I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

IV. PUBLIC HEARING
   A. Issuance Of Revenue Obligations By The City Of Bethel - Cancelled

V. VISITORS
   A. Scheduling of Visitor Comments on Agenda Items
   B. General Visitor Comments

VI. APPROVAL OF CONSENT AGENDA ITEMS

VII. UNFINISHED BUSINESS
   A. Jefferson Avenue/Gardner Road Improvements Project Acceptance

VIII. NEW BUSINESS
   A. City Assistance Request: The Ride Across Minnesota (RAM)
   B. 2018 N 3rd Street Improvement (Broadway to Chatham) Bid Award
   C. Traverse Green Subdivision Spec Homes Basements
   D. Traverse Green Subdivision Realtor Fees
   E. Job Description Modification: Billing Clerk
   F. City Assistance Request: Veterans Memorial Dedication

IX. REPORTS
   A. MAYOR
   B. CITY ADMINISTRATOR
      1. Pool Opening Day
      2. Others

X. 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

A copy of the minutes of the May 29, 2018 regular Council is attached for approval. A MOTION is in order.

IV. PUBLIC HEARING

A. PUBLIC HEARING REGARDING ISSUANCE OF REVENUE OBLIGATIONS BY THE CITY OF BETHEL

A public hearing was scheduled at this time to consider the City of Saint Peter giving host city approval to the issuance of one or more series of revenue obligations (the "Bonds"), in the approximate aggregate principal amount of $20,000,000, by the City of Bethel, Minnesota (the "Issuer") under Minnesota Statutes, Chapter 462C, as amended, and Minnesota Statutes, Sections 471.59 and 471.656, all as amended, for the benefit of Second Century Housing, a Minnesota nonprofit corporation ("Second Century Housing"), and Owatonna Senior Living, LLC, a Minnesota limited liability company ("Owatonna Senior Living," and together with Second Century Housing, the "Borrower"), the sole member of which is Ecumen, a Minnesota nonprofit corporation. The Borrower has decided to withdraw the action at this time and, therefore, no public hearing is required. The action is on the agenda only because the notice of public hearing had already been published and posted.

V. 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.
VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedules of disbursements for May 24, 2018 through June 6, 2018 is attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

A. ADOPTION OF A RESOLUTION ACCEPTING JEFFERSON AVENUE/GARDNER ROAD IMPROVEMENTS PROJECT

The project has been completed as per the plans and specification and staff recommends formal acceptance of the project. Please see the attached staff report and RESOLUTION.

VIII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE FOR RIDE ACROSS MINNESOTA EVENT

Staff recommends approval of a request by the Chamber of Commerce for City assistance for the Ride Across Minnesota bicycle event in Gorman Park. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION AWARDING BID FOR 2018 N 3RD STREET IMPROVEMENT PROJECT

Staff recommends award of the bid for the 2018 N 3rd Street Improvement project. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION ESTABLISHING POLICY FOR FINISHING BASEMENT IN SPECULATIVE HOMES IN TRAVERSE GREEN SUBDIVISION

Staff recommends adoption of a policy that would provide a process for sale of speculative homes in Traverse Green Subdivision to Southwest Minnesota Housing Project so the organization could provide for finishing of the currently unfinished basements in the homes which staff believes will provide for quicker sale of the properties. Please see the attached staff report and RESOLUTION.
D. ADOPTION OF A RESOLUTION RESCINDING RESOLUTION 2018-20 AND APPROVING 2% REALTOR FEE FOR SALE OF CERTAIN TRAVERSE GREEN SUBDIVISION PROPERTIES

The EDA recommends the previously approved $1,500 realtor referral fee for sale of certain properties in Traverse Green Subdivision be rescinded and a new fee of 2% of the sale price be established. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION JOB DESCRIPTION MODIFICATION: BILLING CLERK

Staff recommends modifications to the job description for the position of Billing Clerk be approved. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE REQUEST FOR VETERANS MEMORIAL DEDICATION

The Veterans Memorial Committee has requested City assistance for the dedication event to be held on July 1st. Please see the attached staff report and RESOLUTION.

IX. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON OUTDOOR POOL OPENING

A report will be provided on the opening of the City's outdoor pool.

2. OTHERS

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

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke
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 May 29, 2018.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Brand, Carlin, Pfeifer, Kvamme, Grams, Johnson, and Mayor Zieman. 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 Johnson, to approve the agenda as modified. With all in favor, the motion carried.

**Approval of Minutes** – A motion was made by Johnson, seconded by Brand, to approve the minutes of the May 14, 2018 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the May 14, 2018 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. 2018-76 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-76 is contained in the City Administrator's book entitled Council Resolutions 22.

**Tobacco Purchase Regulations** – City Administrator Prafke reported the proposed modifications to the City Code to increase the minimum age for purchase of tobacco and tobacco related products to twenty-one had previously been considered by the City Council in April when it was defeated on a 3-3 vote with Councilmember Carlin absent. Prafke noted that Councilmembers Kvamme and Brand had submitted a written request to have the matter reconsidered and, following a 30 day notice to Tobacco license holders and posting on the City's website, the matter had once again been scheduled for Council consideration. Prafke noted that the proposed changes would make it illegal to sell or provide tobacco products to those under 21 years of age and illegal to use a false ID to purchase tobacco products with an effective date of August 1, 2018.

Sandra Regnor, 1921 Rock Ridge Lane, thanked the Council for recognizing the significant of Tobacco 21 and shared stories of family members impacted by tobacco use.

Jacob Erkel, 46743 County Road 13, indicated he was speaking on behalf of the Saint Peter Smoker's Choice business. Erkel stated while he couldn't argue the importance of health, if the minimum age was raised, those under 21 would simply drive to Mankato to purchase their tobacco products and while there, would purchase other items that could have been purchased in Saint Peter.
Edi Thorstenson, 809 South Seventh Street, spoke on behalf of the League of Women Voters, which supported laws to better chemical health. Thorstenson also spoke as a former smoker in support of the ordinance and stated the effects of smoking were lifelong.

Andy Kukacka, 800 West College Avenue, indicated she was under 21 years of age and stated that if the change was made she would take almost all of her business to Mankato. Kukacka asked if the change would also apply to e-cigarettes and vaping. City Administrator Prafke indicated it would apply to purchase or provision of all tobacco and tobacco related products including electronic delivery devices.

Kelly McIntee, 212 Arlington Trail, North Mankato, indicated she had recently spoken to a 17 year old who supported the age change as he saw a problem with tobacco use among his peers. McIntee indicated her belief that increasing the age would provide an opportunity to stop young people from obtaining tobacco products.

Nicollet County Public Health Director Mary Hildebrandt, 204 North Fifth Street, provided information on a study about longevity around the world and indicated countries with the highest percentage of heart disease seem to have higher rates of smoking.

Mayor Zieman questioned if the group in attendance in support of raising the minimum age for tobacco purchase had equal concerns about health issues such as childhood obesity and juvenile diabetes and whether the next issue would be telling McDonald's they couldn't serve to children.

Runnar Bahr, 704 West Grace Street, indicated his belief that smoking was a choice no matter what the age and spoke of traveling to France where many smoke, picking up the habit when he came home and then quitting.

Kyle Klocke, 46743 County Road 13, indicated if the law was changed he would buy his products in Mankato. Klocke also requested that a decision be made soon so everyone could move on.

Nissa Fell, 225 West College, stated Gustavus Adolphus College would be come tobacco free on July 1, 2018 and expressed her belief that students will choose the college because it is tobacco free. Fell also stated that according to a survey completed by the College, less than 10% of Gustavus students say they have ever used tobacco products.

Councilmember Carlin expressed her belief that there was a difference between eating unhealthy foods and tobacco addiction and that once addicted, people might not be able to quit tobacco use. Carlin stated the proposed change was about breaking the link to younger kids using tobacco because those aged 18-20 would be prone to sharing tobacco products with younger children.

Councilmember Grams stated his disagreement with the parliamentary procedure used to bring the topic before the Council again.

Councilmember Johnson indicated he would not be changing his vote because tobacco users can simply drive 10 minutes down the road to access the products.

Mayor Zieman expressed concerns that changing the rules would impact newer businesses like Smoker's Choice who established their business under a different set of rules. Zieman also
indicated that the City of Minneapolis had adopted the higher age to "be in line with surrounding communities", and stated that had been the Council's original agreement on the issue to make it contingent on actions by Mankato and North Mankato.

Councilmember Carlin expressed her belief that it was the Council's responsibility to make changes for the greater good of the community over business profits.

In motion by Brand, seconded by Carlin, Ordinance No. 36, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 12 "Business Licensing And Regulations" And Chapter 30 'Offenses And Miscellaneous Provisions' And Adopting By Reference Saint Peter City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions" was introduced. Upon roll call, Councilmembers Grams, Kvamme, Carlin and Brand voting aye; Councilmembers Pfeifer and Johnson and Mayor Zieman voting nay, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 36, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Hospital Parameters (Authorizing Issuance And Sale) – Shannon Sweeney of David Drown Associates, presented two separate resolutions that, if approved, would establish the parameters under which Mayor Zieman and City Administrator Prafke could provide for the sale of $24,000,000 and $5,000,000 in revenue bond issuances for the 2018 Hospital expansion Project. Sweeney indicated that long term funding for the project was already locked in through the USDA, but construction financing and $5,000,000 in private financing that was required for the project was not secured. Sweeney indicated the $24 million issuance would be for a term of 30 months while the $5 million issuance would be for not less than 35 years.

Councilmember Kvamme asked if the issuances would include purchase of a credit rating. Sweeney responded that the bond issuance was too small to need a rating and with the USDA commitment for the long-term financing, it wasn't necessary. Sweeney also noted that while interest rates continue to climb, the USDA funding had locked rates that could not go up, but could go down if the market rates declined.

In motion by Grams, seconded by Brand, Resolution No. 2018-77 entitled "Resolution Approving The Authorization For The Issuance Of Up To $24,000,000 Of Healthcare Bond Anticipation Notes Series 2018B If Certain Targets Are Met" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-77 is contained in the City Administrator's book entitled Council Resolutions 22.

In motion by Kvamme, seconded by Carlin, Resolution No. 2018-78 entitled "Resolution Approving The Authorization For The Issuance Of Up to $5,000,000 Of healthcare Revenue Bonds Series 2018C If Certain Targets Are Met" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-78 is contained in the City Administrator's book entitled Council Resolutions 22.

City Assistance Request: Gustavus Alumni Event – City Administrator Prafke recommended approval for the City assistance requested by Gustavus Adolphus College for an alumni event on June 9th that the entire community may attend. Prafke noted the event would take place in the First National Bank parking lot and Gustavus was asking for closure of the north-south alley behind the west side of the 300 block of South Minnesota Avenue (to prevent vehicles from driving across the electric connection to the City's transformer) and the west one-half of the 200 block of Grace Street. Prafke requested latitude to modify the alley closure.
request to ensure that those shopping in or living above the stores in the 300 block would have full access to the buildings.

Councilmembers Carlin and Johnson expressed concern about the requested closure of Grace Street which to them didn’t seem necessary for the event. In motion by Pfeifer, seconded by Johnson, Resolution No. 2018-79 entitled “Resolution Approving City Assistance For Gustavus Adolphus College Alumni Event” was introduced with the provision that Staff would have latitude to make changes to the proposed alley closure. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-79 is contained in the City Administrator’s book entitled Council Resolutions 22.

Councilmember Carlin asked that a future workshop include discussion on repairs to the pavement in Municipal Lot #5.

City Assistance Request: Blues Fest – City Administrator Prafke recommended approval of a request submitted by the St. Peter Ambassador’s for City assistance for the Blues Fest event in Minnesota Square Park on June 9th. Prafke reviewed the request and the conditions for the recommended City approval. In motion by Grams, seconded by Johnson, Resolution No. 2018-80 entitled “Resolution Approving Request For City Assistance For Ambassador’s Blues Fest” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-80 is contained in the City Administrator’s book entitled Council Resolutions 22.

Community Spirit Park Maintenance Agreement – City Administrator Prafke and Public Works Director Moulton reviewed the proposed agreement with School District #508 for Community Spirit Park maintenance during 2018. Prafke noted the agreement outlined services, rates, standards, and cost sharing. Councilmember Brand questioned the irrigation systems. Moulton reported that the School District had never had irrigation on athletic fields before and staff would monitor the settings based on the soil conditions and uses of the various areas.

In motion by Pfeifer, seconded by Carlin, Resolution No. 2018-81 entitled “Resolution Approving Execution Of Maintenance Agreement For 2018 Between City And School District #508 For Community Spirit Park “ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-81 is contained in the City Administrator’s book entitled Council Resolutions 22.

Peddler Permit Application – City Administrator Prafke stated nothing had been found in the background investigation of the Peddler Permit applicant that would prohibit issuance of the license. In motion by Grams, seconded by Johnson, Resolution No. 2018-82 entitled “Resolution Approving New Business License” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-82 is contained in the City Administrator’s book entitled Council Resolutions 22.

2018 Hospital Expansion Project Alternate Window Bid Award – River’s Edge Hospital and Clinic CEO Rohrich presented the Hospital Commission recommendation for award of an alternate bid for windows in the Therapy Department to W.L. Hall in the amount of $36,470. Rohrich indicated the floor to ceiling windows would replace small windows near the ceilings in the department. Rohrich also noted the windows had been bid as an alternate to stay within budget for the project but additional savings in the contingency fund had allowed for inclusion of the windows in the project. In motion by Kvaamme, seconded by Carlin, Resolution No. 2018-83
entitled "Resolution Awarding Bid For Therapy Department Window Alternate Of The 2018 Hospital Expansion Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-83 is contained in the City Administrator's book entitled Council Resolutions 22.

**Closed Session: Sale of City Owned Land** – In motion by Brand, seconded by Johnson, Resolution No. 2018-84 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. 2018-84 is contained in the City Administrator's book entitled Council Resolutions 22.

The Council adjourned to closed session at 8:45 p.m.

The Council returned to open session at 8:48 p.m.

**Sale Of City Owned Land** – City Administrator Prafke recommended approval be provided for sale of City owned land defined as Outlot A, Prairie Heights Subdivision (Parcel #19.706.0570) to Kenneth and Christine O'Connell for the price of $1,500 plus reimbursement for the City's legal costs. In motion by Carlin, seconded by Brand, Resolution No. 2018-85 entitled "Resolution Authorizing Execution Of Purchase Agreement For Sale Of City Owned Property At Southeast Corner Of South Washington/South Third Street Intersection" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2018-85 is contained in the City Administrator's book entitled Council Resolutions 22.

**Reports**

**Mayor's Report** – Mayor Zieman reported on the 2018 Memorial Day ceremony in Minnesota Square Park and reminded the public June 9th would be a busy day in the community with the Blues Fest event in Minnesota Square Park and the Gustavus Adolphus College alumni reunion event downtown.

**City/County Meeting Discussion** – City Administrator Prafke, Councilmember Kvamme and Councilmember Grams reported on discussion at the most recent City/County meeting which included additional financial support for the Public Library and dealing with water in ditches that starts in the County on the west bluff and ends up in the City.

**Hospital Expansion Project** – City Administrator Prafke and CEO Rohrich reminded the public of the changes for patient access to the emergency department that will take effect on June 7th and indicated that access to all areas of the Hospital will continue to change as the expansion project progresses.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:56 p.m.

__________________________
Charles Zieman
Mayor
Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. **Staff Presentation** - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.

2. **Applicant's Presentation** - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.

3. **Public Comment** – Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.
TO: Todd Prafke  
City Administrator  

DATE: 06/07/18  

FROM: Jane Timmerman  
Recreation and Leisure Services Director  

RE: Community Center Window Caulking  

ACTION/RECOMMENDATION  

Authorize recaulking of Community Center and Library windows by WSN Construction Services LLC (excluding the east side windows at the community center), for a total of $14,890.

BACKGROUND  

The windows on the east side of the Community Center were re-caulked in 2015. Staff determined last year that we would need to re-caulk the remaining windows in the building as well as the windows in the Library because the caulking of the masonry control joints has been failing.

Quotes for the work were received as follows:

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<tr>
<th>Company</th>
<th>Comm Center</th>
<th>Library</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gage Brothers</td>
<td>$18,655</td>
<td>$2,326</td>
<td>$20,981</td>
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<tr>
<td>Right-Way Caulking, Inc</td>
<td>$21,200</td>
<td>$2,770</td>
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<td>WSN Construction Services LLC</td>
<td>$12,225</td>
<td>$2,665</td>
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I recommend accepting the quote from WSN Construction Services LLC in the amount of $14,890. This purchase was planned for and will be funded from the 2018 Community Center and Library budgets.

JT/
Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works
Jeff Knutson
Water Resource Superintendent

RE: Purchase of Concrete Storm Sewer Catch Basins

ACTION/RECOMMENDATION

Authorize purchase of concrete storm sewer catch basin manhole structures from Hancock Concrete, Inc. of Courtland, Minnesota in the amount of $17,285.93.

BACKGROUND

As part of the 2108 N 3rd Street Improvement (Broadway To Chatham) Project, it is necessary to purchase concrete storm sewer catch basin manhole structures. Quotes were solicited for these purchases with the following quotes received:

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<tr>
<th>Vendor</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Hancock Concrete, Inc.</td>
<td>$17,285.93</td>
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<tr>
<td>County Materials Corp.</td>
<td>$17,419.50</td>
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<tr>
<td>Forterra</td>
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</table>

The City has previously worked with Hancock Concrete, Inc. of Courtland, Minnesota and we recommend acceptance of the quote.

Funding for the purchase is budgeted in the Stormwater Fund.

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

PTM/JK/amg
TO: Todd Prafke  
City Administrator  
FROM: Cindy Moulton  
Administrative Secretary  
RE: Renewal License Applications  
DATE: 06/07/18

ACTION/RECOMMENDATION

Provide approval for renewal business license applications.

BACKGROUND

Three businesses have submitted renewal applications for On Sale, Sunday and/or Off Sale Liquor licenses. The licensing period is July 1, 2018 – June 30, 2019.

The Masons Nicollet Lodge #54 will be holding a private event for their members on June 19, 2018 at 316½ South Minnesota Avenue. They have applied for a Temporary On Sale Liquor license in order for them to provide alcoholic beverages to members ages 21 and older.

The Carson & Barnes Circus is returning to St. Peter on June 16, 2018. They will be hosting a circus at the Nicollet County Fairgrounds, 400 Union Street. An application has been submitted for a one day Show License to allow them to hold their event.

Please place these items on the June 11, 2018 City Council consent agenda.

If you have any questions or concerns on this agenda item, please don't hesitate to let me know.

CK/
TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
    City Administrator

RE: Election Judge Appointments

ACTION/RECOMMENDATION

Provide for appointment of Election Judges for the 2018 election.

BACKGROUND

This year voters in Saint Peter will go to the polls on August 14th and November 6th. The consent agenda includes the appointment of several individuals as Election Judges. Some of these individuals are employees of Nicollet County. They are being appointed in the event the City's Election Official is unable to perform her duties on election day or should unusual circumstances prevent a large number of judges from serving.

The proposed appointments also include a provision allowing the City Administrator to appoint additional judges if needed between now and Election Day. Election judge wages have been included in the 2018 election budget. In addition to serving on Election Day, Judges must undergo a mandatory training session as outlined in State Statute.

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

TP/bal
TO: Todd Prafke  
City Administrator

FROM: Jane Timmerman  
Recreation & Leisure Services Department  
Director

RE: Employee appointment

DATE: June 5, 2018

ACTION/RECOMMENDATION

Appoint BethAnn Emley as part time Building Supervisor in the Recreation & Leisure Services Department at the wage rate of $10.56 per hour.

BACKGROUND

I recommend the appointment of Beth Ann Emley to the part time Building Supervisor position beginning Tuesday, June 12, 2018. Starting wage rate will be $10.56 per hour.

Ms. Emley currently is employed by Minnesota Valley Action Council as the Saint Peter Head Start Site Manager. She is certified in Adult CPR/AED, Pediatric CPR and First Aid. BethAnn will be an asset to our operation and understands the need for a safe and friendly environment.

Please feel free to contact me if you have any questions or concerns about this agenda item.
TO: Todd Prafke  
City Administrator
FROM: Jane Timmerman  
Director of Recreation & Leisure Services
RE: Seasonal Employee Appointments

DATE: 05/29/18

ACTION/RECOMMENDATION

Approve the appointments of the people listed to the identified seasonal positions at the outdoor pool.

BACKGROUND

The outdoor pool needs additional staff for the summer season. Please appoint the following people to the positions and wages listed.

- Brigette Boyer  
  Head Guard  
  $12.00 per hour

- Alyssa Lokensgard  
  WSI Lifeguard  
  $11.40 per hour

- Wareke Gillette  
  Substitute Lifeguard  
  $10.25 per hour

- Shelby Grafton  
  Substitute Lifeguard  
  $10.25 per hour

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

JT/
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<td>uniform allow. for brian z</td>
<td>WASTE WATER FUND</td>
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**AG PARTNERS COOP.**

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**ALLIED OVERHEAD DOOR INC.**

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**AMAZON**

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**AMERESCO**

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**ARROW ACE HARDWARE INC**

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<td>wipes</td>
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COLOR DYNAMICS LLC

- paint, patch, caulk 3 pool 2016 EQUIPMENT CER SWIMMING POOL | 20,000.00
- paint, patch, caulk 3 pool 2018 EQUIPMENT CER SWIMMING POOL | 15,730.00
-TOTAL: | 35,730.00

COMPLIANCE SERVICES

- compliance testing eng. 1- ELECTRIC FUND | POWER PRODUCTION | 11,050.00
- engine #4 nox testing ELECTRIC FUND | POWER PRODUCTION | 3,300.00
-TOTAL: | 14,350.00

COMPUTER TECHNOLOGY SOLUTIONS, INC.

- renewal for the watchgaurd GENERAL FUND | SWIMMING POOL | 142.00
-TOTAL: | 142.00

CORE & MAIN LP

- #124 1" ball corp stop WATER | NON-DEPARTMENTAL | 360.50
- #163 lid 1 1/4 upper nut WATER | NON-DEPARTMENTAL | 124.90
- #243, 318 cover/ copper tu WATER | NON-DEPARTMENTAL | 704.60
- #119 ball curbs WATER | NON-DEPARTMENTAL | 639.20
- pool sewer pipe STORMWATER FUND | CAPITAL-GENERAL PLANT | 999.49
- pool sewer pipe STORMWATER FUND | CAPITAL-GENERAL PLANT | 991.58
-TOTAL: | 3,820.27

CROP PRODUCTION SERVICES

- pw weed control GENERAL FUND | STREETS | 51.27
- pw weed control GENERAL FUND | PARKS | 51.27
- pw weed control WATER | DISTRIBUTION AND STORAGE | 25.63
- pw weed control WASTE WATER FUND | SOURCE/TREATMENT | 25.63
- pw weed control ENVIRON SERVICES | REFUSE DISPOSAL | 25.63
- pw weed control ELECTRIC FUND | POWER DISTRIBUTION | 51.27
- pw weed control STORMWATER FUND | TREATMENT | 25.63
-TOTAL: | 256.33

CRYSTAL LAWN, INC

- csp-e spring start-up GENERAL FUND | PARKS | 1,098.92
- csp-w spg start-up GENERAL FUND | PARKS | 340.00
-TOTAL: | 1,438.92

CUSTOM FIRE APPARATUS, INC.

- 5" storz gasket GENERAL FUND | FIRE | 122.10
-TOTAL: | 122.10

DGR ENGINEERING

- main substation improv. ELECTRIC FUND | CAPITAL-DISTRIBUTION | 3,757.77
- map updates & design servi ELECTRIC FUND | ADMIN AND GENERAL | 2,487.50
-TOTAL: | 6,245.27

DONAHUES CLEMATIS SPECIALISTS

- flower baskets ENVIRON SERVICES | REFUSE DISPOSAL | 2,903.34
-TOTAL: | 2,903.34
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**TOTALS:**

- General Fund: 1,950.00
- Stormwater Fund: 91.12
- City Administration: 37.38
- Electrical Fund: 61.98
- Management and General: 616.58
- Parks: 245.13
- Streets: 3,300.00
- Fire: 3,089.00
- Treatment: 15,500.00
- Water: 1,700.00
- Economic Development: 22.42
- APPS: 67.28
- Police: 19.93
- Building Inspector: 9.97
- Public Works Admin: 4.98
- Public Works: 24.92
- Environ Services: 1,937.50
- Water: 700.00
- Waste Water: 700.00
- General: 616.58
- Admin and General: 3,300.00
- Municipal: 3,089.00
- Interest: 10.88
- Non-Departmental: 351.15
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<td>Amount</td>
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<td>TED KENNE CONSTRUCTION CO</td>
<td>repair stone by railing at Community Center</td>
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<td>Community Center</td>
<td>2,160.00</td>
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<td>TIGERDIRECT.COM</td>
<td>replacement 1000va ups for WATER</td>
<td>Admin and General</td>
<td>Admin and General</td>
<td>129.41</td>
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<td></td>
<td>high resolution video card WATER</td>
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<td>Admin and General</td>
<td>190.89</td>
</tr>
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<td>sound card for the new ser WATER</td>
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<td>Admin and General</td>
<td>52.31</td>
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<td>TOWMASTER, INC.</td>
<td>#112 tube elbow</td>
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<td>VERIZON WIRELESS</td>
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<td></td>
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<td>Fire</td>
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<td>Admin and General</td>
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<td>may phone bill</td>
<td>Waste Water Fund</td>
<td>Admin and General</td>
<td>15.81</td>
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<td>camera cable - backup came</td>
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<td>Streets</td>
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<td>volleyballs</td>
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<td>posting job opening on mn community ed mtg supplies</td>
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<td>annual fee</td>
<td>Waste Water Fund</td>
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<td>safety glasses</td>
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<td>Environ Services F</td>
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<td>5.94</td>
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<td></td>
<td>radiator cap</td>
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<td>Power Production</td>
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<td>antenna</td>
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<td>Power Distribution</td>
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<td>jaguar meeting</td>
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<td>Admin and General</td>
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<td>ntu gift packes</td>
<td>Restricted Contrib</td>
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<td>fiesta demo</td>
<td>Restricted Contrib</td>
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<tr>
<td>VENDOR SORT KEY</td>
<td>DESCRIPTION</td>
<td>FUND</td>
<td>DEPARTMENT</td>
<td>AMOUNT</td>
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<tr>
<td>VON ESSEN TOWING</td>
<td>#915/142 mount &amp; balance</td>
<td>GENERAL FUND</td>
<td>PUBLIC WORKS ADMIN</td>
<td>46.00</td>
</tr>
<tr>
<td></td>
<td>#5 mount &amp; balance</td>
<td>WATER</td>
<td>DISTRIBUTION AND STORA</td>
<td>76.00</td>
</tr>
<tr>
<td></td>
<td>#915/142 mount &amp; balance</td>
<td>ENVIRON SERVICES P</td>
<td>REFUSE DISPOSAL</td>
<td>76.00</td>
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<td>198.00</td>
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<tr>
<td>WESCO DISTRIBUTION INC</td>
<td>#445 pedestal</td>
<td>ELECTRIC FUND</td>
<td>NON-DEPARTMENTAL</td>
<td>443.52</td>
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<tr>
<td></td>
<td>#865 single phase adapter</td>
<td>ELECTRIC FUND</td>
<td>NON-DEPARTMENTAL</td>
<td>330.54</td>
</tr>
<tr>
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<td>774.06</td>
</tr>
<tr>
<td>TOM WINSELL</td>
<td>uniform allow - phone</td>
<td>GENERAL FUND</td>
<td>POLICE</td>
<td>179.25</td>
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<td>179.25</td>
</tr>
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<td>XCEL ENERGY</td>
<td>hwy 22 bridge lights</td>
<td>GENERAL FUND</td>
<td>STREETS</td>
<td>23.56</td>
</tr>
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<td>23.56</td>
</tr>
<tr>
<td>ZIEGLER INC</td>
<td>#207 shield, clamp, seal</td>
<td>GENERAL FUND</td>
<td>STREETS</td>
<td>222.12</td>
</tr>
<tr>
<td></td>
<td>#48 repair radiator &amp; shim</td>
<td>GENERAL FUND</td>
<td>STREETS</td>
<td>9,779.50</td>
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<tr>
<td></td>
<td>overpayment #408 delay</td>
<td>GENERAL FUND</td>
<td>STREETS</td>
<td>139.03</td>
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<tr>
<td></td>
<td>#257 b cutting edge</td>
<td>GENERAL FUND</td>
<td>PARKS</td>
<td>251.59</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,114.18</td>
</tr>
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============= FUND TOTALS =============
101 GENERAL FUND 61,374.53
201 PROPERTY INSURANCE 700.00
211 LIBRARY FUND 975.04
213 PUBLIC ACCESS 576.84
217 COMMUNITY CENTER 4,014.69
377 2017 EQUIPMENT CERTIFICAT 74.68
460 HOUSING DISTRICT #20 105.00
476 2016 EQUIPMENT CERTIFICAT 20,000.00
478 2018 EQUIPMENT CERTIFICAT 15,730.00
601 WATER 21,008.10
602 WASTE WATER FUND 8,897.60
603 ENVIRON SERVICES FUND 8,157.18
604 ELECTRIC FUND 164,815.42
606 STORMWATER FUND 3,234.14
820 RESTRICTED CONTRIBUTIONS 11,218.44

GRAND TOTAL: 320,881.66

TOTAL PAGES: 10
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2018 -

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following budgeted purchases in excess of $7,500 are hereby approved:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ITEM</th>
<th>PRICE</th>
<th>FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSN Construction</td>
<td>Window Caulking at Community Center/Library</td>
<td>$14,890</td>
<td>Comm Ctr/Library</td>
</tr>
<tr>
<td>Hancock Concrete</td>
<td>Stormwater Structures</td>
<td>$17,285.93</td>
<td>Stormwater</td>
</tr>
</tbody>
</table>

2. The following renewal licenses are hereby approved contingent upon payment of the licensing fee and compliance with City Code regulations:

- **On Sale Liquor License**
  - El Agave 814 N MN 7/1/18 – 6/30/19
  - The Capitol Room 419 S MN 7/1/18 – 6/30/19
  - Patrick’s On Third 125 S 3rd St. 7/1/18 – 6/30/19

- **Sunday Liquor**
  - El Agave 814 N MN 7/1/18 – 6/30/19
  - The Capitol Room 419 S MN 7/1/18 – 6/30/19
  - Patrick’s On Third 125 S 3rd St. 7/1/18 – 6/30/19

- **Off Sale Liquor**
  - Patrick’s On Third 125 S 3rd St. 7/1/18 – 6/30/19

- **Temporary On Sale Liquor**
  - Masons Nicollet Lodge #54 316 ½ S MN 6/19/18

- **Show License**
  - Carson & Barnes Circus 400 Union St. 6/16/18

3. The following individuals are appointed to serve as Election Judges for the 2018 elections:

- Barbara A Luker
- Jaci Kopet
- RaNaye Grunzke
- Jean Sandland
- Queen Booker
- Mike Torkelson
- Patrick Duenwald
- Dan Deschaine
- Warren Michels
- Ginny Miller
- MaryAnn Hanson
- John Hall
- Amy Kamm
- MaryAnn Harty
- Maureen Scholl
The City Administrator is also authorized to provide for temporary appointment of additional Election Judges as may be necessary.

4. The following employee appointments are hereby approved at the wages indicated:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>WAGE RATE/HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BethAnn Emley</td>
<td>PT Building Supervisor</td>
<td>$10.56</td>
</tr>
<tr>
<td>Brigette Boyer</td>
<td>Head Guard*</td>
<td>$12.00</td>
</tr>
<tr>
<td>Alyssa Lokensgard</td>
<td>WSI Lifeguard*</td>
<td>$11.40</td>
</tr>
<tr>
<td>Wareke Gillette</td>
<td>Substitute Lifeguard*</td>
<td>$10.25</td>
</tr>
<tr>
<td>Shelby Grafton</td>
<td>Substitute Lifeguard*</td>
<td>$10.25</td>
</tr>
</tbody>
</table>

*Seasonal Position only

5. The schedule of disbursements for May 23, 2018 through June 6, 2018, is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 11th day of June, 2018.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator
Memorandum

TO: Todd Prafke  
   City Administrator

FROM: Pete Moulton  
   Director of Public Works

DATE: June 5, 2018

RE: Jefferson Avenue/Gardner Road Project Close Out

ACTION/RECOMMENDATION

Accept the Jefferson Avenue/Gardner Road Project as completed and authorize final payment to OMG Midwest, Inc. (SMC) of Mankato, MN in the amount of $24,979.93.

BACKGROUND

OMG Midwest has completed the Jefferson Avenue project as per the project plans and specifications. The improvements include new curb and gutter along Jefferson Avenue (east/west), asphalt and trail/sidewalk improvements plus drainage corrections along Jefferson Avenue from the south entrance to Gustavus and along Gardner Road to the new roundabout at Broadway Avenue.

Restoration along the boulevards matches the native prairie on the north and east sides. Restoration on the south matches City boulevard requirements and the boulevard along the west side matches a rural section design. The impervious surface that was added runs to the Gustavus prairie which includes a stormwater treatment basin.

The final project cost, including change orders, was $499,598.68

The City had a total of $250,000 of LRIP funds available for the improvements to Gardner Road (the portion of the project without curb and gutter). The LRIP funds could not be used for work on Jefferson Avenue; therefore, we used $225,316.90 of the $250,000 available.

It is requested that the City Council accept the project as completed and authorize final payment to the contractor in the amount of $24,979.93 which includes 5% retainage. The close out paperwork includes the contractor’s Consent Surety and the necessary IC-134’s. Staff will hold the final payment until the warranty for the seeding and restoration has been satisfied and will release the payment upon approval of the City Engineer and Public Works Director.

By closing out the project staff can work with the grants program to satisfy and close out the grant portion of the funding.
FISCAL IMPACT:

Funding for this project is as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRIP Financing</td>
<td>$225,316.90 (through Oshawa Township)</td>
</tr>
<tr>
<td>MSA Funding</td>
<td>$270,926.78</td>
</tr>
<tr>
<td>Local City Stormwater</td>
<td>$ 3,355.00</td>
</tr>
<tr>
<td>Total Funds Expended</td>
<td>$499,598.68</td>
</tr>
</tbody>
</table>

ALTERNATIVES/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; however, it is necessary to formally close out the project to receive the LRIP funding.
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/amg
RESOLUTION NO. 2018 –

RESOLUTION ACCEPTING THE JEFFERSON AVENUE/GARDNER ROAD PROJECT AS COMPLETED AND AUTHORIZING FINAL PAYMENT TO THE CONTRACTOR

WHEREAS, the project to improve Jefferson Avenue and Gardner Road has been completed by OMG Midwest, Inc. as per the project plans and specifications; and

WHEREAS, the City Engineer has recommended acceptance of the project in order to finalize grant funding and closure; and

WHEREAS, the project was funded with Local Road Improvement Project (LRIP) funds, the City’s Municipal State Aid (MSA) funds, and Stormwater Utility funds; and

WHEREAS, the final payment is owed to the contractor in the amount of $24,979.93 which includes retainage; and

WHEREAS, staff recommends acceptance of the project as completed.

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

1. The Jefferson Avenue/Gardner Road Improvements Project is hereby accepted as completed.

2. Staff is authorized to make final payment to OMG Midwest, Inc. (SMC) of Mankato, Minnesota in the amount of $24,979.93 at such time as the warranty for the seeding and restoration has been satisfied and upon approval by both the City Engineer and Public Works Director.

3. Funding for the project shall be as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRIP Financing</td>
<td>$225,316.90</td>
</tr>
<tr>
<td>MSA Funding</td>
<td>$270,925.78</td>
</tr>
<tr>
<td>Local City Stormwater</td>
<td>$3,355.00</td>
</tr>
<tr>
<td><strong>Total Funds Expended</strong></td>
<td><strong>$499,598.68</strong></td>
</tr>
</tbody>
</table>

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2018.

______________________________
Charles Zieman
Mayor

ATTEST:

______________________________
Todd Prafke
City Administrator
Memorandum

TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: City Assistance Request: Ride Across Minnesota (RAM)

DATE: 6/7/2018

ACTION/RECOMMENDATION

Approve a request from the Chamber of Commerce for City assistance for the Ride Across Minnesota (RAM).

BACKGROUND

The Chamber of Commerce has requested City assistance for the RAM ride that will be starting this year's event in Saint Peter on July 15th and then returning to end the event on July 20th in Gorman Park. Previous RAM stops in Saint Peter have been held in Minnesota Square Park. Those previous events have been very successful in Saint Peter and the bicyclists, RAM staff, and family members have visited many businesses in the community during their stop in addition to the entertainment that is provided in the park.

The Chamber has requested the following:

- Police patrol of the RAM route into Saint Peter. Riders will begin arriving by 12:00 noon with all riders arriving in Saint Peter by 4 p.m.
- Closure of South Fifth Street between Grace and Walnut with cones and barricades being provided for the closure beginning at 12:00 noon on July 15th to 7:00 am on July 16th.
- Beginning at 12:00 noon on Sunday July 15th to 7:00 a.m., Monday, July 16th RAM designated parking on South Washington Avenue between Grace and Walnut; Walnut from South Washington To Fifth; and Fifth from Walnut to Grace. The Chamber of Commerce will monitor who can use the street for parking (shower truck, luggage truck, RAM officials, shuttle bus, etc...)
- Beginning at 9 pm, Sunday July 15th until 5 am Monday, July 16th, Police Reserves monitoring in Gorman Park in the bicycle storage area with costs to be paid by the organizers.
- City staff check and activate all electricity in Gorman Park.
- Community Center to remain open all night Sunday night July 15th through 8:00 a.m. Monday, July 16th to use as an emergency shelter and for restroom use by cyclists.
- Allow use of six showers (3 men's, 3 women's) in the Community Center.
- Make available needs for the shower truck:
  - Potable water from a fire hydrant within 100 feet of the shower truck
Means for drainage of gray water (the drain hose reaches 100 feet)
• Additional picnic tables in Gorman Park near the patio and the softball field.
• Contact information for City staff in the event of electrical needs, restroom supplies, etc.
• Street markings (temporary spray paint) for shower truck, shuttle bus, etc. with the organizers working with Public Works to determine the appropriate location.
• Use of City megaphones.
• Approval of an emergency plan in case of inclement weather which includes relocating everyone to the Community Center.
• Assistance with traffic control at intersections as riders are entering and leaving the city on July 16th and again on July 19th.
• Bike parking area with fencing large enough for 600 bikes.
• Permission for overnight camping in Gorman Park for up to 300 tents.
• Permission for live music from 3-9:00 p.m. in Gorman Park from the Community Center patio with spillover into the Park.
• Police assistance with bicycle traffic from 10 am – 2 pm July 19th along West Broadway Avenue, Sunrise Drive, the Gustavus Adolphus College Ring Road, West College Avenue And South Washington Avenue.
• Chamber working with Minnesota River Valley Transit to provide bus shuttle service to and from motels and downtown.
• Vendors parked on the street providing service through use of generators.
• City providing for mosquito spraying both for the opening day and on the end day.

Staff has discussed the request with Chamber President Ed Lee and recommend approval as provided for in the proposed resolution.

FISCAL IMPACT:

The approximate cost to the City for providing this assistance is $3,500.

ALTERNATIVES/VARIATIONS:
Do Not Act: No further action will be taken without additional direction from the Council.
Denial: The Chamber of Commerce will be told that no City assistance will be provided for the event.
Modification of the Resolution: This is always an option of the Council.

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

TP/bal
April 16, 2018 (Revised May 15)

Todd Prafke  
Administrator  
City of Saint Peter  
227 S. Front Street  
Saint Peter, MN 56082

Dear Todd:

During the week of July 15-20, 2018, MS the Ride Across Minnesota (RAM) will have 500 to 650 bicyclists starting a loop from St. Peter, overnighting in area towns, and finishing in St. Peter. The bicyclists will be overnighting in St. Peter on Sunday, July 15. The TRAM Task Force, under the leadership of Dean Wahlund, Al Hildebrandt and Cory Abels, has been meeting on a regular basis to plan for the overnight. We have talked to Recreation and Leisure Services for reserving Gorman Park from noon Sunday, July 15 until 8 a.m. Monday, July 16. In past years the Chamber and organizers of the RAM event have appreciated the assistance provided by the City of Saint Peter and its staff. The Chamber respectfully requests assistance for the 2018 event as outlined below.

Sunday, July 15

1. Police being aware of the arrival of cyclists to St. Peter beginning at 12 p.m. We anticipate some cyclists will ride around town for recreation.

2. 12:00 p.m. Sunday, July 15 to 7 a.m. Monday, July 16: Closure of South Fifth Street between Grace and Walnut. Cones and barricades for said closure.

3. 12:00 p.m. Sunday, July 15 to 7 a.m. Monday, July 16: RAM parking only on South Washington Avenue between Grace and Walnut, Walnut from Washington to Fifth, and Fifth from Walnut to Grace. Chamber will monitor who can use the street area for parking, for example: shower truck, luggage truck, TRAM officials, shuttle bus, etc.

4. 9:00 p.m. – overnight to 5 a.m. Police Reserve (2) to monitor bicycle storage area. (I have not yet contacted Chief Peters but I believe the process is to do that and then he forwards requests to the leader of the Police Reserve. We are aware of the charge of somewhere in the neighborhood of $20 per hour per person for this service.)

5. Check and activate all electricity in Gorman Park. Cyclists like to charge their cell phones.

6. Keep Community Center open all night (never closing between noon Sunday, July 15 and 8 a.m. Monday, July 16.) Community Center can serve as an emergency shelter but also a place for cyclists to use restrooms.

7. Make available needs for the shower truck near the northeast corner of the Community Center along Fifth Street –  
   a) Potable water from a fire hydrant within 100 feet of the shower truck  
   b) Means for drainage of gray water (the drain hose reaches 100 feet)

8. Make available the six showers (three men’s and three women’s) in the lower level of the Community Center.

9. Additional picnic tables in Gorman Park in the area of the patio and softball field. Number at the discretion of Public Works
10. Procedure for contacting City staff in the event of electrical needs, restroom supplies, etc.

7. Street markings (spray paint, ONLY IF PERMISSIBLE AND NOT LONG LASTING) for shower truck, shuttle bus, etc. We will work with Public Works on location, but best place looks to be Fifth Street at

8. Use of City megaphones (this is NOT essential).

9. Approval of our emergency plan - in case of inclement weather, we will move everyone to the community center.

10. Extra picnic tables placed in Gorman Park.

Todd Prafke
April 16, 2018
Page 2

11. Police monitoring as cyclists are exiting the city on July 16 and entering the city on July 19.

12. Bike parking area with fencing large enough for 600 bikes.

13. Permission for overnight camping in Gorman Park for up to 300 tents.

14. Permission for live music from 3-9 p.m. on Community Center patio, with spillover into Gorman Park.

15. Police aware of bicycle traffic from 10 a.m. to 2 p.m. on Thursday, July 19 along West Broadway, Sunrise Drive, Ring Road, College Avenue and South Washington Avenue.

16. Chamber will seek arrangements with Transit for shuttling to motels and downtown.

17. Chamber will request permission to serve beer in Gorman Park and request permission to have two or three vendors AT the park, parked on street. Vendors’ generators might be necessary, because electricity is anticipated to be very limited.

18. If the City deems appropriate, Chamber would request that City sprays to deter mosquitos.

Sunday, July 15

Cyclists will arrive in their cars, because this marks the first day of their adventure. They will place their bicycles in the bike corral and enjoy vendors in the park, mainly walking to downtown, hanging out in Gorman Park, and a band in Gorman Park.

Additional information

Each day cyclists will be on the road as early as 6:00 a.m. and as late 8:30 a.m., although we are told the vast majority is away by 7 a.m. Although official start time each day is 6:00 a.m., some riders begin earlier at their own risk.

Thank you for your consideration of these requests. Please let me know if you have questions or need additional information.

Sincerely,
Ed Lee
Executive Director
RESOLUTION APPROVING CITY ASSISTANCE FOR THE RIDE ACROSS MINNESOTA (RAM) EVENT

WHEREAS, the Chamber of Commerce has requested City assistance for the Ride Across Minnesota (RAM) event; and

WHEREAS, up to 800 bicyclists and support team members are expected to overnight in Saint Peter as RAM begins on July 15th and return to Saint Peter on the final day of July 20th; and

WHEREAS, Saint Peter has previously hosted RAM riders in past years and the riders have been complimentary of their accommodations in Minnesota Square Park and the welcome received from community members; and

WHEREAS, this year’s event will take place in Gorman Park; and

WHEREAS, the entertainment and vendor offerings are open to the community and the Chamber has invited the public to the park to join the bicyclists in the activities; and

WHEREAS, staff has met with RAM organizers and recommend approval of the request.

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

1. The Chamber of Commerce’s request for City assistance for the July 15-20, 2018 TRAM event in Gorman Park is hereby approved as follows:
   - Police patrol of the RAM route into Saint Peter. Riders will begin arriving by 12:00 noon with all riders arriving in Saint Peter by 4 p.m.
   - Closure of South Fifth Street between Grace and Walnut with cones and barricades being provided for the closure beginning at 12:00 noon on July 15th to 7:00 am July 16th
   - Beginning at 12:00 noon on Sunday July 15th to 7:00 a.m., Monday, July 16th RAM designated parking on South Washington Avenue between Grace and Walnut, Walnut from South Washington To Fifth; and Fifth from Walnut to Grace. The Chamber of Commerce will monitor who can use the street to parking (shower truck, luggage truck, RAM officials, shuttle bus, etc...)
   - Beginning at 9 pm, Sunday July 15th until 5 am Monday, July 16th, Police Reserve monitoring in Gorman Park in the bicycle storage area with costs to be paid by the organizers.
   - City staff check and activate all electricity in Gorman Park.
   - Community Center to remain open all night Sunday night July 15th through 8:00 a.m. Monday, July 16th to use as an emergency shelter and for restroom use by
cyclists.

- Allow use of six showers (3 men's, 3 women's) in the Community Center.
- Make available needs for the shower truck:
  - Potable water from a fire hydrant within 100 feet of the shower truck
  - Means for drainage of gray water (the drain hose reaches 100 feet)
- Additional picnic tables in Gorman park near the patio and the softball field.
- Contact information for City staff in the event of electrical needs, restroom supplies, etc.
- Street markings (temporary spray paint) for shower truck, shuttle bus, etc. with location to be determined by the Public Works Department.
- Use of City megaphones.
- Approval of an emergency plan in case of inclement weather which includes relocating everyone to the Community Center.
- Assistance with traffic control at intersections as riders are entering and leaving the city on July 16th and again on July 19th.
- Bike parking area with fencing large enough for 600 bikes.
- Permission for overnight camping in Gorman Park for up to 300 tents.
- Permission for live music from 3-9:00 p.m. in Gorman Park from the Community Center patio with spillover into the Park.
- Police assistance with bicycle traffic from 10 am – 2 pm July 19th along West Broadway Avenue, Sunrise Drive, the Gustavus Adolphus College Ring Road, West College Avenue And South Washington Avenue.
- Vendors parked on the street providing service through use of generators.
- City providing for mosquito spraying both for the opening day and on the end day.

2. The assistance provided shall be contingent upon the following:

- The City receiving a Certificate of Insurance from the organizers prior to the event in an amount not less than $1,500,000 per occurrence; naming the City of Saint Peter as an additional insured.
- All vendors receiving the appropriate licensure for food, beverage, and/or liquor sales prior to the event.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2018.

Charles Zieman
Mayor

ATTEST:

Todd Praefke
City Administrator
Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: 2018 N. 3rd Street Improvements (Broadway to Chatham) Bid Award

ACTION/RECOMMENDATION

Award the bid for the 2018 North 3rd Street Improvements (Broadway to Chatham) Project to Hoffman Concrete, Inc. of Mankato, Minnesota in the amount of $99,043.12.

BACKGROUND

The 2018 Street Plan identified the North Third street area between Broadway and West Chatham as needing improvements with the work to include milling of existing bituminous and overlay for storm sewer corrections at intersections of North Third/Chestnut and Chatham Streets. In addition, concrete work of curb and gutter, ADA sidewalk improvements, and spot repairs of some existing sidewalks are also included.

Formal bids were solicited for the 2018 project and two bids were received as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoffman Concrete, Inc.</td>
<td>$99,043.12</td>
</tr>
<tr>
<td>Nielsen Concrete, LLC</td>
<td>$123,061.55</td>
</tr>
<tr>
<td>Engineer’s Estimate</td>
<td>$103,270.00</td>
</tr>
</tbody>
</table>

I recommend award of the bid to low bidder Hoffman Concrete, Inc. of Mankato, Minnesota.

FISCAL IMPACT:

We have received signed waivers of assessments from adjacent property owners as authorized under the City’s assessment policy. The City portion of the costs is budgeted in the 2018 General Fund (streets) and in the Stormwater Fund.

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken without additional direction from the City Council.
Negative Vote: The bidders will be notified of the Council’s decision. 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.

PTM/amg
May 10, 2018

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

RE: 2018 N. 3rd Street Improvements (Broadway to Chatham)
City of Saint Peter, MN
BMI Project No. M12.115909

Dear Pete,

Bids were received and opened at City Hall on Tuesday, May 8th at 10:00am for the project referenced above. Two (2) bids were received and the results of the bids are tabulated below:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoffman Concrete, Inc.</td>
<td>$99,043.12</td>
</tr>
<tr>
<td>Nielsen Concrete, LLC</td>
<td>$123,061.55</td>
</tr>
<tr>
<td>Engineer’s Estimate</td>
<td>$103,270.00</td>
</tr>
</tbody>
</table>

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 Hoffman Concrete, Inc. in the amount of $99,043.12.

Sincerely,

Bolton & Menk, Inc.

Jeffrey A. Domras, P.E.
Project Engineer

Enclosure
RESOLUTION NO. 2018 -

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

RESOLUTION AWARDING BID FOR 2018 N. 3rd STREET IMPROVEMENTS (BROADWAY TO CHATHAM) PROJECT

WHEREAS, the City has established a street maintenance program for street improvements and updates as needed; and

WHEREAS, Staff identified the area on North Third Street, between Broadway and Chatham Streets as needing improvements including mill and overlay of existing bituminous roadway, curb and gutter updates, storm water collection improvements, and sidewalks improvements meeting ADA standards; with some spot repairs of existing sidewalks; and

WHEREAS, plans and specifications for this work were developed and formal sealed bids were requested for the project; and

WHEREAS, two formal bids were received as follows:

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Hoffman Concrete, Inc.</td>
<td>$99,043.12</td>
</tr>
<tr>
<td>Nielsen Concrete, LLC</td>
<td>$123,061.55</td>
</tr>
</tbody>
</table>

WHEREAS, the Engineer’s estimate for this project was $103,270; and

WHEREAS, the lowest responsible bid was submitted by Hoffman Concrete, Inc.

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 2018 N. 3rd Street Improvements (Broadway to Chatham) to Hoffman Concrete, Inc. of Mankato, Minnesota in the amount of $99,043.12.

2. Funding for the project shall be from the General Fund, Stormwater Fund and through assessments to the benefiting property owners as authorized by the City’s assessment policy.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2018.

______________________________
Charles Zieman
Mayor

ATTEST:

______________________________
Todd Prafke
City Administrator
Memorandum

TO: Todd Praefke  
City Administrator

FROM: Russ Wille  
Community Development Director

RE: Speculative Home Basement Finishing Protocol

ACTION/RECOMMENDATION

Adopt a policy providing for sale of EDA speculative homes in Traverse Green Subdivision to Southwest Minnesota Housing Partnership (SWMHP) for completion of the unfinished basements and subsequent resale to a prequalified household.

BACKGROUND

Two of the three spec homes that SWMHP has sold had finished basements which provided for two additional bedrooms in addition to a bathroom, family room and utility room. SWMHP speculative homes were originally offered for sale with an unfinished basement as was the practice in both Nicollet Meadows and Washington Terrace neighborhoods. Both of the buyers had households that required more than the two bedrooms on the main floor.

SWMHP had the flexibility to negotiate a price with their construction contractor to finish the spec home basements adding the additional finished living space. The cost to complete the basements was approximately $22,000.

The EDA however, is bound by State Statute and cannot simply negotiate a price with the contractor and as such, would need to solicit bids that would be publically opened and publically awarded. It is expected that the public bidding process would require at least one month.

To expedite the completion of spec home basements, SWMHP has proposed a process which would allow SWMHP to finish the EDA speculative home basements if the finishing of the basement is a necessity of the buyer.

Ali Joens, the Director of Homeownership Services at SWMHP, has prepared a memo for Council review which outlines the step-by-step process she envisions.

The suggested step-by-step process was reviewed by the Economic Development Authority at the last meeting. After considerable discussion as to the merits and necessity of the plan, the EDA voted to recommend that the City Council accept the process proposed by Ms. Joens.

FISCAL IMPACT:
The cost to complete the spec home basements is estimated to be up to $25,000. That cost would necessitate payment of a 1.5% construction management fee paid to Southwest Minnesota Housing Partnership.

ALTERNATIVES/VARIATIONS:
Do not act: No further action would be contemplated.
Negative Votes: No further action would be contemplated.
Modification of the Resolution: This is always an option of the Council.

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

RJW
Memo

To: City of Saint Peter Economic Development Authority
From: Ali Joens
CC: Rick Goodemann, Todd Prafke
Date: 3/21/2018
Re: Completion of basement in speculative homes

It has become apparent through our marketing of the speculative homes in Traverse Green that there has been significant changes from the buyer profiles that we encountered in the first two projects. Buyers with whom we are interacting tend to be older, more established and have higher incomes with increased expectations than before. We can finish the lower levels in the existing homes that will create more finished space and should help to meet more market demand. If the EDA desires to modify the existing homes for a home buyer, the SWMHP would recommend the following process be implemented:

1. SWMHP determines mortgage readiness of Buyer.
2. Buyer obtains a prequalification letter from a lender in an estimated amount for the desired home with modification(s).
3. SWMHP will give notice to the EDA that a Buyer is interested in purchasing EDA home with modifications.
4. EDA will approve selling the home to the SWMHP in order to make the desired modification and sell to the buyer.
5. SWMHP meets with Buyer to define the desired modifications, develop specifications and obtain a bid with a contractor.
6. SWMHP will determine the new sale price of the home that includes additional holding costs, cost of construction, soft costs and additional closing costs. SWMHP will also charge an additional construction management fee of 5% based on the cost of the additional work.
7. Buyer agrees to the sale price and signs a purchase agreement. Buyer will be required to provide earnest money of $1500.
8. SWMHP will sign a purchase agreement with the EDA for the entire cost of the home (without tax increment financing).
9. SWMHP enter into a contract with contractor to complete the work.
10. The EDA will approve a loan to the SWMHP for the cost of the home at 0% interest for up to twelve (12) months.
11. The EDA will transfer the property to the SWMHP and assume all transaction costs (assumed to include document preparation, recording fee, tax fee, title work, and title transfer). SWMHP will sign a promissory note with the EDA for the cost of the house and include all transactional costs in the final sale of the home.
12. SWMHP issues a Notice to Proceed with the Contractor and oversees the project. Contractor will be responsible to warranty the additional work.
13. SWMHP will provide documentation to the EDA of Tax Increment Eligibility of the Buyer.
14. Upon completion of the construction, the SWMHP will sell the property to the Buyer and repay the EDA loan as part of the Buyer's closing.
RESOLUTION ESTABLISHING PROCESS FOR SALE OF ECONOMIC DEVELOPMENT AUTHORITY SPECULATIVE HOMES TO SOUTHWEST MINNESOTA HOUSING PARTNERSHIP TO PROVIDE FOR THE FINISHING OF THE BASEMENTS AND SUBSEQUENT RESALE TO PREQUALIFIED HOUSEHOLDS

WHEREAS, the Economic Development Authority (EDA) has financed the construction of speculative homes in Traverse Green subdivision to provide workforce housing options; and

WHEREAS, to manage costs, the speculative homes have been constructed and offered for sale with unfinished basements; and

WHEREAS, the speculative homes have two bedrooms, a bathroom, living room and kitchen; and

WHEREAS, basements, when finished, could provide two additional bedrooms, another bathroom, family room and utility room; and

WHEREAS, some potential buyers have expressed a need for more than two finished bedrooms given the size of their household; and

WHEREAS, to complete the basements of the EDA speculative homes, the EDA would be required to solicit sealed construction bids from licensed contractors which would be publicly open and publicly awarded, a process which may take up to one month; and

WHEREAS, Southwest Minnesota Housing Partnership (SWMHP), the EDA’s partner in the speculative home construction, has provided for the completion of basements as they have sold two of their own speculative homes to households requiring more than two bedrooms; and

WHEREAS, given their status as a non-governmental unit, SWMHP is able to expeditiously negotiate directly with any contractor for the completion of basements; and

WHEREAS, to accelerate the completion of EDA speculative home basements, SWMHP has proposed a step-by-step process where the speculative home would be sold to SWMHP for completion of the basement and subsequent sale to a prequalified buyer; and

WHEREAS, the EDA has considered the protocol suggested by SWMHP and has recommended the City Council adopt the process as presented.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The following step-by-step process for the completion of speculative home basements is hereby adopted:

1. SWMHP determines mortgage readiness of Buyer.
2. Buyer obtains a prequalification letter from a lender in an estimated amount for the desired home with modification(s).

3. SWMHP will give notice to the EDA that a Buyer is interested in purchasing EDA home with modifications.

4. EDA will approve selling the home to the SWMHP in order to make the desired modification and sell to the buyer.

5. SWMHP meets with Buyer to define the desired modifications, develop specifications and obtain a bid with a contractor.

6. SWMHP will determine the new sale price of the home that includes additional holding costs, cost of construction, soft costs and additional closing costs. SWMHP will also charge an additional construction management fee of 1.5% based on the cost of the additional work.

7. Buyer agrees to the sale price and signs a purchase agreement. Buyer will be required to provide earnest money of $1500.

8. SWMHP will sign a purchase agreement with the EDA for the entire cost of the home (without tax increment financing).

9. SWMHP enter into a contract with contractor to complete the work.

10. The EDA will approve a loan to the SWMHP for the cost of the home at 0% interest for up to twelve (12) months.

11. The EDA will transfer the property to the SWMHP and assume all transaction costs (assumed to include document preparation, recording fee, tax fee, title work, and title transfer). SWMHP will sign a promissory note with the EDA for the cost of the house and include all transactional costs in the final sale of the home.

12. SWMHP issues a Notice to Proceed with the Contractor and oversees the project. Contractor will be responsible to warranty the additional work.

13. SWMHP will provide documentation to the EDA of Tax Increment Eligibility of the Buyer.

14. Upon completion of the construction, the SWMHP will sell the property to the Buyer and repay the EDA loan as part of the Buyer's closing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2018.

Charles Zieman
Mayor

ATTEST:

Todd Praefeke
City Administrator
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Russ Wille  
Community Development Director

DATE: 06/07/18

RE: Traverse Green – 2% Buyer’s Representative Fee

ACTION/RECOMMENDATION

Authorize rescinding of City Council Resolution No. 2018-20 and establishing a two percent (2%) fee for real estate agents representing buyers of speculative homes constructed by the Economic Development Authority (EDA) within Traverse Green subdivision.

BACKGROUND

When developing the Nicollet Meadows and Washington Terrace neighborhoods, the City provided a flat $750 fee to real estate agents that referred buyers of the Economic Development Authority's (EDA) speculative houses. After selling approximately 40 spec homes in the two neighborhoods, only one $750 realtor referral fee was paid.

The experience suggested that the provision of the fee was immaterial and given the success of the Nicollet Meadows and Washington Terrace developments, staff was reluctant to suggest changes to the policies and processes utilized.

As the City and EDA pursued the development of Traverse Green, the realtor referral fee was raised to a flat $1,500 fee and a Real Estate Agent Referral Agreement was offered to area realtors outlining the responsibilities and actions required to receive the $1,500 fee.

The local realtors are reluctant to enter into the written agreement indicating that the "contractual" relationship with the City/EDA created by the agreement is problematic. A few of the realtors suggested the City establish the same policy as in the first two neighborhoods and offer the $1,500 referral fee in the absence of a formal agreement.

After reviewing the City Council resolution establishing the $1,500 referral fee to realtors, it was determined that the text of the resolution allowed for payment of the referral fee without the need for a formal written agreement.

Now we have sold the first of the EDA’s three speculative homes. Closing on the sale occurred on June 1st with the buyer represented by an area real estate agent.

When the buyer's representative presented the proposed purchase agreement, the agent indicated that a 2% fee would be necessary and that the flat fee of $1,500 was not acceptable.
The realtor suggested that on the sale of the $185,000 home, the appropriate buyer's representative fee would be $3,700.

The participating agent and broker ultimately, albeit reluctantly, agreed to accept the $1,500 flat fee given that their buyer was committed to that particular home. Feeling that they left $2,200 on the table when accepting the $1,500, both have suggested that they would not intend to actively participate in the showing or marketing of EDA spec homes.

Other area real estate agents have expressed similar sentiments.

The local housing market has certainly changed in the last decade since Washington Terrace was substantially completed. Things have also changed considerably in the real estate industry. It appears that to be competitive, we will also need to change our policies and practices to successfully sell speculative homes.

At this time, to react to the identified changes in the marketplace, Southwest Minnesota Housing Partnership officials and I recommended that we consider payment of a full 2% buyer's representative fee if a realtor brings us a buyer for a speculative home.

After considerable debate and discussion the EDA voted to recommend that the City Council adopt the policy change and offer the 2% fee.

The proposed resolution provides for revision of the previous resolution and authorization for the 2% fee.

**FISCAL IMPACT:**

The $1,500 fee on the first speculative house was paid out of the Professional Services line item within the Community Development budget when. The suggestion would be that the 2% would be offered for the sale of the remaining two spec homes and once again paid out of the Departmental budget.

If the EDA were to proceed with the construction of additional speculative homes as has been planned, the 2% fee would be established within the advertised house prices.

**ALTERNATIVES/VARIATIONS:**

Do not act: The fee will remain at a flat $1,500.

Negative Votes: The fee will remain at a flat $1,500.

Modification of the Resolution: Local real estate agents will be notified of the enhanced fee.

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. 2018 -

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

RESOLUTION RESCINDING RESOLUTION NO. 2018-20 AND ESTABLISHING A 2% REALTOR REFERRAL FEE FOR ASSISTANCE WITH THE MARKETING, SHOWING AND SALE OF THE ECONOMIC DEVELOPMENT AUTHORITY’S SPECULATIVE HOMES WITHIN TRAVERSE GREEN SUBDIVISION

WHEREAS, the City has undertaken the development of Traverse Green Subdivision; and

WHEREAS, the Economic Development Authority (EDA) has completed the construction of three (3) speculative homes which have been marketed for sale; and

WHEREAS, the EDA has successfully sold one of the three speculative homes; and

WHEREAS, the sale of speculative homes has been slower than anticipated or desired; and

WHEREAS, to assist with the future marketing, showing and sale of speculative homes, the City Council, through Resolution No. 2018-20 had previously approved a flat $1,500 commission to real estate agents representing buyers of a speculative home; and

WHEREAS, most area realtors have indicated that the $1,500 fee is not sufficient to compel their participation in the marketing or showing of EDA speculative homes to prospective buyers; and

WHEREAS, subsequent to establishment of the $1,500 fee, the Economic Development Authority has reconsidered the merits of a realtor referral fee and has recommended that the City Council authorize a 2% commission.

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

1. City Council Resolution No. 2018-20 is hereby rescinded.

2. A 2% realtor “Buyer” fee will be paid to participating area realtors representing interests which purchase of an EDA speculative home in Traverse Green Subdivision.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2018.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator
TO: Honorable Mayor Zieman  
Members of the City Council  

FROM: Todd Prafke  
City Administrator  

RE: Billing Clerk (Utility) Job Description Modification  

ACTION/RECOMMENDATION  

Approve the attached modified job description for Billing Clerk (Utility).  

BACKGROUND  

The practice of the City Council has been to review job descriptions when openings occur and at other times as needed based on changes in laws or best practices. Your Billing Clerk has submitted a resignation and a recruitment process to fill the position will be started in the near future. This is the position that has primary responsibility in the process of calculating and sending utility bills.  

In order to develop all the recruitment materials, it is first necessary to have an updated position description. The resignation takes effect in early August and it is my hope to reduce the time in between vacancy and hire. Although it is our practice to consider position description modifications at a workshop prior to formal action, I am asking the City Council to consider the attached redlined version of the changes in order to move the process along knowing the changes that are proposed are very modest in nature.  

Members know that job descriptions are used in our hire/recruitment processes so I am recommending changes to the Desired Qualifications that I think provide clarity as to some alternative educational backgrounds that would work well.  

I view any other changes as being clean-up and not significant to the position, but rather technical in nature relating to the hire process and how we use this description in that process.  

A red-lined job description is attached for your review.  

FISCAL IMPACT:  

There is no fiscal impact to this change nor does it require a modification in pay.
ALTERNATIVES AND VARIATIONS:
Do not act. Staff will wait for your additional direction. To keep the process on recruitment moving forward, we will modify the current recruitment material to reflect the current description rather than the proposed changes.
Negative vote. Staff will advertise the position under the current job description. To keep the process on recruitment moving forward we will modify the current recruitment material to reflect the current description rather than the proposed changes.
Modification to the Resolution. This is always an option of the City Council. Any change will mean a modification to the recruitment material and we will move forward using the modified description.

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

TP/bal
CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION

POSITION TITLE: BILLING CLERK

DEPARTMENT: FINANCE

SUPERVISOR: DIRECTOR OF FINANCE

Pay Equity Points = 192

OVERVIEW OF POSITION:
Under general supervision, the Billing Clerk prepares utility billing input data, enters data, performs a variety of computer processing functions, and undertakes clerical functions as directed.

ESSENTIAL JOB FUNCTIONS:
- Prepares utility billing input data; enters data; prepares utility billing statements; performs computer processing functions; obtains computer reports; verifies meter readings and corrects as necessary; prepares and corrects billing registers, edits, and printouts; assists with control of accounts receivable; analyze sales and prepares overall sales recap; maintains files of computer source documents.
- Provides documentation for delinquent accounts to be processed for assessment or write off.
- Assists in handling customer inquiries and routing incoming phone calls.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:
| Ability to: communicate clearly and effectively;—understand and carry out directions; accept responsibility; deal with the public; maintain confidentiality as needed; be tactful.

ESSENTIAL PHYSICAL REQUIREMENTS:
The Billing Clerk is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:
- Continuously is over 2/3 of a work day
- Frequently is 1/3 to 2/3 of a work day
- Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read
and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, stand, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating.

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:
- High school diploma or equivalent
- Clerical experience
- Demonstrated computer use experience
- Experience working with the public

DESIRED QUALIFICATIONS:
- Demonstrated knowledge and experience using Microsoft Word software.
- Demonstrated knowledge and experience using Excel software.
- Minimum of one year demonstrated accounting or bookkeeping experience.
- Associate’s degree in accounting or related work experience
- Bachelor’s degree with a major in accounting or related work experience
- Demonstrated knowledge and experience using utility billing software
- Demonstrated experience using accounts receivable billing software.
- Two or more years' experience working with utility billing
- Two or more years' experience working with accounts receivable

Adopted May 26, 2016
RESOLUTION AUTHORIZING MODIFICATIONS TO BILLING JOB DESCRIPTION

WHEREAS, it is City practice to review position descriptions prior to recruitment to fill vacancies; and,

WHEREAS, the Billing Clerk has submitted her resignation; and

WHEREAS, the City Administrator recommends modifications be made to the Billing Clerk position description to more accurately outline the desired qualifications of the position.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the proposed changes to the job description for the position of Billing Clerk are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of June, 2018.

________________________________________
Charles Zieman
Mayor

ATTEST:

________________________________________
Todd Prafke
City Administrator
TO: Honorable Mayor Zieman
Members of the City Council

DATE: 6/7/2018

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Veteran’s Memorial Event

ACTION/RECOMMENDATION

Authorize limited City assistance for the Veteran’s Memorial dedication event on July 1, 2018.

BACKGROUND

The Veteran’s Memorial Committee has submitted a request for City assistance for the event to dedicate the new memorial to be held on Sunday, July 1, 2018.

The request by the Veteran’s Memorial Committee includes:

• The temporary closure of College Avenue from South Minnesota Avenue to the intersection with South Third Street
• Use of the City’s portable bleachers.
• Police Reserves assistance for traffic control

After meeting with the organizers, I recommend limited approval as follows:

• Closure of College Avenue limited to 7:00 a.m. Sunday, July 1st until 4:00 p.m. that day. Although this is less time than the organizers have asked for, College Avenue is an important roadway and having the road closed from Friday through Monday morning is not feasible.
• Public Works to deliver barricades and the portable bleachers to the area on Friday. The organizers of the event will need to move them in place beginning at 7:00 a.m. on Sunday, July 1st and remove the same from the roadway by 4:00 p.m.
• Staff will contact the Minnesota Department of Transportation to arrange for portable signage to be placed along Highway 169 indicating the temporary closure of College Avenue.

Approval for City assistance is provided contingent upon receipt of a certificate of insurance in an amount of not less than $1,500,000 per occurrence naming the City of Saint Peter as an additional insured.
FISCAL IMPACT:

The expected cost of this assistance is $1,000.

ALTERNATIVES/VARIATIONS:
Do Not Act: No further action will be taken and the organizers will be notified.
Denial: The organizers will be notified of the Council’s denial of the request.
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
May 8, 2018

Mr. Todd Prafke, City Administrator

Dear Todd,

Enclosed is the Preliminary Dedication Program Plan for the St. Peter Area Veteran’s Memorial, scheduled for July 1, 2018. The Dedication Committee has met on several occasions with Chief Matt Peters for guidance on traffic control, crowd control, and safety concerns; as well as yourself for protocol directions. We have notified the Community Recreation Office of the occasion in the event some other community member or group was planning on an activity in Washington Square on July 1.

We are requesting that College Avenue be blocked off from Minnesota Avenue to Third Street, beginning the morning of Friday, June 29, as we are renting a portable stage from the City of North Mankato, which we can pick up on Friday to move to St. Peter (we plan on returning it on Monday a.m.)

If possible, the portable bleachers used for the July 4th parade on Washington Avenue be positioned on College Ave for spectator use.

If possible, Police Reserve be positioned on Minnesota Avenue and College Avenue (some spectators may park on the east side of Minnesota Avenue and not all drivers yield to pedestrians in crosswalks); Third Street and College Avenue; and Fourth Street and College Avenue.

South Central Emergency Services will be on site, however the presence of a St. Peter Ambulance in case of an emergency would be reassuring.

With the assistance of the Chamber and the July 4th Committee, there will be Porta Potties and waste receptacles on site.

If you have further questions or concerns please contact myself.

Sincerely,

Dave Johnson (934-3568; dcjohnson507@gmail.com)
St. Peter Area
VETERAN'S MEMORIAL

Dedication

July 1st, 2018 • 2:00 pm
Minnesota Square Park • St. Peter, MN
St. Peter Area VETERAN’S MEMORIAL DEDICATION
July 1st, 2018 • 2:00 pm • Minnesota Square Park • St. Peter, MN
Lawn Chairs Are Recommended.

PROGRAM

2:00 pm Revielle
2:05 pm Presentation of the Colors William R. Witty Post #37
North American Aviation T-6 Advanced Texan Flyover
(weather permitting)
2:15 pm Mankato Riverblenders "Armed Forces Medley"
"Proud to be an American"
"National Anthem"

Welcome Mayor Chuck Zieman, City of St. Peter
Importance of a Community Memorial Mr. Tom McLaughlin
Introduction of Donor Wall Mr. Bob Lambert, Chair Memorial Committee
Introduction of Honor Wall Mr. Bob Lambert
Three Round Volley Salute, Taps William R. Witty Post #3 Honor Guard
Uncovering of Honor Wall Music Selection by St. Peter High School Band
Introduction of Service Wall Mr. Bob Lambert
Uncovering of Service Wall Music Selection by St. Peter High School Band
Introduction of the Statue "Peace and Freedom" Mr. Bob Lambert
Uncovering of Statue Music Selection by St. Peter High School Band
Symbolism of "Peace and Freedom" Mr. Bob Lambert
Closing Music Selection by St. Peter High School Band
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2018 -

STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR VETERANS MEMORIAL DEDICATION EVENT

WHEREAS, the City has received a request for assistance from the organizers of the Veteran’s Memorial Dedication event; and

WHEREAS, the event is free and open to the public; and

WHEREAS, staff has reviewed the request and is recommending provision of limited assistance.

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

1. The request by the Veteran’s Memorial Committee is hereby approved as follows:
   • The temporary closure of College Avenue from South Minnesota Avenue to the intersection with South Third Street beginning 7:00 a.m. Saturday, July 1st until 4:00 p.m. that day.
   • Use of the City’s portable bleachers.
   • Police Reserves assistance with all costs to be paid by the event organizers.

2. The City shall provide for the following:
   • Delivery of barricades and the portable bleachers to the area on Friday.
   • Contacting the Minnesota Department of Transportation to arrange for portable signage indicating the temporary closure of College Avenue.

3. Approval for City assistance is provided contingent upon receipt of a certificate of insurance in an amount of not less than $1,500,000 per occurrence naming the City of Saint Peter as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of June, 2018.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator