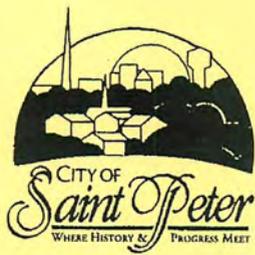


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, June 9, 2014
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
 - A. May 27, 2014 Regular Meeting
 - B. June 2, 2014 Special Meeting
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
 - 1. Fire Department Recognitions
 - 2. Others
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
 - A. SWMHP Resolution of Support
- VII. NEW BUSINESS**
 - A. Solace Project Support
 - B. Revolving Loan Request: Kaduce/St. Peter Laundry
 - C. Hospital Equipment Purchase Requests
 - D. Washington Avenue Link Phase 2 Project Change Order #1
 - E. Public Works Replacement Vehicle Purchase
 - F. 2014 Crack Seal Project Bid Award
 - G. 2014 Seal Coating Project Bid Award
 - H. MSA4 Project
 - I. City Assistance Request: Livestock
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. SMMPA Update
 - 2. City/County Meeting Schedule
 - 3. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

Copies of the minutes of the May 27, 2014 regular meeting and the June 2, 2014 special meeting are attached for approval. MOTIONS are in order.

IV. VISITORS

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

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

B. **General Visitor Comments**

1. **FIRE DEPARTMENT RECOGNITIONS**

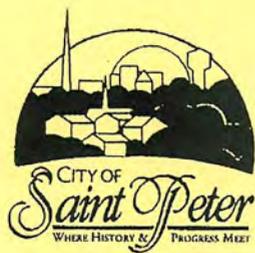
At this time Mayor Strand will recognize three members of the Fire Department who have retired after many years of service to community. Mayor Strand will also introduce the newest members of the Department.

2. **OTHERS**

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for May 22, 2014 through June 4, 2014 are attached. Please see the attached staff reports and RESOLUTION.



VI. UNFINISHED BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING SUPPORT FOR SOUTHWEST MINNESOTA HOUSING PARTNERSHIP APARTMENT PROJECT

SWMHP has asked the City for a resolution of support for their project to purchase and rehabilitate Maplewood Apartments. Staff recommends approval. Please see the attached staff report and RESOLUTION.

VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION RELATED TO SOLACE PROJECT

Staff recommends approval of a request for a letter of support for the Solace Project. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN FOR LARRY AND MEGAN KADUCE (ST PETER LAUNDRY COMPANY)

The EDA has recommended approval of a revolving loan in the amount of 79,475.00 for Larry and Megan Kaduce to partially finance the renovation and rehabilitation of a commercial structure located at 209 West Mulberry Street. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF RESOLUTIONS APPROVING HOSPITAL EQUIPMENT PURCHASES

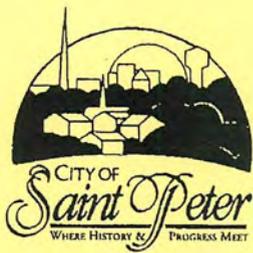
The Hospital Commission has requested authorization for the purchase of surgical sterilization equipment and a surgical waste disposal system. Hospital purchases in excess of \$15,000 require City Council approval. Please see the attached staff report and RESOLUTIONS.

D. ADOPTION OF A RESOLUTION APPROVING CHANGE ORDER NUMBER ONE FOR WASHINGTON AVENUE LINK PHASE 2 PROJECT

Staff recommends approval of Change Order #1 for Phase 2 of the Washington Avenue Link Project in the amount of \$32,008. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF REPLACEMENT VEHICLE FOR CITY MECHANIC

Staff recommends approval be provided for purchase of a replacement truck to be used by the City Mechanic. Funds have been budgeted for this purchase. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF A RESOLUTION AWARDING BID FOR 2014 CRACK SEALING PROJECT

Staff recommends awarding the bid for the 2014 crack sealing project to American Pavement Solutions. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION AWARDING BID FOR 2014 SEAL COATING PROJECT

Staff recommends award of the bid for the 2014 seal coating project to Caldwell Asphalt. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION APPROVING ASSISTANCE FOR MSA4 PROJECT

Staff recommends Bolton and Menk, Inc. be retained to provide assistance with the project to ensure compliance with the City's MSA4 permit. Please see the attached staff report and RESOLUTION.

I. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE REQUEST FOR LIVESTOCK EVENT

The organizers of the Livestock event have requested City assistance. The event will be held on June 21st in Minnesota Square Park. Staff recommends approval as outlined in the resolution. Please see the attached staff report and RESOLUTION.

IX. REPORTS

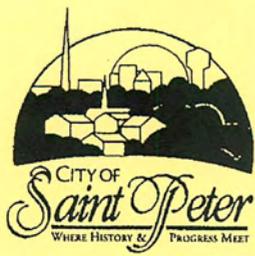
A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY

Public Works Director Giesking will provide an update on SMMPA at this time.



2. REPORT ON CITY/COUNTY MEETING SCHEDULE

The next City/County meeting is scheduled for Wednesday, July 11th at 3:30 p.m. at the Government Center. A report will be provided at this time.

3. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING

MAY 27, 2014

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 27, 2014.

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

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

Approval of Minutes – A motion was made by Kvamme, seconded by Zieman, to approve the minutes of the May 12, 2014 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 12, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Visitors – Ricky Toumala, 908 Menk Drive, addressed the Council to express his displeasure at truckers using "jake brakes" along Highway 99. Toumala indicated MnDOT had removed the jake braking sign and asked the Council to put up a new sign showing jake braking is not allowed. City Administrator Prafke indicated staff would review his concern and report back to the Council.

Consent Agenda – In motion by Parras, seconded by Zieman, Resolution No. 2014-74 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Zieman expressed concerns about the Temporary Dance License for the Red Men Club and noise levels and complaints received in 2013 for the Red Men Fourth of July outdoor dance. Zieman asked that staff take steps to ensure he does not receive complaints this year. City Administrator Prafke indicated he would visit with the Red Men Club officials again. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-74 is contained in the City Administrator's book entitled Council Resolutions 20.

Southwest Minnesota Housing Partnership (SWMHP) Resolution of Support – City Administrator Prafke recommended approval of a request from Southwest Minnesota Housing Partnership (SWMHP) for a resolution of support for their project to purchase the Maplewood Apartment complex in Saint Peter and for the City to serve as grantee for SWMHP's Small Cities Development Program grant application. Prafke indicated the Minnesota Housing Finance Agency had asked SWMHP to purchase the property after the current owners indicated their intent to withdraw from the USDA Rural Development 515 program which would allow the current rents in the building to revert to market rate.

SWMHP Executive Director Rick Goodemann indicated SWMHP would provide over \$1.2 million in upgrades to the property and the purchase price was based on an appraisal.

Goodemann also indicated the funding for the project would be from the low income tax credits program and the application was due on June 10th.

Councilmember Zieman expressed his concerns about the high price of the property and made a motion to table action until the Council could have additional discussion on the request. Zieman stated he felt it might be more appropriate to let the free market dictate the purchase price and future use of the building. Zieman moved to table action on the proposed resolution until the Council could have discussion at a workshop session.

Councilmember Brand quoted from a Minnesota Public Radio article that indicted there was a crisis in affordable housing and indicated he was supportive of the SWMHP proposal which he felt was good for the community.

Councilmember Parras stated he felt the Council needed to be good stewards of tax dollars even if local taxes weren't being spent on the project and the Council should always ask questions.

Councilmember Grams questioned information that had been provided indicating the "median" rent was \$1,611 per month. Goodemann indicated that figure had been provided by the Minnesota Housing Finance Agency for the census tract that included Maplewood Apartments.

Councilmember Parras seconded the motion made by Zieman to table action until further Council discussion. With Councilmembers Zieman, Parras and Grams voting aye, Councilmember Brand and Mayor Strand voting nay, the motion carried and action was tabled until further Council discussion at a workshop session.

School District #508 Memorandum Of Understanding – City Administrator Prafke recommended approval be provided for execution of a renewal memorandum of understanding with School District #508 that would require the City to continue to administer several youth programs for the District for which the District would pay the City \$10,200. Prafke noted that although the agreement had been in place for a number of years following a State funding cut that left the District unable to provide the programs, should School funding be cut even further, it might put the City in the position of having to discontinue the programming or subsidize the School's programming. In motion by Brand, seconded by Zieman, Resolution No. 2014-75 entitled "Resolution Authorizing Execution Of Youth Development Memorandum Of Understanding", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-75 is contained in the City Administrator's book entitled Council Resolutions 20.

Hazardous Building Action – City Attorney Brandt presented a proposed resolution that would order the removal or repair of the hazardous building located at 214 South Minnesota Avenue. Brandt indicated the resolution was the next step in abating the hazardous structure and it was preceded by an inspection by a structural engineer. Brandt also noted that a contractor had also evaluated the building and determined it was so hazardous he would not allow his crew to enter the structure. Community Development Director Wille provided information on the process to be followed including his belief that the property owner would submit a demolition permit within days after Council action and the permit would be denied until the completion of an Environmental Assessment Worksheet process was completed which would include a 30 day comment period. Wille noted the EAW process would be followed by the Heritage Preservation Commission being asked to take action to approve demolition of the structure. Wille noted the entire process should be completed by the end of July.

In motion by Grams, seconded by Brand, Resolution No. 2014-76 entitled "Resolution Ordering Repair Or Removal Of Hazardous Conditions Located At 214 South Minnesota Avenue, Saint Peter, Minnesota", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-76 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

Mayor's Report – Mayor Strand reported on his recent activities which included participating in the Memorial Day ceremony at Minnesota Square Park.

SMMPA Update – Due to Public Works Director Giesking's absence, the SMMPA report was delayed.

Consumer Confidence Report – City Administrator Prafke reported the annual consumer confidence report on the City's water quality has been issued and is available on the City's website or at City Hall or Public Works.

Family Pool Passes – City Administrator Prafke reminded the public that family pool passes are only \$35. Prafke also noted the pool will open on June 7th at 1:00 p.m. and admission is free on opening day.

Executive Session: Land Purchase Negotiations (213 West Nassau Street) – City Administrator Prafke requested a closed session to discuss land purchase negotiations for the property at 213 West Nassau Street as allowed under State law. In motion by Parras, seconded by Grams, Resolution No. 2014-77 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. 2014-77 is contained in the City Administrator's book entitled Council Resolutions 20.

The Council adjourned to closed session at 7:49 p.m. in the Governors' Room. (Note...the original action called for the closed session to take place in the Traverse des Sioux room, however the Council remained in the Governors' Room.)

The Council returned to open session at 7:59 p.m.

There being no further business, a motion was made by Brand, seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:59 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE SPECIAL CITY COUNCIL MEETING
JUNE 2, 2014

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of Saint Peter was conducted in the conference room of the Public Works building on June 2, 2014.

A quorum present, Mayor Strand called the meeting to order at 5:34 p.m. The following members were present: Councilmembers Grams, Zieman, Brand, Parras, Kvamme, and Mayor Strand. Absent was Councilmember Carlin. The following officials were present: City Administrator Prafke and City Attorney Brandt.

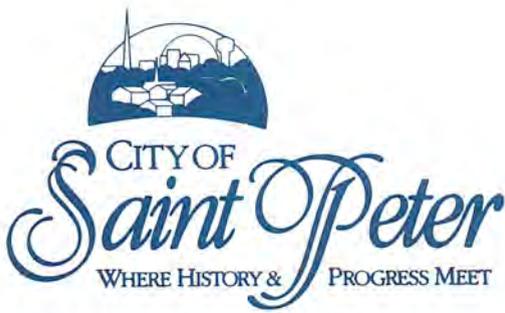
Lyndale Terminal (Holiday) Property Acquisition and Temporary Easements – City Administrator Prafke recommended approval for execution of a purchase agreement in the amount of \$201.65 and temporary construction easement agreement with Lyndale Terminal Co. (Holiday) for property at the northeast corner of the West St. Julien and Old Minnesota Avenue intersection. Prafke indicated approval of the agreements will allow flood mitigation work along West St. Julien street to be included in the Minnesota Department of Transportation (MnDOT) Highway 169 reconstruction project. Community Development Director Wille reported Holiday had originally balked at inclusion in the project because of access changes to their property along West St. Julien street, but the company had negotiated with the property owner directly to the north and purchased a 50' strip of land that will help facilitate traffic patterns on the Holiday property and allow access for semis and other delivery drivers from Old Minnesota Avenue. Mayor Strand pointed out that the proposed resolution did not authorize a roundabout at the intersection, but would ready the area for future expansion. Wille stated the agreements would allow Holiday to be included in full flood mitigation work and improvements along both the south and north sides of the 100 block of West St. Julien Street. In motion by Grams, seconded by Kvamme, Resolution No. 2014-78 entitled "Resolution Approving Temporary Construction Easements And Purchase Of Road Right-Of-Way From Lyndale Terminal Co. (Holiday)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-78 is contained in the City Administrator's book entitled Council Resolutions 20.

There being no further business, a motion was made by Brand, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 5:40 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: May 22, 2014

FROM: Lewis Giesking
Director of Public Works

RE: 2014 Swimming Pool Chemicals-Hawkins Chemical Company

ACTION/RECOMMENDATION

Approve a blanket purchase order to Hawkins Chemical Company in an amount not to exceed \$12,000 for the purchase and delivery of pool chemicals and supplies for operating the municipal outdoor swimming pool complex in Veterans Memorial Park.

BACKGROUND

The operation of the municipal outdoor swimming pool in 2011 dramatically changed, requiring less chemicals as a result of the new water plant coming online and our recent use of Spagnum Moss, with an annual cost \$7,000 and \$11,000 for the two types of pool chemicals used. For the upcoming 2014 swimming pool season, staff has sought quotes on two types of chemicals - liquid chlorine and Sulfuric Acid.

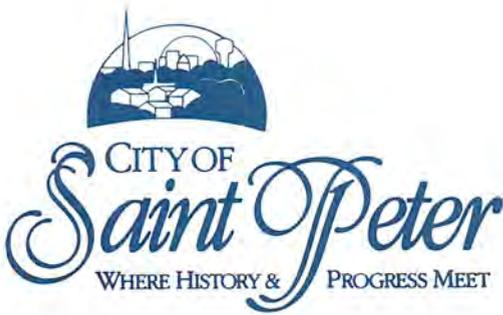
Hawkins Chemical Company submitted the low quote for the liquid chlorine and is the only vendor to submit a bid on sulfuric acid. The City Water Utility has used this same company for the chemicals needed at the water plant. Hawkins is also able to deliver the chemicals on a weekly basis which is needed due to a lack of storage capacity. Staff recommends accepting the quote from Hawkins for both chemicals.

<u>CHEMICAL</u>	<u>HAWKINS</u>	<u>DPC, IND.</u>
Liquid Chlorine	\$1.78 per gallon	\$1.98 per gallon
Sulfuric Acid	\$5.15 per gallon	Not available

The funding for purchase and delivery of swimming pool chemicals and supplies is included in the 2014 Swimming Pool Budget.

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

LG



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 3, 2014

FROM: Lewis G Giesking
Director of Public Works

Pete Moulton
Water Utilities Superintendent

RE: Hydrant Replacements

ACTION/RECOMMENDATION

Approve the purchase of four fire hydrants and watermain accessories from Minnesota Pipe and Equipment of Farmington, Minnesota in the amount of \$10,845.00.

BACKGROUND

Staff is in the process of replacing hydrants that have either failed or are deficient in flow characteristics. The Water Utility budget contains money allocated for the purpose of these replacements.

Staff prepared a "request for quote" specification that would allow for hydrant vendors to competitively submit a quote for delivery of four fire hydrants and watermain accessories. The three companies that supplied quotes met the minimum requirements for delivery and materials.

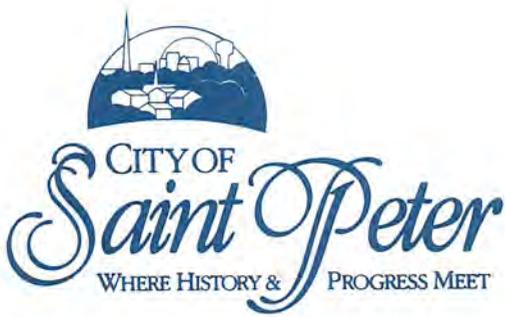
Quotes were received as follows:

Minnesota Pipe and Equipment Inc. - Farmington	\$ 10,845.00
HD Supply Waterworks Inc. – Eden Prairie	\$ 10,881.00
Ferguson Waterworks Inc. – Blaine	\$ 11,147.90

We recommend accepting the quote from Minnesota Pipe and Equipment of Farmington in the amount of \$10,845.

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

LGG/PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: May 23, 2014

FROM: Lewis Giesking
Director of Public Works

RE: 2014 Trail Fog Seal

ACTION/RECOMMENDATION

Accept proposal for fog seal application of the City trail system from Caldwell Asphalt Company in the amount of \$18,920.

BACKGROUND

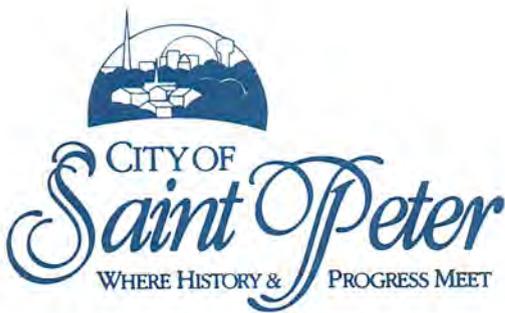
The 2014 Street Maintenance Budget included \$20,000 for 5,550 gallons of CRS-2PD for the fog seal of the city trail system. The project proposal was sent out to 8 local and state asphalt contractors but only one proposal was submitted as shown below:

<u>CONTRACTOR</u>	<u>CRS2PD (5,550 gallons)</u>	<u>TOTAL QUOTE</u>
Caldwell Asphalt Co.	\$3.44/ gal	\$18,920.00

Funding for the 2014 Trail System Fog Seal will be from the Parks and Streets maintenance budgets as planned.

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

LGG//amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 2, 2014

FROM: Lewis Giesking
Director of Public works

Pete Moulton
Water Utilities Superintendent

RE: Biosolids Thermo Blender Auger Replacement

ACTION/RECOMMENDATION

Authorize RDP Technologies, Inc. of Norristown, PA to furnish and deliver two (2) new Thermoblender augers, shaft assemblies, and heating elements for the biosolids pasteurization vessel in the amount of \$66,268.

BACKGROUND

In 2013, during the process of pressing biosolids, staff noticed that the Thermoblender was continually plugging causing a delay in the processing of biosolids. After evaluation, it was determined that the dual auger system had worn thin and was in need of replacement. In our biosolids process, lime is added to a pressed wet cake biosolid where it is mixed and heated in a pasteurization vessel.

The augers have heating elements inside that raise the temperature of the biosolid to kill bacteria which allows for quick disposal and less Minnesota Pollution Control Agency (MPCA) restrictions. The biosolids produced is considered a Class "A" Exceptional Quality Biosolid. The Thermoblender is where the biosolids and lime mixes to reach a minimum temperature of 158 degrees for a minimum of thirty minutes.

Staff consulted with a service technician from RPD Technologies in Pennsylvania and noted that due to our regular maintenance program, the augers last a couple years longer than expected. Staff is very diligent in keeping this process in good working order. Replacement of two augers and the heating elements is requested. These units are very heavy (1,900 lbs) each and assistance to install lifting rings to raise the units will be needed. Staff is talking to several contractors to see who is available to assist with installation when the augers arrive. It is anticipated that an additional \$10,000 for lifting rings and contractor assistance will be required.

\$50,000 had been budgeted for this expense as it was originally believed that two of the four heating elements could be reused. After talking to the manufacturer they identified that the heating elements are usually not in great shape to continue in the new auger and they recommend replacing all four heating elements at the time new augers are installed. This added an additional \$21,309 to the cost of replacement. Staff recommends that the augers be replaced as per factory recommendations.

The original equipment was purchased from RDP Technologies Inc. of Pennsylvania and they have proprietary rights to the equipment and replacement parts. Formal written proposals were not prepared for this reason as competitive bids could not be received. With the additional two heating elements, the final price with shipping and handling is \$66,268.

FISCAL IMPACT:

Budgeted funds are allocated from the wastewater fund in the biosolids area. Staff will continue to look to reduce costs in other areas to cover the additional cost of the two additional heating elements. Since this purchase and installation is over the budgeted amount, the additional funds needed will come from Wastewater Fund Reserves.

ALTERNATIVES/VARIATIONS:

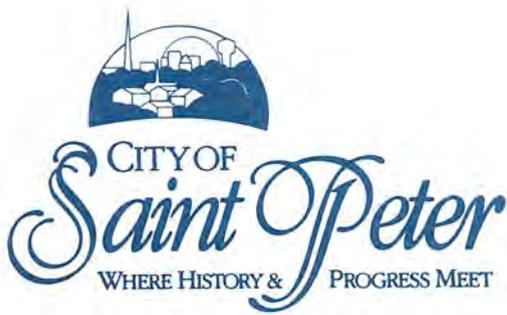
Do not act: Staff will await City Council direction.

Negative Votes: Staff will await City Council direction.

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 on this agenda item.

LGG/PM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 6/5/2014

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

Several temporary license applications have been submitted because of upcoming events and one annual license.

Temporary Gambling Licenses have been applied for by the St. Peter Wrestling Club to hold a raffle and the Knights of Columbus in order to hold bingo. Both events will take place at the Nicollet County Fair located at 400 West Union.

The Embassy Bar has decided to renew their Off Sale Liquor license after researching the cost of insurance. The licensing period will be July 1, 2014 – June 30, 2015.

TNT Fireworks has applied for a Transient Merchant License in order to sell fireworks in the Family Fresh Parking Lot located at 612 South Minnesota. They will be selling from June 26, 2014 – July 6, 2014.

The All School Reunion will be taking place in St. Peter this summer. The St. Peter Lions have submitted applications in order to sell beer and wine. They will be selling these beverages on July 5, 2014 in a roped off area of the First National Bank parking lot. They plan to use Police Reserves to check ID's and use wrist bands.

The St. Peter Baseball Association has submitted a Temporary Soft Drink License and two Temporary On Sale Beer License applications in order to sell Soft Drinks and Beer at Vets Field. They will also be using the second beer license to sell at the Nicollet County Fairgrounds.

Please place these items on the June 9, 2014 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

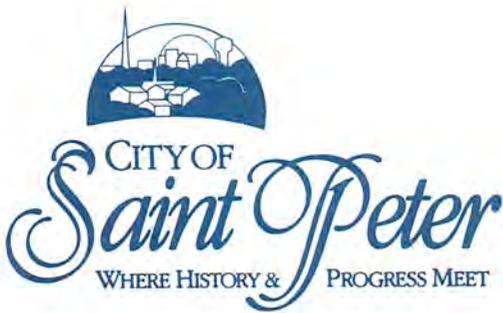
ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without Council direction.

Denial: The applicants will be informed of the Council decision.

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 these agenda items.



Memorandum

To: Todd Prafke
City Administrator

Date: May 27, 2014

From: Lewis Giesking *Lew*
Director of Public Works

Pete Moulton *Pete*
Water Utilities Superintendent

Re: Wastewater Internship

Action/Recommendation

Authorize Nicola Mehta from Gustavus Adolphus College to complete a summer internship with the Wastewater Utility with an hourly wage of \$8.00/hour.

Background

There are two areas of our wastewater operations that need attention in order to stay in compliance with MPCA regulations and to keep our wastewater facility operating in a proper fashion. Those programs are 1) Mercury Minimization Plan (MMP) and 2) Fats, Oils and Grease (FOG) program.

Mercury Minimization: Our National Pollution Discharge Elimination System (NPDES) permit requires that the City develop and implement a sampling plan to determine the sources of mercury contamination within our wastewater collection system. Potential sources of mercury from facilities include dental operations, laboratory equipment, laboratory chemicals, bulk chemicals, process control and measuring equipment, lamps, batteries, paint, and first aid/medical equipment.

Fats, Oils and Greases: FOG is an operational problem with private laterals, collection system piping and with our primary treatment process the biologically aerated filters (BAF's). Sanitary sewer pipe is designed and installed with sufficient diameter to carry the normal waste discharges from a residence or business. When FOG is discharged to the sewer, it cools and accumulates on the sidewalls of the sewer pipes. Over time, this accumulation of grease restricts the flow and causes blockages in the sewer which may result in overflowing manholes or basement backups. When the FOG does stay suspended and is pumped to the wastewater treatment facility it will form a solid in the clarifier causing operation inefficiency. Removal at the plant is costly and time consuming.

In working with Professor Jeff Jeremiason at Gustavus Adolphus College (GAC) he has identified that GAC student, Nicola Mehta is capable and willing to serve in the role the City has identified. Duties would include assisting with development of a mercury source database and

plotting them on the collection system map to determine sample locations. GAC will allow an intern to analyze samples for mercury at their campus for no charge. This is a savings of one hundred dollars per sample, allowing for an aggressive sampling plan (estimated 20 samples). The intern would also track mercury results in the database and develop inspection logs for site visits for potential mercury sources in our community. The intern would also be utilized to assist with our Fats, Oils, and Grease program, and assist with data entry for laboratory QC data, salty discharge, and lab analysis while new wastewater staff is being trained in.

The intern would work three days a week, nine hours a day at \$8.00 per hour. The expected work schedule would be from June 3, 2014 through August 28, 2014 for an estimated total of 39-working days at the cost of \$2,808.00.

FISCAL IMPACT:

This internship project will be funded by Wastewater Utility funds.

ALTERNATIVE VARIATIONS:

Approval: Staff will work with Nicola Mehta to develop a FOG and Mercury Minimization plan.

Denial: No further action will be taken without additional direction from the Council.

Modification: 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.

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	summer soccer shirts	GENERAL FUND	RECREATION/LEISURE SER	56.00
			TOTAL:	56.00
AMAZON	new library materials	LIBRARY FUND	LIBRARY	692.64
			TOTAL:	692.64
AMERICAN PAYMENT CENTERS	qtrly drop box rental	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rental	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	223.22
			TOTAL:	223.22
AUTOMATIC SYSTEMS CO.	repair & program BAF motor	WASTE WATER FUND	SOURCE/TREATMENT	3,015.10
			TOTAL:	3,015.10
BACHMAN'S, INC.	downtwn median plants	ENVIRON SERVICES F	REFUSE DISPOSAL	240.40
	blvd trees program	ENVIRON SERVICES F	REFUSE DISPOSAL	2,170.25
	boulevard trees	ENVIRON SERVICES F	REFUSE DISPOSAL	1,006.00
			TOTAL:	3,416.65
BGMN, INC	lube grease	GENERAL FUND	STREETS	22.20
	lube grease	GENERAL FUND	PARKS	22.20
	lube grease	WATER	DISTRIBUTION AND STORA	11.10
	lube grease	WASTE WATER FUND	SOURCE/TREATMENT	11.10
	lube grease	ENVIRON SERVICES F	REFUSE DISPOSAL	11.10
	lube grease	ELECTRIC FUND	POWER DISTRIBUTION	22.20
	lube grease	STORMWATER FUND	TREATMENT	11.10
			TOTAL:	111.00
BORDER STATES ELECTRIC SUPPLY	3ph cabinets,bsements,1 ph	ELECTRIC FUND	NON-DEPARTMENTAL	3,511.24
			TOTAL:	3,511.24
BRIGGS AND MORGAN	st julien roundabout prope	PERM IMPROVMENT RE	STREETS	1,770.00
			TOTAL:	1,770.00
BRYAN ROCK PRODUCTS INC	aglme ramsey ball field	GENERAL FUND	PARKS	1,785.70
	aglme ramsey ball park	GENERAL FUND	PARKS	2,862.15
			TOTAL:	4,647.85
BUREAU OF CRIMINAL APPREHENSION	continuing ed class mike p	GENERAL FUND	POLICE	95.00
			TOTAL:	95.00
C & S SUPPLY CO INC	grommet kit	GENERAL FUND	FIRE	5.28
	dave g clothing	GENERAL FUND	PUBLIC WORKS ADMIN	77.97
	grass seed	GENERAL FUND	RECREATION/LEISURE SER	89.98
	instl rubber chest	GENERAL FUND	PARKS	177.90
	todd m clothing	GENERAL FUND	PARKS	119.97
	grass seed	COMMUNITY CENTER	COMMUNITY CENTER	89.99
	wayne p clothing	COMMUNITY CENTER	COMMUNITY CENTER	59.98
	loren m, richard h shoes	WATER	ADMIN AND GENERAL	83.26
	loren m, richard h shoes	WASTE WATER FUND	ADMIN AND GENERAL	83.26
	shovel	ENVIRON SERVICES F	REFUSE DISPOSAL	29.98
	loren m, richard h shoes	STORMWATER FUND	ADMINISTRATION AND GEN	83.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	900.84
CALIBRE PRESS INC	tom w training	GENERAL FUND	POLICE	209.00
			TOTAL:	209.00
CENTERPOINT ENERGY MINNEGASCO	gas may '14	GENERAL FUND	FIRE	220.37
	gas may '14	GENERAL FUND	STREETS	165.77
	gas may '14	GENERAL FUND	SWIMMING POOL	45.10
	gas may '14	GENERAL FUND	PARKS	132.62
	gas may '14	LIBRARY FUND	LIBRARY	737.10
	gas may '14	COMMUNITY CENTER	COMMUNITY CENTER	2,136.28
	gas may '14	WATER	PURIFICATION AND TREAT	852.31
	gas may '14	WATER	PURIFICATION AND TREAT	98.41
	gas may '14	WATER	ADMIN AND GENERAL	66.31
	gas may '14	WASTE WATER FUND	COLLECTOR/LIPT STAT	12.59
	gas may '14	WASTE WATER FUND	SOURCE/TREATMENT	2,859.36
	gas may '14	WASTE WATER FUND	ADMIN AND GENERAL	66.31
	gas may '14	ENVIRON SERVICES F	ADMIN AND GENERAL	66.31
	gas may '14	ELECTRIC FUND	ADMIN AND GENERAL	165.77
			TOTAL:	7,624.61
CHARD TILING & EXCAVATING	repair curb/gutter 1724 n	PERM IMPROVMENT RE	STREETS	222.30
			TOTAL:	222.30
CHEMSEARCH	hyd system conditioner	GENERAL FUND	STREETS	67.84
	hyd system conditioner	GENERAL FUND	PARKS	67.84
	hyd system conditioner	WATER	DISTRIBUTION AND STORA	33.92
	hyd system conditioner	WASTE WATER FUND	SOURCE/TREATMENT	33.92
	hyd system conditioner	ENVIRON SERVICES F	REFUSE DISPOSAL	33.92
	hyd system conditioner	ELECTRIC FUND	POWER DISTRIBUTION	67.84
	hyd system conditioner	STORMWATER FUND	TREATMENT	33.92
			TOTAL:	339.20
CINTAS FIRST AID & SAFETY	vehicle kits&first aid cab	GENERAL FUND	STREETS	82.66
	summr rec&jeff first aid s	GENERAL FUND	RECREATION/LEISURE SER	329.39
	vehicle kits&first aid cab	GENERAL FUND	PARKS	66.12
	vehicle kits&first aid cab	WATER	ADMIN AND GENERAL	33.06
	vehicle kits&first aid cab	WASTE WATER FUND	ADMIN AND GENERAL	33.06
	vehicle kits&first aid cab	ENVIRON SERVICES F	ADMIN AND GENERAL	33.06
	vehicle kits&first aid cab	ELECTRIC FUND	ADMIN AND GENERAL	82.66
			TOTAL:	660.01
COLE PAPERS INC	gloves,tissue,cleaners	GENERAL FUND	STREETS	72.74
	air freshener&cleaner	GENERAL FUND	STREETS	20.69
	garbage bags,towels	GENERAL FUND	STREETS	48.23
	gloves,tissue,cleaners	GENERAL FUND	PARKS	72.74
	air freshener&cleaner	GENERAL FUND	PARKS	20.69
	garbage bags,towels	GENERAL FUND	PARKS	48.23
	gym floor finish	COMMUNITY CENTER	COMMUNITY CENTER	3,268.90
	tissue,bar pads	COMMUNITY CENTER	COMMUNITY CENTER	106.28
	tissues	COMMUNITY CENTER	COMMUNITY CENTER	311.80
	gym floor finish,cleaners	COMMUNITY CENTER	COMMUNITY CENTER	2,140.02
	gloves,tissue,cleaners	WATER	DISTRIBUTION AND STORA	36.37
	air freshener&cleaner	WATER	DISTRIBUTION AND STORA	10.35
	garbage bags,towels	WATER	DISTRIBUTION AND STORA	24.12
	floor machine repair	WASTE WATER FUND	SOURCE/TREATMENT	261.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gloves,tissue,cleansers	WASTE WATER FUND	SOURCE/TREATMENT	36.37
	air freshener&cleaner	WASTE WATER FUND	SOURCE/TREATMENT	10.35
	garbage bags,towels	WASTE WATER FUND	SOURCE/TREATMENT	24.12
	gloves,tissue,cleansers	ENVIRON SERVICES F	REFUSE DISPOSAL	36.37
	air freshener&cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	10.35
	garbage bags,towels	ENVIRON SERVICES F	REFUSE DISPOSAL	24.12
	gloves,tissue,cleansers	ELECTRIC FUND	POWER DISTRIBUTION	72.74
	air freshener&cleaner	ELECTRIC FUND	POWER DISTRIBUTION	20.69
	garbage bags,towels	ELECTRIC FUND	POWER DISTRIBUTION	48.23
	gloves,tissue,cleansers	STORMWATER FUND	TREATMENT	36.39
	air freshener&cleaner	STORMWATER FUND	TREATMENT	10.35
	garbage bags,towels	STORMWATER FUND	TREATMENT	24.11
			TOTAL:	6,797.23
COMFORT SYSTEMS, INC.	cleared vacuum heating por	GENERAL FUND	STREETS	15.94
	cleared vacuum heating por	GENERAL FUND	PARKS	12.75
	cleared vacuum heating por	WATER	ADMIN AND GENERAL	6.38
	cleared vacuum heating por	WASTE WATER FUND	ADMIN AND GENERAL	6.38
	cleared vacuum heating por	ENVIRON SERVICES F	ADMIN AND GENERAL	6.36
	cleared vacuum heating por	ELECTRIC FUND	ADMIN AND GENERAL	15.94
			TOTAL:	63.75
CONTECH ENGINEERED SOLUTIONS LLC	sales tax credited on amex	ENVIRON SERVICES F	NON-DEPARTMENTAL	76.39-
	kasota site metal pipes	ENVIRON SERVICES F	REFUSE DISPOSAL	319.62
			TOTAL:	243.23
COPIER BUSINESS SOLUTIONS	copier toner	GENERAL FUND	STREETS	2.47
	copier maint	GENERAL FUND	RECREATION/LEISURE SER	165.92
	copier toner	GENERAL FUND	PARKS	1.97
	copier maint	COMMUNITY CENTER	COMMUNITY CENTER	165.92
	copier toner	WATER	ADMIN AND GENERAL	0.99
	copier toner	WASTE WATER FUND	ADMIN AND GENERAL	0.99
	copier toner	ENVIRON SERVICES F	ADMIN AND GENERAL	0.98
	copier toner	ELECTRIC FUND	ADMIN AND GENERAL	2.47
			TOTAL:	341.71
CREDIT RIVER TOOLS	hammer drill	GENERAL FUND	STREETS	119.00
	hammer drill	GENERAL FUND	PARKS	119.00
	hammer drill	WATER	DISTRIBUTION AND STORA	59.50
	hammer drill	WASTE WATER FUND	SOURCE/TREATMENT	59.50
	hammer drill	ENVIRON SERVICES F	REFUSE DISPOSAL	59.50
	hammer drill	ELECTRIC FUND	POWER DISTRIBUTION	119.00
	hammer drill	STORMWATER FUND	TREATMENT	59.50
			TOTAL:	595.00
CULLIGAN	solar salt delivered	COMMUNITY CENTER	COMMUNITY CENTER	19.20
			TOTAL:	19.20
DAKOTA COUNTY TECHNICAL COLLEGE	pursuit refresher x4	GENERAL FUND	POLICE	900.00
			TOTAL:	900.00
DAVIS EQUIPMENT CORPORATION	caster yoke	STORMWATER FUND	TREATMENT	110.17
			TOTAL:	110.17
DGR ENGINEERING	4/30 distrib design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,610.50
	4/30brdwy gen const&final	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,705.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4/30 maps,solar	ELECTRIC FUND	POWER DISTRIBUTION	449.50
			TOTAL:	4,765.60
DH ATHLETICS LLC	homeplate & pitching rubbe	GENERAL FUND	PARKS	216.00
			TOTAL:	216.00
DON'S APPLIANCE & TV	lg tv	GENERAL FUND	POLICE	249.99
			TOTAL:	249.99
EARL F ANDERSEN INC	9"name plates	GENERAL FUND	STREETS	196.89
			TOTAL:	196.89
EMERGENCY RESPONSE SOLUTIONS	extrication gloves	GENERAL FUND	FIRE	236.39
	strap kit	GENERAL FUND	FIRE	78.00
	harness straps	GENERAL FUND	FIRE	218.76
			TOTAL:	533.15
FASTENAL COMPANY	saw blades	GENERAL FUND	FIRE	132.06
	safety glasses	GENERAL FUND	STREETS	20.08
	nipples,caps,hex nuts	GENERAL FUND	STREETS	72.36
	plow bolts	GENERAL FUND	STREETS	229.75
	over glasses safety glasse	GENERAL FUND	STREETS	16.71
	returned safety glasses	GENERAL FUND	STREETS	20.08-
	nuts&bolts	GENERAL FUND	STREETS	16.75
	safety glasses	GENERAL FUND	PARKS	16.06
	nipples,caps,hex nuts	GENERAL FUND	PARKS	72.36
	drill bit	GENERAL FUND	PARKS	17.38
	over glasses safety glasse	GENERAL FUND	PARKS	13.36
	returned safety glasses	GENERAL FUND	PARKS	16.06-
	cotter pin	WATER	DISTRIBUTION AND STORA	3.11
	nipples,caps,hex nuts	WATER	DISTRIBUTION AND STORA	36.18
	safety glasses	WATER	ADMIN AND GENERAL	8.03
	over glasses safety glasse	WATER	ADMIN AND GENERAL	6.68
	returned safety glasses	WATER	ADMIN AND GENERAL	8.03-
	nipples,caps,hex nuts	WASTE WATER FUND	SOURCE/TREATMENT	36.18
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	8.03
	over glasses safety glasse	WASTE WATER FUND	ADMIN AND GENERAL	6.68
	returned safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	8.03-
	nipples,caps,hex nuts	ENVIRON SERVICES F	REFUSE DISPOSAL	36.18
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	8.04
	over glasses safety glasse	ENVIRON SERVICES F	ADMIN AND GENERAL	6.68
	returned safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	8.04-
	nipples,caps,hex nuts	ELECTRIC FUND	POWER DISTRIBUTION	72.36
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	20.08
	over glasses safety glasse	ELECTRIC FUND	ADMIN AND GENERAL	16.71
	returned safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	20.08-
	nipples,caps,hex nuts	STORMWATER FUND	TREATMENT	36.16
			TOTAL:	827.65
FERGUSON ENTERPRISES, INC.	galv red coup.	GENERAL FUND	FIRE	19.30
	women's lav faucet	GENERAL FUND	SWIMMING POOL	258.59
			TOTAL:	277.89
THE FREE PRESS	2014renewal	GENERAL FUND	STREETS	71.97
	2014renewal	GENERAL FUND	PARKS	57.58
	2014renewal	WATER	ADMIN AND GENERAL	28.79

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2014renewal	WASTE WATER FUND	ADMIN AND GENERAL	28.79
	2014renewal	ENVIRON SERVICES F	ADMIN AND GENERAL	28.78
	2014renewal	ELECTRIC FUND	ADMIN AND GENERAL	71.97
			TOTAL:	287.88
G AND H READY MIX, LLC	concrete driveway jeff fie	GENERAL FUND	PARKS	1,800.00
			TOTAL:	1,800.00
GALLS INC	glasses	GENERAL FUND	POLICE	43.04
			TOTAL:	43.04
GENESIS	may fuel	GENERAL FUND	FIRE	267.10
	may fuel	GENERAL FUND	STREETS	1,844.72
	may fuel	GENERAL FUND	PARKS	1,372.88
	may fuel	WATER	DISTRIBUTION AND STORA	199.74
	may fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	318.42
	may fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	443.68
	may fuel	ELECTRIC FUND	POWER DISTRIBUTION	470.26
	may fuel	STORMWATER FUND	TREATMENT	381.58
	may fuel	TRANSIT	TRANSIT/TRANSPORTATION	499.73
			TOTAL:	5,798.11
LEWIS GIESKING	mileage5/1-5/30/14	GENERAL FUND	STREETS	11.19
	nisswa mtg	GENERAL FUND	STREETS	229.66
	mileage5/1-5/30/14	GENERAL FUND	PARKS	8.95
	mileage5/1-5/30/14	WATER	ADMIN AND GENERAL	4.47
	mileage5/1-5/30/14	WASTE WATER FUND	ADMIN AND GENERAL	4.47
	mileage5/1-5/30/14	ENVIRON SERVICES F	ADMIN AND GENERAL	4.47
	mileage5/1-5/30/14	ELECTRIC FUND	ADMIN AND GENERAL	11.19
	mora,rochester mtgs	ELECTRIC FUND	ADMIN AND GENERAL	278.04
			TOTAL:	552.44
GREATER MANKATO GROWTH	3rd qtr econ dvlp aggr due	GENERAL FUND	ECONOMIC DEVMT	6,373.00
			TOTAL:	6,373.00
HAMLIN UNIVERSITY	education	GENERAL FUND	CITY ADMINISTRATION	4,130.00
			TOTAL:	4,130.00
HAWKINS, INC.	clorine,azone,sod hyd,pot	WATER	PURIFICATION AND TREAT	4,010.50
	azone 15 & sodium hydo	WATER	PURIFICATION AND TREAT	1,410.30
	sulfuric acid & poly	WASTE WATER FUND	BIOSOLIDS	5,136.13
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	177.63
			TOTAL:	10,734.56
HILLYARD/HUTCHINSON	pw bldg vacuum	GENERAL FUND	STREETS	125.80
	pw bldg vacuum	GENERAL FUND	PARKS	125.80
	pw bldg vacuum	WATER	DISTRIBUTION AND STORA	62.90
	pw bldg vacuum	WASTE WATER FUND	SOURCE/TREATMENT	62.90
	pw bldg vacuum	ENVIRON SERVICES F	REFUSE DISPOSAL	62.90
	pw bldg vacuum	ELECTRIC FUND	POWER DISTRIBUTION	125.80
	pw bldg vacuum	STORMWATER FUND	TREATMENT	62.90
			TOTAL:	629.00
HOLIDAY COMMERCIAL	may fuel	GENERAL FUND	FINANCE	24.56
	may fuel	GENERAL FUND	POLICE	578.90
	may car washes	GENERAL FUND	POLICE	29.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	may fuel	GENERAL FUND	BUILDING INSPECTOR	73.74
	may fuel	GENERAL FUND	PUBLIC WORKS ADMIN	86.05
	may fuel	GENERAL FUND	STREETS	229.38
	may fuel	GENERAL FUND	PARKS	368.96
	may fuel	WATER	SOURCE OF SUPPLY	34.70
	may fuel	WATER	PURIFICATION AND TREAT	52.05
	may fuel	WATER	DISTRIBUTION AND STORA	260.28
	may fuel	WATER	CUSTOMER ACCOUNTS	53.20
	may fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	184.15
	may fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	53.20
	may fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	51.20
	may fuel	ELECTRIC FUND	POWER DISTRIBUTION	253.73
	may fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	53.22
	may fuel	STORMWATER FUND	TREATMENT	521.28
			TOTAL:	2,908.48
HORIZON COMMERCIAL POOL SUPPLY	pool moss	GENERAL FUND	SWIMMING POOL	1,257.72
	pool moss	GENERAL FUND	SWIMMING POOL	709.79
			TOTAL:	1,967.51
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	2,799.60
			TOTAL:	2,799.60
BRENDA ISLEY	gfoa conf meal	GENERAL FUND	FINANCE	27.90
			TOTAL:	27.90
JAVENS MECHANICAL CONTRACTING CO.	rpz testing	GENERAL FUND	STREETS	13.67
	rpz testing	GENERAL FUND	PARKS	10.94
	rpz testing	GENERAL FUND	PARKS	273.40
	rpz testing	LIBRARY FUND	LIBRARY	109.36
	rpz testing	COMMUNITY CENTER	COMMUNITY CENTER	109.36
	5 yr rebuilds	COMMUNITY CENTER	COMMUNITY CENTER	297.92
	spring pm	WATER	PURIFICATION AND TREAT	1,410.00
	rpz testing	WATER	PURIFICATION AND TREAT	1,093.52
	5 yr rebuilds	WATER	PURIFICATION AND TREAT	297.91
	cooling carrier units pm	WATER	PURIFICATION AND TREAT	102.00
	dehumidifier service	WATER	PURIFICATION AND TREAT	96.00
	rpz testing	WATER	ADMIN AND GENERAL	5.47
	carrier split unit repairs	WASTE WATER FUND	COLLECTOR/LIFT STAT	808.00
	rpz testing	WASTE WATER FUND	COLLECTOR/LIFT STAT	109.36
	5 yr rebuilds	WASTE WATER FUND	COLLECTOR/LIFT STAT	297.91
	spring pm	WASTE WATER FUND	SOURCE/TREATMENT	885.00
	rpz testing	WASTE WATER FUND	SOURCE/TREATMENT	164.04
	5 yr rebuilds	WASTE WATER FUND	SOURCE/TREATMENT	297.92
	rpz testing	WASTE WATER FUND	ADMIN AND GENERAL	5.47
	rpz testing	ENVIRON SERVICES F	ADMIN AND GENERAL	5.46
	rpz testing	ELECTRIC FUND	ADMIN AND GENERAL	13.67
			TOTAL:	6,406.38
KAREN'S FLOWERS	annuals&tubs	GENERAL FUND	PARKS	129.79
			TOTAL:	129.79
KENDELL DOORS & HARDWARE, INC.	hinge	GENERAL FUND	PARKS	10.23
	hinges	GENERAL FUND	PARKS	32.00
			TOTAL:	42.23

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MIKE KENNEDY	clothing allowance	GENERAL FUND	PARKS	66.30
			TOTAL:	66.30
KWIK TRIP INC	may fuel	GENERAL FUND	POLICE	1,813.44
	may fuel	GENERAL FUND	FIRE	95.30
	may fuel	GENERAL FUND	BUILDING INSPECTOR	45.52
	may fuel	GENERAL FUND	PARKS	408.39
	may fuel	WATER	SOURCE OF SUPPLY	7.60
	may fuel	WATER	PURIFICATION AND TREAT	11.39
	may fuel	WATER	DISTRIBUTION AND STORA	56.96
	may fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,779.66
			TOTAL:	5,218.26
LE CENTER LEADER	2014 subscription renewal	LIBRARY FUND	LIBRARY	62.40
			TOTAL:	62.40
LEAGUE OF MN CITIES INSURANCE TRUST	14 property&liability ins	GENERAL FUND	MAYOR & COUNCIL	379.26
	14 property&liability ins	GENERAL FUND	CITY ADMINISTRATION	2,197.85
	14 property&liability ins	GENERAL FUND	FINANCE	1,947.15
	14 property&liability ins	GENERAL FUND	MUNICIPAL BUILDING	827.74
	14 property&liability ins-	GENERAL FUND	MUNICIPAL BUILDING	51.00
	14 property&liability ins	GENERAL FUND	POLICE	17,858.46
	14 property&liability ins-	GENERAL FUND	POLICE	3,211.00
	14 property&liability ins	GENERAL FUND	FIRE	2,419.82
	14 property&liability ins-	GENERAL FUND	FIRE	4,038.00
	14 property&liability ins	GENERAL FUND	BUILDING INSPECTOR	1,563.44
	14 property&liability ins-	GENERAL FUND	BUILDING INSPECTOR	196.00
	14 property&liability ins	GENERAL FUND	EMERGENCY MGMT	9.91
	14 property&liability ins	GENERAL FUND	COMMUNITY SERVICE	727.77
	14 property&liability ins	GENERAL FUND	PUBLIC WORKS ADMIN	739.10
	14 property&liability ins	GENERAL FUND	STREETS	9,165.74
	14 property&liability ins-	GENERAL FUND	STREETS	2,041.00
	14 property&liability ins-	GENERAL FUND	STREETS	418.50
	14 property&liability ins	GENERAL FUND	SENIOR COORDINATOR	273.16
	14 property&liability ins	GENERAL FUND	RECREATION/LEISURE SER	3,007.46
	14 property&liability ins	GENERAL FUND	SWIMMING POOL	5,625.40
	14 property&liability ins	GENERAL FUND	SKATING RINKS	83.27
	14 property&liability ins	GENERAL FUND	PARKS	24,277.74
	14 property&liability ins-	GENERAL FUND	PARKS	598.00
	14 property&liability ins-	GENERAL FUND	PARKS	334.80
	14 property&liability ins	GENERAL FUND	ECONOMIC DEVMT	1,276.22
	14 property&liability ins	GENERAL FUND	INSURANCE-UNALLOCATED	1,056.00-
	14 property&liability ins	LIBRARY FUND	LIBRARY	6,239.74
	14 property&liability ins	PUBLIC ACCESS	PUBLIC ACCESS	226.26
	14 property&liability ins	COMMUNITY CENTER	COMMUNITY CENTER	11,376.35
	14 property&liability ins	TORNADO DISASTER R	ECONOMIC DEVMT	1,480.00
	14 property&liability ins	WATER	SOURCE OF SUPPLY	8,386.75
	14 property&liability ins	WATER	PURIFICATION AND TREAT	6,609.80
	14 property&liability ins	WATER	DISTRIBUTION AND STORA	2,487.03
	14 property&liability ins	WATER	ADMIN AND GENERAL	1,416.95
	14 property&liability ins-	WATER	ADMIN AND GENERAL	167.40
	14 property&liability ins-	WATER	ADMIN AND GENERAL	833.50
	14 property&liability ins	WATER	CUSTOMER ACCOUNTS	310.06
	14 property&liability ins-	WATER	CUSTOMER ACCOUNTS	119.75
	14 property&liability ins	WASTE WATER FUND	BIOSOLIDS	1,492.54
	14 property&liability ins	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,570.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	14 property&liability ins	WASTE WATER FUND	SOURCE/TREATMENT	23,618.87
	14 property&liability ins	WASTE WATER FUND	ADMIN AND GENERAL	1,317.13
	14 property&liability ins-	WASTE WATER FUND	ADMIN AND GENERAL	167.40
	14 property&liability ins-	WASTE WATER FUND	ADMIN AND GENERAL	833.50
	14 property&liability ins	WASTE WATER FUND	CUSTOMER ACCOUNTS	303.56
	14 property&liability ins-	WASTE WATER FUND	CUSTOMER ACCOUNTS	119.75
	14 property&liability ins	ENVIRON SERVICES F	REFUSE DISPOSAL	5,589.96
	14 property&liability ins	ENVIRON SERVICES F	ADMIN AND GENERAL	931.17
	14 property&liability ins-	ENVIRON SERVICES F	ADMIN AND GENERAL	252.00
	14 property&liability ins-	ENVIRON SERVICES F	ADMIN AND GENERAL	167.40
	14 property&liability ins	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	241.60
	14 property&liability ins-	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	119.75
	14 property&liability ins	ELECTRIC FUND	POWER PRODUCTION	31,732.08
	14 property&liability ins	ELECTRIC FUND	POWER DISTRIBUTION	13,222.43
	14 property&liability ins	ELECTRIC FUND	ADMIN AND GENERAL	3,663.16
	14 property&liability ins-	ELECTRIC FUND	ADMIN AND GENERAL	1,390.00
	14 property&liability ins-	ELECTRIC FUND	ADMIN AND GENERAL	418.50
	14 property&liability ins	ELECTRIC FUND	CUSTOMER ACCOUNTS	1,536.29
	14 property&liability ins-	ELECTRIC FUND	CUSTOMER ACCOUNTS	119.75
	14 property&liability ins	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,663.87
	14 property&liability ins	STORMWATER FUND	TREATMENT	504.53
	14 property&liability ins-	STORMWATER FUND	TREATMENT	121.00
	14 property&liability ins	STORMWATER FUND	ADMINISTRATION AND GEN	1,143.25
	14 property&liability ins	STORMWATER FUND	CUSTOMER ACCOUNTS	173.15
	14 property&liability ins	TRANSIT	TRANSIT/TRANSPORTATION	2,840.73
	14 property&liability ins-	TRANSIT	TRANSIT/TRANSPORTATION	5,484.00
	14 property&liability ins	LONG TERM CARE LEA	ADMIN AND GENERAL	4,111.00
	14 property&liability ins	MEDICAL CAMPUS	ADMIN & GENERAL	2,022.00
			TOTAL:	229,736.00
LIBERTY MFG & SUPPLY	marking paint	GENERAL FUND	STREETS	256.50
			TOTAL:	256.50
LJP ENTERPRISES INC	apr refuse pick up, dispos	ENVIRON SERVICES F	REFUSE DISPOSAL	18,666.30
			TOTAL:	18,666.30
LUBRICATION TECHNOLOGIES, INC.	oil & filters	GENERAL FUND	POLICE	1,088.54
	antifreeze,fluids,oils	GENERAL FUND	STREETS	741.99
	antifreeze,fluids,oils	GENERAL FUND	PARKS	741.99
	antifreeze,fluids,oils	WATER	DISTRIBUTION AND STORA	371.00
	antifreeze,fluids,oils	WASTE WATER FUND	SOURCE/TREATMENT	371.00
	antifreeze,fluids,oils	ENVIRON SERVICES F	REFUSE DISPOSAL	371.00
	antifreeze,fluids,oils	ELECTRIC FUND	POWER DISTRIBUTION	741.99
	antifreeze,fluids,oils	STORMWATER FUND	TREATMENT	370.98
	oil & filters	TRANSIT	TRANSIT/TRANSPORTATION	725.68
			TOTAL:	5,524.17
MACQUEEN EQUIPMENT INC	16D gear box repairs,fan h	GENERAL FUND	STREETS	26,808.88
	light swch,hyd swch,labor/	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,528.66
			TOTAL:	28,337.54
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	2013 audit	GENERAL FUND	FINANCE	5,700.00
	2013 audit	WATER	ADMIN AND GENERAL	1,425.00
	2013 audit	WASTE WATER FUND	ADMIN AND GENERAL	1,425.00
	2013 audit	ENVIRON SERVICES F	ADMIN AND GENERAL	1,425.00
	2013 audit	ELECTRIC FUND	ADMIN AND GENERAL	1,425.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	11,400.00	
MANKATO FORD, INC.	idler arm&sway bar repairs	GENERAL FUND	POLICE	601.46	
			TOTAL:	601.46	
MARCO, INC.	4/23-5/22 contract	GENERAL FUND	CITY ADMINISTRATION	18.29	
	4/23-5/22 contract	GENERAL FUND	CITY CLERK	18.29	
	4/23-5/22 contract	GENERAL FUND	FINANCE	12.19	
	4/23-5/22 contract	GENERAL FUND	POLICE	9.75	
	4/23-5/22 contract	GENERAL FUND	BUILDING INSPECTOR	4.88	
	4/23-5/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	2.44	
	4/23-5/22 contract	GENERAL FUND	ECONOMIC DEVMT	1.22	
	4/23-5/22 contract	WATER	ADMIN AND GENERAL	10.97	
	4/23-5/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	10.97	
	4/23-5/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	32.92	
			TOTAL:	121.92	
MATHESON TRI-GAS INC	welding shop supplies,wire	GENERAL FUND	STREETS	47.87	
	welding shop supplies,wire	GENERAL FUND	PARKS	47.87	
	welding shop supplies,wire	WATER	DISTRIBUTION AND STORA	23.94	
	welding shop supplies,wire	WASTE WATER FUND	SOURCE/TREATMENT	23.94	
	welding shop supplies,wire	ENVIRON SERVICES F	REFUSE DISPOSAL	23.94	
	welding shop supplies,wire	ELECTRIC FUND	POWER DISTRIBUTION	47.87	
	welding shop supplies,wire	STORMWATER FUND	TREATMENT	23.94	
			TOTAL:	239.37	
MED-COMPASS INC	scba exams,fit testing	GENERAL FUND	FIRE	2,442.50	
			TOTAL:	2,442.50	
MENARDS	hooks&adapters	GENERAL FUND	SWIMMING POOL	71.67	
			TOTAL:	71.67	
METERING & TECHNOLOGY SOLUTIONS	gac norelius meter	WATER	DISTRIBUTION AND STORA	251.51	
			TOTAL:	251.51	
METRO JANITORIAL SUPPLY INC.	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	608.35	
			TOTAL:	608.35	
MISC VENDOR	MARRIOT	travis s kansas city conf	GENERAL FUND	POLICE	376.83
	MONTGOMERY PUBLIC LIBR	lost book reimbursement	LIBRARY FUND	LIBRARY	8.95
	RAINBOW PRINTING	new library cards	LIBRARY FUND	LIBRARY	397.50
	SCHMIDT, RENEE	shelter rental refund	GENERAL FUND	NON-DEPARTMENTAL	42.75
	SOFTBALL ASSOCIATION	refund balance	GENERAL FUND	NON-DEPARTMENTAL	180.00
	SWANSON, MOLLY	shelter rental refund	GENERAL FUND	NON-DEPARTMENTAL	55.58
			TOTAL:	1,061.61	
MN DEPT OF TRANSPORTATION	sampling	PERM IMPROVMENT RE	STREETS	210.01	
			TOTAL:	210.01	
MN MUNICIPAL UTILITIES ASSOCIATION	annual random employee fee	GENERAL FUND	STREETS	77.50	
	annual random employee fee	GENERAL FUND	PARKS	62.00	
	annual random employee fee	WATER	ADMIN AND GENERAL	31.00	
	annual random employee fee	WASTE WATER FUND	ADMIN AND GENERAL	31.00	
	annual random employee fee	ENVIRON SERVICES F	ADMIN AND GENERAL	31.00	
	annual random employee fee	ELECTRIC FUND	ADMIN AND GENERAL	77.50	
			TOTAL:	310.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN PIPE & EQUIPMENT	#173 6'6" curb box rod cre	WATER	NON-DEPARTMENTAL	61.70-
	1196 repair clamp	WATER	NON-DEPARTMENTAL	197.76
	#318 6" cover plate	WATER	NON-DEPARTMENTAL	840.10
	air release valve	WATER	SOURCE OF SUPPLY	131.00
	water flow combo air relea	WATER	PURIFICATION AND TREAT	455.09
	meter jacket	WATER	DISTRIBUTION AND STORA	28.00
	hydrant r & m	WATER	DISTRIBUTION AND STORA	969.86
			TOTAL:	2,560.11
MN SOCIETY OF ARBORICULTURE	2014 msa renewal dan k	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00
	2014 msa renewal raoul b	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00
			TOTAL:	80.00
MN WASTEWATER OPERATORS ASSOC.	6/25-26 class jen t	WASTE WATER FUND	ADMIN AND GENERAL	125.00
			TOTAL:	125.00
PETE MOULTON	state plbg board	WATER	ADMIN AND GENERAL	101.36
	wef,corn mtg,mmua mtg	WASTE WATER FUND	ADMIN AND GENERAL	175.84
	mileage reimb5/12-5/23/14	STORMWATER FUND	ADMINISTRATION AND GEN	76.72
			TOTAL:	353.92
MVTL LABORATORIES INC	sludge analysis	WASTE WATER FUND	SOURCE/TREATMENT	411.50
			TOTAL:	411.50
NICOLLET COUNTY RECORDER/ABSTRACTER	vacation hartew st copies	PERM IMPROVMENT RE	STREETS	1.00
			TOTAL:	1.00
NORTH CENTRAL INTERNATIONAL	flaps & mirror	GENERAL FUND	STREETS	137.43
	#45wheel seals	GENERAL FUND	STREETS	73.02
	#45 compressor,brk chamber	GENERAL FUND	STREETS	806.15
	suspension bolsters	GENERAL FUND	STREETS	808.44
	#45brake shoe kits&drums	GENERAL FUND	STREETS	461.20
	#207 engine repairs	GENERAL FUND	STREETS	858.28
			TOTAL:	3,144.52
NORTH SHORE ANALYTICAL, INC	influent&effluent testing	WASTE WATER FUND	SOURCE/TREATMENT	410.00
			TOTAL:	410.00
PAULA O'CONNELL	gfoa conf expenses	GENERAL FUND	FINANCE	183.52
			TOTAL:	183.52
PET EXPO DIST.	routine aquarium mainten	LIBRARY FUND	LIBRARY	108.58
			TOTAL:	108.58
PETER'S SODDING SERVICE	sod & grading jeff fields	GENERAL FUND	PARKS	692.50
			TOTAL:	692.50
POWDER WERKS SANDBLASTING, LLC	blade blast,prime,pwdr coa	GENERAL FUND	STREETS	400.00
			TOTAL:	400.00
RONALD D. QUADE	nic co fire chief mtg mile	GENERAL FUND	FIRE	47.04
			TOTAL:	47.04
QUILL	ink cartridges	GENERAL FUND	FIRE	83.94
	ink cartridges	GENERAL FUND	STREETS	72.89
	ink cartridges	GENERAL FUND	PARKS	58.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	WATER	ADMIN AND GENERAL	29.16
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	29.16
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	29.16
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	72.89
			TOTAL:	375.51
RECREATION SUPPLY COMPANY	8' safety grip cover	GENERAL FUND	SWIMMING POOL	154.20
			TOTAL:	154.20
RECREONICS INC	clock & guard	GENERAL FUND	SWIMMING POOL	170.77
			TOTAL:	170.77
THE RETROFIT COMPANIES, INC.	cip spring recycling bulbs	ELECTRIC FUND	POWER DISTRIBUTION	101.32
			TOTAL:	101.32
RHINO	bike trail materials	RESTRICTED CONTRIB	PARKS	1,657.50
			TOTAL:	1,657.50
SAM'S CLUB	coffee	GENERAL FUND	SENIOR COORDINATOR	5.32
	plates,cups,sugar	GENERAL FUND	SENIOR COORDINATOR	74.92
	coffee	GENERAL FUND	RECREATION/LEISURE SER	5.32
	summer prog supplies	GENERAL FUND	RECREATION/LEISURE SER	152.81
	coffee	COMMUNITY CENTER	COMMUNITY CENTER	5.32
	plates,cups,sugar	COMMUNITY CENTER	COMMUNITY CENTER	43.90
			TOTAL:	287.59
SELECT ACCOUNT	admin fee	GENERAL FUND	CITY ADMINISTRATION	3.55
	admin fee	GENERAL FUND	CITY CLERK	2.22
	admin fee	GENERAL FUND	FINANCE	5.90
	admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.55
	admin fee	GENERAL FUND	POLICE	28.85
	admin fee	GENERAL FUND	BUILDING INSPECTOR	5.66
	admin fee	GENERAL FUND	COMMUNITY SERVICE	2.22
	admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.63
	admin fee	GENERAL FUND	STREETS	3.01
	admin fee	GENERAL FUND	RECREATION/LEISURE SER	6.39
	admin fee	GENERAL FUND	PARKS	11.38
	admin fee	GENERAL FUND	ECONOMIC DEVMT	2.22
	admin fee	LIBRARY FUND	LIBRARY	2.78
	admin fee	COMMUNITY CENTER	COMMUNITY CENTER	3.33
	admin fee	WATER	DISTRIBUTION AND STORA	5.44
	admin fee	WATER	ADMIN AND GENERAL	2.00
	admin fee	WATER	CUSTOMER ACCOUNTS	0.45
	admin fee	WASTE WATER FUND	SOURCE/TREATMENT	3.22
	admin fee	WASTE WATER FUND	ADMIN AND GENERAL	2.25
	admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.46
	admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	4.43
	admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.89
	admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.46
	admin fee	ELECTRIC FUND	POWER DISTRIBUTION	6.65
	admin fee	ELECTRIC FUND	ADMIN AND GENERAL	8.03
	admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.67
	admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.65
	admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	4.60
	admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.46
	admin fee	TRANSIT	TRANSIT/TRANSPORTATION	4.36

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	128.71
SHOPKO STORES OPERATING CO., LLC	sunscreen	STORMWATER FUND	ADMINISTRATION AND GEN	19.98
			TOTAL:	19.98
SISTER CITIES INTERNATIONAL	member dues 7'14-6'15	GENERAL FUND	MAYOR & COUNCIL	360.00
			TOTAL:	360.00
SOUTHERN MN CONSTRUCTION CO INC	jeff fields parking lot	GENERAL FUND	STREETS	9,212.85
	equip rental roll ball fie	GENERAL FUND	PARKS	1,380.00
	class 5 pw yard pile	WATER	ADMIN AND GENERAL	56.85
	class 5	WATER	ADMIN AND GENERAL	59.75
	class 5 pw yard pile	WASTE WATER FUND	ADMIN AND GENERAL	56.85
	class 5	WASTE WATER FUND	ADMIN AND GENERAL	59.75
	class 5 pw yard pile	ENVIRON SERVICES F	ADMIN AND GENERAL	28.41
	class 5	ENVIRON SERVICES F	ADMIN AND GENERAL	29.88
	class 5 pw yard pile	ELECTRIC FUND	ADMIN AND GENERAL	142.12
	class 5	ELECTRIC FUND	ADMIN AND GENERAL	149.38
			TOTAL:	11,175.84
SOUTHERN MN INSPECTION CO.	auto lift inspection	GENERAL FUND	STREETS	72.03
	hoist inspection	GENERAL FUND	STREETS	268.10
	auto lift inspection	GENERAL FUND	PARKS	57.62
	auto lift inspection	WATER	ADMIN AND GENERAL	28.81
	hoist inspections	WASTE WATER FUND	SOURCE/TREATMENT	423.50
	auto lift inspection	WASTE WATER FUND	ADMIN AND GENERAL	28.81
	auto lift inspection	ENVIRON SERVICES F	ADMIN AND GENERAL	28.80
	auto lift inspection	ELECTRIC FUND	ADMIN AND GENERAL	72.03
			TOTAL:	979.70
ST PETER HERALD	how to festival ads	LIBRARY FUND	LIBRARY	152.25
			TOTAL:	152.25
ST PETER INSULATED GLASS	hinge assy&labor	GENERAL FUND	FIRE	325.00
			TOTAL:	325.00
STAPLES ADVANTAGE	markers,pens,lables	GENERAL FUND	STREETS	28.56
	markers,pens,lables	GENERAL FUND	PARKS	22.85
	markers,pens,lables	WATER	ADMIN AND GENERAL	11.43
	markers,pens,lables	WASTE WATER FUND	ADMIN AND GENERAL	11.43
	markers,pens,lables	ENVIRON SERVICES F	ADMIN AND GENERAL	11.42
	markers,pens,lables	ELECTRIC FUND	ADMIN AND GENERAL	28.56
			TOTAL:	114.25
SUN UP CONSTRUCTION INC.	compost fence repair	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	255.00
			TOTAL:	255.00
TASER INTERNATIONAL	battery pk	GENERAL FUND	POLICE	48.71
			TOTAL:	48.71
CURTIS THOMPSON	bllass b water app&cert fee	WATER	ADMIN AND GENERAL	55.00
			TOTAL:	55.00
JENNIFER THORESON	class b water renewal	WATER	ADMIN AND GENERAL	23.00
			TOTAL:	23.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TIGERDIRECT.COM	cat 5 wire tester	GENERAL FUND	FINANCE	28.93
	scada panel ups	WASTE WATER FUND	ADMIN AND GENERAL	200.10
			TOTAL:	229.03
TRAVERSE DES SIOUX GARDEN CENTER	annuals	GENERAL FUND	PARKS	139.99
			TOTAL:	139.99
TRAVERSE DES SIOUX LIBRARY SYSTEM	1st half 2014 contract svc	LIBRARY FUND	LIBRARY	11,024.22
			TOTAL:	11,024.22
VISA	conf props,bag fee,taxi,pr	GENERAL FUND	CITY ADMINISTRATION	199.93
	swmhp mtg meal	GENERAL FUND	CITY ADMINISTRATION	55.74
	additional ram	GENERAL FUND	FINANCE	25.64
	kansas city conf meals,fue	GENERAL FUND	POLICE	73.03
	uniform allowance	GENERAL FUND	POLICE	90.00
	uniform allowance refund	GENERAL FUND	POLICE	37.33-
	bca conf fee sue p	GENERAL FUND	POLICE	115.00
	river bend mtg meal	GENERAL FUND	BUILDING INSPECTOR	14.68
	apwa poster	GENERAL FUND	PUBLIC WORKS ADMIN	23.00
	additional ram	GENERAL FUND	PUBLIC WORKS ADMIN	25.64
	steel wall pockets	GENERAL FUND	RECREATION/LEISURE SER	32.11
	babysitr training certific	GENERAL FUND	RECREATION/LEISURE SER	120.00
	program fee	GENERAL FUND	RECREATION/LEISURE SER	580.00
	sales tax refund drom 1/28	GENERAL FUND	RECREATION/LEISURE SER	25.43-
	mom/son dash supplies	GENERAL FUND	RECREATION/LEISURE SER	80.73
	warming house sign cord	GENERAL FUND	SKATING RINKS	23.50
	spdc adgenda mtg meal	GENERAL FUND	ECONOMIC DEVMT	18.99
	additional ram	GENERAL FUND	ECONOMIC DEVMT	36.27
	summer reading prog suppli	LIBRARY FUND	LIBRARY	621.99
	steel wall pockets	COMMUNITY CENTER	COMMUNITY CENTER	32.11
	additional ram	WATER	ADMIN AND GENERAL	25.64
	additional ram	WASTE WATER FUND	ADMIN AND GENERAL	25.64
	mmua meal	ELECTRIC FUND	ADMIN AND GENERAL	14.86
	appa conf exp	ELECTRIC FUND	ADMIN AND GENERAL	991.40
	dot spring workshop	TRANSIT	TRANSIT/TRANSPORTATION	220.39
			TOTAL:	3,383.53
VOICE OF YOUTH ADVOCATES	2014 renewal	LIBRARY FUND	LIBRARY	62.00
			TOTAL:	62.00
WATEROUS COMPANY	valve, filters	GENERAL FUND	FIRE	165.08
			TOTAL:	165.08
WESCO DISTRIBUTION INC	splice plstc,pwr splice w/	ELECTRIC FUND	NON-DEPARTMENTAL	578.82
	4"2" conduit	ELECTRIC FUND	NON-DEPARTMENTAL	16,650.00
			TOTAL:	17,228.82
WIN-911 SOFTWARE	annual software maint win-	WATER	PURIFICATION AND TREAT	395.00
			TOTAL:	395.00
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	37.85
			TOTAL:	37.85
YOUTH ENRICHMENT LEAGUE	contract for chess&fencing	GENERAL FUND	RECREATION/LEISURE SER	1,525.07
	contract for chess&fencing	RESTRICTED CONTRIB	RECREATION/LEISURE SER	186.93
			TOTAL:	1,712.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ZACK'S INC	chain w/hooks,brsh,pole	GENERAL FUND	STREETS	34.04
	chain w/hooks,brsh,pole	GENERAL FUND	PARKS	34.04
	rake,tape measr,handl,broo	GENERAL FUND	PARKS	100.71
	chain w/hooks,brsh,pole	WATER	DISTRIBUTION AND STORA	17.02
	chain w/hooks,brsh,pole	WASTE WATER FUND	SOURCE/TREATMENT	17.02
	chain w/hooks,brsh,pole	ENVIRON SERVICES F	REFUSE DISPOSAL	17.02
	chain w/hooks,brsh,pole	ELECTRIC FUND	POWER DISTRIBUTION	34.04
	shovels	ELECTRIC FUND	POWER DISTRIBUTION	47.98
	chain w/hooks,brsh,pole	STORMWATER FUND	TREATMENT	17.02
			TOTAL:	318.89
ZIEGLER INC	#2coolant level gage coola	ELECTRIC FUND	POWER PRODUCTION	371.30
			TOTAL:	371.30

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

101	GENERAL FUND	175,349.98
211	LIBRARY FUND	23,242.33
213	PUBLIC ACCESS	226.26
217	COMMUNITY CENTER	20,775.01
240	TORNADO DISASTER REV LOAN	1,480.00
401	PERM IMPROVMENT REVOLVING	2,203.31
601	WATER	36,395.01
602	WASTE WATER FUND	50,904.14
603	ENVIRON SERVICES FUND	32,935.37
604	ELECTRIC FUND	83,960.37
606	STORMWATER FUND	5,491.88
610	TRANSIT	12,554.55
620	LONG TERM CARE LEASE	4,111.00
627	MEDICAL CAMPUS	2,022.00
820	RESTRICTED CONTRIBUTIONS	1,844.43

	GRAND TOTAL:	453,495.64

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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 with 4 columns: VENDOR, ITEM, PRICE, FUNDING. Rows include Hawkins Inc. (Pool chemicals), Minnesota Pipe & Equip. (Hydrant replacements), Caldwell Asphalt (Fog seal application), and RDP Technologies (2 Thermoblender augers).

- 2. The following renewal license applications are hereby approved subject to payment of the licensing fee and compliance with City Code regulations:

TEMPORARY GAMBLING LICENSE

Table with 3 columns: License Holder, Location, Dates. Rows include St. Peter Wrestling Club and Knights of Columbus at Nic. Co. Fairgrounds.

OFF SALE

Table with 3 columns: Location, Address, Dates. Row includes Embassy Bar at 325 S MN from 7/1/14 to 6/30/15.

TRANSIENT MERCHANT

Table with 3 columns: Merchant, Address, Dates. Row includes TNT Fireworks at 612 S MN from 6/26/14 to 7/6/14.

TEMPORARY ON SALE WINE

Table with 3 columns: Merchant, Address, Dates. Row includes St. Peter Lions Club at 226 Nassau from 7/5/14.

TEMPORARY ON SALE BEER

Table with 3 columns: Merchant, Address, Dates. Rows include St. Peter Lions Club, St. Peter Baseball Assn. at Vets Field, and St. Peter Baseball Assn. at Nic. Co. Fairgrounds.

TEMPORARY SOFT DRINK

Table with 3 columns: Merchant, Address, Dates. Row includes St. Peter Baseball Assn. at Vets Field from 6/10/14 to 8/31/14.

3. The following temporary intern appointment is approved at the age indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE</u>
Nicola Mehta	Intern	\$8.00/hour

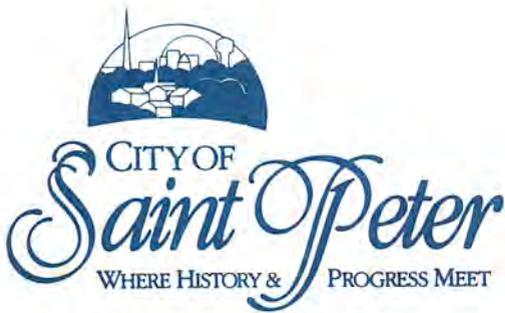
4. The schedule of disbursements for May 22, 2014 through June 4, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of June, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/3/14

FROM: Todd Prafke
City Administrator

RE: Southwest Minnesota Housing Partnership (SWMHP) Resolution of Support

ACTION/RECOMMENDATION

Provide a resolution of support and authorize the City to serve as grantee for Small Cities Development Program (SCDP) grant funds for the SWMHP purchase of Maplewood Apartments

BACKGROUND

The Council has discussed this issue at the May 27th regular meeting as well as the June 2nd workshop session as the Council sought clarification on the appraisal value and the basis for the appraisal. In addition, members sought clarification on a few data points which I have included in the memo. Lastly I have added information related to your 2012 Housing Study that either speaks to those data points or provides additional data related to need within your housing market place.

Maplewood Properties of St. Peter LLP, the current owners of Maplewood Apartments, has announced their intention to remove Maplewood Apartments from the USDA Rural Development Section 515 housing program established by the Federal Government. The property is managed by SMR. This program has provided rental assistance at the property for many years. Maplewood Properties and its' predecessors have received benefit from the use of this program and others for 29 years. The rules for the program which they participate in provides the opportunity for USDA Rural Development to require the owner to offer the property for sale if USDA believes there is need to maintain the units in the program. Again, this was a provision of entering the program and receiving benefits of the program or the last 20+ years.

Part of the process includes a review by the Minnesota Housing Finance Agency (MHFA) through the Interagency Stabilization Group, (ISG) consisting of MHFA, USDA RD, HUD, Greater MN Housing Fund and the Family Housing Fund representatives. The ISG has determined that Maplewood Apartments is at high risk of conversion to market rate and constitutes a priority for preservation. This conclusion is based on housing data and the demonstrated need for a certain number of units within specific income categories in Saint Peter based on demographic and income data. Members of the ISG, including MHFA, have been in contact with Southwest Minnesota Housing Partnership (SWMHP) and asked them to review a potential purchase to allow the building to be maintained at its current occupancy, serving low and moderate income residents with affordable rental rates.

The data that staff sees as important to the City is a part of the 2012 Housing Study and Census data. That information includes the following data points:

- 30.3% of all people 18 to 64 live below the poverty level.
- 20.9% of families with children under the age of 18 live below the poverty level
- Rental vacancy rate 1.8% (Community Census)
- 37.2% of occupied units are rented.
- 51.9% of renters pay gross rents of 30+% of income
- 34.6% of owners pay gross rents of 30+% of income
- Gross rents:

Less than \$200	3.0%
\$200-\$299	12.9%
\$300-\$499	12.0%
\$500-\$749	35.3%
\$750-\$999	17.8%
\$1,000-\$1,499	8.2%
\$1,500+	10.8%
- Median household income
 - For renter = \$27,904
 - For owner = \$60,625

The data point discussed by Councilmembers related to Census Tract and Median Rent of \$1,611 is skewed in that it seems to include "Housing with Services" and may also include student housing. Therefore, it is not a reasonable comparison that is useable for Maplewood or similarly situated properties.

Members asked for clarification on the sale price. I hope this clarifies the number that was incorrectly stated at your meeting. The correct proposed sale price is \$1,200,000 based on an appraisal that was ordered by the current owner and completed by Robinson Appraisal of Mankato in March of this year. The Nicollet County Assessor's Office indicates the value to be \$1,185,700. A copy of the County tax record is attached. The difference between the two is \$14,300.

The overall project cost, if the application is approved, is approximately \$3.7 million which includes acquisition, rehabilitation, financing costs, legal fees, contingencies, all in. Rehabilitation is the largest portion of the project costs.

Please also find attached excerpts from your Housing Study that I believe relate to the need based on the data provided in the Study. If you would like to see a copy of the full study it can be found on the City's website at the following link: <http://www.saintpetermn.gov/sites/default/files/documents/2012SaintPeterHousingStudy.pdf>, or please contact my office and I can provide you with a hard copy.

The Housing Study data and the author's recommendations indicate a number of primary issues including: very low vacancy in tax credit and moderate rent units (pg. 81); effectively no vacancies in the general occupancy units of this type (pg. 83); preservation of existing resources and future expansions of tenant-based rent assistance remain as important community affordable housing strategies; and greater emphasis should be placed on non-senior households as vacancies persist in units oriented to senior and disabled renters.

I have also provided some general demographic information for your use.

And finally, I have one last data point for your use. There was a question about the definition of percent of "lower income households". That terminology represents households with an annual household income of \$50,000 or less that pay more than 30% of household income on housing costs according to the American Community Survey estimates in 2007 to 2011. The American Community Survey is one of the sub-programs of the Census Bureau and can be found at www.censu.gov/acs/www/.

If a purchase is not made by SWMHP or a similar not-for-profit, the housing is likely to be converted to market rate housing and would then reduce the number of subsidized units in your community.

SWHMP would have the option to pursue this without your approval and the need for your approval most specifically relates to the second portion of the resolution which may provide up to \$350,000 for rehab dollars. (Again, that is a grant discussion connected to the Small Cities Development Grant program.)

If SWMHP moves forward with this project, two actions are requested from the City. First is to provide a resolution of support for the project. Second is to serve as the grantee for Small Cities Development Program grant funds.

SWMHP has provided a project summary that is attached. You will note that any financing likely includes about \$1.4 million in immediate building maintenance which is desired by SWMHP and which from our perspective is an improvement to housing stock within the community. In addition, to the repair budget there is a rehabilitation contingency of \$95,113 (based on 7% of estimated rehabilitation expense). Repairs that will be necessary beyond the immediate need are funded in two ways: through a capitalized reserve of \$100,000 (part of the development budget) and an annual payment from operations to reserves of \$13,050.

Without this effort providing for continuance of the rental assistance programing, rents would go up substantially and would likely mean a substantial turnover in the renters and a reduction in low income housing opportunities impacting other segments of your already challenging rental housing market. Some important factors for you to consider which form the basis for staff's recommendation and which relate to data from your community are:

- 45.9% of lower income renters are cost burdened highlighting the need to preserve existing affordable units.
- Median Household Income: \$52,835

SWMHP has done a number of projects in your community over the last dozen years or so. I will not go into their qualifications or history here, but if members would like more information on this please feel free to contact me. We have a very high level of confidence in SWMHP.

Again, the goal of the resolution is to show your support for SWMHP's application for funding through MHFA. If funding is approved the change in ownership would likely occur in early 2015.

The complex has 30 units which are in the 515 program and nine (9) units provide rental assistance for lower income population. SWMHP would be committed to this type of use for 30 years.

As a Small Cities Development Program Grantee we will have some small administrative costs that can be charged back to the overall project. In practical terms, it means up to a dozen transactions, but it would have no cash flow or other impact on your finances. Any additional auditing would be paid by the project. You have done this in the past and have provided this type of assistance for many groups over the years including Rock Bend Folk Festival and the Ambassadors Bluesfest.

Staff recommendation is to support the findings of the Housing Study of 2012 which speaks clearly toward preservation of this type of housing opportunity at these levels within your community. We believe that SWMHP has been a very positive partner and presents positive ownership of this facility along with the many other housing units they own in Saint Peter.

FISCAL IMPACT:

There is no direct fiscal impact to the City.

ALTERNATIVES/VARIATIONS:

Do Not Act: Should the Council choose not to act on the resolution of support, no further action will be taken as SWMHP has a deadline of June 10th for submission of their proposal.

Denial: No further action will be taken.

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

1320 N 5TH ST, ST PETER

Deed: MAPLEWOOD PROPERTIES OF SP & C/O SECURITY Map Area: St Pet Cty 13+ Units
 Contract: Route: 000-000-000
 CID#: 1409380011 Tax Dist: 1901SPetC508
 DBA: MAPLEWOOD APTS Plat Page:
 MLS: Subdiv: [NONE]

Checks/Tags:
 Lister/Date: CFZ, 11/30/2011
 Review/Date:
 Entry Status: Inspected

Urban/Apartments/Apt 4+ units

Legal: Section: ; Twp: ; Rng: ; Block: 1; Lot: 5, 8, 9 & 10; Deeded Acres: 2.793
 Block 1 Lot 5, 8, 9 & 10 SubdivisionCd 19644 SubdivisionName MARTINSON'S SUBD

Land										
Land Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres	Depth Factor	EFF	Qual./Land
SqFt X Rate						121,652.00	2.793			R-125
Grand Total						121,652.00	2.793			

Street		Utilities		Zoning		Land Use	
SqFt X Rate	None		None		Not Applicable		Not Applicable

Sales				Building Permits				Values					
Date	\$ Amount	NJTC	Recording	Date	Number	Tag	\$ Amount	Reason	Type	Appraised	B of R	St. Equalized	Pr Yr: 2013
									Land	\$212,900	\$0	\$0	\$212,900
									Dwlg	\$17,800	\$0	\$0	\$17,800
									Impr	\$955,000	\$0	\$0	\$955,000
									Total	\$1,185,700	\$0	\$0	\$1,185,700

Need
 assessments

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Minnesota Housing Community Profiles Metadata – Spring 2013

Category	Data Layer	Description & Source
Household	Median Household Income	Median household income, American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	County Estimated Homeless Population	Population estimated to be homeless population by county (sheltered or unsheltered). Source, Minnesota Housing & Continuum of Care program partners, 2011. http://www.mnhousing.gov/initiatives/housing-assistance/continuum/index.htm
Household	Poverty Rate - Percent of Population in Poverty	Poverty rate represents total percent of population who are in poverty, defined by the US Census. Data are from the American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Rental Housing Market		
Rental Market	Median Rent	Median rent of rented units, represented by gross rent defined by the US Census. Data are from the American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Rental Market	Total Supportive Housing Units - Existing or Planned	Total supportive housing units that exist or are planned current to February, 2011, by County. Source, Minnesota Housing Continuum of Care Program.
Rental Market	Rental Vacancy Rate for Subsidized Affordable Housing Developments (Minnesota Housing and USDA Rural Development)	Rental vacancy rates for affordable housing units that are in the portfolios of Minnesota Housing and USDA Rural Development, by County for February 2012. Counties with fewer than five properties are suppressed for accuracy reasons. (www.mnhousing.gov & http://www.rurdev.usda.gov/MNHome.html)
Rental Market	Share of Rented Homes Built prior to 1950	Percentage of rented homes in an area built prior to 1950. Data are from the American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/

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Minnesota Housing Community Profiles Metadata – Spring 2013

Category	Data Layer	Description & Source
Household	Percentage of Population Age 25-34	Percentage of population Age 25-34, American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	Percentage of Population Age 55 and Over	Percentage of population age 55 and over, American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	Percentage of Population Age 55-64	Percentage of population age 55-64, American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	Percentage of Population Age 65 and Over	Percentage of population age 65 and over, American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	Percentage of Population from Communities of Color	Percentage of population from communities of color, includes all population that are not 'white, non-Hispanic', American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	Percentage of Lower-Income Households Spending 30% or More of Income on Housing	Percent of lower-income households (annual household income \$50,000 or less) that pay more than 30% of household income on housing costs. American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	Percentage of Lower-Income Homeowners Spending 30% or More of Income on Housing	Percent of lower-income homeowners (annual household income \$50,000 or less) that pay more than 30% of household income on housing costs. American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	Percentage of Lower-Income Renters Spending 30% or More of Income on Housing	Percent of lower-income renters (annual household income \$50,000 or less) that pay more than 30% of household income on housing costs. American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/
Household	Median Family Income	Median family income, American Community Survey estimates for 2007-2011, http://www.census.gov/acs/www/

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N

It is also acknowledged that unit production in other segments of the market could address part of the calculated demand for market rate housing. For example, one developer has proposed building moderate rent, income restricted rental units that would be senior-designated for households age 55 and older. While these would not be classified as market rate housing, they would tend to overlap for a portion of the market. Seniors living on fixed retirement incomes could potentially qualify to live in income restricted housing, even though they may also maintain a large financial asset base and also be candidates for market rate housing. To the extent that some additional units are built in specialized segments of the market in St. Peter, they should be evaluated for their potential impact on market rate demand.

2. Tax Credit Rental Units/Other Assisted Units for Moderate Income Renters

2002 Findings and Recommendation: Low income housing tax credits remain as the primary federal financial incentive for the production of more affordable rental housing. St. Peter has a number of rental complexes that have used tax credits for new construction or renovation. These projects include Central Square Apartments, with 42 tax credit units, Vista View, with 32 tax credit units, and Fairview Apartments, with 42 units that were renovated with tax credit assistance. St. Peter also has some moderate rent units in Nicollet Meadows that did not use tax credits, but operate with somewhat similar income and occupancy restrictions.

At the time of the 2005 Study, Central Square was just opening for initial occupancy, and had added 42 income-restricted units to the local inventory. The 2005 Study had recommended only a modest addition of new units to serve household growth through the year 2010. After 2005, no additional units have been constructed in the City.

The recent rental surveys completed in St. Peter have tended to find a high rate of occupancy in most of the tax credit/moderate rent units. The 2012 survey found a vacancy rate of only 0.7%. A similarly low vacancy rate was present in the 2011 survey. In the 2009 rental survey completed by Community Partners Research, there was a 4.5% vacancy rate in this segment of the market. However, all of the vacancies at that time were in Fairview Apartments, which was an older rental project that was rehabilitated using tax credits. The new construction tax credit projects have consistently reported very high occupancy rates.

In 2012, a nonprofit developer submitted an application for tax credits that would be used to construct 40 additional units in St. Peter. Four of the units would be used as supportive housing for the long-term homeless, and the remaining 36 units would be in one-bedroom, two-bedroom and three-bedroom configurations for moderate income renters. If selected for funding, this project would begin construction in 2013, with initial occupancy in 2014.

Recommendation: Community Partners Research completed a separate market analysis for the 40-unit tax credit project that was submitted in the 2012 application cycle. That analysis showed adequate demand for the project. Both household growth and pent-up demand were contributing factors for the need for additional affordable rental units in the City. If awarded, there would be a net gain of 36 moderate rent units added to the community in 2014. The other four units would provide supportive housing and serve a very targeted group that meet the State definition of long-term homeless.

St. Peter's current inventory of tax credit/moderate rent housing is 134 units. The proposed project would raise this total to 170 units. This would represent housing opportunities for approximately 2.8% of all households within the Market Area, and 4.7% of all St. Peter households in 2014.

3. Subsidized Rental Housing Units

Findings: Previous research completed for the City by Community Partners Research has found that St. Peter generally has a good supply of subsidized rental housing. The 2012 rental survey identified 234 units that are defined as federally subsidized. There are 149 units that are designated for general occupancy. There are two projects, with a combined 83 total units, are either designated for senior/disabled occupancy or offer an occupancy preference for senior households.

There is one additional general occupancy project in St. Peter, Fairview Apartments that has a mix of subsidy sources, including low income housing tax credits. Although this is also a HUD-subsidized project, there is no rent assistance available, so all tenants pay 30% of income, but not less than a basic rent established for the unit. In Fairview Apartments the base rent for a two-bedroom unit is \$673. As a result, this project is viewed as being more comparable to other tax credit housing in St. Peter, rather than the other subsidized projects.

Over the last decade there have been some losses from the subsidized inventory. A project once known as St. Peter Apartments had once been part of the Rural Development subsidy program, but converted to market rate housing in the early 2000's. Another project, Parkview Manor, has done some renovation work that has combined some smaller units into larger apartments. Despite a reduction in units over time, Parkview has had long-standing vacancy issues, and is considering another possible consolidation project that would once again reduce the number of units, but make some of the remaining units larger and more marketable. If this project proceeds, 10 smaller apartments would be reconfigured into five larger units.

With the exception of Parkview Manor, occupancy rates in subsidized housing were high in 2012. There were effectively no vacancies in the general occupancy units, as any unoccupied apartments were in the process of being filled. Parkview Manor did have 11 vacant units, and there were also two unoccupied units in Estate Apartments, which is designated for senior and/or disabled tenant occupancy.

The 2005 Study had acknowledged the difficulty in developing new subsidized rental housing, as nearly all of the federal subsidized housing production programs have disappeared in recent decades. Instead of attempting to build new units, that Study had recommended preservation of existing subsidized housing, combined with any available expansion of the tenant-based Housing Choice Voucher Rent Assistance Program.

In 2012, there were 127 households residing in the St. Peter zip code area that had rent assistance Vouchers. No comparable information was collected in 2005. There was a very long waiting list for Voucher assistance in 2012. The list had been closed to new applicants in 2011 because of its length.

Recommendations: There have been no significant changes in the availability of subsidized housing for very low income renters. With few federal subsidy programs still available, any expansions of subsidized housing have been rare in recent decades. But, St. Peter has also had few losses of subsidized units, and no changes over the past five years.

The renter household income and cost-burden data provided earlier in this Study continue to point to a large number of lower income renter households. According to the 2010 American Community Survey, nearly 50% of the City's renters were paying 30% or more of their income for housing. Overall, nearly 600 renter households reported that a large share of their monthly income was required for rent. Approximately 93% of these cost-burdened households had an annual income below \$35,000, and most would be income-eligible for a subsidized housing unit.

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There could be a small expansion of very affordable units in the proposed Park Row Crossing tax credit project. Four units would offer supportive housing for the long-term homeless and would have a very low rent structure. However, only households that could meet the homeless definition would be allowed to live in these units.

The recommendations made in the 2005 Study continue to apply. Preservation of existing resources and future expansions of tenant-based rent assistance remain as important community affordable housing strategies. A review of the MHFA subsidized housing "opt-out log" found no properties in St. Peter at risk of leaving their subsidy program.

Consistent with the 2005 findings, greater emphasis should be placed on non-senior households, as vacancies persist in units oriented to senior and disabled renters. In the cost-burden data contained in the American Community Survey there were 106 senior-headed households and 491 non-senior households reporting housing cost issues in 2010.

4. Senior Housing With Services

Findings: Senior housing with services is a term that can cover a wide range of housing types. Assisted living and memory care housing are generally the most service-intensive units outside of nursing homes. High-service housing provides 24-hour staffing and assistance with daily living needs of residents. Memory care units are secure and designed to accommodate people with advanced memory loss issues.

A less service-intensive type of housing is often referred to as congregate senior housing, or housing with light services. This type of housing is largely independent, but some services, such as a daily meal and weekly light housekeeping, are included in the monthly rent. Typically, additional can be purchased as needed.

Over the past few decades, a number of senior housing with services projects have been built in St. Peter. In 2011, a major expansion occurred when two new projects opened for initial occupancy. Ecumen Prairie Hill has 43 apartment units that offer a flexible level of services, from a light services package to more intensive assisted living. The Benedictine Senior Living Center also offers a flexible unit that can range from light services housing to assisted living. At the time of the research for this Study, both of these new projects were in their initial occupancy phase and had a majority of units still available.

St. Peter DEMOGRAPHICS

- ◆ U.S. Census vs. American Community Survey
- ◆ St. Peter is growing!

POPULATION

	<u>1980</u>	<u>1990</u>	<u>% Change</u>	<u>2000</u>	<u>% Change</u>	<u>2010</u>	<u>% Change</u>
St. Peter Market Area	9,056	9,421	4.03%	9,747	3.46%	11,196	14.87%
Nicollet Co.	15,024	15,112	0.59%	15,561	2.97%	16,866	8.39%
	26,929	28,076	4.26%	29,771	6.04%	32,727	9.93%

2015 POPULATION PROJECTIONS

	<u>CPR, Inc.</u>	<u>% Change</u>	<u>Demographer</u>	<u>% Change</u>
St. Peter Market Area	11,735	4.81%	11,529	2.97%
Nicollet Co.	17,535	3.97%	17,822	5.67%
	34,057	4.06%	33,800	3.28%

◆ % Below Poverty Level

12.1% of families

26.4% of people.

◆ Households paying +30% of income for housing.

34.6% of home owners.

51.8% of renters.

◆ More diversity.

POPULATION BY RACE

White	10091
Black	369
Native Amer.	64
Asian	180
Some Other	263
2 or More	<u>229</u>
	11196

◆ Vacancy Rates

3.4% of owned homes.

1.8% of rented homes.

◆ Household Types

8,531 (76.2%) in households.

2,665 (23.8%) in group quarters. (RTC, GAC, Nursing Homes, etc.)

◆ Population by Age

POPULATION BY AGE

	<u>2010</u> <u>Pop.</u>	<u>Percent</u>	<u>2000</u> <u>Pop.</u>	<u>Percent</u>	<u>Difference</u>
Total Population	11,196	100.0	9770	100.0	1,426
Under 5	693	6.2	465	4.8	228
5 to 9	629	5.6	444	4.5	185
10 to 14	510	4.6	594	6.1	-84
15 to 19	1,333	11.9	1,545	15.8	-212
20 to 24	2,037	18.2	1,921	19.7	116
25 to 29	787	7.0	397	4.1	390
30 to 34	684	6.1	495	5.1	189
35 to 39	514	4.6	523	5.4	-9
40 to 44	484	4.3	628	6.4	-144
45 to 49	602	5.4	551	5.6	51
50 to 54	634	5.7	454	4.6	180
55 to 59	520	4.6	305	3.1	215
60 to 64	475	4.2	297	3.0	178
65 to 69	315	2.8	283	2.9	32
70 to 74	284	2.5	223	2.3	61
75 to 79	242	2.2	212	2.2	30
80 to 84	202	1.8	147	1.5	55
85 & Older	251	2.2	286	2.9	-35

*U.S. Census Bureau

LH

HOUSEHOLDS							
	<u>1980</u>	<u>1990</u>	<u>% Change</u>	<u>2000</u>	<u>% Change</u>	<u>2010</u>	<u>% Change</u>
St. Peter	2,583	2,767	7.12%	2,978	7.63%	3,491	17.23%
Market Area	4,476	4,730	5.67%	5,143	8.73%	5,699	10.81%
Nicollet Co.	8,580	9,478	10.47%	10,642	12.28%	12,201	14.65%
2015 HOUSEHOLD PROJECTIONS							
	<u>CPR, Inc.</u>	<u>% Change</u>		<u>Demographer</u>	<u>% Change</u>		
St. Peter	3,695	5.84%		3,663	4.93%		
Market Area	5,973	4.81%		6,134	7.63%		
Nicollet Co.	12,810	4.99%		12,590	3.19%		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION SUPPORTING SOUTHWEST MINNESOTA HOUSING PARTNERSHIP
PROPOSED MAPLEWOOD APARTMENTS PROJECT**

WHEREAS, the City of Saint Peter has a critical need and desire to provide affordable housing options to people of all incomes; and

WHEREAS, the City Council has met with Southwest Minnesota Housing Partnership regarding a project at Maplewood Apartments as a part of preliminary planning; and

WHEREAS, the City Council supports the project rehabilitation goals, demographic and income targeting, the conceptual design, and consistency with surrounding land uses; and

WHEREAS, the Southwest Minnesota Housing Partnership is proposing the rehabilitation of thirty (30) units for low and moderate income persons/families; and

WHEREAS, the proposed project will help to alleviate local rental housing needs within the Saint Peter Community.

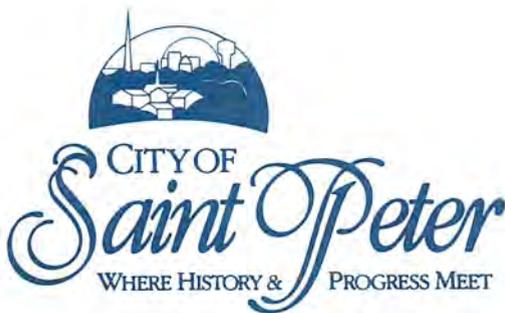
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City of Saint Peter will support the Southwest Minnesota Housing Partnership proposed Maplewood Apartment project and agrees to act as the grantee through the Small Cities Development Program to access funding for this project.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of June, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/5/2014

FROM: Todd Prafke
City Administrator

RE: Solace Project

ACTION/RECOMMENDATION

Approve the attached resolution providing support and the conditional promise of land for the Solace Project in an application for funding to Minnesota Housing Finance.

BACKGROUND

This memo is intended to address the discussion that members had with the project partners at your workshop on June 2nd.

The basic concept of this project is to provide supportive housing opportunities to families as they complete a treatment process and are reintegrated with their children. This project would construct an apartment type building on property you own in the Sunrise Industrial Park near your water tower, which is in proximity to job opportunities, a park and residential areas.

The building would have apartments, meeting rooms and offices that would provide for the services used by what will be predominantly court ordered residents from such programs as Drug Court and others.

The hope would be that a program of this type would allow for better, more complete integration opportunities with less recidivism while ultimately yielding better results with less cost as the supportive services produce higher opportunity for success of the clients.

A number of the partners will be at your meeting to further explain this concept, should you desire. Attached is a project summary provided by the partners.

An image of the potential location is attached and the land is available for sale at the price established by the Council of \$1.05 per square foot. The approximate land used is 4.01 acres and would generate approximately \$183,416 for the Industrial Park Debt Service Fund. This is a change from the original discussion reducing the size by 0.9 acres. This size is based on the current platting scheme and using two lots as one lot alone is not large enough for their desired use.

This land use is permitted in the zone as it is separate and distinctly different from a general occupancy apartment building, which would not be allowed as per your zoning rules. It may be

beneficial to think of this use much in the same way you considered the Community Behavioral Health Hospital on Klein Street.

The resolution allows you to maintain architectural approval and site design approval which if provided, would also be included as a part of any purchase agreement. It is assumed that such approvals would not be unreasonably withheld but meeting the standards that you have provided for and enforced in the Industrial Park previously. Items could include but are not limited to, colors, building orientation, fencing and fencing design, driveway access locations and others.

FISCAL IMPACT:

Any sale proceeds would be placed into the North Industrial Park Debt Service Fund as designed.

ALTERNATIVES AND VARIATIONS

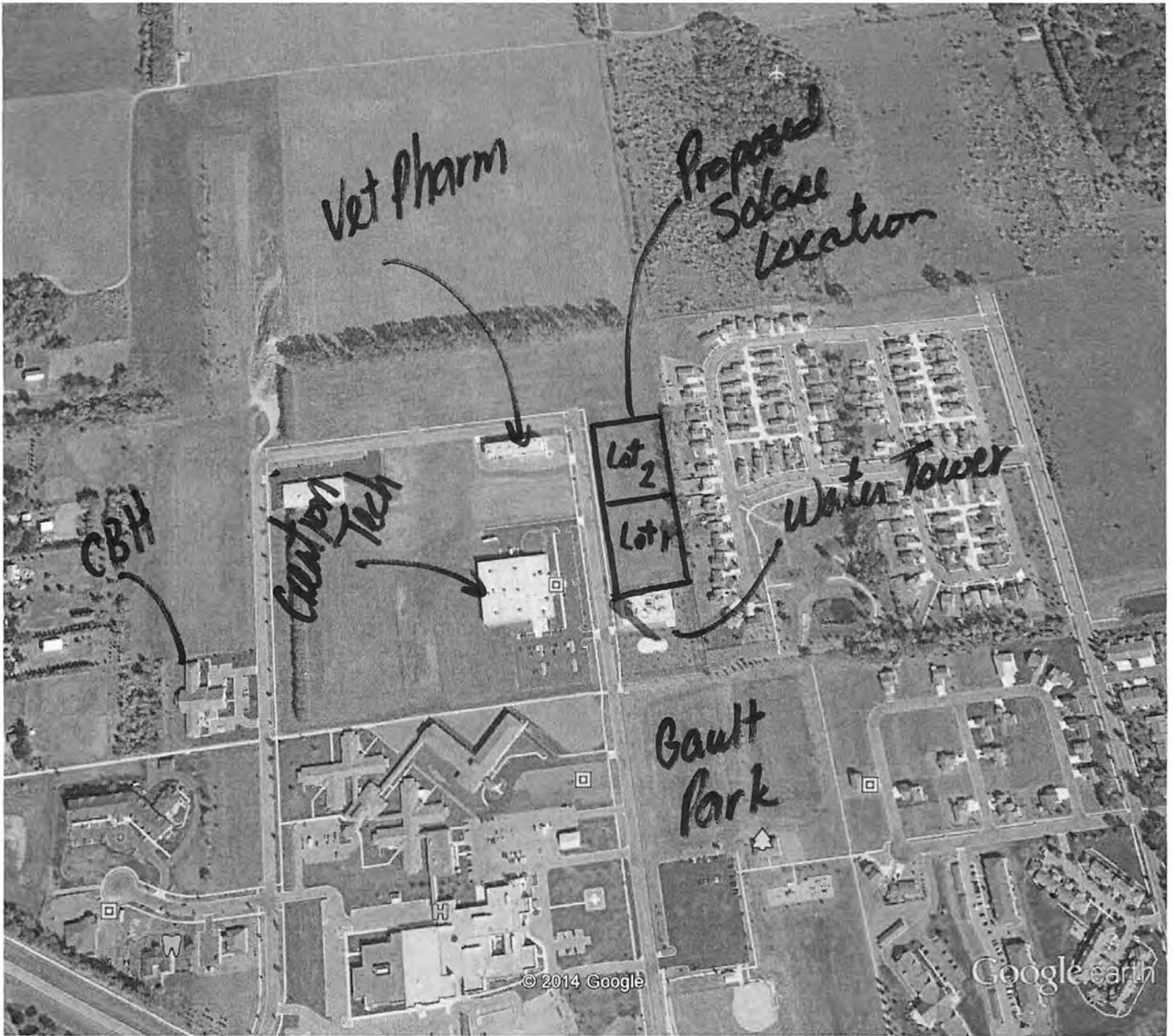
Do not act. Staff will wait for further direction. Non-approval will mean that they would need to wait for the next funding cycle which is about 12 months from now. Please know that it is not an issue related to your decision process, but only stated so that members understand the issue in its entirety. Nothing would prevent the partners from pursuing this or other locations in future funding cycles.

Negative Vote. Staff will inform the partners.

Modification of the resolution. This is always an option of the Council and should be considered carefully as the resolution was drafted based on Council discussion at your workshop.

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

TP/bal



Google earth



Solace Supportive Housing Project Summary (2014)

Purpose: To serve homeless woman and children who have been chronically disabled by psychological and chemical abusing problems as the re-entry community. The population to be served will have been incarcerated, be subject to court ordered treatment protocol and will required substantial case management services. To establish a living and therapeutic environment for clients of the target population that addresses the significant issues and problems that tend to be overlooked or missed in traditional supportive housing approaches.

Project Location:

- Address 2005 North Sunrise Drive, St. Peter, MN.
- Census Tract 27103480400

Targeted Market: Women between the ages of 18 and 55 who are primary caregivers for their children and:

- Have histories of dysfunctional living conditions during their developmental years and adjustment disorders throughout their child, adolescent and adult years, with inadequate or underdeveloped and ineffective personal and social coping skills,
- Are diagnosed with various forms of mental illness and substance abuse, and with personality disorders,
- Are oriented to and most familiar with dysfunctional male and social relationships and lifestyles, while being uncomfortable with and avoiding contact or relationships with healthy and functional individuals and/or healthy and socially approved lifestyles,
- Have histories of involvement with human services systems, including mental health and child protection services, and legal systems, within which they may have been incarcerated, usually more than once, and in which they have case managers, probation/parole officers, or drug court involvement,
- Are indigent, have limited or no support systems, and are frequently homeless or transient

Project Characteristics:

- New Apartment building surface parking and detached garages (1 car) – 30 units
- Working on design and site plan

- Community Space for mental health & primary health services, educational services, Computer lab
- 30 units – Meeting the following rent levels:
 - 3 – one-bedroom units (Long-term Homeless) - \$55 rental rate
 - 3 – two bedroom units (Long-term Homeless) -\$83 rental rate
 - 4 – one-bedroom units (Project based RA) - \$488 rental rate
 - 4 – two-bedroom units (Project based RA) - \$607 rental rate
 - 2 – three-bedroom units (Project based RA) - \$849 rental rate
 - 1 – one bedroom units (very low income) - \$300 rental rate
 - 8 – two bedroom units (very low income) - \$355 rental rate
 - 4 – three bedroom units (very low income) - \$405 rental rate

Unit Type	# of Bathrooms	# of Units	Unit Sq Ft	Monthly Contract Rent	Tenant Paid Utilities	Monthly Gross Rent
1BR	1.00	4	810	488	75	563
2BR	1.00	4	910	607	97	704
3BR	1.50	4	1,250	849	117	966
1BR	1.00	3	810	55	75	130
2BR	1.00	3	910	83	97	180
1BR	1.00	1	810	300	75	375
2BR	1.00	8	910	355	97	452
3BR	1.50	2	1,250	405	117	522
2BR	1.00	1	910	656	97	753

Security Considerations

Strategies will be developed to control for areas of risk through the establishment of a housing security protocol. Because of the lifestyles in which the clients from this population have grown up in and have become part of, the risk of undesired contact by others, break-ins into their homes, and contact with high risk males or other significant persons is markedly higher than average. In order to address these issues so that such adverse intrusions into their therapeutic program and progress towards their life goals are kept minimal, the project will operate under the following protocol:

1. A resident manager will supervise the facilities and activities on the project grounds.
2. Comprehensive security surveillance system will be installed within the housing facilities as well as in strategic locations on the grounds of the project.
3. Resident rules and code book to which all resident clients will agree via a signed contract

encompassing the following rules:

- a. Abstinent from mood altering drugs, unless use of any drugs have been reported to treatment staff and approved by treatment staff.
- b. Agreement to a standard of home care.
- c. Requirement that residents agree to a code of mutual concern and respect for the privacy and personal needs of their neighbors including the broader community.
- d. No unapproved shared tenancy will be allowed including significant others, other family members, without being reported to and preapproved by treatment staff. All visitors with whom residents request contact will be reviewed collaboratively by the team consisting of the client case manager, a County Human Services designee, and a law enforcement designee.

Project Partners/Referral System

This project is being developed in conjunction with the Nicollet County Human Services and Nicollet County Court system. Nicollet County recognizes that a need for such housing exists in the greater Nicollet and Blue Earth County area, and it is expected that the housing facility will serve the South Central Minnesota area. County Human Services officials have estimated that a minimum of 30 living units could be filled within the first three months. Primary referral sources for residents of the supportive housing facility will be residential treatment facilities, County CD counselors, County CPS workers, case managers, and probation officers and/or drug courts. Women may also apply individually or by referral through family or other sources.

Project Owner/Developer: Southwest Minnesota Housing Partnership of Slayton, MN.

Property Management Company: Lloyd Management, Mankato, MN.

Services provider: ASC Psychological of Mankato, MN. A memorandum of understanding will be entered into between the property owner, property management, referral agents and service provider.

Services Model: The Solace project is designed to provide a comprehensive, integrated multidisciplinary assessment and therapeutic treatment process to the client and family members based on their assessed individual treatment needs. This treatment will be provided within a safe and secure area in which the basic needs of the client and family members are provided for.

Therapeutic Component: Each client will have one treatment plan, case manager and therapeutic team at any time. All other professionals or agencies that may be involved with the client will be expected to defer any control or direction of the client to the treatment team. This will eliminate the possible confusion of treatment procedures and agency expectations, including excessive required meetings, appointments or tasks, and, inevitably, stress overload.

- This treatment process will be provided by a team of interdisciplinary professionals who will work together as a team under the same roof. It will include significant others in the treatment process

and it will provide specialized treatment for troubled children and for dysfunctional family dynamics, still within the same unified treatment process.

- The primary focus of treatment will be on the assessment and development of essential personal and social coping skills. Clients will only be treated for psychological disorders such as traumas, extreme anxiety, and antisocial or borderline personality traits by experienced therapists with training and expertise in those disorders. Random referrals to available mental health providers who do not have proven expertise in desired areas of treatment will be discouraged.
- The treatment program will be based on a psychotherapeutic model of assessment and therapy in which every individual's unique profile of psychological and coping strengths and weaknesses will be assessed and psychotherapeutic techniques will be used in treating their weaknesses and/or pathologies.
- Formal diagnoses will be established for each client according to the DSM protocol, but the clients' assessed profiles of psychological needs will determine the course of treatment. The use of diagnostic labels will be discouraged in favor of psychological strength and weakness descriptions. The use of medication will be minimized, and when possible eliminated, although this will be done in conjunction with treating psychiatrists.

Primary Health Care Services: Open Door Clinic a Federally Qualified Health Care Center (FQHC) will provide on-site medical, dental and behavioral health services and interpreter services to Solace residents.

Service Funding:

VA funding sources will be available for female military veterans with children who qualify for housing in this project. A minimum of 10% of the living spaces will be made available to female military veterans.

Ongoing funding for the case management and psychotherapeutic services for clients and their family members will come primarily from third party insurance providers and consolidated treatment funds. MFIP funds will be used for daycare services.

This project will be designed to separate the sustainability of the maintenance and operation of the housing facility from the sustainability of the treatment services.

SAMSA funding is being applied for to support services in existing SWMHP rental properties in Nicollet & Blue Earth County. Additional SAMSA funding requests in conjunction with this project are contemplated.

Rental Assistance:

Two (2) rental assistance units funded through the South-Central Community Based Initiative to serve persons with mental disabilities.

A request to the South-Central Minnesota Multi-County Housing and Redevelopment Authority to project-base ten (10) Section 8 Vouchers has been made.

Group residential housing funding request through Nicollet County for 17 units has been made.

Building Characteristics:

- New Construction Townhomes with attached garage (1 car) – 30 units
- 8 one-bedroom units 16 two bedroom units and 6 three-bedroom units
- Rent structure will be based on 50% rent limits and will seek rental subsidy from the HRA, VASH Vouchers, shelter +care vouchers and SCCBI (SPMI Diagnosis).
- Community Center with meeting space, computer lab, secured tenant storage, fitness center and on-site managers office.
- Property will have video security system.
- Construction will meet or exceed Green Community and Energy Star standards.
- Total Development Cost - \$5,860,793

Site Characteristics: Walkable with community connections to transit. Ample green space will be provided with playground, on-site and connections to greater community through sidewalk and access to bike trail, gardening area and bike racks.

Community Building: On-site manager’s office with video security system, clinical type space for primary/mental health, multi-purpose space, and youth oriented after-school space.

Development Cost:

Land	\$ 183,417
Construction Cost	\$4,380,060
Construction Contingency	\$ 219,253
Professional Fees	\$ 102,000
Architectural Fee	\$ 120,000
Developer Fee	\$ 500,000
Financing	\$ 104,000
Reserves	\$ 99,813
 Total Development Cost	 \$5,588,543

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION SUPPORTING SOUTHWEST MINNESOTA HOUSING PARTNERSHIP
PROPOSED SOLACE HOUSING PROJECT**

WHEREAS, the City of Saint Peter has a critical need and desire to improve the quality of life of its residents and to provide affordable housing options to people of all incomes; and

WHEREAS, the City has a successful relationship with the Solace Housing partners including the Fifth Judicial District, the Nicollet County Health and Human Services, ASC Psychological Services and the Southwest Minnesota Housing Partnership; and

WHEREAS, the City Council has met with the Solace Housing Project partners and is supportive of the underlying goals to strengthen relationships between criminal justice, behavioral and physical health and community resources to stabilize housing for vulnerable women and children, end homelessness, and reduce societal cost; and

WHEREAS, the Solace partners are proposing the construction a thirty unit (30) apartment complex for persons/families that have income at or below 60% of median income; and

WHEREAS the proposed project will help alleviate local rental housing needs within the Saint Peter community.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, DOES HEREBY RESOLVE THAT:

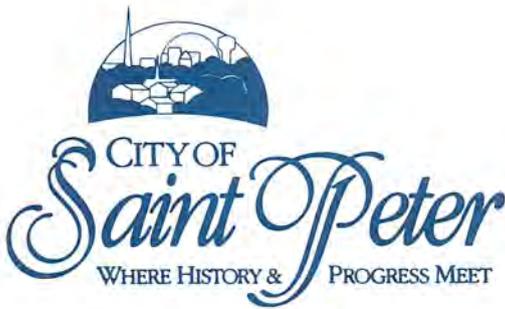
1. The City of Saint Peter will support the Southwest Minnesota Housing Partnership proposed Solace project.
2. The City of Saint Peter agrees to enter into a purchase agreement with the Southwest Minnesota Housing Partnership to sell an improved parcel of land of approximately 4.91 acres located at 2005 North Sunrise Drive, Saint Peter, MN for \$1.05 per square foot or \$183,417 contingent upon verification of project financing and completion of an approved project design including site design and external architecture.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of June, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/06/14

FROM: Russ Wille
Community Development Director

RE: Larry and Megan Kaduce (St. Peter Laundry Co.) – Revolving Loan Request

ACTION/RECOMMENDATION

Adopt the attached resolution providing a \$79,475 revolving loan to Larry and Megan Kaduce to partially finance the rehabilitation and renovation of the structure at 209 West Mulberry Street.

BACKGROUND

Larry and Megan Kaduce have just recently completed the purchase of the 209 West Mulberry Street property from Gustafson Properties. The new owners intend to establish a new, self-service laundry in the rear of the structure. They also intend to maintain the existing commercial tenants and offer additional office space for rent.

The building was purchased at a price of \$290,000. MinnStar Bank (Mankato) provided project financing and has recorded a first mortgage against the property in an amount of \$232,000. Larry and Megan Kaduce contributed \$58,000 in cash towards the purchase. MinnStar has also provided a \$30,000 line-of-credit which is secured by a second mortgage against the development property.

An appraisal of the property conducted by Robinson Appraisal and Associates in April, 2014 established a valuation of \$365,000. Copies of the summary page(s) from the appraisal were provided to the Economic Development Authority (EDA) for their review and consideration.

The cost to remodel and equip the structure to accommodate the new laundry has been determined to be \$488,683.92. These costs are itemized as follows:

Washers /Dryers	\$	292,786.71
Building Remodel	\$	178,088.37
10% Contingency	\$	<u>17,808.84</u>
	\$	488,683.92

Merchants Bank (Lakeville) has agreed to provide \$366,853.00 towards the remodel of the building and the purchase of washers and dryers for the laundry. Mr. and Mrs. Kaduce would contribute \$24,546.92 of the identified costs.

When the real estate acquisition costs are added to the remodeling and appliance purchases, the total project costs is calculated to be \$808,683.92.

The applicants originally requested that the EDA provide access to a revolving loan in an amount not to exceed \$97,284. The EDA has recommended that the applicants fund a 10% construction contingency fund to pay any cost overruns or additional costs assumed due to unforeseen circumstances. As such, the EDA has recommended approval of a smaller loan.

The source and use of project funds has been identified as follows:

	<u>MinnStar</u>	<u>Merchants</u>	<u>EDA</u>	<u>Owner</u>	<u>TOTALS</u>
Real Estate	\$232,000.00	\$0.00	\$0.00	\$58,000.00	\$290,000.00
Appliances	\$0.00	\$292,786.71	\$0.00	\$0.00	\$292,786.71
Concrete	\$0.00	\$6,180.00	\$0.00	\$0.00	\$6,180.00
Structural	\$0.00	\$3,521.72	\$0.00	\$950.28	\$4,472.00
HVAC	\$0.00	\$0.00	\$35,318.00	\$0.00	\$35,318.00
Electric	\$0.00	\$0.00	\$4,264.16	\$17,808.84	\$22,073.00
Plumbing	\$0.00	\$23,998.50	\$39,893.00	\$0.50	\$63,892.00
Flooring	\$0.00	\$10,081.57	\$0.00	\$0.00	\$10,081.57
Painting	\$0.00	\$0.00	\$0.00	\$640.00	\$640.00
Roofing	\$0.00	\$9,651.50	\$0.00	\$0.00	\$9,651.50
Drywall	\$0.00	\$1,076.00	\$0.00	\$0.00	\$1,076.00
Labor	\$0.00	\$6,192.00	\$0.00	\$0.00	\$6,192.00
Doors/Windows	\$0.00	\$13,365.00	\$0.00	\$0.00	\$13,365.00
Trimwork	\$0.00	\$0.00	\$0.00	\$2,368.30	\$2,368.30
Signage	\$0.00	\$0.00	\$0.00	\$2,779.00	\$2,779.00
Contingency	\$0.00	\$0.00	\$0.00	\$17,808.84	\$17,808.84
Working Cap.	<u>\$30,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30,000.00</u>
TOTALS:	\$262,000.00	\$366,853.00	\$79,475.16	\$100,355.76	\$808,683.92

The EDA has recommended that the City Council approve a \$79,475 revolving loan. The proposed financing scenario suggests that the EDA funds will partially finance the HVAC, electrical and plumbing improvements for the laundry.

As security, it is suggested that the revolving loan be secured by a third mortgage on the property. The EDA's mortgage would be subordinate to a first mortgage in an amount of \$232,000 and a second mortgage in the amount of \$30,000. These mortgages would be to the benefit of MinnStar Bank.

Merchants Bank (Lakeville) would provide \$366,853 in project funds which would be secured by a first position on the fixtures, furnishings and equipment (FFE) of St. Peter Laundry Company. The EDA would file a UCC to establish a second security position on the FFE.

Finally, the note would be secured by a promissory note and personal guarantee executed by Larry and Megan Kaduce.

At the recommendation of the EDA, the loan would be administered in a manner which would require that the funds are drawn down proportionally to ensure that the owner is contributing project financing as identified in the loan application.

FISCAL IMPACT:

A revolving loan in an amount not to exceed \$79,475 would be approved and drawn proportionally to the funds contributed by others and the owner equity. Monthly payments of \$548.84 would be paid for 120 months at three percent (3%) with the balance then due via balloon payment at ten (10) years.

The applicants would be charged a 1% (\$794.75) loan origination fee.

ALTERNATIVES/VARIATIONS:

Do not act: No action would be undertaken and the applicants would be encouraged to seek alternative project financing.

Negative Votes: The applicant will be encouraged to seek alternative project financing.

Modification of the Resolution: This is always an option of the Council. However any loan terms would need to be acceptable to the applicant.

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

RW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING A \$79,475 REVOLVING LOAN TO LARRY AND MEGAN
KADUCE TO PARTIALLY FINANCE THE RENOVATION AND REHABILITATION OF A
COMMERCIAL STRUCTURE LOCATED AT 209 WEST MULBERRY STREET**

WHEREAS, the Economic Development Authority (EDA) administers the Revolving Loan Fund;
and

WHEREAS, the EDA was granted power to administer the loan program and to make
recommendations to the City Council for disbursement of new loans; and

WHEREAS, guidelines have been established which govern and determine the criteria of the
revolving loan program; and

WHEREAS, Larry and Megan Kaduce have submitted an application to finance the partial
renovation and rehabilitation of a commercial structure located at 209 West Mulberry Street to
accommodate a self-service laundry facility; and

WHEREAS, the project is an eligible activity of the revolving loan fund; and

WHEREAS, the EDA has reviewed the loan application and has made a recommendation to
approve the loan.

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

1. A loan, not to exceed \$79,475.00 is approved for Larry and Megan Kaduce to partially
finance the renovation and rehabilitation of a commercial structure located at 209 West
Mulberry Street.
2. The annual interest on the loan shall be fixed at 3.0% and the loan shall be amortized on
a fifteen (15) year schedule though due via balloon payment after ten years.
3. The note shall be personally guaranteed by Larry and Megan Kaduce.
4. A third mortgage shall be secured against the 209 West Mulberry Street property in the
name of the City of Saint Peter which may be subordinate to a first and second
mortgage held by MinnStar Bank in an amount not to exceed \$262,000.
5. The loan shall be secured by a second lien (subordinate to Merchants Bank) recorded
against the fixtures, furnishings and equipment of the St. Peter Laundry Company.

6. The loan shall become immediately due and payable upon the sale of the building or change of use and may not be assigned without the written consent of the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of June, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

RIVER'S EDGE Hospital & Clinic

1900 North Sunrise Drive | St. Peter, MN 56082
Phone: 507-931-2200

TO: Todd Prafke
City Administrator

DATE: 6/6/2014

FROM: George Rohrich
REH CEO

RE: River's Edge Hospital and Clinic Capital Equipment Purchase – Sterilization
Equipment

ACTION/RECOMMENDATION

Approve purchase of equipment needed to sterilize Hospital surgical equipment from the Steris Corporation at a price of \$ 329,466.20.

BACKGROUND

This request is for the River's Edge Hospital and Clinic (REHC) to purchase equipment allowing us to increase our capacity to sterilize surgical equipment. We currently have the capacity to sterilize about 30 lbs. per 2 hour cycle. This limits the Hospital from doing more than 2 or 3 total joint surgeries per day. We are purposing a project that will allow us to sterilize about 300 lbs per 2 hour cycle and enable us to do 5 total joint surgeries per day. We are reasonably confident that if we have this capacity the surgeons will do more cases at River's Edge.

This project requires MN Department of Health approval of plans and approval of project completion. Architectural drawings, licensed electricians and plumbers with experience in Hospital construction and renovation are required as a part of the completion and approval.

The estimated project costs for capital equipment and accessories are:

<u>Item Description</u>	<u>Quantity</u>	<u>Discount Price</u>
TRIPLE CLEAN UP SINK	1	\$ 12,799.63
20 GALLON SONIC CLEANER Caviwave Sonic Cleaner with Single 20 Gallon Bay	1	30,160.28
WASHER DISINFECTOR WITH SINGLE LOAD/SINGLE UNLOAD CONVEYOR SYSTEM	1	109,828.66
RACK RETURN WINDOW	1	5,789.42
RELOCATION OF SS1E ON WORKSTATION CART	1	5,018.52
ELECTRONIC STERILIZER	1	158,054.25
RELOCATE SMALL STERILIZER	1	4,691.92
SHIPPING		<u>14,923.52</u>
Total		329,466.20

In addition, the estimated architectural, electrical, and plumbing costs are expected to be no more than \$70,500.

This equipment is very likely to result in a significant revenue increase for REHC. REHC estimates the Return On Investment (ROI) of this project is less than one year. This project was recommended by the Hospital Commission at their last regular meeting on May 28th.

FISCAL IMPACT:

The estimated project cost \$400,000 will be paid from Hospital Operations Funds.

ALTERNATIVES/VARIATIONS:

Do Not Act: Delay will inhibit increases of surgical cases until such time as sterilization capacity increases.

Denial: Increase of services would not be available or preformed at hospital.

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.

GR/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING PURCHASE OF STERILIZATION EQUIPMENT FOR RIVER'S
EDGE HOSPITAL AND CLINIC**

WHEREAS, the City Code requires City Council approval for all Hospital purchases exceeding \$15,000; and

WHEREAS, River's Edge Hospital and Clinic wishes to purchase additional sterilization equipment to allow for increases surgeries to take place at the Hospital; and

WHEREAS, having additional sterilization capacity would allow 300 pounds of equipment to be sterilized every two hours and allow an additional 3-5 joint surgeries to be performed at the Hospital each day; and

WHEREAS, the Hospital Commission recommends the purchase of the equipment from the Steris Corporation and authorizing the needed architectural, plumbing and electrical modifications needed to support the equipment use at a total price of \$329,466.20; and

WHEREAS, funds are available in the Hospital operations fund for this project.

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

1. River's Edge Hospital and Clinic is authorized to proceed with the purchase as follows:

<u>Item Description</u>	<u>Quantity</u>	<u>Discount Price</u>
TRIPLE CLEAN UP SINK	1	\$ 12,799.63
20 GALLON SONIC CLEANER Caviwave Sonic Cleaner with Single 20 Gallon Bay	1	30,160.28
WASHER DISINFECTOR WITH SINGLE LOAD/SINGLE UNLOAD CONVEYOR SYSTEM	1	109,828.66
RACK RETURN WINDOW	1	5,789.42
RELOCATION OF SS1E ON WORKSTATIO CART	1	5,018.52
ELECTRONIC STERILIZER	1	158,054.25
RELOCATE SMALL STERILIZER	1	4,691.92
SHIPPING		14,923.52
Total		\$329,466.20

The estimated architectural, electrical, and plumbing costs are expected to be no more than \$70,500.

2. Funding for the purchases shall be from Hospital Operations Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of April, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

RIVER'S EDGE Hospital & Clinic



1900 North Sunrise Drive | St. Peter, MN 56082
Phone: 507-931-2200

TO: Todd Prafke
City Administrator

DATE: 6/6/2014

FROM: George Rohrich
REHC CEO

RE: River's Edge Hospital and Clinic Capital Equipment Purchase – Waste Management System

ACTION/RECOMMENDATION

Approve purchase of a waste management system to be used in REHC operating rooms from Stryker in the amount of \$16,600.

BACKGROUND

River's Edge Hospital & Clinic (REHC) and the Hospital Commission are requesting Council approval for the purchase of a Stryker Neptune 2 Waste Management System. This will be the second Neptune unit and will enable the Hospital to maximize utilization of its two operating rooms. This equipment is used for operating room fluid waste and smoke evacuation. This is the equipment that provides the "more suction" you might hear asked for in operating room depictions.

This purchase was reviewed and recommended by the Hospital Commission at their last regular meeting on May 28th and a picture of the equipment is attached.

FISCAL IMPACT:

The purchase cost of \$16,600 will be paid from Hospital Operations Funds. This equipment will very likely result in an increase of revenue for REHC. REHC estimates Return On Investment (ROI) of this equipment to be less than one year.

ALTERNATIVES/VARIATIONS:

Do Not Act: Delay will result in surgical procedures enabled by this equipment to be delayed until the equipment is available.

Denial: Additional surgical services would not be available or preformed at hospital.

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.

GR/



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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING PURCHASE OF OPERATING ROOM WASTE DISPOSAL
SYSTEM FOR RIVER'S EDGE HOSPITAL AND CLINIC**

WHEREAS, the City Code requires City Council approval for all Hospital purchases exceeding \$15,000; and

WHEREAS, River's Edge Hospital and Clinic wishes to provide opportunity for additional surgeries to take place at the Hospital; and

WHEREAS, an additional waste management system is necessary before additional surgeries can occur each day; and

WHEREAS, the Commission recommends purchase of a second Stryker Neptune 2 Waste Management System to be used for removal of fluid waste and smoke evacuation in operating rooms; and

WHEREAS, funding is available from Hospital operations funds for this purchase.

WHEREAS, funds are available in the Hospital operations fund for this project.

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

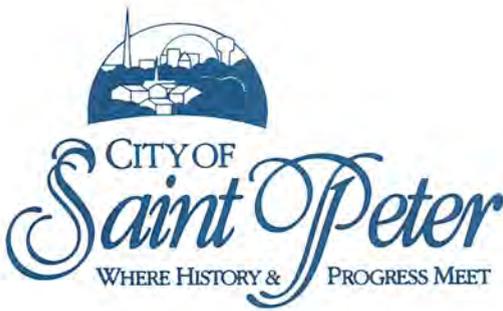
1. River's Edge Hospital and Clinic is authorized to proceed with the purchase of a Stryker Neptune 2 Waste Management System in the amount of \$16,000.
2. Funding for the purchase shall be from Hospital Operations Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of April, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/06/14

FROM: Lewis G. Giesking
Director of Public Works

RE: Change Order Number One for Washington Avenue Link Phase 2 Improvements

ACTION/RECOMMENDATION

Approve Change Order number one for Phase 2 of the Washington Avenue Link Project in the amount of \$32,008.

BACKGROUND

There are two items of additional work and one unplanned but required project that have been identified relating to Phase 2 of the Washington Avenue Link Project.

Item Number 1. Although we are asking permission as per City policy, is for all intents and purposes, required. Item Number 2 has been planned for through our joint work and meetings with the School District and represents an opportunity to get future work done now, at what we believe to be a very cost effective rate. Item 3 is a change that is needed due to a discovery of a problem in infrastructure as part of the project.

1. Poor subgrade soils - There was a 600 foot section of the proposed Washington Avenue roadways upgrade that would not dry nor compact. Soil Consultant Engineers recommended drainage be installed with fabric and a foot of sand to stabilize the sub base for the new roadway. The total cost for this additional work was \$26,650.00.
2. Additional grading for Ramsey Park - The School District is installing a parking lot on the north side of the Minnesota Valley Education District building located on Davis Street. The District is proposing to use the Ramsey Park area as a general play and exercise area when school is in session. A tree wind break/screen adjacent to Ramsey Park has already been removed by the District. The improvements will include installation of sidewalk to connect the school to North Washington Avenue, a new driveway to connect the parking lot off of North Washington Avenue, a fence on the North side of the parking lot to separate Ramsey Park from the parking lot, and a sidewalk to connect the MVED building to Ramsey Park. All this work is being funded by the School District. There is excess material for fill and black dirt available from the Washington Avenue Link project to complete the area adjacent to Ramsey Park. The City is proposing to add fill on the North side of the proposed parking lot to tie-in to Ramsey Park and level the area for use as a general play field and a ball diamond for younger kids. City staff will install aglime.

The cost to have the contractor move the fill, compact and add 6 inches of black dirt is \$4,600.

3. Replace hydrant - During the recent hydrant flushing and testing it was determined the hydrant at the corner of Howard and Charles Street is leaking. This is part of the project area; therefore, it is proposed to have the contractor replace the hydrant with a new hydrant. The proposed cost for this work is \$750.00. This is more cost effective and convenient if done as a part of the overall project as compared to doing it separately outside of project.

The contractor has agreed to a change order for the original contract that would encompass the additional work in the amount of \$32,008.00.

FISCAL IMPACT:

The additional work would be funded by the appropriate Municipal State Aid funds, City General Funds and Water Utility funds.

ALTERNATIVES AND VARIATIONS:

No action: The contractor will be required to complete the project as per the specifications. The sub grade work has already been completed as without the work the roadway would not be stable.

Negative vote: Staff will seek City Council direction concerning the change order.

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.

LGG/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AUTHORIZING CHANGE ORDER NUMBER ONE FOR THE WASHINGTON AVENUE LINK PROJECT PHASE 2 IMPROVEMENTS

WHEREAS, existing roadway sub grade soils on the Washington Avenue Link Project between stations 33+00 and 39+76 could not be stabilized after numerous attempts to dry; and

WHEREAS, City staff, the Contractor, Bolton and Menk, Inc. and a Soils Consultant have all reviewed the soils and concluded that one foot (1') of the sub-grade soils must be removed and four inch (4") perforated pipe drain installed along both edges of the road with geotextile fabric extended across the entire roadway and one foot (1') of sand added to the top of the fabric prior to placing the planned roadway section; and

WHEREAS, School District #508 is making improvements to the parking lot at the Minnesota Valley Education District building on Davis Street and part of the improvements will include installation of sidewalk and fencing to a new youth baseball field in Ramsey Park; and

WHEREAS, a grading plan has been prepared to an extension of Ramsey Park which includes grading for a ball field and installing six inches (6") of top soil and removing one foot (1') of material within the infield area for placement of aglime by the City staff; and

WHEREAS, the existing hydrant at the southwest corner of the Howard and Thomas Street intersection is leaking by recent testing performed by the City showing need to remove and replace the hydrant and valve; and

WHEREAS, the Contractor's underground crew has installed hydrants and valves as part of this project but has left the site; and

WHEREAS, the Contractor will be required to remobilize and install the hydrant and valve at the contract unit price; and

WHEREAS, these changes can be made through issuance of a change order to the original contract.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Change Order #1 for the Washington Avenue Link Project is hereby approved. The Change order shall include modifications to the following items in the Schedule of Unit Prices for payment:

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>							
**Group/ Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$	Funding
Participating	2105.521	Sand	CY	12.00	1,077.0	12,924.00	Municipal

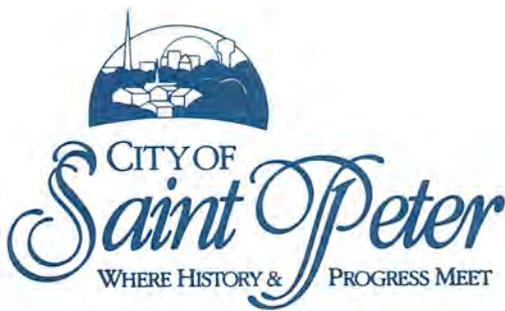
		Granular Borrow (CV)					State Aid
Participating	2105.604	Geotextile Fabric Type V	SY	2.00	3,501.0	7,002.00	Municipal State Aid
Participating	2502.541	4" Perf PVC Pipe Drain & Sock	LF	3.50	1,352.0	4,732.00	Municipal State Aid
Participating	2506.602	Connect Into Existing CB	EA	200.00	10.0	2,000.00	Municipal State Aid
Non-Participating	2105.601	Ramsey Park Grading	LS	4,600.00	1	4,600.00	City General
Non-Participating	2021.501	Mobilization for Hyd & Valve Install	LS	750.00	1	750.00	Water Utility
Net Change this Change Order						\$32,008.00	

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, on this 9th day of June, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 4, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Mechanics Vehicle Purchase

ACTION/RECOMMENDATION

Authorize purchase of a new 1 ton 4x4 service truck from Lager's, Inc. for \$31,030.49 and utility box, lift gate, and crane from Towmaster for \$33,597.00 based on state bid.

BACKGROUND

The current 1994 Ford ¾ ton truck (unit# 64) with 97,000 miles has a fiberglass utility box. The Mechanic utilizes the truck for parts pickup and delivery, on site equipment repair, service call work, and pulling trailers to haul equipment. The truck is in deteriorated condition due to its age and is undersized for the amount of equipment needed and hauling capacity to support the service required for larger equipment in the City's fleet. The truck was handed down from the Water Utility is developing problems such as spring mounts which are rusting off in the rear; several oil and coolant leaks; box mounts are rusted and falling apart; tailgate latch is pulled out of fiberglass; and box floor is rusted through.

With the amount of weight on the truck and being rear wheel drive, it is very untrustworthy on winter roads and in soft conditions which may be experienced when responding to potential equipment breakdowns. The Mechanic currently does not drive the vehicle beyond a ten mile radius due to the poor heating and potential for breakdown.

The new 1 ton truck will be four-wheel drive with dual rear wheels to help with the load carrying capacity. The new truck will also be equipped with a steel utility box, which will be more durable than fiberglass. The utility box will have a lift gate to help with loading heavy materials such as jacks, oil barrels, and truck tires that can weigh up to 300 pounds. The box will also have a 4,000 pound capacity electric over hydraulic crane with down riggers and has a extended reach of over 16 feet. The crane is controlled by a hand held pendant and will be used to safely mount and remove heavy components such as wing mounts, pumps, and engines. Currently, the only way to remove these items is by many hands or with a piece of heavy equipment such as a loader, which is unsafe due to the lack of sight lines when communicating between equipment operators.

The City is a member of the State bid consortium and the State has received bids for equipment based on specific bid requirements which each successful vendor must meet. Staff has used this resource in assembling the cost information for the equipment necessary for the Mechanic

service truck. Rather than preparing bid specifications, staff has selected the equipment that would meet the City's needs and reviewed the various options meeting City needs. Four proposals for the truck and two proposals for accessories were received as shown below:

	Dodge Truck – Lager’s Inc.	Ford Truck – Midway Ford
Engine	6.4L V8, 410HP/429ft lb will run on 4 cylinders for better fuel economy	6.2L V8, 385HP/ 405ft lb
Payload Capacity	7786 lb	6796 lb
Towing Capacity	21,000 lb	15,000 lb
Seats	40/20/40 multi positioning lumbar	40/20/40 single lumbar
Inverter (115V)	Yes	No
Alternator	220 amp	200 amp
Upfitting Module (helps preserve the battery by shutting off lights if left on & ease of hooking in accessories)	Yes	No
Fuel	Gas	Gas
Warranty	3 year, 36,000 miles 5 year 100,000 power train	3 year, 36,000 miles 5 year, 60,000 power train

VENDOR

Lager’s Inc., Saint Peter
Midway Ford, Saint Paul

PRICE

\$31,030.49 MN sales tax and license included
\$30,134.85 MN sales tax and license included

ACCESSORIES

Towmaster Truck Equipment
Crysteel

\$33,597.00 MN sales tax exempt
\$34,050.00 MN sales tax exempt

The Dodge has better fuel economy, payload, towing capacity and warranty than the Ford. The Dodge truck is the better option in meeting the requirements of the Mechanic for his workload compared to the Ford. The Ford has less payload and towing capacity and the power train warranty is in fewer miles. The heavier duty Dodge truck will be operating well within its maximum capacity and load putting less strain on the vehicle.

The accessories including a crane, a tailgate lift and a steel box are comparable in both quotes the exception that the crane supplied by Towmaster Truck Equipment has a touch control which is more effective and safer to use.

If the purchase is approved, staff would also recommend the 1994 Ford ¾ ton truck (unit # 64) be declared as surplus and offered for public sale through the Department of Administration online auction.

Staff recommends authorization be provided for purchase of the truck from Lager’s, Inc. and accessories from Towmaster Truck Equipment for a total of \$64,627.49.

FISCAL IMPACT:

The truck and accessories will be funded by a budgeted Public Works split.

ALTERNATIVES AND VARIATIONS:

No action: Staff will seek City Council direction concerning the truck and accessories.

Negative vote: Staff will seek City Council direction concerning the truck and accessories.

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.

LGG/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AUTHORIZING BUDGETED PURCHASE OF A DODGE 1 TON TRUCK

WHEREAS, in 1994 the City purchased a Ford truck to be used by the water utility and later by the Mechanic at Public Works; and

WHEREAS, the vehicle, which has served the City well, has over 97,000 miles and is in need of replacement; and

WHEREAS, the City wishes to be able to provide adequate equipment maintenance support functions; and

WHEREAS, the City wishes to support maintenance on vehicles that are broken down on-site or parts that need to be picked up by staff; and

WHEREAS, two written proposals complying with the State bid process were received for replacement of the service truck; and

WHEREAS, the Dodge available from Lager's Inc, has better fuel economy, payload and towing capacity, and a better warranty; and

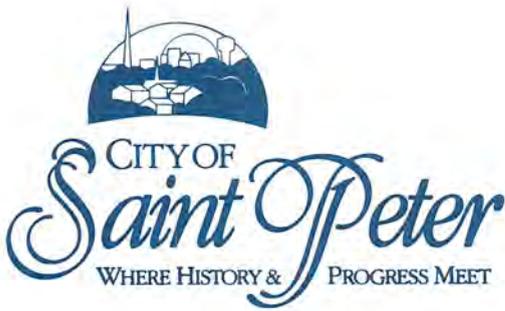
WHEREAS, purchase of a 2014 Dodge 1 ton, four wheel drive, dual wheeled truck in the amount of \$31,030.49 including license fees and the accessories through Towmaster Truck Equipment in the amount of \$33,597.00 is a budgeted purchase through a Public Works split; and

WHEREAS, if a vehicle purchase is approved, the City would no longer have a need for the 1994 Ford and staff recommends it be declared as surplus property.

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

1. Staff is directed to proceed with the budgeted purchase of a 2014 Dodge 1 ton truck from Lager's, Inc. of Saint Peter in the amount of \$31,030.49 and the accessories through Towmaster Truck Equipment in the amount o \$33,597.00.
2. The purchase shall be funded through a Public Works split budget.
3. The existing 1994 Ford truck, is hereby declared as surplus property and staff is directed to dispose of the vehicle through public sale as outlined in the City Code.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of June, 2014.



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 3, 2014

FROM: Lewis Giesking
Director of Public Works

RE: 2014 Crack Sealing Project Bid Award

ACTION/RECOMMENDATION

Award the bid for the 2014 Crack Sealing Project to American Pavement Solutions in the amount of \$1.44 per pound applied.

BACKGROUND

The 2014 Street Maintenance budget identifies \$60,000 for asphalt crack sealing. Crack sealing is a very important part of our street maintenance program as it helps to prevent water from getting down into the sub-base of our roads which provides a longer lasting roadways throughout the community.

We had six contractors who submitted bids for the 2014 crack sealing program as follows:

<u>CONTRACTORS</u>	<u>UNIT PRICE*</u>
American Pavement Solutions	\$1.44
Glieden Ent.	\$1.63
NW Asphalt	\$1.79
Bargen Inc.	\$1.80
Astech Asphalt	\$2.00
Farner asphalt	\$2.51

*2014 price was \$1.59 per gallon

The low bidder, American Pavement Solutions, has been in business for over 25 years doing work all over the Midwest. Staff will monitor all work completed to make sure the contractor is doing the work according to specifications. This year's route will concentrate on several different areas within the community along with the newer subdivisions and the City trail system. American Pavement Solutions has indicated that they will be ready to proceed with the work as soon as it is approved by the City Council.

FISCAL IMPACT:

The work would be funded from the 2014 Street Budget. Work will be limited to a maximum of \$60,000 as per the budget.

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken without additional direction from the Council. The bids are valid for a period of 30 days from the May 27th bid opening date.

Negative Vote: Staff will await further direction from the City Council.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AWARDING BID FOR 2014 CRACK SEALING PROJECT

WHEREAS, the City is continuing its program of crack sealing to prevent water from penetrating street surfaces; and

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

WHEREAS, six bids were received as follows:

Contractors	Unit Price
American Pavement Solutions	\$1.44
Glieden Ent.	\$1.63
NW Asphalt	\$1.79
Bargen Inc.	\$1.80
Astech Asphalt	\$2.00
Fahrner Asphalt	\$2.51

WHEREAS, American Pavement Solutions has successfully completed crack sealing projects for 25 years in cities around the Midwest; and

WHEREAS, staff recommends award of the bid to American Pavement Solutions.

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

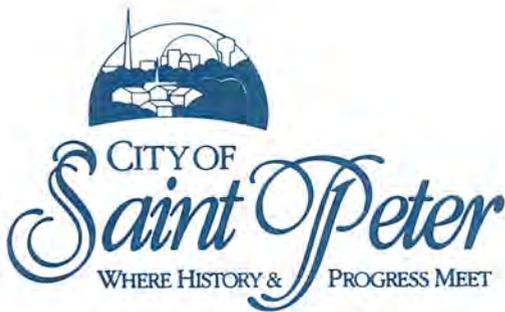
1. The City Council hereby awards the bid for the 2014 crack seal coating project to American Pavement Solutions in the amount of \$1.44 per gallon, not to exceed \$60,000.
2. Funding for the crack sealing coating project will be from the 2014 Streets Budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of June, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 2, 2014

FROM: Lewis Giesking
Director of Public Works

RE: 2014 Seal Coat Bid Award

ACTION/RECOMMENDATION

Award the bid for the 2014 Seal Coat Project in the amount of \$2.91 per gallon to Caldwell Asphalt Co., for a not to exceed a total of \$121,000.

BACKGROUND

The 2014 amended Street Maintenance Budget includes \$121,000 for funding of seal coating. Bids for seal coating were received on May 29th as follows:

Astech Corporation	\$1.25/gallon (\$55,816.25)
Caldwell Asphalt	\$2.91/gallon (\$129,940.23)
Pearson Bros.	\$3.11/gallon (\$138,870.83)

Due to the big discrepancy between the top bidder and the other two bidders, staff contacted Astech for more information and Astech indicated their bid was submitted with the understanding that the bid was on an "installation only" basis and the City would supply the 44,653 gallons of oil. City Administrator Prafke then contacted Astech officials to indicate that as the low bidder, they would be awarded the contract and if they refused to honor their bid, the City would collect on their bid security. Bid security in the amount of 5% of the total bid is required of all bidders.

Astech has provided a cashier's check in the amount of 5% of the total bid (\$2,790.81) and has asked the City to not enforce the bid bond. City Administrator Prafke has agreed to accept the check in lieu of enforcing the bid bond.

As such, the Astech bid will no longer be considered and staff recommends award of the bid to the second low bidder, Caldwell Asphalt, in the amount of \$2.91 per gallon. For this price Caldwell will supply the asphalt emulsion oil, equipment to haul and load seal coat stone and install the oil and the stone.

The City will supply the rock to be used in the process and traffic control during the work. The approach makes the contractor responsible for the finished product, yet minimizes the City's cash cost for the work. This is the same scope of work that has been used for many years.

The bid price is slightly over what was budgeted for the project which will necessitate an approximate ten (10) block reduction in the number of blocks completed.

As Astech is unwilling to execute a contract the resolution directs that staff exercise our rights against their security deposit and award to the next lowest bidder.

FISCAL IMPACT:

Funding for the 2014 Seal Coat project will be from the General Fund.

ALTERNATIVES AND VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the Council. The bids are valid for a period of thirty days from the date of opening.

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

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

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

LGG/agm

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AWARDING BID FOR 2014 SEAL COAT PROGRAM

WHEREAS, the City is continuing its program of seal coating to prevent water from penetrating street surfaces; and

WHEREAS, bids for the 2014 Seal Coat Program were received; and

WHEREAS, the following bids were received:

CONTRACTORS	CSR2 44,653 gallons	TOTAL QUOTE (Including sales tax)
Astech Corporation	\$1.25	\$55,816.25
Caldwell Asphalt Co.	\$2.91	\$129,940.23
Pearson Bros. Co.	\$3.11	\$138,870.83

WHEREAS, the low bidder has refused to honor their bid and execute a contract for the project; and

WHEREAS, the low bidder has forfeited their five percent (5%) bid security (\$2,790.81) to the City; and

WHEREAS, staff recommends awarding the bid to the second low bidder, Caldwell Asphalt Company, for supplying asphalt emulsion and application of the emulsion and stone; and

WHEREAS, Caldwell Asphalt Co. has successfully installed seal coating in the past years for the City; and

WHEREAS, the amount of blocks completed will be limited to the budgeted amount for seal coating of \$121,000.

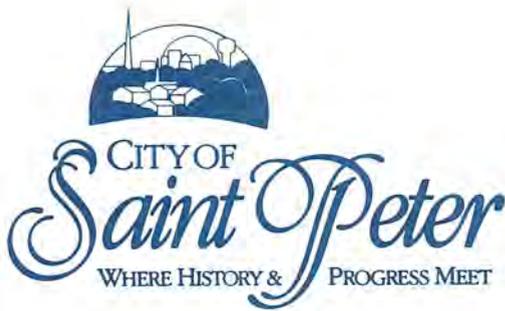
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. The City Council hereby awards the bid for the 2014 seal coating project to Caldwell Asphalt Co. in the amount of \$2.91 per gallon, not to exceed \$121,000.
2. Funding for the crack sealing coating project will be from the 2014 Streets Budget.
3. Staff is directed to secure the 5% bid security from Astech Corporation.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of June, 2014.

Timothy Strand
Mayor

ATTEST:



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 4, 2014

FROM: Lewis Giesking
Director of Public Works

Pete Moulton
Water Utilities Superintendent

RE: Municipal Separate Storm Sewer System (MS4) Compliance Assistance

ACTION/RECOMMENDATION

Approve the proposal from Bolton & Menk Engineering of Mankato, Minnesota to provide assistance in revising the current Municipal Separate Storm Sewer System (MS4) in the amount of \$26,600.00.

BACKGROUND

On December 30, 2013 the City of Saint Peter applied to the Minnesota Pollution Control Agency for reauthorization of our MS4 permit MNR04000. The reauthorization application was made public and open for a 30-day public comment period from February 25 to March 27, 2014. No comments were received.

On April 3, 2014 the Minnesota Pollution Control Agency issued Permit MNR040000 to the City of Saint Peter as an NPDES/SDS General Small Municipal Separate Storm Sewer System (MS4) permit. The City is now on-the-clock to complete the identified deficiencies in the application in relation to MS4 permit coverage within the next 12-month window.

City staff met with Bolton and Menk staff to review the permit and discuss the deficiencies. Several upgrades and changes will be needed to meet State requirements and changing Environmental Protection Agency (EPA) requirements.

Areas to be addressed include:

- 1) Establishing Enforcement Response Procedures
- 2) Adopting a Illicit Discharge regulations that meets MPCA guidelines
- 3) Establishing dry weather inspection procedures and documentation to detect Illicit Discharges
- 4) Revising current regulations to include stormwater management provisions, including;
 - a. Post-construction runoff volume limitations
 - b. Post-construction phosphorus limitations

- c. Post construction Total Suspended Solids (TSS) limitations
 - d. Providing permanent city access to all structural Best Management Practices (BMP's) designed to meet these limitations for performance evaluations and maintenance needs.
 - e. Providing off-site mitigation opportunities for developments that cannot meet these limitations on-site.
- 5) Establishing written construction site inspection and documentation procedures
 - 6) Establishing written plan review procedures
 - 7) Establishing a structural BMP inspection and documentation program

In addition, the City is required to show annual progress towards addressing its phosphorus Waste Load Allocation (WLA) associated with the dissolved oxygen TMDL. This task involves modeling the City's system and addressing solids removal to provide adequate treatment of phosphorus in the Minnesota River. This task must start by 2015 and is expected to cost about \$22,000 in modeling, plan development and design preparation implementation and is not included in this request.

Attached is a summary of the proposed project and scope of work required to complete the work.

FISCAL IMPACT:

This project will be funded by Stormwater Utility funds. The current 2014 Stormwater budget contains approximately \$6,000 for this expense leaving \$20,000 in unbudgeted expenses which are funded by fund reserves.

ALTERNATIVE VARIATIONS:

No action. No further action will be taken without additional direction from the Council.

Denial: No further action will be taken without additional direction from the Council.

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

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

LGG/PM



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us | Equal Opportunity Employer

April 3, 2014

Amy Kamm
City of St. Peter MS4
405 West Saint Julien Street
St. Peter, MN 56082

RE: Issuance of Coverage under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Permit MNR040000 for Municipal Separate Storm Sewer Systems for City of St. Peter MS4 MS4

Dear Ms. Kamm:

In accordance with Minn. R. 7001.0140, the Commissioner of the Minnesota Pollution Control Agency (MPCA) has made a final determination to issue coverage under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Permit MNR040000 for Municipal Separate Storm Sewer Systems (MS4 General Permit) to the City of St. Peter MS4, effective April 3, 2014. Please find enclosed a copy of the above referenced MS4 General Permit.

The MPCA's final decision to issue permit coverage is based on the following:

- MPCA staff has reviewed your MS4 General Permit application and Stormwater Pollution Prevention Program (SWPPP) Document.
- Public notice and opportunity for comment on your MS4 General Permit application and SWPPP Document has been provided, and no comments were received.

As you know, it is the responsibility of the MS4 owner and/or operator to comply with the requirements of the MS4 General Permit and your SWPPP Document. This issuance of coverage does not preclude the MPCA from following up with an inspection or audit to verify compliance with the MS4 General Permit and SWPPP Document. Also, be aware that as a condition of recordkeeping, Part IV.C.3. of the MS4 General Permit requires that the permittee retain their SWPPP Document and all records pertinent to it for at least three (3) years beyond the term of the MS4 General Permit.

In addition, for an MS4 that was covered under the previous MS4 General Permit (issuance date June 1, 2006), coverage under that permit is terminated on the coverage date as specified above. An MS4 covered under the new MS4 General Permit is required to report on activities that were required or committed to under the previous permit.

City of St. Peter MS4

Page 2

April 3, 2014

Finally, the MPCA thanks you for your cooperation in the permitting process. Please retain this letter as documentation of your MS4 General Permit coverage under the NPDES/SDS Permit MNR040000.

Please contact MS4 team member Rachel Stangl at 651-757-2879 with any questions.

Sincerely,

Duane Duncanson

This document has been electronically signed.

Duane Duncanson
Supervisor, Municipal Compliance Unit I
St. Paul Office
Municipal Division

cc: City of St. Peter MS4 file



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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

www.bolton-menk.com

April 17, 2014

Mr. Pete Moulton
Water Utilities Superintendent
405 West St. Julien Street
Saint Peter, MN 56082

RE: Proposal for MS4 Permit Compliance Assistance
Saint Peter, Minnesota

Dear Mr. Moulton:

Bolton & Menk, Inc. is pleased to present this proposal for professional consulting engineering services relative to your request for assistance in compliance with the reissued National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit for Municipal Separate Storm Sewer Systems (MS4s) Permit MNR040000. Our proposal is based on your submitted MS4 Stormwater Pollution Prevention Plan (SWPPP) Application for Reauthorization.

As you are aware, the SWPPP reauthorization process required the City to commit to revising ordinances, establishing written procedures and documentation methods, including the following major items among others:

1. Establishing Enforcement Response Procedures
2. Adopting a satisfactory Illicit Discharge Ordinance
3. Establishing dry weather inspection procedures and documentation to detect Illicit Discharges.
4. Revising the current ordinances to include stormwater management provisions, including:
 - a. Post construction runoff volume limitations
 - b. Post construction phosphorus limitations
 - c. Post construction Total Suspended Solids (TSS) limitations
 - d. Providing permanent city access to all structural Best Management Practices (BMPs) designed to meet these limitations for performance evaluations and maintenance needs.
 - e. Providing off-site mitigation opportunities for developments that cannot meet these limitations on-site.
5. Establishing written construction site inspection and documentation procedures
6. Establishing written plan review procedures
7. Establishing a structural BMP inspection and documentation procedure.

The Saint Peter SWPPP reauthorization application was made public and open for public comment on February 25, 2014. The public comment period ends on March 27, 2014. We anticipate that your permit application will be formally accepted before May 1, 2014. Most of the tasks described above need to be formally adopted by the City within one year of receiving the MPCA letter of permit acceptance.

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer

MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

Based on this need and timing, this proposal defines our proposed scope of work and costs for the requested services. Thank you again for considering Bolton & Menk, Inc. for your civil engineering needs. Please feel free to contact me if you have any questions or if you require any additional information.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read "WRD", followed by a horizontal line extending to the right.

William R. Douglass, P.E.
Principal
Water Resources Group Manager

Enclosures: Scope of Services
 Estimated Fee

Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

DESCRIPTION OF PROPOSED PROJECT

In 2006, the City of Saint Peter was given its first Municipally Separate Storm Sewer System (MS4) permit with a 5-year coverage period. Since 2006, City staff has worked diligently to meet the conditions of the original permit. Near the end of the 5-year original permit coverage, MPCA began writing and publishing the requirements for the next 5-year coverage period. The published requirements received an incredible number of comments and the MPCA decided to extend the original permit while it addressed the many legitimate comments it received on the 1st draft of the proposed permit renewal. In the meantime, the original permit coverage was extended. After nearly 2 years of working with stakeholders, the renewed permit became official on August 1, 2013. To comply, the City of Saint Peter needed to submit an application for SWPPP reauthorization by December 30, 2013. Although city staff had done very well to comply with the original MS4 permit, the application for reauthorization added several new items that will need to be completed to meet the latest MS4 permit requirements. The following is a description assistance that Bolton & Menk will provide to assist City staff in meeting the commitments that were required as part of the permit reauthorization.

As part of the permit renewal, the city was required to commit to updating its policies, procedures and documentation within 12 months of MPCA issuing the permit, which is anticipated before May 1, 2014.

In particular, we propose to assist city staff with the following:

- I. Reviewing and recommending updates to your storm water ordinances, including:
 - a. Addressing the new runoff volume limitations.
 - b. Addressing the new Phosphorus reduction requirements.
 - c. Addressing the new Total Suspended Solids (TSS) reduction requirements.
- II. Assisting in the preparation of a new Illicit Discharge Ordinance.
- III. Assisting in the development of Enforcement Response Procedures (ERPs).
- IV. Addressing each of the 6 Minimum Control Measures (MCMs) from the original permit.
- V. Recommending an approach toward addressing approved Total Maximum Daily Loads (TMDL) with an applicable Waste Load Allocation (does not need to be completed within 12 months of the MS4 permit reissuance).

The work associated with assessing your existing MS4 program will be similar to an internal audit of the City's SWPPP. The current rules, policies and standards will be reviewed and compared to the new MS4 permit requirements to see what changes may be required to the City SWPPP and ordinances.

Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

SCOPE OF WORK

Our procedure for assisting the City of Saint Peter with its MS4 permit compliance includes the following tasks:

I. Existing Stormwater Ordinance Assessment

Bolton & Menk will compare your current stormwater management ordinances to the new requirements and prepare a list of recommended modifications for staff consideration. We propose to forward this draft list to your staff for consideration prior to scheduling a meeting to discuss the recommended revisions. Based on the outcome and consensus modifications, we anticipate developing a draft revised ordinance for staff and ultimately City Council consideration.

The new permit has specific limitations on runoff volume, phosphorus loading and total suspended solids loading. Our assessment and recommended ordinance revisions will directly address these items.

As discussed in our March 18 meeting, we recommend waiting until August, 2014 to verify whether the special committees assembled by the Minnesota Cities Stormwater Coalition (MCSC) will ultimately develop specifically recommended wording for ordinance revisions. Bolton & Menk has staff that has volunteered to sit on these committees and will be happy to share the committee's recommendations.

II. Prepare a Draft Illicit Discharge Ordinance

During its recent audit of the City's MS4 permit compliance, the MPCA noted that the City does not currently have an acceptable Illicit Discharge Ordinance. Bolton & Menk will assist in the preparation of a draft ordinance for Council consideration. To accomplish this, we will research and revise previous draft Illicit Discharge ordinances to formulate a draft with the intent of satisfying both the MPCA and the City Council. We have a current draft that may be used to initiate discussion. Upon completion of an acceptable ordinance, the ordinance must be adopted.

III. Develop Enforcement Response Procedures (ERPs)

The new permit requires the development of ERPs associated with discovered violations to the various new ordinances being reviewed and revised. To meet this need, Bolton & Menk will work with staff to develop a table of violations vs. enforcement procedures as an administrative part of each ordinance. It is hoped that the administrative table can be referenced in the proposed new ordinances, so that the table can be revised as needed by Council resolution rather than revising the ordinance on a regular basis.

Bolton & Menk will also assist the City in developing the required procedures and forms for Illicit Discharge Detection and Elimination as well as in developing a record keeping and documentation process that meets the current permit requirements.

IV. Address Permit Changes for the Minimum Control Measures (MCMs)

Bolton & Menk has reviewed your SWPPP reauthorization application and noted the following commitments are above and beyond the tasks described in Tasks I through III above:

Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

- MCM 3 - A Geographic coordinate will need to be added for all outfalls on the City's storm sewer system map.
 - The City will need to develop procedures and forms for Illicit Discharge Detection and Elimination and also develop a record keeping and documentation process that meets the current permit requirements

- MCM 4 - The City will need to establish written procedures for site plan reviews that are conducted prior to the start of construction activity.
 - The City will need to develop a documentation process for each permitted construction project that includes keeping records of construction project name, location, total acreage to be disturbed, and owner/operator information.

- MCM 6 - The City will update its current staff training program to include documentation requirements relative to good housekeeping in accordance with the permit.

Bolton & Menk will assist your staff in preparing the appropriate procedures and training techniques to ensure that the City meets these additional commitments as detailed in your SWPPP reauthorization application.

V. Milestone Meetings

We propose to meet with City Staff to discuss our findings and recommendations for new draft ordinances as well as the development of initial Enforcement Response Procedure tables that are proposed to be referenced in the ordinance revisions.

This task could grow to include meetings associated with the optional Task VI below. If Task VI is authorized, we will discuss our progress and findings relative to the P8 modeling, which estimates the phosphorus removal associated with the current (and proposed) structural best management practices to address the phosphorus Waste Load Allocation. Progress meetings will be needed to discuss our findings and potential future retrofit and/or improvement strategies to help the City meet its obligation to reduce its stormwater phosphorus loading by 30 percent.

VI. Address TMDLs with Established Waste Load Allocations (Optional)

Section VI of the MS4 SWPPP Application for Reauthorization included a TMDL Spreadsheet to be completed for applicable Waste Load Allocations (WLA). The only applicable TMDL is the Lower Minnesota River Dissolved Oxygen TMDL, which includes a requirement for the City to reduce its phosphorus runoff load by 30% from the estimated year 2000 level. To meet this requirement, the City will need to model the phosphorus removal of its ponds, infiltration basins, and proprietary treatment manholes in order to quantify the phosphorus removal. Although the modeling should be initiated as soon as possible to show progress toward meeting this requirement, this aspect of the permit is not part of the City's 12 month commitment.

Bolton & Menk has experience in the stormwater modeling needed to determine whether the city's current pond and infiltration basin network suitably meets this requirement. Because

Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

the WLA allows the City to take credit for all treatment measures built to date, there will be some reduction associated with sediment removal capacity of your existing stormwater detention basins and significant reduction associated with the City's existing infiltration basins. However, the WLA calls for a 30 percent reduction from the entire city, including the areas that were developed before these regulations existed. Although the City has taken measures to retrofit stormwater treatment since the WLA was formulated by the MPCA (i.e., Downstream Defenders or proprietary sediment removal structures were constructed in three locations as part of the 2009 Downtown U.S. 169 reconstruction project), it is anticipated that the WLA has not yet been reached.

To acceptably estimate the phosphorus removal percentage of its current system, Bolton & Menk will augment its current hydrologic/hydraulic stormwater modeling with the MPCA accepted P8 modeling. We will also use work with the MPCA to find acceptable methods of estimating the phosphorus removal associated with non-structural BMPs (i.e., street sweeping, ordinance enforcement, etc.). When completed, we will use the results to recommend stormwater Best Management Practices (BMPs) that can be incorporated into future retrofit and/or development projects to help Saint Peter meet the specified phosphorus WLA. Although we recommend completing the modeling and formulating a strategy to meet the 30 percent phosphorus reduction Waste Load Allocation within 12 months of receiving the new permit (approximately deadline of May 1, 2015), the implementation of the accepted strategy need not be completed for several years.

SCHEDULE

We understand that the City of Saint Peter needs fulfill the commitments made in its SWPPP reauthorization application before May 1, 2015. To help you meet this schedule, we propose to begin work within 10 days of receiving your Notice to Proceed. The following Fee Schedule includes our anticipated completion date for each task.

FEES

Bolton & Menk, Inc. will provide the above outlined services in accordance with the following Table.

Task	Description	Proposed Fee
I	Existing Stormwater Ordinance Assessment	\$4,700.00
II	Prepare a Draft Illicit Discharge Ordinance	\$3,800.00
III	Develop Enforcement Response Procedures	\$3,100.00
IV	Address Permit Changes for the MCMs	\$12,200.00
V	Milestone Meetings	\$2,800.00
	Total – Not to Exceed	\$26,600.00

Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

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As detailed herein, Task VI is proposed as an optional task, because the City was not required to commit to completing this task within 12 months of permit acceptance. However, the City is required to show annual progress toward addressing its phosphorus Waste Load Allocation (WLA) associated with the dissolved oxygen TMDL. If this additional task is authorized, Bolton & Menk will provide the MPCA accepted P8 modeling to determine how well the City is currently addressing its phosphorus load reduction requirement, and recommend key areas where the BMPs can be added to meet the WLA.

Task	Description	Basis	Proposed Fee
VI	Address TMDLs with Established Waste Load Allocations	Not to Exceed	\$21,700.00

Please note that this proposed \$21,700 fee is in addition to the \$26,600 proposed to assist the City in meeting its commitments described in Tasks I through V.

ADDITIONAL SERVICES

Any requested additional work or services will be performed at our regular hourly rates.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

**RESOLUTION AUTHORIZING BOLTON & MENK INC. ASSISTANCE IN REVISING THE
CURRENT MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

WHEREAS, in 2006 City was issued a National Pollution Discharge Elimination System (NPDES) permit to discharge stormwater to the waters of the State of Minnesota; and

WHEREAS, the City submitted a renewal application in December 2013 to the Minnesota Pollution Control Agency (MPCA) for reauthorization of our MS4 permit MNR040000; and

WHEREAS, on April 3, 2014 the MPCA reissued permit MNR040000 to the City as an NPDES/SDS General Small Municipal Separate Storm Sewer System (MS4) permit; and

WHEREAS, the City now is on a 12-month timeline to complete the identified deficiencies in the application in relation to the MS4 permit coverage; and

WHEREAS, the City staff have met with Bolton & Menk, Inc and reviewed the identified deficiencies in the of the permit coverage; and

WHEREAS, several upgrades are needed to meet the State and NPDES requirements; and

WHEREAS, the proposed project and scope of work required can be completed with the documentation procedures provided from Bolton & Menk, Inc.

WHEREAS, the project will be funded by stormwater funds.

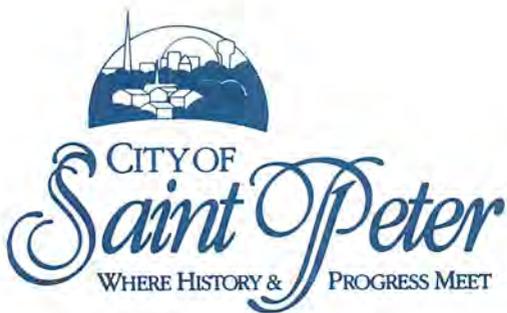
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Bolton & Menk Inc of Mankato, MN is hereby authorized to provide assistance in revising the current Municipal Separate Storm Sewer System (MS4) in the amount of \$26,600.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of June, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 6/6/14

FROM: Todd Prafke
City Administrator

RE: Request For City Assistance: Livestock

ACTION/RECOMMENDATION

Provide approval for limited City assistance for the Livestock event to be held in Minnesota Square Park on June 21, 2014.

BACKGROUND

Organizers of "Livestock" have approached the City requesting assistance for a fundraising event to be held in Minnesota Square on June 21st. This event has been held annually for a number of years.

Staff has had contact with the organizers regarding the request for assistance. We have reviewed issues that occurred in previous years and believe these issues are being adequately addressed by the organizers. The request letter is enclosed for Council consideration.

Staff recommends the following be approved:

- Use of Minnesota Square Park on June 20, 2013 for setup, June 21, 2013 for the event, and June 22, 2014 for cleanup and removal of event items.
- Music performances are authorized on June 21, 2014, however all music must end by 10:00 p.m.
- Use of City streets for the 5K run planned for June 21, 2014.
- Use of electricity in the park.
- Installation of stage for musical entertainment in the park. Installation will be done by the organizers.
- Installation of inflatable jumpers and slides in the park. Installation will be done by the organizers.
- Merchandise and food vendors.
- Use of the restroom facility in the park.

The organizers would be responsible for:

- Organizers will need to provide for porta-potties and garbage and recycling collection for the event.

- If any of the set up includes stakes or tents that are fastened to the ground organizers must contact Gopher State One Call (#811) 48 hours before staking into the ground or erecting the tents. Damage to turf must be kept to a minimum.
- Organizers must ensure that food and merchandise vendors receive the appropriate permits from the City and/or Nicollet County before the event begins. Vendors without the appropriate licensure must not be allowed to participate in the event.
- Street parking will be on a first-come, first-served basis.
- Returning the park to pre-event condition.
- Controlling vehicles in the park and limiting those vehicles who do drive in the park to those doing set-up and takedown only. Organizers must also ensure no vehicles drive across the pathways/sidewalks, except at designated locations, or across the ball fields.
- Organizers must provide to the City a Certificate of Insurance in an amount not less than \$1,500,000 naming the City of Saint Peter as an additional insured.
- Organizers must announce throughout the event that pets are not allowed in Minnesota Square Park and ask pet owners to remove their pets from the park.

Other than allowing use of the streets, the City would not provide assistance of any kind for the 5k run.

FISCAL IMPACT:

Cost to the City for providing the requested assistance would be approximately \$2,000.

ALTERNATIVES AND VARIATIONS:

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

Denial: No further action will be taken without additional direction from the Council and the organizers will be notified of the Council's decision.

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

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

TP/bal



2/17/14

Todd Prafke, City Administrator
City of Saint Peter

RE: Notice of Fundraising Event @ Minnesota Square Park/Church of St. Peter Catholic Church- Livestock 2014/5K

Dear Administrator Todd Prafke,

The Livestock Committee would like to inform you of the Livestock event being held on June 21, 2014 at Minnesota Square Park.

The goal of Livestock is to raise funds to purchase barnyard animals (livestock) through the World Vision organization for needy children and families in undeveloped countries. Event attendees will have the opportunity to sponsor a World Vision child or donate money towards animals for World Vision families. Over the last 6 years, more than \$90,000 has been raised during the Livestock. To learn more about the World Vision organization and Livestock, link to: www.worldvision.org and www.livestockmn.org

Please accept this letter as official notification for the fundraising event at Minnesota Square Park and Church of St. Peter Catholic Church on June 21, 2014 Along with the opportunity to help give to those in need, the event will also provide families and friends the opportunity to enjoy an early Summer Saturday together enjoying good music in a relaxed family-friendly atmosphere. Main features of the event include a morning 5k run, live music throughout the day, crafts, food and World Market run by Livestock, Inc., and inflatable bouncers/slides for children. Further details regarding the event are as follows:

Request:

The 2014 Livestock Committee is requesting comments from applicable City of St. Peter Departments regarding a fundraising event called "Livestock" and "Livestock 5k Run".

Location:

- * The Livestock event will be held at MN Square Park
- * The Livestock 5k Run will start and end at Church of St. Peter near Broadway and Sunrise. The route will run out West on Broadway approx. 1 mile, across the gravel road to the north, east on Traverse and back south to the church on Sunrise. The same route as last year.

Event Specifics:

Type of Event

- * "Livestock/Livestock 5k Run" is a family-orientated music and fundraising event.

Date/Time

- * The event will run from 11:00 am to approx 9:30 pm on 6/21/14
- * Setup will occur on 6/20/14 and 6/21/14
- * Takedown will occur on 6/21/14 and possibly 6/22/14
- * The Livestock 5k Run will occur the morning of 6/21/14 at 9:00am, with registration from 6:45-9:00 am.

Ages

- * All ages are welcome at the event.

5k Run

- * Run volunteers will help at intersection crossings.
- * Run volunteers will wear visible vests and carry flags.
- * Refreshments provided at the end of the race.

- * If available, Police Department assistance is requested at intersection crossings.
- * If available, orange cones from the Public Works Department are requested.
- * The race will not be a certified race.
- * The Color Dash 5K, a race management firm, will control the race and race times.
- * Kids activities, including inflatable jumpers and slides.
- * Live music throughout the day.

Food/Drinks

- * Alcoholic beverages and glass bottles are prohibited during the event.
- * Coolers are permitted.
- * Food Vendors will be available on-site.

Event Occupancy

- * Approximately 3,000 people may attend the event.

Restrooms

- * Public restrooms with running water are available on-site
- * 4 portable-toilets will be provided

Parking

- * On street park

Insurance

- * Insurance will be covered by Livestock, Inc.

Refuse / Recycling

- * City of St. Peter garbage and recycling bins are available on-site.
- * Additional garbage and recycling containers will be provided LJP Waste
- * Pets and pet waste are prohibited.

Livestock Board Members Jill and Alex Hass are available to attend one of your City Department Head meetings to answer any questions that you may have regarding Livestock. Please let us know if you would like us attend a Department Head or City Council meeting.

For further information, you can contact Livestock Board Member Jill Hass at 507-934-2390 or jillrhass@gmail.com with any questions. Attached to this letter is a proposed site layout and 5k route map. You and your family, City staff, and the City Council are all welcome and encouraged to attend this fun event. Please send your reply to: Jill Hass at 1409 Rockbend Pkwy., St. Peter

Sincerely,

Jill Hass
Livestock Committee Member



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102

103

Basketball and tennis courts

Play ground

PATH FOR DRIVING

Band
Parking:
2 cars

GATE

Kids Zone
Bounce Houses

Pavilion

garbage

tree

sidewalk

Ball field
NO DRIVING

Petting
Zoo

Main Stage

BARN

tree

Audience area

World
Market

Rest rooms

Brick sidewalk
NO DRIVING

#1

#2

Flag pole

electrical

electrical

electrical

#3

#4

#5

#6

#7

#8

#9

pine tree

Food Vendors

Minn Ave /Highway 169



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014-

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

RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR LIVESTOCK EVENT

WHEREAS, the organizers of "Livestock" a fundraising event through the World Vision organization, have requested City assistance for an event in Minnesota Square Park on June 21, 2014; and

WHEREAS, staff has reviewed the request for assistance and had further discussion with the organizers; and

WHEREAS, staff recommends approval be provided.

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

1. The request for City assistance for the Livestock event on June 21, 2014 in Minnesota Square Park is hereby approved as follows:
 - Use of Minnesota Square Park on June 20, 2013 for setup, June 21, 2013 for the event, and June 22, 2014 for cleanup and removal of event items.
 - Music performances are authorized on June 21, 2014, however all music must end by 10:00 p.m.
 - Use of City streets for the 5K run planned for June 21, 2014.
 - Use of electricity in the park.
 - Installation of stage for musical entertainment in the park. Installation will be done by the organizers.
 - Installation of inflatable jumpers and slides in the park. Installation will be done by the organizers.
 - Merchandise and food vendors.
 - Use of the restroom facility in the park.

2. The organizers will be responsible for:
 - Organizers will need to provide for porta-potties and garbage and recycling collection for the event.
 - If any of the set up includes stakes or tents that are fastened to the ground organizers must contact Gopher State One Call (#811) 48 hours before staking into the ground or erecting the tents. Damage to turf must be kept to a minimum.
 - Organizers must ensure that food and merchandise vendors receive the appropriate permits from the City and/or Nicollet County before the event begins. Vendors without the appropriate licensure must not be allowed to participate in the event.
 - Street parking will be on a first-come, first-served basis.
 - Returning the park to pre-event condition.

- Controlling vehicles in the park and limiting those vehicles who do drive in the park to those doing set-up and takedown only. Organizers must also ensure no vehicles drive across the pathways/sidewalks, except at designated locations, or across the ball fields.
- Organizers must provide to the City a Certificate of Insurance in an amount not less than \$1,500,000 naming the City of Saint Peter as an additional insured.
- Organizers must announce throughout the event that pets are not allowed in Minnesota Square Park and ask pet owners to remove their pets from the park.

3. The City will not provide assistance of any kind for the 5k run.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of June, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator