

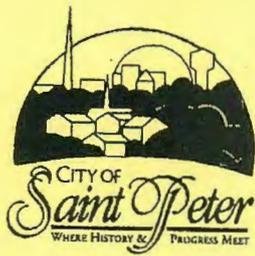
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, May 23, 2016
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**

None scheduled.
- VII. NEW BUSINESS**
 - A. Solace Project Support Request
 - B. Traverse Green Subdivision Development Services Contract
 - C. 2016 Equipment Certificate Proposal Acceptance
 - D. City Assistance Request: Blues Fest
 - E. City Assistance Request: Fourth of July
 - F. Tree Worker's License Applications
- VIII. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. Bike Rodeo Recap
 - 2. Transit Update
 - 3. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the April 25, 2016 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 May 4, 2016 through May 18, 2016, is attached. Please see the attached staff reports and RESOLUTION.

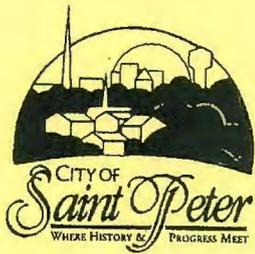
VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION OF SUPPORT FOR SOLACE PROJECT

Staff recommends a resolution of support be adopted for the Solace Project. Support from the City is needed for the project to be considered for State funding. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION AUTHORIZING EXECUTION OF DEVELOPMENT SERVICES CONTRACT FOR TRAVERSE GREEN SUBDIVISION

Staff recommends Southwest Minnesota Housing Partnership be retained to provide pre-development services related to Traverse Green Subdivision. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION ACCEPTING PROPOSAL FOR SALE OF 2016 EQUIPMENT CERTIFICATES

Proposals were received for sale of \$365,000 in equipment certificates for 2016. Staff recommends acceptance of the lowest cost proposal submitted by Wells Federal Bank. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE FOR BLUESFEST EVENT

Staff recommends approval of a request by the St. Peter Ambassadors for City assistance related to the community BluesFest event to be held in Minnesota Square Park. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE FOR FOURTH OF JULY EVENT

Staff recommends approval of a request by the Chamber of Commerce for City assistance related to the Fourth of July events including the parade and the community picnic in Minnesota Square Park. Please see the attached staff report and RESOLUTION.

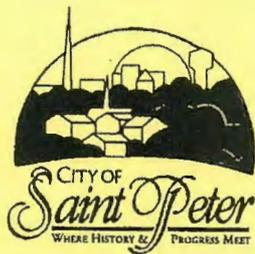
F. ADOPTION OF A RESOLUTION APPROVING TREE WORKER'S LICENSE APPLICATIONS

Following background investigations, staff recommends approval of two new Tree Worker license applications. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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



B. CITY ADMINISTRATOR

1. REPORT ON BIKE RODEO

A recap will be provided at this time on the first annual bike rodeo sponsored by the Saint Peter Police Department and River's Edge Hospital and Clinic.

2. REPORT ON REGIONAL TRANSIT

A report will be provided at this time on discussions related to the regional transit project.

3. OTHERS

Any further reports by City Administrator Prafke 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 9, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on May 9, 2016.

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

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

Public Hearing: Annexation of Land – Gustavus Adolphus College Arboretum/Gardner Road Right-of-way – Mayor Zieman opened the public hearing on a petition to annex a portion of the Gustavus Arboretum and the Gardner Road right-of-way at 7:02 p.m. City Administrator Prafke reviewed the procedures to be followed for public hearings. Community Development Director Wille reviewed the petition submitted by Lorene Gardner, Gustavus Adolphus College, and Wenner-Underwood Farms for annexation of a portion of the Gustavus arboretum and the Gardner Road right-of-way. Wille noted that with 100% of the property owners petitioning for annexation, the Council could do so by majority vote. Wille also noted that if the annexation was approved, the Council would be asked at a future meeting to adopt a right-of-way plat that would include the new roundabout at the intersection of Gardner Road and Broadway Avenue. Wille also pointed out that the Planning Commission had recommended approval of the annexation and a zoning designation of Education/Industrial (EID) for the property. Councilmember Brand questioned what type of plantings would be used in the right-of-way. City Administrator Prafke indicated that once Gardner Road was upgraded to an urban section, the right-of-way would be restored to pre-construction status with the exception of a bituminous trail that would be installed on the east side of the roadway and trees being planted. There being no further speakers, the public hearing was declared closed 7:09 p.m.

Approval of Minutes – A motion was made by Brand, seconded by Parras, to approve the minutes of the April 25, 2016 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the April 25, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Kvamme, seconded by Parras, Resolution No. 2016-78 entitled, "Resolution Approving Consent Agenda", was introduced. A complete copy of Resolution No. 2016-78 is contained in the City Administrator's book entitled Council Resolutions 21.

EDA Loan Request: Playing Possum – Community Development Director Wille presented the Economic Development Authority's recommendation for approval of a \$2,452 (90% of the total project cost) loan to Mary Cammack, dba Playing Possum, for replacement of an awning at her business at 218 South Minnesota Avenue. Wille noted the loan would be amortized over five years with a zero percent (0%) interest rate and the resolution including a provision that would allow for partial loan forgiveness if the EDA modifies the loan guidelines in the near future. In motion by Kvamme, seconded by Grams, Resolution No. 2016-79 entitled "Resolution Approving A \$2,452 Façade Renovation Revolving Loan To Mary Cammack (D.B.A. Playing Possum Antiques) To Partially Finance The Installation Of A Replacement Awning At 218 South

Minnesota Avenue”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-79 is contained in the City Administrator’s book entitled Council Resolutions 21.

Hospital Policies Modification – City Administrator Prafke presented the Hospital Commission’s recommendation for modifications to the Hospital policies which included updates to the “mission, vision, values” statement; clarifications on rules related to Commission member attendance at Commission meetings; removal of sections that are contained in the City Code; clarification of names; formatting changes; and removal of the section on the Executive Committee which is no longer used. Councilmember Brand questioned why there were changes made to the “mission, vision, values” statement and Prafke responded the statement was changed in keeping with the overall strategic plan for the Hospital that had been developed with the assistance of a consultant. Councilmember Kvamme questioned the language in Sections 6.7 (quorum definition) and in 8.2 which removed nursing staff from the quality oversight responsibilities. Prafke clarified that quorums of the Commission are necessary to “conduct” business such as voting and the quality oversight section had been deleted based on the wishes of the Hospital Commission. In motion by Kvamme, seconded by Pfeifer, Resolution No. 2016-80 entitled “Resolution Approving Updated Hospital Commission Policies”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-80 is contained in the City Administrator’s book entitled Council Resolutions 21.

Registration of Traverse Green Subdivision Property – City Attorney Brandt strongly recommended that registration of the Traverse Green Subdivision parcels be done through Torren’s actions at an expected total cost of \$5,000-\$6,000 versus \$66,000-\$99,000 if abstracts were developed for each individual parcel. Brandt reminded Councilmembers that the Torrens method had been used for sale of lots in both Nicollet Meadows and Washington Terrace Subdivisions. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-81 entitled “Resolution Authorizing The City Of Saint Peter To Register Title To Certain City Real Estate”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-81 is contained in the City Administrator’s book entitled Council Resolutions 21.

Traverse Green Subdivision Lot Prices – Community Development Director Wille recommended adoption of a resolution establishing lot prices in Phase 1 of Traverse Green Subdivision. Wille noted the prices ranged from \$31,400 -\$53,500 for single family lots and would be \$100,000 for multi-family lots. Wille indicated the prices had been established using the same formula used in Nicollet Meadows and Washington Terrace Subdivisions and would cover the City’s cost for development of the subdivision including administrative costs. Both Wille and City Administrator Prafke noted staff would provide for sale of the single family lots without additional Council action; however the multi-family lots would require Council action so that the Council could be involved in the development agreement. Wille stated the expected timeline for sale of the lots would include a marketing effort from May 19-25th; an open house for prospective buyers on June 29th; and a first-come/first-served sale of lots beginning on July 13th. Wille also reported prospective buyers would need to come in person and be required to provide a \$200 deposit that would reserve the lot for 61 days. Wille noted that the lots for the City owned spec homes and the spec homes to be constructed by Southwest Minnesota Housing Partnership would be identified before lot sales to the public begin. In motion by Grams, seconded by Kvamme, Resolution No. 2016-82 entitled “Resolution Establishing The Sales Price Of Development Lots Within The First Phase Of Traverse Green Subdivision”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-82 is contained in the City Administrator’s book entitled Council Resolutions 21.

Traverse Green Subdivision Spec Home Funding – Community Development Director Wille reported the Economic Development Authority had agreed to the Council request to release

\$500,000 in interest funds from the revolving loan fund to be used for a spec home construction fund in Traverse Green Subdivision. Wille indicated the funds would be transferred on August 1st and be available for four years at zero percent interest (0%). Wille noted that in Nicollet Meadows and Washington Terrace Subdivisions, 51% of the homes had been constructed as speculative homes and staff felt it was extremely important that the process continue to ensure the success of Traverse Green Subdivision development even if the funding sources previously used for spec home development (Greater Minnesota Housing Fund loans), were no longer available. In motion by Pfeifer, seconded by Kvamme, Resolution No. 2016-83 entitled "Resolution Providing For Transfer Of \$500,000 From Local Revolving Loan Fund Interest Income To Establish A Speculative Home Construction Fund To Finance The Construction Of Speculative Homes In Traverse Green Subdivision", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-83 is contained in the City Administrator's book entitled Council Resolutions 21.

Annexation Of Gardner Road Right-of-Way/Gustavus Arboretum – Community Development Director Wille recommended approval of the petition for annexation of a portion of the Gustavus Arboretum and the Gardner Road right-of-way. In motion by Kvamme, seconded by Pfeifer, Ordinance No. 26, Third Series entitled "An Ordinance Annexing Land Located Within The Town Of Oshawa Township, Nicollet County, Minnesota Pursuant To Minn. Stat. 414.033, Subd. 2(3), Permitting Annexation By Ordinance", was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 26, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Alley Vacation Request: Madison/Johnson – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of a petition by Nicole Madison and Beverly Johnson for vacation of a portion of alley behind 731 West Nassau Street so Ms. Madison could construct a garage. Wille noted only one citizen attended the public hearing held by the Planning Commission to ask a question related to relocation of cable television and telephone wires. Wille pointed out that Ms. Madison would be responsible for any costs associated with relocation of those utility lines. In motion by Grams, seconded by Parras, Resolution No. 2016-84 entitled "Resolution Vacating The South 8 Feet Of The East-West Alley Lying North And Adjacent To The West 15 Feet Of Lot 2, Block 17, Skaro And Evenson Subdivision As Petitioned By The Abutting Property Owners", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-84 is contained in the City Administrator's book entitled Council Resolutions 21.

Fire Chief Recruitment Process – City Administrator Prafke recommended initiation of the process for replacement of the Fire Chief as Chief Quade will be retiring from the Department in early October. Prafke noted the request would be a variance from the Chief replacement process outlined in the Fire Department bylaws which stated the process would begin in October for a new Chief to take office in January. Mayor Zieman questioned the requirement for the Chief to have 10 years' service and questioned whether that meant 10 years with the St. Peter Department or 10 years' service anywhere. Prafke responded the requirement was for 10 years' service with the Saint Peter Fire Department in addition to currently being a member of the St. Peter Department. In motion by Brand, seconded by Parras, Resolution No. 2016-85 entitled "Resolution Authorizing Initiation Of Recruitment Process For Fire Chief Position", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-85 is contained in the City Administrator's book entitled Council Resolutions 21.

Reports

"Police Officer Memorial Day/Week" Proclamation – Mayor Zieman proclaimed May 15th as "Police Officer Memorial Day" and the week of May 15-21, 2016 as "Police Officer Memorial Week" in the community.

Mayor's Report – Mayor Zieman reported River's Edge Hospital and Clinic had been awarded a five star patient satisfaction rating from the Centers for Medicare and Medicaid Services Hospital Compare Initiative based on survey data on patient experience collected by CMS from all hospitals. City Administrator Prafke stated the five star rating was a “testament to the great things the folks at the Hospital do.”

Executive Session: City Owned Land Sale Negotiations – City Administrator Prafke requested a closed session of the City Council, as allowed under State Statute, for discussion of negotiations related to sale of the City owned former wastewater treatment ponds. In motion by Pfeifer, seconded by Parras, Resolution No. 2016-86 entitled “Resolution Calling For Closed Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-86 is contained in the City Administrator's book entitled Council Resolutions 21.

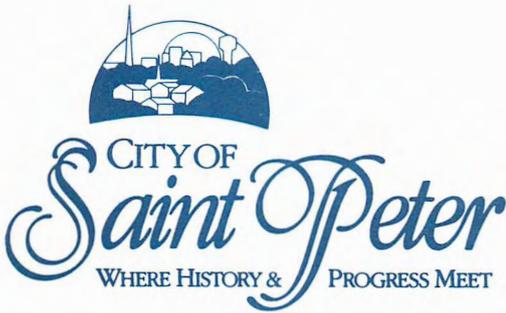
The Council adjourned to closed session in the Traverse des Sioux Room of the Community Center at 8:16 p.m. The Council returned to open session at 8:34 p.m.

There being no further business, a motion was made by Pfeifer, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:35 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 5/09/2016

FROM: Pete Moulton
Director of Public Works

RE: Fire Hydrants Purchase

ACTION/RECOMMENDATION

Approve the purchase of three fire hydrants and watermain accessories from HD Supply Waterworks of Eden Prairie, Minnesota in the amount of \$8,180.50.

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.

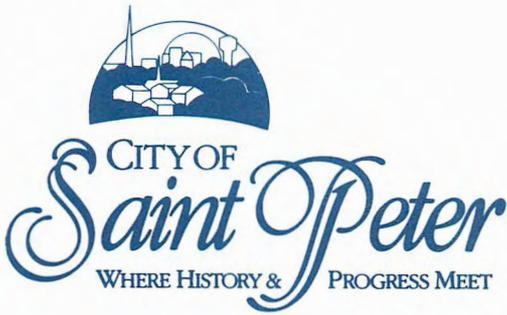
Staff prepared a "request for quote" specification that would allow for three hydrant vendors to competitively submit a quote for delivery of three fire hydrants and watermain accessories. All three vendors supplied quotes and met the minimum requirements for delivery and materials.

Quotes were received from:

HD Supply Waterworks – Eden Prairie	\$ 8,180.50
Ferguson Waterworks Inc. - Blaine	\$ 8,540.00
Minnesota Pipe and Equipment Inc. - Farmington	\$ 8,543.66

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

PM/CV



Memorandum

TO: Todd Prafke
City Administrator

DATE: 5/19/2016

FROM: Cindy Moulton
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses renewal applications.

BACKGROUND

The City has received temporary and annual license applications for City Council approval.

St. Peter Ambassadors, Council 1509 (Knights of Columbus) and St. Peter Youth Wrestling have submitted Temporary Gambling license renewal applications. The Ambassadors will be holding a raffle at Minnesota Square Park on June 11, 2016. The Knights of Columbus will be hosting bingo at the Nicollet County Fair August 11 – 14, 2016. The Youth Wrestling group will be holding their raffle at the Nicollet County Fairgrounds on August 13, 2016.

The bars, restaurants, liquor stores and convenience stores have submitted renewal applications for their On Sale, Sunday, Off Sale, and 3.2 On and Off Sale Beer licenses. The licensing period will be in effect from July 1, 2015 – June 30, 2016.

Please place these items on the May 23, 2016 City Council consent agenda.

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

CKM



*Saint Peter Volunteer Fire Department
227 West Mulberry Street, Saint Peter, Minnesota 56082
507-934-1120
Office of the Fire Chief- Ronald D. Quade*

May 12, 2016

TO: Mr. Todd Prafke, City Administrator
Honorable Mayor Zieman
City Council Members

From: Ronald D. Quade
Fire Chief

RE: Discontinued use fire equipment.

Action /Recommendation

Recommendation is to declare discontinued use personal protective equipment, discontinued use hurst equipment and hydraulic pump, and miscellaneous equipment as surplus equipment. SEE ATTACHED FULL LIST

Background Final Impact:

Saint Peter Fire Department has been fortunate enough to receive an AFG grant for the replacement of our personal protective equipment which has gone past its 10 year certification period. This makes the equipment non useable in fire service and therefore surplus equipment This includes our old bunker pants, coats, helmets and boots. We also have the following equipment according to the attached list that is either obsolete and unable to be repaired or outlived its useful life period.

Final Impact:

The declaration of this equipment as surplus meets with plans to donate Personal Protective Equipment to Petatlan our sister city in Mexico. Much of this equipment is useable but creates a liability due to certification standards here at home which is not the case in Mexico. Other equipment can either be resold or discarded according to standards or availability that other departments may have to use.

Respectfully:

A handwritten signature in cursive script that reads "Ronald D. Quade".

Ronald D. Quade
Fire Chief

SURPLUS ITEMS FOR THE FIRE DEPARTMENT

- 1.) (31) TURNOUT GEAR COATS CHEST SIZES: 32-56
- 2.) (36) TURNOUT GEAR PANTS WAIST SIZES: 36-54
- 3.) (27) PAIRS OF RUBBER BOOTS SIZES: 8.5-12
- 4.) (32) FIRE HELMETS W/ VISORS
- 5.) (1) PARATECH TRIPOD CONVERSION KIT
P/N 22-796-300
- 6.) (1) 1986 5000 PSI BRIGGS AND STRATTON HURST
TOOL PUMP
- 7.) (1) JL-90 HURST TOOL CUTTER SER#64727B
- 8.) (1) OMNI 24 HURST TOOL SPREADER SER#64270
- 9.) (1) HANNAY ELECTRIC HURST TOOL HOSE REEL
W/ 100' HURST TOOL HOSE
- 10.) (2) SPERIAN MULTI PRO GAS MONITORS W/ CASE
(DO NOT WORK, NEED O2 SENSORS)
- 11.) (1) 2003 BULLARD THERMAL IMAGING CAMERA
W/CASE MODEL #6192 (WILL NOT CHARGE
BATTERY WHILE IN CAMERA)
- 12.) (1) 1997 ANGUS THERMAL IMAGING CAMERA
W/CASE DOES NOT WORK



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/09/16

FROM: Jane Timmerman *JT*
Director of Recreation & Leisure Services

RE: Employee appointment

ACTION/RECOMMENDATION

Approve the appointment of Kalynn Allen to the part-time position of Circulation Clerk in the Recreation and Leisure Services Department at the wage rate of \$9.50 per hour.

BACKGROUND

This position is a replacement position for a Circulation Clerk since the resignation of a previous employee. The recruitment process is now complete. Staff recommends the appointment of Kalynn Allen to the part time position of Circulation Clerk.

Ms. Allen is currently a substitute Circulation Clerk at the Le Sueur Public Library. She is familiar with the library circulation system that is used in Saint Peter so any training needed will be minimal. She interacts positively with people of all ages. Kaylyn is available to start immediately.

Please feel free to contact me should you have any questions or need any additional information.

JT/



TO: Todd Prafke
City Administrator

DATE: 05/17/16

FROM: Jane Timmerman 
Director of Recreation & Leisure Services

RE: Employee appointment

ACTION/RECOMMENDATION

Approve the appointment of Lisa Gross to the part-time position of Circulation Clerk in the Recreation and Leisure Services Department at the wage rate of \$9.50 per hour.

BACKGROUND

Ms Gross was interviewed as part of the recent recruitment process for a replacement Circulation Clerk earlier this month. She was among the top three candidates but the position at that time was offered to another individual.

This week another of our part-time Circulation Clerks notified the Lead Librarian that she will be resigning to take a full-time position elsewhere. Because of the recent recruitment process, Lisa Gross is eligible to be considered for this open position. Ms. Gross is very personable and interacts positively with people of all ages. She is available to start immediately.

Staff recommends the appointment of Lisa Gross to the part time position of Circulation Clerk and also requests that she be temporarily appointed until the formal process at the May 31 City Council meeting.

Please feel free to contact me should you have any questions or need any additional information.

JT/



Memorandum

TO: Todd Prafke
City Administrator

DATE: 03/25/16

FROM: Jane Timmerman 
Recreation Department Director

RE: Seasonal Pool Manager Appointment

I recommend the hire of Nicole Ruhland as Seasonal Outdoor Pool Manager for the Roy T. Lindenberg Memorial Outdoor swimming pool for the 2016 summer season.

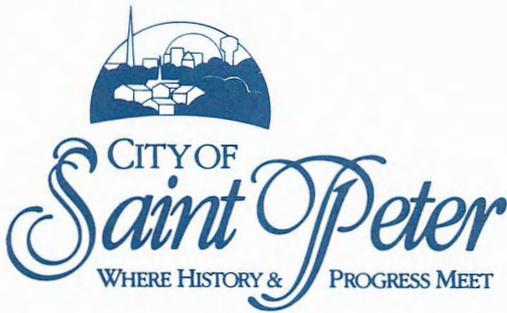
The Recreation Department provides outdoor swim lessons, family swim time, rentals, and open swim opportunities to the community each summer. We continue to be very satisfied with the performance of Nicole Ruhland as our seasonal Pool Manager. Cleanliness and safety issues are of primary importance and staff is held accountable for their actions on a daily basis. Nicole also maintains the certifications necessary for her to train and certify our pool staff.

I am projecting 608 hours for the summer season. Those hours include time spent interviewing potential staff (April), re-certifying pool staff (May), training pool staff, preparations for opening, head guard meetings, pool staff meetings, tasks associated with opening and closing the pool and twelve weeks of management/supervision during the 2016 season.

For over ten years, Nicole has served as our seasonal pool manager. We have been fortunate to retain the same manager for so many years as many communities see regular turn-over in seasonal staff. She continues to keep up her teaching certifications and stay abreast of new trends. Recently she put together a pool improvement plan that includes equipment that fits within the current pool facility and also enhances the community's interest in coming to the pool. To support this plan she has worked to create fundraisers to help pay for improvements and has been willing to seek out community support.

The last increase in wage for Ms Ruhland was in 2009. I recommend a five percent increase for this summer season.

Total cost would be \$11,043.81. Payment is to be spread over eight pay periods with the first pay date being May 27, 2016 and the last pay date being Friday, September 2, 2016.



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/18/2016

FROM: Todd Prafke
City Administrator

RE: Election Judge Appointments

ACTION/RECOMMENDATION

Provide for appointment of Election Judges for the 2016 election.

BACKGROUND

This year the City will administer elections in August (primary) and in November (general). The consent agenda includes the appointment of several individuals as Election Judges. Some of these individuals are employees of Nicollet County. They are being appointed in the event the City's Election Official is unable to perform her duties on election day or should unusual circumstances prevent a large number of judges from serving.

The proposed appointments also include a provision allowing the City Administrator to appoint additional judges if needed between now and Election Day. Election judge wages have been included in the 2016 election budget. In addition to serving on Election Day, Judges must undergo a mandatory training session as outlined in State Statute.

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFFILIATED CREDIT SERVICES	april collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	18.99
			TOTAL:	18.99
ALPHA WIRELESS COMMUNICATIONS CO	maintenance on ltr radio e	GENERAL FUND	MUNICIPAL BUILDING	59.51
	paggers services	GENERAL FUND	FIRE	161.50
	pager services	GENERAL FUND	FIRE	81.50
	maintenance on ltr radio e	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	maintenance on ltr radio e	WATER	ADMIN AND GENERAL	57.02
	maintenance on ltr radio e	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	maintenance on ltr radio e	ELECTRIC FUND	ADMIN AND GENERAL	51.59
			TOTAL:	546.00
ARROW ACE HARDWARE INC	wallplat	GENERAL FUND	MUNICIPAL BUILDING	3.18
	cleaning supplies	GENERAL FUND	POLICE	26.35
	flashlight batteries	GENERAL FUND	FIRE	33.97
	shop stool	GENERAL FUND	STREETS	10.00
	#408 hose	GENERAL FUND	STREETS	23.97
	paint	GENERAL FUND	STREETS	7.83
	fencing	GENERAL FUND	STREETS	57.98
	#207 paint	GENERAL FUND	STREETS	32.95
	battiers, bolts, tamper	GENERAL FUND	PARKS	129.57
	shop stool	GENERAL FUND	PARKS	10.00
	paint	GENERAL FUND	PARKS	7.83
	oil, putty knife, cleaner,	COMMUNITY CENTER	COMMUNITY CENTER	38.74
	shop stool	WATER	DISTRIBUTION AND STORA	5.00
	paint	WATER	DISTRIBUTION AND STORA	3.92
	acid, bit, pvc, nipple	WATER	DISTRIBUTION AND STORA	26.93
	shop stool	WASTE WATER FUND	SOURCE/TREATMENT	5.00
	paint	WASTE WATER FUND	SOURCE/TREATMENT	3.92
	air filters, torch kit	WASTE WATER FUND	SOURCE/TREATMENT	395.50
	shop stool	ENVIRON SERVICES F	REFUSE DISPOSAL	5.00
	silicone & clamp	ENVIRON SERVICES F	REFUSE DISPOSAL	18.93
	paint	ENVIRON SERVICES F	REFUSE DISPOSAL	3.92
	sandpaper	ELECTRIC FUND	POWER DISTRIBUTION	7.98
	spray foam	ELECTRIC FUND	POWER DISTRIBUTION	9.18
	shop stool	ELECTRIC FUND	POWER DISTRIBUTION	10.00
	paint	ELECTRIC FUND	POWER DISTRIBUTION	7.83
	shop stool	STORMWATER FUND	TREATMENT	4.99
	paint	STORMWATER FUND	TREATMENT	3.91
	spark plugs & tape	STORMWATER FUND	TREATMENT	24.89
			TOTAL:	919.27
BERGER INTERIORS12	repair carpet area in rm 2	COMMUNITY CENTER	COMMUNITY CENTER	430.00
			TOTAL:	430.00
BOBCAT OF MANKATO	hustler 36' mower	COMMUNITY CENTER	COMMUNITY CENTER	3,600.00
			TOTAL:	3,600.00
BOLTON & MENK INC	staff meeting	GENERAL FUND	STREETS	127.50
	msa, #7 169, 99	GENERAL FUND	STREETS	390.00
	staff meeting	GENERAL FUND	PARKS	102.00
	cad zoning map/gis	GENERAL FUND	ECONOMIC DEVMT	402.50
	sw. construction	PARK LAND DEDICATI	PARKS	2,240.00
	2016 traverse green topo/	HOUSING DISTRICT #	ECONOMIC DEVMT	18,196.00
	filter weir measurments	WATER	PURIFICATION AND TREAT	633.68
	base map updates	WATER	DISTRIBUTION AND STORA	277.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	staff meeting	WATER	ADMIN AND GENERAL	51.00
	base map updates	WASTE WATER FUND	COLLECTOR/LIFT STAT	87.50
	staff meeting	WASTE WATER FUND	ADMIN AND GENERAL	51.00
	staff meeting	ENVIRON SERVICES F	ADMIN AND GENERAL	51.00
	2016 general engineering	ELECTRIC FUND	ADMIN AND GENERAL	127.50
	round-a-bout	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	280.00
	base map updates	STORMWATER FUND	COLLECTIONS/LIFT STATI	87.50
			TOTAL:	23,104.68
BORDER STATES ELECTRIC SUPPLY	#407, #478 3ph gr elbow's	ELECTRIC FUND	NON-DEPARTMENTAL	1,645.17
	#486, 772, 485 sweeps	ELECTRIC FUND	NON-DEPARTMENTAL	1,946.01
			TOTAL:	3,591.18
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	4,030.50
	criminal	GENERAL FUND	LEGAL SERVICES	13,635.25
	gardner rd	GENERAL FUND	LEGAL SERVICES	186.00
	round-a-bout	PERM IMPROVMENT RE	STREETS	139.50
	traverse green	HOUSING DISTRICT #	ECONOMIC DEVMT	891.25
			TOTAL:	18,882.50
CARQUEST AUTO PARTS STORES	connector elbow & paint	GENERAL FUND	STREETS	10.54
	brake hoses	GENERAL FUND	PARKS	22.99
	gloves	LIBRARY FUND	LIBRARY	39.96
	gloves	COMMUNITY CENTER	COMMUNITY CENTER	159.84
	crimp hydraulic fitting	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.29
	fogger crimp and fogger oi	ENVIRON SERVICES F	REFUSE DISPOSAL	112.13
	elbow	STORMWATER FUND	ADMINISTRATION AND GEN	8.99
			TOTAL:	366.74
CERTIFIED LABORATORIES	hydrolic oil	GENERAL FUND	STREETS	226.27
	hydrolic oil	GENERAL FUND	PARKS	226.27
	hydrolic oil	WATER	DISTRIBUTION AND STORA	113.14
	hydrolic oil	WASTE WATER FUND	SOURCE/TREATMENT	113.14
	hydrolic oil	ENVIRON SERVICES F	REFUSE DISPOSAL	113.14
	hydrolic oil	ELECTRIC FUND	POWER DISTRIBUTION	226.27
	hydrolic oil	STORMWATER FUND	TREATMENT	113.12
			TOTAL:	1,131.35
CINTAS CORPORATION #754	uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	519.60
			TOTAL:	519.60
CINTAS FIRST AID & SAFETY	antiseptic, wipes, liquid	GENERAL FUND	STREETS	15.66
	credit for service charge	GENERAL FUND	RECREATION/LEISURE SER	5.54
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	63.55
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	46.88
	antiseptic, wipes, liquid	GENERAL FUND	PARKS	12.52
	antiseptic, wipes, liquid	WATER	ADMIN AND GENERAL	6.26
	antiseptic, wipes, liquid	WASTE WATER FUND	ADMIN AND GENERAL	6.26
	antiseptic, wipes, liquid	ENVIRON SERVICES F	ADMIN AND GENERAL	6.26
	antiseptic, wipes, liquid	ELECTRIC FUND	ADMIN AND GENERAL	15.66
			TOTAL:	167.51
COLE PAPERS INC	wipes	GENERAL FUND	MUNICIPAL BUILDING	88.04
	supplies	GENERAL FUND	MUNICIPAL BUILDING	434.53
	cleaning supplies	LIBRARY FUND	LIBRARY	209.95
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	839.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	filter cords	WATER	PURIFICATION AND TREAT	85.28
	strain & brush	WATER	PURIFICATION AND TREAT	31.60
	repair floor scrubber	WATER	PURIFICATION AND TREAT	755.36
	brush assembly	WATER	PURIFICATION AND TREAT	29.10
			TOTAL:	2,473.66
COMPUTER TECHNOLOGY SOLUTIONS, INC.	wifi box replacement	COMMUNITY CENTER	COMMUNITY CENTER	150.00
	wifi assistance	COMMUNITY CENTER	COMMUNITY CENTER	125.00
			TOTAL:	275.00
CONSOLIDATED COMMUNICATIONS	phone bill	GENERAL FUND	CITY ADMINISTRATION	40.71-
	phone bill	GENERAL FUND	CITY CLERK	8.07-
	phone bill	GENERAL FUND	FINANCE	63.38-
	phone bill	GENERAL FUND	MUNICIPAL BUILDING	3.75-
	phone bill	GENERAL FUND	POLICE	17.80
	phone bill	GENERAL FUND	FIRE	151.54
	phone bill	GENERAL FUND	BUILDING INSPECTOR	23.64-
	phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	53.93
	phone bill	GENERAL FUND	STREETS	27.40-
	phone bill	GENERAL FUND	SENIOR COORDINATOR	1.68-
	phone bill	GENERAL FUND	RECREATION/LEISURE SER	117.91
	phone bill	GENERAL FUND	SWIMMING POOL	31.34
	phone bill	GENERAL FUND	PARKS	46.57
	phone bill	GENERAL FUND	ECONOMIC DEVMT	15.57-
	phone bill	LIBRARY FUND	LIBRARY	45.97-
	phone bill	PUBLIC ACCESS	PUBLIC ACCESS	8.10-
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	121.10
	phone bill	WATER	ADMIN AND GENERAL	119.97
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	144.31
	phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	17.40-
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	29.46-
	phone bill	TRANSIT	TRANSIT/TRANSPORTATION	26.82
			TOTAL:	546.16
CREDIT RIVER TOOLS	sockets & wrench	GENERAL FUND	STREETS	26.70
	sockets & wrench	GENERAL FUND	PARKS	26.70
	sockets & wrench	WATER	DISTRIBUTION AND STORA	13.35
	sockets & wrench	WASTE WATER FUND	SOURCE/TREATMENT	13.35
	sockets & wrench	ENVIRON SERVICES F	REFUSE DISPOSAL	13.35
	sockets & wrench	ELECTRIC FUND	POWER DISTRIBUTION	26.70
	sockets & wrench	STORMWATER FUND	TREATMENT	13.35
			TOTAL:	133.50
CROP PRODUCTION SERVICES	rodeo spray	GENERAL FUND	PARKS	80.68
			TOTAL:	80.68
ELECTRICAL & COMMUNICATION SPECIALISTS	replace ballests	GENERAL FUND	STREETS	211.50
	replace ballests	GENERAL FUND	PARKS	169.20
	replace ballests	WATER	ADMIN AND GENERAL	84.60
	replace ballests	WASTE WATER FUND	ADMIN AND GENERAL	84.60
	replace ballests	ENVIRON SERVICES F	ADMIN AND GENERAL	84.60
	replace ballests	ELECTRIC FUND	ADMIN AND GENERAL	211.50
			TOTAL:	846.00
EMERGENCY RESPONSE SOLUTIONS	slide button assembly	GENERAL FUND	FIRE	62.68
			TOTAL:	62.68

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FAMILY FRESH MARKET	monthly staff meeting supp	GENERAL FUND	STREETS	8.51
	brain will mtg, senior cen	GENERAL FUND	SENIOR COORDINATOR	25.85
	senior dance	GENERAL FUND	SENIOR COORDINATOR	50.74
	annual foosball tournament	GENERAL FUND	RECREATION/LEISURE SER	9.50
	monthly staff meeting supp	GENERAL FUND	PARKS	6.81
	volunteer appreciation wee	LIBRARY FUND	LIBRARY	26.94
	monthly staff meeting supp	WATER	ADMIN AND GENERAL	3.40
	monthly staff meeting supp	WASTE WATER FUND	ADMIN AND GENERAL	3.40
	monthly staff meeting supp	ENVIRON SERVICES F	ADMIN AND GENERAL	3.40
	monthly staff meeting supp	ELECTRIC FUND	ADMIN AND GENERAL	8.51
		TOTAL:		147.06
FASTENAL COMPANY	wipes & hd jl 135sp set	GENERAL FUND	FIRE	86.05
	uv cable ties	LIBRARY FUND	LIBRARY	26.00
		TOTAL:		112.05
FREEDOM VALUE CENTERS, INC.	april fuel	WATER	DISTRIBUTION AND STORA	10.79
			TOTAL:	10.79
GENESIS	april fuel	GENERAL FUND	FIRE	74.71
	april fuel	GENERAL FUND	STREETS	911.43
	april fuel	GENERAL FUND	PARKS	368.10
	april fuel	WATER	SOURCE OF SUPPLY	44.26
	april fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	411.57
	april fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	257.40
	april fuel	ELECTRIC FUND	POWER DISTRIBUTION	195.94
	april fuel	STORMWATER FUND	TREATMENT	35.66
		TOTAL:		2,299.07
GOPHER SPORT	noon hour basketballs comm	GENERAL FUND	RECREATION/LEISURE SER	239.85
			TOTAL:	239.85
GOPHER STATE ONE-CALL INC	april goph state one call	WATER	DISTRIBUTION AND STORA	118.04
	april goph state one call	WASTE WATER FUND	COLLECTOR/LIFT STAT	118.04
	april goph state one call	ELECTRIC FUND	POWER DISTRIBUTION	118.17
		TOTAL:		354.25
GREAT NORTHERN ENVIRONMENTAL LLC	press relief velne	WASTE WATER FUND	SOURCE/TREATMENT	69.05
			TOTAL:	69.05
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	25.52
	postage	GENERAL FUND	CITY CLERK	20.93
	postage	GENERAL FUND	ELECTIONS	25.09
	postage	GENERAL FUND	FINANCE	118.05
	postage	GENERAL FUND	POLICE	18.55
	postage	GENERAL FUND	FIRE	8.95
	postage	GENERAL FUND	BUILDING INSPECTOR	24.20
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	19.25
	postage	GENERAL FUND	STREETS	14.92
	postage	GENERAL FUND	RECREATION/LEISURE SER	35.04
	postage	GENERAL FUND	PARKS	7.21
	postage	GENERAL FUND	ECONOMIC DEVMT	146.22
	postage	LIBRARY FUND	LIBRARY	3.09
	postage	PUBLIC ACCESS	PUBLIC ACCESS	1.96
	postage	WATER	ADMIN AND GENERAL	0.52
	postage	WATER	CUSTOMER ACCOUNTS	99.44

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage	WASTE WATER FUND	ADMIN AND GENERAL	1.02
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	99.44
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	99.44
	postage	ELECTRIC FUND	ADMIN AND GENERAL	3.61
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	99.44
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	90.98
	postage	TRANSIT	TRANSIT/TRANSPORTATION	8.84
			TOTAL:	971.71
HAWKINS, INC.	bleach caustic sude	WATER	PURIFICATION AND TREAT	3,024.40
			TOTAL:	3,024.40
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	158.73
	postage	WATER	CUSTOMER ACCOUNTS	373.53
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	158.73
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	373.53
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	158.73
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	373.53
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	158.74
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	373.53
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	421.39
			TOTAL:	2,550.44
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,003.82
	new library materials	LIBRARY FUND	LIBRARY	260.12
	wellness program books	RESTRICTED CONTRIB	CITY ADMINISTRATION	284.00
	wellness program books	RESTRICTED CONTRIB	CITY ADMINISTRATION	142.00
			TOTAL:	1,689.94
JARRAFF INDUSTRIES INC	c & i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	300.00
			TOTAL:	300.00
JOHNSON AGGREGATES	volleyball ct. sand	GENERAL FUND	PARKS	2,887.76
			TOTAL:	2,887.76
TERRY KAMM	class a water renewal lic.	WATER	ADMIN AND GENERAL	23.00
			TOTAL:	23.00
KIND VETERINARY CLINIC PA	animals care	GENERAL FUND	COMMUNITY SERVICE	153.32
			TOTAL:	153.32
KWIK TRIP INC	april fuel	GENERAL FUND	POLICE	777.04
	april fuel	GENERAL FUND	BUILDING INSPECTOR	29.78
	april fuel	GENERAL FUND	PARKS	85.90
			TOTAL:	892.72
LAGER'S INC	squad repairs	GENERAL FUND	POLICE	55.70
			TOTAL:	55.70
LE CENTER LEADER	1yr renewal	LIBRARY FUND	LIBRARY	65.00
			TOTAL:	65.00
LJP ENTERPRISES INC	april 2016 refuse pickup &	ENVIRON SERVICES F	REFUSE DISPOSAL	16,390.48
			TOTAL:	16,390.48
BARB L LUKER	safety tees/ uniform allow	GENERAL FUND	PARKS	26.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	safety tees/ uniform allow	WATER	ADMIN AND GENERAL	26.00	
	safety tees/ uniform allow	WATER	ADMIN AND GENERAL	13.00	
			TOTAL:	65.00	
MADDEN, GALANTER, HANSEN, LLP	audit letter	GENERAL FUND	FINANCE	40.56	
			TOTAL:	40.56	
MANKATO CLINIC LTD	pre-employment physical/va	COMMUNITY CENTER	COMMUNITY CENTER	554.70	
			TOTAL:	554.70	
MARY'S FLOWERS	sympathy plant	GENERAL FUND	STREETS	14.96	
	sympathy plant	GENERAL FUND	PARKS	14.96	
	sympathy plant	WATER	DISTRIBUTION AND STORA	7.48	
	sympathy plant	WASTE WATER FUND	SOURCE/TREATMENT	7.48	
	sympathy plant	ENVIRON SERVICES F	REFUSE DISPOSAL	7.48	
	sympathy plant	ELECTRIC FUND	POWER DISTRIBUTION	14.96	
	sympathy plant	STORMWATER FUND	TREATMENT	7.50	
			TOTAL:	74.82	
MCHUGH, BRENDA	audio book purchase	LIBRARY FUND	LIBRARY	79.00	
			TOTAL:	79.00	
PAT MCSHANE	license (cdl) class a	ELECTRIC FUND	ADMIN AND GENERAL	45.25	
			TOTAL:	45.25	
METERING & TECHNOLOGY SOLUTIONS	#811 meters	WATER	NON-DEPARTMENTAL	919.57	
			TOTAL:	919.57	
METRO JANITORIAL SUPPLY INC.	cleaning supplies	LIBRARY FUND	LIBRARY	20.04	
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	80.16	
			TOTAL:	100.20	
MISC VENDOR	EVERBRIDGE, INC.	nixle subscription fee	GENERAL FUND	POLICE	2,407.62
	MARY CAMMACK	hpc renovation revolving l	FACADE RENOVATION	ECONOMIC DEVMT	2,452.00
	OFFICE DEPOT	tape	GENERAL FUND	FINANCE	8.07
	RIVER PLACE PRESS	book "seven stones"	LIBRARY FUND	LIBRARY	11.95
			TOTAL:	4,879.64	
MN BUREAU OF CRIMINAL APPREHENSION	postage for crime prev. ca	GENERAL FUND	POLICE	6.04	
	registration fees	GENERAL FUND	POLICE	375.00	
			TOTAL:	381.04	
MN DEPT OF LABOR & INDUSTRY	boiler permit	COMMUNITY CENTER	COMMUNITY CENTER	10.00	
	annual elevator operation	COMMUNITY CENTER	COMMUNITY CENTER	100.00	
			TOTAL:	110.00	
MN STATE FIRE CHIEFS ASSOCIATION	membership msfca	GENERAL FUND	FIRE	57.00	
			TOTAL:	57.00	
MN STATE UNIVERSITY	2016 human foosball tourna	GENERAL FUND	NON-DEPARTMENTAL	100.00	
			TOTAL:	100.00	
MN WASTE PROCESSING	april disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	14,178.69	
			TOTAL:	14,178.69	
MOTION INDUSTRIES, INC.	chain links, grease, beari	GENERAL FUND	STREETS	8.67	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#310a ball bearings	GENERAL FUND	STREETS	25.52
	chain links, grease, beari	GENERAL FUND	PARKS	8.67
	chain links, grease, beari	WATER	DISTRIBUTION AND STORA	4.34
	chain links, grease, beari	WASTE WATER FUND	SOURCE/TREATMENT	4.34
	chain links, grease, beari	ENVIRON SERVICES F	REFUSE DISPOSAL	4.34
	chain links, grease, beari	ELECTRIC FUND	POWER DISTRIBUTION	8.67
	chain links, grease, beari	STORMWATER FUND	TREATMENT	4.34
			TOTAL:	68.89
PETE MOULTON	mileage 04/25/16-05-06-16	GENERAL FUND	PUBLIC WORKS ADMIN	27.54
	mileage 04/25/16-05-06-16	GENERAL FUND	PARKS	21.60
	mileage 04/25/16-05-06-16	WATER	ADMIN AND GENERAL	7.02
	mileage 04/25/16-05-06-16	ELECTRIC FUND	ADMIN AND GENERAL	16.20
	mileage 04/25/16-05-06-16	STORMWATER FUND	ADMINISTRATION AND GEN	8.10
			TOTAL:	80.46
MUNICIPAL CODE CORPORATION	20 copies of supplement no	GENERAL FUND	CITY ADMINISTRATION	366.74
	20 copies of supplement no	WATER	ADMIN AND GENERAL	91.69
	20 copies of supplement no	WASTE WATER FUND	ADMIN AND GENERAL	91.69
	20 copies of supplement no	ENVIRON SERVICES F	ADMIN AND GENERAL	91.69
	20 copies of supplement no	ELECTRIC FUND	ADMIN AND GENERAL	91.66
			TOTAL:	733.47
NELSON PRINTING COMPANY	ups	WATER	ADMIN AND GENERAL	48.64
	ups	ELECTRIC FUND	CUSTOMER ACCOUNTS	15.23
			TOTAL:	63.87
NICOLLET COUNTY BANK	start up change for pool c	GENERAL FUND	NON-DEPARTMENTAL	150.00
	start up change for pool a	GENERAL FUND	NON-DEPARTMENTAL	50.00
	april ach fees	GENERAL FUND	FINANCE	9.61
	april ach fees	WATER	ADMIN AND GENERAL	2.41
	april ach fees	WATER	CUSTOMER ACCOUNTS	13.58
	april ach fees	WASTE WATER FUND	ADMIN AND GENERAL	2.41
	april ach fees	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.58
	april ach fees	ENVIRON SERVICES F	ADMIN AND GENERAL	2.41
	april ach fees	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.58
	april ach fees	ELECTRIC FUND	ADMIN AND GENERAL	2.41
	april ach fees	ELECTRIC FUND	CUSTOMER ACCOUNTS	13.56
			TOTAL:	273.55
NICOLLET COUNTY TREASURER	recording fees: traverse g	GENERAL FUND	ECONOMIC DEVMT	56.00
			TOTAL:	56.00
NORTH CENTRAL INTERNATIONAL	air hose #47	GENERAL FUND	STREETS	47.21
	signal switch #44	GENERAL FUND	STREETS	142.72
	#44 turn signal switch	GENERAL FUND	STREETS	129.85
	core return	GENERAL FUND	STREETS	55.00-
	#44 return	GENERAL FUND	STREETS	137.72-
			TOTAL:	127.06
PET EXPO DIST.	routine aquarium maintaina	LIBRARY FUND	LIBRARY	75.45
			TOTAL:	75.45
MATTHEW PETERS-PETTY CASH	bleach, tape, tabs	GENERAL FUND	POLICE	59.11
	training reimbursement	GENERAL FUND	POLICE	24.51
	postage	GENERAL FUND	POLICE	21.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>105.40</u>
PRIDE HEATING, COOLING & REFRIGERATION	condenser maintenance	LIBRARY FUND	LIBRARY	<u>271.00</u>
			TOTAL:	<u>271.00</u>
QUICK MART ST PETER	april fuel	GENERAL FUND	POLICE	616.29
	april fuel	GENERAL FUND	FIRE	<u>87.66</u>
			TOTAL:	<u>703.95</u>
RED WING SHOE STORE	mcshane boots	ELECTRIC FUND	ADMIN AND GENERAL	<u>166.49</u>
			TOTAL:	<u>166.49</u>
ROBINSON APPRAISAL & ASSOCIATES	appraisal of gardner rd/ r	GENERAL FUND	STREETS	<u>750.00</u>
			TOTAL:	<u>750.00</u>
ROCHESTER MIDLAND CORPORATION	restroom deoderizer	COMMUNITY CENTER	COMMUNITY CENTER	<u>76.01</u>
			TOTAL:	<u>76.01</u>
ROYAL TIRE, INC	#408 tires	GENERAL FUND	STREETS	586.10
	#915 tires	TRANSIT	TRANSIT/TRANSPORTATION	<u>669.18</u>
			TOTAL:	<u>1,255.28</u>
KEITH RUFFING	meals hotel communication	GENERAL FUND	POLICE	<u>218.43</u>
			TOTAL:	<u>218.43</u>
RYAN ELECTRIC OF ST PETER	replace thermostat	WATER	PURIFICATION AND TREAT	171.24
	transfer switch	WATER	PURIFICATION AND TREAT	<u>168.75</u>
			TOTAL:	<u>339.99</u>
SCHWICKERT'S, INC.	maintainance	GENERAL FUND	MUNICIPAL BUILDING	308.00
	replace thermostat	GENERAL FUND	MUNICIPAL BUILDING	296.00
	replace humidistats	GENERAL FUND	MUNICIPAL BUILDING	342.00
	planned service comm comtr	GENERAL FUND	MUNICIPAL BUILDING	<u>860.00</u>
			TOTAL:	<u>1,806.00</u>
SHERWIN-WILLIAMS	paint/supplies for gym	COMMUNITY CENTER	COMMUNITY CENTER	<u>697.66</u>
			TOTAL:	<u>697.66</u>
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	<u>561,748.21</u>
			TOTAL:	<u>561,748.21</u>
ST PETER GLASS	plex glass gault park	GENERAL FUND	PARKS	<u>175.00</u>
			TOTAL:	<u>175.00</u>
ST PETER HERALD	public hearing for alley a	GENERAL FUND	ECONOMIC DEVMT	58.60
	employment for library cir	LIBRARY FUND	LIBRARY	47.40
	hydrant flushing	WATER	ADMIN AND GENERAL	<u>199.60</u>
			TOTAL:	<u>305.60</u>
ST PETER LUMBER CO	field chalk	GENERAL FUND	PARKS	335.52
	stakes	GENERAL FUND	PARKS	26.38
	concrete mix	GENERAL FUND	PARKS	56.28
	stakes	GENERAL FUND	PARKS	39.57
	lumber	GENERAL FUND	PARKS	<u>41.94</u>
			TOTAL:	<u>499.69</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STAPLES ADVANTAGE	sharpies, pens, dry erase	GENERAL FUND	STREETS	32.77
	sharpies, pens, dry erase	GENERAL FUND	PARKS	26.22
	sharpies, pens, dry erase	WATER	ADMIN AND GENERAL	13.11
	sharpies, pens, dry erase	WASTE WATER FUND	ADMIN AND GENERAL	13.11
	sharpies, pens, dry erase	ENVIRON SERVICES F	ADMIN AND GENERAL	13.10
	sharpies, pens, dry erase	ELECTRIC FUND	ADMIN AND GENERAL	<u>32.77</u>
	TOTAL:			131.08
STREICHER'S	uniform	GENERAL FUND	POLICE	<u>89.99</u>
			TOTAL:	89.99
TIGERDIRECT.COM	2 new computers for rec	GENERAL FUND	RECREATION/LEISURE SER	<u>1,120.82</u>
			TOTAL:	1,120.82
JANE TIMMERMAN-PETTY CASH	two senior breakfast at th	GENERAL FUND	SENIOR COORDINATOR	9.00
	summer reading program sup	LIBRARY FUND	LIBRARY	<u>15.95</u>
			TOTAL:	24.95
TIRE ASSOCIATES	#915 mount & align	TRANSIT	TRANSIT/TRANSPORTATION	<u>186.51</u>
			TOTAL:	186.51
TRUE FACADE PICTURES	contracted services to vid	PUBLIC ACCESS	PUBLIC ACCESS	<u>187.50</u>
			TOTAL:	187.50
VERIZON WIRELESS	phone bill	GENERAL FUND	POLICE	341.88
	jet packs	GENERAL FUND	BUILDING INSPECTOR	70.02
	april jet packs	GENERAL FUND	STREETS	8.76
	april jet packs	GENERAL FUND	PARKS	7.00
	april jet packs	WATER	ADMIN AND GENERAL	3.50
	april jet packs	WATER	ADMIN AND GENERAL	35.02
	april jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	april jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.50
	april jet packs	ELECTRIC FUND	ADMIN AND GENERAL	<u>8.76</u>
			TOTAL:	481.94
	VWR INTERNATIONAL	kim wipes	WASTE WATER FUND	SOURCE/TREATMENT
face shield		WASTE WATER FUND	SOURCE/TREATMENT	51.54
canister cane		WASTE WATER FUND	SOURCE/TREATMENT	103.92-
bottle rect hppe		WASTE WATER FUND	SOURCE/TREATMENT	<u>180.34</u>
			TOTAL:	162.66
WATER CONSRVATION SERVICE, INC.	2016 watermain system surv	WATER	DISTRIBUTION AND STORA	2,100.00
	locate points	WATER	DISTRIBUTION AND STORA	<u>250.00</u>
			TOTAL:	2,350.00
WESCO DISTRIBUTION INC	#610 heb aa fuse holders	ELECTRIC FUND	NON-DEPARTMENTAL	566.70
	#777 ct 1000 5 dount	ELECTRIC FUND	NON-DEPARTMENTAL	398.67
	#505, #444 box pad	ELECTRIC FUND	NON-DEPARTMENTAL	<u>2,554.10</u>
			TOTAL:	3,519.47
WIN-911 SOFTWARE	annual maint on auto diale	WATER	ADMIN AND GENERAL	<u>495.00</u>
			TOTAL:	495.00
TOM WINSELL	nikon binoculars	GENERAL FUND	POLICE	<u>183.38</u>
			TOTAL:	183.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
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===== FUND TOTALS =====

101	GENERAL FUND	38,486.87		
211	LIBRARY FUND	2,109.70		
213	PUBLIC ACCESS	181.36		
217	COMMUNITY CENTER	6,983.01		
260	FACADE RENOVATION - HIST	2,452.00		
401	PERM IMPROVMENT REVOLVING	139.50		
404	PARK LAND DEDICATION	2,240.00		
460	HOUSING DISTRICT #20	19,087.25		
601	WATER	10,719.77		
602	WASTE WATER FUND	2,501.99		
603	ENVIRON SERVICES FUND	31,988.70		
604	ELECTRIC FUND	572,157.49		
606	STORMWATER FUND	683.33		
610	TRANSIT	891.35		
820	RESTRICTED CONTRIBUTIONS	426.00		

 GRAND TOTAL: 691,048.32

TOTAL PAGES: 10

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
HD Supply	3 fire hydrants and accessories	\$8,181.50	Water

2. The following license applications are approved subject to payment of the licensing fee(s) and compliance with the City Code:

Temporary Gambling License

St. Peter Ambassadors	MN Square	6/11/16
Council 1509 (Knights of Columbus)	400 W. Union	8/11/16 -8/14/16
St. Peter Youth Wrestling	400 W. Union	8/13/16

Off Sale 3.2 Beer

Holiday Stationstores Inc.	123 W. St. Julien	7/1/16 – 6/30/17
Shopko Hometown #611	1002 Old Minnesota	7/1/16 – 6/30/17
Family Fresh Market #331	612 S MN	7/1/16 – 6/30/17
Kwik Trip #466	1305 S MN	7/1/16 – 6/30/17
Freedom Valu Center	624 S MN	7/1/16 – 6/30/17

On Sale 3.2 Beer

Jake's Pizza of St. Peter	119 W Broadway	7/1/16 – 6/30/17
Godfather's Pizza	225 S MN	7/1/16 – 6/30/17

Wine

Jake's Pizza of St. Peter	119 W Broadway	7/1/16 – 6/30/17
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On Sale Liquor

American Legion 37	229 Nassau	7/1/16 – 6/30/17
Embassy Bar	325 S MN	7/1/16 – 6/30/17
Flame Bar	225 Nassau	7/1/16 – 6/30/17
Gustavus Adolphus College	800 W College	7/1/16 – 6/30/17
Kingpins	1671 S Third	7/1/16 – 6/30/17
Lone Star BBQ and Grill	408 S Third	7/1/16 – 6/30/17
MC Hammer's	220 S MN	7/1/16 – 6/30/17
Patrick's On Third	125 S Third	7/1/16 – 6/30/17
Red Men Club	412 S Third	7/1/16 – 6/30/17
El Agave	814 N MN Ave	7/1/16 – 6/30/17

Sunday Liquor

American Legion 37	229 Nassau	7/1/16 – 6/30/17
Embassy Bar	325 S MN	7/1/16 – 6/30/17
Flame Bar	225 Nassau	7/1/16 – 6/30/17
Kingpins	1671 S Third	7/1/16 – 6/30/17
Lone Star BBQ and Grill	408 S Third	7/1/16 – 6/30/17
MC Hammer's	220 S MN	7/1/16 – 6/30/17
Patrick's On Third	125 S Third	7/1/16 – 6/30/17
Red Men Club	412 S Third	7/1/16 – 6/30/17
El Agave	814 N MN Ave	7/1/16 – 6/30/17

Off Sale

Embassy Bar	325 S MN	7/1/16 – 6/30/17
Flame Bar	225 Nassau	7/1/16 – 6/30/17
Kingpins	1671 S Third	7/1/16 – 6/30/17
The Market Wine & Spirits	502 S MN	7/1/16 – 6/30/17
MC Hammer's	220 S MN	7/1/16 – 6/30/17
MGM Liquor Warehouse	100 N MN	7/1/16 – 6/30/17
Patrick's On Third	125 S Third	7/1/16 – 6/30/17

3. The following equipment, for which the City no longer has a need, is hereby declared as surplus. Firefighters, including the Fire Chief, will be authorized to purchase their turnout coat for \$100 and are authorized to submit a request to keep their fire helmet at no cost. Staff is directed to dispose of the remaining equipment through donation to Saint Peter's Sister City of Petatlan, Mexico and/or through public sale.

- (31) Turnout Gear Coats Chest Sizes: 32-56
- (36) Turnout Gear Pants Waist Sizes: 36-54
- (27) Pairs of Rubber Boots Sizes: 8.5-12
- (32) Fire Helmets w/Visors
- (1) Paratech Tripod Conversion Kit P/N 22-796-300
- (1) 1986 5000 Psi Briggs and Stratton Hurst Tool Pump
- (1) JI-90 Hurst Tool Cutter Ser#64727b
- (1) Omni 24 Hurst Tool Spreader Ser#64270
- (1) Hannay Electric Hurst Tool Hose Reel W/ 100' Hurst Tool Hose
- (2) Sperian Multi Pro Gas Monitors W/ Case (Do Not Work, Need O2 Sensors)
- (1) 2003 Bullard Thermal Imaging Camera W/Case Model #6192
(Will Not Charge Battery While In Camera)
- (1) 1997 Angus Thermal Imaging Camera W/Case Does Not Work

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

<u>NAME</u>	<u>POSITION</u>	<u>WAGE</u>
Kalynn Allen	PT Circulation Clerk	\$9.50/hour
Lisa Gross	PT Circulation Clerk	\$9.50/hour
Nichole Ruhland	Pool Manager	\$11,043.81*

*Payment spread over eight pay periods May 27-September 2nd

5. The following individuals are hereby appointed as Election Judges for the 2016 elections:

Barbara Luker
Jaci Kopet
Renaë Rolle
Marian Nygard
Beverly Sommers
Theresa Johnson
Patricia Duenwald
John Hall
Rita Scheff
Donna Green
Robert Genelin
Denny Booren
Leona Miller
Amy Kamm
Mary Ann Harty
Mary Ann Hanson
Terry Kamm
Steve Waldhauser

Elaine Deschaine
Diane Harms
Greg Seitzer
Kathleen Morrison
Carol Solberg
Warren Michels
Mike Torkelson
Paul Aasen
Nita Aasen
Maureen Scholl
Tom Thorkelson
Geraldine Hildebrandt
Barb Luker
Lelia Leonhardt
Raymond Jacobson
Helen Christianson
Paula Van Zee
Craig Drager
Nancy Luker

Ashley Prax
Megan Roach
Don McCabe
Jennie Bents
Jason Bents
Susan Prax
Marilyn Beyer
Patrick Duenwald
Dan Deschaine
Tom Leonhardt
Angie Glassel
Margaret Nelsen
Brittany Pell
Shirley Walter
Connor Prafke (T)
Cindy Moulton
Mary Solberg
Edwin Rundell
Nadine Haukoos

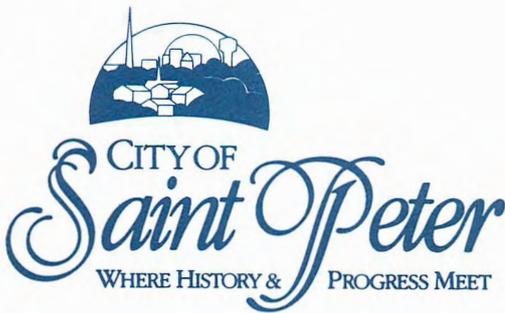
6. City Administrator Prafke is authorized to appoint such additional Election Judges as may be necessary for the efficient conduct of the 2016 elections.
7. The schedule of disbursements for May 5, 2016 through May 18, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 23rd day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/19/2016

FROM: Todd Prafke
City Administrator

RE: Solace Project Support Request

ACTION/RECOMMENDATION

Adopt a resolution of support for the Solace Project to be located near the Sunrise Drive Water Tower.

BACKGROUND

Members may recall multiple discussions about the Solace Project. The City Council took action to support an application for funding to the State of Minnesota through the Minnesota Housing Finance Agency. That support was expressed through commitment to sell land north of the Sunrise Drive Water Tower along Sunrise Drive for the project. While that application was not awarded funding in the last cycle, the group looking to develop the project has continued to be hard at work on applying for funds in the new funding cycle and you have appointed two members to sit on the Steering Committee which also includes Court, County, Housing, Human service, Probation, County Commissioners, Public Defender, a graduated drug court participant and other representatives.

The current configuration goes back to the first discussion you had at the Sunrise location. Images and a project description have been attached for your review.

The renewed project is envisioned generally as an apartment style facility intended to assist women who have met the criteria of drug court to be united with children, have consistent housing and receive supportive and job training services. It is no longer envisioned as a general occupancy building as was rejected by the Council. It may also be important to recall that the zoning at this location allows this use but would not allow for a general occupancy rental which means that no change outside of the stated use in your ordinance would be allowed by the City. In other words, it could not be turned into a general occupancy apartment building 15 years down the road without a change in your ordinance.

At the last Council workshop, the organizers presented an update on the project and answered questions in hope of securing your approval and support for a State funding request. Additionally the Committee requested possible sale of the land and establishment of TIF should

the project be funded. We anticipate any sale would be at your previously set price of \$1.05 per square foot.

As indicated during the workshop, the new application for funds, of the same type as looked for in the 2015 cycle, requires a new approval and commitment from the City Council as identified in the proposed resolution.

FISCAL IMPACT:

There is no direct fiscal impact to the City for adoption of a resolution of support for this project; however the Council should be aware that the proposed resolution provides for the City to provide tax increment financing to support infrastructure and other eligible expenses and to sell an approved parcel of land of approximately 3 acres located at 2005 North Sunrise Drive for \$1.05 per square foot or \$137,214 contingent upon verification of project financing and completion of an approved project design including site design and exterior architecture.

ALTERNATIVES/VARIATIONS:

Negative Vote: Should the Council choose not to adopt the resolution of support for the project, the project would be unable to move forward to receive State funding.

Do not act: If the Council delays action on the proposed resolution of support there may be no application this year as the application deadline is in the 3rd week of June

Modification of the Resolution: This is always an option of the City Council; however, any modification to the requested assistance may mean the project is unable to move forward.

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

TP/bal

PROPOSED SOLACE PROJECT LOCATION



Solace Supportive Housing Project Summary (2016)

Purpose: To serve families with minor children who are homeless or at high risk of homelessness who have been chronically disabled by psychological and chemical abusing problems. The population to be served will have been incarcerated, be subject to court ordered treatment protocol and will required substantial case management services. Integrated services will be provided to residents in order to establish a living and therapeutic environment that addresses significant issues and problems that left unaddressed tend to lead to recidivism. Breaking this cycle will reduce costs to the criminal justice system, health and medical systems as well as to local human services as families move away from heavy users of services to a productive life style.

Model: This is a Housing First project which endorses housing without readiness conditions for people with long histories of homelessness and co-occurring health challenges, with the availability of on-site integrated services. It is based on the tenet that basic shelter needs must be met before services are provided.

Project Location:

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

Targeted Market: Families with minor children 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,
- 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/Building Characteristics:

Housing Activity Type: New Construction

Property Description: One residential elevator apartment building with surface parking and integrated service's space. Thirty units consisting of 6-one bedroom units, 16-two bedroom units and 8-three unit bedroom units. Community Space within each building will include two community/meeting rooms (multi-purpose space, and youth oriented after-school space), property manager's office, case management services office and below grade storm shelter and tenant storage space.

Unit Mix, Rent Structure & Unit Designation

30 total units – (1 management)

GRH Units:

Unit Mix	Gross Rent
4 – one-bedroom	\$697
6 – two bedroom	\$697
6 – three bedroom	\$697

Long-term Homeless Units:

2 – one bedroom	\$160
3 – two bedroom	\$180
2 – three bedroom	\$200

30% Units 6 – two bedroom \$479 (below FMR)

Manager Unit 1 – two bedroom \$798 (50% rent)

Site Characteristics: Walkable with community connections to transit, community trail system and direct access to large community park. Ample green space will be provided with playground, basketball court, covered picnic shelter, gardening area and bike racks.

Total Development Cost: \$6,822,078

Construction will meet or exceed Green Community and Energy Star standards.

Building Funding Sources: Low income housing tax credits and housing infrastructure bonds

Project Partners/Referral System

This project is being developed in conjunction with the Nicollet County Human Services and Nicollet County Court system. 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. Job training and other employment services will be coordinated with MVAC, Private Industry Council and other service providers.

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

Property Management Company: Lloyd Management, Mankato, MN.

Tenant Selection Process: Individuals referred to the ASC for assistance because of homelessness will be screened to determine eligibility for this housing based on long-term homeless status. ASC staff will complete the necessary verification through third-party documentation or self-certification, using the forms provided through the Minnesota Housing Finance Agency. (Intake for other necessary services will also be completed at

this time.) ASC staff will also assist the applicant in obtaining and completing an application for housing including necessary income verifications.

Applicant rejection policies: Applicants with incomes above the limit for the assistance, or who do not meet the long-term homeless definition, will be ineligible for the permanent supportive housing units. However, these individuals who do not meet the long-term homeless definition may be eligible for other units. Applicants may also be rejected if, during their initial screening with the primary service provider, it is determined that a more structured care environment is required because of severe health conditions or because one or more member of the household poses an imminent threat to themselves or others.

Occupancy requirements: A tenant handbook has not been generated, but will be done when the project is fully funded based upon handbooks currently used by Lloyd Management and ASC. Basic requirements are as follows:

- The tenant will be expected to sign a one year, written lease.
- There are no time restrictions on the length of stay in the unit.
- There is no restriction on the use of alcohol by the residence, but the presence of illegal drugs is a lease violation and will trigger the lease termination process.
- The unit will not remain open for those residents who go to treatment for longer than ninety days. However, if the unit is not needed during their leave of absence, they will be welcomed back to the unit immediately thereafter. Tenants who are able to pay for the full rent may hold the unit as long as they are able.

Lease agreements: Participants will be expected to enter into a one-year lease agreement. Because services participation is voluntary, no lease addendum regarding services will be required. However, because communication between the property manager and the primary service provider may be necessary to ensure long-term success of the participant household in the unit, the participant will be asked to sign a release of information in order to facilitate this exchange of information. The participant household's privacy is a priority, so information regarding the participant will be shared on an "as needed" basis only.

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 Approach/philosophy: This project is philosophically consistent with SAMSHA's recommendations for co-occurring disorders and homelessness. Basic to this project is the belief that services should be provided in a comprehensive, integrated and individualized treatment protocol that is easily accessible to the clients and does not add additional burden in the process of providing services. It begins with an in-depth psychosocial, medical and chemical use assessment of each client and their families, and the subsequent development of a master multidisciplinary family service plan, and continues with the provision of integrated services until the client is able to become an effective parent and self-sustaining adult.

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.

Services: Based on the assessment which would identify medical, psychological, chemical dependency, skill deficiency, and family and child problem areas, a Master Multidisciplinary Treatment Plan (MMTP) will be created for each resident and their families. A multidisciplinary treatment team, consisting of a psychologist, chemical dependency counselor, and family and child therapist will provide the bulk of the treatment needed by each family member on the project premises. These treatment services will be coordinated and overseen by the family case manager, who will also integrate the services of the County Public Health Department, Job Services, school special education services, and other services as indicated by the family's Master Multidisciplinary Treatment Plan.

Case management: The role of each resident's case manager is that of overseeing their total treatment plan, assessing and helping to provide for their basic living needs, and coordinating services needed by the residents or family members. Case managers will meet with their residents weekly or as needed in order to assess their functioning and progress and assist with any needs or problems. Case managers will continue supervising their residents until it is determined that their services are no longer needed because the residents have reached their treatment goals. Case managers will be responsible for helping the residents to access needed services.

Programming and supportive services for independent functioning: Integral with individual development plans are services to help individuals to develop skills of independent living, job seeking, and job maintenance. The services listed below are available:

Public Assistance: When needed, residents will be provided assistance in acquiring food and economic assistance so that they can maintain adequate living conditions and provide nutrition for themselves and their children.

Transportation: The City of St. Peter provides transit services for its residents. A fixed stop is located within three blocks of the project site. The public transit buses are lift accessible. Residents (or case managers) can schedule trips by calling the agency's dispatch line. Trips to other regional centers can be arranged with Volunteer Drivers who operate their own personal vehicles. Access to employment, school, medical facilities, and retail areas through this service allows the household to secure its own use of local services. Gas vouchers and other transportation assistance are available through MET Inc., Lutheran Social Services, VINE, and the Committee Against Domestic Abuse.

Services for Children: Services that may be made available for children include Child Day Care, Child & Teen Check-up, Targeted Case Management, Community-Based Youth Development Activities, Children's Mental Health Services, and Pre-School Screenings. The site for the actual delivery of services will vary, depending on the services provided, but will be community-based (not in-home).

Basic Life Skills Classes: MVAC provides training in reading, math, resume and application writing, interviewing budgeting, and communication. Residents meet with employment counselors at the Private Industry Council to assess their skills and training needs, and then are matched to appropriate training, internship, and employment opportunities. This type of training is needed for individuals who lack some of the requisite skills for basic employment. Education for specific skill sets can be attained through other providers, including University of Minnesota Extension Services and Minnesota Assistance Council for Veterans.

Education: Public Schools offer Adult Basic Education and English Language Learner classes. Taught by qualified teachers, these courses are provided to small groups at a variety of times and locations. Effective communication and basic math and reading skills are necessary to acquire and retain employment.

Welfare-To-Work: The Minnesota Department of Human Services manages the Diversionary Work Program (DWP) through local Workforce Centers and, in Mankato, the Mankato Rehabilitation Center Incorporated. DWP is a four-month program with the goal of helping low-income Minnesota parents immediately go to work rather than go on welfare. Parents are expected to sign an employment plan, they can receive financial assistance to meet their basic needs and get other support services, such as food support and child and health care assistance.

Employment: On the job training and paid work experience programs coordinated with local employers can set residents on the path to long-term employment. The MN Workforce Center provides access to employment through job application and interviews with local employers. Residents meet with employment counselors at the Workforce Center to assess their skills and training needs, and then are matched to employers. Referrals may also be made to Life-Work Planning Center, and the Mankato Rehabilitation Center Incorporated depending on the needs and background of the resident.

Access to services: The Solace Project uses a project-based service model which is supplemented by community-based services. As the individual moves towards more effective personal functioning, she will be encouraged to seek and become increasingly reliant on community services that are available to her. Being able to use community resources and programs enables development of self

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

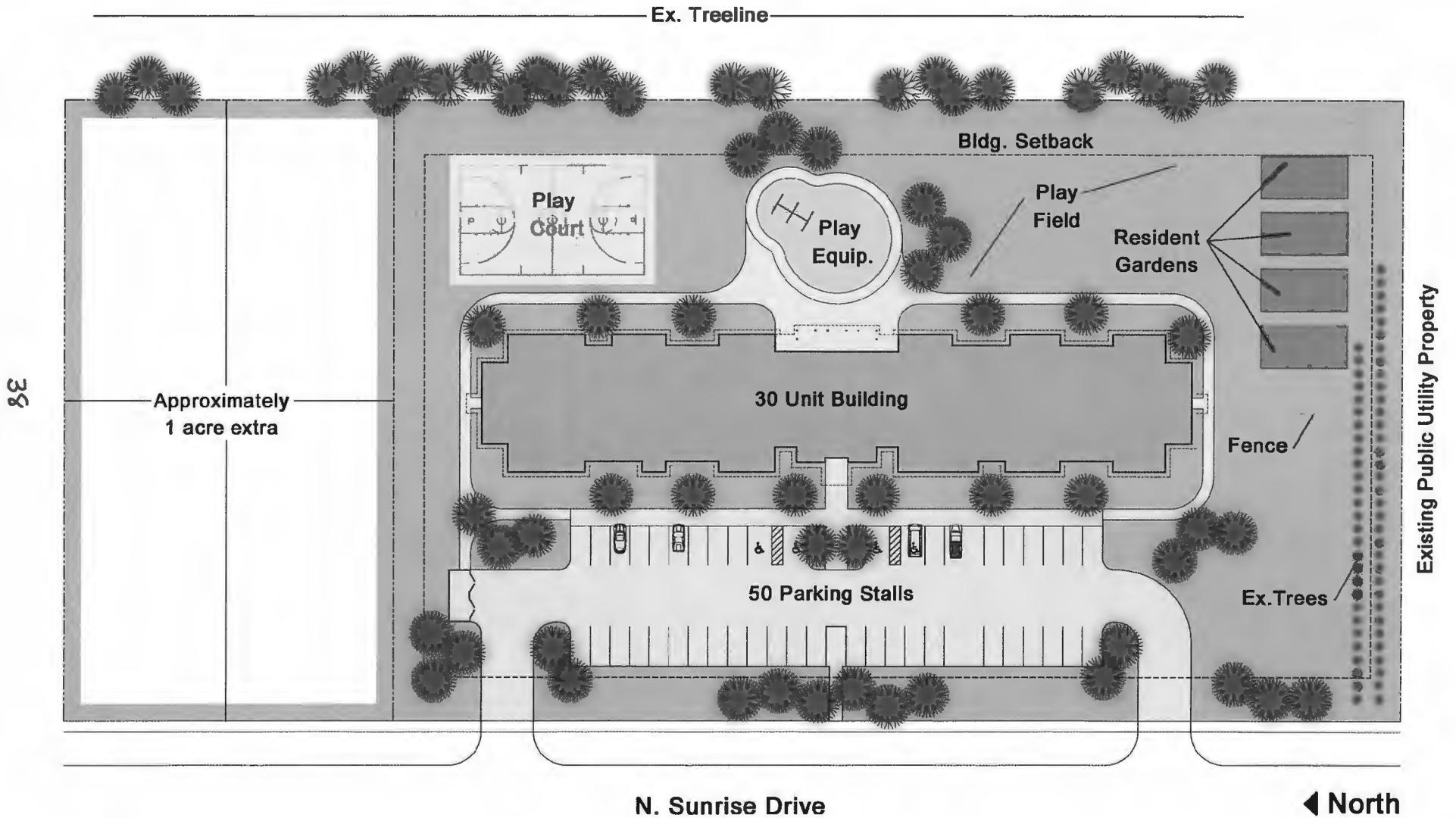
Service Funding:

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 Medicare & Medicaid, 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.

Solace Apartments Site Plan
May 16, 2016



Southwest Minnesota
Housing Partnership



EAPC
ARCHITECTS ENGINEERS

Solace Apartments Exterior Perspective
May 16, 2016



Southwest Perspective

39



Northwest Perspective



Southwest Minnesota
Housing Partnership



EAPC
ARCHITECTS ENGINEERS

CITY OF ST PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

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

WHEREAS, the City of Saint Peter has a 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 Apartment partners including the Fifth Judicial District, Nicollet County Health and Human Services, ASC Psychological Services and the Southwest Minnesota Housing Partnership; and

WHEREAS, the City Council has met with the partners of the project and is supportive of the underlying goals to strengthen relationships between criminal justice, behavioral and physical health and community resources to provide stable housing for vulnerable persons, reduce homelessness, and reduce societal cost; and

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

WHEREAS, the proposed project will also help to 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: the City of Saint Peter does hereby:

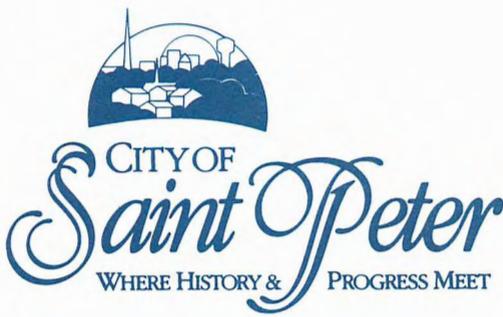
1. Support the Southwest Minnesota Housing Partnership proposed Solace Apartment project.
2. Agree to provide tax increment financing to support infrastructure and other eligible expenses.
3. Agree to enter into a purchase agreement with the Southwest Minnesota Housing Partnership to sell an approved parcel of land of approximately 3 acres located at 2005 North Sunrise Drive, Saint Peter, MN for \$1.05 per square foot or \$137,214 contingent upon verification of project financing and completion of an approved project design including site design and exterior architecture.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/19/2016

FROM: Todd Prafke
City Administrator

RE: Traverse Green Subdivision Development Services

ACTION/RECOMMENDATION

Approve execution of a development services agreement with Southwest Minnesota Housing Partnership for administrative services related to Traverse Green Subdivision.

BACKGROUND

As we continue to move forward with work related to Traverse Green Subdivision, additional action on the part of the Council is needed.

Members may recall we have had a relationship with Southwest Minnesota Housing Partnership since the very early 2000's. That relationship has included work on multi-family rentals as well as significant work on single family affordable, and now called "workforce" housing.

The Contract for Service and Work Agreement describes the pre-development services, many of which have already been provided by SWMHP for your Traverse Green project. This contract provides for \$48,500 in services as outlined which are all things we do not have the expertise or staff time necessary to complete. In addition, SWMHP will provide services related to plans, spec development, bidding, and construction management of spec houses.

Without this work we will likely not meet the goals set by the Council for this development. The expertise that SWMHP brings in many areas, including funding with the Minnesota Housing Partnership and the Greater Minnesota Housing Fund, is invaluable.

All of these services and contract amounts have been planned for as a part of the project and are very similar in nature to the processes we have used in Washington Terrace and Nicollet Meadows.

In addition, although not part of this contract, SWMHP will be providing \$75,000 in GAP funding dollars which will be added to the amount you have in place to assist home buyers with gap and down payment assistance

FISCAL IMPACT:

The total cost for this contract is \$48,500 which will be reimbursed through the sale of lots and has already been included in determining the lot prices which were previously adopted by the City Council.

ALTERNATIVES/VARIATIONS:

Do not act: Should the Council choose to not take action on the proposed contract staff would need to review how to provide the services in-house or solicit other vendors to provide these services.

Negative Vote: Without Council action, SWMHP would provide no additional services related to the subdivision and staff would need to review how to provide the services in-house or from other vendors.

Modification of the Resolution: Although this is an option of the City Council, any changes to the agreement would also need to be agreed to by SWMHP.

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

TP/bal

**CITY OF SAINT PETER
CONTRACT FOR PRE-DEVELOPMENT SERVICES WITH THE
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP**

THIS CONTRACT for Pre-Development Services (hereinafter the "Services") is entered into on _____, 2016, by and between the City of Saint Peter, hereinafter described as the "CITY" and the Southwest Minnesota Housing Partnership, hereinafter referred to as "SWMHP".

WHEREAS, the City desires to develop the Traverse Green Subdivision (hereinafter the "Project") within the City of Saint Peter and the City desires to contract with the SWMHP for Services.

WHEREAS, the Services described herein under this contract are to be applied to the Project. Additional Services pertaining to projects outside of the Project or to additional phases of the Project must be considered under a separate contract prior to performance.

WITNESSED: In consideration of the mutual covenants and agreements contained herein, the City and the SWMHP agree as follows:

- I. The SWMHP agrees to provide services outlined in the Work Agreement attached to this contract (Exhibit 1).
- II. Reimbursement to the SWMHP for Services, as outlined in the Work Agreement, will not exceed a total cost of \$48,500.00. Payment to the SWMHP for services rendered shall commence as follows: An initial installment of \$10,000 shall be paid at the execution of this contract. A second installment of \$10,000 shall be due on June 1, 2016. A third installment of \$15,000 shall be due on August 1, 2016. A final installment of \$13,500 shall be due on November 1, 2016.
- III. Should the City elect to perform any of the duties outlined in the Work Agreement or contract with another entity to perform any part of the duties outlined in the Work Agreement, the Services fee will be amended up on a written agreement by both the City and the SWMHP.
- IV. A new contract, with activities and reimbursement, shall be negotiated between the SWMHP and the City should the project require Technical Assistance beyond the services as outlined above.
- V. The City shall provide the SWMHP with any and all information required to provide said services outlined in the Work Agreement.
- VI. The City will understand that the SWMHP is not a representative of any State or Federal agency, but is acting strictly as a consultant on its behalf.
- VII. The City gives the SWMHP permission to publicly report on the City and the Project as a direct result of the SWMHP assistance in providing the Services.

Term of Contract

This contract shall be effective on June 1, 2016 and continue through the completion of the scope of services outlined in this contract.

Termination of Contract

The City and the SWMHP shall provide the other party a minimum of 30 days notice prior to the termination of this contract.

Assignment

SWMHP or the City shall neither assign nor transfer any rights or obligations under this contract without prior written consent of all parties.

Amendments

Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract or their successors in office.

IN WITNESS WHEREOF, the parties hereunto have executed this Agreement the day and year first above written.

**SOUTHWEST MINNESOTA
HOUSING PARTNERSHIP**

CITY OF SAINT PETER

By: _____

By: _____

Its: Chief Executive Officer

Its: Mayor

Date: _____

Date: _____

By: _____

Attest: _____

Its: Chair

Its: City Administrator

EXHIBIT 1

**CONTRACT FOR PRE-DEVELOPMENT
WITH THE SOUTHWEST MINNESOTA HOUSING PARTNERSHIP
WORK AGREEMENT**

The SWMHP agrees to provide the following services under its Pre-Development Services contract as specified below. Services provided shall be a combination of development planning, grant writing, and technical assistance. Services not specified below should not be considered to be part of this contract and should be negotiated separately under an addendum to this contract. The SWMHP's involvement in requests for funds does not guarantee funding nor the availability thereof.

Services outside of this contract include:

- Multi Family Construction Management
- Single Family Construction Management
- Bare Lot Development
- Commercial Development
- Asset Management/Administrative Management
- Development Administrative Services
- Grant writing services outside of the Project

- I. Project Introduction

- a. Meet with City Council, Planning and Zoning Commission, Economic Development Authority, Employers, Lenders or local community groups to introduce project to community at the direction of City Staff.
 - b. Meeting with and communication with the Greater Minnesota Housing Fund
 - c. Attend general project planning meetings with owner of the project to coordinate engineering, architectural services, timelines, etc
- II. Ongoing Reporting
- a. Attend regularly scheduled and special meetings, as agreed upon, of the owner to provide project updates and to address project needs, solicit approvals, and set policy.
 - b. Provide project status reports and copies, as agreed upon by the owner and the SWMHP.
- III. Pre-Development Administration Funding
- a. Submit applications to the Greater Minnesota Housing Fund for Building Better Neighborhood Technical Assistance and other resources as needed.
 - b. Assist the owner in executing any pre-development grant or loan documents.
 - c. Act as the fiscal agent for the owner to draw pre-development administrative funds as time and expenses are incurred by the SWMHP.
 - d. Submit reports on the pre-development administrative monies to funders as required, up until the completion of the project.
- IV. Coordinate with other Professionals
- a. Coordinate, communicate and meet with all professionals retained by the owner to develop the project. Professionals may include, but are not limited to:
 - i. Engineers
 - ii. Architects
 - iii. Attorneys
 - iv. Bond Attorneys
 - v. Financial Consultants
 - vi. Tax Increment Consultants
 - vii. Tax Increment Attorneys
- V. Site Identification and Planning
- a. Site visits to determine feasibility
 - b. Coordinate with Engineer to order:
 - i. Survey
 - ii. Soil Borings
 - iii. Environmental Review
 - iv. Other related tests or measurements
 - c. Provide preliminary site plan
- VI. Cost Estimating
- a. Provide preliminary cost estimates on:
 - i. Infrastructure
 - ii. Single Family Development
 - b. Provide financing plan for project.
 - c. Provide information on current resources available to homebuyers and keep the owner apprised of any changes in mortgage products.
 - d. Meet with contractors interested in building single family homes to gather preliminary cost estimates for development and to create a list of interested contractors for bidding process.

- VI. Funding Applications
 - a. Prepare funding applications as needed based on financing plan for project to Minnesota Housing, Greater Minnesota Housing Fund, and other resources as identified by the City of Saint Peter and SWMHP.
- VII. Initial Planning and Zoning Requirements for the Site
- VIII. SWMHP will provide access to the Rose Fellowship Architect to assist with single family home design concepts.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION APPROVING EXECUTION OF CONTRACT FOR PRE-DEVELOPMENT SERVICES WITH THE SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

WHEREAS, the City is developing Traverse Green Subdivision; and

WHEREAS, the City previously utilized the services of Southwest Minnesota Housing Partnership (SWMHP) for pre-development services of housing subdivisions; and

WHEREAS, SWMHP is able and willing to provide pre-development services for Traverse Green Subdivision; and

WHEREAS, City staff is unable due to lack of expertise and/or staff time to provide these services in-house.

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

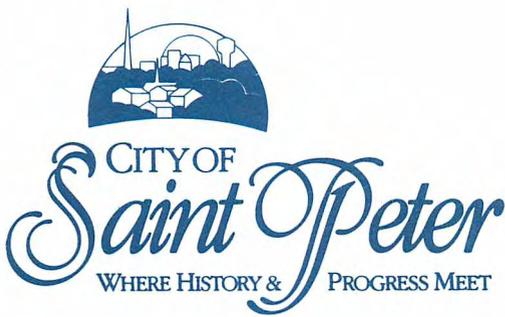
1. The Mayor and City Administrator are hereby authorized to execute a contract with Southwest Minnesota Housing Partnership for the provision of pre-development services related to Traverse Green Subdivision.
2. Funding for the contract will be from project funds derived from lot sales as a part of the Traverse Green project.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: May 17, 2016

FROM: Paula O'Connell
Finance Director

RE: 2016 Equipment Certificate Proposals

ACTION/RECOMMENDATION

Approve the attached resolution to accept the 2016 Equipment Certificate proposal from Wells Federal Bank.

BACKGROUND

On April 25, 2016 the City Council authorized solicitation of proposals for \$365,000 in equipment certificates to fund the following purchases:

<u>Equipment</u>	<u>Amount</u>
Police Utility vehicle	\$ 30,000
Computers/software	\$ 12,425
Body worn video camera system	\$ 15,000
Bi-directional amplifier	\$ 25,000
Loader replacement	\$160,000
Toro mower for expanded parkland	\$ 99,000
Ballfield Maintainer	<u>\$ 25,000</u>
Total	\$366,425

Proposal forms were sent to four local banks for a \$365,000 Equipment Certificate payable over a five year period. Proposals were submitted by First National Bank, Wells Federal Bank, Nicollet County Bank, Wells Fargo and Hometown Bank. The following amounts represent the total interest, which would be paid on each proposal:

First National Bank	\$19,965.50
Hometown Bank	\$19,272.00
Nicollet County Bank	\$20,257.50
Wells Federal Bank	\$18,067.50
Wells Fargo Bank	no proposal

Wells Federal Bank submitted the lowest cost proposal, with interest rates ranging from 1.25% – 1.85% over the life of the issuance. I recommend accepting the proposal from Wells Federal Bank.

FISCAL IMPACT:

Property taxes will be levied on all taxable property in the City for the payment of principal and interest of this Certificate according to the amortization schedule.

ALTERNATIVES AND VARIATIONS:

Do not act: Purchase of equipment certificate items will stop and funding for purchases which have been already made will need another funding source.

Negative vote: Purchases in the 2016 Equipment Certificate will need another funding source.

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

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

PO/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION AWARDING THE SALE OF \$365,000 GENERAL OBLIGATION EQUIPMENT
CERTIFICATES OF INDEBTEDNESS OF 2016; FIXING THE FORM AND SPECIFICATIONS
THEREOF; AND PROVIDING FOR THEIR PAYMENT**

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

SECTION 1. Findings.

1.01 The City is authorized by Minnesota Statutes 412.301 (Act) to issue and sell its certificates of indebtedness on such terms and in such manner as the City determines to provide funds to finance the purchase of certain capital equipment subject to certain limitations contained in the Act.

1.02 It is hereby determined that the City is in need of various items of capital equipment ("Equipment"), which items and the estimated cost thereof are listed on Exhibit 1, attached hereto and made a part hereof. It is declared to be the intention of this Council to purchase the items of Equipment for the estimated costs listed on Exhibit 1, but this Council reserves the right to substitute other items of Equipment for those listed, when in its judgment, such factors as availability of the Equipment, competitive bidding considerations, and the desirability of obtaining alternate Equipment so dictate.

1.03 It is further found and determined as required by the Act that the principal amount of obligations to be issued will not exceed 0.25 percent of the market valuation of the taxable property in the City.

1.04 The City shall therefore issue and sell its General Obligation Equipment Certificates of Indebtedness of 2016("Certificates") pursuant to the Act to finance the purchase of the Equipment. Pursuant to Resolution 2016-77, quotes were solicited from local financial institutions.

SECTION 2. Sale of Certificates

2.01 The quote from Wells Federal Bank ("Purchaser") to purchase the Certificates is hereby found and determined to be a reasonable offer and shall be and is hereby accepted, such bid being to purchase the Certificates at a price of par, the Certificates bearing interest at the following rates:

Certificate No. 1 – 1.25 percent per annum
Certificate No. 2 – 1.40 percent per annum
Certificate No. 3 – 1.55 percent per annum
Certificate No. 4 – 1.70 percent per annum
Certificate No. 5 – 1.85 percent per annum

The Mayor, City Clerk/Administrator, and City Treasurer are directed to enter into a purchase contract for the Certificates with the Purchaser.

The Certificates may be prepaid in whole or in part by the City on any date at a price of the par amount to be redeemed plus accrued interest to the date of redemption. Prepayments shall be applied first to interest due and then to principal, and no prepayment shall relieve the City of the obligation to pay the remaining outstanding principal amount of the Certificates.

2.02 The City shall forthwith issue and sell the Certificates in the principal amount of \$365,000 dated as of the date of delivery, the Certificates being in the form of five typewritten certificates fully registered in the name of the Purchaser, bearing interest as set forth above, and which Certificates mature serially in the years and amounts as follows:

Certificate No. 1 in the principal amount of \$73,000 shall mature June 1, 2017.

Certificate No. 2 in the principal amount of \$73,000 shall mature June 1, 2018.

Certificate No. 3 in the principal amount of \$73,000 shall mature June 1, 2019.

Certificate No. 4 in the principal amount of \$73,000 shall mature June 1, 2020.

Certificate No. 5 in the principal amount of \$73,000 shall mature June 1, 2021.

SECTION 3. Form: Execution.

3.01 Registered Form. The Certificates shall be issued in fully registered form. The interest thereon and, upon surrender of the Certificates, the principal amount thereof shall be payable by check or draft issued by the City Treasurer.

3.02 Dates: Interest Payment Dates. The interest on the Certificates is payable to the registered owner thereon on June 1st, commencing on June 1, 2016.

3.03 Registration. The City shall appoint a Certificate Registrar ("Registrar").

[a] Appointment of Initial Registrar. The City hereby appoints the Purchaser as the Initial Registrar.

[b] Registrar. The Registrar shall keep at his or her principal office a Certificate Register in which the Registrar shall provide for registration of ownership of Certificates.

[c] Transfer of Certificates. Upon surrender for transfer of the Certificates, duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof by an attorney duly authorized by the owner in writing, the Registrar shall note the name of the new owner in the Certificate Register and upon the Registration Certificate on the Certificates.

[d] Persons Deemed Owners. The City and the Registrar may treat the person in whose name the Certificates are at any time registered in the Certificate Register as the absolute owner of such Certificates, whether the Certificates shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Certificates, and for all other purposes, and so made to such registered owner or upon the owner's order shall be valid

and effectual to discharge the liability upon such Certificates to the extent of the sum or sums so paid.

3.04 Execution, Authentication, and Delivery. The Certificates shall be prepared under the direction of the City Treasurer and shall be executed on behalf of the City by the manual signatures of the Mayor and the City Clerk/Administrator. In case any officer whose signature or a facsimile of whose signature shall appear on the Certificates shall cease to be such officer before the delivery of the Certificates, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery. When the Certificates have been so prepared, executed and authenticated, the City Treasurer shall deliver the same to the Purchaser thereof upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

3.05 Form of the Certificates. The Certificates shall be prepared in substantially the following form:

**UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER
GENERAL OBLIGATION EQUIPMENT CERTIFICATE OF 2016**

No. ____

\$ 73,000

The City of Saint Peter, a duly organized and existing municipal corporation in Nicollet County, Minnesota acknowledges itself to be indebted and, for the value received, hereby promises to pay Wells Federal Bank, Minnesota or registered assigns, the principal sum of Seventy three thousand dollars (\$73,000) on June 1, 2017, with interest thereon from the date hereof at the annual rate of 1.25 percent per annum for certificate No.1, 1.40 percent per annum for certificate No. 2, 1.55 percent per annum for certificate No. 3, 1.70 percent per annum for certificate No. 4, 1.85 percent per annum for certificate No. 5, payable June 1st, in each year, commencing June 1, 2016, to the person in whose name this Certificate is registered. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft at the office of the City Treasurer in Saint Peter, Minnesota. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

This Certificate may be prepaid in whole or in part by the City on any date at the price of the par amount to be redeemed plus accrued interest to the date of redemption. Prepayments shall be applied first to interest due, and then to principal and no prepayment shall relieve the City of the obligation to pay the remaining outstanding principal amount of this Certificate.

This Certificate is one of an issue in the total amount of \$365,000, issued pursuant to a resolution adopted by the City Council on May 23, 2016 (the "Resolution") for the purpose of providing money to defray the expenses incurred and to be incurred in purchasing various items of capital equipment, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes 412.301, but constitutes a general obligation of the City and, to provide monies for the prompt and full payment of said principal and interest as the same become due, the full faith and credit of the City is hereby irrevocable pledged, and the City Council

has duly levied ad valorem taxes on all taxable property in the City for the payment of principal and interest of this Certificate, and will levy on all the taxable property in the City without limitation as to the rate or amount. As provided in the Resolution and subject to certain limitations set forth therein, this Certificate is transferable on the books of the Certificate Registrar by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Certificate Registrar, duly executed by the registered owner or the owner's attorney.

The City and Certificate Registrar may deem and treat the person in whose name this Certificate is registered as the absolute owner hereof, whether this Certificate is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Certificate Registrar shall be affected by notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions, and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Certificate in order to make it a valid and binding obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Certificate does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Saint Peter, Nicollet County, Minnesota, by its City Council has caused this Certificate to be executed on its behalf by the facsimile signatures of the Mayor and City Clerk/Administrator and has caused this Certificate to be dated as of the date set forth below.

Dated: _____

CITY OF SAINT PETER, MINNESOTA

City Clerk/Administrator

Mayor

Registration Certificate
(to be attached to the Certificate)

3.06 The City Treasurer shall obtain a copy of the proposed approving legal opinion of the City Attorney, which shall be complete. The City Treasurer is hereby authorized and directed to execute the Certificates in the name of the City upon receipt of such opinion and to file the opinion in the City offices.

SECTION 4. Security

4.01 There is hereby created a separate debt service fund (Fund) for the Certificates, which shall be used for no other purpose than to pay the principal of and interest on the Certificates, provided that if any payment of principal or interest shall become due when there is not sufficient money in the Fund to pay the same, the Treasurer shall pay such principal or interest from the General Fund of the City and the General Fund shall be reimbursed for such advances out of monies appropriated by the City Council for such purpose.

4.02 For the purpose of paying the principal of and interest on the Certificates, there is

hereby levied upon all taxable property in the City a direct annual irrepealable ad valorem tax, which shall be spread upon the tax rolls and collected with and as a part of the other general taxes of the City and shall be credited to the Fund, which tax is in the years and amounts as follows (the years shown are years of levy for taxes collectable in the following year):

<u>YEAR</u>	<u>TAX LEVY</u>
2015	\$ 57,500.00
2016	\$ 81,400.00
2017	\$ 81,400.00
2018	\$ 81,400.00
2019	\$ 81,367.50

The tax herein made may be reduced annually prior to the final certification of tax levy in the manner provided by Minnesota Statutes 475.61, Subdivision 3. A certified copy of this resolution shall be delivered to the County Auditor of Nicollet County in order to obtain the certificate required by Minnesota Statutes 475.63.

4.03 The net proceeds of the Certificates shall be paid into a special 2016 Equipment Certificate account ("Account") hereby created in the Fund. Expenditures from the Account shall be made only for capital costs of the Equipment financed by the Certificates. Records of expenditures from the Account shall be kept of such nature as are adequate to enable the City Treasurer to determine the following:

- [a] the date on which five percent (5%) of the Net Proceeds of the Certificates will have been expended;
- [b] the date on which final payment for all Equipment shall have been made;
- [c] the date on which an amount of money equal to the Net Proceeds of the Certificates, from whatever source derived, shall have been expended for the acquisition of the Equipment.

The City Treasurer shall at the request of any Certificate holder or of bond counsel approving issuance of the Certificates, furnish certificates regarding the status of the monies in the Account. Sums in the Account may be invested as permitted by law and will be invested in accordance with and subject to the conditions expressed in Section 5.02.

SECTION 5. Transcription: Miscellaneous

5.01 The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Certificates, certified copies of proceedings and records of the City relating to the Certificates, and to the financial condition and affairs of the City, and such certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Certificates, and such instruments, including any heretofore furnished, shall be deemed representations of the City as to the facts stated therein.

5.02 The City covenants and agrees with the holder of the Certificates from time to time that it will not take or permit to be taken by any of its officers, employees, or agents, any action which would cause the interest on the Certificates to become subject to taxation under the Internal

Revenue Code of 1954, as amended (the "Code"), and the Treasury Regulations promulgated there under, and that it will comply with all provisions of H.R. 3838 in the form in which it was adopted by the United States House of Representatives on 18 December 1985 to maintain the tax exempt status of interest on the Certificates. The Certificates are hereby designated by the City as "qualified tax exempt obligations" and a part of its \$10,000,000 limitation of such obligations within the meaning of and for purposes of Section 902(e)(3) of H.R. 3838, adopted by the United States House of Representatives on 18 December 1985. In the event H.R. 3838 is not adopted in the form referred to above, or in any form, the covenants in this section and in Section 4.03 will be of no further force or effect.

5.03 It is hereby determined that no comprehensive official statement or prospectus has been prepared or circulated by the City in connection with the sale of the Certificates and that the Purchaser has made its own investigation concerning the City as set forth in investment letter.

5.04 The actions of the officers and employees of the City in contacting prospective purchasers for the Certificates are ratified and confirmed in all respects.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of May, 2016.

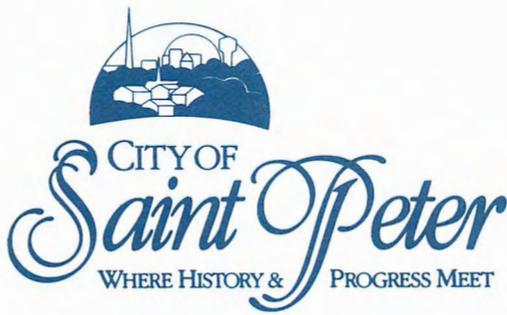
Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

**EXHIBIT 1
2016 EQUIPMENT CERTIFICATE**

<u>Equipment</u>	<u>Amount</u>
Police Utility vehicle	\$ 30,000
Computers/software	\$12,425
Body worn video camera system	\$15,000
Bi-directional amplifier	\$25,000
Loader replacement	\$160,000
Toro mower for expanded parkland	\$ 99,000
Ballfield Maintainer	\$25,000
Total	\$366,425



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/19/2016

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Blues Fest

ACTION/RECOMMENDATION

Approve a request by the Saint Peter Ambassadors' for City assistance for a Blues Fest in Minnesota Square Park.

BACKGROUND

Organizers of Ambassador's Blues Fest have requested City assistance for their event to be held in Minnesota Square Park on June 11, 2016. The request includes:

- Use of Minnesota Square Park for set up, take down and operation of the event from June 9, 2016 – June 12, 2016.
- Use of City electricity for the event.
- Use of picnic tables in Minnesota Square Park.
- Installation of a tent in the park contingent upon the organizer's compliance with Gopher State One Call regulations and procedures.
- Use of the park restroom facilities, including supplies and use of a restroom key.
- Use of a gate key.
- The City acting as fiscal agent for a Blues Fest grant application to be applied for by the Saint Peter Ambassador's, Inc. to the Prairie Lakes Arts Council.
- Use of Police Reserves for on-site security/checking ID's on June 11h from 12:00 noon-9:00 p.m. with all costs for the Reserves being paid by organizers.

Staff recommends approval of the request contingent upon the following:

- All publicity for the event including notice that dogs are not allowed in Minnesota Square Park.
- All food vendors for the event being notified by the organizer's that all applicable City, County and State permits must be obtained prior to the event.
- Limited access to the Public Works site during normal business hours only. Should the organizers need access after-hours or on weekends, the Ambassador's would be responsible for all employee call-out costs.
- Organizers limiting vehicles in the park as directed by City staff. In the past City officials have meet with the organizers to stress the need to comply with this regulation.

- Organizers providing for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Return of the park to pre-event condition.
- Prior to the event the Ambassador's providing the City with a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City as an additional insured.

Staff will once again will monitor activities surrounding preparation for the event, activities on the day of the event including parking issues in the park and take down activities in the park to ensure compliance with the approval provided.

FISCAL IMPACT:

The expected cost for the requested assistance will be \$5,000 including staff time, materials, and ongoing fiscal agent assistance.

ALTERNATIVES/VARIATIONS:

Do Not Act: Staff will provide no assistance without additional direction from the Council.

Denial: No City assistance will be provided without additional direction from the Council.

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

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

TP/bal

**ST. PETER AMBASSADORS, INC.
P. O. BOX 301
ST. PETER, MN 56082**

April 19, 2016

Todd Prafke, City Administrator
St. Peter City Council
227 S. Front Street
St. Peter, MN 56082



Re: St. Peter Ambassadors Blues Fest
June 11, 2016

Greetings:

The 8th annual Blues Fest is approaching. This year's event is scheduled for Saturday, June 11, 2016, from 12:00 noon to 10:00 p.m. in Minnesota Square Park. We wish to thank the City for its past cooperation and assistance in helping with this community event.

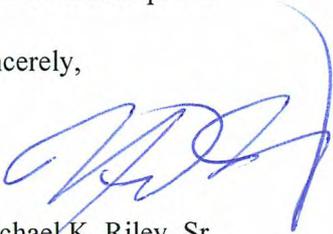
The St. Peter Ambassadors once again respectfully request the assistance of the City of St. Peter and the City Council for this year's Blues Fest. Our request for support and assistance would include the following:

1. Set up festival equipment, stage etc. beginning Thursday, June 9, 2016. Take down will take place as expediently as possible following the festival.
2. We request the use of City electricity during the Blues Fest and assistance by the City Electrical Department should the need arise.
3. We request use of City picnic tables.
4. We request permission to install a tent in the park and will follow all Gopher State one-call regulations.
5. We request use of the park restroom facilities, including supplies and use of a restroom key.
6. We request the use of a gate key for access to the park.
7. We request to be allowed to use police reserves for on-site security, or checking IDs beginning Saturday, June 11th at 12:00 noon until 9:00 p.m. All costs associated with providing police security shall be paid by the Ambassadors Blue Fest Organization.
8. We request permission to utilize the City as the fiscal agent for the Blues Fest grant application and any grant funds received.

9. We understand and agree that the City requires us to follow certain reasonable regulations. Our understanding is that they include the following:
- a. Any publicity concerning the event shall include a notice that pets are not allowed in the park for the Blues Fest.
 - b. That we shall notify all food vendors at the event of their need to obtain a City permit prior to June 11, 2016.
 - c. Any vehicles in the park will be limited as much as possible and will be supervised by Blues Fest organizers and/or city staff.
 - d. We understand any access to the Public Works site in St. Peter shall be limited to normal business hours. Should we need access to the site during non-business hours, we will pay any required call out charges for city staff.
 - e. St. Peter Ambassadors will arrange for appropriate garbage capacity, additional restroom facilities as directed or required, and disposal of any and all waste and debris resulting from the festival.
 - f. We will obtain any necessary permits, including a liquor license and event permit.
10. We would respectfully request being able to meet with City staff at a time convenient to address logistics and any additional concerns the City may have.

On behalf of the St. Peter Ambassadors, I wish to thank you for any positive response you may give to this request.

Sincerely,



Michael K. Riley, Sr.
Committee Member

MKR:cke

cc: Dan Welp (via email)
David Detlefsen (via email)
John Mayer (via email)

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016

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

RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR “BLUES FEST”

WHEREAS, the St. Peter Ambassadors have requested City assistance for the “Blues Fest” community event at Minnesota Square Park; and

WHEREAS, 2016 is the eighth year the event has taken place; and

WHEREAS, the organizers have requested City assistance for their event to be held in Minnesota Square Park; and

WHEREAS, City staff has reviewed the request to ensure concerns from the 2015 event such as vehicles being allowed into the park during the event are being addressed by the organizers; and

WHEREAS, the City Council has previously approved City assistance for this event.

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 “Blues Fest” to be sponsored by St. Peter Ambassador’s, Inc. is hereby approved as follows:
 - Use of Minnesota Square Park for set up, take down and operation of the event from June 9, 2016 – June 12, 2016.
 - Use of City electricity for the event.
 - Use of picnic tables in Minnesota Square Park.
 - Installation of a tent in the park contingent upon the organizer’s compliance with Gopher State One Call regulations and procedures.
 - Use of the park restroom facilities, including supplies and use of a restroom key.
 - Use of a gate key.
 - The City acting as fiscal agent for a Blues Fest grant application to be applied for by the Saint Peter Ambassador’s, Inc. to Prairie Lakes Arts Council.
 - Use of Police Reserves for on-site security/checking ID’s on June 11h from 12:00 noon-9:00 p.m. with all costs for the Reserves being paid by organizers.

2. City assistance is being provided contingent upon the following conditions being met and adhered to:
 - All publicity for the event including notice that dogs are not allowed in Minnesota Square Park.
 - All food vendors for the event being notified by the organizer’s that all applicable City, County and State permits must be obtained prior to the event.

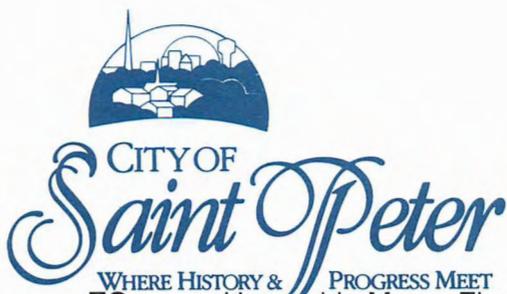
- Limited access to the Public Works site during normal business hours only. Should the organizers need access after-hours or on weekends, the Ambassador's would be responsible for all employee call-out costs.
- Organizers limiting vehicles in the park as directed by City staff. In the past City officials have meet with the organizers to stress the need to comply with this regulation.
- Organizers providing for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Return of the park to pre-event condition.
- Prior to the event the Ambassador's providing the City with a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum
DATE: 5/19/16

TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: City Assistance Request – Fourth of July

ACTION/RECOMMENDATION

Approve the attached resolution authorizing City assistance for the community-wide Fourth of July celebration.

BACKGROUND

The Chamber of Commerce has once again requested City assistance for the community-wide Fourth of July celebration in Saint Peter and staff recommends approval of the request as outlined in the letter from the Chamber of Commerce and the proposed resolution.

The recommended approval will include staff assistance; use of water, electricity and restroom facilities in the park; closing roadways, and restricted parking in the area of Minnesota Square Park and along the parade and parade staging routes.

Again this year, the Chamber included a request for permission to place two 30-yard roll-off dumpsters on the street on the north and south side of the park.

As we require of all community events, both the Chamber of Commerce and the owners of the animals being displayed in the park must provide Certificates of Insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000. The resolution also requires the Chamber to ensure that vendors in the park have no more than one vehicle in the park and that they have obtained the required City, County and/or State licensure for their sales.

And finally, the Chamber letter includes a request for the City to place curbs along the parade route. For the last two years the Chamber has actually been the one to provide for curbs with authorization to place them along the route being provided by the City. We have confirmed that they will ensure that curbs will be in place.

FISCAL IMPACT:

The cost to the City for this assistance is estimated to be \$9,500.

ALTERNATIVES AND VARIATIONS:

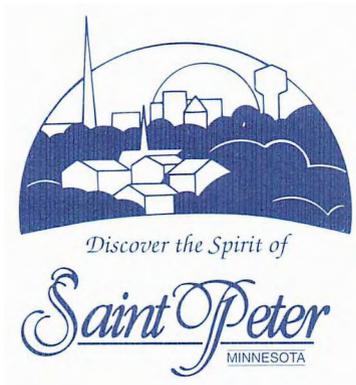
Do Not Act: Should the Council fail to take action on this request, no assistance will be provided.

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 Council.

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

TP/bal

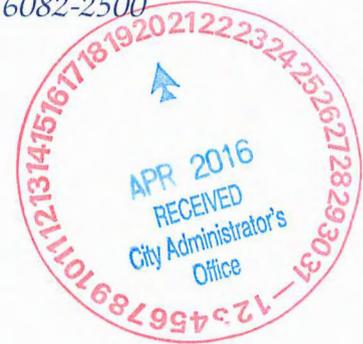


*Area Chamber of Commerce
and
Tourism and Visitors Bureau*

101 South Front Street
Saint Peter, MN 56082-2500

April 19, 2016

Honorable Mayor Chuck Zieman
Members of City Council
City of St. Peter
227 S. Front St.
St. Peter, MN 56082



Dear Mayor Zieman and City Council Members:

The St. Peter Area Chamber of Commerce has been making preparations for an old-fashioned July Fourth celebration. For the 45th consecutive year, the celebration will include a parade, a picnic in Minnesota Square, and other activities. Throughout the years, the organizers of the event have enjoyed the full cooperation of the City of St. Peter and its employees. The Chamber of Commerce respectfully requests this assistance for 2015 as outlined below:

MINNESOTA SQUARE PARK

- + Use of the Park Thursday, June 30 through Tuesday, July 5 for setup, activities on the 30th and 1st and tear down on the 5th. (The Park has been reserved with the Recreation and Leisure office.)
- + Picnic tables delivered to the Park and placed under the shade tents (June 30th or July 1st).
Number to be determined.
- + Use of fully supplied public restrooms along with keys to the store room to maintain the Park restrooms.
Contact person's cell phone number.
- + Use of water in the Park.
- + Check and activate electricity in the Park; provide contact name and phone number of person to call for help, if needed.
- + Set up slip 'n slide in the Park (set up - Public Works; Rec. Dept. staffs)
- + Use of the Park for pony rides.
- + Use of the Park for kiddie train rides.
- + Use of the Park for classic car display area.
- + Spray for mosquito control as determined by City staff.



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507-934-3400 800-473-3404 Fax 507-934-8960
www.tourism.st-peter.mn.us
e-mail: spchamb@hickorytech.net



NO PARKING

- + Establishment of "No Parking" restrictions on July 4th as follows (as early as possible, to be determined by proper City department):
 - A) South Washington from Broadway Ave. to Elm St. and Elm St. to Third St. for the parade.
 - B) North Washington Ave. from Broadway Ave. to just short of Traverse Rd. for parade staging.
 - C) 200 to 500 blocks of Elm St. (both sides).
 - D) 200 block of West College Ave. (south side from handicap parking area to Minnesota Ave.).
 - E) South 4th St. from Elm St. to St. Paul St. designated as "BUS PARKING ONLY" on east side and "NO PARKING BEFORE 9:15 A.M." on both sides from St. Paul to College Ave.
 - F) Cones placed as above from College Avenue to St. Paul St. for 8K Run and Walk access.

STREET CLOSURES

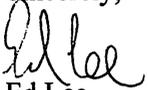
- + Washington Ave. from Elm St. to just before Traverse Rd.
- + 200 through 500 blocks of Elm St.
- + Street to be determined for 8K race route (Police Department will determine).

ADDITIONAL ITEMS

- + Bleachers set up in Gorman Park for viewing the parade.
- + Police personnel and reserves to monitor/assist with parade and 8K run as necessary. Other City employees to assist as necessary.
- + Place curbies along parade route and staging areas to assist public and participants
- + Portable toilets have been ordered from Seppmann and will be placed along the parade route and staging area and in the Park to assist the public and participants.
- + Announcement will be made throughout the event that pet animals are not allowed in the park; visitors with animals will be asked to remove them from the park.
- + Permission to place 30-yard roll-off dumpsters on College St. at northeast corner of the Park and on Elm Street on the south side of the Park.

Thank you for your consideration of the request. If you need additional information, please let me know. We look forward to meeting with City staff to review the plans and to address any concerns.

Sincerely,



Ed Lee
Executive Director

ep

cc: Todd Prafke, City Administrator
Matt Peters, Chief of Police
Pete Moulton, Director of Public Works
Tim Mayo, Maintenance Superintendent
Rachel More, Run/Walk Coordinator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR FOURTH OF JULY EVENT

WHEREAS, the Fourth of July celebration in Saint Peter is a community event; and

WHEREAS, the Chamber of Commerce has requested City assistance to provide for this event; and

WHEREAS, there is a need to allow for parade staging, parade routes, and establishment of a temporary bridle trail in Minnesota Square Park for pony rides; and

WHEREAS, the City Council finds that parking restrictions and closure of streets on July 4th would not cause a public safety concern and would be in the best interest of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following authorizations are provided for the community Fourth of July celebration:

The Saint Peter Chamber of Commerce is authorized to:

- Use Minnesota Square Park from June 30th through the morning of July 5th for setup, the actual celebration and tear down of the associated facilities.
- Use the portion of Minnesota Square Park located adjacent to the intersection of South Third Street and West Elm Street on July 4, 2016 in order to provide for pony rides provided the owners of the animals provide a certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000. The certificate of insurance must be provided to the City by no later than July 1st.
- Use public restroom keys to maintain the Minnesota Square restroom.
- Use City water and electricity in the park for the Fourth of July event.
- Place a 30 yard roll-off dumpster on College Avenue at the northeast corner of Minnesota Square Park and another 30 yard dumpster on West Elm Street on the south side of the park.

The City shall:

- Provide mosquito control in the park prior to the event.
- Provide for delivery of additional picnic tables to the park.
- Provide "No Parking" designations on July 4, 2016 as follows:
 - South Washington Avenue from Broadway Avenue to West Elm Street and West Elm Street to South Third Street (parade route)
 - North Washington Avenue from Broadway Avenue to Traverse Road (parade staging)
 - 200-500 blocks of West Elm Street (both sides)
 - 200 block West College Avenue (south side from handicapped parking area to Minnesota Avenue)

- South Fourth Street (east side) from Elm Street to St. Paul Street signed as "BUS PARKING ONLY" on east side and "NO PARKING BEFORE 9:15 A.M." on both sides from St. Paul Street to College Avenue
- Placement of cones from College Avenue to St. Paul Street for 8K run and walk access.
- Provide for street closures on July 4, 2016 as follows:
 - Washington Avenue from Elm Street to Traverse Road
 - 200 - 500 blocks of West Elm Street
 - Along the 8K race route (to be determined at a later date by the Police Department)
- Provide Police Department assistance with the July 4, 2016 "8K Run" and parade.
- Place temporary bleachers in Gorman Park for viewing the parade.
- Authorize the Chamber's vendors to place of portable toilets and curbies along the parade route and staging area and in the park to assist the public and participants.
- Set up and staff the water slide in Minnesota Square Park on July 4, 2016.

The Chamber of Commerce shall:

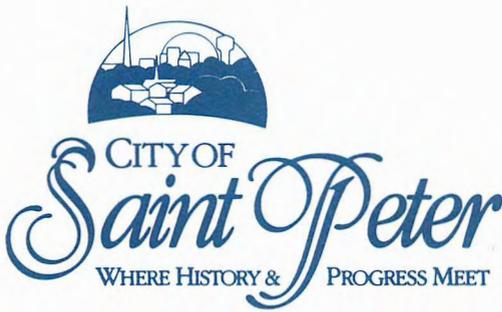
- Provide regular announcements throughout the event that pets are not allowed in Minnesota Square Park and asking visitors with pets to remove them from the park.
- Provide to the City a certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000 by no later than July 1, 2016.
- Ensure that each vendor shall be limited to having no more than one vehicle in the park.
- Ensure that each vendor receives the appropriate City, County, and/or State licensures no later than July 1st.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/17/15

FROM: Todd Prafke
City Administrator

RE: Tree Worker License Application

ACTION/RECOMMENDATION

Provide approval of a new Tree Workers license.

BACKGROUND

Tree Top Clearing Inc., dba Tree Top Services and Brooks Stump Removal, have each submitted a Tree Worker License application in order to cut, trim, prune and remove trees, shrubs or vines in Saint Peter. A background investigation has been completed on Paul Mielke and Benjamin Brooks and nothing was found that would prohibit them from obtaining the above mentioned license.

The licensing period will be in effect once the City receives the \$2,000 bond. The license is tentatively set to begin May 24, 2016 through April 30, 2017 if all the requirements are met.

If approved, these would be the 7th and 8th licenses issued to Tree Workers this year.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without Council direction. The applicant will be informed he is unable to provide tree services in Saint Peter at this time.

Denial: The applicant 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.

TP/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION APPROVING NEW LICENSE APPLICATION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following license applications be approved subject to compliance with all requirements of the City Code and payment of the licensing fee:

TREE WORKER LICENSE

Tree Top Clearing

5/24/16 – 4/30/17

Brock Stump Removal

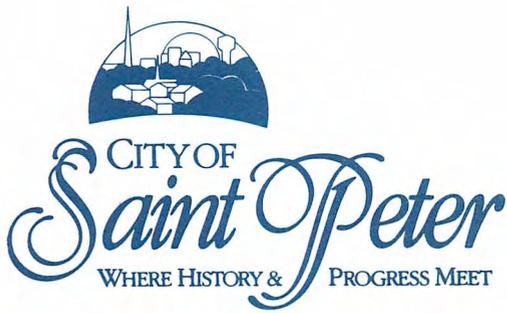
5/24/16 – 4/30/17

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/19/16

FROM: Todd Prafke
City Administrator

RE: Regional Transit Update

ACTION/RECOMMENDATION

None needed. For your discussion only.

BACKGROUND

Representatives from the cities of Le Sueur and Saint Peter, the Minnesota Department of Transportation and VINE Faith in Action met recently with representatives from Nicollet, Le Sueur and Blue Earth Counties to discuss a regional transit system.

The working group has come to a consensus that the Cities would continue to move forward with their plans and the Counties would look to work together to establish rural regionalized transit. Effectively this means that some joint activities and planning may occur in the future, but not as part of a unified system as was originally discussed.

I anticipate that Saint Peter and City of Le Sueur will have renewed discussions about joint actions, efficiencies and service enhancements that can be realized including some expansion of service areas and development of corridor transit from Le Sueur to Saint Peter to Mankato, primary focused on workforce transit and medical treatment. This also could include a planning and working relationship with the City of Mankato and its transit system.

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

TP/bal