

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

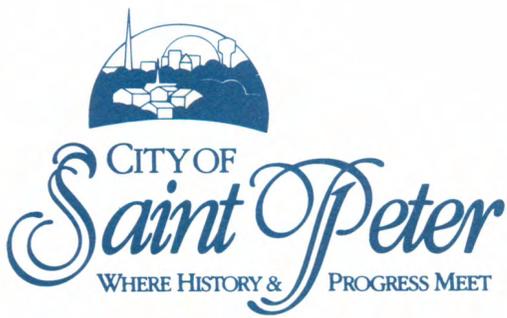
Regular Workshop Session of Tuesday, July 5, 2016  
Governors' Room, Community Center – 5:30 p.m.

- I. **CALL TO ORDER**
  
- II. **DISCUSSION**
  - A. Police Department Presentation
  - B. Traverse Green Subdivision Private Development RFP
  - C. Benco Electric Territory
  - D. Others
  
- III. **ADJOURNMENT**

**\*\*PLEASE NOTE LOCATION OF WORKSHOP HAS BEEN CHANGED\*\***

Office of the City Administrator  
Todd Prafke

TP/bal



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 6/29/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Department Presentation: Police Department

### **ACTION/RECOMMENDATION**

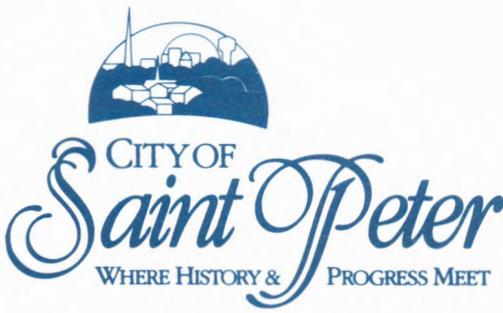
None needed. For your information only.

### **BACKGROUND**

As has been our past practice, time has been set aside on this workshop agenda for a presentation on one of the City's Departments. Police Chief Peters will be at the workshop on Monday evening to provide information on activities in the Police Department.

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

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 7/1/16

**FROM:** Russ Wille  
Community Development Director

**RE:** Building Better Neighborhoods – Outlot D - Request for Proposals (RFP)

### **ACTION/RECOMMENDATION**

None needed. For Council review and discussion.

### **BACKGROUND**

The City Council had previously instructed staff to prepare for the development of a third subdivision constructed utilizing the principles of the Building Better Neighborhoods program created by the Greater Minnesota Housing Fund. It was also suggested that it would be ideal to find a private interest to develop that portion of the subdivision lying north of the extended Clark Street right-of-way.

To that end, a draft Request for Proposal seeking a private partner to develop that portion of Traverse Green Subdivision lying north of the extended Clark Street has been developed for City Council review and comment.

The land subject to the Request for Proposals is identified as Outlot D, Traverse Green Subdivision. The property contains 15.56 acres and is zoned (R-3) Multi-Family Residential.

The draft RFP requires the respondent to identify the proposed purchase price of the 15.56 acre parcel.

The RFP would note that the successful respondent would pay a share of the cost to install the extended Clark Street as well as paying a proportionate share of installing the water and sanitary sewer infrastructure serving the property.

The developer would also be required to address the stormwater drainage of the property. This would include a proportionate assessment for the construction and operation of the stormwater pond lying east of Nicollet Avenue.

Based on the March, 2016 bids opened by the City for Phase One of the Traverse Green Subdivision, the anticipated development costs for installation of utility infrastructure and surface improvements to Clark Street west of Nicollet Avenue are as follows:

Water Service:	\$ 67,867
Sanitary Sewer:	\$ 44,907
Stormwater Drainage:	\$ 90,819
Street/curb and gutter/Sidewalk:	\$ 242,269
Regional Pond:	<u>\$ 28,041</u>
TOTAL COSTS:	\$ 473,903

Please note that these costs do not reflect any improvements within Outlot D. The identified costs are necessary to prepare Outlot D for future development.

In addition to these costs, the successful respondent would be required to assume the cost of installing streets, curb, gutter, sidewalks, water services, sanitary sewer services and stormwater drainage within Outlot D.

The RFP suggests that the City would prefer the construction and sale of properties to support the construction of market-rate single family homes with total development costs (land, construction, utilities) of at least \$250,000.

The RFP also indicates that the City would prefer a developer willing to assume all financial responsibility for the construction upon the Outlot. However, the RFP does indicate that the City would consider proposals that anticipate a financial partnership between the developer and City of Saint Peter.

The RFP states that the platting and construction of Outlot D would begin no later than June 1, 2016.

Other portions of the RFP remain unchanged since the last time the City Council considered this matter at workshop.

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

RJW

**TRAVERSE GREEN SUBDIVISION – REQUEST FOR PRIVATE  
DEVELOPMENT  
OUTLOT D – 15.56 ACRES**





**City of Saint Peter, Minnesota**

**July 5, 2016**

**REQUEST FOR PROPOSALS  
Outlot "D"  
Traverse Green Subdivision  
City of Saint Peter**

**To all interested parties:** The City of Saint Peter, Minnesota in undertaking the construction of a third residential subdivision developed and designed utilizing the principles of the Building Better Neighborhoods program created by the Greater Minnesota Housing Fund. The City is seeking a private partner to develop the northern 15.56 acres of the desired residential subdivision. The City would not require that the Outlot be developed consistent with the Building Better Neighborhoods program.

Russ Wille  
Community Development Director  
227 South Front Street  
Saint Peter, MN 56082  
507.934.0661  
[russw@saintpetermn.gov](mailto:russw@saintpetermn.gov)

I. **Project Location:** The property is legally described as:

***Outlot D, Traverse Green Subdivision, City of Saint Peter, Nicollet County, Minnesota.***

Copies of the proposed final plat of Traverse Green Subdivision depicting Outlot D, is attached as Exhibit A.

II. **Price:** The respondent shall disclose the price at which they would propose to acquire the site from the City of Saint Peter.

In addition to the purchase price of the property, the respondent shall pay a proportionate share of the engineering, administration and construction costs for the section of Clark Street west of Nicollet Avenue as well as the associated curb, gutter and sidewalk. The construction of Clark Street will be undertaken by the City of Saint Peter.

The developer shall also be responsible for the design, installation and financing of the utility infrastructure and other improvements within and upon Outlot D necessary for occupancy of the residences.

Upon its development, Outlot D will need to be served by a sanitary sewer main which currently terminates at the western boundary of Standard Lumber subdivision. The developer of Outlot D shall be responsible for financing a proportionate share of the cost to extend and install the sanitary sewer service within Traverse Green subdivision.

The developer will also be responsible for paying a proportionate share of the costs to provide for the stormwater drainage within the site. The shared costs shall include the engineering and design of the drainage as well as the costs to construct any stormwater infrastructure. At a minimum, the stormwater management shall be accomplished as per the conditions of the City's MS4 stormwater discharge permit.

In addition to the on-site drainage, the developer of Outlot D shall be assessed a proportionate share of the regional drainage basin servicing the site.

Based on the March, 2016 bids opened by the City of Saint Peter for Phase One of Traverse Green subdivision, the anticipated development costs for the installation of utility infrastructure and surface improvements for Clark Street west of Nicollet Avenue are as follows:

Water Service:	\$ 67,867
Sanitary Sewer:	\$ 44,907
Stormwater Drainage:	\$ 90,819
Street/C&G/Sidewalk:	\$ 242,269
Regional Pond:	\$ 28,041
TOTAL:	\$ 473,903

III. **Zoning Classification:** The subject property is zoned (R-3) Multi-Family Residential. A copy of the applicable portions of the Saint Peter Zoning Code are attached as Exhibit B.

IV. **Project Site History:** The development site contains approximately 15.56 acres of land. The property was originally purchased by Independent School District #508 as the Board contemplated the site for the construction of a new high school campus. The Board ultimately decided to join the City of Saint Peter in the development of an alternative site which combined school and city park facilities on a jointly developed campus.

Prior to ISD #508's acquisition of the property, the site was used for the growing of agricultural crops such as corn and soybeans. Subsequent to the acquisition by ISD #508, the property has been farmed and managed by the Agricultural Academy as part of the ISD #508 curriculum.

V. **Mixed Use/Mixed Income:** The City of Saint Peter will retain ownership of 47.16 acres of land generally located to the south of the future, extended Clark Street. This site is being developed utilizing the concepts of the Building Better Neighborhoods program authored by the Greater Minnesota Housing Fund.

The platted development includes modestly sized residential lots for the construction of single-family homes. It is anticipated that the completed development will replicate the style, density and appearance of both the Nicollet Meadows and Washington Terrace subdivisions previously developed by the City of Saint Peter.

Select parcels within the subdivision have been identified for the construction of multi-family residential developments. The City would intend to seek a private / non-profit party to undertake the development of the multi-family properties via a future Request for Proposals (RFP).

A parcel of 22.19 acres, located south of Clark Street and west of Nicollet Avenue has been identified and set aside as the site of a future ISD #508 elementary school. As the community continues to grow, it is anticipated that a new school will be necessary to handle the rising enrollments. The future school site has not been annexed into the City of Saint Peter. As such, the school site would need to be annexed and platted prior to any development of the parcel.

- VI. **Development Preference:** The City is seeking a partner to privately develop the northern 15.56 acres (Outlot D) of Traverse Green Subdivision as a single-family residential development.

Ideally, the City would desire the construction and sale of properties to support the construction of market rate single-family homes with total development costs (land, construction, utilities) of at least \$250,000.

While the City would prefer proposals that anticipate the developer assuming all financial responsibility for construction of the Outlot, the City would consider proposals that anticipate a financial partnership between the City and developer.

- VII. **Platting:** The successful respondent shall prepare the required submittals for the consideration of a Final Plat of Outlot D, the 15.56 acre development property. The plat application shall include payment of the \$250 fee for the consideration of the subdividing of lands.

- VIII. **Parkland Dedication Fee:** Upon acceptance of a Final Plat, the developer shall pay a parkland dedication fee equal to 12% of the fair market value of the "Net Developable Area" of the subdivision as defined in Section 44 of the Saint Peter City Code.

- IX. **Project Timeline:** The City of Saint Peter has begun construction of Traverse Green Subdivision. The City would anticipate that lot sales will begin on July 13, 2016 and that the construction of new single-family homes will ideally begin approximately September 2016.

The successful respond may seek an alternative timeline for the development of Outlot D. However, the platting and construction of improvements within and upon Outlot D shall begin no later than June 1, 2017.

- X. **Neighborhood Connectivity:** To provide for the uniform development of the community required in the Saint Peter Comprehensive Plan, the proposed development of Outlot D must consider how the subdivision will be connected to adjoining parcels via roadways, trails and sidewalks.

At a minimum, future vehicular access to the adjoining undeveloped lands should be planned and platted to provide ingress and egress to and from the neighborhood. The Final Plat shall provide for the safe and efficient circulation of both vehicular and pedestrian traffic.

Sidewalks shall be installed on both sides of each street within the development. The construction of sidewalks shall be undertaken in a manner consistent with the standards adopted by the City of Saint Peter. Sidewalk design specification are attached as Exhibit C of this document.

**XI. Submittals:** Proposals submitted by firms or individuals shall address the following elements in the form of text, imagery and work examples.

- A. Resume, background and qualification of the proposed developer, including a roster of successfully completed residential subdivisions.
- B. Site sketch depicting the proposed platting of the property.
- C. Proposed number of single-family lots and the typical lot size / dimensions.
- D. Proposed single-family lot prices.
- E. Photos, plats and/or diagrams depicting existing single-family development projects successfully completed by the respondent.
- F. Proposed construction timeline.
- G. Proposed purchase price.

The City of Saint Peter's review of the submittals shall focus on the respondent's ability to successfully undertake the development of a residential neighborhood which targets the construction and occupancy of single-family homes with total development costs of at least \$250,000.

In review of the proposals, the City shall give consideration to the physical layout of the residential development as well as the vehicular/pedestrian circulation planned within and between adjoining neighborhoods (and undeveloped lands). Preference shall be provided to submittals deemed to be supportive of the housing development proposed by the City of Saint Peter.

Any proposed development must be in conformance with the terms and regulations of the Saint Peter Zoning Code, Subdivision Ordinance and the standards developed for the design and construction of roadways, sidewalks and necessary utility infrastructure.

City staff will review the submittals, conduct interviews (when appropriate), compile a comparative analysis of the submittals and present a recommendation to the City Council prior to entering into exclusive negotiations for the sale and development of the property. The City may hire such consultants and professionals as necessary to assist in the review of the proposals.

Additionally, the chosen developer will need to demonstrate the ability to successfully manage and coordinate the construction, site improvements, landscaping, marketing and sale of the single-family lots within the subdivision.

Once a preferred development is identified, additional financial disclosures will be required to demonstrate that the proposed developer has the financial ability to successfully complete the construction of the subdivision.

**XII. Waiver:** The City of Saint Peter reserves the right to reject any or all of the submittals, to waive any informality in the submittal procedure and to accept any submittal deed by the City Council to be in the City's best interest as determined by the Council.

**XIII. Additional Information:** Any questions related to this Request for Proposals, or request for additional information may be directed to:

Russ Wille  
Community Development Director  
227 South Front Street  
Saint Peter, MN 56082  
507.934.0661  
[russw@saintpetermn.gov](mailto:russw@saintpetermn.gov)

**XIV. Submittal Deadline:** Respondents are to submit three (3) copies of their proposal for staff review and comment to the address above on/or before 5:00 p.m., Monday, \_\_\_\_\_, 2016.

**EXHIBIT A  
FINAL PLAT  
TRAVERSE GREEN SUBDIVISION**

**EXHIBIT B  
(R-3) MULTI-FAMILY RESIDENTIAL  
ZONING REGULATIONS**

**EXHIBIT C  
STANDARD DETAIL PLATE #1003  
CONCRETE WALK  
(TYPICAL SECTION)**

## DIVISION 4. - R-3 MULTIFAMILY RESIDENTIAL DISTRICT

## Sec. 24-98. - Statement of intent.

The R-3 District is intended and designed to provide for certain high-density residential areas now developed with multifamily dwellings and areas where similar residential development seems likely to occur.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

## Sec. 24-99. - Principal permitted uses.

Unless otherwise provided in this chapter, no building or lands shall be used for other than one or more of the following purposes:

- (1) *Residential uses.*
  - a. Single-family residential.
  - b. Duplex residential.
  - c. Two-family residential.
  - d. Townhouse residential.
  - e. Multifamily residential (limited).
  - f. Multifamily residential (general).
- (2) *Civic uses.*
  - a. Community recreation.
  - b. Day care services (limited).
  - c. Local utility services.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

## Sec. 24-100. - Conditional uses.

The following uses of land and structures may be permitted in the R-3 District subject to the review, approval and regulations of the Board of Appeals and Adjustments as provided in this chapter:

- (1) *Residential uses.* Group residential.
- (2) *Commercial uses.*
  - a. Administrative and business offices.
  - b. Administrative services.
  - c. Medical offices.
  - d. Commercial recreation (outdoor).
  - e. Funeral services.
  - f. Visitor habitation (bed and breakfast services).
- (3) *Civic uses.*
  - a. Cemetery.
  - b. Club or lodge.
  - c. College/university facilities.

- d. Cultural services.
- e. Day care services (general).
- f. Hospital services.
- g. Major utility facilities.
- h. Park and recreation services.
- i. Primary educational facilities.
- j. Public assembly.
- k. Religious assembly.
- l. Residential care services.
- m. Safety services.
- n. Secondary educational facilities.
- o. Convalescent services.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007; Ord. No. 405(2nd Ser.) § 6, 4-27-2009)

Sec. 24-101. - Development regulations.

Unless otherwise provided in this chapter, each development in the R-3 District shall be subject to the following minimum requirements:

- (1) Lot area.
  - a. Single-family: 6,000 square feet.
  - b. Duplex: 6,000 square feet.
  - c. Two-family: 8,250 square feet.
  - d. Multifamily (limited): 10,000 square feet.
  - e. Multifamily (general): 10,000 square feet or 2,500 square feet per dwelling unit, whichever is greater.
  - f. Townhouse: 3,000 square feet per dwelling unit.
  - g. Other uses: 6,000 square feet.
- (2) Lot width.
  - a. Single-family: 55 feet.
  - b. Duplex: 55 feet.
  - c. Two-family: 80 feet.
  - d. Multifamily (limited): 80 feet.
  - e. Multifamily (general): 80 feet.
  - f. Townhouse: 80 feet.
  - g. Other uses: 55 feet.
- (3) Front yard: 20 feet.
- (4) Side yard.
  - a. Single-family: seven feet.
  - b. Duplex: seven feet.
  - c. Two-family: 14 feet.
  - d. Multifamily (limited): 14 feet.

- e. Multifamily (general): 14 feet.
- f. Townhouse: 14 feet.
- g. Other uses: 14 feet.
- (5) Rear yard: 25 feet.
- (6) Maximum height: 45 feet.
- (7) Maximum lot coverage: 70 percent.

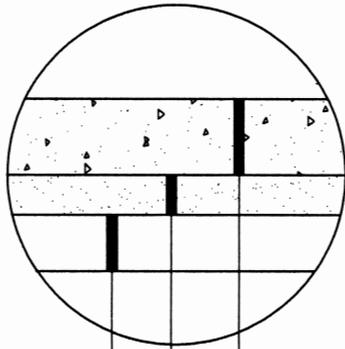
(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Sec. 24-102. - Off-street parking and loading.

Spaces for off-street parking and loading shall be provided in accordance with article III of this chapter.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Secs. 24-103—24-132. - Reserved.



4" CONC. SIDEWALK (2521)  
 3" AGGREGATE BASE, CL. 5 (2211)  
 (100% CRUSHED LIMESTONE OR RECYCLED CONCRETE OR BITUMINOUS)  
 (INCIDENTAL TO WALK)  
 SUBGRADE PREPARATION (2112) (INCIDENTAL)

**NOTES:**

1. MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.
2. SIDEWALKS: REFERENCE SECTION 2521, AGGREGATE BASE: REFERENCE SECTION 2211
3. 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)
4. PLACE 1/2" EXPANSION JOINT AT 100 FT. INTERVALS FOR SIDEWALK.
5. CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.
6. SIDEWALK EDGES SHALL BE ROUNDED WITH 1/4" RADIUS TOOL.

**CONCRETE WALK**  
 NOT TO SCALE  
**SAINT PETER STANDARD**  
**PLATE 1003**

**CONCRETE WALK**  
**TYPICAL SECTION**

STANDARD DETAIL  
 PLATE NO:  
**1003**

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 12, 2014

REMARKS:



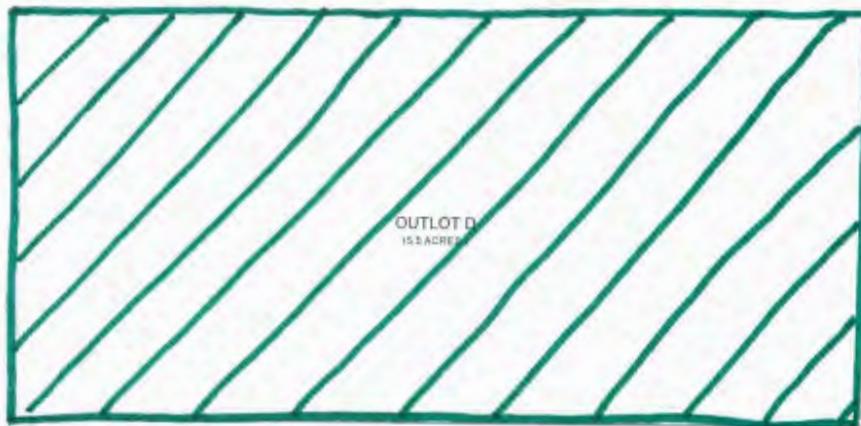
**CITY OF**  
*Saint Peter*  
 NICOLLET COUNTY, MINNESOTA  
 WHERE HISTORY & PROGRESS MEET

**SAINT PETER UTILITY STANDARD DETAIL**



Legend

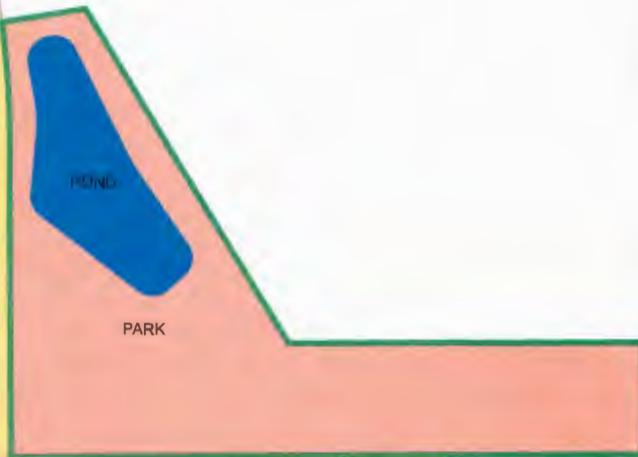
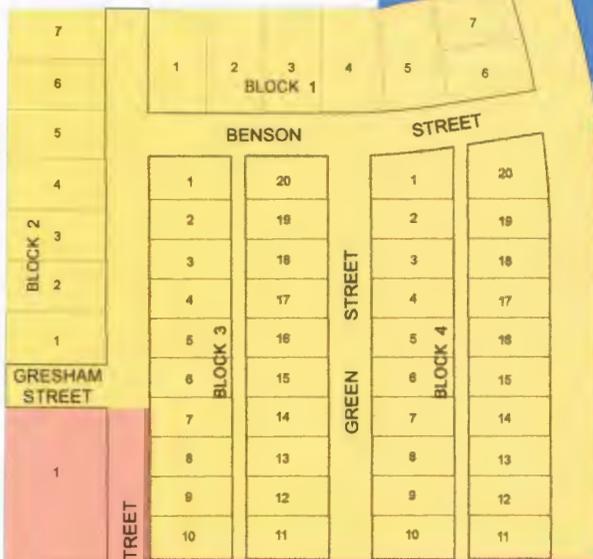
- Phase 1
- Phase 2
- Phase 3
- Lot
- Right-of-Way
- Park
- Pond



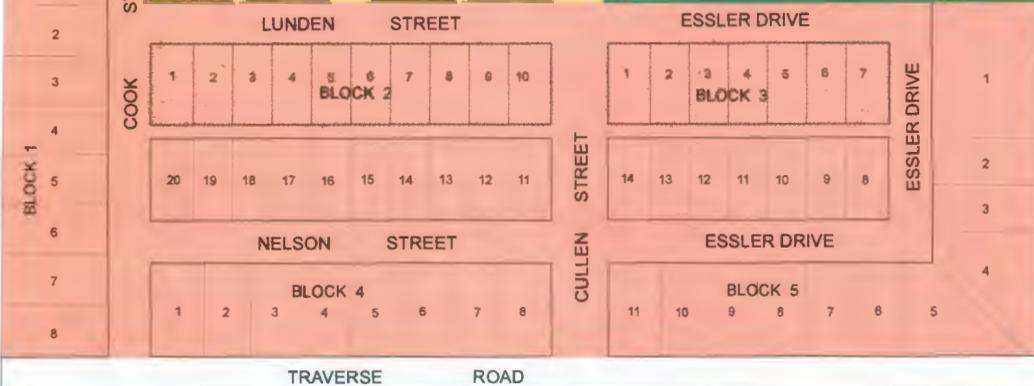
CLARK STREET



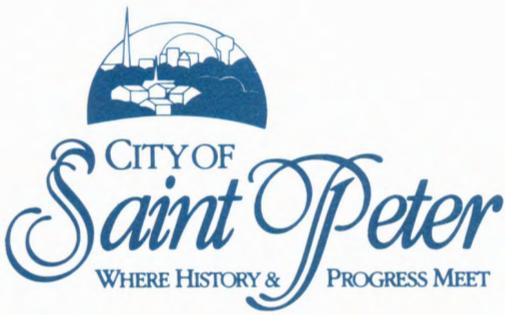
SCHOOL PARCEL



NICOLLET AVENUE



OUTLOT A



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** June 30, 2016

**FROM:** Pete Moulton  
Director of Public Works

**RE:** Electric Territory Purchase – Proposed Agreement

### **ACTION/RECOMMENDATION**

None needed. For Council review and discussion related to negotiated territory purchase.

### **BACKGROUND**

The new Saint Peter High School and City Park on the west side of Saint Peter have resulted in a need to expand the City's municipal electric service to continue serving all customers within City limits. Staff began this process by meeting with BENCO Electric Cooperative. At the meeting we identified areas for future City electric service which included the new housing subdivision and rights-of-way. As the process unfolded, the location of future buildings and the boundaries for expanded territory were also evaluated.

In 2008 the Minnesota Public Utilities Commission (MPUC) requested all utilities verify their electric territories. The City and BENCO did that and the proposed agreement modifies the existing boundary. The areas to be obtained for service with City power include:

- 1) Approximately 90+ acres of parkland and City/School area including right-of-way (R.O.W) along 361<sup>st</sup> Avenue and West Broadway Avenue (includes the new roundabout area).
- 2) 17+ acres of the Traverse Green Subdivision (most westerly area) and the south boundary along Traverse Road
- 3) A small area along the west Lambert property which will now align with the property line.
- 4) 357<sup>th</sup> Avenue right-of-way (Gardner Road) from West Jefferson Avenue to West Broadway Avenue.

Right-of-way areas to be purchased are needed to install street lights on the City's system for safety and security.

**Financial Considerations:** The basis for financial exchange includes the theory of potential lost revenue for BENCO and the potential gain in revenue by the City. In most private development cases, the City would be required to negotiate a rate and cost for each new meter in the acquired areas. Since the City is the developer of Traverse Green Subdivision, BENCO has agreed to not seek compensation for lost revenue. A 2008 court case in Redwood Falls, brought by the Minnesota Municipal Utility Association (MMUA), established that a municipal utility can develop property it owns in a cooperative electric territory and serve the electric load

without compensation to the cooperative. That is important to Saint Peter as a portion of Traverse Green Subdivision is located in BENCO Electric territory and can be served by the City without compensation to BENCO Electric.

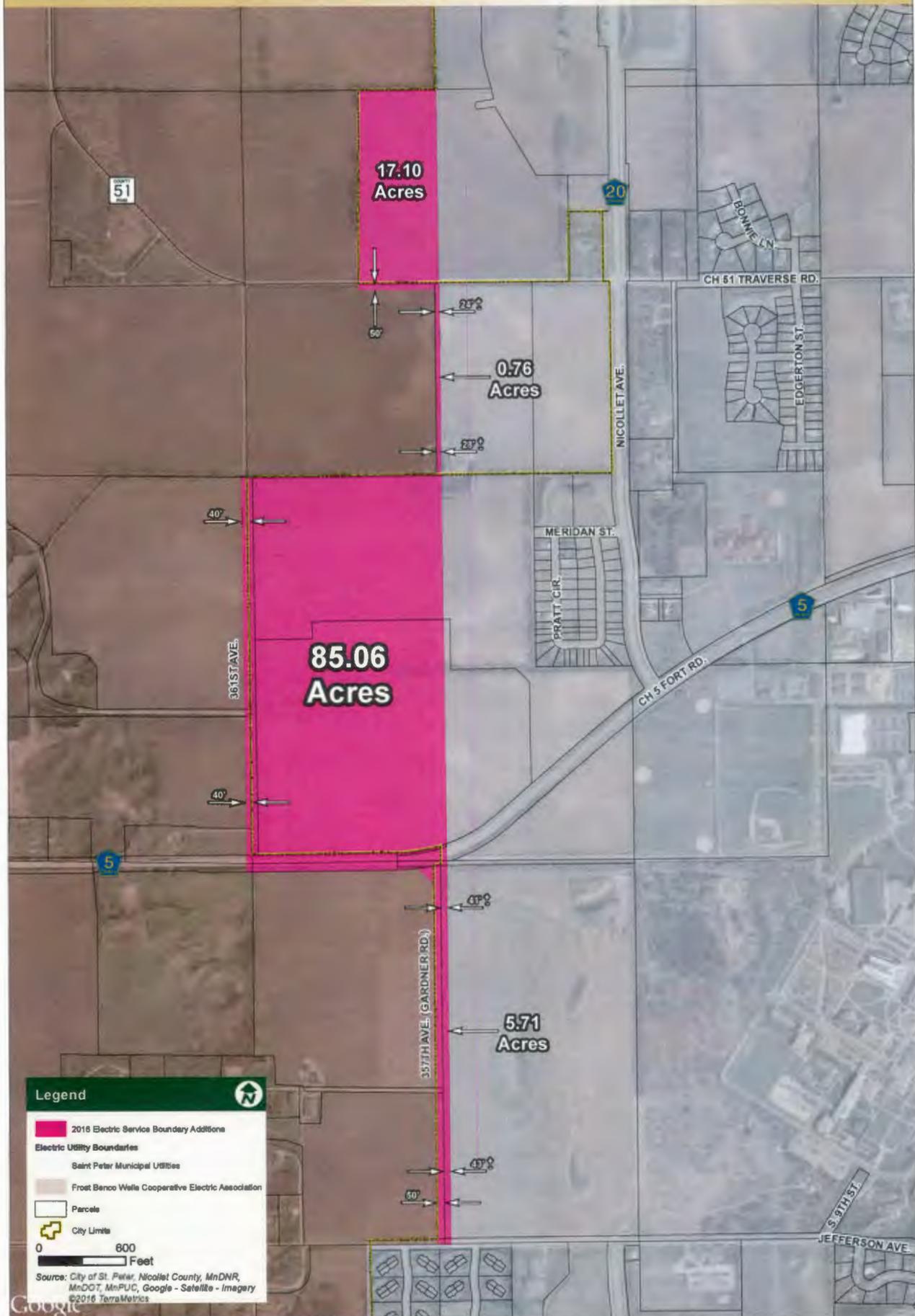
For the other areas BENCO is seeking a 10-year loss revenue based on kilowatt usage for the new Saint Peter High School which is located in their territory. The compensation for the transfer of territory between municipals and co-ops has been based on lost revenue calculated as a multiplier of the annual consumption times the average electric rate. A mill rate was negotiated and agreed to at 12½ mills (0.0125) per kilowatt hour (kWh) sold. Centered on annual anticipated kWh usage of 700,000 kWh, the annual fee paid to BENCO would be approximately \$8,750. Over a 10-year period the fee would be \$87,500.

The agreement would start January 1, 2018 and run through December 31, 2027 with payments based on actual consumption summarized at the end of each year for a full 10-year period.

Staff will work with legal counsel to put together an agreement that covers the necessary information to protect both the City and BENCO. The agreement would then need to be approved by the governing board of both entities and once approved, a letter signed by both entities would be submitted to the MPUC stating our intent to change territory boundaries.

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

PM/amg



**Legend**

- 2016 Electric Service Boundary Additions
- Electric Utility Boundaries**
- Saint Peter Municipal Utilities
- Froot Benco Wells Cooperative Electric Association
- Parcels
- City Limits

0 600 Feet

Source: City of St. Peter, Nicollet County, MnDNR, MnDOT, MnPUC, Google - Satellite - Imagery ©2016 TerraMetrics