TOTALS =====

101	GENERAL FUND	28,679.83
211	LIBRARY FUND	2,403.73
217	COMMUNITY CENTER	2,813.50
260	FACADE RENOVATION - HIST	6,650.00
401	PERM IMPROVMENT REVOLVING	569.00
404	PARK LAND DEDICATION	295.75
460	HOUSING DISTRICT #20	311.25
476	2016 EQUIPMENT CERTIFICAT	161,916.00
601	WATER	39,893.32
602	WASTE WATER FUND	29,585.21
603	ENVIRON SERVICES FUND	1,513.42
604	ELECTRIC FUND	18,233.21
606	STORMWATER FUND	1,498.34
610	TRANSIT	4,379.20
824	YOUTH CENTER GRANT	21.43

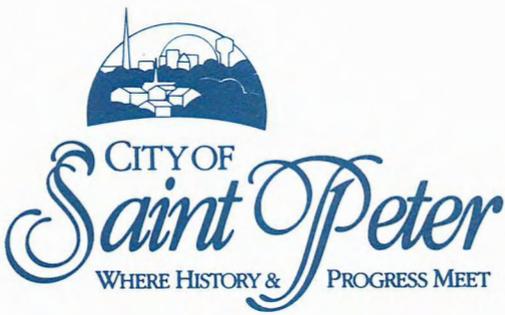
	GRAND TOTAL:	298,763.19

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Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 4/8/2016

FROM: Todd Prafke
City Administrator

RE: Housing Subdivision

ACTION/RECOMMENDATION

For your information providing additional background to the next three items on your agenda needed to initiate action to develop the workforce housing subdivision you have discussed.

BACKGROUND

There are a number of issues that I hope to provide discussion on to describe where we are relative to the workforce housing subdivision.

- We have been able to work the numbers to substantially reduce the gap which now stands roughly at breakeven over three phases. The gap has been reduced from our last discussion based on three main drivers:
 - very positive bids on the infrastructure
 - additional work and certainty on housing designs and housing construction costs
 - better understanding of mortgage and other products that can help home buyers
- We continue to pursue filling affordability gaps and additional buyer's assistance goals with outside resources, but will not know whether that can be done in the near term. It is likely to occur in small increments should the project move forward.
- We continue to evaluate the developed short list of alternatives that the Council could pursue that may meet some of the goals articulated related to housing and demographics, although none are fully worked out yet. Those include:
 - Review of additional rentals
 - Rehab opportunities
 - Working with another developer (North parcel of 14 acres)
 - Short term incentives such as building permit fee modifications to stimulate construction over a defined period.

A number of issues that could be obstacles to the development have been reviewed by the Council. Although there may be other issues or concerns out there, here is a list of many of those covered issues:

- Affordability (discussed at Goal Session and information provided in packet)
- Design of neighborhood (Goal Session)
- Housing study and its' data (Goal Session and included in today's information)
- Changes in the ownership market place (Ongoing discussion)
- Money (Discussed at Goal Session and today, issuance of debt, construction and mortgage financing, GAP monies and other sources of funding for construction and sales)
- Timeline
 - Market
 - Actions needed by Council to move project forward
- Marketability (Ongoing)
- Community concerns about development (Ongoing)
- Change in the development standards exemplified by getting rid of sidewalks (Discussed by Council at Goal Session and no changes to the BBN design criteria were made.)

The project is at the new threshold as you discussed at your goal session and workshop. Based on those discussions I have interpreted your position to be:

- Council believes a project of this type is needed for the community.
- Maintain the affordability we discussed at income levels starting at about \$35,000 per year for a couple with total construction costs in the \$190,000 to \$207,000 range. The bottom of the income threshold is slightly higher than discussed at your Goal Session.)
- Provide for a component, working with a private developer that can augment the diminishing supply of lots suited for homes in the \$230,000+ range (North 14 acres).
- Take advantage of the infrastructure construction market as able (bids were very positive).

If the project is going to go forward, based on the criteria or goals listed above, I don't think we can get you any closer. I don't think, at this time, we will find substantial additional saving or additional funding sources for either infrastructure or affordability. We have calculated all the numbers, reviewed finances, sought out other money about as far or in as many different ways as we can. You are in the best position we can put you in to make a decision.

Included in your packet is a timeline for the numerous actions you would need to take. This list hits the larger issues, but may need modification in the future. It should also be noted that the list does not include actions related to the house building that would need to take place. We believe the building of spec homes to be critical to the success of this project.

All of this seems to point us in the direction of recommending moving forward. But there are many ways to view the data and your current situation.

Another way to evaluate this is from a risk mitigation standpoint. The list below is intended to layout some of what we see has the biggest risks and what we can do to mitigate them.

- **Infrastructure costs** - We have taken bids which are under estimates. We know very clearly the cost for first stage development.
- **Housing Market** - We are basing our work on the latest study you have. There are no indications that the market in the area has changed substantially in your target affordability range. We have learned that, based on costs, we are unlikely to be able to

hit the lowest income levels from our original target range, but we believe there is opportunity to hit the vast majority of the original affordability range established. To say that in another way, while our affordability is certainly in the “working family” income ranges, it does not go as low as we originally anticipated.

- **Mortgage products or assistance.** We have about \$100,000 in Help or GAP assistance committed - some from the City (previous GAP dollars repaid to the City) and some from Southwest Minnesota Housing Partnership (SWMHP). In addition, Minnesota Housing Finance mortgage programs are readily available and we will continue to apply for other resources that will assist in these areas, but we will not know fully until October whether you will get them. The EDA seems committed to providing construction financing for spec houses the City will build and SWMHP has committed funds to build spec houses as well.
- **Overall economy in our area.** We have no ability to control this, but within our region unemployment remains very low; job growth, though slightly slower over the last quarter, is still positive; and as we have discussed previously, if you are betting on a project like this anywhere this is probably the location that provides the highest potential for success. In addition, many folks in our State and Federal government as well as employers in the private sector are talking about “workforce housing”. This discussion centers on identified needs and what we do to meet those needs. It seems no one else is doing this nor do they have an answer. I am not saying we have the whole answer, but we are in a position to meet the targets you previously have discussed and identified.

All that said it probably comes down to a few key questions.

- Can we build houses and get working families with working family incomes into houses? If we have accurately projected the cost and income target range, the answer seems to be “Yes”. Based on a range of total development costs (housing and lot and all that goes with this) that our price range is \$190,000 to \$207,000 which translates into a home ownership income minimum of about \$30,000. The table shown here illustrates how that can be done (similar to what you have seen in the past) based on the home design included in your packet.

If the Council believes that is in the range, we can't get this project any further or closer than where we are. Additionally I do not believe that waiting a year will make the cost factors look better

AMI	54%	77%
Income	\$ 30,500.00	\$ 43,896.00
Household size	2	2
Sale Price	\$ 198,000.00	\$ 198,000.00
Closing Costs	\$ 2,500.00	\$ 10,243.00
Lender	USDA	MHFA/Guar
Term	33	30
Rate	3	3.25
Loan Amount	\$ 163,000.00	\$ 163,000.00
Prin/Int	\$ 483.43	\$ 709.40
Taxes	\$ 133.33	\$ 133.33
Insurance	\$ 100.00	\$ 100.00
PMI/MI/Guar Fee	\$ -	\$ 81.50
Payment	\$ 716.76	\$ 1,024.23
Front End Ratio	28%	28%

- Do we have the programming and people to make this work? Yes. You really have the right team of people and partners to make it work. But from a programming standpoint,

a little more surety on additional programming funding would reduce risk a lot. We don't have more surety, but will be working to get more.

- Is the project meeting the goals set by the Council? Yes. But not in every aspect. We are able to meet the affordability goals with the exception of the very lowest income numbers (compared to original estimates). Our lot costs are slightly higher than we would like to see, but I believe this has been managed relative to the affordability we see for our likely purchasers.
- What is the biggest risk? This memo has outlined some of the risks, but all of this is a risk with the worst case scenario of \$2.7 million in development of assets that takes a very long time to convert to housing. The best case is breaking even, increasing your population, additional tax and utility gross revenues and enhancing the impact it will have on the businesses within your community by seeing it build out very quickly. Part of this will be bolstered by a more aggressive market strategy that was not used or needed with the other two subdivisions. This is not a slam dunk, but rather a risk/reward question. From an overall City financial standpoint, you are in very good health so a couple of bumps would not tip your entire City operation over, but could mean you would need to develop other revenues in future years for any shortfalls.
- Could we wait a year or two? You could wait a year or two, but I don't think it makes the picture better. With anticipated increases in infrastructure costs and house construction cost, I just don't see the numbers getting any better. (As an aside I would love to talk about what this means in the big picture for housing development in our region but that might need to wait for another meeting.)

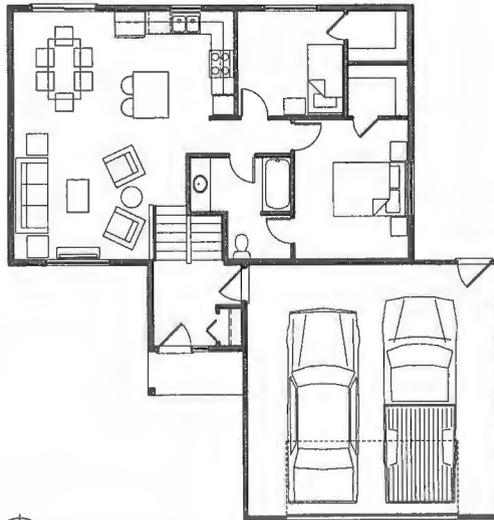
My recommendation is that you take actions recommended later in our agenda to initiate the project. Many other actions will be needed and a time line illustrating the major actions is included in your packet.

This type of project and work is a big challenge, but please know that we are not alone in this challenge. The State and nation are struggling with first time home ownership opportunities and workforce housing. After all the work involved in this, I firmly believe that no one else is as able to do this as you are.

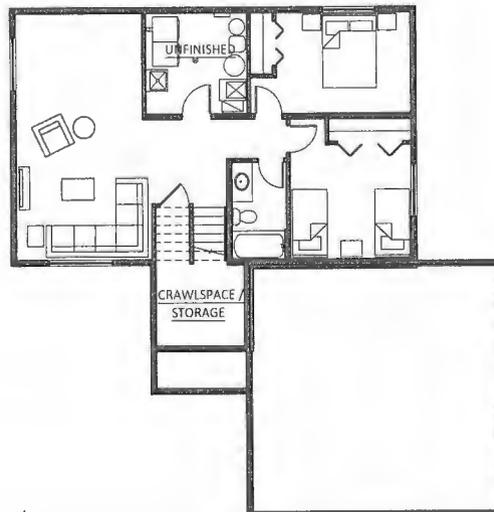
Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

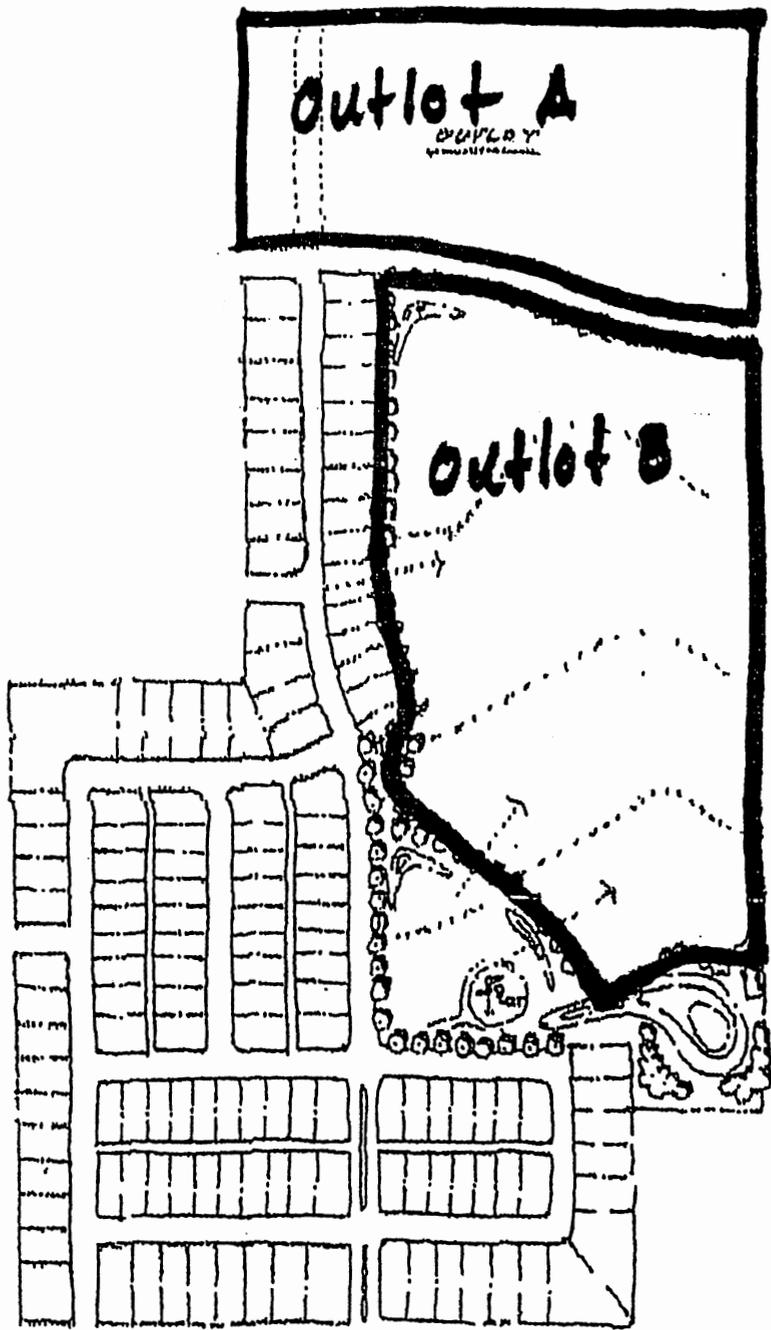
SPLIT-LEVEL 1 4 BEDROOM



UPPER FLOOR PLAN
987 SQUARE FEET (2 LEVELS)



LOWER FLOOR PLAN
874 SQUARE FEET | 113 SQUARE FEET - CRAWLSPACE



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~~33~~ 34

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DESIGN, BIDDING AND CONSTRUCTION SCHEDULE

TRAVERSE ROAD AFFORDABLE HOUSING SUBDIVISION

BMI PROJECT NO. M14.111082

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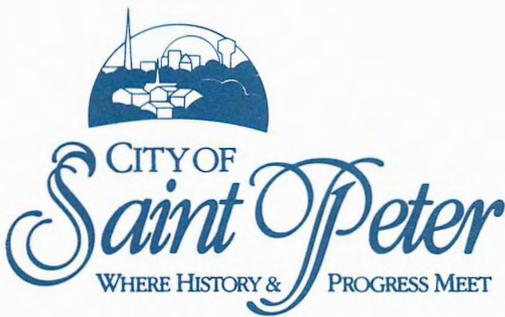
EVENT	DATE	NOTES
1) POST AD FOR BIDS ON QUEST CDN	Monday, February 15, 2016	PUBLICATION MUST BE MADE AT LEAST 3 WEEKS BEFORE THE LAST DAY TO SUBMIT A BID
2) ADVERTISE IN SAINT PETER HERALD	Thursday, February 18, 2016	PUBLICATION MUST BE MADE AT LEAST 3 WEEKS BEFORE THE LAST DAY TO SUBMIT A BID
3) CITY COUNCIL CONSIDERS PLANS AND ORDERS AD FOR BIDS	Monday, February 22, 2016	ADVERTISEMENTS APPEAR IN NEWSPAPER BEFORE COUNCIL ORDERS ADVERTISEMENT BUT TO STAY ON SCHEDULE, THIS IS NECESSARY. PLANS RELEASED TO CONTRACTORS AROUND THIS TIME OR
4) OPEN BIDS	Thursday, March 10, 2016	
5) City Council Workshop review money, sw contract, applications	Monday, April 04, 2016	
6) CITY COUNCIL CONSIDERS BIDS AND AWARD	Monday, April 11, 2016	CITY COUNCIL ADOPTS PRELIMINARY AND FINAL PLATS AT SAME MEETING
7) City Council Plat approval	Monday, April 11, 2016	
8) TIF Hearing	Monday, April 11, 2016	CALLS FOR HEARING ON CREATION OF TIF
8) CONTRACTS PREPARED & SUBMITTED TO CONTRACTOR	Friday, April 15, 2016	Both construction and SWMHP on applications and program administration
9) CONTRACTOR RETURNS SIGNED CONTRACTS TO CITY FOR SIGNATURE AND NOTICE TO PROCEED	Monday, April 25, 2016	
10) Council adopts TIF plan, initiates competitive sale of bonds	Monday April 26th, 2016	CITY COUNCIL INITIATES COMPETITIVE SALE OF BONDS (SET SALE RESOLUTION)
11) PRECONSTRUCTION MEETING	Thursday, April 28, 2016	
12) Apporval of Sales Plan, Covenantss and marketing	Monday, May 9th, 2016	
13) apporval of EDA Funds for Spec Home Construction	Sunday, May 01, 2016	
14) Approval of Sales and Covenants	Monday June 13th, 2016	
15) ADOPT TIF PLAN, AWARD SALE OF BONDS	Monday, June 13, 2016	CITY COUNCIL ADOPTS TIF PLAN, AWARDS THE SALE OF BONDS
16) Bidding out of Spec homes	Wednesday, June 01, 2016	
17) BEGIN CONSTRUCTION	Monday, April 04, 2016	
a) GRADING & UTILITY CONSTRUCTION	April / May 2016	
b) ROADWAY / C&G CONST, PRIVATE UTILITY INSTALL	June 2016	
c) SIDEWALK CONSTRUCTION, PRIVATE UTILITY INSTALL	July 2016	
d) TREE PLANTING / TURF INSTALLATION	August 2016	
e) INSTALL FINAL LIFT ROADWAY PAVEMENT	August 2016	
f) PUNCH LIST	September 2016	

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18) HOME CONSTRUCTION BEGINS

September 2016

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Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/08/16

FROM: Russ Wille
Community Development Director

RE: Traverse Acres Subdivision (Preliminary and Final Plat Approval)

ACTION/RECOMMENDATION

Adopt the attached resolutions accepting the Preliminary Plat and Final Plat of Traverse Acres Subdivision as submitted by the City of Saint Peter.

BACKGROUND

Based on Council direction City staff has prepared plans for the development of a third residential neighborhood based upon the principles of the Building Better Neighborhoods design criteria as developed by the Greater Minnesota Housing Fund. Upon completion, it is expected that the design, density and development of the neighborhood would resemble both Nicollet Meadows and Washington Terrace subdivisions.

The City purchased a 62.72 acre parcel of land from Independent School District #508. Subsequent to its purchase of the property, the City Council provided for the annexation of the property by ordinance. The annexation materials have been sent to the appropriate Administrative Law Judge for final processing.

Upon annexation, the ordinance designated the property as being zoned as (R-3) Multi-Family Residential.

PRELIMINARY PLAT:

The Preliminary Plat prepared for Planning Commission and City Council consideration indicates that when completed, the subdivision will provide for 131 single family residential properties as well as two sites reserved for the construction of multi-family residential developments.

The Preliminary Plat also depicts the location of streets, sidewalks and trails. The design of the vehicular and pedestrian circulation was undertaken in conformance with the standards of the adopted Subdivision Ordinance.

The Preliminary Plat also depicts the grading of the existing site. The Preliminary Plat shows the stormwater collection system designed to adequately manage stormwater run-off in accordance with the appropriate rules, regulations and standards of the City's MS4 permit.

The Preliminary Plat depicts the water and sanitary sewer service designed to adequately serve the planned neighborhood. Once again, the design of the municipal utility services has been undertaken in a manner which conforms to all of the applicable rules, regulations and standards imposed on the City of Saint Peter. Adequate capacity exists within the water and sanitary sewer systems operated by the City to serve the planned Traverse Acres Subdivision.

Following notice as prescribed by Statute, the Planning Commission conducted a public hearing regarding the proposed Preliminary Plat. No citizens appeared before the Commission to offer testimony in favor of or in opposition to the plat.

Subsequent to their review, the Planning Commission has recommended that the City Council accept the Preliminary Plat of Traverse Acres Subdivision as prepared and submitted by the City of Saint Peter. A resolution has been prepared for Council consideration that would accept the Preliminary Plat.

FINAL PLAT:

The Final Plat submitted for Planning Commission and City Council review suggests that the residential development would be completed in three planned phases. As such, the Final Plat would provide for the development of Phase One which creates 59 lots for the construction of single-family homes. Phase One would also depict two larger parcels set aside for the future development of multi-family housing options.

Outlot A is depicted on the Final Plat. This Outlot is recommended to be included on the plat and may be utilized for future access to additional property in the future.

Outlot B depicted on the Final Plat would be the desired and planned location for a stormwater retention pond necessary to treat stormwater in conformance with the applicable MS4 permit.

Outlot C depicted on the Final Plat is comprised of the land that will be residentially developed in Phases Two and Three. The Preliminary Plat shows the lot layouts and proposed roadways within the next two phases of development. Outlot C would be subject to the platting process should the City decide to pursue the subsequent phases of development.

The land lying north of the extended Clark Street would be depicted as Outlot D. The City of Saint Peter will solicit proposals from private interests for the residential development of this 15.5 acre parcel.

The prepared plat has been reviewed by Public Works Director Moulton, Engineer Jeff Domras of Bolton & Menk and myself. We have recommended that the plat be approved as submitted.

The Planning Commission reviewed and considered the Final Plat of Traverse Acres Subdivision and has recommended that the City Council provide the necessary approvals to adopt the plat as presented.

FISCAL IMPACT:

A marginal fee will be incurred to appropriately record the adopted plat.

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken without additional direction from the Council.

Negative Votes: The land would remain unplatted. An alternative plat may be submitted for additional review.

Modification of the Resolution: This is always an option of the City Council.

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING PRELIMINARY PLAT OF TRAVERSE ACRES SUBDIVISION AS
SUBMITTED BY THE CITY OF SAINT PETER**

WHEREAS, the City of Saint Peter has submitted the required forms and plans for a Preliminary Plat review of Traverse Acres Subdivision; and

WHEREAS, Traverse Acres Subdivision is located on tracts of land located to the west of Nicollet Avenue (CSAH #20) and north of Traverse Road (County Road #51); and

WHEREAS, the owner of the property is seeking to plat the land to allow for the development of a new residential subdivision based upon the principles of the Building Better Neighborhoods program designed by Greater Minnesota Housing Fund; and

WHEREAS, the Saint Peter City Council provided for the annexation of the properties by ordinance and has designated that the property be zoned (R-3) Multi-family Residential; and

WHEREAS, notice of a public hearing was advertised as per Statute and interested parties were provided an opportunity to comment before the Planning and Zoning Commission regarding the proposed Preliminary Plat of Traverse Acres Subdivision; and

WHEREAS, the Planning and Zoning Commission has reviewed the Preliminary Plat of the Traverse Acres Subdivision pursuant to the requirements of the City Code; and

WHEREAS, the Planning and Zoning Commission determined that the Preliminary Plat conforms to the Comprehensive Plan and provides a consistent and unified scheme for the development of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Preliminary Plat of Traverse Acres Subdivision is approved as requested by the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Ziernian
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING FINAL PLAT OF TRAVERSE ACRES SUBDIVISION AS
SUBMITTED BY THE CITY OF SAINT PETER**

WHEREAS, the City of Saint Peter has submitted the required forms and plans for a Final Plat review of Traverse Acres Subdivision; and

WHEREAS, Traverse Acres Subdivision is located on tracts of land located to the west of Nicollet Avenue (CSAH #20) and north of Traverser Road (County Road #51); and

WHEREAS, the owners of the property are seeking to plat the land to allow for the development of a new residential subdivision based upon the principles of the Building Better Neighborhoods program of the Greater Minnesota Housing Fund; and

WHEREAS, the City of Saint Peter has previously provided for annexation of the properties by ordinance and has designated that the property be zoned (R-3) Multi-family Residential; and

WHEREAS, the Planning and Zoning Commission has found that the Final Plat of Traverse Acres Subdivision conforms to the Comprehensive Plan and City Code and will provide a consistent and unified scheme for the development of the community and has recommended acceptance of the Final Plat as submitted.

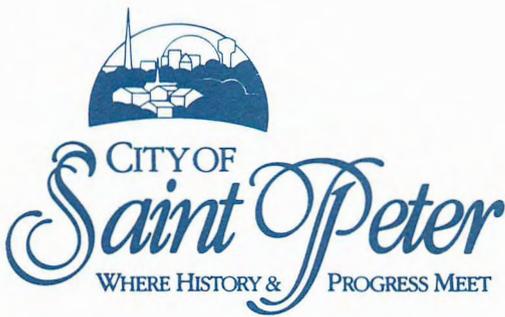
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Final Plat of Traverse Acres Subdivision is approved as submitted by the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/21/2016

FROM: Pete Moulton
Public Works Director

RE: 2016 Traverse Acres Subdivision Street and Utility Improvements Project Bid Award

ACTION/RECOMMENDATION

Award the bid to Kuechle Underground of Kimball, Minnesota for the 2016 Traverse Acres Subdivision Street And Utility Improvements Project in the amount of \$1,681,295.35.

BACKGROUND

In the fall of 2015, the City Council authorized Bolton and Menk to prepare plans and specifications and to receive bids for water, sewer, storm sewer and street improvements for the new subdivision located along Traverse Road.

Ten bids were received as follows:

<u>Company</u>		<u>Total</u>
Kuechle Underground Inc.	Kimball, MN	\$1,681,295.35
Chard Tiling & Excavation	Belle Plaine, MN	\$1,709,072.90
Dirt Merchants	Mankato, MN	\$1,726,641.95
Ryan Contracting	Elko, MN	\$1,779,338.50
Heselton Construction	Faribault, MN	\$1,836,617.15
R.L. Larson Excavating	St. Cloud, MN	\$1,920,290.65
OMG Midwest, Inc. (SMC)	Mankato, MN	\$1,999,479.61
Quam Construction	Willmar, MN	\$2,284,857.96

The low bid from Kuechle Underground Inc. of Kimball, Minnesota was \$1,681,295.35 which was substantially lower than the Engineer's estimate of \$2,016,516.15.

Staff recommends awarding the bid to Kuechle Underground Inc.

FISCAL IMPACT:

Funds are planned to be put in place through the issuance of a Tax Increment Financing Bond for Phase One of this project.

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken without Council direction. It should be noted that the bids are only valid until May 1, 2016. Staff will seek further direction from the Council.

Negative Vote: No further action will be taken without Council direction; however should the Council choose not to award the bid, staff would recommend that action be taken to formally reject all bids. Staff will seek further direction from the Council.

Modification of the resolution: This is always an option of the City Council.

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

PM/amg



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

March 30, 2016

Pete Moulton
Public Works Director
405 West Saint Julien Street
Saint Peter, MN 56082

RE: 2016 Traverse Acres Subdivision
Street and Utility Improvements
City of Saint Peter, Minnesota
BMI Project No. M14.111082

Dear Pete,

Bids were received and opened at City Hall on Thursday, March 17, 2016 at 2:00pm for the project referenced above. Eight (8) bids were received and the results of the bids are tabulated below:

Bidder	Location	Bid Amount
Kuechle Underground Inc.	Kimball, MN	\$1,681,295.35
Chard Tiling & Excavating Inc	Belle Plaine, MN	\$1,709,072.90
Dirt Merchant Inc.	Mankato, MN	\$1,726,641.95
Ryan Contracting Co.	Elko, MN	\$1,779,338.50
Heselton Construction, LLC.	Faribault, MN	\$1,836,617.15
R. L. Larson Excavating, Inc.	St. Cloud, MN	\$1,920,290.65
OMG Midwest, Inc. (SMC)	Mankato, MN	\$1,999,479.61
Quam Construction Company, Inc.	Willmar, MN	\$2,284,857.96
Engineer's Estimate		\$2,016,516.15

A detailed bid abstract of all the bids and the engineer's estimate is attached for your review. If deemed financially feasible, we recommend awarding the contract to Kuechle Underground, Inc. in the amount of \$1,681,295.35.

Sincerely,
BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.
Project Engineer

JAD/rm

Enclosure

45

DESIGNING FOR A BETTER TOMORROW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION AWARDING BID FOR 2016 TRAVERSE ACRES SUBDIVISION STREET AND
UTILITY IMPROVEMENTS PROJECT**

WHEREAS, the City plans to develop a workforce housing subdivision to meet the housing needs in Saint Peter; and

WHEREAS, the City Council authorized City Engineers Bolton and Menk, Inc. to prepare plans and specifications including receipt of bids for street, sidewalk, water, storm sewer and sanitary sewer improvements on the property; and

WHEREAS, the following competitive bids were received; and

<u>COMPANY</u>		<u>TOTAL BID</u>
Kuechle Underground Inc.	Kimball, MN	\$1,681,295.35
Chard Tiling & Excavation	Belle Plaine, MN	\$1,709,072.90
Dirt Merchants	Mankato, MN	\$1,726,641.95
Ryan Contracting	Elko, MN	\$1,779,338.50
Heselton Construction	Faribault, MN	\$1,836,617.15
R.L. Larson Excavating	St. Cloud, MN	\$1,920,290.65
OMG Midwest, Inc. (SMC)	Mankato, MN	\$1,999,479.61
Quam Construction	Willmar, MN	\$2,284,857.96

WHEREAS, it appears that Kuechle Underground submitted the lowest responsible bid; and

WHEREAS, the bid was substantially under the Engineer's estimate of \$2,016,516.15; and

WHEREAS, Staff and the City Engineer recommend awarding the bid for the 2016 Traverse Acres Subdivision Street and Utilities Improvement Project to Kuechle Underground, Inc. of Kimball, Minnesota.

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

1. The City Council hereby awards the bid for the 2016 Traverse Acres Subdivision Street and Utility Improvements Project to Kuechle Underground, Inc. of Kimball, Minnesota in the amount of \$1,681,295.35.
2. Funding for the work shall be from issuance of Tax Increment Financing debt designated for this project.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Waconia Office
2078 Feather Circle
Waconia, MN 55387
(952) 442-5821; fax (952) 442-8838
Email: shannon@daviddrown.com

April 6, 2016

City of Saint Peter
Attn: Todd Prafke, City Administrator
227 South Front Street
Saint Peter, MN 56082

Honorable Mayor, Council Members, and Mr. Prafke:

The City of Saint Peter has been working for some time on the development of a new residential subdivision that will be similar in nature to the Nicollet Meadows and Washington Terrace Projects. A critical component in reducing the cost of lots in all of these projects has been the use of tax increment financing.

Tax Increment Financing or TIF is a tool that captures new property taxes that are generated as a result of new development that occurs within the boundaries of a designated TIF District. For housing projects this capture period can extend for up to 26-years. For the Traverse Acres Project it is intended to capture the new taxes that are generated as the result of the construction of new homes, and to use those taxes to assist in making debt service payments on bonds that will be issued to fund the improvements within that subdivision. By doing this, the City is able to reduce the cost of lots that are sold to income qualified households.

For 2016 the income limits for TIF assisted owner occupied housing are \$77,100 for a family of two or fewer, and \$88,665 for a family of three or more. Families at or below those income limits would be able to receive a reduction in their lot purchase prices based on the value of tax increment assistance that is assigned to each lot. This will significantly enhance the affordability of new homes within the Traverse Acres Subdivision.

The process for creating a TIF District includes holding a public hearing prior to the adoption of a Tax Increment Financing Plan. The enclosed resolution calls for the public hearing to be held on June 13, 2016. Prior to the hearing a draft of the Tax Increment Plan will be sent to the County and School District for review and comment. Enclosed for City Council consideration is a resolution calling for this public hearing.

Please feel free to contact me if I can be of any assistance in answering questions regarding the information provided. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Shannon Sweeney'.

Shannon Sweeney
David Drown Associates, Inc.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION CALLING PUBLIC HEARING ON THE CREATION OF TAX INCREMENT
FINANCING DISTRICT NO. 1-20 WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 1
AND THE ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO**

BE IT RESOLVED BY THE CITY COUNCIL (THE "COUNCIL") OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA (THE "CITY"), THAT:

1. Public Hearing. This Council shall meet on Monday, June 13, 2016, at approximately 7 p.m. to hold a public hearing on the following matters; (a) the proposed creation of Tax Increment Financing District No. 1-20 within Municipal Development District No. 1, and (b) the adoption of the Tax Increment Financing Plan relating thereto, pursuant to and in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, inclusive, as amended (the "Act").
2. Notice of Hearing. Filing of Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed Tax Increment Financing Plan on file in City Administrator's Office at City Hall and to make such copies available for inspection by the public.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2015.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

EXHIBIT A

CITY OF SAINT PETER
COUNTY OF NICOLLET
STATE OF MINNESOTA

**NOTICE OF PUBLIC HEARING ON THE CREATION OF TAX INCREMENT FINANCING
DISTRICT NO. 1-20 WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 1**

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Saint Peter, Nicollet County, Minnesota, will hold a public hearing on Monday, June 13, 2016, at 7 p.m., at

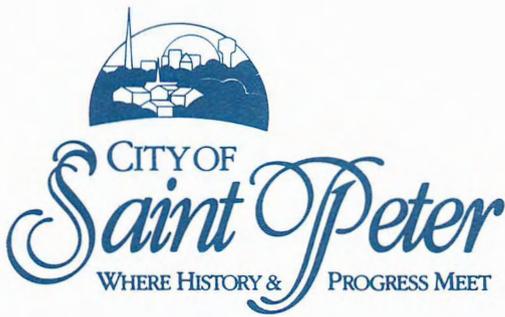
the Saint Peter Community Center in the City of Saint Peter, Minnesota, relating to the (a) the proposed creation of Tax Increment Financing District No. 1-20 within Municipal Development District No. 1, and (b) the adoption of the Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, inclusive, as amended (the "Act"). Copies of the Tax Increment Financing Plan as proposed to be adopted will be on file and available for public inspection at the office of the City Administrator at City Hall.

The property included in Tax Increment Financing District No. 1-20 is described in the Tax Increment Financing Plan on file in the office of the City Administrator. A map of the proposed Tax Increment Financing District is set forth below:

(INSERT MAP of Tax Increment Financing District)

All interested persons may appear at the hearing and present their view orally or in writing.

BY ORDER OF THE CITY COUNCIL
/s/ Todd Prafke, City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/06/2016

FROM: Pete Moulton
Director of Public Works

RE: 2016 Seal Coat Award

ACTION/RECOMMENDATION

Award the bid for 2016 Street Seal Coating Project to Allied Blacktop of Maple Grove, Minnesota in the amount of \$2.508 per gallon with a not to exceed a total of \$138,000.

BACKGROUND

The Public Works Department, Streets Section is responsible for maintaining City roadways. Each year the maintenance program includes seal coating a section of the community. Formal bids were requested for this work and four bids were received as follows:

Contractor:	Installed Price per Gallon	Estimated Quantity	Total Cost
Allied Blacktop	\$2.508	45,849	\$114,989.29
Caldwell Asphalt	\$2.51	45,849	\$115,080.99
Pearson Bros.	\$2.59	45,849	\$118,748.91
Astech Corp.	\$2.97	45,849	\$136,171.53

The contract portion of the seal coating project includes:

1. Contractor supplies the asphalt emulsion (CRS2)
2. Contractor supplies equipment, oil distributor, rock distributor, rollers to set the stone into emulsion and trucks to deliver stone to application site.

The City will supply the rock, load the contractor's trucks at the Public Works facility and furnish traffic control during the project. This approach makes the contractor responsible for the finished product, yet minimizes the City's cash cost for the work. City staff will also complete, sweep and collect the stone when compacted. The amount of oil bid is based on completing approximately 113 blocks of seal coating.

Staff recommends awarding the bid to the lowest responsible bidder, Allied Blacktop of Maple Grove, Minnesota.

FISCAL IMPACT:

Funding for the 2016 Seal Coat project is included in the General Fund.

ALTERNATIVES AND VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the City Council.

Negative Vote: No further action will be taken without additional direction from the City Council.

Modification of the resolution: This is always an option of the City Council.

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

PM/TM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION AWARDING BID FOR 2016 STREET SEAL COATING PROJECT

WHEREAS, the City is continuing the seal coating of City streets to prolong the life of the street surface; and

WHEREAS, City crews work closely with the contractors during the stone and emulsion application and City staff is responsible for removing the excess stone; and

WHEREAS, the City advertised for formal written bids for the project; and

WHEREAS, four bids were received for providing the asphalt emulsion and application of the emulsion and stone as follows:

CONTRACTOR	CSR2 45,849 gallons	TOTAL COST (Including sales tax)
Allied Blacktop	\$2.508	\$114,989.29
Caldwell Asphalt Co.	\$2.51	\$115,080.99
Pearson Bros. Co.	\$2.59	\$118,748.91
Astech Corp.	\$2.97	\$136,171.53

WHEREAS, Allied Blacktop of Maple Grove, Minnesota is the lowest responsible bidder; and

WHEREAS, staff recommends award of the bid to Allied Blacktop.

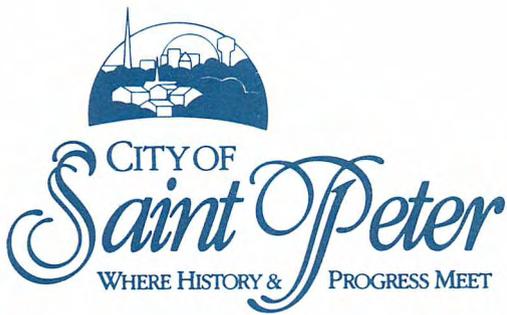
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby awards the bid for the 2016 seal coating project to Allied Blacktop in the amount of \$2.508 per gallon with a total cost not to exceed \$138,000. Funding is part of the 2016 General Fund Budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/07/2016

FROM: Pete Moulton
Public Works Director

RE: 2016 Equipment Certificate Purchase - Field Maintainer with Painter

ACTION/RECOMMENDATION

Approve the purchase of a 2016 FC 1 Pro Field Maintainer with Painter from Kromer Co., LLC of Plymouth, Minnesota in the amount of \$24,870.

BACKGROUND

The Department of Public Works, Parks Section, is responsible for maintaining ball fields within the City with a current total of thirteen ball fields and four soccer fields. With the addition of the new High School and City park, three more ball fields plus numerous acres of green space (playing surfaces) will be added. The Parks Section will be responsible to paint lines that may be needed on all the fields. Having a painter would reduce the amount of staff time to do these duties and the unit being proposed for purchase provides for a variety of functions.

The parks listed below have a ball field or soccer field that is expected to be maintained by the City:

- Gault Park: 1- baseball field/3-soccer fields
- 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 / 1-soccer field
- New High School: 2- ballfields
- New City Park: 2-4 ballfields plus soccer fields

The Parks Section is currently using (2) Cushman Turf-Truckster's; one is a 1995 and the other is a 2007. Each are equipped with ball diamond maintenance attachments. These units will remain in service but do not currently provide for the flexibility to paint lines on the fields.

The Parks Section has tested (2) field maintainers. The Cushman Truckster is not adequate for what we need to accomplish going forward. The FC 1 Field Maintainer with painter meets the Parks Section demands for a field maintainer and has a painter attached.

Staff is recommending the purchase of the FC 1 Field Maintainer and Painter from Kromer Co., LLC. Kromer is the authorized dealer for this equipment in this area. The unit has the following specifications:

FC 1 Field Maintainer and Painter Specifications:

- Honda GX630 V-Twin Engine 20.8 HP
- Full hydraulic system with parker hoses and fittings
- Dual filtration system
- Dual front & rear hydraulic PTO's for quick attach system
- Line painter system up to 300 psi – 65 gallon holding tank
- 60" quick change grooming attachment with 60" field harrow, leveling blade and 72" broom.
- 3 year warranty on parts, 1 year warranty on labor and 6 months warranty on travel costs

FISCAL IMPACT:

Funds were allocated in the 2016 equipment certificate for this purchase.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will not follow through with the purchase of the Field Maintainer with painter.

Negative Vote: Staff will await recommendation from the City Council.

Modification of the Resolution: This is always an option of the City Council.

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

PM/TM/amg



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

**RESOLUTION APPROVING 2016 EQUIPMENT CERTIFICATE PURCHASE OF A 2016 FC 1
PRO FIELD MAINTAINER WITH PAINTER**

WHEREAS, the City maintenance requirements have expanded and it is desired to add a field maintainer; and

WHEREAS, the Kromer Field Maintainer has a variety of flexible options including a painter and paint storage container; and

WHEREAS, staff has evaluated multiple units and found this unit to serve the needs of our community; and

WHEREAS, the proposed unit has flexible operating attachments; and

WHEREAS, funding is available in 2016 Equipment Certificate.

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

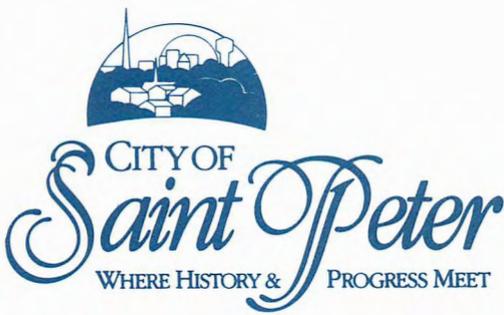
1. The City Council approves the purchase of a 2016 FC 1 Pro Field maintainer with painter from Kromer Co., LLC of Plymouth, Minnesota in the amount of \$24,870.
2. Funding for the purchase shall be from the 2016 Equipment Certificate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 4/7/2016

FROM: Todd Prafke
City Administrator

RE: Roadway Closure Request: South Seventh Street

ACTION/RECOMMENDATION

Provide approval for temporary closure of South Seventh Street between West St. Paul Street and West Elm Street for a Gustavus block party.

BACKGROUND

The Residential Life office of Gustavus Adolphus College has requested permission to close a portion of South Seventh Street from 3:00 p.m. – 7:00 p.m. on Friday, April 29th for an end of year block party hosted by Gustavus Adolphus College.

Staff has visited with the organizers to obtain more information on the event and following that discussion, approval is recommended. Notification of the temporary road closure will be provided to the Police Department, Fire Department, and ambulance service. Gustavus will tasked with providing information to the abutting property owners.

FISCAL IMPACT:

None

ALTERNATIVES/VARIATIONS:

Do Not Act: Without Council approval the roadway will not be closed and the organizers will be notified.

Negative Vote: The organizers will be notified of the Council decision.

Modification of the Resolution: This is always an option of the City Council.

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

TP/bal

Mandy Rae Fairbrother
800 W College Ave
Saint Peter, MN 56082
(507)-933-7559
afairbro@gustavus.edu

Todd Prafke
City Administration
227 S. Front St
Saint Peter, MN 56082



Dear Mr. Prafke,

I am writing to you to request a road closure for the block of South 7th Street between St. Paul Street and Elm Street in Saint Peter on Friday, April 29, 2016 from 3:00 p.m. to 7:00 p.m. This closure would be for an end-of-year Block Party hosted by the five Intentional Learning and Service (ILS) Houses owned by Gustavus Adolphus College. The five ILS Houses have spent their school year working hard on various projects that benefit their community. They are excited about the opportunity to host a celebration for the students they've worked closely with all year.

The Block Party would consist of music, games, and eating traditional "grill-out" foods such as hamburgers, hot dogs, and potato chips. There will not be alcohol present at the event and I will serve as the advisor and professional staff member for the entirety of the event. We are intending for this to be an event advertised to students, however we are open to inviting the neighbors of the ILS Houses as well. The expected attendance for the event is around 150-200 students over the 3-4 hours of the Block Party and believe that the bathrooms in the 5 ILS Houses will be sufficient for that number of people.

If you have any questions or need more information, please feel free to e-mail me back at afairbro@gustavus.edu or give me a call at (507)-933-7559. Thank you for your consideration.

Sincerely,

Mandy Rae Fairbrother
Area Coordinator
Residential Life
Gustavus Adolphus College

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION APPROVING TEMPORARY ROADWAY CLOSURE ON SOUTH SEVENTH STREET

WHEREAS, the Gustavus Adolphus College Residential Life office wishes to host an end of the year block party along South Seventh Street for Gustavus students; and

WHEREAS, staff has visited with the organizers to address safety concerns related to the event; and

WHEREAS, staff recommends approval of the request as outlined in the correspondence received from the Residential Life Area Coordinator.

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

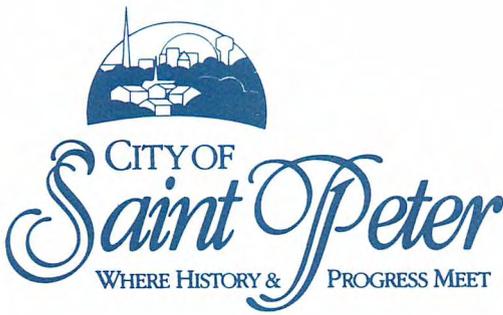
1. Gustavus Adolphus College is authorized to provide for temporary closure of South Seventh Street between West St. Paul and West Elm Streets on April 29, 2016 between the hours of 3:00 – 7:00 p.m.
2. The organizers shall be responsible for returning the roadway to pre-event condition immediately following the event.
3. The organizers shall also be responsible for notifying private property owners living in the blocks immediately to the north and south of the temporary closure prior to the event.
4. The Public Works Department will drop off and pick up the necessary barricades and/or traffic cones for the roadway closure.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Ziemann
Members of the City Council

DATE: 4/7/2016

FROM: Todd Prafke
City Administrator

RE: Community Center Lease update

ACTION/RECOMMENDATION

Approve the attached resolution providing for a lease of Community Center Room 211 to Good Samaritan Society Home Care.

BACKGROUND

Members may recall that Room 211 (1,356 square feet) in the Community Center has been vacant for some time after the Center for Rural Policy and Development ended their lease to become a virtual office. The space has been used by the Recreation Department for programming and at times intermittent storage of program supplies and materials.

The Council direction was to work with others who had expressed interest in the space and who meet the goals of the Community Center and its use. Those goals were put in place prior to construction and are:

- Renters must be a community based provider of services.
- Service must be available to the broader community.
- Non-profits and providers that offer programs that positively impact families are preferred.

Good Samaritan Society Home Care, which is currently located at 221 West Park Row, has expressed interest and staff has worked on a lease with them for that space. They have agreed to the terms generally used as a part of the other leases at the Community Center. The per month lease will be about \$1,500 with a term of 36 months. The lease has a rent escalator after each 12 month period. That sum, based on my research, represents an appropriate rate based on the quality of the space, criteria for rental in the building, and the market place.

Good Samaritan Society Home Care is a not for profit that provides home health care and related services. They have been located at a couple of different locations in Saint Peter and employ office staff and health care workers that provide service, primarily to seniors and their families, in Saint Peter and the surrounding area.

You attorney has reviewed the proposed lease and we have signatures and deposit.

FISCAL IMPACT:

All revenue received from rental and leases stay in the Community Center Fund to pay for operations of the facility. Yearly lease amounts will equate to about \$17,400 in year one with increases in year two and year three of the lease. The lease amount comes to about \$12.83 per sq. ft. per year. As a comparison we have seen newly remodeled, high quality office space in the downtown go for similar sums and new construction of office/retail be offered for \$12 to \$14 per year.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for your direction.

Negative vote. Staff will assume you do not want to lease this space or want a change in the process for finding a tenant be changed in some way. We will inform Good Sam and will wait for additional direction from the Council.

Modifications to the resolution. This is always an option of the Council. Please know that any changes to the lease would need to be approved by Good Sam and the negotiation process would likely start over.

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

TP/bal

SUBLEASE

This Sublease is made and entered into this _____ day of _____, 2016, by and between the City of Saint Peter, a Minnesota municipal corporation (**CITY**), and The Evangelical Lutheran Good Samaritan Society– GSS HCBS, LLC d/b/a Good Samaritan Society Home Care St. Peter, a non-profit corporation (**TENANT**) incorporated in the State of _____.

WHEREAS, the **CITY** is the lessee in that certain Lease With Option To Purchase Agreement between the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor, and the City of Saint Peter, Minnesota, as Lessee, dated the 21st day of March, 2001; and

WHEREAS, the **CITY** has the right to sublease the premises upon the written consent of the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor;

WHEREAS, the **CITY** has space within the Community Center to lease to various non-profit organizations;

WHEREAS, **TENANT** is engaged in the business of home health care for community-based seniors;

WHEREAS, **TENANT** wishes to lease space from the **CITY** under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements, the parties make the following:

1. Description of Premises.

A. Rented premises include Rooms 211 and storage space as designated in the Community Center located at 600 South Fifth Street, Saint Peter, Minnesota.

B. Common areas include rest rooms, hallways, kitchen facilities and laundry room.

C. **TENANT** shall have the right of ingress and egress through the halls and corridors of the building.

D. **TENANT** acquires no other right in any other part of the building than the parts herein specified.

E. **TENANT** shall have the right to use one, 4 hour block of meeting room time each month of the lease. This use must be scheduled through the designated party at the City of Saint Peter.

F. **TENANT** shall have the right to scheduled use of the gymnasium and Governor's Room at no charge.

2. Restrictions on Use. **TENANT** shall not use or permit the premises, or any part of the premises, to be used for any purposes other than those set forth in this lease. **TENANT** shall neither permit on the premises any act, sale, or storage that may be prohibited under standard forms of fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that result in:

A. Waste on the premises;

B. A public or private nuisance that may disturb the quiet enjoyment of other tenants in the building;

C. Improper, unlawful or objectionable use, including sale, storage or preparation of food, alcoholic beverages, or materials generating an odor on the premises;

D. Noises or vibrations that may disturb other tenants.

E. Installation of signage within the facility without the express written approval of **CITY**, which approval shall not be unreasonably withheld.

TENANT shall comply with all governmental regulations and statutes affecting the premises either now or in the future.

3. Responsibility of **CITY**.

A. General maintenance of the building.

B. General maintenance of the grounds for all seasons.

C. General maintenance of rest rooms and hallways.

D. Provide utility services of heat, electricity, garbage, water and sewer.

E. Provide general supervision of the building.

F. Provide locks for building entrance and office entrance, and keys to tenants for the tenant's space.

G. Provide phone lines to the building.

H. Provide initial floor covering, wall construction, ceiling and overhead lighting.

4. Responsibility of **TENANT**.

A. General maintenance of area leased by **TENANT**.

B. **TENANT** agrees that **CITY** has no liability for property lost, stolen or damaged on the common or leased premises.

C. General supervision and responsibility for securing the rented space.

D. General supervision and responsibility for securing the building at all times other than 7:00 a.m. to 11:00 p.m., Monday through Friday -- or other such times as subsequently indicated by **CITY** upon written notice -- unless otherwise arranged with the Building Supervisor.

E. Phone lines from the point of entry into the building to the leased premises and phone service.

5. Term and Rent.

A. Term. This lease shall run for a period commencing on May 1, 2016

B. Rental.

i. For a period of time from May 1, 2016 to April 30, 2017 **TENANT** shall pay a lease payment, in advance, on the first day of each and every month, the sum of \$1,450.00.

ii. For a period of time from May 1, 2017 to April 30, 2018 **TENANT** shall pay a lease payment, in advance, on the first day of each and every month, the sum of \$1,493.50.

iii. For a period of time from May 1, 2018 to April 30, 2019 **TENANT** shall pay a lease payment, in advance, on the first day of each and every month, the sum of \$1,538.31.

C. Payments. Payments shall be made to the **CITY** at 227 South Front Street, Saint Peter, Minnesota.

D. Late Payments. A payment shall be delinquent if not paid by the 15th day of each month. A late charge of \$5.00 per day thereafter will be added to the amount due until paid. Failure to declare default on any particular payment that becomes delinquent shall not constitute a waiver of the rights to exercise the same at any subsequent time. If expenses are incurred or suit is commenced on this lease because of delinquent payments, **TENANT** agrees to pay all costs of collection, including reasonable attorney fees.

E. Reserve. **TENANT** shall keep on account with the **CITY** a reserve in the amount of \$4,350 which is equal to three (3) months rent. The sum of \$4,350 which was paid on _____, 2016 will remain on account with the City. The funds may be drawn upon by the City in the event the lease payments are late to pay the lease payment and any late fees. The funds must then be replenished by **TENANT** within forty-five (45) days. Upon expiration and/or termination of this Lease, the City agrees to refund any remaining monies in the reserve account to Tenant within thirty (30) days of the date Tenant vacates and satisfactorily surrenders the leased space to the City.

6. Default.

A. Events of Default. If **TENANT** does not pay the full amount on the date it is due or violates any agreement contained in this lease, **TENANT** will be in default.

B. Right to Cancel. Upon evidence of default, **CITY** shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of **TENANT** under this lease.

C. Notice of Default. If either party is in default of a term or condition of this Lease, the non-defaulting party must give the defaulting party notice of said default. The defaulting party shall have no more than thirty (30) days to correct said default(s). In the event the defaulting party fails to cure the default(s) within the aforementioned thirty (30) day time period, this Lease shall terminate upon expiration of the thirty (30) day cure period. In the event the defaulting party is unable to cure said default within the thirty (30) day cure period but is using commercially reasonable efforts to cure said default(s) (excluding a payment default), the defaulting party shall be afforded an additional ninety (90) days to CURE said default(s).

D. Remedies on Default. On expiration of the time fixed in the notice and the defaulting party's failure to cure the default within the time allowed in the notice, this lease shall terminate.

In the event of Tenant's default, **CITY** shall have the right to obtain reimbursement from **TENANT** of all reasonable expenses incurred in regaining possession of the premises and the right to recover all additional rental, if any, required under the lease term if **CITY** re-enters and re-lets the premises for the benefit of **TENANT**.

On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, **CITY** may enter immediately and remove the property and personnel of **TENANT**, and store the property in a public warehouse or at a place selected by **CITY**, at the expense of **TENANT**. **CITY** may resort to any legal proceedings to obtain the possession of the premises and disposal of **TENANT**'s property.

CITY may elect, but shall not be obligated to make any payment required of **TENANT** or comply with any agreement, term or condition required to be performed by **TENANT**, for the purpose of correcting or remedying any such default at the expense of **TENANT**. Any expenditure for the correction by **CITY** shall not be deemed to waive or release **TENANT**'s default or **CITY**'s right to take any action as may be otherwise permissible hereunder in the case of any default.

7. Modifications. There shall be no modifications or materials affixed to the interior or exterior walls, doors, windows, floors or other inner structure of the leased premises without the express written approval of the **CITY**, which consent shall not be unreasonably withheld.

TENANT is required to secure any building permits required by law. Should the **CITY** and **TENANT** be unable to agree on the exact execution of modifications, the lease may be cancelled by either party upon written notice prior to December 15, 201 with no financial penalty.

8. Damage. If the premises or any portion of the building or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of **TENANT**, or of **TENANT**'s agents, employees, patrons, guests or any person admitted to the premises by **TENANT**, **TENANT** will pay to the **CITY** upon demand such sum as shall be necessary to restore the premises or equipment contained therein to their present condition.

TENANT hereby assumes full responsibility for the character, acts, and conduct of all persons admitted to the premises or any portion of said building by the consent of Saint Peter Community Child Care or by or with the consent of any person acting for or on behalf of **TENANT**.

9. Insurance. It shall be the responsibility of **TENANT** to assure that its leased premises and personal property are covered by hazard and public liability insurance policies. The public liability insurance policy shall provide coverage at least in the amount of the **CITY**'s maximum liability limits as set by statute. **TENANT** shall at the request of the **CITY** provide proof of insurance coverage required by this section.

10. Indemnification. **TENANT** covenants and agrees to save **CITY** harmless and to indemnify **CITY** against any claims or liabilities for compensation which may arise or accrue by reason of the use of **TENANT**, **TENANT**'s agents, employees, patrons, guests or any person admitted to the premises by **TENANT**.

11. Casualty. In case said building or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this lease by **CITY** impossible, the **CITY** may terminate the lease, and **TENANT** shall pay rent for said premises only up to the time of such termination, at the rate set in this lease. **CITY** waives any claims or damages or compensation from **TENANT** should this lease be so terminated.

TENANT may, with approval of **CITY**, lease equipment, as set forth on Exhibit A attached, in the premises, but **TENANT** assumes full responsibility in the event of a casualty and in accordance with the above.

12. Option to Renew. **TENANT** shall have the option to renew this lease before **CITY** offers the premises to any other party. Written notice of intention to renew must be furnished to the **CITY** 120 days prior to the expiration of the lease or any renewal hereunder. The terms of the lease shall be subject to renegotiation at the time of any renewal with the proposed rental price furnished to **TENANT** 90 days prior to the expiration of the lease.

13. Mail Distribution. All tenant mail shall be distributed from the central mail facility. Each tenant will be assigned a Post Office Box. No tenant mail will be delivered directly to the tenant's leased space. There shall be a nominal Post Office box key rental fee.

14. Election Regulation Compliance. **TENANT** shall be required to comply with all State election regulations including removal of any and all campaign materials from the leased property and/or parking lot when the building is being used as a polling place and/or as directed by City officials.

15. Termination Prior To End Of Lease Term. In the event the **TENANT** completes or reasonably anticipates completion of construction of its own building or consolidation of operations to one location, then **TENANT** may terminate this lease without penalty by giving CITY one hundred and twenty (120) days written notice.

TENANT understands that this lease is subject to the terms of that certain Lease by and between the Saint Peter Economic Development Authority, a body politic, and the City of Saint Peter, as Lessee, dated March 21, 2001. **TENANT** understands and agrees that this sub-lease may be terminated pursuant to the terms of said Lease Agreement.

16. Waivers. The failure of the **CITY** to insist on a strict performance of any of the terms and conditions of this Lease shall not be deemed a waiver of any subsequent breach or default of any terms or conditions of this Lease.

17. Notice. All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested to the parties as follows:

CITY OF SAINT PETER
Attn: City Administrator
227 South Front Street
Saint Peter, Minnesota 56082

GOOD SAMARITAN SOCIETY HOME CARE
ST. PETER
600 South Fifth Street, Suite 211
Saint Peter, MN 56082

18. Surrender of Possession. **TENANT** shall, on the last day of the term or renewal, or on earlier termination or forfeiture of the lease, peaceably and quietly surrender and deliver the lease premises to the **CITY** free of any encumbrance placed on it by **TENANT**, except movable trade fixtures, all in good condition and repair. In the event **TENANT** does not remove its personal property at the termination or default of the Lease, the **CITY** may elect to consider the property abandoned and the property of the **CITY** without any further payment or offset.

19. Assignment. This Lease may not be assigned by either party without the written consent of the other party. The written consent shall not be unreasonably withheld.

20. Total Agreement. This Lease contains the entire agreement by and between the parties and supersedes any and all prior agreements, whether oral or written, related to the subject matter herein OK and cannot be changed or terminated except by a written instrument executed by all parties. This Lease and terms and conditions of the Lease apply to and are binding on the legal representatives, successors and assigns of both parties.

21. **APPLICABLE LAW. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA.**

22. **TIME OF THE ESSENCE. TIME IS OF THE ESSENCE AND ALL TERMS OF THIS LICENSE.**

23. Further Assurances. Each of the parties agree to execute all documents and instruments and to take or to cause to be taken all action which are necessary or appropriate to comply with the terms of this Agreement.

24. Amendments, Supplements, etc. This Agreement may be amended or supplemented at any time by additional written agreements as may mutually be determined by the parties to be necessary, desirable, or expedient to further the purpose of this Agreement or to clarify the intention of the parties.

25. Rights Cumulative. All rights and remedies of each of the parties under this Agreement will be cumulative, and the exercise of one or more rights or remedies will not preclude the exercise of any other right or remedy available under this Agreement or applicable law.

26. Severability. Any term or provision of this Agreement that is invalid or unenforceable will not be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable but remaining rights of the party benefiting from the provision or any other provisions of this Agreement.

27. Execution of Counter-Parts. This Agreement may be executed by one or more counter-parts, each of which will be deemed an original, but all of which together shall constitute one and the same agreement.

28. No Reliance. CITY and TENANT represent to one another that each has read this Agreement and has obtained such advice from counsel as deemed appropriate under the circumstances. Except as clearly indicated, CITY and TENANT have not relieve any promises or representations of the other.

29. Interpretation. This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any party because that party or its legal representatives drafted the provision.

30. Titles and Headings. Titles and headings to sections are inserted for convenience of reference only, and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF the parties have executed this Lease at Saint Peter, Minnesota, on the day and year first written above.

CITY OF SAINT PETER

**TENANT – Good Samaritan Society Home
Care St. Peter**

By: _____
Charles Zieman
Mayor

By: _____
Todd Prafke
City Administrator

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Charles Zieman and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

Notary Public

CONSENT

The Economic Development Authority of the City of Saint Peter does hereby consent to the attached sublease by and between the City of Saint Peter and Good Samaritan Society Home Care St. Peter, dated _____, 2016.

Chair

Executive Director

STATE OF MINNESOTA)
) SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by Bob Southworth and Todd Prafke, the Chair and Executive Director of the Economic Development Authority of the City of Saint Peter, Minnesota.

Notary Public

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION APPROVING LEASE OF SUITE 211 IN COMMUNITY CENTER TO GOOD SAMARITAN HOME CARE

WHEREAS, the City, through the Economic Development Authority, owns and operates the Community Center; and

WHEREAS, the City Council has established specific goals for rental of space within the building; and

WHEREAS, Suite 211 is currently vacant; and

WHEREAS, Good Samaritan Society Home Care has expressed interest in leasing Suite 211; and

WHEREAS, staff believes the Good Samaritan Society Home Care operations meet the goals established by the City Council for rental of space within the Community Center.

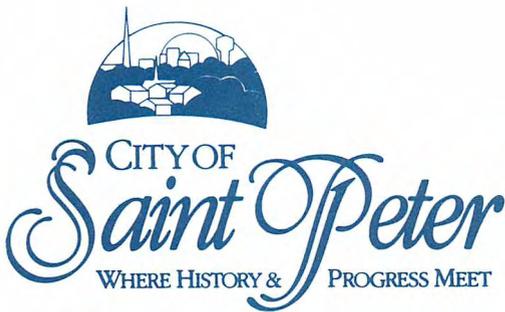
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The City Council authorizes execution of a lease agreement with Good Samaritan Society Home Care for Suite 211 of the Saint Peter Community Center for a period of May 1, 2016 through April 30, 2019.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 3/31/2016

FROM: Pete Moulton Jeff Knutson
Public Works Director Water Resources Superintendent

RE: Geographical Information System (GIS) Implementation – Phase II

ACTION/RECOMMENDATION

Authorize Bolton and Menk, Inc. of Mankato, Minnesota to implement Phase II of the GIS in the amount not to exceed \$46,990.

BACKGROUND

In the fall of 2012, the City initiated Phase I of the collection of data inventory within the four utilities of water, electric, wastewater, and stormwater. The data inventory consisted of assets within the respective utilities; hydrants, water valves, curb stops, manholes - stormwater and wastewater, transformers and primary electric lines and stormwater catch basins and infrastructure. Staff inventoried the condition of structures and pipes; determined if the infrastructure meets City standards and pipe sizes; photographed hydrants; and collected geographical coordinates of these utility items.

In Phase II, (final phase) our goal is to implement data collection and incorporate the information as a mapping tool allowing staff to reference the finished product when working in the field. The accurate data provides assistance to staff when locating, identifying, and making corrections of the utilities in the field as well as allowing City staff to use correct data to work with developers and customers.

The data will be used by our City Engineer (Bolton and Menk) when designing and providing technical advice to City staff. To date, City staff have collected information for 630 hydrants, 1,580 water valves, 1,110 sanitary manholes, over 580 stormwater manholes, and 86 new/replaced water services which are recorded with precision for future design and retrofitting of the City's utilities and future needs.

The "Object Map" created with the location of utilities allows integration of other data points to be used by other departments. Integration allows staff to interact by easily obtaining other useful information including property details for parcels, property ownership, creating mailing labels, identifying affected areas of utility work, zoning regulations, managing inventories and assets in the field and development to name a few.

Bolton and Menk has submitted a proposal to implement this phase. The detailed proposal identifies seven tasks to complete the project. Phase one of the project should be completed

within six months and if authorized, all utility mapping and web GIS application will be accessible for City staff.

FISCAL IMPACT:

Funds are budgeted in the Electric, Stormwater, Water, and Wastewater fund budgets for this expenditure.

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken without additional direction from the Council.

Negative Votes: No further action will be taken.

Modification of the Resolution: This is always an option of the Council.

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

PM/JK/amg



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

January 27, 2016

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

RE: City of Saint Peter Geographical Information Systems Program (GIS) –
GIS Implementation – Phase 2

Dear Mr. Moulton,

Per your request, Bolton & Menk is pleased to submit the following proposal for GIS Services and web GIS application development. We understand that much of the GPS work outlined as part of the GIS Implementation – Phase 1 is now complete. We look forward to future discussions with you about furthering the use of GIS by the City.

Geographical Information Systems (GIS) is a software platform for maintaining and delivering organizational spatial related data. While GIS can be thought of as a mapping tool, it also provides access to additional information pertinent to the object mapped. By interacting with the map you can easily obtain any recorded information for a feature. This may include taxpayer information for parcels, maintenance records, pipe sizes or manhole depths for utilities. Having an accurate and well documented GIS provides the city with much more efficient retrieval of information as well as a tool for managing related information.

Creating an organizational GIS involves many steps that include data collection, migration and maintenance. Many municipalities have GIS data available but struggle with staff availability and providing a standard platform to share the information. After discussing GIS goals with City Staff, Bolton & Menk recommends that we host a web mapping application on behalf of the City. The web GIS would provide a spatial information hub that would be accessible via an internet connection to all designated City Staff. We believe this will assist the City with accessing information and performing such time-consuming tasks as generating maps, creating mailing labels and property ownership research. Major benefits of having a web-based GIS application include:

- Easier Transition of Knowledge Among Staff
- Web Based Mapping Access
- Increased Information Research Efficiency
- Map Access for Organizational Staff
- GIS Data Stored and Maintained Off-Site
- No Specialized Staff Necessary

Bolton & Menk has a team of professional and knowledgeable GIS staff. We have been a part of several successful municipal GIS implementations and are committed to providing a quality project for the City of Saint Peter. A breakdown of tasks necessary to get the city's GIS operational are as follows.

N:\Proposals\St. Peter\GIS - Web GIS & Utility Mapping – 2015\Stpe GIS Implementation-2016.doc

DESIGNING FOR A BETTER TOMORROW
Bolton & Menk is an equal opportunity employer



UTILITY MAP DEVELOPMENT

TASK 1 – SANITARY SEWER SYSTEM

The City of Saint Peter has allocated staff to complete the GPS collection of all sanitary sewer infrastructure. At this time city staff is believed to be complete with the collection process. The City of Saint Peter has been providing GPS collection files to GIS staff at Bolton & Menk throughout the collection process. We would like to verify that all collection files related to the sanitary sewer system have been provided.

Upon verification, Bolton & Menk will initiate the utility mapping process to generate the pipe network. This will include using existing CAD drawings as a guide to how the pipe networks are inter connected with the GPS collected structure locations. Any information that can easily be attained from existing CAD drawings including structure information, pipe size, material type and year installed will be included as pipe attributes during the mapping process. All pipes will be drawn based on the perceived direction of flow and will be topologically correct. Upon completion of sanitary sewer mapping, both 11" x 17" book maps and ESRI ArcGIS compliant files will be provided to Staff.

TASK 2 – STORM SEWER SYSTEM

The City of Saint Peter has allocated staff to complete the GPS collection of all storm sewer infrastructure. At this time city staff is currently working on completing the collection process. The City of Saint Peter has been providing GPS collection files to GIS staff at Bolton & Menk throughout the collection process. We would like to verify that all collection files related to the storm sewer system have been provided.

Upon verification, Bolton & Menk will initiate the utility mapping process to generate the pipe network. This will include using existing CAD drawings as a guide to how the pipe networks are inter connected with the GPS collected structure locations. All areas in which GPS collection has not occurred will not be mapped until completed. Any information that can easily be attained from existing CAD drawings including structure information, pipe size, material type and year installed will be included as pipe attributes during the mapping process. All pipes will be drawn based on the perceived direction of flow and will be topologically correct. Individual drainage districts for the Minnesota River outlet pipe and detention basins will also be provided. Upon completion of storm sewer mapping, both 11" x 17" book maps and ESRI ArcGIS compliant files will be provided to Staff.

TASK 3 – WATER DISTRIBUTION SYSTEM

The City of Saint Peter has allocated staff to complete the GPS collection of all water distribution system infrastructure. At this time city staff is currently working on completing the collection process. The City of Saint Peter has been providing GPS collection files to GIS staff at Bolton & Menk throughout the collection process. We would like to verify that all collection files related to the water distribution system have been provided.

Upon verification, Bolton & Menk will initiate the utility mapping process to generate the pipe network. This will include using existing CAD drawings as a guide to how the pipe networks are inter connected with the GPS collected structure locations. All areas in which GPS collection has not occurred will not be mapped until completed. Any curb stop locations which have been collected using the GPS will be made available. Any other information that can easily be attained from existing CAD drawings including valve information, pipe size, material type and year installed will be included as pipe attributes during the mapping process. All pipes will be drawn topologically correct. Upon completion of water distribution system mapping, both 11" x 17" book maps and ESRI ArcGIS compliant files will be provided to Staff.



TASK 4 – ELECTRICAL DISTRIBUTION SYSTEM

We understand that the City of Saint Peter has contracted with DGR to complete mapping for the Saint Peter electrical distribution system. Bolton & Menk can incorporate this information if it is provided in an ESRI file format on a published and known coordinate datum. All layers and attributes that are provided will be available as a viewable layers within Saint Peter web GIS application.

TASK 5 – RECORD DRAWING INTEGRATION

The City of Saint Peter and Bolton & Menk have designed a comprehensive method to locating record drawings for Sanitary, Stormwater & Water distribution system. Currently, there are CAD based maps which identify specific PDF construction plans categorized by year in which constructed. Bolton & Menk proposes to migrate those graphical project extents to a GIS format which has polygon based geometry. Our staff will create separate project limit layers for each utility type that can be turned on simultaneously. We will then provide an interactive link to each polygon boundary which allows associated scanned record drawings to be retrieved through the web GIS application. The construction plan which is linked, will include all available pages of the document.

GIS WEB DEVELOPMENT PHASE - PROJECT TASKS

TASK 6 – DATA ACQUISITION & MIGRATION

Bolton & Menk will review and inventory all GIS data layers and maps that are currently being used by the City of Saint Peter. We will also work with Nicollet County to obtain the most current parcel and taxpayer information available. Other existing publicly available information for Aerial Photography, FEMA Floodplain, Lidar Contours, National Wetland Inventory, and soils will be acquired and made available through the proposed mapping application.

TASK 7 – WEB APPLICATION DEVELOPMENT

Bolton & Menk will create a GIS web application for use by Saint Peter City staff. The web-based application will be developed using industry leading ESRI technology. This web application will provide the most commonly used GIS functionality in a web-based interface and include the following, as core functions:

- Mailing label generation for both property address and taxpayer address
- Selection and buffering tools
- Attributes exportable to Excel format
- Printing functionality including customized map templates with Saint Peter logo
- Web markups for customizing maps
- Search mechanism for parcel ID, owner name, property address and subdivision name
- Property address linking to Bird's Eye View and Google Maps
- Linking to Nicollet County's Assessors Information webpage
- Password secured access for City staff and Bolton & Menk employees

After the web application development is completed, we host all components of the application for the City. The hosted application will be available using common browsers such as Internet Explorer and Firefox. Operation of the hosted site will closely follow the characteristic web GIS applications that have been demonstrated by Bolton & Menk to City Staff at previous meetings. The proposed application hosting avoids the need for Saint Peter to individually license the development software and acquire additional software and hardware that is normally required for internally hosted services.



If the City determines that continuation of the software and system used for this application and GIS delivery method is no longer viable as proposed herein, for whatever reason, the City is provided the right to discontinue this application and any operational services by giving the Bolton & Menk not less than 30 days written notice prior to the desired termination date. Similarly, Bolton & Menk will have the right to terminate or suspend hosting of the web-based GIS application at any time upon 30 day written notice.

All information contained within the City GIS database will remain the property of the City of Saint Peter and the City may request a digital copy of the database in an ESRI format at any time at no charge. The web mapping software and technology will be licensed directly through Bolton & Menk, Inc. and will remain its property.

As with other types of services, web technology continues to evolve and change, and users must adopt new trends and standards. In order to improve the user experience for the City, Bolton & Menk will routinely evaluate the system processes and consider different versions of installed applications. Updates to the system may be required which, at times, may require the system to be temporarily down. Bolton & Menk will provide advanced notice of these updates and schedule data migration and upgrades at the convenience of the City's schedule.

Similarly, any hosted web site is subject to occasional scheduled and unscheduled operational outages, due to weather events, operating system matters, security updates, equipment changeover, etc. We will make every effort to advise the City in advance of any scheduled outages. However, we cannot assume responsibility for outages over which we have no control and no guarantee can be made regarding a particular level of service for hosted operations.

The web mapping application would be provided for Saint Peter Staff access only, together with administrative access for Bolton & Menk staff. As part of the mapping system, City Staff will be assigned a unique username and password to access the system.

There is a typical annual maintenance fee of \$3,600.00 for Bolton & Menk to provide the web GIS application as a stand-alone service. Since Bolton & Menk is designated as the Saint Peter City Engineer the maintenance fees will be waived.

Once finalized, Bolton & Menk will schedule a training session with designated City Staff. The training session will take approximately 2-4 hours and will be accompanied by a reference guide. This training will be hosted at a location specified by the City. Bolton & Menk GIS staff will also make themselves available for any technical questions following the staff training.



PROJECT COST

Compensation for tasks shall be on an hourly not-to-exceed basis on the estimated hours for personnel assigned to the project.

The hourly not to exceed estimated fees for the City of Saint Peter GIS Implementation are as follows:

CLIENT: City of Saint Peter, MN			
PROJECT: GIS Implementation - Phase 2			
TASK NO.	WORK TASK DESCRIPTION	Total Hours	Total Cost
1.0	Sanitary Sewer Map Migration	75	\$7,645
2.0	Storm Sewer Map Migration	91	\$9,245
3.0	Water Distribution System Map Migration	107	\$10,845
4.0	Electrical Distribution System - Layer Integration From DGR	17	\$1,985
5.0	Record Drawing Integration	58	\$5,520
6.0	Data Acquisition & Migration	47	\$4,930
7.0	Web Application Development & Training	56	\$6,820
TOTAL HOURS		451	
TOTAL FEE			\$46,990

PROJECT TIME FRAME

The project can commence immediately after project authorization. If authorized in its entirety all utility mapping and web GIS application development should be completed within 6 months. The City of Saint Peter may instead choose to authorize tasks as their budget allows. It will be required that tasks 6 & 7 be completed together to produce the web GIS application.

We appreciate the opportunity to provide you with this proposal for services. If you have any questions regarding this proposal, please feel free to call either Jeff Domras or myself.

Thank you,

BOLTON & MENK, INC.

John D. Shain, GISP
 GIS Project Manager

Jeffrey A. Domras, P.E.
 Project Manager



GIS MAINTENANCE - PROJECT TASKS

ON-GOING DATA MAINTENANCE AND MAP CREATION

A key to having a well-established and current GIS is consistent data maintenance. Following completion of tasks in this proposal, Bolton & Menk can support the City with GIS data updates and additions. The cost to provide these updates and additions will be based on our current fee schedule and cost estimates will be provided as requested. Among the types of on-going data management services that may be advisable are:

- Adding new data layers,
- Modifying existing layers based on new data provided by the City,
- Zoning designation changes,
- Utility map updates designed by others,
- Linked file inclusion or updates,
- Other data additions or updates

Bolton & Menk will work with City Staff in determining when and which new data sets are to be added or updated. Bolton & Menk can also perform field data collection services to assist the City in updating efforts or new GIS initiatives. As always Bolton & Menk is available to the City of Saint Peter at the City's convenience.

City Staff desires updated hard copy maps from time to time for distribution or reference. We can work with Staff to design and create hard copy maps upon request. Maps can be created with a number of different sizes, quantities and on special materials as needed. The creation of 8.5" x 11" sized utility books is included in the scope of services.

INCLUDED DATA MAINTENANCE

Bolton & Menk will include bi-annual Nicollet County parcel updates. This includes any parcel and linked taxpayer data maintained by the County. Any public works improvement projects that Bolton & Menk designs and administers for the City will be updated and added to the web application as part of the project with no separate GIS update fees. This includes:

- Acquisition of current parcel data from the Nicollet County
- Utility Features (Structures, Pipes)
- Project Boundaries
- Scanned Record Drawings

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

**RESOLUTION AUTHORIZING IMPLEMENTATION OF PHASE II OF GEOGRAPHICAL
INFORMATION SYSTEM**

WHEREAS, the City's utility infrastructure is now being mapped using GIS technology; and

WHEREAS, an "Object Map" can be created with the location of utilities which would allow for integration of other amenities to be used by other Departments including utility mapping, property detail for parcels, property ownership, creating mailing labels, identifying affected area of utility work, zoning regulations, and development; and

WHEREAS, funding is available in the Electric, Stormwater, Water and Wastewater funds for this work.

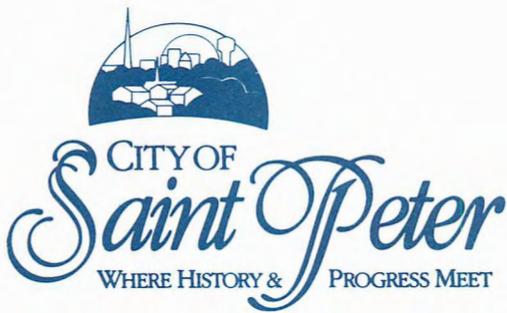
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council authorizes implementation of Phase II of the City's GIS program through Bolton & Menk, Inc. of Mankato, Minnesota in the amount of \$46,990.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: March 31, 2016

FROM: Pete Moulton
Public Works Director

RE: Traffic Sign Installation and Maintenance Policy

ACTION/RECOMMENDATION

Provide for adoption of a Traffic Sign Installation and Maintenance Policy

BACKGROUND

In 2008, the Federal Highway Administration (FHWA) enacted new laws mandating specific changes to the Minnesota Manual on Uniform Control Devices (MMUTCD). The main purpose of these new laws was to improve the nighttime visibility of traffic signs. The Federal mandate required State and local agencies to meet the following requirements by the compliance dates noted.

- January 2012: Agencies must establish and implement a sign assessment or management method to maintain minimum levels of sign retro-reflectivity.
- January 2015: Agencies must replace regulatory, warning, and ground-mounted guide signs (except street name) that are identified using the assessment or management methods as failing to meet the established minimum levels of sign retro-reflectivity.
- January 2018: Agencies must replace street name signs and overhead guide signs that are identified using the assessment or management methods as failing to meet the established minimum levels of sign retro-reflectivity.

Approximately three years later in August of 2011, the Federal government announced a proposal eliminating many of the burdensome regulations related to street signs. That proposal included extending the January 2012 compliance date related to establishing and implementing a sign management method to maintain minimum levels of sign retro-reflectivity to 2014. The proposal also eliminated the January 2015 and 2018 compliance dates noted above.

On May 14, 2012, the FHWA published the final revisions to the Manual on Uniform Traffic Control Devices (MUTCD). The manual defines criteria "used by road managers nationwide to install and maintain traffic control devices" on public roads.

The City of Saint Peter follows the standards in the MMUTCD and this policy provides clear and definitive direction to staff regarding the proper maintenance of the City's street signs including, but not limited to, what information is to be gathered when inventorying street signs, how to identify excessive signing for removal, how to evaluate minimum retroreflectivity levels, sign replacement prioritization, and general on-going maintenance strategies.

So rather than changing out signs solely related to their age or other arbitrary criteria, the City is now allowed to have a policy that defines the criteria and process to be used to evaluate signs and determine if they meet reflectivity and other standards. In addition, having a policy is, in many instances, a "check off" for funding related to roads and a protection device against legal actions. The League of Minnesota Cities acknowledges that a sign policy helps City's prevent potential legal action due to lack of guidelines.

Our policy which follows the MUTCD defines the retro-reflectivity requirements. Retro-reflectivity generally describes the efficiency of a material to redirect light back to its source. Retroreflective sign materials are engineered to redirect most of the light back toward the source, which gives signs and some pavement markings a brighter appearance at night from the driver's perspective. Motorists therefore experience the benefits of retro-reflectivity when the light from their headlights shine on traffic signs and are redirected back towards the driver's eyes, making the legend on the sign easier to see.

The City has been following the MMUTCD standards since 2008, and as part of our Street Maintenance program have currently replaced all stop, warning and regulatory signs along with all informational signs. Staff is now working on replacement of all street name plates to meet DG3 reflectivity requirements.

Staff is recommending the City Council approve the traffic sign installation and maintenance policy as a City standard which meets the State's required standards established by the Federal Highway Administration.

FISCAL IMPACT:

There is no fiscal impact to this policy adoption.

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken without additional direction from the City Council.

Negative Vote: Sign will continue to be replaced based on the current budget and plan however no policy will be in place. New signage will be discussed as a part of the 2017 budget and decisions about scope of projects or work will be determined at that using the MMUTCD standards. Modification of the Resolution: This is always an option of the City Council.

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

PM/amg

**CITY OF SAINT PETER
TRAFFIC SIGN INSTALLATION AND MAINTENANCE POLICY
For Signs Located Within the Public Right-Of-Way**

1. **Rationale:** The Saint Peter City Code states that sign installation and maintenance shall follow State Statute 169.06 and the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD) which establishes uniformity of design, placement, operation and maintenance of traffic control devices. This program determines how the City will respond, maintain, and install city signs in the right-of-way.

2. **Sign Types:** Signs are classified into six general categories:
 - A. Regulatory
 - B. Warning
 - C. Construction
 - D. Delineation
 - E. Informational
 - F. Special Purpose

Regulatory - Regulatory signs inform drivers on how to function at an intersection and on a street. Certain criteria must be met before these signs are installed; which is set out in the *Manual of Uniform Traffic Control Devices (MUTCD)* and the *Minnesota Manual of Uniform Traffic Control Devices (MMUTCD)*. Both documents specify conditions for sign installation and location. Maintenance requirements are also identified as needed for these types of signs. The courts look to this national publication, MUTCD, and also the state publication, MMUTCD, when determining the reasonableness of installation and maintenance.

Examples of Regulatory Signs: STOP, YIELD, Do Not Enter, One-Way, Speed Limit, etc.

Warning - Warning signs are signs that provide advance warning to drivers or pedestrians that a continuing hazard or situation is or lies ahead. As with regulatory signs, these signs are mandated by MUTCD and MMUTCD standards as to "when" and "where" they may be installed.

Examples of Warning Signs: Dead End, School Crossing, Bump, Stop Ahead, etc.

Construction - Construction signs and devices are used in construction zones. These signs and devices are installed to move vehicles and pedestrians safely through or around a construction zone. The City and the City's authorized contractors are required at a minimum to follow all rules mandated in the MUTCD and MMUTCD. Contractors and the City of Saint Peter are required to monitor the construction zone daily and provide all maintenance documents and record changes that are needed to keep the work zone signage and devices in compliance with City standards for the safety of drivers, workers, and pedestrians.

Examples of Construction Signs: Roadwork Ahead, Construction Zone Ahead, etc.

Delineation - Delineation signs/markers are used to restrict or guide traffic through an area of concern. LED signs and message boards are also frequently used.

Examples of Delineation Signs: Curves, Restricted lane width, large culverts, raised medians, etc.

Informational - Informational signs provide additional information to help drivers find particular streets or to direct them in certain areas.

Examples of Directional Signs: Street name – WASHINGTON AVE, Tourist Info, Bike Route, etc.

Special Purpose- Special purpose signs are signs approved by the City for general traffic purposes to provide for safety and/or unique circumstances.

Examples of Special Purpose Signs: Crime Watch, Drug Free Zone, Deaf Child, Blind Child, Parking Restrictions, Children Playing, Watch for Children, etc.

- 3. Procedure for Sign Requests:** All signs installed in the public right-of-way are approved by the Director of Public Works.

When a sign request is received, the applicant will complete the City of Saint Peter Sign Request form. Staff will forward to the Director of Public Works who will work with the City Engineer and the Chief of Police to evaluate the request.

The request will be reviewed and additional information gathered by City Staff. If it is determined that the sign is in the best interest of the traveling public and does not violate MMUTCD standards it may be recommended for final approval.

- A. Recommended for installation: If recommended, cost allocations for the installation will be set and discussed with the responsible party.
- B. Not recommended for installation: If it is recommended that the sign not be installed. The Public Works Director will notify the applicant explaining the decision.
- 4. Procedure for Sign Installation:** All signs installed in the public right-of-way shall be installed by the Department of Public Works. Signs on state highways and county roads will be installed by the respective agency with jurisdiction of the right-of-way.
- 5. Sign Inventory and Approved Sign Evaluation Method:** Signs identified as failed, damaged, stolen, or missing (of any type) will be replaced as soon as possible. Priority repair and/or replacement shall be given to Regulatory and Warning signs on roads with high vehicle usage and signs that serve a direct and essential safety function.

Examples of the priority of sign repair and/or replacement:

1. STOP, YIELD, Speed Limits, Parking Restrictions, Delineation
2. PED X-ING, HILL, CURVE, STOP AHEAD
3. Acknowledgement signs, including Memorial signs
4. All signs with blue or brown backgrounds, and
5. Bikeway signs that are intended for exclusive use by bicyclists and pedestrians.

The City's goal of maintaining sign retro-reflectivity will be to maintain a sign inventory of all new or replacement signs installed after the effective date of this policy. The inventory, at a minimum, shall indicate the MMUTCD sign code, the size, sheeting type, structure type, sign fabricator, sign legend, type of sign, the location of the sign, the date of installation or replacement, and the maintenance history performed on the sign.

For existing signs, the City will complete an inventory of all signs covered by this policy. The City recognizes this process will occur over time subject to the City's monetary and staff resources. The City shall record the above information related to new and existing

signs to the extent that such information is known and shall also include a statement on the general condition of the sign, if appropriate.

Expected Sign Life: The installation date is recorded when a sign is installed so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retro-reflectivity degradation in the City and appropriate reference documents. Signs older than the expected life will be replaced upon failure. The City adopts a sign life of fifteen (15) years for all signs.

The City will use night time visual inspections for reflectivity and verify that a sign exceeding the expected sign life may be in need of replacement. A sign exceeding the expected sign life may be left in service if the sign complies with minimum requirements. When a sign is left in service beyond the expected sign life, regularly scheduled night time visual inspections will be implemented and/or future replacement will be scheduled.

6. **Procedure for Cost Allocation:** When the City determines that a sign is necessary and/or a sign warrants placement, the City shall pay for engineering services required, installation, and maintenance of the sign as follows:

Regulatory, Warning, Informational, Construction Signs, and Delineation: The City shall be responsible for all costs of installation, routing maintenance, and refurbishing of signs.

For extraordinary maintenance such as vandalism, theft, damage, etc., the City shall charge for the full cost of replacement to the responsible party and they shall be held responsible according to state and local ordinances.

Special Purpose Signs: Special purpose signs serve a limited number of citizens' needs and are not signs required for the safe and efficient movement of people and goods. As the signs benefit only a limited group of people or individuals, the City will charge for the installation and replacement in order to defray costs and maintenance of signs in this category.

If the Director of Public Works approves installing a requested special purpose sign, the City will charge the applicant per the City's established fee schedule. The sign costs may also be split based on the availability of other fund sources and the contribution that the sign makes to the public good.

New Subdivision Development Signs: The developer will be responsible to fund the cost of all the materials (signs, posts) for the initial installation of the signs. The City shall assume responsibility for all costs of installation, maintenance, and replacement after the initial installation.

City of Saint Peter
Department of Public Works
405 West Saint Julien Street, Saint Peter, MN 56082 -1874
(507) 934-0670 Fax (507) 934-1358

Right-of-Way Sign Request Form

Must be within the Saint Peter city limits. Please fill out information below. All information is required for your request.

Date: _____

Name (First and Last): _____

Address: _____

City: _____

State: _____ Zip Code: _____

E-mail: _____

Contact Phone: _____

Please provide us with the following information about the sign requested: (include map if necessary)

Sign Type Requested: _____

Location: _____

Please explain why a sign is needed: _____

Approved By: _____ Date: _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION ADOPTING TRAFFIC SIGN INSTALLATION AND MAINTENANCE POLICY

WHEREAS, in 2008, the Federal Highway Administration (FHWA) enacted new laws mandating specific changes to the Minnesota Manual on Uniform Control Devices (MMUTCD); and

WHEREAS, the main purpose of these new laws was to improve the nighttime visibility of traffic signs; and

WHEREAS, the City of Saint Peter follows the standards in the MMUTCD and adoption of a policy would provide clear and definitive direction to staff regarding the maintenance of the City's street signs.

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

1. The Traffic Sign Installation and Maintenance Policy is adopted.
2. A copy of the policy shall be maintained at the office of the Public Works Director.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator