

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

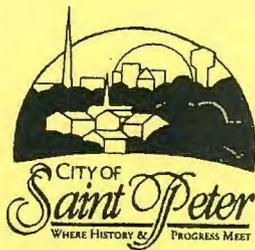
Regular City Council Meeting of Monday, May 9, 2016
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. PUBLIC HEARINGS**
 - A. Annexation of Land: GAC Arboretum/Gardner Road Right-of-Way
- IV. APPROVAL OF MINUTES**
- V. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. APPROVAL OF CONSENT AGENDA ITEMS**
- VII. UNFINISHED BUSINESS**

None scheduled.
- VIII. NEW BUSINESS**
 - A. EDA Loan Request: Playing Possum
 - B. Hospital Policies Modification
 - C. Registration of Traverse Green Subdivision Property
 - D. Traverse Green Subdivision Lot Prices
 - E. Traverse Green Subdivision Spec Home Funding
 - F. Annexation of Gardner Road Right-of-Way/Gustavus Arboretum
 - G. Alley Vacation Request: Madison/Johnson
 - H. Fire Chief Recruitment Process
- IX. REPORTS**
 - A. MAYOR**
 - 1. "Police Officer Memorial Day/Week" Proclamation
 - 2. Others
 - B. CITY ADMINISTRATOR**

None scheduled.
- X. EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
ADJOURN TO CLOSED SESSION – Traverse des Sioux Room
 - B. Sale of City Owned Land Negotiations
RETURN TO OPEN SESSION
- XI. 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. **PUBLIC HEARINGS**

A. **PUBLIC HEARING ON PETITION FOR ANNEXATION OF LAND OWNED BY GUSTAVUS ADOLPHUS COLLEGE, LORENE GARDNER, AND WENNER-UNDERWOOD FARMS**

A public hearing has been scheduled at this time to receive comment on a request to annex the Gustavus arboretum and the Gardner Road right-of-way. Notice of the public hearing has been duly published in the St. Peter Herald and affected property owners have been notified. Action to consider adoption of the proposed annexation will be considered under NEW BUSINESS.

IV. **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.

V. **VISITORS**

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

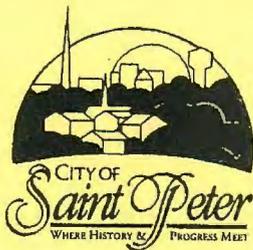
Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

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

VI. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for April 21, 2016 through May 3, 2016, is attached. Please see the attached staff reports and RESOLUTION.



VII. UNFINISHED BUSINESS

None scheduled.

VIII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING FAÇADE RENOVATION LOAN

The EDA has recommended approval of a request for a Façade Renovation Loan for replacement of an awning for Playing Possum. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION ADOPTING UPDATED HOSPITAL COMMISSION POLICIES

The Hospital Commission is recommending modifications to its' policies. As outlined in the City Code, Council approval is required. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING REGISTRATION OF TITLES FOR TRAVERSE GREEN SUBDIVISION PARCELS

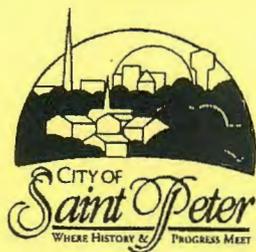
City Attorney Brandt recommends action be taken to authorize registration of the individual lot titles for Traverse Green Subdivision. This is the same action that was taken with Nicollet Meadows and Washington Terrace Subdivision Subdivisions. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION ESTABLISHING LOT PRICES FOR TRAVERSE GREEN SUBDIVISION LOTS

Staff recommends adoption of lot prices for Traverse Green Subdivision. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION ESTABLISHING FUNDING FOR CONSTRUCTION OF SPECULATIVE HOMES IN TRAVERSE GREEN SUBDIVISION

Pursuant to EDA action, staff recommends funding be established for construction of spec homes in Traverse Green Subdivision. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF AN ORDINANCE APPROVING PETITION OF LAND ALONG GARDNER ROAD AND THE GUSTAVUS ADOLPHUS COLLEGE ARBORETUM

Following the public hearing it is appropriate to consider the petition submitted by Lorene Gardner, Wenner-Underwood Farms, and Gustavus Adolphus College for annexation of land in Oshawa Township. Please see the attached staff report and ORDINANCE.

G. ADOPTION OF A RESOLUTION APPROVING ALLEY VACATION REQUEST SUBMITTED BY MADISON/JOHNSON

The Planning and Zoning Commission recommends approval of a request to vacate a portion of an alley in Skaro and Evenson's Subdivision. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION AUTHORIZING INITIATION OF FIRE CHIEF RECRUITMENT PROCESS

Staff recommends authorization be provided for recruitment of the Fire Chief position and a variance from the timeline authorized in the Fire Department bylaws for this action. Please see the attached staff report and RESOLUTION.

IX. REPORTS

A. MAYOR

1. REPORT ON "POLICE OFFICER MEMORIAL DAY/WEEK" PROCLAMATION

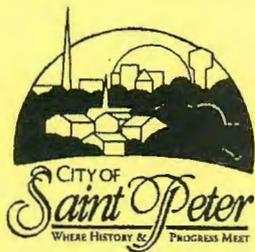
Mayor Zieman will proclaim May 16th as Police Officer Memorial Day and May 16-21 as Police Officer Memorial Week. A report will be provided at this time on

2. OTHERS

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

B. CITY ADMINISTRATOR

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



X. EXECUTIVE SESSION

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

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

ADJOURN TO CLOSED SESSION in the Traverse des Sioux Room.

B. DISCUSSION OF LAND SALE NEGOTIATIONS

Discussion will take place at this time regarding negotiations related to sale of City owned land.

RETURN TO OPEN SESSION

XI. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

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

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

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak.

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

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

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
APRIL 25, 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 April 25, 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, and Mayor Zieman. Absent were Councilmembers Kvamme, Brand, and 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 Parras, to approve the agenda. With all in favor, the motion carried.

Approval of Minutes – A motion was made by Parras, seconded by Pfeifer, to approve the minutes of the April 11, 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 11, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Grams, seconded by Parras, Resolution No. 2016-69 entitled, "Resolution Approving Consent Agenda", was introduced. A complete copy of Resolution No. 2016-69 is contained in the City Administrator's book entitled Council Resolutions 21.

Housing Tax Increment Financing Bonds Sale Authorization – Shannon Sweeney of David Drown Associates recommended receipt of competitive negotiated bids for the sale of \$2,405,000 in general obligation Tax Increment Financing bonds to be used for funding infrastructure improvements in Traverse Green Subdivision. Sweeney noted the recommendation was to sell the bonds with a term of twenty years, callable on February 1, 2020, and to purchase a credit rating from Standard and Poor's. Sweeney noted that if the lot sales are brisk having the earlier than normal call date would allow the City to buy down the principal which would save more money and the bonds could be paid off earlier. Sweeney estimated the projected net effective rate of the bonds would be 3.27% and he recommended the sale date be set for June 13, 2016. Councilmember Parras questioned the need for purchasing a credit rating on the issuance and Sweeney indicated the savings would be in the "tens of thousands of dollars" versus the \$13,000 purchase price. In motion by Pfeifer, seconded by Grams, Resolution No. 2016-70 entitled "Resolution Providing For The Competitive Negotiated Sale Of \$2,405,000 General Obligation Tax Increment Bonds, Series 2016a", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-70 is contained in the City Administrator's book entitled Council Resolutions 21.

2016 Electric Budget – City Administrator Prafke reported SMMPA had increased energy, transmission/kva, and demand charge rates to the City and after extensive discussion at previous Council workshops, staff was recommending adoption of the 2016 Electric Fund budget as well as an increase in electric rates to be effective with use on May 1st. Prafke provided extensive background information on the status of the Electric Fund budget and indicated the increase in energy costs amounted to \$392,000. Prafke reported staff was expecting similar increases from SMMPA in 2017 and 2018. Prafke noted that while the City does have a fund balance that could finance the increases, the unrestricted fund balance had already dropped from \$965,000 in 2015 to \$682,000 and use of the reserves to finance the rate increases would be limited. Prafke reviewed three options for increasing rates and indicated the

Council had expressed a desire to follow the option that would provide increases for energy, transmission and demand charges which would assign the increases in the same category that SMMPA raised rates in and would utilize \$184,000 in reserve funds. Councilmembers expressed displeasure at the need to raise rates and were provided information on the expected increase to different types and sizes of user's utility bills. In motion by Parras, seconded by Grams, Resolution No. 2016-71 entitled "Resolution Adopting 2016 Electric Enterprise Fund Budget", was introduced with a total Electric Fund budget of \$12,203,530. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-71 is contained in the City Administrator's book entitled Council Resolutions 21.

2016 Electric Rate Modification – In motion by Grams, seconded by Pfeifer, Resolution No. 2016-72 entitled "Resolution Adopting Electric Rates", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-72 is contained in the City Administrator's book entitled Council Resolutions 21.

Traverse Green Subdivision Sales Policy – Community Development Director Wille requested approval of the sales plan and policies for sale of lots in Traverse Green Subdivision. Wille noted the plan was similar to that used for sale of lots in Nicollet Meadows and Washington Terrace Subdivisions. In motion by Pfeifer, seconded by Grams, Resolution No. 2016-73 entitled "Resolution Adopting Sales Plan And Policies Regulating The Sale Of Lots Within 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. 2016-73 is contained in the City Administrator's book entitled Council Resolutions 21.

Traverse Green Subdivision Covenants – Community Development Director Wille requested approval of the restrictive covenants in Traverse Green Subdivision which were similar to the covenants in both Nicollet Meadows and Traverse Green Subdivisions. Wille also recommended that changes be made to the covenants shown in the Council packet to modify Item #12 to be "...has a total gross floor area of less than 900 square feet" and in Item #17 to add the sentence, "Such construction shall be undertaken in a manner consistent with Utility Standard Detail Plates #7020A and #7020R as adopted by the City Council". Wille indicated the covenants would establish the minimum standard of development in the subdivision and set the "tone" for the neighborhood. In motion by Parras, seconded by Grams, Resolution No. 2016-74 entitled "Resolution Adopting Restrictive Covenants Regulating The Development Of Single Family Homes In Traverse Green Subdivision", was introduced with the suggested changes to #12 and #17. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-74 is contained in the City Administrator's book entitled Council Resolutions 21.

School District #508 Memorandum of Understanding – City Administrator Prafke recommended approval be provided for execution of a memorandum of understanding between the City and School District #508 for the City to provide programs that were originally offered by Community Education. Prafke noted the School District was no longer in a position to provide the programming due to funding cutbacks, but the City could provide the programs at lesser cost and would be reimbursed by the District in the amount of \$10,200. Prafke provided a note of caution that should the District stop funding the programs, the City would be put in a position of deciding whether to continue offering the programs at City cost or to end programs that most residents believe are City programs. Councilmember Parras expressed his belief that he wasn't interested in taking on more of the financing load for District programs. In motion by Grams, seconded by Parras, Resolution No. 2016-75 entitled "Resolution Authorizing Execution Of Youth Development Memorandum Of Understanding", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-75 is contained in the City Administrator's book entitled Council Resolutions 21.

Community Center Lease Request For Proposal Issuance – City Administrator Prafke indicated that while the City hadn't received formal notice yet, staff expected the Early

Childhood Family Education (ECFE) space in the Community Center would become vacant during the summer of 2017 when ECFE is relocated to the Lincoln Drive school building. Prafke recommended that a request for proposals for lease of the space be issued to provide time for prospective tenants to make the move and for the Council to adequately review any proposals that were received to determine whether the Council's goals for tenancy in the building had been met. Prafke noted that both of the current daycare tenants in the building had expressed interest in lease of the space. In motion by Pfeifer, seconded by Grams, Resolution No. 2016-76 entitled "Resolution Authorizing Release Of Request For Proposals For Lease Of Space In The Community Center", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-76 is contained in the City Administrator's book entitled Council Resolutions 21.

Solicitation of Bids – 2016 Equipment Certificate – City Administrator Prafke recommended that bids be solicited for issuance of \$365,000 in equipment certificates. Prafke noted that getting the bids did not authorize purchase of the items included in the equipment certificate budget and that the expected debt for the five year issuance would be \$80,000. Councilmember Parras expressed concerns about the proposed purchase of body cameras for the Police Department and indicated he would be opposed to such purchase due to privacy issues that have yet to be addressed by the State legislature. Prafke noted that having the funding level included in the budget served as a place holder and if the purchase wasn't made, the funds would be used to repay the debt. In motion by Grams, seconded by Pfeifer, Resolution No. 2016-77 entitled "Resolution Authorizing Solicitation Of Bids For \$365,000 In Equipment Certificates", was introduced. A motion was made by Parras to remove the funding for the body cameras and to reduce the amount of the issuance. The motion died for lack of a second. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-77 is contained in the City Administrator's book entitled Council Resolutions 21.

Reports

"Arbor Day/Month" Proclamation – Mayor Zieman proclaimed April 29th as "Arbor Day" and May, 2016 as "Arbor Month" in the community.

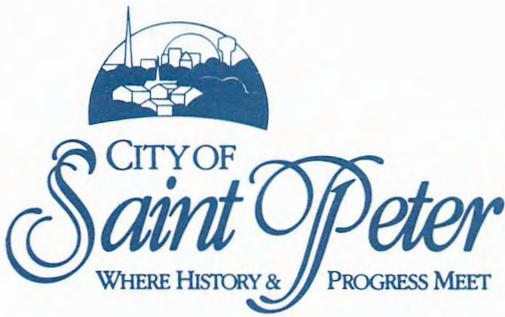
Parks Opening – City Administrator Prafke and Public Works Director Moulton reported the City's parks had officially been opened earlier than the normal May 1st start date.

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 8:29 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/26/2016

FROM: Pete Moulton
Director of Public Works

RE: Electric Meter Testing

ACTION/RECOMMENDATION

Authorize Chapman Metering, LLC of Avoca, Iowa to test 3-phase and single phase meters in the amount of \$20,150.

BACKGROUND

Every 5-7 years staff solicits prices to test polyphaser (3-phase) and single phase meters. Formal written proposals were just received for this work and the lowest cost proposal was received from Chapman Metering. Meter testing is important as it ensures accuracy and helps the City identify any potential metering issues. Meter testing is completed on site with the meter staying in service and the customer staying in operation.

The meter testing scope of work includes evaluation of the service condition, taking voltage readings and verification that the wiring is correct. Chapman Metering uses the "Spinlabs Bird Dog™" where all CT's and VT's in the metering application are both ratio and burden tested for accuracy. Chapman will provide a written report that is informative about the condition of the service and addresses harmonics issues that can impact customer's interference and impact City billing.

Staff recommends conducting this test on large power accounts (10) every 3 – 5 years as cost associated with the testing can easily be recovered in short order. A report clearly illustrates the issues to be addressed, especially if there are incorrectly sized CT's or problems that the City should address.

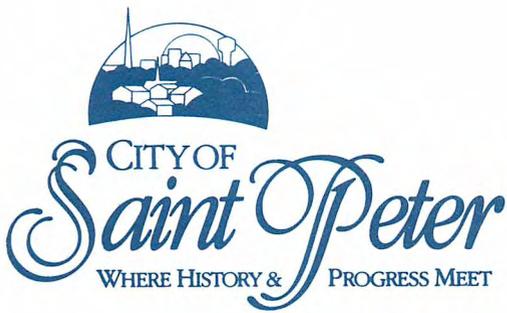
The request for formal written proposals was posted on the City website as required by the City's purchasing policy. Only one written proposal was received as follows:

Chapman Metering, LLC	Count	Rate	Total
• Polyphase Field Service Inspection	184	\$100	\$18,400
• Single Phase Service Inspection	30	\$25	\$750
• Add for "Bird Dog" Procedure	10	\$100	\$1,000

Staff recommends accepting the proposal from Chapman Metering, LLC of Avoca, Iowa to test our meters. Funding for this testing will be from the Electric Fund.

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/05/16

FROM: Pete Moulton
Director of Public Works

RE: 2016 Streets Maintenance Program - Alley Entrance Improvements

ACTION/RECOMMENDATION

Accept the proposal from Nielsen Blacktopping of Kasota, Minnesota in the amount of \$16,063.25 for the replacement of seven alley entrances.

BACKGROUND

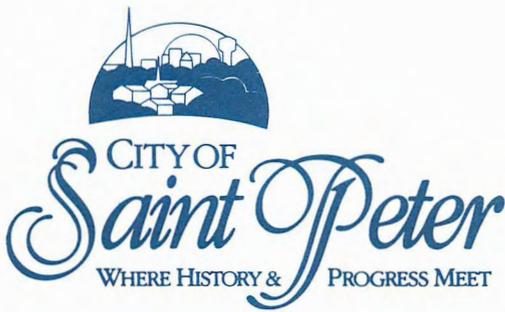
The 2016 Streets Maintenance Program contains funds to replace alley entrances. Based on the unit price of concrete, staff has found that seven alley entrances can be replaced. The identified alley entrances are in poor shape with heavy loads of sediment leaving the area and depositing solids in the curb and gutter. The contractor will be bringing these alley entrances up to City standards.

A request for formal written proposals was posted on the City's public notices web page as required by the City's purchasing policy. In addition, O'Malley Construction was contacted directly by staff; however no proposal was received from O'Malley. Nielsen Blacktopping submitted the only proposal in the amount of \$16,063.25.

I recommend accepting the proposal from Nielsen Blacktopping for this work. Funding for the alley entrance replacements will be from the 2016 streets maintenance program. Work is scheduled to be completed in May or June.

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

PTM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: May 3, 2016

FROM: Pete Moulton
Director of Public Works

RE: 2016 Curb, Gutter and Sidewalk Replacement

ACTION/RECOMMENDATION

Accept the proposal from Nielson Concrete of Kasota, Minnesota to complete curb, gutter and sidewalk repairs in the amount of \$35,925.75.

BACKGROUND

The 2016 Street Maintenance budget includes funding for the replacement of damaged curbs, sidewalks and curb and gutter adjacent to public property and intersections. Staff have identified approximately 474 feet of curb and gutter totaling \$12,810 and 3,884 square feet of sidewalk totaling \$23,115.75 to be replaced throughout the City.

The request for formal written proposals for replacement of sidewalk, curb and gutter was posted on the City's public notices webpage as required by the City's purchasing policy. O'Malley Construction was contacted directly by staff, however no response was received from O'Malley. One written proposal was received from Nielsen Blacktopping, LLC in the amount of \$35 per foot.

I recommend accepting the proposal from Nielsen Blacktopping. Funding for the curb, gutter and alley replacements will be from the 2016 streets maintenance program. Work is scheduled to be completed in May and June.

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

PTM/TM/amg



TO: Todd Prafke
City Administrator

DATE: 05/03/16

FROM: Jane Timmerman
Recreation & Leisure Services Director

RE: Community center purchase

ACTION/RECOMMENDATION

Approve changing the gym lights at the community center to LED Tbay fixtures.

BACKGROUND

The lighting in the community center gym has been in place since 2002 and is not energy efficient nor cost effective. Retrofitting the 24 fixtures to LED Tbays will reduce our energy and maintenance costs, provide better lighting, eliminate noise from ballasts going bad and don't require any warm up time. The savings from the initial expense will be paid back in cost savings within three to four years of use.

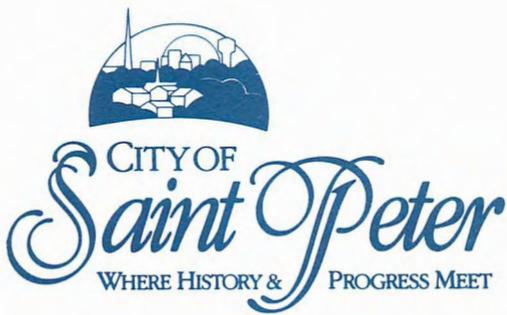
Quotes have been received from three vendors. Staff recommends accepting the low quote from Ryan Electric.

<u>Company</u>	<u>Quote</u>
Ryan Electric	\$ 11,325
Voss Lighting	\$ 11,450
H & H Industries	\$ 14,568

All of these options qualify for a rebate from SMMPA. Staff will file for rebate of the new light fixtures.

This work was planned for in the 2016 Saint Peter Community Center budget.

JT/



Memorandum

TO: Todd Prafke
City Administrator

DATE: 5/4/16

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Renewal & Temporary Licenses

ACTION/RECOMMENDATION

Provide approval of renewal and temporary licenses.

BACKGROUND

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

Tree Workers Renewal Applications have been received by Perfection Landscaping & Patio and Roots & Up Tree Service. The new licensing period will be May 10, 2016 – April 30, 2017.

The Annual Fourth of July Celebration will be held at Minnesota Square Park. The St. Peter Area Chamber of Commerce has submitted temporary license applications for a Temporary On Sale 3.2 Beer License and Temporary Soft Drink License in order to sell these beverage at the event. The licensing

Fabian Seafood Co. has submitted a 6 Month Peddler License application in order to sell their product in the parking lot of Freedom Valu Center located at 624 South Minnesota Avenue. They plan on selling the seafood once per month beginning May 15th. The licensing period will be May 10, 2016 – October 30, 2016.

Please place these items on the April 25, 2016 City Council meeting.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

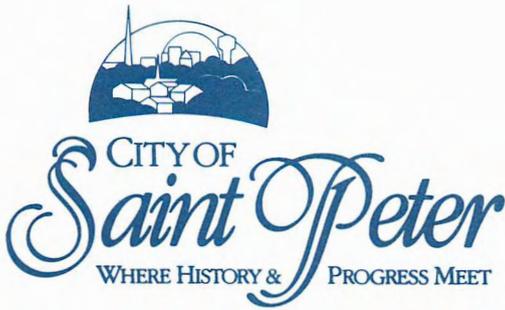
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 5/5/2016

FROM: Jane Timmerman
Recreation and Leisure Services Director

RE: Declaration of Surplus Property

ACTION/RECOMMENDATION

Declare the attached list as surplus property and authorize public sale of the property as authorized in the City Code.

BACKGROUND

The Recreation and Leisure Services Department has a number of items that are no longer in use or have been abandoned by the original owner.

The first set of items have been replaced due to wear and tear or are no longer needed as part of our operation and staff recommends the items be declared as surplus property and disposed of as authorized in the City Code.

The second set of items listed are abandoned property left at the Community Center by a former Tae Kwon Do instructor. In January 2015 the instructor was contacted and indicated he no longer wanted or needed the equipment and turned the items over to the City. The Recreation Department has no need for the property so is recommending that it be declared as abandoned property and sold as authorized in the City Code.

Proceeds of the sale of surplus property will be deposited into the General Fund.

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

JT/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMAZON	ink cartridges	GENERAL FUND	MAYOR & COUNCIL	99.24
	ink cartridges	GENERAL FUND	CITY ADMINISTRATION	99.24
	ink cartridges	GENERAL FUND	FINANCE	120.97
	ink cartridges	GENERAL FUND	POLICE	140.00
	ink cartridges	GENERAL FUND	STREETS	139.36
	ink cartridges	GENERAL FUND	PARKS	111.49
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	128.45
	library books & media	LIBRARY FUND	LIBRARY	1,000.46
	ink cartridges	LIBRARY FUND	LIBRARY	267.09
	ink cartridges	WATER	ADMIN AND GENERAL	30.24
	ink cartridges	WATER	ADMIN AND GENERAL	55.74
	ink cartridges	WATER	CUSTOMER ACCOUNTS	45.34
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	30.24
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	55.74
	ink cartridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	45.34
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	30.24
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	55.74
	ink cartridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	45.32
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	30.24
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	139.36
	ink cartridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	45.34
	dog park supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	157.57
			TOTAL:	2,872.75
AMERICAN CASTING & MANUFACTURING CORP	meter seals (red & blue)	ELECTRIC FUND	POWER DISTRIBUTION	645.77
			TOTAL:	645.77
AMERICAN EXPRESS	rewards renewal	ELECTRIC FUND	ADMIN AND GENERAL	90.00
			TOTAL:	90.00
ATLAS COPCO COMPRESSORS LLC	fx5 air dryer	WASTE WATER FUND	SOURCE/TREATMENT	1,507.33
			TOTAL:	1,507.33
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	282.58
			TOTAL:	282.58
BATTERIES PLUS	#207 batteries	GENERAL FUND	STREETS	10.58
	#708 battery	ELECTRIC FUND	POWER DISTRIBUTION	23.95
			TOTAL:	34.53
BGMN, INC	transmission cleaners	GENERAL FUND	STREETS	143.12
	transmission cleaners	GENERAL FUND	PARKS	143.12
	transmission cleaners	WATER	DISTRIBUTION AND STORA	71.56
	transmission cleaners	WASTE WATER FUND	SOURCE/TREATMENT	71.56
	transmission cleaners	ENVIRON SERVICES F	REFUSE DISPOSAL	71.56
	transmission cleaners	ELECTRIC FUND	POWER DISTRIBUTION	143.12
	transmission cleaners	STORMWATER FUND	TREATMENT	71.54
			TOTAL:	715.58
BOLTON & MENK INC	meetings	GENERAL FUND	STREETS	633.75
	round-a-bout plan	GENERAL FUND	STREETS	260.00
	meetings	GENERAL FUND	PARKS	507.00
	hallets pond trail	GENERAL FUND	PARKS	130.00
	sidewalk i trail	GENERAL FUND	PARKS	195.00
	spring touch bldg	GENERAL FUND	ECONOMIC DEVMT	650.00
	new school const.	PARK LAND DEDICATI	PARKS	3,905.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	meetings	WATER	ADMIN AND GENERAL	253.50
	meetings	WASTE WATER FUND	ADMIN AND GENERAL	253.50
	meetings	ENVIRON SERVICES F	ADMIN AND GENERAL	253.50
	spring touch bldg, meeting	ELECTRIC FUND	ADMIN AND GENERAL	633.75
	hallets pond basin	STORMWATER FUND	TREATMENT	455.00
			TOTAL:	8,130.00
BORDER STATES ELECTRIC SUPPLY	#480 4" PVC	ELECTRIC FUND	NON-DEPARTMENTAL	51.04
	#772 4" elbow	ELECTRIC FUND	NON-DEPARTMENTAL	42.09
	#407 single ph feed thru b	ELECTRIC FUND	NON-DEPARTMENTAL	1,257.40
			TOTAL:	1,350.53
C & S SUPPLY CO INC	treemendous' stall matt	GENERAL FUND	PARKS	239.94
	passon uniform allow	COMMUNITY CENTER	COMMUNITY CENTER	59.98
	zabel, boots	WASTE WATER FUND	ADMIN AND GENERAL	110.95
	blackman uniform allow	ENVIRON SERVICES F	REFUSE DISPOSAL	24.99
	mulch, chainsaw bars	ENVIRON SERVICES F	REFUSE DISPOSAL	155.88
			TOTAL:	591.74
CENTERPOINT ENERGY MINNEGASCO	april gas bill	GENERAL FUND	FIRE	266.46
	april gas bill	GENERAL FUND	STREETS	197.90
	april gas bill	GENERAL FUND	SWIMMING POOL	45.43
	april gas bill	GENERAL FUND	PARKS	158.32
	april gas bill	LIBRARY FUND	LIBRARY	741.04
	april gas bill	COMMUNITY CENTER	COMMUNITY CENTER	1,702.88
	april gas bill	WATER	PURIFICATION AND TREAT	802.68
	april gas bill	WATER	PURIFICATION AND TREAT	93.03
	april gas bill	WATER	ADMIN AND GENERAL	79.16
	april gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.85
	april gas bill	WASTE WATER FUND	SOURCE/TREATMENT	3,466.69
	april gas bill	WASTE WATER FUND	ADMIN AND GENERAL	79.16
	april gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	79.17
	april gas bill	ELECTRIC FUND	ADMIN AND GENERAL	197.90
			TOTAL:	7,925.67
CERTIFIED LABORATORIES	20 gl parts washer soap	GENERAL FUND	STREETS	147.56
	20 gl parts washer soap	GENERAL FUND	PARKS	147.56
	20 gl parts washer soap	WATER	DISTRIBUTION AND STORA	73.78
	20 gl parts washer soap	WASTE WATER FUND	SOURCE/TREATMENT	73.78
	20 gl parts washer soap	ENVIRON SERVICES F	REFUSE DISPOSAL	73.78
	20 gl parts washer soap	ELECTRIC FUND	POWER DISTRIBUTION	147.56
	20 gl parts washer soap	STORMWATER FUND	TREATMENT	73.78
			TOTAL:	737.80
CHEMISOLV CORP	ferric chloride	WASTE WATER FUND	BIOSOLIDS	4,107.13
			TOTAL:	4,107.13
COLE PAPERS INC	supplies	GENERAL FUND	MUNICIPAL BUILDING	301.80
	towels, cleaner, and glove	GENERAL FUND	STREETS	167.86
	towels, cleaner, and glove	GENERAL FUND	PARKS	167.86
	towels, cleaner, and glove	WATER	DISTRIBUTION AND STORA	83.93
	towels, cleaner, and glove	WASTE WATER FUND	SOURCE/TREATMENT	83.93
	towels, cleaner, and glove	ENVIRON SERVICES F	REFUSE DISPOSAL	83.93
	towels, cleaner, and glove	ELECTRIC FUND	POWER DISTRIBUTION	167.86
	towels, cleaner, and glove	STORMWATER FUND	TREATMENT	83.95
			TOTAL:	1,141.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CREDIT RIVER TOOLS	wblp ext set	GENERAL FUND	STREETS	15.14
	wblp ext set	GENERAL FUND	PARKS	15.14
	wblp ext set	WATER	DISTRIBUTION AND STORA	7.57
	wblp ext set	WASTE WATER FUND	SOURCE/TREATMENT	7.57
	wblp ext set	ENVIRON SERVICES F	REFUSE DISPOSAL	7.57
	wblp ext set	ELECTRIC FUND	POWER DISTRIBUTION	15.14
	wblp ext set	STORMWATER FUND	TREATMENT	7.57
			TOTAL:	75.70
CROP PRODUCTION SERVICES	downtown planters round-up	ENVIRON SERVICES F	REFUSE DISPOSAL	80.68
			TOTAL:	80.68
CUMMINS NPOWER, LLC	greenhill generator repair	WATER	PURIFICATION AND TREAT	372.06
	greenhill generator repair	WATER	DISTRIBUTION AND STORA	168.86
			TOTAL:	540.92
CYBER MARKETING INC.	hooper boots	ELECTRIC FUND	ADMIN AND GENERAL	161.49
			TOTAL:	161.49
DETROIT LAKES FIRE CONFERENCE FUND	mn state fire dept associa	GENERAL FUND	FIRE	175.00
			TOTAL:	175.00
DGR ENGINEERING	scada-brdwy gen, map updat	ELECTRIC FUND	POWER DISTRIBUTION	2,985.40
	h.s. transformer bid	ELECTRIC FUND	POWER DISTRIBUTION	88.00
			TOTAL:	3,073.40
DH ATHLETICS LLC	bases ramsey park	GENERAL FUND	PARKS	439.00
	bases	GENERAL FUND	PARKS	120.00
			TOTAL:	559.00
EATON CORPORATION	modem	WATER	CAPITAL-WATER DISTRIBU	504.90
	modem	WASTE WATER FUND	CAPITAL-GENERAL PLANT	504.90
	modem	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,050.20
			TOTAL:	3,060.00
ED'S PLUMBING	stools gault park	GENERAL FUND	PARKS	181.96
			TOTAL:	181.96
EMBLEM ENTERPRISES, INC	patch & flags	GENERAL FUND	FIRE	404.39
			TOTAL:	404.39
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	light bar repair	GENERAL FUND	POLICE	179.80
			TOTAL:	179.80
ESS BROTHERS & SONS, INC.	catch basin	STORMWATER FUND	COLLECTIONS/LIFT STATI	158.00
			TOTAL:	158.00
EVOQUA WATER TECHNOLOGIES LLC	worm gear & drive wheel	WASTE WATER FUND	SOURCE/TREATMENT	3,822.00
			TOTAL:	3,822.00
FASTENAL COMPANY	headlamp ear protection	GENERAL FUND	STREETS	28.10
	cable ties	GENERAL FUND	STREETS	4.02
	#207 pin	GENERAL FUND	STREETS	12.61
	shop bolts	GENERAL FUND	STREETS	34.64
	cable ties	GENERAL FUND	STREETS	23.48
	safety glasses	GENERAL FUND	STREETS	10.61

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pool bolts	GENERAL FUND	SWIMMING POOL	14.16
	headlamp ear protection	GENERAL FUND	PARKS	22.48
	#809 impact wrench	GENERAL FUND	PARKS	146.99
	cable ties	GENERAL FUND	PARKS	4.02
	shop bolts	GENERAL FUND	PARKS	34.64
	cable ties	GENERAL FUND	PARKS	23.48
	safety glasses	GENERAL FUND	PARKS	8.49
	cable ties	WATER	DISTRIBUTION AND STORA	2.01
	shop bolts	WATER	DISTRIBUTION AND STORA	17.32
	cable ties	WATER	DISTRIBUTION AND STORA	11.74
	headlamp ear protection	WATER	ADMIN AND GENERAL	11.24
	safety glasses	WATER	ADMIN AND GENERAL	4.24
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	2.01
	shop bolts	WASTE WATER FUND	SOURCE/TREATMENT	17.32
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	11.74
	headlamp ear protection	WASTE WATER FUND	ADMIN AND GENERAL	11.24
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	4.24
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	2.01
	shop bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	17.32
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	11.74
	headlamp ear protection	ENVIRON SERVICES F	ADMIN AND GENERAL	11.25
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	4.24
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	4.02
	shop bolts	ELECTRIC FUND	POWER DISTRIBUTION	34.64
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	23.48
	headlamp ear protection	ELECTRIC FUND	ADMIN AND GENERAL	28.10
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	10.61
	cable ties	STORMWATER FUND	TREATMENT	1.99
	shop bolts	STORMWATER FUND	TREATMENT	17.33
	cable ties	STORMWATER FUND	TREATMENT	11.72
			TOTAL:	639.27
FERGUSON ENTERPRISES, INC.	#250,665,221,238 bolts, ga	WATER	NON-DEPARTMENTAL	2,744.46
	#250,665,221,238 bolts, ga	WATER	NON-DEPARTMENTAL	757.53
	#250,665,221,238 bolts, ga	WATER	DISTRIBUTION AND STORA	188.21
			TOTAL:	3,690.20
FORESTRY SUPPLIERS INC	spreader	ENVIRON SERVICES F	REFUSE DISPOSAL	49.25
			TOTAL:	49.25
GELDNER UNDERGROUND, INC.	hwy 99 e & hwy 23 boring	ELECTRIC FUND	NON-DEPARTMENTAL	6,400.00
	hwy 995 & hwy 21	ELECTRIC FUND	NON-DEPARTMENTAL	1,200.00
			TOTAL:	7,600.00
GILLUND ENTERPRISES INC	diesel additives	GENERAL FUND	STREETS	91.07
	diesel additives	GENERAL FUND	PARKS	91.07
	diesel additives	WATER	DISTRIBUTION AND STORA	45.53
	diesel additives	WASTE WATER FUND	SOURCE/TREATMENT	45.53
	diesel additives	ENVIRON SERVICES F	REFUSE DISPOSAL	45.53
	diesel additives	ELECTRIC FUND	POWER DISTRIBUTION	91.07
	diesel additives	STORMWATER FUND	TREATMENT	45.53
			TOTAL:	455.33
GOPHER STATE ONE-CALL INC	nov. goph calls	WATER	DISTRIBUTION AND STORA	47.86
	nov. goph calls	WASTE WATER FUND	COLLECTOR/LIFT STAT	47.86
	nov. goph calls	ELECTRIC FUND	POWER DISTRIBUTION	47.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>143.65</u>
GRAYBAR ELECTRIC COMPANY INC	bulbs for ww	WASTE WATER FUND	ADMIN AND GENERAL	38.16
	#472 20' pvc cond	ELECTRIC FUND	NON-DEPARTMENTAL	6,986.50
	#613 bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	<u>76.32</u>
			TOTAL:	<u>7,100.98</u>
GREEN TOUCH SYSTEMS LLC	asphalt release box spray	GENERAL FUND	STREETS	<u>2,174.00</u>
			TOTAL:	<u>2,174.00</u>
HACH COMPANY	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	<u>707.07</u>
			TOTAL:	<u>707.07</u>
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,170.00
	azone 15	WATER	PURIFICATION AND TREAT	205.91
	chlorine	WATER	PURIFICATION AND TREAT	493.50
	sodium hydroxide	WATER	PURIFICATION AND TREAT	<u>1,365.00</u>
			TOTAL:	<u>3,234.41</u>
HOLIDAY COMMERCIAL	april fuel	GENERAL FUND	POLICE	360.89
	april fuel	GENERAL FUND	BUILDING INSPECTOR	16.58
	april fuel	GENERAL FUND	STREETS	107.18
	april fuel	GENERAL FUND	PARKS	271.29
	april fuel	COMMUNITY CENTER	COMMUNITY CENTER	30.37
	april fuel	WATER	SOURCE OF SUPPLY	35.73
	april fuel	WATER	PURIFICATION AND TREAT	53.59
	april fuel	WATER	DISTRIBUTION AND STORA	267.96
	april fuel	WATER	CUSTOMER ACCOUNTS	33.81
	april fuel	WASTE WATER FUND	SOURCE/TREATMENT	127.13
	april fuel	WASTE WATER FUND	ADMIN AND GENERAL	23.05
	april fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	33.81
	april fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	175.18
	april fuel	ELECTRIC FUND	POWER DISTRIBUTION	283.27
	april fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	33.83
	april fuel	STORMWATER FUND	TREATMENT	251.29
	april fuel	TRANSIT	TRANSIT/TRANSPORTATION	<u>2,168.14</u>
			TOTAL:	<u>4,273.10</u>
INDUSTRIAL SEALING & LUBRICATION, INC.	grease	WASTE WATER FUND	COLLECTOR/LIFT STAT	284.97
	grease	WASTE WATER FUND	SOURCE/TREATMENT	<u>284.97</u>
			TOTAL:	<u>569.94</u>
INGRAM BOOK COMPANY	books	LIBRARY FUND	LIBRARY	<u>511.31</u>
			TOTAL:	<u>511.31</u>
ITRON, INC	annual handheld for softwa	WATER	CUSTOMER ACCOUNTS	861.20
	annual handheld for softwa	WASTE WATER FUND	CUSTOMER ACCOUNTS	861.20
	annual handheld for softwa	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>1,722.40</u>
			TOTAL:	<u>3,444.80</u>
KENNEDY & GRAVEN	franchise renewal	GENERAL FUND	CITY ADMINISTRATION	262.50
	shafer dispute	STORMWATER FUND	TREATMENT	<u>110.00</u>
			TOTAL:	<u>372.50</u>
LARKSTUR ENGINEERING & SUPPLY, INC.	#216 couper wipple	GENERAL FUND	STREETS	<u>825.59</u>
			TOTAL:	<u>825.59</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
LEAGUE OF MN CITIES INSURANCE TRUST	police claim	GENERAL FUND	POLICE	1,000.00	
	police claim	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	17,650.00	
			TOTAL:	18,650.00	
LJP ENTERPRISES INC	april waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46	
	april waste & recycle	WATER	PURIFICATION AND TREAT	99.43	
	april waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	178.04	
	april waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	998.84	
			TOTAL:	1,720.77	
MARCO, INC.	contract bill	GENERAL FUND	CITY ADMINISTRATION	19.81	
	contract bill	GENERAL FUND	CITY CLERK	19.81	
	contract bill	GENERAL FUND	FINANCE	13.21	
	contract bill	GENERAL FUND	POLICE	10.56	
	contract bill	GENERAL FUND	BUILDING INSPECTOR	5.28	
	contract bill	GENERAL FUND	PUBLIC WORKS ADMIN	2.64	
	contract bill	GENERAL FUND	ECONOMIC DEVMT	1.32	
	contract bill	WATER	ADMIN AND GENERAL	11.89	
	contract bill	WASTE WATER FUND	ADMIN AND GENERAL	11.88	
	contract bill	ELECTRIC FUND	ADMIN AND GENERAL	35.66	
			TOTAL:	132.06	
	MCGRANN SHEA CARNIVAL STRAUGHN & LAMB,	benco negotiations	PARK LAND DEDICATI	PARKS	1,457.25
				TOTAL:	1,457.25
MCHUGH, BRENDA	srp planning/ mileage	LIBRARY FUND	LIBRARY	64.80	
			TOTAL:	64.80	
MENARDS	garage door opener	GENERAL FUND	PUBLIC WORKS ADMIN	702.19	
			TOTAL:	702.19	
METERING & TECHNOLOGY SOLUTIONS	meters	WATER	DISTRIBUTION AND STORA	348.35	
	meters	WATER	DISTRIBUTION AND STORA	342.00	
			TOTAL:	690.35	
METRO SALES INC	rec copier contract	GENERAL FUND	RECREATION/LEISURE SER	124.90	
	rec copier contract	COMMUNITY CENTER	COMMUNITY CENTER	124.89	
			TOTAL:	249.79	
MEYER SIGNWORKS	stormwater basin signs	STORMWATER FUND	TREATMENT	180.00	
			TOTAL:	180.00	
MISC VENDOR HENNEPIN TECHNICAL COL MELIUS, BILL RED FEATHER PAPER CO. RIVERLAND FIRE/EMS/RES SAFETY & SECURITY CONS ST. PETER VOLLEYBALL A	Gerhart regis fees force o	GENERAL FUND	POLICE	425.00	
	refund cancelled rental	GENERAL FUND	NON-DEPARTMENTAL	39.75	
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	41.15	
	fire/ems/rescue school	GENERAL FUND	FIRE	120.00	
	nfpa 1001 firefighter cour	GENERAL FUND	FIRE	650.00	
	reimb 3 volleyballs	GENERAL FUND	RECREATION/LEISURE SER	93.46	
			TOTAL:	1,369.36	
MN MUNICIPAL UTILITIES ASSOCIATION	shellum- underground schoo	ELECTRIC FUND	ADMIN AND GENERAL	440.00	
			TOTAL:	440.00	
MN POLLUTION CONTROL AGENCY	dahl, powers type 4 refres	WASTE WATER FUND	ADMIN AND GENERAL	400.00	
			TOTAL:	400.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CINDY MOULTON	wellness/ scales	RESTRICTED CONTRIB	NON-DEPARTMENTAL	60.04
			TOTAL:	60.04
PETE MOULTON	mileage 04/11/16-04/22/16	GENERAL FUND	PUBLIC WORKS ADMIN	9.18
	mileage 04/11/16-04/22/16	GENERAL FUND	PARKS	65.34
	mileage 04/11/16-04/22/16	WATER	ADMIN AND GENERAL	88.56
	state plumbing board/ meal	WASTE WATER FUND	ADMIN AND GENERAL	7.90
	mileage 04/11/16-04/22/16	WASTE WATER FUND	ADMIN AND GENERAL	119.88
	mileage 04/11/16-04/22/16	ENVIRON SERVICES F	ADMIN AND GENERAL	6.48
	mileage 04/11/16-04/22/16	STORMWATER FUND	ADMINISTRATION AND GEN	9.18
			TOTAL:	306.52
MVTL LABORATORIES INC	wwtf biosolids 503's	WASTE WATER FUND	BIOSOLIDS	843.00
			TOTAL:	843.00
NAPA AUTO PARTS OF ST PETER	air filters	GENERAL FUND	POLICE	46.22
	station tool box & tool bo	GENERAL FUND	FIRE	16.13
	battiers #509	GENERAL FUND	FIRE	165.08
	air filters, iridium sp, c	GENERAL FUND	BUILDING INSPECTOR	254.75
	fliters, wiper blade, gl b	GENERAL FUND	STREETS	201.13
	battery, disc brake pads	GENERAL FUND	PARKS	434.01
	exhaust fan belt	WATER	PURIFICATION AND TREAT	10.05
	battery	WATER	DISTRIBUTION AND STORA	89.28
	filters, wiper blade, door	ELECTRIC FUND	POWER DISTRIBUTION	139.77
	air filters	STORMWATER FUND	TREATMENT	11.19
	oil & wiper blades	TRANSIT	TRANSIT/TRANSPORTATION	294.95
			TOTAL:	1,662.56
NICOLLET CTY PUBLIC HEALTH	senior coord april contrac	GENERAL FUND	SENIOR COORDINATOR	2,535.65
	senior news letter	GENERAL FUND	SENIOR COORDINATOR	165.11
			TOTAL:	2,700.76
NICOLLET COUNTY RECORDER/ABSTRACTER	plats	GENERAL FUND	ECONOMIC DEVMT	56.00
	mortgage	REVOLVING LOAN FUN	ECONOMIC DEVMT	46.00
	mortgage	FACADE RENOVATION	ECONOMIC DEVMT	46.00
			TOTAL:	148.00
NICOLLET COUNTY SHERIFF'S OFFICE	1/7th share of letg interf	GENERAL FUND	FIRE	243.67
			TOTAL:	243.67
NICOLLET COUNTY TREASURER	1st 1/2 annual tax for cit	GENERAL FUND	MUNICIPAL BUILDING	100.00
	1st 1/2 annual tax for com	LIBRARY FUND	LIBRARY	75.00
	1st 1/2 annual tax for com	COMMUNITY CENTER	COMMUNITY CENTER	75.00
	1st 1/2 tax for brdwy wate	WATER	ADMIN AND GENERAL	392.00
	1st 1/2 annual tax for sto	STORMWATER FUND	TREATMENT	4,688.00
			TOTAL:	5,330.00
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	429.81
			TOTAL:	429.81
NUTTER CLOTHING CO	clothing allowance	GENERAL FUND	FIRE	121.80
	clothing allowance	ENVIRON SERVICES F	ADMIN AND GENERAL	52.20
			TOTAL:	174.00
OVERHEAD DOOR COMPANY OF MANKATO INC	garage door lube	GENERAL FUND	STREETS	5.97
	garage door lube	GENERAL FUND	STREETS	47.76

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	garage door lube	GENERAL FUND	PARKS	5.97
	garage door lube	GENERAL FUND	PARKS	47.76
	garage door lube	WATER	DISTRIBUTION AND STORA	2.99
	garage door lube	WATER	DISTRIBUTION AND STORA	23.88
	garage door lube	WASTE WATER FUND	SOURCE/TREATMENT	2.99
	garage door lube	WASTE WATER FUND	SOURCE/TREATMENT	23.88
	garage door lube	ENVIRON SERVICES F	REFUSE DISPOSAL	2.99
	garage door lube	ENVIRON SERVICES F	REFUSE DISPOSAL	23.88
	garage door lube	ELECTRIC FUND	POWER DISTRIBUTION	5.97
	garage door lube	ELECTRIC FUND	POWER DISTRIBUTION	47.76
	garage door lube	STORMWATER FUND	TREATMENT	2.97
	garage door lube	STORMWATER FUND	TREATMENT	23.88
			TOTAL:	268.65
AL PASSON	mower service	LIBRARY FUND	LIBRARY	17.20
	mower service	COMMUNITY CENTER	COMMUNITY CENTER	68.80
			TOTAL:	86.00
BROCK PETERSON	school for concrete field	STORMWATER FUND	ADMINISTRATION AND GEN	30.29
			TOTAL:	30.29
PIONEER	field paint	GENERAL FUND	RECREATION/LEISURE SER	750.00
	field paint	GENERAL FUND	PARKS	600.00
	field paint	GENERAL FUND	PARKS	76.75
			TOTAL:	1,426.75
PRIDE HEATING, COOLING & REFRIGERATION	repair air conditioner in	COMMUNITY CENTER	COMMUNITY CENTER	602.94
			TOTAL:	602.94
RONALD D. QUADE	south central regional mee	GENERAL FUND	FIRE	99.34
			TOTAL:	99.34
QUILL	ink cartridges	GENERAL FUND	STREETS	59.98
	ink cartridges	GENERAL FUND	PARKS	47.98
	ink cartridges	WATER	ADMIN AND GENERAL	23.99
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	23.99
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	23.99
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	59.98
			TOTAL:	239.91
RECREATION SUPPLY COMPANY	filter screen	GENERAL FUND	SWIMMING POOL	27.68
			TOTAL:	27.68
THE RETROFIT COMPANIES, INC.	cip lamp barrels	ELECTRIC FUND	POWER DISTRIBUTION	207.50
			TOTAL:	207.50
RIVER'S EDGE HOSPITAL & CLINIC	blood draw	GENERAL FUND	POLICE	41.50
	medical	GENERAL FUND	PARKS	29.00
	hep b vaccine	WASTE WATER FUND	ADMIN AND GENERAL	113.00
	medical	ENVIRON SERVICES F	REFUSE DISPOSAL	64.00
	medical	STORMWATER FUND	ADMINISTRATION AND GEN	29.00
	medical	TRANSIT	TRANSIT/TRANSPORTATION	279.00
			TOTAL:	555.50
ROYAL TIRE, INC	#408 tires	GENERAL FUND	STREETS	914.10
	#140 tires	TRANSIT	TRANSIT/TRANSPORTATION	446.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#140 tires	TRANSIT	TRANSIT/TRANSPORTATION	223.06
			TOTAL:	1,583.28
SCHWICKERT'S, INC.	adjustments on hvac system	GENERAL FUND	MUNICIPAL BUILDING	205.00
	annual roof inspection	LIBRARY FUND	LIBRARY	550.00
	annual roof inspection	COMMUNITY CENTER	COMMUNITY CENTER	1,550.00
			TOTAL:	2,305.00
SEW BOUTIQUE	holsapple uniform allowanc	ELECTRIC FUND	ADMIN AND GENERAL	10.00
			TOTAL:	10.00
SHERWIN-WILLIAMS	paint and supplies	COMMUNITY CENTER	COMMUNITY CENTER	326.01
			TOTAL:	326.01
SHORTY'S TIRE ONE	#140 mount & balance	TRANSIT	TRANSIT/TRANSPORTATION	124.50
			TOTAL:	124.50
SOUTHERN MN CONSTRUCTION CO INC	roller rental	GENERAL FUND	STREETS	1,290.00
	gravel stock pile	GENERAL FUND	STREETS	208.89
	gravel stock pile	GENERAL FUND	PARKS	167.11
	gravel stock pile	WATER	ADMIN AND GENERAL	83.56
	gravel stock pile	WASTE WATER FUND	ADMIN AND GENERAL	83.56
	gravel stock pile	ENVIRON SERVICES F	ADMIN AND GENERAL	83.56
	gravel stock pile	ELECTRIC FUND	ADMIN AND GENERAL	208.89
			TOTAL:	2,125.57
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	18.14
	on call phone	COMMUNITY CENTER	COMMUNITY CENTER	24.10
	phone bill	WATER	ADMIN AND GENERAL	39.99
	on call phone	WATER	ADMIN AND GENERAL	24.10
	on call phone	WASTE WATER FUND	ADMIN AND GENERAL	24.10
	on call phone	ELECTRIC FUND	ADMIN AND GENERAL	24.09
			TOTAL:	154.52
SPS COMPANIES, INC. MANKATO	fernco	WATER	DISTRIBUTION AND STORA	32.00
	fernco	WASTE WATER FUND	NON-DEPARTMENTAL	14.97
			TOTAL:	46.97
ST PETER AMBASSADORS	80% grant for blues fest	RESTRICTED CONTRIB	CITY ADMINISTRATION	1,400.00
			TOTAL:	1,400.00
ST PETER COMMUNITY & FAMILY EDUCATION	quarterly brochure	GENERAL FUND	RECREATION/LEISURE SER	1,093.61
			TOTAL:	1,093.61
STREICHER'S	vest carrier uniform	GENERAL FUND	POLICE	89.99
	cso-uniform	GENERAL FUND	COMMUNITY SERVICE	10.99
	cso-uniform	GENERAL FUND	COMMUNITY SERVICE	74.99
			TOTAL:	175.97
STRUCKMAN, DUSTIN	meals training -st. paul b	GENERAL FUND	POLICE	51.00
			TOTAL:	51.00
STUART C. IRBY CO.	glove testing	ELECTRIC FUND	ADMIN AND GENERAL	163.31
			TOTAL:	163.31
TACTICAL SOLUTIONS	ballastic vests	GENERAL FUND	POLICE	4,452.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	4,452.00
TIGERDIRECT.COM	windows 10 loaner computer	GENERAL FUND	FINANCE	289.80
	2 ups	GENERAL FUND	POLICE	124.37
	2 new monitors	GENERAL FUND	BUILDING INSPECTOR	144.46
	2 new monitors	GENERAL FUND	ECONOMIC DEVMT	144.47
	windows 10 loaner computer	WATER	ADMIN AND GENERAL	72.45
	windows 10 loaner computer	WASTE WATER FUND	ADMIN AND GENERAL	72.45
	2 ups	WASTE WATER FUND	ADMIN AND GENERAL	124.38
	windows 10 loaner computer	ENVIRON SERVICES F	ADMIN AND GENERAL	72.45
	windows 10 loaner computer	ELECTRIC FUND	ADMIN AND GENERAL	72.45
			TOTAL:	1,117.28
JANE TIMMERMAN	phone hardware replacement	GENERAL FUND	RECREATION/LEISURE SER	30.28
	phone hardware replacement	COMMUNITY CENTER	COMMUNITY CENTER	30.27
			TOTAL:	60.55
TRAVERSE DES SIOUX GARDEN CENTER	grass seed	ELECTRIC FUND	POWER DISTRIBUTION	99.99
			TOTAL:	99.99
USA BLUE BOOK	test tubes	WATER	PURIFICATION AND TREAT	862.44
	hardness reagent kit	WATER	PURIFICATION AND TREAT	66.69
			TOTAL:	929.13
UTILITY CONSULTANTS, INC.	april coliform	WATER	PURIFICATION AND TREAT	121.00
			TOTAL:	121.00
VESSCO, INC	injector repair	WATER	PURIFICATION AND TREAT	108.71
			TOTAL:	108.71
VISA	lmc TLG conf regis - Grams	GENERAL FUND	MAYOR & COUNCIL	455.00
	hotel mcfoa conference	GENERAL FUND	CITY ADMINISTRATION	313.53
	league of mn event regis	GENERAL FUND	CITY ADMINISTRATION	400.00
	lunch at bankers mtg	GENERAL FUND	CITY ADMINISTRATION	12.57
	trt training meals hotel	GENERAL FUND	POLICE	271.02
	Pagen regis fees force on	GENERAL FUND	POLICE	425.00
	meals & hotel training bca	GENERAL FUND	POLICE	396.59
	fruit basket	GENERAL FUND	BUILDING INSPECTOR	30.00
	clock	GENERAL FUND	STREETS	12.00
	white paint	GENERAL FUND	STREETS	334.39
	staff online training	GENERAL FUND	RECREATION/LEISURE SER	582.00
	human foosball tourn - tro	GENERAL FUND	RECREATION/LEISURE SER	55.22
	human foosball tourn - tro	GENERAL FUND	RECREATION/LEISURE SER	114.45
	staff online training	GENERAL FUND	SWIMMING POOL	146.00
	clock	GENERAL FUND	PARKS	12.00
	meal-spdc business agenda	GENERAL FUND	ECONOMIC DEVMT	13.45
	reading progrm	LIBRARY FUND	LIBRARY	56.38
	library week supplies	LIBRARY FUND	LIBRARY	10.97
	summer reading prizes	LIBRARY FUND	LIBRARY	418.91
	audio & books	LIBRARY FUND	LIBRARY	93.00
	new library book	LIBRARY FUND	LIBRARY	13.00
	story time crafts	LIBRARY FUND	LIBRARY	59.43
	supplies	LIBRARY FUND	LIBRARY	35.79
	clock	WATER	DISTRIBUTION AND STORA	6.00
	camera	WATER	ADMIN AND GENERAL	36.33
	clock	WASTE WATER FUND	SOURCE/TREATMENT	6.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gloves	WASTE WATER FUND	SOURCE/TREATMENT	96.90
	camera	WASTE WATER FUND	ADMIN AND GENERAL	36.33
	hotel mpca ww annual confe	WASTE WATER FUND	ADMIN AND GENERAL	308.78
	meals mpca ww annual confe	WASTE WATER FUND	ADMIN AND GENERAL	88.00
	meals mpca annual con	WASTE WATER FUND	ADMIN AND GENERAL	56.43
	clock	ENVIRON SERVICES F	REFUSE DISPOSAL	6.00
	clock	ELECTRIC FUND	POWER DISTRIBUTION	12.00
	parking & meals	ELECTRIC FUND	ADMIN AND GENERAL	19.86
	benco meeting lunch	ELECTRIC FUND	ADMIN AND GENERAL	33.00
	clock	STORMWATER FUND	TREATMENT	5.99
	camera	STORMWATER FUND	ADMINISTRATION AND GEN	36.34
	prizes for nat. library we	RESTRICTED CONTRIB	LIBRARY	100.00
			TOTAL:	5,108.66
VON ESSEN LOCKSMITH SERVICE	#22 mount & balance	WATER	DISTRIBUTION AND STORA	35.00
			TOTAL:	35.00
VON ESSEN TOWING	squad maint.	GENERAL FUND	POLICE	56.99
			TOTAL:	56.99
WESCO DISTRIBUTION INC	#405 12kv elbow arrestors	ELECTRIC FUND	NON-DEPARTMENTAL	2,015.20
	billed to smmpa-te esc 6/a	ELECTRIC FUND	POWER DISTRIBUTION	131.67
	poly pull line	ELECTRIC FUND	POWER DISTRIBUTION	115.16
			TOTAL:	2,262.03
WESTMAN FREIGHTLINER	air dryer cart & vavle	GENERAL FUND	STREETS	85.70
	#207 mirror	GENERAL FUND	STREETS	182.00
	#207 brake chamber	GENERAL FUND	STREETS	89.04
	#207 clamps	GENERAL FUND	STREETS	15.78
			TOTAL:	372.52
XCEL ENERGY	hwy 22 bridgelights	GENERAL FUND	STREETS	43.01
			TOTAL:	43.01
ZIEGLER INC	#207 seals	GENERAL FUND	STREETS	28.95
	#207 gasket, seal	GENERAL FUND	STREETS	26.08
			TOTAL:	55.03

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

101	GENERAL FUND	34,341.99		
201	PROPERTY INSURANCE	17,650.00		
211	LIBRARY FUND	4,196.96		
217	COMMUNITY CENTER	5,080.85		
230	REVOLVING LOAN FUND	46.00		
260	FACADE RENOVATION - HIST	46.00		
404	PARK LAND DEDICATION	5,362.25		
601	WATER	13,879.88		
602	WASTE WATER FUND	19,802.24		
603	ENVIRON SERVICES FUND	2,613.27		
604	ELECTRIC FUND	29,700.04		
606	STORMWATER FUND	6,304.54		
610	TRANSIT	3,535.77		
820	RESTRICTED CONTRIBUTIONS	1,717.61		

 GRAND TOTAL: 144,277.40

TOTAL PAGES: 12

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>
Chapman Metering, LLC	Meter testing	\$20,750.00	Electric
Nielsen Concrete	Alley entrance repairs	\$16,063.25	General
Nielsen Concrete	Sidewalk, curb, & gutter repairs	\$35,925.75	General
Ryan Electric	Replace community center lighting	\$11,325.00	Comm Ctr.

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

Tree Workers License

Perfection Landscaping & Patio	5/10/16 – 4/30/17
Roots & Up Tree Service	5/10/16 – 4/30/17

Temporary Soft Drink

St. Peter Chamber of Commerce	Minnesota Square	7/4/16
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Temporary On Sale 3.2 Beer

St. Peter Chamber of Commerce	Minnesota Square	7/4/16
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6 Month Peddler Permit

Fabian Seafood Co.	624 South Minnesota	5/15/16 – 10/30/16
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3. Staff is directed to dispose of the following listed surplus City property and abandoned property are authorized in the City Code:

Endless Summer Outdoor propane heater (\$350 new)
Two Little Tykes computer desks and benches (no computers)
Two door stainless steel sandwich/salad prep table (new \$1,500, from Daily Grind)
Ricoh Aficio black & white copy machine MP161 (less than \$500 used)
Canon Power Shot A720 IS Digital Camera with case (\$115 ebay)
Sharp CD Stereo System QT-CD180 (CD player is noisy and doesn't work well)
Kindle Wireless, Wi-Fi, 6" display e-reader, 2011 (\$34 used)

Kindle Fire Wi-Fi, 2011 (\$30 used)
Sony e-reader 2009 PRS-600
Nook Simple Touch Wi-Fi 2011 Model BNRV300
Nook Wi-Fi Model BNRV100
Nook Color Wi-Fi Model BNRV200 2010

Tae Kwon Do Equipment:

Apparel: Waist Belts

9 regular white (one with a shirt)
34 orange cut belts (approximately 1½ feet in length)
6 white cut belts (approximately 1½ feet in length)

Shirts: 2 white shirts size 1 (one with a belt)

Facemasks:

2 additional separate, 2 on helmets (red and white)

Gloves:

Black – 1 youth x-large, 1 adult large
Blue – 1 child size, 1 large
Red – 2 youth large, 1 adult large
Silver – 2 child size
White – 2 child size

Helmets:

Black – 1 medium with mask, 1 medium/large
Blue – 1 small, 4 medium, 1 large
Red – 2 small, 1 medium with mask, 1 medium/large, 1 large, 1 x-large/large
Silver – 2 Small, 1 Medium
White – 2 medium, 1 medium with mask, 3 large

Shin/Arm Pad: Red – 1 pair

Shoes:

Black – 1 pair of 9/10
Blue – 3 pairs of 5/6
Red – 2 pairs of 5/6, 1 pair of x-large
Silver – 1 pair of 1/2, 1 pair of 3/4, 1 pair of 5/6
White – 1 pair of 5/6

Target Padded Belts:

#2 Belts; 2 blue, 2 red
#3 Belt; 1 red
#4 Belts; 1 red, 1 blue

Protective Belts – 1 red

Training Equipment:

1 pair of punching pads (blue)
1 single pad (black)
3 holding stick punching pads – 2 red, 1 blue

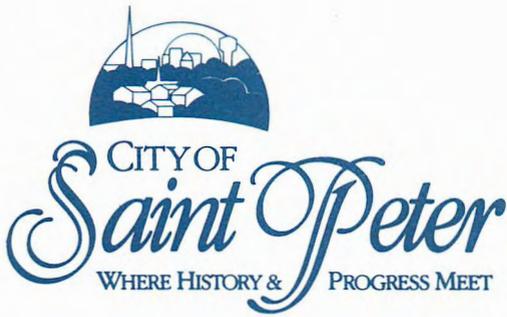
4. The schedule of disbursements for April 21, 2016 through May 4, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of April, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/05/16

FROM: Russ Wille
Community Development Director

RE: Mary Cammack (d.b.a. Playing Possum Antiques) – Historic Preservation
Loan Application

ACTION/RECOMMENDATION

Approve a \$2,452.00 loan to Mary Cammack to partially finance the installation of a replacement awning at 218 South Minnesota Avenue.

BACKGROUND

In 2002, Mary Cammack opened Playing Possum Antiques at 218 South Minnesota Avenue. At the time that the store was opened, Ms. Cammack requested and received approval from the Heritage Preservation Commission to install a sunbrella® awning over the window of the Minnesota Avenue façade.

The awning installed at that time has become faded, aged and weathered. As such, Ms. Cammack would plan to provide for a replacement awning. Her intent would be to utilize the existing awning frame to maintain the current scale of the awning. She would also replicate the original purple color, sunbrella® canvas and lettering font.

Given that the awning is considered to be a replacement rather than an alteration, the installation is not subject to review by the Heritage Preservation Commission.

The cost of the awning, including installation had been quoted by Mankato Tent and Awning at \$2,675. In anticipation of an alteration to the loan guidelines, Ms. Cammack is requesting that the EDA finance up to 90% of the historic façade enhancement. She has requested a \$2,452 loan at 0% interest.

Ms. Cammack and Playing Possum Antiques has established an unblemished repayment history with the EDA. In 2010, Playing Possum Antiques received a \$6,000 loan from the Highway 169 Construction Mitigation Micro-loan Program. Each loan payment was provided when due and in the amount due as established by the applicable promissory note. The loan has been repaid in full.

While reviewing the policies of the Historic Enhancement Loan Program, the EDA has discussed providing for partial loan forgiveness to encourage utilization of the program and to maintain the significant historical assets within the downtown. Members should consider whether or not to recommend partial forgiveness to the City Council in anticipation of changes to

the loan program guidelines. The resolution is written assuming that change would be allowed for if the policy modification comes to fruition.

The EDA has recommended approval of the loan as per the terms contained in the attached resolution.

FISCAL IMPACT:

A \$2,452 revolving loan would be provided from the established account and repaid as per the terms of the applicable promissory note.

ALTERNATIVES/VARIATIONS:

Do not act: The Council will be asked to consider the matter at a future meeting.

Negative Votes: Ms. Cammack will be notified of the Council's denial.

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

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

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

WHEREAS, the Economic Development Authority (EDA) administers the City's revolving loan funds; and

WHEREAS, the City has established a Façade Renovation Revolving Loan Program to make interest free loans to renovate properties within the Heritage Preservation District; and

WHEREAS, the EDA was granted power to administer all of the loan programs, including the Façade Renovation Revolving Loan Program, and to make recommendations to the City Council for disbursement of new loans; and

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

WHEREAS, Mary Cammack (d.b.a. Playing Possum Antiques) has submitted an application requesting funds to partially finance the installation of a replacement window awning at 218 South Minnesota Avenue; and

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

WHEREAS, the EDA has reviewed the loan request submitted by Mary Cammack and has recommended loan approval subject to the terms and conditions contained in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: a \$2,452.00 façade renovation revolving loan is awarded to Mary Cammack to partially finance the installation of a replacement window awning at 218 South Minnesota Avenue subject to the following conditions.

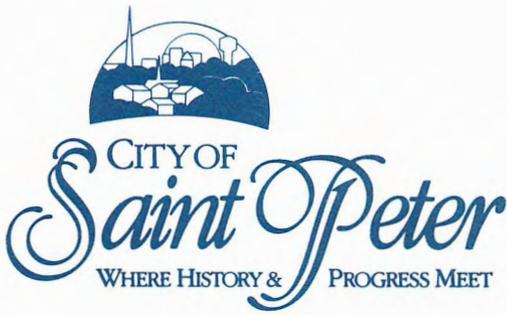
1. The loan shall be amortized on a straight five (5) year schedule.
2. The interest rate of the loan shall be fixed at 0%.
3. The EDA has recommended alterations to the Historic Preservation/Accessibility Enhancement Loan Program which would include partial loan forgiveness which will be considered by the City Council in the near future. Should the Council adopt the recommended modifications, the forgiveness benefit would be retroactively applied to the Cammack loan.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 5/5/2016

FROM: George Rohrich
REHC CEO

RE: River's Edge Hospital and Clinic Hospital Commission Policies Revisions.

ACTION/RECOMMENDATION

Approve updates and revisions to Hospital Commission policies

BACKGROUND

River's Edge Hospital & Clinic (REHC) Hospital Commission is required by their policies to review and revise their policies (bylaws) every two years. The recommended changes reflect updates made to the Mission, Vision, and Values definitions, and other revisions seeking to clarify process or improve understanding and meaning of the text. A redline copy of the recommended changes is attached.

FISCAL IMPACT:

None.

ALTERNATIVES/VARIATIONS:

Do Not Act: Delay would result in the Hospital Commission Policies containing outdated information.

Denial: Will result in the Hospital Commission Policies containing outdated information.

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

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

GR/

**Hospital Commission Policies
River's Edge Hospital & Clinic**

**HOSPITAL COMMISSION POLICIES
RIVER'S EDGE HOSPITAL & CLINIC**

ST. PETER, MINNESOTA

| Revised ~~October, 2013~~ April, 2016

**Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota**

| Revised ~~October, 2013~~ April, 2016

Hospital Commission Policies

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Mission/Vision

River's Edge Hospital & Clinic provides quality health services that value all dimensions of health including mind, body and spirit. Our goal is to improve the health of all individuals we serve through continuous, measurable improvement in patient satisfaction, clinical quality, patient safety and operational effectiveness.

Values

Compassionate Care

- ❖ Treat individuals and one another with dignity and respect
- ❖ Create a healing environment in partnership with caregivers, patients and family
- ❖ Advocate for our patients

Collaboration

- ❖ Recognize and strengthen relationships with all who are committed to serving our patients
- ❖ Advocate for and with the communities we serve
- ❖ Encourage patients to participate in their care to make well-informed decisions

Stewardship

- ❖ Devote our resources to delivering quality, safe and cost-effective health services
- ❖ Ensure access to health care services regardless of ability to pay
- ❖ Lead innovation in health care reform

Integrity

- ❖ Honor our commitments to patients, families and community
- ❖ Communicate openly and honestly
- ❖ Demonstrate reliability and consistency in all we do
- ❖ Use these values as a collective guide for our actions

Mission

To provide quality health services.

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Vision

To improve the health of all individuals we serve.

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Values

We value compassionate care, collaboration,
stewardship and integrity.

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PREAMBLE

River's Edge Hospital & Clinic (the "Hospital"), a provider of physician, hospital, ambulance and clinic services to residents of St. Peter and the surrounding communities, hereby adopts the following Commission Policies:

ARTICLE I

NAME

The name Hospital shall mean River's Edge Hospital & Clinic and River's Edge Ambulance Service.

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ARTICLE II

PURPOSES

The Hospital is organized and shall be operated exclusively as a public, not-for-profit hospital, clinic and ambulance service as set forth by ordinance of the City of St. Peter. In furtherance of this purpose, the Hospital may:

- A. Establish and maintain an institution or institutions with permanent facilities that include inpatient beds and medical services to provide diagnosis and treatment for patients and associated services such as (but not limited to) outpatient care, and rehabilitative services, as well as an area ambulance service.
- B. Carry on educational activities related to rendering care to the sick and injured, or to the promotion of health.
- C. Participate in any activity designed and carried on to promote the general health of the community.
- D. Otherwise operate exclusively as a public, not-for-profit hospital in the course of which operation:
 - 1. The Hospital shall not afford pecuniary gain, incidentally or otherwise, to its Commission members, and no part of the net income or net earnings of the Hospital shall inure to any Commission member or individual, ~~except that reasonable compensation may be paid for services rendered to or for the Hospital in respect of one or more of its purposes, including services by a Commission member or officer.~~ Except as authorized by law, the Hospital shall not lend any of its assets to a Commission member or officer of the Hospital, nor guarantee to any other person the payment of a loan to a Commission member or officer of the Hospital.
 - 2. The Hospital shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE III
COMMISSION MEMBERS

Section 3.1 General Powers. The Hospital Commission shall have the following roles and responsibilities:

- A. Oversee management of the Hospital business, property and funds, taking into account community needs;
- B. Appoint a Chief Executive Officer responsible for the management of the Hospital;
- C. Review and approve capital, operating, and strategic budgets and plans;
- D. Appoint members of the medical staff and approve clinical privileges after considering the recommendations of the Hospital's Medical Staff Executive Committee, ensure that the medical staff is accountable to the Commission for the quality of care provided to patients, and maintain relationships between the Commission and the Medical Staff;
- E. Monitor the Hospital's implementation of a Quality Management System – a planned, systematic approach to designing, measuring, assessing and improving performance related to patient care and safety (Continuous Quality Improvement), risk management and the competency of all health care providers including contract service providers; and assure adequate resources to effectively implement the Hospital's approach to quality improvements;
- F. Evaluate the Hospital's performance against plans and budgets;
- G. Submit after annual audit each year a ~~“state-of-the-business”~~ report to the St. Peter City Council to provide an assessment of progress against the Hospital's goals and objectives;
- H. Ensure that the Hospital abides by all legal and regulatory requirements, including but not limited to, the federal regulations regarding COBRA/EMTALA, ensure accreditation requirements are met, and ensure the provision of a consistent level of patient care throughout the Hospital.
- I. Evaluate the Hospital Commission and ~~individual Commission member~~ performance;
- J. Approve capital expenditures up to limits established by the City of St. Peter;
- K. Exercise such other powers as are delegated to the Commission by the City Ordinance, which provides for the creation of the Hospital Commission.
- L. Ensure that the Hospital is in compliance with the Conditions of Participation for Critical Access Hospitals.

**Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota**

Section 3.2 Number, Appointment and Tenure. The Commission shall consist of ~~seven-nine (7)(9)~~ persons who are legal residents of the City of St. Peter, plus any nonvoting ex-officio members.

- A. Appointments of six (6) members to the Commission shall be made by the City Council by a majority vote of all its members for terms of five (5) years. No reappointments shall be made for more than one additional five (5) year term and no appointment to fill an unexpired vacancy shall count as a term for purposes of reappointment.
- B. ~~One Two~~ members of the Commission shall be ~~a~~ members of the City Council. The City Council members shall be appointed for a term of two (2) years and may be reappointed, but shall not be reappointed for more than five (5), two (2) year terms including any partial term to which he/she was initially appointed.
- C. The CEO, ~~and CFO or Director of Finance, Medical Director and President of the Medical Staff~~ of the Hospital shall be ex officio members without vote and their presence at a meeting shall not count towards a quorum. The President of the Medical Staff will be ex officio and will have voting privileges.

Section 3.3 Selection Criteria for Commission Members. ~~The following criteria should be considered for appointment of Commission members for the Hospital.~~

- A. ~~The Hospital Commission shall be made up of individuals with a variety of competencies including but not limited to:~~
 - 1. ~~Health Care experience.~~
 - 2. ~~Managerial experience (both large and small).~~
 - 3. ~~Financial experience.~~
 - 4. ~~Legal experience.~~
 - 5. ~~Community service experience.~~
 - 6. ~~Demonstrated knowledge or interest in political process.~~
 - 7. ~~Planning and marketing experience.~~
- B. ~~In appointing members, the City Council should strive to appoint members from varying age groups, both male and female, with a wide spectrum of backgrounds.~~
- C. ~~Individuals selected shall have a strong desire to learn more about health care and be willing to openly participate in the Hospital Commission's processes.~~
- D. ~~Individuals must be willing to devote appropriate amounts of time for the Hospital Commission meetings, committee meetings, educational opportunities, and other appropriate duties as requested by the Hospital Commission.~~
- E. ~~All members shall be legal residents of the City of St. Peter.~~

Section 3.4 3.3- Vacancies. Any vacancy occurring shall be filled by the City Council in accordance with the provisions of Section 3.2 A., B. & C. above.

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**Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota**

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Section 3.5-4 Removal. The Commission by majority vote may recommend to the City Council removal of a Commission member with or without just cause. No vote for removal of a Commission member shall take place unless the notice of the meeting at which removal is to be considered states such removal as the purpose or one of the purposes of the meeting. When any Commission member has been removed, a new Commission member shall be selected by the City Council to serve for the unexpired term.

Section 3.6-5 Resignation. Any Commission member may resign at any time by giving written notice of such resignation to the Chairperson of the Commission. Such resignation shall take effect at the time specified therein and acceptance of the resignation is not necessary for the resignation to be effective. If any Commission member shall be absent from four (4) consecutive regular and special meetings of the Commission, duly called and noticed, said Commission member shall be deemed to have submitted a resignation to the Commission, ~~which the Commission may, upon consideration of the reason(s) for said absences, accept or reject in its sole discretion.~~

Section 3.7-6 Commission Fees and Expenses. No member of the Commission shall receive any compensation for acting as such. However, a Commission member shall be entitled to receive reimbursement for expenses actually incurred.

Section 3.8-7 Procedure at Meetings. Roberts Rules of Order Revised (latest edition) shall govern procedure at all meetings of the Commission, and the Commission Committees, where not covered expressly by these Policies. The Commission will also follow the City Councils rules regarding rules for public input.

ARTICLE IV

OFFICERS OF THE HOSPITAL COMMISSION

The Officers of the Commission shall be selected at the annual meeting in January by nomination from members of the Commission.

Section 4.1 Elected Officers. The officers of the Hospital Commission shall include a Chairperson, a Vice-Chairperson, a Secretary, and such other officers as the Commission may determine to be necessary from time to time. All of the elected officers of the Hospital Commission shall be members of the Commission. The Officers shall be elected by the Commission at the Commission's annual meeting and shall not have been a Commission member for a period of less than one (1) year. Any vacancy of an elected office resulting from removal, resignation or death may be filled by the Commission at any meeting thereof.

Section 4.2 Qualifications and Duties of the Board Chairperson. The Chairperson shall have all the duties which that position would customarily require, including chairing all meetings of the Commission and the Executive Committee and all other duties assigned to him/her under these Policies or by Commission resolution.

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Section 4.3 Qualifications and Duties of the Vice-Chairperson. The Vice-Chairperson shall be a person with the experience and ability to perform the duties which that position would customarily require. In the absence of the Chairperson or in the event of his/her inability to act, the Vice-Chairperson shall chair meetings of the Commission or the Executive Committee and shall perform such other duties as may be delegated from time to time by the Commission.

Section 4.4 Duties of the Secretary. The Secretary shall act as secretary of the Commission and shall send or cause to be sent appropriate notices or waivers of notice regarding Commission meetings; shall prepare, or cause to be prepared, agenda and other materials for all meetings of the Commission; shall perform or delegate duties and responsibilities required as the official custodian of all records, reports and minutes of the Hospital Commission and committees; including responsibility for the keeping of proper records of all transactions of the Commission. He or she shall have and may exercise any and all other duties pertaining to law, regulation or practice of the office of secretary or imposed by these Policies. He or she shall also perform such other duties as may be assigned from time to time by the Commission.

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ARTICLE V
COMMITTEES

~~**Section 5.1 Executive Committee.** The Commission may authorize the formation of an Executive Committee, consisting of the Chairperson, the Vice-Chairperson, the Secretary and the CEO. The Executive Committee shall act only during intervals between meetings of the Commission and shall at all times be subject to the control and direction of the Commission. During such intervals and subject to such control and direction, the Executive Committee shall have and may exercise all of the authority and powers of the Commission in the management of the business of the Hospital, subject to such limitations as the Commission may impose from time to time.~~

~~**Section 5.25.1 Other Committees.** The Commission may create one or more other standing or special committees from time to time, and may adopt such regulations as it deems advisable with respect to the membership, authority and procedures of such committees. In addition, the Commission Chairperson may also appoint special or ad hoc committees as he or she may deem advisable. Committee members shall continue as such until the next annual meeting of the Commission or until their successors are appointed, unless the committee shall be sooner terminated, unless they shall be removed from such committee, or unless they shall cease to qualify as a member of such committee.~~

~~**Section 5.35.2 Commission Committee Procedures Generally.** Every committee shall consist of at least three (3) persons. All committee chairpersons and committee members shall be appointed by the Commission Chairperson. All standing committee chairpersons shall be Commission members, but other committee members need not be Commission members, except as otherwise expressly required by these Policies. Each committee shall record minutes of its deliberations, recommendations and conclusions and shall promptly deliver a copy of such minutes to the Secretary of the Hospital Commission or designee.~~

~~**Section 5.45.3 Amendments.** Any resolution or policy statements adopted by the Commission pertaining to committee functions, responsibilities and structure may be amended from time to time by the Commission without prior notice.~~

ARTICLE VI

MEETINGS OF THE COMMISSION

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All meetings of the Hospital Commission are open to the public in accordance with Minnesota Law.

Section 6.1 Annual Meeting of the Commission. An annual meeting of the Hospital Commission shall be held in January at such place within the City limits of St. Peter and at such time as designated by resolution of the Commission for the purpose of electing officers, discuss meeting calendars and transacting such other business as appropriate.

Section 6.2 Regular Meetings. Regular meetings of the Commission may be held from time to time at such time and place as the Commission may designate, provided however, that twelve regular meetings be held during the fiscal year.

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Section 6.3 Notice of Regular Meetings. Written notice of each regular meeting of the Commission, with the starting time and place, shall be delivered, mailed, e-mailed or faxed not less than three (3) days nor more than thirty (30) days prior to the meeting, to each Commission member at the Commission member's address according to the last available records of the Hospital. Notice of the regular meetings shall be posted on the Official Notices Board of the Municipal Building. Agendas must include any non-emergency capital equipment expenditure that is greater than ~~\$15,000~~35,000.

Any capital equipment expenditure that is greater than ~~\$15,000~~35,000 that is not on the agenda may not be considered by the Commission until properly noticed at a future meeting.

Section 6.4 Special Meetings. Special meetings may be called according to the following guidelines:

- A. Upon no less than seventy-two (72) hours notice given by telephone, e-mail, facsimile transmission, in person or in writing of any form upon all Commission members. Notice and purpose of Special Meeting must be posted on the Official Notices Board of the Municipal Building.
- B. Written confirmation of any oral notice and a summary of the action taken at such meeting shall be mailed to each Commission member within five (5) days following the meeting. All notices of special meetings shall state the purpose of the special meeting and no business other than that referred to in the notice shall be transacted at such meeting. Special meetings of the Commission shall be held at the Hospital or such other place as the Commission may designate.
- C. Emergency meetings may be convened based on the rules set by the Open Meetings Law MS 13D.01 – 13D.08.

Section 6.5 Closed Meetings. A meeting, or a portion of a meeting, of the Commission may be closed to the public according to rules set by the Open Meetings Law – MS 13D.01 – 13D.08. A closed meeting, with the exception of a closed meeting as permitted by attorney-client privileges, shall be electronically recorded, with the recordings preserved as per statute.

- A. A meeting, or a portion of a meeting, **must be closed**

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1. If expressly required by law;

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2. If the following types of data are discussed:
 - a. Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - b. Active investigative data as defined in MS section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;
 - c. Educational data, health data, medical data, welfare data, or mental health data that are not public data according to Minnesota statute.
 - d. An individual's medical records governed by MS 144.291-144.298.
3. For preliminary consideration of allegations or charges against an individual subject to the Commission's authority. A meeting must also be open at the request of the individual who is the subject of the meeting.

B. A meeting may be closed

1. If expressly authorized by statute or permitted by the attorney-client privilege.
2. To evaluate the performance of an individual who is subject to the Commission's authority. The meeting must be open at the request of the individual who is the subject of the meeting.
3. To discuss strategy and proposals for labor negotiations conducted under the Public Employment Labor Relations Act.
4. To address security issues if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
5. To discuss certain issues relating to government property sales or purchases.
6. To discuss specific marketing activity and contracts that might be entered into pursuant to the marketing activity in cases where the Hospital is in competition with health care providers that offer similar goods or services, and where disclosure of information pertaining to those matter would cause harm to the competitive position of the Hospital, provided that the goods or services do not require a tax levy.

Section 6.6 Attendance. Each member of the Commission is required to attend the Annual meeting unless excused by the Chairperson. Each member of the Commission is required to annually attend 75% of the regular meetings unless excused by the Chairperson. Failure to meet this requirement may be cause for removal and selection of a new Commission member in accordance with Section ~~3.53.4~~.

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Section 6.7 Quorum. At each meeting of the Commission, the presence in person of at least fifty percent (50%) of the Commission members entitled to vote thereat shall be necessary to constitute a quorum for the transaction of business. In the absence of such a quorum, any meeting may be adjourned from time to time. After a quorum has been duly established, the Commission members present may transact business until adjournment.

Section 6.8 Voting. Except as otherwise provided in these Policies, all questions at a meeting of the Commission at which a quorum is present shall be decided by majority vote of the Commission members entitled to vote and present in person at the meeting. A Commission member shall not appoint a proxy or vote by proxy.

**ARTICLE VII
MEDICAL STAFF**

Section 7.1 Organization. The Commission shall cause to be created a medical staff organization, to be known as the Medical Staff of the River's Edge Hospital & Clinic. The Medical Staff of the River's Edge Hospital & Clinic shall be composed of such physicians and dentists (and other categories of licensed, independently practicing health professionals designated by the Commission), who are appointed to membership and granted privileges to provide care, diagnosis, treatment and rehabilitation to patients in the Hospital by action of the Commission. Appointment to this Medical Staff shall be a prerequisite to the exercise of clinical privileges in the Institution for which privileges are granted, except as otherwise specifically provided for in the Medical Staff Bylaws. Recommendations from the Executive Committee of the Medical Staff to the Commission called for herein shall be presented to the Commission (or any committee designated by the Commission) by the President of the Medical Staff, Medical Director, or CEO.

Section 7.2 Responsibilities.

- A. **Quality Review.** The Commission shall delegate to the Medical Staff the responsibility and authority to evaluate, under the direction and supervision of the President of the Medical Staff, the quality of medical care provided by the River's Edge Hospital & Clinic. In fulfilling its responsibility, the Medical Staff, through its committees and services, shall conduct necessary retrospective and continuing review of the quality of performance and clinical practice of the members of the Medical Staff and make evaluations relating thereto. The Medical Staff, under the direction and supervision of the President of the Medical Staff, shall conduct patient care evaluations.

- B. **Evaluation of Health Care Professionals.** The Commission shall delegate to the Medical Staff the responsibility to investigate and evaluate, under the direction and supervision of the CEO and the President of the Medical Staff, all matters relating to Medical Staff membership status, clinical privileges, and corrective action and the Medical Executive Committee shall make recommendations to the Commission relating thereto.

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**Hospital Commission Policies
River's Edge Hospital & Clinic
St. Peter, Minnesota**

B. _____

- C. Compliance with Ethical and Professional Standards. The Medical Staff shall seek to achieve compliance with all ethical principles and standards of professional medical practice. There shall be an appropriately licensed physician responsible for the care and treatment of each patient at the River's Edge Hospital & Clinic at all times. Patients shall be admitted to the River's Edge Hospital & Clinic only by a Medical Staff member with admitting privileges, and a physician shall be on duty or on call at all times. The Commission shall provide appropriate procedures to enable it to be regularly and fully apprised of matters of concern to and the viewpoints of the Medical Staff.

Section 7.3 Bylaws, Rules and Regulations. The Medical Staff organization shall formulate and adopt Bylaws, Rules and Regulations for its internal governance, and amendments thereto from time to time, and the CEO, Medical Director, or President of the Medical Staff shall present said Bylaws, Rules and Regulations to the Commission. Such shall be effective only when approved by the Commission. Neither body may unilaterally amend the Medical Staff Bylaws. These Bylaws, Rules and Regulations shall create an administrative organization to discharge the functions and responsibilities assigned to the Medical Staff by the Commission. The Bylaws, Rules and Regulations shall state the purposes, functions and organization of the Medical Staff and shall set forth the policies by which the Medical Staff exercises and accounts for delegated authority and responsibilities. The Medical Staff Bylaws shall provide for a due process mechanism for the proper review, when requested (and when such review is permitted by the Medical Staff Bylaws), of situations in which membership on the staff or privileges of members of the Medical Staff is denied, reduced, altered or otherwise modified.

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Section 7.4 Membership and Clinical Privileges. The Medical Staff of River's Edge Hospital & Clinic shall be composed of qualified physicians and dentists (and such other categories of licensed independently practicing health professionals designated by the Commission) who are licensed to practice in the State of Minnesota. Membership on the Medical Staff shall be a prerequisite to the exercise of clinical privileges in the Hospital and Clinic, except as otherwise specifically provided in the Medical Staff Bylaws.

- A. Recommendation to the Commission. The Medical Staff, under the direction and supervision of the Medical Staff Executive Committee, shall investigate and evaluate matters related to Medical Staff membership status, clinical privileges, and corrective action, and the Medical Staff Executive Committee shall make recommendations to the Commission thereon. Final action on all matters relating to Medical Staff status, clinical privileges, and adverse action as defined in the Medical Staff Bylaws shall be taken by the Commission after considering the recommendations of the Medical Staff Executive Committees, provided that the Commission shall act in any event if the Medical Staff Executive Committee fails to submit any such recommendation within the time periods required by the Medical Staff Bylaws. Any such Commission action without the recommendation of the Medical Staff Executive Committee shall be based on the same kind of documented investigation and evaluation of current ability, judgment, and character as is required for recommendations of the Medical Staff.

- B. Medical/Administrative Positions. For any physician or such other categories of licensed independently practicing health professionals designated by the Commission whose engagement by River's Edge Hospital & Clinic in a medical/administrative capacity requires membership on the Medical Staff, the termination of such contract or employment shall not constitute a resignation of such Member's privileges unless provided for in his/her employment agreement.

**Hospital Commission Policies
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- C. Procedure for Appointment. The procedure to be followed by the Medical Staff and the Commission in acting on matters of membership status, clinical privileges, and corrective action shall be specified in the Medical Staff Bylaws. All appointments to the Medical Staff shall be for the term set forth in the Medical Staff Bylaws.
- D. Application for Appointment. All applications for appointment to the Medical Staff shall be in writing. Applications shall contain full information as required by the Medical Staff Bylaws. This information shall be verified by the Medical Staff pursuant to its credentialing function.
- E. Selection Criteria. In acting on matters of Medical Staff membership status, the Commission shall consider the recommendations of the Medical Staff Executive Committee and the Hospital's administration, the needs of River's Edge Hospital & Clinic and community, and such other criteria as are set forth in the Medical Staff Bylaws. In granting and defining the scope of clinical privileges that is to be exercised by each professional providing health care services at the Hospital and Clinic, the Commission shall consider the recommendation of the Medical Staff Executive Committee, the supporting information on which it is based, and such criteria as are set forth in the Medical Staff Bylaws. Important criteria for Medical Staff membership and clinical privileges, among others, are professional ability, clinical competence, judgment and rapport, community needs, the Hospital's needs and capacity to provide support, license, and ability to provide good patient care at the Hospital and Clinic. Notwithstanding the above, for a physician or dentist (or other categories of licensed independently practicing health professional designated by the Commission) to be favorably considered for Medical Staff membership, it will be necessary to assure compatibility with the purposes, objectives, philosophies, programs, and staff of the Hospital and Clinic.
- F. No Unlawful Discrimination. No aspect of membership status nor specific clinical privileges shall be limited or denied to an applicant who otherwise meets the criteria for becoming a member of the Medical Staff on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

Section 7.5 Fair Hearing. The Commission shall require that any action taken concerning a member of the Medical Staff, the effect of which is to deny, revoke, suspend or reduce a member's staff appointment, reappointment, staff category, admitting prerogatives or clinical privileges, shall, except under circumstances where a specific provision is made in the Medical Staff Bylaws, be accomplished in accordance with procedures and in a manner designed to assure fair treatment and afford opportunity for the presentation of all pertinent information. These procedures shall be stated in the Medical Staff Bylaws Hearing and Appellate Review Procedure Section.

ARTICLE VIII

QUALITY OVERSIGHT

Section 8.1 Quality Management System. The Hospital Commission shall establish, maintain, support and exercise oversight of an ongoing Quality Management System that includes specific and effective review, evaluation and monitoring mechanisms to assess, preserve and improve the overall quality and efficiency of patient care in the Hospital. The Quality Management System shall ensure that corrective and preventive actions taken by the Hospital are implemented, measured and monitored.

Section 8.2 Delegation to Administration and to the Medical Staff. The Hospital Commission delegates to the Administration and the Medical Staff the responsibility and accountability for developing, implementing and maintaining a system for managing quality, performance and patient safety, periodically evaluating the processes, functions and areas of the Hospital to determine the appropriate utilization of services, ensure that policies have been followed, and that necessary changes are made when identified. The Quality Management System will also provide mechanisms for quality assessment and performance improvement efforts, including, but not limited to:

- A. Evaluation of all patient care services and other services provided affecting patient health and safety.
- B. Evaluation of nosocomial infections and medication therapy.
- ~~C. The quality and appropriateness of the diagnosis and treatment provided by nurse practitioners, clinical nurse specialists and physician assistants.~~
- ~~D.C.~~ The quality and appropriateness of the diagnosis and treatment provided by doctors of medicine or osteopathy, dentists and other licensed independent allied health professionals credentialed to provide services at the Hospital.
- ~~E.D.~~ Development and implementation of an information technology system designed to improve patient safety and quality of care.

Section 8.3 Quality Management Committee. The Quality Management Committee is established by agreement of the Hospital Commission, Administration and the Medical Staff for the purpose of ensuring that the hospital implements and maintains an effective quality management system. The Quality Management Committee functions as a management committee and oversees all quality, performance and patient safety activities within the Medical Staff and Hospital Committees and throughout the hospital departments and service areas. Membership on the Quality Management Committee will include at least two members of the Hospital Commission. A report of Quality Management Committee activities will be provided to the Hospital Commission.

ARTICLE IX
INDEMNIFICATION

Section 9.1 Insurance. The City of St. Peter River's Edge Hospital & Clinic shall purchase and maintain insurance on behalf of a person who is or was a trustee, officer, or agent of the Hospital, or who, while a trustee, officer, employee, or agent of the Hospital, is or was serving at the request of the City of St. Peter, against any liability asserted against and incurred by the person in or arising from that capacity, whether or not the City of St. Peter would have been required to indemnify the person against the liability under the provisions of Section 9.1 of these Policies.

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ARTICLE X
CONFLICTS OF INTEREST

Section 10.1. Conflict of Interest Policy. Each officer and trustee shall adhere to the City of St. Peter's policy on conflicts of interest.

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ARTICLE XI
FISCAL MATTERS

Section 11.1 Fiscal Year. The fiscal year of the Hospital shall be the twelve-month period ending December 31 in each year.

Section 11.2 Audit. River's Edge Hospital & Clinic shall cause the books of account of the Hospital to be audited at least once in each fiscal year and at such other times as the Commission may deem necessary or appropriate.

Section 11.3 Execution of Instruments. All deeds, mortgages, bonds, notes, checks, drafts, contracts and other instruments shall be signed on behalf of the Hospital by such person or persons and up to such limits or authority as may be designated from time to time by the City of St. Peter. No Commission member, agent, or officer of the Hospital shall have power or authority to borrow money on behalf of the Hospital.

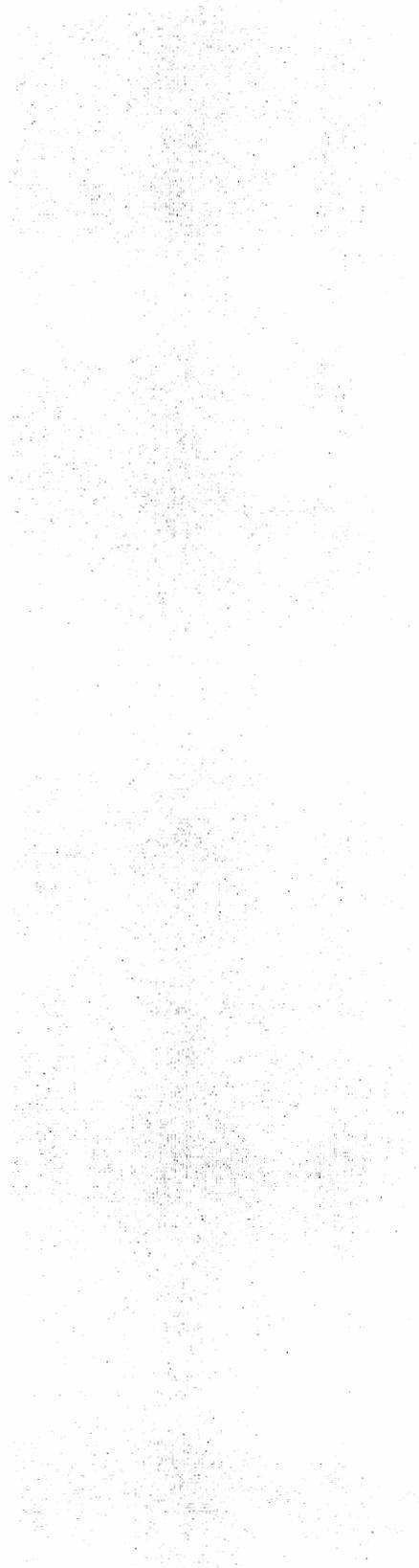
Section 11.4 Loans. No loan shall be granted to an officer or Commission member of the Hospital except to the extent permitted by applicable law.

Section 11.5 Budgets. The Commission of the Hospital shall prepare or have prepared the annual budgets of the Hospital.

Section 11.6 Deposits. All funds of the Hospital not otherwise employed shall be deposited from time to time to such banks, trust companies or other depositories as the Commission may indicate and the Hospital

**Hospital Commission Policies
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and Clinic shall have full authority to invest and reinvest those funds pursuant to policies in effect for the City of St. Peter.



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River's Edge Hospital & Clinic
St. Peter, Minnesota**

Section 11.7 Maintenance of Records. The Hospital shall keep correct and complete books and records of account and other records of the activities of the Hospital as may be appropriate. All such records shall be open to inspection upon the reasonable request of any member of the Commission.

ARTICLE XII

AFFILIATED ORGANIZATIONS

Section 12: Affiliated Organizations. The commission may authorize and direct the formation of other organizations, such as one or more auxiliaries of the Hospital, to assist in fulfilling the purposes, objectives, and philosophies of the Hospital. Each such affiliated organization shall have Bylaws, Rules and Regulations for the government of its activities, which are consistent with the policies of the Hospital. Any such affiliated organizations shall serve at the pleasure of the Commission and authority to approve, administer and amend such Bylaws and Rules and Regulations shall be retained by the Commission.

ARTICLE XIII

AMENDMENTS

Section 13: Policies. These Policies have been approved and adopted by the City Council of St. Peter. These Policies may be amended, repealed, or altered at any regular meeting of the Commission or at any special meeting called for that purpose by an affirmative majority vote. Any amendments thereto proposed by the Commission shall be similarly adopted and approved by the City Council of St. Peter. These policies shall be reviewed by the Commission at least every three years.

These Policies of the River's Edge Hospital & Clinic were approved and adopted as follows:

Approved by the Commission of the River's Edge Hospital & Clinic on ~~October 30, 2013~~ April 27, 2016.

Chairperson of the Hospital Commission

Approved by the St. Peter City Council on _____, ~~2013~~2016.

St. Peter City Council

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION APPROVING UPDATED HOSPITAL COMMISSION POLICIES

WHEREAS, the City of Saint Peter owns River's Edge Hospital and Clinic; and

WHEREAS, the City Council appoints a Hospital Commission to oversee River's Edge Hospital and Clinic; and

WHEREAS, the Commission has adopted policies with the approval of the City Council; and

WHEREAS, the policies are required to be reviewed and reapproved by the City Council every three years; and

WHEREAS, the policies were last reviewed by the City Council on 2013; and

WHEREAS, the Hospital Commission has recommended modifications to the policies and presented the updated document to the Council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated policies of the Saint Peter Hospital Commission are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



MEMORANDUM

**City of
Saint
Peter**

TO: Todd Prafke
FROM: James W. Brandt 
DATE: May 3, 2016
RE: Traverse Green

Home of Gustavus
Adolphus College

County Seat of
Historic Nicollet County

City Attorney
James W. Brandt

Assistant City Attorney
Christopher P. Grean

As the City looks to develop Traverse Green into housing units, the City should consider whether it wants to continue selling lots on an abstract system or alternatively, whether the City wishes to commence a District Court action and transfer lots pursuant to a title registration or Torrens system.

Land titles in Minnesota are tracked under two separate systems. One system is the abstract system and the second system is called a Torrens or Title Registration system.

All land begins in the abstract system. Essentially, an abstract consists of outlined entries of every document which is recorded in the Nicollet County Recorder's office which impacts the particular tract of land. Attorneys examine titles to determine whether the land has been properly transferred.

Purchasing an abstract for each lot in Traverse Green will cost the City approximately \$500.00 to \$750.00 per abstract.

The alternative system, Torrens system, begins with an abstract such as the two abstracts which we have obtained from School District. The land owner takes the abstract to Court, commences a court action, and requests that the Court declare that the land is the owner's land. The Court Order then allows the property to be transferred on a title certificate system. In a Torrens system, the land is transferred by certificates which always remain in the Courthouse. The Registrar of Titles notes each and every entry against the Certificate. When the property is sold, the Certificate is then cancelled and a new Certificate is made for the new buyer.

The legal action, including filing fees, attorney fees, Torrens Examiner fees, is anticipated to cost between \$5,000.00 to \$6,000.00.

219 West Nassau
P.O. Box 57
Saint Peter, Minnesota
56082
(507) 931-6940
FAX (507) 931-6909



Therefore, comparing the number of abstracts which would have to be made in this action compared to the Torrens fee to set up the Torrens system, it is cost effective for the City to commence the Torrens procedure. When the City plotted Prairie Heights, Pine Ridge, Nicollet Meadows and Washington Terrace, it completed the same type of action. In each of those subdivisions, Torrens has proven to be cost effective for the City.

Fiscal Impact: There will be court filing fees, attorney fees and examiner fees in pursuing this action. It is anticipated that those fees will be approximately \$5,000.00 to \$6,000.00.

Alternative and Variations: Negative Vote. When the lots are sold, the City would be required to obtain an abstract of title for each lot, which will cost the City between \$500.00 and \$750.00 per lot. Considering there are anticipated 131 residential lots and Outlot D for a total of 132 sales to develop in Traverse Green, abstracting costs will equal between \$66,000.00 to \$99,000.00.

Modifications or Alterations: Since there are only two available systems, there are really no other alternatives.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION AUTHORIZING THE CITY OF SAINT PETER TO REGISTER TITLE TO
CERTAIN CITY REAL ESTATE**

WHEREAS, the City of Saint Peter has purchased real estate with the intent of developing the four (4) parcels for housing; and

WHEREAS, the City intends to subdivide and sell the parcels in numerous smaller parcels; and

WHEREAS, abstract costs have been estimated to be between \$500.00 to \$750.00 per parcel if the title thereto was not registered; and

WHEREAS, the City has previously registered the title to land at Washington Terrace Subdivision, Nicollet Meadows Subdivision, Prairie Heights Subdivision, and Pine Ridge Addition; and

WHEREAS, registration of title to land has proved to be cost effective when compared to the purchase of individual abstracts for each lot being sold.

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

1. The City Council authorizes and directs the City Attorney to commence a Registration of Title Action to real estate described as follows:

PARCEL 1

All that part of the Southeast Quarter of the Southwest Quarter of Section 8, Township 110 North, Range 26 West, Nicollet County, Minnesota lying west of NICOLLET COUNTY RIGHT OF WAY PLAT NO. 18, according to the recorded plat thereof, and lying east of the West 27.88 acres of said Southeast Quarter of the Southwest Quarter of Section 8.

PARCEL 2

All that part of the Northeast Quarter of the Northwest Quarter of Section 17, Township 110 North, Range 26 West, Nicollet County, Minnesota lying west of NICOLLET COUNTY RIGHT OF WAY PLAT NO. 18, according to the recorded plat thereof, excepting therefrom the following described parcel:

All that part of the Northeast Quarter of the Northwest Quarter (NE ¼ NW ¼) of Section 17, Township 110 North, Range 26 West, described as: Commencing at the Southeast corner of the Northeast Quarter of the Northwest Quarter of said Section 17; thence North 89 degrees 54 minutes 53 seconds West (assumed

bearing) on the south line said Northeast Quarter of the Northwest Quarter a distance of 166.25 feet to the point of beginning; thence continuing North 89 degrees 54 minutes 53 seconds West on said South line, 231.00 feet; thence North 00 degrees 10 minutes 58 seconds East on said line 473.04 feet; thence South 89 degrees 54 minutes 32 seconds East, 231.00 feet; thence South 00 degrees 10 minutes 58 seconds West, 473.02 feet to the point of beginning.

PARCEL 3

All that part of the Northwest Quarter of the Northwest Quarter of Section 17, Township 110 North, Range 26 West, Nicollet County, Minnesota, lying East of the following described line; Commencing at the Northwest Corner of Section 17; thence North 89 degrees 30 minutes 18 seconds East (bearings based on Nicollet County Coordinates System, NAD83 1996 adjustment) on the North line of said Northwest Quarter of the Northwest Quarter, a distance of 802.28 feet to the point of beginning of the line to be described; thence South 00 degrees 16 minutes 36 seconds West, a distance of 1317.66 feet to the South line of said Northwest Quarter of the Northwest Quarter and there terminating.

PARCEL 4

The West 27.88 acres of the Southeast Quarter of the Southwest Quarter of Section 8, Township 110 North, Range 26 West, Nicollet County, Minnesota.

EXCEPTING FROM THE ABOVE DESCRIBED FOUR PARCELS, THE FOLLOWING DESCRIBED TRACT:

All that part of the Southeast Quarter of the Southwest Quarter of Section 8, Township 110 North, Range 26 West and all that part of the Northeast Quarter of the Northwest Quarter of Section 17, Township 110 North, Range 26 West, Nicollet County, Minnesota, described as: Beginning at the Northeast corner of Parcel 2N3, NICOLLET COUNTY RIGHT OF WAY PLAT NO. 18, according to the recorded plat thereof; thence North 00 degrees 04 minutes 18 seconds West (bearings based on Nicollet County Coordinates System, NAD83 2011 adjustment) on the west line of Parcel 2N1 of said NICOLLET COUNTY RIGHT OF WAY PLAT NO. 18, a distance of 86.41 feet; thence North 89 degrees 55 minutes 42 seconds West, a distance of 859.26 feet; thence South 00 degrees 04 minutes 18 seconds West, a distance of 302.59 feet; thence southerly a distance of 300.58 feet along a tangential curve to the left having a radius of 947.15 feet and a central angle of 18 degrees 10 minutes 58 seconds to a point of reverse curvature; thence continuing southerly a distance of 163.46 feet along said reverse curve to the right having a radius of 1304.01 feet and a central angle of 7 degrees 10 minutes 56 seconds; thence South 80 degrees 49 minutes 44 seconds West, not tangent to said curve, a distance of 120.06 feet; thence southerly a distance of 60.01 feet along non-tangential curve to the left having a radius of 1184.01 feet, a central angle of 2 degrees 54 minutes 14 seconds and a 60.00 foot chord which bears South 09 degrees 39 minutes 19 seconds East; thence North 80 degrees 49 minutes 44 seconds East, not tangent to said curve, a distance of 120.02 feet; thence South 31 degrees 47 minutes 21 seconds East, a distance of 545.80 feet; thence North 89 degrees 29 minutes 43 seconds East, a distance of 490.04 feet to the west line of said NICOLLET COUNTY RIGHT OF

WAY PLAT NO. 18; thence northerly along the west lines of Parcel 2N1 and Parcel 2N3 of said NICOLLET COUNTY RIGHT OF WAY PLAT NO. 18 to the point of beginning. (Said excepted parcel contains 22.19 acres of land.);

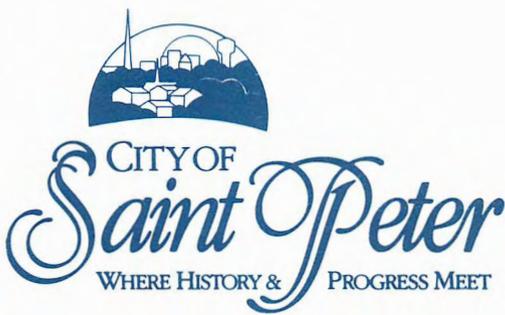
2. The Council further directs the Mayor and City Administrator to execute all necessary documents to complete said Registration of Title.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/05/16

FROM: Russ Wille
Community Development Director

RE: Traverse Green Subdivision – Phase 1 (Lot Prices)

ACTION/RECOMMENDATION

Adopt the attached resolution establishing the sales prices of lots within the first phase of Traverse Green Subdivision.

BACKGROUND

City Engineer Domras and I have worked with Finance Director O'Connell to establish the proposed price of residential lots within the first phase of the Traverse Green Subdivision. The pricing of individual lots is based upon a formula that considers both lot size and street frontage. This is the same formula used to calculate lot prices within both the Nicollet Meadows and Washington Terrace neighborhoods.

The City Council has adopted policies and procedures regulating the sale and development of single family homes within Traverse Green. They have also adopted the covenants that establish minimum standards in an attempt to maintain the guiding principles of the Building Better Neighborhoods program.

Once the Council establishes a lot price, the Community Development Director and City Administrator will provide for the sale of lots. The sale of individual lots will not be subject to further City Council approval as long as the sale conforms to the adopted policies and procedures.

The Council, at its 'workshop identified three lots that may have been priced inadvertently with wrong sales prices based on size. I have double checked not only those lots, but the rest of the pricing and have made those corrections. No additional deviations based on size were found.

I recommend approval of the lot prices as identified on the proposed resolution.

FISCAL IMPACT:

The lot prices within the first phase of Traverse Green subdivision have been established to provide for reimbursement of the project's construction and development costs. The Community Development Director and City Administrator will provide for the sale of lots as per the adopted policies and procedures.

ALTERNATIVES/VARIATIONS:

Do not act: The Council will be asked to consider the matter at a future meeting.

Negative Votes: No lot sales will be allowed until such time as a price is set by City Council action.

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

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION ESTABLISHING THE SALES PRICE OF DEVELOPMENT LOTS WITHIN THE
FIRST PHASE OF TRAVERSE GREEN SUBDIVISION**

WHEREAS, the City is pursuing the development of Traverse Green Subdivision for the construction and occupancy of residential dwellings; and

WHEREAS, the City Council has previously adopted policies and procedures establishing the method by which lots will be sold; and

WHEREAS, the City Council has previously adopted restricted covenants establishing minimum levels of development to maintain conformance with the principles of the Building Better Neighborhoods program designed by the Greater Minnesota Housing Fund; and

WHEREAS, it is appropriate to establish the prices at which individual lots within Traverse Green subdivision will be sold to the public.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The sales price of individual lots within the first phase of Traverse Green subdivision are established as follows:

<u>BLOCK #</u>	<u>LOT #</u>	<u>SALE PRICE</u>
1	1	\$100,000
1	2	\$43,000
1	3	\$43,200
1	4	\$43,300
1	5	\$43,500
1	6	\$43,700
1	7	\$43,600
1	8	\$46,000
2	1	\$34,200
2	2	\$31,400
2	3	\$31,400
2	4	\$31,400
2	5	\$31,400
2	6	\$31,400
2	7	\$31,400
2	8	\$31,400
2	9	\$31,400

2	10	\$34,200
2	11	\$34,200
2	12	\$31,400
2	13	\$31,400
2	14	\$31,400
2	15	\$31,400
2	16	\$31,400
2	17	\$31,400
2	18	\$31,400
2	19	\$31,400
2	20	\$34,200
3	1	\$36,200
3	2	\$33,200
3	3	\$33,200
3	4	\$33,200
3	5	\$33,200
3	6	\$33,200
3	7	\$36,200
3	8	\$31,400
3	9	\$31,400
3	10	\$31,400
3	11	\$31,400
3	12	\$31,400
3	13	\$31,400
3	14	\$34,200
4	1	\$44,200
4	2	\$37,500
4	3	\$40,100
4	4	\$40,100
4	5	\$40,100
4	6	\$40,100
4	7	\$37,500
4	8	\$44,200
5	1	\$100,000
5	2	\$41,000
5	3	\$41,000
5	4	\$53,500
5	5	\$49,200
5	6	\$37,500
5	7	\$40,100
5	8	\$40,100
5	9	\$40,100
5	10	\$37,500

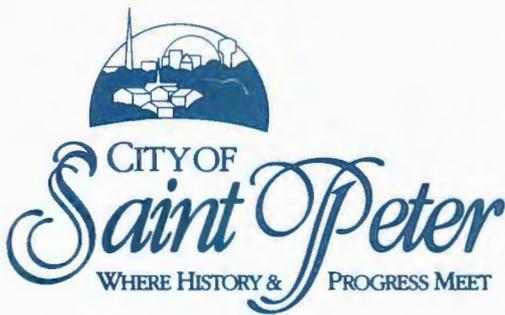
5 11 \$44,200

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/05/16

FROM: Russ Wille
Community Development Director

RE: Traverse Green – Speculative Home Construction Fund

ACTION/RECOMMENDATION

Authorize creation of a Speculative Home Construction Fund by transfer of \$500,000 from the local revolving loan interest revenue to partially finance the construction and sale of Speculative Homes in Traverse Green Subdivision to qualified buyers.

BACKGROUND

The City of Saint Peter has successfully developed both the Nicollet Meadows and Washington Terrace residential neighborhoods. The developments were constructed under the Building Better Neighborhoods program as designed by the Greater Minnesota Housing Fund.

Nicollet Meadows subdivision included 78 single-family lots. Washington Terrace, when completed, provided 87 lots for the development of single-family homes. The City of Saint Peter and the Southwest Minnesota Housing Partnership (SWMHP) were able to undertake the construction of 84 single-family speculative homes within the two subdivisions. When completed, these homes were sold at cost to households with qualifying incomes.

At the time that the developments were undertaken, the City was able to access a \$700,000 loan from the Greater Minnesota Housing Fund to finance the construction of speculative homes in Nicollet Meadows and Washington Terrace Subdivisions. These funds were provided for a three year period and were provided interest-free.

Unfortunately, Greater Minnesota Housing Fund is not able to finance the construction of speculative homes in Traverse Green Subdivision with similar terms as the previous funding program has been discontinued and GMHF has refocused their efforts outside of home ownership programs.

Recognizing the importance of speculative home construction and sale to the success of the Traverse Green Subdivision, the City Council has indicated a desire to continue the construction of such homes. As such the City Council directed Staff to request the EDA provide \$500,000 to establish a fund to provide spec home construction financing. The EDA approved this request at its last meeting. If the Council wishes to move forward, the most appropriate method would be the transfer of funds from the interest revenue generated by the local portion of the revolving loan fund(s).

It would be proposed that the funds be available for a four year period beginning in August, 2016 when the development of Traverse Green should be completed to the extent to allow for construction of individual homes.

Each home would be subject to competitive sealed bids from qualified contractors based on construction specifications developed by Southwest Minnesota Housing Partnership and approved by the EDA. Construction managers from SWMHP would oversee the construction contracts and monitor the projects for the processing of payment requests. The City's Building Official would provide for code inspections and enforcement as is done with privately developed neighborhoods.

The construction and sale of speculative homes was key to the success of both Nicollet Meadows and Washington Terrace. The speculative homes comprised 51% of the single-family homes in the two developments. The construction of speculative homes early in the development helped kick-off the construction of the neighborhoods and contributed greatly to the success of the subdivisions.

Staff presented the City' Council's request for \$500,000 to fund a Speculative Home Construction Fund to the EDA with the provision that the \$500,000 would be returned to the local revolving loan fund after a four year period.

The EDA membership discussed the merits of the speculative home construction fund. They also considered concerns that were raised regarding competition with the private market and the potential impact on the sale of existing homes. A majority of those EDA members who were present voted in favor of the Council's request.

FISCAL IMPACT:

\$500,000 would be transferred from the local revolving loan fund to a Speculative Home Construction Capital Fund to be managed by the City. The funds would be repaid without interest to the local revolving loan fund after a four year term.

ALTERNATIVES/VARIATIONS:

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

Negative Votes: An alternative source of speculative home construction funding would be sought.

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

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION 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**

WHEREAS, the Economic Development Authority (EDA), a municipal entity, and City Council have determined that the availability of affordable single family home ownership opportunities is a vital component of the City's economic development strategy; and

WHEREAS, the City of Saint Peter has initiated the development of Traverse Green subdivision based upon the Building Better Neighborhoods program developed by the Greater Minnesota Housing Fund; and

WHEREAS, the EDA had previously financed the construction of speculative homes within both the Nicollet Meadows and Washington Terrace neighborhoods and the City Council desires to continue that success in Traverse Green Subdivision; and

WHEREAS, the City Council has proposed that the EDA act as the Developer and Owner of speculative single family homes to be located in the Traverse Green Subdivision of Saint Peter, Minnesota, (the "Property"); and

WHEREAS, the EDA will act as the owner in constructing, financing, owning and selling of speculative single family homes; and

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

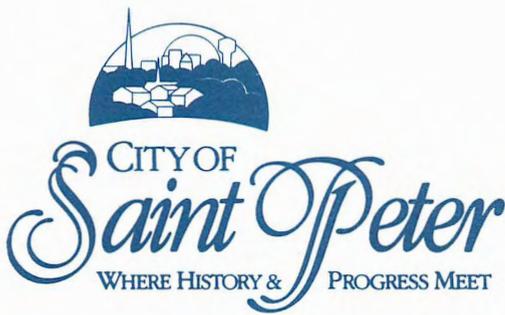
1. \$500,000 is to be transferred from the interest income of the local revolving loan fund to establish a Speculative Home Construction Fund to finance the construction of speculative homes within Traverse Green Subdivision.
2. The funds shall be transferred on August 1, 2016 and repaid to the revolving loan fund after a four year period.
3. The transfer shall be provided at a 0% rate of interest.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/05/16

FROM: Russ Wille
Community Development Director

RE: Annexation (Gustavus Arboretum/Gardner Road Right-of-Way)

ACTION/RECOMMENDATION

Adopt the attached ordinance providing for the annexation of the Gustavus Adolphus College, Lorene Gardner and Wenner – Underwood Farm properties as petitioned by the owners.

BACKGROUND

A new Saint Peter High School campus is under construction in the Magner Farm Second Addition which lies north of County Road #5 (Fort Road). The school is scheduled to open for the 2017 school year.

Access to the new school is proposed to be accomplished via the construction of a roundabout at the County Road #5 and Gardner Road intersection. The roundabout is being planned and engineered by Nicollet County.

In anticipation of the new school, the City has worked with Oshawa Township to prepare for an improvement to Gardner Road. The two entities will cooperatively provide for the installation of an asphalt surface on Gardner Road. The project will be completed prior to the opening of the new High School.

In anticipation of the road improvements, it is appropriate for the City to adopt a Right-of-Way plat establishing the right-of-way for the new roundabout as well as the Gardner Road project. The City has no authority to adopt a plat upon lands outside of the City limits.

As such, and to allow for the City adoption of a right-of-way plat, the owners of certain properties abutting Gardner Road have voluntarily petitioned the City Council to provide the annexation of their lands in to the City limits. Once the lands have been appropriately annexed, the City will seek to record the Right-of-Way plat. Once the Right-of-Way plat is recorded, the City can move to acquire the right-of-way identified upon the plat. It is anticipated the acquisitions will be negotiated. Once the right-of-way is acquired, the City can authorize the commencement of the road improvements in cooperation with Nicollet County necessary to serve the new school.

Upon annexation, it is proposed that the land be zoned as (EID) Educational/Institutional District. This would be consistent with the zoning of the current Gustavus Adolphus College campus.

The Planning Commission considered the proposed annexation at their regular May, 2016 meeting. The Commission has recommended that the City accept and approve the annexation as petitioned by the owners.

Following the public hearing held earlier in the May 9th Council meeting, staff would also recommend adoption of the ordinance annexing the right-of-way of Gardner Road.

FISCAL IMPACT:

The petitioners have paid the appropriate fee as established by the City Council. The fee will pay the costs associated with publication of the ordinance and filing with the Administrative Law Judge as required by Statute.

ALTERNATIVES/VARIATIONS:

Do not act: The Council will be asked to resolve the matter at a future date.

Negative Votes: The City will be unable to adopt a right-of-way plat necessary to improve Gardner Road.

Modification of the Ordinance: This is always an option of the Council however we would strongly urge additional time to review the impact of any changes the Council may consider. Please also remember this action is precipitated by a petition and any changes to the property descriptions would need to be negotiated with the petitioners.

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

RJW

PETITION FOR ANNEXATION

The undersigned owners of the property described below, hereby petition the City of Saint Peter to provide for the annexation of the property into the municipal corporate limits of the City.

The undersigned also states the following:

WHEREAS, the petitioner includes 100% of the owners of property subject to the petitioned annexation; and

WHEREAS, the land has not been platted and is comprised of fewer than 120 acres; and

WHEREAS, the subject land is immediately adjacent to, and abuts the existing municipal corporate limits; and

WHEREAS, the subject property is not currently served by a public wastewater facility; and

WHEREAS, upon annexation the petitioner would seek to have the subject property zoned for Educational/Institutional District (EID) uses as per the regulations of the Zoning Code of the City of Saint Peter; and

WHEREAS, the subject property is legally described as:

The East Half of the Northwest Quarter of Section 20, Township 110 North, Range 26 West, and that part of Jefferson Avenue right of way lying south of and adjoining said East Half of the Northwest Quarter, Nicollet County, Minnesota;

and

The East 50.00 feet of the West Half of the Northwest Quarter of Section 20, Township 110 North, Range 26 West, Nicollet County, Minnesota.

NOW, THEREFORE, the undersigned owners of property hereby petition the City Council of the City of Saint Peter for their consideration.

GUSTAVUS ADOLPHUS COLLEGE,
A MINNESOTA NON-PROFIT CORPORATION

Date: April 10, 2013

By: John R. Ohle
John R. Ohle, President

Date: 4-16-13, 2013

Lorene M. Gardner
Lorene M. Gardner

WENNER-UNDERWOOD FARMS
A MINNESOTA FARM PARTNERSHIP

Date: 4-17-13, 2013

By: Charles Wenner
Charles Wenner, General Partner

By: Donald Underwood
Donald Underwood, General Partner



C.S.A.H. NO. 5

NORTH LINE E 1/2-NW 1/4
SECTION 20

1817
1920

C.S.A.H. NO. 5



W 1/2 - NW 1/4
SECTION 20-110-26

OSHAWA TOWNSHIP ROAD 206

WEST LINE E 1/2-NW 1/4
SECTION 20

E 1/2 - NW 1/4
SECTION 20-110-26

EAST LINE E 1/2-NW 1/4
SECTION 20

ARBORETUM

AD 81

JEFFERSON AVENUE

PINE POINTE
SUBDIVISION
W/E NO. 2

PINE POINTE
SUBDIVISION
PARKWAY NO. 1

JEFFERSON PARK

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ANNEXATION EXHIBIT DRAWING
SAINT PETER, MINNESOTA

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

THE EAST 1/2 - NW 1/4
SECTION 20-110-26 AND
PART OF JEFFERSON AVENUE

FOR: CITY OF SAINT PETER

JOB NUMBER: M14.104410

FIELD BOOK:

DRAWN BY: LB

ANNEXATION DESCRIPTION

The East Half of the Northwest Quarter of Section 20, Township 110 North, Range 26 West, and that part of Jefferson Avenue right of way lying south of and adjoining said East Half of the Northwest Quarter, Nicollet County, Minnesota.

H:\STPE\M14104410\C3D\104410EX1.DWG 02-19-2013 8:57a.m.

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ANNEXATION EXHIBIT DRAWING
SAINT PETER, MINNESOTA

THE EAST 1/2 - NW 1/4
SECTION 20-110-26 AND
PART OF JEFFERSON AVENUE

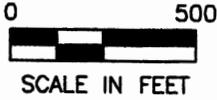


BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

FOR: CITY OF SAINT PETER

2.0 S20-T110-R26-20



C.S.A.H. NO. 5

NORTH LINE E 1/2-NW 1/4
SECTION 20

C.S.A.H. NO. 5

1817
1927

W 1/2 - NW 1/4
SECTION 20-110-26

50.00'

OSHAWA TOWNSHIP ROAD 208

WEST LINE E 1/2-NW 1/4
SECTION 20

E 1/2 - NW 1/4
SECTION 20-110-26

EAST LINE E 1/2-NW 1/4
SECTION 20

ARBORETUM

CONSERVATION EASEMENT
DOCUMENT 210448, AMENDED
BY DOCUMENT 275216

AD 81

JEFFERSON AVENUE

PINE POINTE
SUBDIVISION
NO. 2

PINE POINTE
SUBDIVISION
NO. 1

PARKWAY
NO. 1

JEFFERSON
PARK

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ANNEXATION EXHIBIT DRAWING
SAINT PETER, MINNESOTA

THE EAST 1/2 - NW 1/4
SECTION 20-110-26 AND
PART OF JEFFERSON AVENUE



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

FOR: CITY OF SAINT PETER

JOB NUMBER: M14.104410

FIELD BOOK:

DRAWN BY: LB

H:\STPE\M14104410\C3D\104410EX2.DWG 02-19-2013 9:53a.m.

2.0 S20-T110-R26-20

ANNEXATION DESCRIPTION

The East 50.00 feet of the West Half of the Northwest Quarter of Section 20,
Township 110 North, Range 26 West, Nicollet County, Minnesota.

H:\STPE\M14104410\C3D\104410EX2.DWG 02-19-2013 9:53a.m.

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ANNEXATION EXHIBIT DRAWING
SAINT PETER, MINNESOTA

THE EAST 1/2 - NW 1/4
SECTION 20-110-26 AND
PART OF JEFFERSON AVENUE



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN
WILLMAR, MN CHASKA, MN RAMSEY, MN AMES, IA

FOR: CITY OF SAINT PETER

2.0 S20-T110-R26-20

ORDINANCE NO. _____, THIRD SERIES

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

WHEREAS, the territory described below is not presently within the corporate limits of any incorporated city and abuts the corporate limits of the City of Saint Peter, Minnesota; and

WHEREAS, this territory is deemed to be urban or suburban in character; and

WHEREAS, this territory is wholly owned by Wenner-Underwood Farms, Lorene Gardner and Gustavus Adolphus College who have petitioned for the annexation of their property into the City of Saint Peter; and

WHEREAS, the territory to be annexed is not currently served by City owned water or sanitary sewer services; and

WHEREAS, there are no human inhabitants residing within the land subject to the annexation petition; and

WHEREAS, the land subject to the annexation petition contains less than 120 acres of land; and

WHEREAS, upon recommendation of the Saint Peter Planning and Zoning Commission, the City Council has determined that the annexation of the subject territory is in conformance with the Comprehensive Plan of the City of Saint Peter.

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

Section 1. Territory Annexed: Pursuant to Minnesota Statute 414.033, Subd. 2(3) the corporate limits of the City of Saint Peter are hereby extended by annexation of the property described as follows:

The East Half of the Northwest Quarter of Section 20, Township 220 North, Range 26 West, and that part of Jefferson Avenue right of way lying south of an adjoining said East Half of the Northwest Quarter, Nicollet County, Minnesota;

and

The East 50.00 feet of the West Half of the Northwest Quarter of Section 20, Township 110 North, Range 26 West, Nicollet County, Minnesota.

Section 2. Filing: The City Administrator is directed to file certified copies of this ordinance with the Secretary of State, the County Auditor of Nicollet County, the Town Clerk of Oshawa Township and Minnesota Planning Boundary Adjustments.

Section 3. Effective Date of Annexation: This ordinance takes effect upon its passage, publication and the filing of certified copies as directed in Section 2, and its approval by the Minnesota Planning Municipal Boundary Adjustments.

Section 4. Official Map: The Community Development Director is directed to change the Official Zoning Map to reflect the new boundary of the City resulting from annexation of the property and to depict its zoning classification as (EID) Educational/Institutional District.

Section 5. Adoption of General Provisions: All the provisions of Chapter 1, of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of May, 2016.

ATTEST:

Todd Prafke
City Administrator

Charles Zieman
Mayor

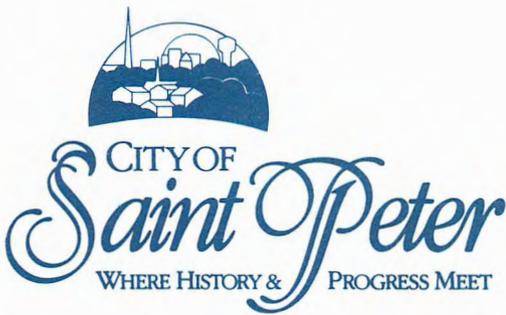
Published in the Saint Peter Herald on May _____, 2016.

The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Abstain:



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/06/16

FROM: Russ Wille
Community Development Director

RE: Nicole Madison/Beverly Johnson (Partial Alley Vacation)

ACTION/RECOMMENDATION

Adopt the attached resolution providing for the vacation of the south 8 feet of the east-west alley lying north and adjacent to the west 15 feet of Lot 2, Block 17, Skaro & Evenson Subdivision.

BACKGROUND

Nicole Madison owns the property at 731 West Nassau Street. She wants to construct a private garage to the rear of her property with access proposed from the east-west alley behind her residence. Ms. Madison's property includes the vacated right-of-way of Eighth Street and the west 15 feet of Lots 2 -4, Block 17, Skaro and Evenson Subdivision.

The "alley" partially comprised of the former Eighth Street right-of-way had been previously vacated. The portion of the alley lying north of Lot 2 has not been vacated. Ms. Madison would seek to vacate this portion of the alley to optimize the access to her planned garage.

Beverly Johnson, the property owner to the north of the alley has joined Ms. Madison in petitioning for the vacation of the alley. Given that those two own the majority of property abutting the portion of the alley to be vacated, the Council can provide for the vacation by a majority voting in favor of the vacation. Without Ms. Johnson's consent, the alley would need to be vacated by an 80% vote of the City Council.

Notice of a public hearing had been mailed to those property owners affected by the proposed vacation. Likewise, written notice of the hearing was provided to all public and private utility providers serving the community. Finally, published notice was provided in the Saint Peter Herald as required by State Statute.

Subsequent to the mailed notice, I have received correspondence from CenterPoint Energy which indicated there is no natural gas services located within the portion of the alley subject to the vacation petition. There are phone and cable television utilities in the alley and Ms. Madison will pay to have those utilities relocated. No other written comments have been submitted.

The Planning Commission conducted a public hearing regarding the proposed vacation at their regular May, 2016 meeting. No persons appeared before the Commission to speak in opposition to the petitioned vacation.

The petitioned vacation appears to have little if any impact on other owners of property within Block 17. As such, the Planning Commission has recommended that the City Council provide for the vacation as petitioned by Madison and Johnson.

FISCAL IMPACT:

Ms. Madison has paid the appropriate fee established by the City Council. No other fiscal impact has been identified with adoption of the resolution.

ALTERNATIVES/VARIATIONS:

Do not act: The Council must make a final decision regarding the petitioned vacation within 90 days of receipt of the petition (06/29/2016). Failure to act by that time will provide for the vacation by default.

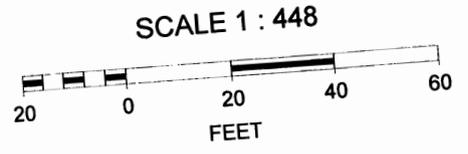
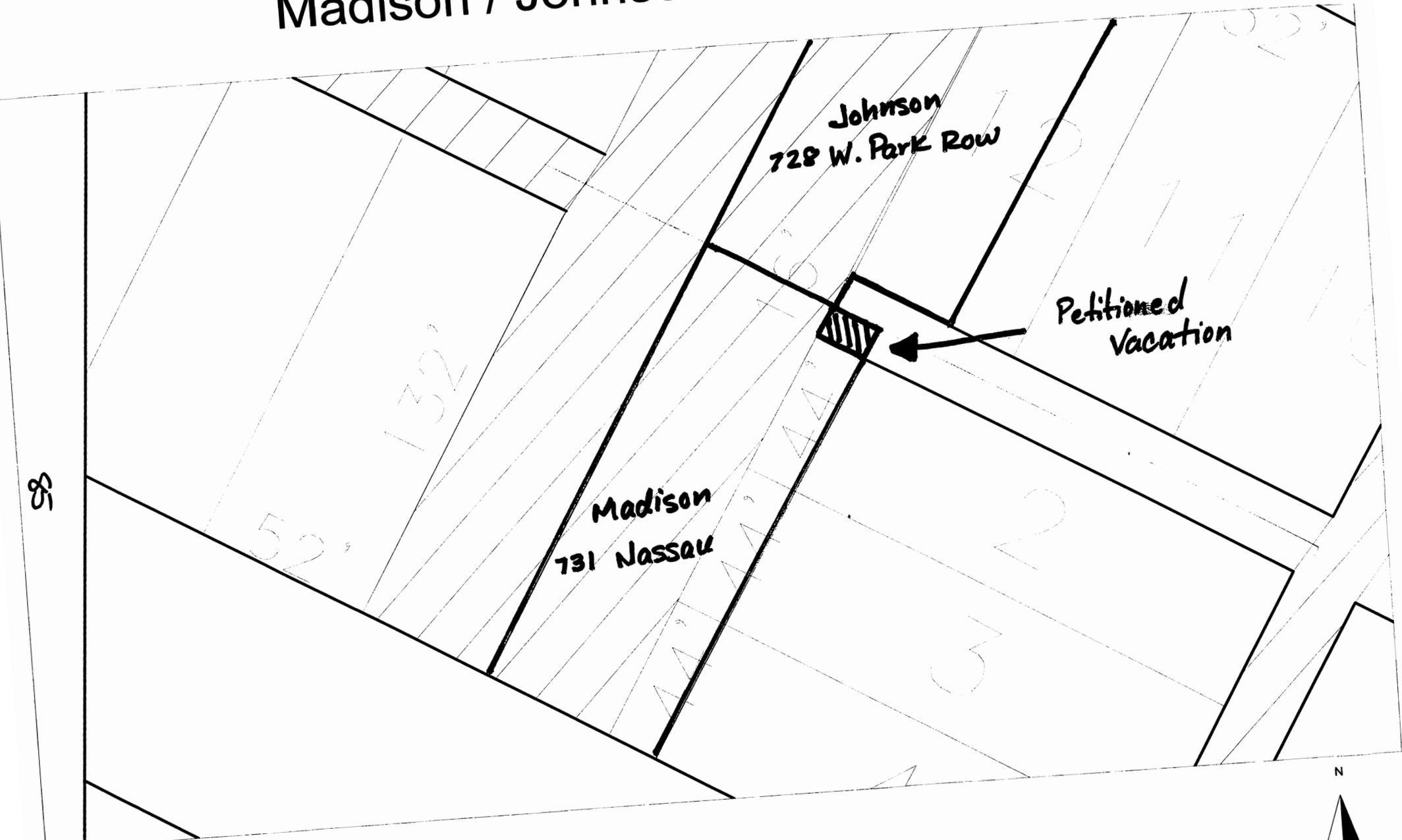
Negative Votes: The petitioners will be notified of the denial.

Modification of the Resolution: This is always an option of the Council however a change to the location should not be undertaken due to the property description on the petition and any impact on other properties and notice requirements.

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

RJW

Madison / Johnson Alley Vacation



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**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**

WHEREAS, a petition has been submitted by the owners of property within Block 17, Skaro and Evenson Subdivision, City of Saint Peter; and

WHEREAS, the petitioners are seeking to vacate 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, City of Saint Peter; and

WHEREAS, the petitioners represent a majority of the owners of property abutting the section of alley petitioned for vacation; and

WHEREAS, the petitioners are seeking the vacation to accommodate the construction of a private garage structure; and

WHEREAS, following published and mailed notice as provided by statute, a public hearing was held by the Planning and Zoning Commission on May 5, 2016 to receive citizen input regarding the petition; and

WHEREAS, no members of the public appeared before the Commission to object to the partial alley vacation; and

WHEREAS, the Planning Commission has determined that the proposed vacation would not be inconsistent with the plans and policies of the Saint Peter Comprehensive Plan and has recommended that the City Council provide for the vacation as petitioned.

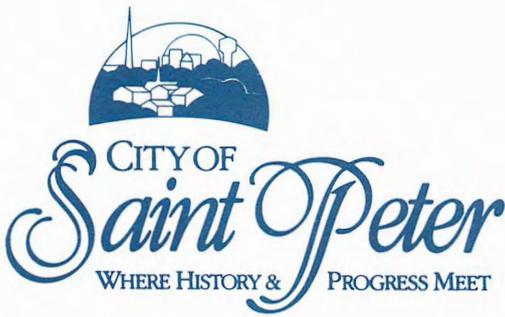
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The south 8 feet of the east-west alley lying north and adjacent to the west 15 feet of Lot 2, Block 17, Skaro and Evenson Subdivision, City of Saint Peter, Minnesota is hereby vacated as petitioned by the abutting property owners.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of May, 2015.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/5/16

FROM: Todd Prafke
City Administrator

RE: Fire Chief Recruitment Process

ACTION/RECOMMENDATION

Authorize initiation of the recruitment process for the position of Fire Chief and a variance from the Fire Department bylaws to allow appointment of the new Chief to become effective upon retirement of the current Chief.

BACKGROUND

Under the terms outlined in the Fire Department bylaws, our current Fire Chief Ron Quade will be retiring from the Department this fall. It is my expectation that retirement will be effective the second week of October.

As outlined in Article V of the bylaws of the Department, the selection of the Fire Chief would normally begin in September and the new Chief would take office in January. Due to the timing in this instance, I will be asking for a variance from these rules so that the new Chief can be put in place at Chief Quade's retirement from the Department rather than waiting until the first of the year.

The process will take place as follows:

- An advertisement within the Department will be put in place. Advertising for this position will be limited to within the Department as the bylaws clearly state candidates for the position of Fire Chief "shall be selected from within the eligible membership of the Saint Peter Fire Department".
 - Posting will be up for a minimum of 10 working days.
- Once the period for receipt of applications has been received, the applications will be scored based on the job description that specifies the minimum and desired qualifications for the Fire Chief position and applicants to be interviewed will be selected.
- The interview panel will consist of myself and two members of the Department Standing Committee. Again, this panel membership is outlined in the Department bylaws.
- When interviews are completed, I will make a recommendation to the City Council for appointment of the new Fire Chief.

My goal is to ensure that we have an appropriate amount of transition time and it will be my request that the "new hire" will be appointed by the current Fire Chief as Assistant Chief in the interim. The interim is that time from when the new Chief is hired to when Chief Ron retires which will give the new Chief time to get an understanding of the administrative tasks, budgeting and personnel issues as well as a many other things which will all be important for any new Chief.

I recommend that the recruitment process for this position be initiated now. Although this is outside of the normal timeline for appointment of the Fire Chief as stated in the bylaws, it is important to have the new Chief in place upon the retirement of Chief Quade. As an alternative I am authorized under your rules to provide for a temporary appointment of the Fire Chief from October to January. I believe the process recommended above is preferable as it provides an arguably more equal application process for any and all who may be interested and meet the qualifications. It is more equal because there will be no "interim" which could be perceived as giving someone a leg up.

FISCAL IMPACT:

There is no fiscal impact to this action.

ALTERNATIVES/VARIATIONS:

Do Not Act: A short delay is probably not significant, but if the delay is extended I will follow the by-laws, appoint an Interim Chief and start the recruitment process in mid to late October.

Denial: I will follow the by-laws, appoint an Interim Chief and start the recruitment process in mid to late October.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

JOB TITLE: FIRE CHIEF
DEPARTMENT: FIRE DEPARTMENT
SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION

Under the direction and general supervision of the City Administrator the Fire Chief performs a variety of technical, administrative and supervisory work in planning organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life, property by fire, and other means to the citizens within its area of responsibility.

ESSENTIAL JOB FUNCTIONS:

- Supervises and coordinates the preparation and presentation of an annual budget for Fire Department; directs the implementation of the Department budget; plans for and reviews specification for new or replaced equipment.
- Controls the expenditure of departmental appropriations.
- Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits reports to the City Administrator regarding the Department activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- Attends meetings of the Fire Department and performs all other duties pertaining to the office.
- Serves as the highest ranking officer of the department and supervises the Fire Department Officers and other department staff through these subordinate volunteer officers.
- Plans, coordinates, supervises and evaluates fire operations.
- Assures compliance of policies and procedures for the Fire Department.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Fire Chief is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

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

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of thirty feet, reach above shoulder level; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating.

Strength: Continuously carry up to thirty-four pounds and lift up to thirty-four pounds; frequently carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds; occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty seven (37) degrees centigrade; Continuously endure exposure to dust, fumes, gases, mist, wet, humid; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Perform confined space (manhole) rescue; Wear safety equipment including turnout gear, hard hat, steel-toed shoes, safety goggles, and safety vests.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Fire Chief by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Fire Chief is required to be capable of performing the following psychological, situational, and functional functions: Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to maintain confidentiality when needed; tact, ability to deal with the public.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Possession of valid Minnesota Class D drivers license or equivalent.
- Possession of Minnesota Firefighter 1001 certification or equivalent.
- Experience working with the public.
- Successful completion of training through specialized fire service related schools including four (4) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety officer or equivalent courses.
- Current member of the St. Peter Fire Department in good standing with ten (10) years of firefighting experience.

DESIRED QUALIFICATIONS:

- Computer use experience with email, MS Word and Excel.
- Proven ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Proven knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
- Proven ability to supervise and coordinate the preparation and presentation of an annual budget for Fire Department;
- Successful completion of the following courses from an accredited school.
 - Leadership III or equivalent
 - Leadership II or equivalent
 - Leadership I or equivalent
 - MCTO (Managing Company Tactical Operations) – Tactics NFA Course or Strategy and Tactics Initial Company Operations (State School).
 - MCTO Decision Making (Pre –Requisite MCTO- Preparation)
 - MCTO Preparation
 - Arson Investigation
 - Incident Command
 - NIMS Training
 - Strategies and Tactics (Classes in Urban and Rural Multi Story Residential)
 - Including: Continued education as needed and or equivalent education.

Adopted : _____

EXCERPT FROM SAINT PETER VOLUNTEER FIRE DEPARTMENT BYLAWS AS ADOPTED BY THE CITY COUNCIL

ARTICLE V

ELECTION, SELECTION AND APPOINTMENT OF OFFICERS AND OFFICES

1. The Officers shall consist of a Fire Chief, Assistant Chief, two Captains, two Lieutenants, and a Safety Officer.
2. The Offices of President, Vice-President, Secretary, and Standing Committee shall be elected by popular vote of the eligible members present.
3. The Fire Chief, Captains, Lieutenants, and Safety Officer shall be selected from within the eligible membership of the Saint Peter Fire Department.
4. All selection processes shall begin in September as directed by the City Administrator.
5. All members interested in the selected positions must submit a City of Saint Peter employment application to the City Administrator's Office subject to the specific conditions advertised.
6. The Fire Chief shall appoint an Assistant Fire Chief to serve at the Fire Chief's pleasure and may appoint committees or members to such duties as are necessary for the good of the Department.
7. President, Vice-President, Secretary, Standing Committee Member –
 - A. Eligible members interested in appointment as President, Vice President, Secretary or Standing Committee Member must submit a Letter of Interest to the Fire Chief on or before midnight October 30th. No member may submit a Letter of Interest for more than one position.
 - B. The reading of Letters of Interest for President, Vice-President, Secretary, and one (1) Standing Committee member shall be conducted, in that order, in November. Elections for these positions shall be at the regular monthly meeting in December and all shall take office on January 1.
 - C. Should a vacancy occur among the elected offices, said vacancy shall be filled by ballot with 2/3 majority of all eligible members present at the next regular meeting.
 - D. Elections shall be held in accordance with the Order of Business as outlined in ARTICLE XIV. There will be no write-in ballots. The Standing Committee shall prepare ballots prior to all elections, whether the election is contested or not, and shall be responsible for counting ballots
8. Fire Chief, Safety Officer, Company Captain, Company Lieutenant –
 - A. The persons selected to the positions of Fire Chief and Safety Officer shall each serve three (3) year terms beginning on January 1, 2011.
 - B. Should the Fire Chief resign or be removed from office, the Assistant Fire Chief shall immediately and temporarily assume the duties of the Fire Chief until a selection process can be initiated.

- C. Should the Safety Officer resign or be removed from office, the Fire Chief shall immediately appoint a temporary Safety Officer from within the Fire Department to serve until a selection process can be initiated.
- D. No temporary appointment of the Fire Chief or Safety Officer may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Chief or Safety Officer they replaced.
- E. The persons selected as Company 1 Captain and Company 2 Lieutenant shall serve two (2) year terms beginning on January 1, 2011. Should the Company 1 Captain or Company 2 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a selection process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Captain or Lieutenant they replaced. The selection of the Company 1 Captain and Company 2 Lieutenant for January 1, 2013 shall thereafter be modified to a permanent three (3) year term.
- F. The persons selected Company 2 Captain and Company 1 Lieutenant shall serve one (1) year terms beginning on January 1, 2011.
- G. Should the Company 2 Captain or Company 1 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a selection process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the previous Captain or Lieutenant. The selection of the Company 2 Captain and Company 1 Lieutenant for January 1, 2012 shall thereafter be modified to a permanent three (3) year term.
- H. Application Process -
 - i. The City of Saint Peter employment application shall be scored based on the City of Saint Peter 100 point system with additional points awarded as dictated by State Statute. The points shall be based on training, experience, licenses, certifications, and supervisory experience. The points earned will be established by the City Administrator's Office and shall account for 40% of the applicant's score.
 - ii. The interview process shall be worth 60% of the score of the applicant. The interview board for Fire Chief shall consist of the City Administrator and two (2) members of the Standing Committee.
 - iii. Persons serving on the Interview Board who are related to the applicant by blood or marriage, or those who are encumbered by conflicts of interest with the applicant, may not participate in the interview process.
 - iv. The interview board for the remaining officers shall consist of the SPFD Fire Chief and two (2) members appointed by the Fire Chief drawn from a pool consisting of BOFO, Standing Committee and the officers of the St. Peter Fire Department. Persons serving on the Interview Board who are related to the applicant by blood or marriage, or those who are encumbered by conflicts of interest with the applicant, may not participate

in the interview process.

9. Upon selection, each officer shall serve a six (6) month probationary period.
 - A. During the Fire Chief's probationary period, the Fire Chief shall meet with the City Administrator a minimum of once every ninety (90) days and a record shall be prepared outlining areas of strength and areas needing improvement which shall be placed in the Fire Chief's personnel file.
 - B. During the probationary period for all other Officers, the Officers shall meet with the Fire Chief a minimum of once every 90 days. The Fire Chief will prepare a record of the meeting outlining areas of strength and areas needing improvement which shall be placed in the Officer's personnel file.
 - C. The City Administrator may remove the Fire Chief for just cause during the probationary period. The Fire Chief may remove any officer for just cause during the probationary period. Any officer selected for an additional term of the same position shall not serve a probationary period.
10. The Standing Committee shall consist of three members, chosen by ballot, to hold their office for three years. One (1) member of this committee shall be chosen each year at the annual meeting.

ARTICLE VI **DUTIES OF OFFICERS**

1. DUTIES OF THE FIRE CHIEF:

- A. Supervision received: Works under the general guidance and direction of the City Administrator.
- B. Supervision Exercised: Directly supervises the positions of Assistant Chief, Safety Officer, and Engineer/Maintenance Worker. Serves as the highest ranking officer of the Department.
- C. Tactical Duties and Responsibilities:
 1. From a command post of his/her choosing, establishes the incident command system to direct subordinates as to the situation, mission, execution, administration/logistics, and command/control methods to be utilized.
 2. Appoints an Assistant Fire Chief or Safety Officer in the event of his/her absence.
- D. Administrative Duties and Responsibilities:
 1. Performs a variety of technical, administrative, and supervisory work in the planning, organizing, delegating, and implementing fire prevention, suppression, and operation of the department to ensure the prevention and minimization of loss of life and property by fire and other means to the citizens within its area of responsibility;
 2. Supervises Officers and the Engineer/Maintenance Worker, and assists

Officers with the supervision of the members of the Department;

3. Establishes policies;
 4. Reviews performance and effectiveness;
 5. Supervises and coordinates the preparation, presentation, and implementation of an annual budget as well as projected future needs;
 6. Plans for equipment needs and prepares specifications for the most operationally and cost effective modern equipment for fire prevention and suppression;
 7. Organizes mutual aid, township, and other contracts;
 8. Serves as a member of the BOFO.
- E. Strategic Duties: Long range planning on equipment, facilities, personnel, budgets, and training.
- F. Minimum Qualifications:
1. Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of four (4) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.
 2. Applicants for the position beginning on January 1, 2014 shall have a minimum of six (6) of the National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.
 3. A minimum of ten (10) years of experience involving modern fire protection, prevention, and other additional duties assigned to the department;
 4. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public;
 5. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION AUTHORIZING INITIATION OF RECRUITMENT PROCESS FOR FIRE CHIEF POSITION

WHEREAS, the current Fire Chief is expected to retire from the Fire Department by mid-October, 2016; and

WHEREAS, the bylaws of the Fire Department outline the process to be followed for replacement of the Fire Chief; and

WHEREAS, the bylaws indicate the Fire Chief will be appointed beginning in January; and

WHEREAS, a variance from this timeline is preferred under the current circumstances to ensure continuity in the Fire Chief position.

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

1. Staff is directed to initiate the recruitment process for replacement of the City's Fire Chief.
2. A variance from the Fire Department bylaws is hereby authorized so that the appointment of a new Fire Chief can take effect upon the retirement of the current Fire Chief which is expected to occur in October, 2016.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of May, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes allow for closed sessions of the Council for discussion of specific issues including land sale negotiations; and

WHEREAS, the City Administrator recommends a closed session be called for discussion regarding sale of City owned property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session as provided for under Minnesota Statutes for discussion of land sale negotiations.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of May, 2016.

Charles Zieman
Mayor pro

ATTEST:

Todd Prafke
City Administrator

PROCLAMATION

“POLICE OFFICER MEMORIAL DAY and POLICE OFFICER MEMORIAL WEEK”

- WHEREAS, our Nation's public safety officers are heroes who risk their lives to keep our families and communities safe; and
- WHEREAS, law enforcement personnel are dedicated to the communities they serve; and
- WHEREAS, Police Officers must continually remain vigilant and take courageous action; and
- WHEREAS, Police Officer's put their lives on the line to protect ours, sometimes making the ultimate sacrifice; and
- WHEREAS, May 15th has been designated by the President as “Police Officers Memorial Day”; and
- WHEREAS, the Saint Peter community honors and respects the sacrifices made by our Police Officers and wishes to extend gratitude to each and every member of the law enforcement community.

NOW, THEREFORE, I, Charles Ziemann, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim May 15, 2016 as “POLICE OFFICER MEMORIAL DAY” and May 15-21, 2016 as “POLICE OFFICER MEMORIAL WEEK” in the City of Saint Peter and hereby extend the gratitude of the Saint Peter community to all Saint Peter Police Department Officers for their service to our community and their commitment to protecting those they serve.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 9th day of May, 2016.

Charles Ziemann
Mayor

ATTEST:

Todd Prafke
City Administrator

