CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MINUTES

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

APPROVAL OF CONSENT AGENDA ITEMS

UNFINISHED BUSINESS
A. 2017 Broadway Tower Repainting
B. 2017 Street Maintenance Program
C. 2017-2019 Master Sidewalk Program – Zone 8 Engineering

NEW BUSINESS
A. Revolving Loan Term Modification: St. Peter Community Childcare
B. DNR Grant Support
C. Water Tower Antenna Removal

REPORTS
A. MAYOR
   1. “Vietnam Veterans Day” Proclamation
   2. Others
B. CITY ADMINISTRATOR
   1. APPA Legislative Rally
   2. Legislative Committee Hearing
   3. March 20th Workshop Location
   4. Others

EXECUTIVE SESSION
A. Resolution Calling For Closed Session
   ADJOURN TO CLOSED SESSION
B. City Land Sale – Former Wastewater Ponds
   RETURN TO OPEN SESSION

ADJOURNMENT
I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the February 27, 2017 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

A. Scheduling of Visitor Comments On Agenda Items

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

B. General Visitor Comments

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for February 23, 2017 through March 8, 2017 are attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

A. ADOPTION OF A RESOLUTION AWARDING BID FOR 2017 BROADWAY TOWER REPAINTING PROJECT

Formal bids were received for the 2017 Broadway Tower Repainting Project. As authorized in M.S. 16.C.02 subd. 4(a), the project is being awarded on the Best Value Procurement basis which provides for a total weighted score of each contractor divided by the bid price. Staff recommends award of the bid to Osseo Construction Company in the amount of $452,000. Please see the attached staff report and RESOLUTION.
B. ADOPTION OF A RESOLUTION APPROVING 2017 STREET MAINTENANCE PROGRAM

Staff recommends approval of the 2017 annual street maintenance program with a budgeted total amount of $504,691. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY ENGINEERING FOR ZONE 8 OF 2017-2019 MASTER SIDEWALK PROGRAM

Staff recommends Bolton and Menk, Inc. be retained to provide for preliminary engineering (preparation of plans, specifications and receipt of bids) for construction of sidewalks in Zone 8 of the 2017-2019 Master Sidewalk Program. Please see the attached staff report and RESOLUTION.

VII. NEW BUSINESS

A. ADOPTION OF RESOLUTION APPROVING MODIFICATION TO REVOLVING LOAN TERMS FOR ST. PETER COMMUNITY CHILDCARE CENTER (SPC3)

A revolving loan was previously provided to SPC3. The terms of that loan provision included a requirement for a balloon payment. Since the initial issuance, SPC3 has submitted several requests for extension of the balloon payment date. The organization has once again requested a 24 month extension to push the balloon payment date of April 1, 2019. The EDA considered the request and has recommended approval contingent upon raising the interest rate from the current 0% to 3.75% as per current policies. Please see the attached staff report and RESOLUTIONS.

B. ADOPTION OF A RESOLUTION AUTHORIZING SUBMISSION OF DEPARTMENT OF NATURAL RESOURCES GRANT APPLICATION FOR HALLETT’S POND

Staff recommends authorization be provided for submission of a grant application for the Minnesota Department of Natural Resources Outdoor Recreation Program with any funding awarded being used for construction of a trail and fishing pier at Hallett’s Pond. Please see the attached staff report and RESOLUTION.
C. ADOPTION OF A RESOLUTION RETAINING ALPHA WIRELESS TO PROVIDE FOR REMOVAL, RELOCATION AND REINSTALLATION OF CITY ANTENNAS ON BROADWAY WATER TOWER

If the 2017 Broadway Tower Repainting Project is awarded, staff recommends retaining Alpha Wireless to provide for temporary removal, relocation and eventual reinstallation of the City owned antennas and associated equipment on the Broadway Water Tower during the repainting project. The antennas provide service to the City's Public Works and Fire Department and also include equipment that was previously used by the City's transit system and the Hospital's ambulance service. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

1. REPORT ON “VIETNAM VETERANS DAY” PROCLAMATION

Mayor Zieman will proclaim March 29, 2017 as “Vietnam Veteran’s Day” in Saint Peter.

2. OTHERS

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

B. CITY ADMINISTRATOR

1. REPORT ON APPA LEGISLATIVE RALLY

A report will be provided by Councilmembers Parras, Carlin, Kvatame and Public Works Director Moulton on their participation in the American Public Power Association Legislative Rally in Washington, D.C.

2. REPORT ON LEGACY FUNDING COMMITTEE HEARING

A report will be provided at this time on the City Administrator's testimony before the Minnesota House Legacy Funding Finance Committee hearing at the Capital.

3. REPORT ON MARCH 20TH WORKSHOP LOCATION

The March 20th City Council workshop will be held at the conference room at River's Edge Hospital and Clinic. A report will be provided at this time.
4. OTHERS

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

IX. EXECUTIVE SESSION

A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS NEGOTIATIONS FOR SALE OF CITY OWNED PROPERTY

State law allows for public meetings to be closed to discuss property sale negotiations. Staff recommends the meeting be closed at this time to discuss negotiations for sale of City owned property. Please see the attached RESOLUTION.

ADJOURN TO CLOSED SESSION IN TRAVERSE DES SIOUX ROOM

B. DISCUSSION OF LAND SALE NEGOTIATIONS

Discussion will take place at this time regarding negotiations for the sale of the City-owned property formerly used as the wastewater treatment ponds.

RETURN TO OPEN SESSION

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke
Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on February 27, 2017.

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

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

**Approval of Minutes** – A motion was made by Grams, seconded by Brand, to approve the minutes of the February 13, 2017 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the February 13, 2017 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Brand, seconded by Pfeifer, Resolution No. 2017-28 entitled, "Resolution Approving Consent Agenda", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-28 is contained in the City Administrator's book entitled Council Resolutions 21.

**St. Peter Community Childcare Center Lease** – City Administrator Prafke presented the proposed lease with St. Peter Community Childcare Center (SPC3) for two additional rooms at the Community Center. Prafke reminded Councilmembers that the City Council has had extensive discussion on leasing of the four rooms to be vacated this year by ECFE and the request for proposals for lease of the space. Prafke noted three proposals were received with each respondent provided an opportunity to provide a formal presentation to the City Council on their need for the space. Prafke reminded Council of their direction to staff to provide for lease of rooms #117 and 119 to SPC3 and Room #115 to Kid's Corner with the final room not being requested by any of the respondents. Councilmember Grams questioned if the lease with SPC3 was being modified or if there would be a separate lease for the two additional rooms. Prafke noted that a separate lease was being proposed as the lease rate for the two new rooms was different than the current lease amount, but that eventually the two leases would be combined into one document. Prafke also pointed out that a proposal for lease of Room #115 by Kid's Corner would be developed in the near future.

SPC3 Board Member Brad DeVos and his daughter Gabby, 1601 Riverview Road, addressed the Council to express appreciation for the additional space which the SPC3 Board felt was an opportunity for the business to combine their two sites into one location at the Community Center. DeVos indicated his belief that the move was "needed for the community of Saint Peter and competitive childcare within the community".
Kid's Corner Board Chair Kristen Thomas of 38904 State Highway 99, Executive Director Cassie Frey of 705 South Third Street, and Board Member Kelsie Peters of 716 Skaro Street, addressed the Council to request that Council action on the lease to SPC3 be tabled to allow Kid's Corner to further discuss with the City Council an alternative proposal for lease of the space which had previously been provided to the City Council. Thomas indicated that Kid's Corner's belief was that their alternative proposal was an opportunity to optimize and maximize the space, which while it was not a "win-win for all", would still work for all.

In motion by Grams, seconded by Brand, Resolution No. 2017-29 entitled "Resolution Authorizing Execution Of Lease For Rooms #117 And #119 At The Community Center With St. Peter Community Childcare Center" was introduced. Upon roll call, Councilmembers Grams and Brand and Mayor Zieman voting aye, Councilmember Pfeifer voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-29 is contained in the City Administrator's book entitled Council Resolutions 21.

**2017 Equipment Certificate Purchases** – City Administrator Prafke and Maintenance Superintendent Tim Mayo recommended purchase of a 2017 Ram 1500 pickup truck from Lager's Inc. of Saint Peter in the amount of $30,764 and an automated lift gate from Stonebooke of Burnsville in the amount of $3,146 with both purchases being funded by the 2017 equipment certificate. Prafke pointed out that the purchases were available under the State bid program and that the new equipment would replace older equipment that will be declared surplus in the near future. In motion by Pfeifer, seconded by Grams, Resolution No. 2017-30 entitled "Resolution Authorizing Purchase Of A 2017 Ram 1500 Tradesman Crew Cab 4X4 And Lift Gate To Be Funded By The 2017 Equipment Certificate" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-30 is contained in the City Administrator's book entitled Council Resolutions 21.

City Administrator Prafke and Maintenance Superintendent Mayo requested purchase of a replacement cold planer to be purchased under the State bid program from Ziegler, Inc. of Mankato in the amount of $16,696. Mayo indicated the equipment was used to mill road surface and the current equipment, which will be declared surplus in the future, was over 20 years old and in need of replacement "teeth". Mayo also noted that the new equipment is slightly larger, can mill 18" wide surfaces, and would be funded by the 2017 Equipment Certificate. Councilmember Grams questioned why staff was not recommending trade-in of the existing equipment and Mayo noted that staff felt the City would receive a higher sale price if the equipment was offered for public sale. In motion by Pfeifer, seconded by Brand, Resolution No. 2017-31 entitled "Resolution Authorizing Purchase Of 2017 Ziegler Caterpillar Pc305b 18" Cold Planer To Be Funded By The 2017 Equipment Certificate" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-31 is contained in the City Administrator's book entitled Council Resolutions 21.

**2017 Standard Detail Plate Updates** – City Engineer Domras and Maintenance Superintendent Mayo requested changes to several of the City's construction standards based on changes in construction practices (including use of recycled aggregates at less cost) and changes in State and Federal regulations. Domras indicated that 14 of the proposed changes involved allowing for use of recycled aggregate in street and sidewalk work which would cost 30-40% less. In motion by Brand, seconded by Grams, Resolution No. 2017-32 entitled "Resolution Approving Construction Standard Detail Plates #1001, #1003, #1004, #1005, #7001, #7002, #7003, #7004, #7007, #7017, #7017a, #7020a, #7020c, #3020, #3022, #3023, #5001, #5002#, #5003, And #5007 Updates" was introduced. Upon roll call, with all in favor, the
Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-32 is contained in the City Administrator's book entitled Council Resolutions 21.

**Request For City Assistance: St. Patrick's Day Parade** – City Administrator Prafke recommended approval of a request by the St. Peter Ambassador's for City assistance (police traffic control, “no parking restrictions” and use of traffic cones) for the annual St. Patrick's Day parade on March 17th along South Third Street. Prafke noted the recommendation was contingent upon receipt of a certificate of insurance naming the City being named as an additional insured for insurance in an amount not less than $1,500,000 per occurrence. In motion by Grams, seconded by Brand, Resolution No. 2017-33 entitled "Resolution Authorizing City Assistance For St. Patrick's Day Parade" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-33 is contained in the City Administrator's book entitled Council Resolutions 21.

**Traverse des Sioux Library (TdS) Cooperative Agreement** – City Administrator Prafke recommended approval for execution of a renewal cooperative agreement with the Traverse des Sioux Library Cooperative for TdS to provide certain services to the St. Peter library for an approximate cost of $23,797.05. Prafke noted TDS is the "library for libraries" and provides services like online cataloguing, data integration, interlibrary loans, courier services, book preparations and computer access services. In motion by Grams, seconded by Pfeifer, Resolution No. 2017-34 entitled "Resolution Approving Execution Of Library Services Contract With Traverse Des Sioux Library System" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-34 is contained in the City Administrator's book entitled Council Resolutions 21.

**2017 Municipal Fee Schedule** – City Administrator Prafke recommended approval of an updated municipal fee schedule to take effect March 1, 2017. Prafke noted the schedule is usually adopted at the end of each year and establishes fees that cover City costs for providing the stated services and, in some cases, are established so as to direct the customer to a private contractor who offers the services locally rather than the City. Councilmembers questioned whether the taxi license covers Uber and Lyft services and whether Airbnb services are taxed under the City Code. City Administrator Prafke indicated that he could develop an ordinance regulating these services, but he recommended letting the League of Minnesota Cities develop model ordinances that could be used by all members. In motion by Grams, seconded by Brand, Resolution No. 2017-35 entitled "Resolution Approving 2017 Municipal Fee Schedule" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-35 is contained in the City Administrator's book entitled Council Resolutions 21.

**Unbudgeted Purchase: Firefighter Turnout Gear** – City Administrator Prafke recommended approval be provided for the unbudgeted purchase of turnout gear for the new Firefighters in the amount of $5,802.87. Prafke noted the vendor that this equipment was purchased from in 2015 was willing to extend the 2015 pricing and having the same equipment for all Firefighters was important. Prafke also indicated the purchase would be funded by modifications to the Fire Department budget in the General Fund. In motion by Pfeifer, seconded by Brand, Resolution No. 2017-36 entitled "Resolution Approving Unbudgeted Purchase Of Firefighter Turnout Gear" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2017-36 is contained in the City Administrator's book entitled Council Resolutions 21.

**Reports**
Mayor's Report – Mayor Zieman proclaimed March, 2017 as “Women’s History Month” in the City.

Staff Cultural Literacy Training – City Administrator Prafke provided a report on the cultural literacy training being provided to City of Saint Peter, Nicollet County, and City of North Mankato employees through a cooperative effort by all three entities. Prafke indicated employees, who had completed the first in a series of four sessions, would be surveyed about the training.

Fire Hall Design Update – City Administrator Prafke reported Five Bugles Design was nearing completion of the location study for siting a new Fire hall and expected to have the final recommendations completed within a month.

SMMPA Meeting – City Administrator Prafke asked Councilmembers interested in attending SMMPA’s spring informational meeting in Austin on March 30th to notify Public Works.

There being no further business, a motion was made by Pfeifer, seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:56 p.m.

______________________________
Charles Zieman
Mayor

ATTEST:

______________________________
Todd Prafke
City Administrator
Memorandum

TO: Todd Prafke  
City Administrator

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

RE: Replacement of Stormwater Truck

ACTION/RECOMMENDATION

Authorize purchase of a used 2005 Chevrolet Silverado 2500 truck from Jackson County Minnesota in the amount of $8,364.06, for replacement of Stormwater Utility truck unit #92.

BACKGROUND

The Stormwater Utility Unit #92, which is a 1992 GMC C-1500 with topper, was declared surplus in 2016. At that time the odometer indicated over 135,000 miles. Prior to declaring as surplus, the vehicle was experiencing breakdowns and becoming a maintenance concern.

Unit #92 was used by Stormwater Utility seasonal staff to transport lawn maintenance equipment and personnel for storm water basin, public right-of-way, and parks turf maintenance.

Staff has located a used 2005 Chevrolet Silverado 2500 pickup being sold by Jackson County Minnesota. The vehicle was being sold online and you approved this purchase contingent upon Council ratification. Funding is budgeted in the Stormwater Fund for the purchase.

Council authorization for this purchase is included on the consent agenda for the March 13, 2017 regular meeting.

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

PTM/JK
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Jane Timmerman  
Recreation and Leisure Services Director

RE: Recreation Program Supervisor Appointment

ACTION/RECOMMENDATION

Approve the appointment of Kayla Campbell as full time Recreation Program Supervisor at the starting salary of $46,550 per year.

BACKGROUND

The position of Recreation Program Supervisor was vacated in November 2016. It is City practice to review position descriptions prior to recruitment to fill vacancies. Staff recommended modifications to the job description and at the January 9, 2017 City Council meeting the proposed changes to the Recreation Program Supervisor job description were approved. Staff was directed to initiate the recruitment process to fill the vacancy.

Recruitment for the position has now been completed. Seven (7) candidates were interviewed for the position. Following the interview process, I recommend the appointment of Kayla Campbell to the full-time replacement position of Recreation Program Supervisor with a starting salary of $46,550 per year contingent upon successful completion of a background investigation.

Ms. Campbell has a Bachelor of Science degree in Recreation, Parks and Leisure Services from Minnesota State University, Mankato. She has worked for the City of New Ulm as Athletics Coordinator and is currently a Recreation Therapist at the Minnesota Security Hospital. She also comes with some supervisory experience. We found her to be personable and approachable. Kayla is a self-starter with a passion to provide quality programming for the community.

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

JT/
TO: Todd Prafke  
City Administrator

DATE: 03/10/17

FROM: Jane Timmerman  
Recreation and Leisure Services Director

RE: Assistant Recreation Program Supervisor Appointment

ACTION/RECOMMENDATION

Approve the appointment of Gabriella Roemhildt as part-time Assistant Recreation Program Supervisor at the wage rate of $15.50 per hour.

BACKGROUND

The new Assistant Recreation Program Supervisor job description was adopted at the January 9, 2017 City Council meeting and is responsible for developing, directing and evaluating programming for adults/older adults and working on other Recreation Department programs and projects as needed. Although this newly created City of Saint Peter position is similar to the Senior Center Coordinator position (previously contracted for with Nicollet County) the expanded job responsibilities will give us opportunity for more integration across the various recreation divisions which include library, Senior Center activities, recreation programs, Community Center operations and facility management.

Recruitment for the position has been completed. It is my recommendation that Gabriela Roemhildt be appointed as the part-time Assistant Recreation Program Supervisor.

Ms. Roemhildt has many positive qualities and successful experiences that will make her a good addition to the Recreation and Leisure Services staff. These qualities and experiences include community outreach and programming experiences, development and implementation of lifelong learning programs, ability to build positive relationships, strong customer service and technical skills and experience communicating via social media and a positive attitude.

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

JT/
Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: Surplus Property Declaration

DATE: 3/1/2017

ACTION/RECOMMENDATION

Provide for a declaration of surplus property for items no longer needed or used by the Public Works Department and authorize public sale as outlined in the City Code.

BACKGROUND

The Department of Public Works has purchased several new pieces of equipment. Once the new equipment/vehicles are received, staff recommends the equipment being replaced be declared as surplus property and authorization be provided for disposal of the equipment through public sale as outlined in the City Code. To provide for public sale the items are offered as part of the Minnesota Department of Administration online auction at www.minnbid.com. This process has worked well for the City in the past and we feel we have received increased revenues for the sales versus selling the equipment ourselves.

The following equipment is recommended for surplus property declaration:

- #808-Ferris Mower; is a 2008 Ferris IS5100Z, serial# 2012708065 was replaced by 2017 Hustler zero turn purchase.
- #38-Single axle truck; is a 1995 Ford L8000 single axle dump truck, serial# 1FDYK82E3SVA27145 that was replaced by 2017 Freightliner/Towmaster tandem axle truck purchase.
  - #38A-Monroe one way plow, serial# 96-11-038 that was replaced with new truck purchase.
  - #38B-Monroe sander, serial#5-10607 that was replaced with new truck purchase.
- Sandblaster; is a 1994 EMPIRE all pro- finish cabinet sand blaster model #2636, serial #3359
- #B90-1998 Chevrolet Blazer, serial #1GNDT13W6X2139912, for the Building Department that was replaced by unit #406, a 2002 Chevrolet Blazer that was transferred from the Stormwater Utility.
- #P107-2007 Ford Crown Victoria, serial# 2FAHP71W17X153143, that will be replaced by an used vehicle purchase due to extensive mechanical failure.
- #6-1998 GMC 2500, serial #1GTGK24RXWZ533054 that was replaced with a new truck purchase for the Parks Section.
• #408A-2003 16" Cold planer, serial# 93CX00031 that was replaced with a new 18" cold planer.
• 1990 3" diaphragm pump with wheel kit, no suction or discharge hose included. Model #111DP3-2A.
• 1987 3" Wisconsin self-priming pump trailer mounted with pintle hitch, 10' of hard suction host, cam lock connects, and no discharge hose included. Model #13A2-AENLD.

Any proceeds from the sale of this equipment will be returned to the appropriate fund.

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

PM/TM/amg
TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: Advisory Board Appointment

ACTION/RECOMMENDATION

Provide for appointment of members to various advisory boards and commissions.

BACKGROUND

Mayor Zieman has recommended the following advisory board appointments:

PUBLIC LIBRARY BOARD
Michele Twait (2016-2018)

PARKS AND RECREATION ADVISORY BOARD
Al Christensen (2017-2019)

Please include consideration of these advisory board appointments as part of the consent agenda.

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

TP/bal
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**TOTAL:** 630.00

**CENTERPOINT ENERGY MINNEGASCO**

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**TOTAL:** 14,043.24

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**TOTAL:** 75.50

**CHEMISOLV CORP**

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**TOTAL:** 4,165.88

**COALITION OF GREATER MN CITIES**

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**TOTAL:** 65.00

**COLE PAPERS INC**

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<td>t.v. &amp; wall mount</td>
<td>WASTE WATER FUND</td>
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<td>72.67</td>
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<tr>
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<td>bar code reader</td>
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<td>CUSTOMER ACCOUNTS</td>
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</tr>
<tr>
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<tr>
<td></td>
<td>meals hotel leadership con.</td>
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<tr>
<td></td>
<td>flights appa rally Parras</td>
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<td></td>
<td>hooper lineman lic sn dol</td>
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<td>ADMIN AND GENERAL</td>
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</tr>
<tr>
<td></td>
<td>wellness</td>
<td>RESTRICTED CONTRIB CITY ADMINISTRATION</td>
<td>TOTAL:</td>
<td>61.15</td>
</tr>
<tr>
<td>VON ESSEN TOWING</td>
<td>#107 tire disposal</td>
<td>WASTE WATER FUND</td>
<td>SOURCE/TREATMENT</td>
<td>36.00</td>
</tr>
<tr>
<td>WESCO DISTRIBUTION INC</td>
<td>#463 2&quot; 90 elbow</td>
<td>ELECTRIC FUND</td>
<td>NON-DEPARTMENTAL</td>
<td>117.40</td>
</tr>
<tr>
<td>WIGEN COMPANIES, INC.</td>
<td>#470 2&quot; pvc female adapter</td>
<td>ELECTRIC FUND</td>
<td>NON-DEPARTMENTAL</td>
<td>25.04</td>
</tr>
<tr>
<td>XCEL ENERGY</td>
<td>#841 pedestal</td>
<td>ELECTRIC FUND</td>
<td>POWER DISTRIBUTION</td>
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<tr>
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<td>paint</td>
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<td>POWER DISTRIBUTION</td>
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</tr>
<tr>
<td></td>
<td>paint</td>
<td>ELECTRIC FUND</td>
<td>TOTAL:</td>
<td>1,094.19</td>
</tr>
<tr>
<td></td>
<td>o' rings</td>
<td>WATER</td>
<td>PURIFICATION AND TREATMENT</td>
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<tr>
<td></td>
<td>hwy 22 brdg lights</td>
<td>GENERAL FUND</td>
<td>STREETS</td>
<td>42.96</td>
</tr>
<tr>
<td>ZEP SALES &amp; SERVICE</td>
<td>big orange degraser</td>
<td>GENERAL FUND</td>
<td>STREETS</td>
<td>42.88</td>
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<tr>
<td></td>
<td>big orange degraser</td>
<td>GENERAL FUND</td>
<td>PARKS</td>
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<td>DISTRIBUTION AND STORE</td>
<td>21.44</td>
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<td>SOURCE/TREATMENT</td>
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<td>42.80</td>
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<tr>
<td></td>
<td>big orange degraser</td>
<td>STORMWATER FUND</td>
<td>TOTAL:</td>
<td>214.39</td>
</tr>
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36
<table>
<thead>
<tr>
<th>VENDOR SORT KEY</th>
<th>DESCRIPTION</th>
<th>FUND</th>
<th>DEPARTMENT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>GENERAL FUND</td>
<td>182,593.46</td>
<td></td>
<td></td>
</tr>
<tr>
<td>211</td>
<td>LIBRARY FUND</td>
<td>32,577.63</td>
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<tr>
<td>213</td>
<td>PUBLIC ACCESS</td>
<td>39.89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>217</td>
<td>COMMUNITY CENTER</td>
<td>9,397.55</td>
<td></td>
<td></td>
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<tr>
<td>460</td>
<td>HOUSING DISTRICT #20</td>
<td>1,377.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>601</td>
<td>WATER</td>
<td>21,380.39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>602</td>
<td>WASTE WATER FUND</td>
<td>31,394.15</td>
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<tr>
<td>603</td>
<td>ENVIRON SERVICES FUND</td>
<td>10,495.38</td>
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<td>604</td>
<td>ELECTRIC FUND</td>
<td>41,692.15</td>
<td></td>
<td></td>
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<tr>
<td>606</td>
<td>STORMWATER FUND</td>
<td>16,969.06</td>
<td></td>
<td></td>
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<tr>
<td>820</td>
<td>RESTRICTED CONTRIBUTIONS</td>
<td>63.15</td>
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**FUND TOTALS**

<table>
<thead>
<tr>
<th>FUND</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL PAGES:13</td>
<td></td>
</tr>
</tbody>
</table>

**HONG TOTAL:** 348,541.04
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

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

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ITEM</th>
<th>PRICE</th>
<th>FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson County</td>
<td>2005 Chevrolet Silverado 2500 truck</td>
<td>$8,364.06</td>
<td>Stormwater</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>WAGE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kayla Campbell</td>
<td>Recreation Program Supervisor</td>
<td>$46,550/year</td>
</tr>
<tr>
<td>Gabriela Roehmoldt</td>
<td>Assistant Recreation Program Supervisor</td>
<td>$15.50/hour</td>
</tr>
</tbody>
</table>

3. The following equipment/vehicles, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the property through public sale as outlined in the City Code:

- 2008 Ferris IS5100Z, #808 - serial# 2012708065
- 1995 Ford L8000 single axle dump truck, #38 - serial# 1FDYK82E3SVA27145
  - Monroe one way plow, #38A- serial# 96-11-038
  - Monroe sander, #38B - serial# 5-10607
- 1994 EMPIRE all pro- finish cabinet sand blaster model #2636, serial #3359
- 1998 Chevrolet Blazer, #B90 - serial #1GNDT13W6X2139912
- 2007 Ford Crown Victoria, #P107- serial# 2FAHP71W17X153143
- 1998 GMC 2500, #6 -serial# 1GTGK24RXWZ533054
- 2003 16" Cold planer, #408A- serial# 93CX00031
- 1990 3" diaphragm pump with wheel kit, no suction or discharge hose included. Model #111DP3-2A.
- 1987 3" Wisconsin self-priming pump trailer mounted with pintle hitch, 10' of hard suction host, cam lock connects, and no discharge hose included. Model #13A2-AENLD.

4. The following advisory board appointments are hereby approved for the term indicated:

PUBLIC LIBRARY BOARD  
Michele Twait (2016-2018)

PARKS AND RECREATION ADVISORY BOARD  
Al Christensen (2017-2019)

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13th day of March, 2017.

ATTEST:

______________________________
Todd Prafke
City Administrator

______________________________
Charles Zieman
Mayor
TO:      Todd Prafke  
City Administrator

FROM: Pete Moulton  
Director of Public Works

Jeff Knutson  
Water Resource Superintendent

DATE: March 1, 2017

RE: 2017 Broadway Tower Repainting Project Bid Award

ACTION/RECOMMENDATION

Award the bid for the 2017 Broadway Tower Repainting Project to Osseo Construction Company, LLC, of Osseo Wisconsin in the amount of $452,000.

BACKGROUND

The Broadway Water Tower is scheduled to be rehabilitated and painted during the 2017 calendar year. The tower was constructed in 1984 and similar repainting/rehabilitation work was last completed in 2002. Due to the sunlight and environmental conditions, a tower’s painted surface is good for approximately 15 years of wear.

The City Council authorized Bolton and Menk, Inc. to work with staff to prepare plans and specifications for the referenced project. The specifications identified the project as being done through the “Best Value Procurement Process” and stipulated the contract would be awarded based on a weighted value of bid price and contractor references, both of which were to be provided by the contractor.

Based on the specification requirements, and with a bid amount of $452,000, Osseo Construction Company, LLC appears to be the best value bid. Osseo’s bid was substantially lower than the Engineer’s estimate of $624,000. Actual bids received, and the total weighted score assessed to each contractor were:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Qualification Based Selection (QAS)</th>
<th>Total Weighted Score (TWS)</th>
<th>Project Price</th>
<th>Ranking Price = Bid Price/TWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Osseo Construction Co. LLC</td>
<td>0.83</td>
<td>$452,500</td>
<td>$545,181</td>
<td></td>
</tr>
<tr>
<td>Classic Protective Coatings, Inc.</td>
<td>0.92</td>
<td>$518,950</td>
<td>$564,076</td>
<td></td>
</tr>
<tr>
<td>Central Tank Coatings, Inc.</td>
<td>0.89</td>
<td>$534,900</td>
<td>$601,011</td>
<td></td>
</tr>
<tr>
<td>Odland Protective Coatings, Inc.</td>
<td>0.86</td>
<td>$534,200</td>
<td>$621,163</td>
<td></td>
</tr>
<tr>
<td>M.K. Painting, Inc.</td>
<td>0.77</td>
<td>$517,500</td>
<td>$672,078</td>
<td></td>
</tr>
<tr>
<td>Champion Coatings</td>
<td>0.82</td>
<td>$580,750</td>
<td>$708,232</td>
<td></td>
</tr>
<tr>
<td>TMI Coatings, Inc.</td>
<td>0.92</td>
<td>$975,000</td>
<td>$733,696</td>
<td></td>
</tr>
</tbody>
</table>
We recommend award of the bid to Osseo Construction Company LLC of Osseo Wisconsin.

Please note that prior to the contracted work beginning, the antennas and other equipment that have been installed on the tower by both the City (for police, fire and transit use) and private companies through lease agreements, will have to be removed. The Council will be asked to take separate action regarding removal of this equipment if the repainting bid is awarded.

FISCAL IMPACT:

Staff’s plan is to issue bonds to fund this project. The bond payments will be made from future Water revenues.

ALTERNATIVES/VARIATIONS:
Do no act. Staff will contact Osseo Construction Co. informing them of your decision. The bids for this project are valid until April 20, 2017.

Negative votes. No further action will be taken without additional Council direction.

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

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

PM/JK/amg
### BID TABULATION

**Project Location:** City of Saint Peter, Minnesota  
**Project Title:** 2017 Broadway Tower Repainting  
**Bid Day/Date:** Tuesday, February 21, 2017  
**Bid Time:** 2:00 p.m.

**Project No.:** M22.112756  
**Addendum(s):**  
- No. 1 – 2/2/2017  
- No. 2 – 2/16/2017

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Qualification Based Selection (QAS) Total Weighted Score (TWS)</th>
<th>Bid Bond</th>
<th>Bid Price</th>
<th>Ranking Price = Bid Price / TWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Central Tank Coatings, Inc.</td>
<td>0.89</td>
<td>X</td>
<td>$534,900</td>
<td>$601,011</td>
</tr>
<tr>
<td>2. Champion Coatings</td>
<td>0.82</td>
<td>X</td>
<td>$580,750</td>
<td>$708,232</td>
</tr>
<tr>
<td>3. Classic Protective Coatings, Inc.</td>
<td>0.92</td>
<td>X</td>
<td>$518,950</td>
<td>$564,076</td>
</tr>
<tr>
<td>4. M.K. Painting, Inc.</td>
<td>0.77</td>
<td>X</td>
<td>$517,500</td>
<td>$672,078</td>
</tr>
<tr>
<td>5. Odland Protective Coatings Inc.</td>
<td>0.86</td>
<td>X</td>
<td>$534,200</td>
<td>$621,163</td>
</tr>
<tr>
<td>6. Osseo Construction Co. LLC</td>
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<td>X</td>
<td>$452,500</td>
<td>$545,181</td>
</tr>
<tr>
<td>7. TMI Coatings, Inc.</td>
<td>0.92</td>
<td>X</td>
<td>$675,000</td>
<td>$733,696</td>
</tr>
</tbody>
</table>
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017-

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

RESOLUTION AWARDING BID FOR 2017 BROADWAY TOWER REAINTING PROJECT

WHEREAS, the Broadway Water Tower is scheduled to be painted in the spring of 2017; and

WHEREAS, Bolton and Menk, Inc. prepared plans and specifications for the project; and

WHEREAS, bidders were instructed that the bid award would be made using the “Best Value Procurement Process” as allowed under Minnesota Statutes 16.C.02; and

WHEREAS, bidders were required to submit information regarding their qualifications prior to the bid opening date; and

WHEREAS, using those qualifications, staff assigned a weighted score to each contractor based on the qualifications outlined in the bid documents; and

WHEREAS, seven bids were received for the project; and

WHEREAS, when combined with the contractor's weighted scores, the following bid tabulation was developed; and

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Qualification Based Selection (QAS)</th>
<th>Price</th>
<th>Ranking Price = Bid Price/TWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Osseo Construction Co. LLC</td>
<td>0.83</td>
<td>$452,500</td>
<td>$545,181</td>
</tr>
<tr>
<td>Classic Protective Coatings, Inc.</td>
<td>0.92</td>
<td>$518,950</td>
<td>$566,076</td>
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<tr>
<td>Central Tank Coatings, Inc.</td>
<td>0.89</td>
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<td>Odland Protective Coatings, Inc.</td>
<td>0.86</td>
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<td>M.K. Painting, Inc.</td>
<td>0.77</td>
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<td>$672,078</td>
</tr>
<tr>
<td>Champion Coatings</td>
<td>0.82</td>
<td>$580,750</td>
<td>$708,232</td>
</tr>
<tr>
<td>TMI Coatings, Inc.</td>
<td>0.92</td>
<td>$675,000</td>
<td>$733,696</td>
</tr>
</tbody>
</table>

WHEREAS, Osseo Construction Company, LLC based in Osseo Wisconsin was evaluated as the “Best Value Bid”; and

WHEREAS, upon completion of the total weighted scores and receipt of the submitted bids, staff recommends the bid be awarded to Osseo Construction Company, LLC of Osseo, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:
1. The bid for the 2017 Broadway Tower Repainting Project is hereby awarded to Osseo Construction Company LLC of Osseo, Wisconsin at the bid price of $452,000.

2. Funding for the project shall be from a planned debt issuance with repayment from the Water Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of March, 2017.

______________________________________________
Charles Zieman
Mayor

ATTEST:

______________________________
Todd Prafke
City Administrator
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Pete Moulton  
Director of Public Works

RE: 2017 Streets Maintenance Program

ACTION/RECOMMENDATION

Approve the 2017 Streets Maintenance Program.

BACKGROUND

The street maintenance program regularly consists of crack sealing, full depth asphalt patching; seal coating; curb, gutter and sidewalk repairs; and replacement of some handicapped ramps with truncated domes in the downtown area and where improvements are completed. Lesser amounts of funding are allocated for winter roadway salt, paint for pavement markings, gravel for patching, and asphalt mix for patching potholes. The budget remains flexible year-to-year to allow staff to address the immediate maintenance needs identified in the spring of the year. This past winter included lower amounts of snow with stretches of cold temperatures.

For 2017, staff expects the cost of asphalt will increase approximately 1% to 3% from 2016. These costs have more than doubled in the last 10 years.

Staff is proposing the following work plan for the street maintenance program for 2017. The maintenance program has been adjusted based on the conditions of the streets with one slight modification.

### 2017 Proposed Maintenance Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Unit</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1    Winter Salt</td>
<td>$80.00</td>
<td>tons</td>
<td>150</td>
<td>$12,000</td>
</tr>
<tr>
<td>1s   Winter Sand</td>
<td>$4.00</td>
<td>tons</td>
<td>700</td>
<td>$2,800</td>
</tr>
<tr>
<td>2    Cold Mix</td>
<td>$136.00</td>
<td>tons</td>
<td>11</td>
<td>$1,496</td>
</tr>
<tr>
<td>3    Gravel</td>
<td>$11.15</td>
<td>tons</td>
<td>90</td>
<td>$1,004</td>
</tr>
<tr>
<td>4    Quartzite Stone Only</td>
<td>$24.50</td>
<td>tons</td>
<td>1,700</td>
<td>$41,650</td>
</tr>
<tr>
<td>5    Stone Delivery</td>
<td>In-House</td>
<td></td>
<td>1,000</td>
<td>$0</td>
</tr>
<tr>
<td>6    Seal Coat (100 Blocks)</td>
<td>$3.00</td>
<td>gallons</td>
<td>46,000</td>
<td>$138,000</td>
</tr>
<tr>
<td>7    Paint</td>
<td>$23.15</td>
<td>gallons</td>
<td>500</td>
<td>$11,575</td>
</tr>
<tr>
<td>8    Asphalt Full Depth Patch</td>
<td>$62.00</td>
<td>tons</td>
<td>1,480</td>
<td>$91,760</td>
</tr>
</tbody>
</table>
The 2017 Street Maintenance Budget Program Details:

1) Winter Salt: The 2016-2017 winter has been mild with above average temperatures and below average snowfall. Staff will be ordering 150 tons of salt for the 2017-2018 season at a cost of $80 per ton. Staff continues to purchase salt in bulk quantities through MnDOT.

2) Cold Mix: Approximately 11 tons is used from late fall when the asphalt plants close to spring when the plants begin production to fix and repair potholes throughout the city.

3) Gravel: Class 5 gravel is needed to complete repairs to base materials. $1,004 is planned again for the 2017.

4) Quartzite Stone: Approximately 1,700 tons will be hauled in and used in combination with our existing quartzite stone inventory. The reddish colored quartzite is purchased directly from the New Ulm quarry through Southern Minnesota Construction and hauled to Saint Peter. Quartzite is very hard and has a high density, high compression strength which is also resistant to abrasion (like snow plowing). The stone cost is $24.50 per ton - $41,650 is budgeted.

5) Stone Delivery: Will be completed in-house by Public Works staff.

6) Seal Coating: The 2017 proposed route is shown on the attached map that includes approximately 100 blocks, which equates to 46,000 gallons of oil.

7) Paint: Staff continues to install (paint) cross-walks and street markings and parking lots striping. $11,575 is budgeted for this expense in 2017 and staff will look at the timing to complete this work.

8) Asphalt Full-Depth Patching: Staff has budgeted $91,760 for 1,480 tons.

9) Asphalt Full Block Replacement: In 2016 staff began selecting certain blocks based on maintenance criteria for complete replacement of the roadway surface. The scope of work includes milling and reclaiming the street surface, base preparation and reinstallation of asphalt. This year 5 blocks have been selected with an asphalt cost of $75,454. There will also be a cost from line number 9m for milling of $18,360.
   i. Seventh Street from College Avenue to South Early Learning entrance

10) Crack Sealing: Crack sealing is usually done every other year. In 2016, no crack sealing was completed. In 2017, approximately 11,000 lbs. of rubberized filler will be installed which is expected to cost $18,700.
11) Alley Entrance Replacement: Concrete entrances will be installed and replaced at a cost of $24,500.

12) Sidewalk and Handicapped Access: Approximately 3,500 square feet is planned for replacement at a cost of $22,750.

13) Curb and Gutter: In areas where full blocks are being replaced it is proposed to correct curb, and assess the costs to the abutting property owner as required. Approximately 600 linear feet of sidewalk is proposed to be installed at a cost of $22,750.

14) Stormwater Permits: Street projects completed require about $2,250 in permit fees on an annual basis.

15) Weed Spray: This is used in the streets where the asphalt street meets the concrete curb. The City sprays weeds to keep cracks from developing. $1,750 is budgeted.

16) Equipment Rental: Needed for loader in the winter months.

17) Sign Replacement Program: Staff has replaced all regulatory, warning, and information signs within the City with new DG3 reflective signs. The City is in the final year of the street nameplate replacement program. The older nameplates are 6” high and are being replaced to a new standard of 9” high. City staff is hoping to finalize this replacement plan and complete 330 signs for a cost of $6,818.

18) Contingency Funds: Used for over runs and areas not previously identified.

19) Income from Outside Sources: In previous years staff has performed work for other community partners and billed back the cost. No work is planned at this time and if the situation arises it would be a zero gain/loss in the total dollars spent.

Staff continues to monitor and evaluate new products that may preserve asphalt streets to a higher degree while extending the period between maintenance functions. The maintenance program was previously based on sealing asphalt streets on a five-year plan. As newer products are developed staff hopes to stretch the current five-year plan upwards towards eight years before street requires sealing.

Please be advised that application rates, conditional changes, pricing changes, and/or even physical changes in the road surface can all change as the work progresses. This can result in small changes to quantities, the number of blocks covered, and the number of cracks sealed.

Approval of the plan means generalized acceptance of the plan and budget approval. While we endeavor to follow the approved plan, slight changes in the actual work completed do take place. Major changes or elimination of entire work categories would come back to the Council prior to modification.

Looking ahead to 2018, 2019 and beyond:

Staff continues to review opportunities and timing for activities that have been discussed by the Council previously. Some of those discussion points have been:

- Taking over of maintenance of TWNP Road 361 west of the High School which also serves Community Spirit Park and runs from Broadway Avenue to Traverse Road.

- Development of Traverse Road west of Nicollet Avenue to City street standards, and a trail to Traverse Green Subdivision.

- The maintenance of the new Jefferson Avenue, formerly Gardner Road.
FISCAL IMPACT

Funding of $504,691 has been allocated in the General Fund budget.

ALTERNATIVES AND VARIATIONS
Do no act. Staff will wait for further direction.
Negative votes. Staff will wait for further direction.
Modification of the resolution. This is always an option of the City Council.

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

PM/amg
RESOLUTION APPROVING THE 2017 STREET MAINTENANCE PROGRAM

WHEREAS, the budget for the 2017 street maintenance program has been set at $504,691; and

WHEREAS, the proposed project includes continuation of the seal coating program with 100 blocks planned for 2017; and

WHEREAS, quartzite rock will be used during seal coating to provide durability; and

WHEREAS, the sidewalk and handicap repair program and alley entrance and curb and gutter programs will be continued on streets where replacement of full blocks is necessary; and

WHEREAS, five (5) blocks of full width asphalt replacement is included; and

WHEREAS, the program will include the final year of the street name sign replacement to comply with federal standards.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby approves the 2017 Street Maintenance Program as indicated below in the following estimated amounts not to exceed $504,691.

### 2017 Street Maintenance Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Unit</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Winter Salt</td>
<td>$80.00</td>
<td>tons</td>
<td>150</td>
</tr>
<tr>
<td>1s</td>
<td>Winter Sand</td>
<td>$4.00</td>
<td>tons</td>
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<tr>
<td>2</td>
<td>Cold Mix</td>
<td>$136.00</td>
<td>tons</td>
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<tr>
<td>3</td>
<td>Gravel</td>
<td>$11.15</td>
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<td>4</td>
<td>Quartzite Stone Only</td>
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<td>tons</td>
<td>1,700</td>
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<tr>
<td>5</td>
<td>Stone Delivery</td>
<td>In-House</td>
<td>tons</td>
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<td>6</td>
<td>Seal Coat (100 Blocks)</td>
<td>$3.00</td>
<td>gallons</td>
<td>46,000</td>
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<td>7</td>
<td>Paint</td>
<td>$23.15</td>
<td>gallons</td>
<td>500</td>
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<td>8</td>
<td>Asphalt Full Depth Patch</td>
<td>$62.00</td>
<td>tons</td>
<td>1,480</td>
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<td>8m</td>
<td>Milling - Asphalt Full Depth Patching</td>
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<td>hour</td>
<td>0</td>
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<td>Asphalt Full Block Replacement (5 BL)</td>
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<td>tons</td>
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<td>9m</td>
<td>Milling - Asphalt Full Block Replacement</td>
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<td>hour</td>
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<td>10</td>
<td>Crack Sealing</td>
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<td>lbs.</td>
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<td>Alley Entrance Replacement</td>
<td>$7.00</td>
<td>sq. ft.</td>
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<td>12</td>
<td>Sidewalk and Handicap apron</td>
<td>$6.50</td>
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<td>Curb/Gutter</td>
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<td>Stormwater Permits</td>
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<td>lump sum</td>
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<td></td>
<td>Description</td>
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<td>Quantity</td>
<td>Unit Cost</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------</td>
<td>--------</td>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>15</td>
<td>Weed Spray</td>
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<td>16</td>
<td>Equipment Rental</td>
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<td>17</td>
<td>Sign Replacement Program</td>
<td>$20.66</td>
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<td>18</td>
<td>Contingency Cost</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of March, 2017.

________________________
Charles Zieman
Mayor

________________________
Todd Prafnke
City Administrator
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Pete Moulton  
Director of Public Works

Jeff Knutson  
Water Resource Superintendent

DATE: March 7, 2017

RE: 2017-2019 Master Sidewalk Program Preliminary Engineering – Zone 8

ACTION/RECOMMENDATION

Authorize Bolton and Menk, Inc. of Mankato, Minnesota to complete plans and specifications and to receive bids for sidewalk in Zone 8 of the 2017-2019 Master Sidewalk Program in the amount not to exceed $15,100.

BACKGROUND

Staff has assembled and Council has reviewed a sidewalk project priority listing that includes cost estimates to install sidewalks in areas around City parks, schools and other high traffic areas. Our goals for installing new sidewalk is improving walkability, ensuring compliance with the Americans with Disability Act (ADA), and enhancing and improving pedestrian safety throughout the community.

Recent Council action allocated funding for preparation of plans and specifications for work in a number of areas within the community. These funds, allocated through the 2017 General Fund budgets, will allow staff to focus on areas that have been identified as needing improvement for pedestrians.

The first of a three-year sidewalk improvement plan focuses on the area around Veterans Park. This area is identified by staff as Zone 8 as shown on the enclosed aerial view map. The blue lines indicate the installation of new sidewalk. In addition to the new walkway, street crossing areas would have improvements to meet ADA standards. Construction costs are estimated at $98,210 for this phase.

The proposed routes will encounter a few older/mature ash trees that will be removed and then replaced with a different variety. A scope of work for the project has been completed showing quantities needed.

Bolton and Menk has provided a proposal for providing the following preliminary engineering work totaling $15,100:
• Design: Includes topographical survey, pre-design meeting, preliminary and final design. Completion of cost estimates and bidding quantities, advertisement of project specifications, bid opening and contract preparations - $11,300
• Construction: Preconstruction meeting, construction staking and contract administration - $3,800.

FISCAL IMPACT

Funding for the engineering will come from the General Fund budget. This is part of the $100,000 per year the Council had set aside for 2017 and planned for in 2018 and 2019. While the expenditure was budgeted, the revenue was set at $50,000 which means that should we go forward and spend more than $50,000, the remaining funds will come from reserves.

ALTERNATIVES AND VARIATIONS

Do no act. Staff will wait for further direction.
Negative votes. Staff will wait for further direction.
Modification of the resolution. This is always an option of the City Council.

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

PM/JK/amg
RESOLUTION AUTHORIZING BOLTON AND MENK TO PROVIDE PRELIMINARY ENGINEERING (PREPARATION OF PLANS AND SPECIFICATIONS AND RECEIPT OF BIDS) FOR ZONE 8 OF THE 2017 - 2019 MASTER SIDEWALK PROGRAM

WHEREAS, City staff has been provided direction on implementing a phased sidewalk system improvement program; and

WHEREAS, providing additional sidewalks will help with compliance with the Americans with Disability Act (ADA); and

WHEREAS, funds have been allocated in the 2017 General Fund budget for Veteran’s Park sidewalk improvements; and

WHEREAS, Bolton and Menk, Inc. has agreed to complete preliminary engineering work consisting of design, plans and specifications for $11,300 and construction engineering for $3,800.

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

1. Bolton and Menk, Inc. is hereby retained to provide preliminary construction engineering to include preparation of plans and specifications and receipt of bids for the 2017-2019 Master Sidewalk Program – Zone 8 for a cost not to exceed $15,100.

2. Funding for the engineering work shall be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of March, 2017.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator
Memorandum

TO: Todd Prafke  
    City Administrator

FROM: Russ Wille  
      Community Development Director

DATE: 03/10/17

RE: St. Peter Community Childcare Center – (Balloon Extension)

ACTION/RECOMMENDATION

Approve a loan extension for St. Peter Community Childcare Center for a previously issued revolving loan with an increased interest rate to 3.75%.

BACKGROUND

In December, 2007, the City Council approved a $35,000 revolving loan to partially finance the start-up costs of the St. Peter Community Childcare Center (SPC3). Recognizing that initial cash flows would be stressed, the repayment of the note was established at $100 per month for the first 24 months. The note is interest free at this time.

The note was initially to be repaid via balloon payment on February 1, 2013 and was extended by the City Council to be repaid April 1, 2014. In 2014, the note was once again extended to establish a balloon payment date of April 1, 2015. In 2015, the City Council once again extended the balloon payment date to April 1, 2017.

Unable to repay the debt as due, SPC3 has requested a 24 month extension of the balloon payment date.

The note is subject to a Security Agreement pledging all furnishings, fixtures and equipment as collateral. A UCC Financing Statement has been filed with the Minnesota Secretary of State and has been renewed as appropriate. At the time of the 2015 extension request, SPC3 submitted an updated roster of fixtures, furnishings and equipment subject to the security instrument.

While some operational and financial performance improvement is evident and enrollments remain steady, the Board of SPC3 has asked for an extension to allows them to maintain needed operational cash. Copies of the SPC3 2016 year-end report, 2017 budget and a copy of the IRS form 990 were reviewed by the Economic Development Authority.

SPC3 continues to make significant progress on repayment of their delinquent account(s) with the City of Saint Peter and Gustavus Adolphus College. They remain current on all of their obligations to the EDA and all loan payments have been received as per the executed
promissory note without a single exception. The balance of the 2007 note is $13,100 after receipt of the March, 2017 loan payment.

The City Council has identified the availability of affordable child care services to be vital to the City's economic development efforts. If parents cannot obtain daycare services, they cannot reasonably participate in the workforce.

Even subsequent to the start-up of additional daycare centers in Saint Peter, there appears to be a continued need for additional daycare services in the community.

SPC3 has signed a lease for additional space within the Saint Peter Community Center. The expanded Community Center space will allow SPC3 to consolidate all of its services under one roof. SPC3 Treasurer Brad DeVos attended the EDA meeting and explained how the new lease will enhance the operations and finances of the daycare operations.

The EDA members discussed and reviewed the balloon payment extension request. The membership voted to recommend that the City Council approve the 24 month balloon extension requested by the St. Peter Community Childcare Center.

The EDA also discussed the applicable interest rate of the extended note. In 2007, recognizing the inability to locate childcare services in Saint Peter, the EDA and City Council provided the SPC3 loan at 0% interest. As the Council considers the most recent EDA recommendation to extend the note by 24 months, the EDA has also recommended that the interest rate of the note be raised to 3.75% as per current revolving loan policy.

FISCAL IMPACT:

SPC3 would continue to make monthly payments. The note would be altered to raise the applicable interest rate to 3.75% effective March 1, 2017.

ALTERNATIVES/VARIATIONS:
Do not act: The note would be due and payable via balloon payment on April 1, 2017. Negative Votes: The note would be due and payable via balloon payment on April 1, 2017. Modification of the Resolution: This is always an option of the Council; however, any alternative terms would need to be acceptable to the borrower.

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

RJW
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 -

RESOLUTION MODIFYING TERMS OF A REVOLVING LOAN PREVIOUSLY MADE TO THE ST. PETER COMMUNITY CHILDCARE CENTER

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 the administration of the loan funds; and

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

WHEREAS, in 2007, the City of Saint Peter provided a $35,000 loan to the Saint Peter Community Childcare Center (SPC3) to partially finance the furnishing of their new childcare operations; and

WHEREAS, loan payments have been made by the SPC3 on a regular basis and the outstanding balance of the loan after the March 1, 2017 payment is $13,100; and

WHEREAS, repayment of the note was originally due on February 1, 2013 via balloon payment at the conclusion of the fifth year of the note and was extended by the City Council to April 1, 2014; and

WHEREAS, in 2014, the balloon payment was once again extended to April 1, 2015.

WHEREAS, in 2015, the balloon payment was once again extended to April 1, 2017.

WHEREAS, repayment of the note at this time would create significant financial hardship; and

WHEREAS, SPC3 has requested that the City provide a fourth extension of the due date of the balloon payment; and

WHEREAS, SPC3 would continue to make monthly payments on the note during the extension; and

WHEREAS, the EDA has reviewed the requested modification and has recommended that the City Council provide a twenty-four (24) month extension of the scheduled balloon payment; and

WHEREAS, the EDA has recommended that the interest rate charged to the note be raised effective April 1, 2017 to 3.75%.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The request by St. Peter Community
Childcare Center for extension of the balloon payment on their revolving loan to April 1, 2019 is hereby approved contingent upon an increase in the loan interest rate to 3.75% effective April 1, 2017.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of March, 2017.

ATTEST:

__________________________
Charles Zieman
Mayor

__________________________
Todd PraÌke
City Administrator
Memorandum

TO: Todd Prafke  
    City Administrator

FROM: Pete Moulton  
    Director of Public Works

RE: Department of Natural Resources Grant Application Submission

ACTION/RECOMMENDATION

Authorize submission of a Department of Natural Resources Outdoor Recreation grant application for construction of a trail and fishing pier at Hallett’s Pond.

BACKGROUND

City staff have been working with the “Friends of Lake Hallett” to construct a trail and fishing pier along with shoreline of Hallett’s Pond.

The 2017 Minnesota Department of Natural Resources (DNR) offers a grant program that could provide funding for improvements at Hallett’s Pond. The deadline for submission of an application is March 31st.

Staff is proposing that an application be submitted requesting funding for construction of the asphalt trail and a fishing pier. The grant requires at least a fifty percent (50%) match from the City.

The grant timeline is as follows:
- Submission deadline, March 31
- Awards are announced, June 2017
- Agreements are signed – project may begin, August-October 2017
- Grants expire – projects must be complete, June 30, 2019

The Parks budget contains an allocation of $16,000 for these improvements. In addition, the Friends of Lake Hallett have made a verbal commitment to provide $20,000.

I recommend that authorization be provided to submit a grant application for this project.
FISCAL IMPACT:

The total project cost is expected to be $33,640. Should the grant funding be received, a maximum of $16,820 would be funded with the remainder of the project costs matched by the City and/or Friends of Lake Hallett.

ALTERNATIVES/VARIATIONS:
Do not act: Should the City Council choose not to act, no grant application will be submitted. Again, the deadline for submission of a grant application for this funding cycle is March 31st. Negative Vote: No further action will be taken regarding the grant application. 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.

PM/amg
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION FOR MINNESOTA DEPARTMENT OF NATURAL RESOURCES OUTDOOR RECREATION GRANT FUNDING FOR CONSTRUCTION OF TRAIL AND FISHING PIER AT HALLETT'S POND

WHEREAS, the City of Saint Peter wishes to submit an application for a Minnesota Department of Natural Resources (DNR) Outdoor Recreation Grant funding for construction of a trail and fishing pier at Hallett's Pond in Saint Peter; and

WHEREAS, the City will act as legal sponsor for the project identified in the Outdoor Recreation grant application to be submitted on March 14, 2017; and

WHEREAS, the City has the legal authority to apply for financial assistance; the financial ability to meet any match requirement; and will ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life; and

WHEREAS, the City has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section of the application; and

WHEREAS, the City will acquire fee title or a permanent easement over the land described in the site plan included in the application; and

WHEREAS, the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

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

1. City Administrator Todd Prafke is hereby authorized and directed to complete the grant application and submit the same to the Minnesota Department of Natural Resources prior to the deadline.

2. City Administrator Prafke is further authorized to execute any and all agreements required by the grant program to implement the project on behalf of the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of March, 2017.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator
Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

Jeff Knutson
Water Resource Superintendent

DATE: February 16, 2017

RE: Broadway Water Tower Repainting Project – Antenna Removals

ACTION/RECOMMENDATION

Authorize Alpha Wireless of Mankato, Minnesota to provide services not to exceed $13,110 for removal and re-installation of antennas, transmission lines, transmitters, and attachments from the Broadway Water Tower during the repainting project.

BACKGROUND

The Broadway Water Tower is scheduled to undergo a major painting/rehabilitation project during the spring and summer of 2017. Before the contract work can proceed, a number of antennas, transmission lines, and attachments need to be removed and be relocated to a temporary location to provide for uninterrupted services.

Temporary relocation will allow for continued use of Public Works radio system (UHF LTR system) and the St. Peter Fire Department paging system (Nicollet County paging repeater). In addition, existing older and outdated equipment previously used by the Hospital and transit system will be removed.

Alpha Wireless provides contract service for the City and we have partnered with them for radio and communication needs. We recommend that Alpha Wireless be retained at a cost of $13,100 for the temporary removal, relocation and eventual reinstallation of the City’s equipment from the Broadway Water Tower.

The contractor would only be responsible for removal of the City’s equipment. T-Mobile, AT&T, and the amateur radio (ham) operators will each be responsible for removal and re-installation of their privately owned equipment.

FISCAL IMPACT:

Funds would be allocated from the General Fund and a Utility fund split.

ALTERNATIVE/VARIATIONS:

Do not act: No further action will be taken without additional direction from the City Council; however, this may put the Broadway Painting Project in jeopardy as it would be necessary to
work around the attached equipment which would result in a less than optimum completion of
the repainting project.
Negative Vote: Staff will seek additional City Council direction.
Modification to the Resolution: This is always an option of the City Council.

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

PTM/JK
CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 –

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

RESOLUTION RETAINING ALPHA WIRELESS TO PROVIDE TECHNICAL SERVICES FOR ANTENNA REMOVAL AND REINSTALLATION ASSOCIATED WITH THE 2017 BROADWAY TOWER REPAINING PROJECT

WHEREAS, the Broadway Water Tower is scheduled to be painted in the spring of 2017; and

WHEREAS, antennas have been installed on the tower for wireless and emergency services and City’s non-emergency use; and

WHEREAS, this equipment must be removed during the painting project; and

WHEREAS, Alpha Wireless of Mankato is able to provide for removal, temporary relocation, and reinstallation of the City owned equipment; and

WHEREAS, Staff recommends Alpha Wireless of Mankato be retained to provide for the temporary removal and eventual reinstallation work.

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

1. Alpha Wireless of Mankato is hereby retained to provide for the temporary removal, relocation and eventual reinstallation of City owned equipment on the Broadway Water Tower during the repainting project at a cost not to exceed $13,110.

2. Funding for the work shall be from the Water Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of March, 2017.

ATTEST:

______________________________
Charles Zieman
Mayor

______________________________
Todd Prafke
City Administrator
PROCLAMATION

"VIETNAM VETERANS DAY"

WHEREAS, the United States of America began military operations in the country of Vietnam on January 12, 1962; and

WHEREAS, American involvement in the Vietnam War continued until the last American troops were evacuated from Vietnam on March 29, 1973; and

WHEREAS, more than 58,000 American military men and women gave their lives in service to our Nation during the Vietnam War; and

WHEREAS, Veterans of the Vietnam War deserve to be shown the respect and dignity of a grateful nation; and

WHEREAS, Minnesota honors the sacrifice of these Veterans and respects their dedication to the highest traditions of our Armed Forces; and

WHEREAS, our Nation stands stronger for the service of these Veterans and Minnesota stands ready to honor their proud legacy with our deepest gratitude.

NOW, THEREFORE, I, Charles Zieman, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim March 29, 2017 as “VIETNAM VETERANS DAY” in the City and hereby do encourage Saint Peter residents to honor the sacrifices made by all Veterans of the Vietnam War by attending the Vietnam Veteran’s Day ceremonies. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 13th day of March, 2017.

Charles Zieman
Mayor

ATTEST:

Todd Prajka
City Administrator
RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes 13D.05 (Subd. 3)(c)(1) allows for closed sessions of the Council for discussion to determine the asking price for real or personal property to be sold by the government entity; and

WHEREAS, the City Council wishes to consider the sale of City owned property formerly used as the City's wastewater treatment ponds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session as provided for under Minnesota Statutes 13D.05 (Subd. 3) (c) (1) for discussion related to the sale of property owned by the City. The closed session will take place in the Traverse des Sioux Room of the Community Center.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of March, 2017.

ATTEST:

Charles Zieman
Mayor

______________________________
Todd Prafke
City Administrator