

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

Regular Workshop Session of Monday, June 2, 2014
Public Works Department – 5:45**
405 West St. Julien Street

**Time approximate – Immediately following special City Council Meeting

I. CALL TO ORDER

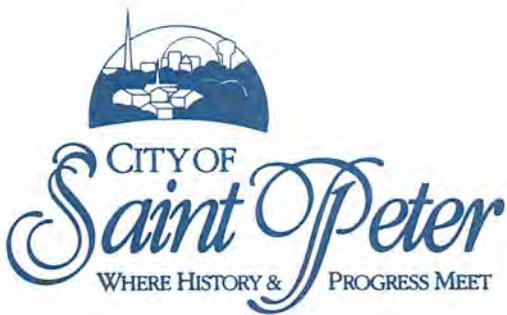
II. DISCUSSION

- A. Public Works Building Tour and Department Presentation
- B. Stormwater Regulations Update
- C. Mechanics Vehicle Replacement
- D. Frozen Water Service Lines
- E. Solace Project Presentation
- F. SWMHP Resolution of Support
- G. Brown Street Detention Basin
- H. Vehicular Noise Regulations
- I. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 5/28/2014

FROM: Todd Prafke
City Administrator

RE: Public Works Department Presentation

ACTION/RECOMMENDATION

None needed. For your information only.

BACKGROUND

As you know I have scheduled a series of presentations at City Council workshops to highlight the activities and responsibilities of each of the City's departments.

Monday evening Public Works Director Giesking will provide a presentation on the activities of his department as part of the workshop on Monday evening. The presentation will be preceded by a tour of the Public Works facility, so please wear comfortable shoes.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: May 12, 2014

FROM: Lewis Giesking
Director of Public Works

Pete Moulton
Water Utilities Superintendent

RE: MSA4 Compliance

ACTION/RECOMMENDATION

None needed. For your discussion only.

BACKGROUND

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

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

City staff met with Bolton and Menk staff, the permit was reviewed and deficiencies were discussed. Several upgrades and changes will be needed to meet state requirements and changing Environmental Protection Agency (EPA) requirements and Bolton and Menk, Inc. has indicated their availability to provide assistance in this work for a fee of \$26,600.

Areas to be addressed include the following:

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

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

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

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

Staff will be at the workshop to discuss these changes and future impacts on our community.

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

LGG/PM



Minnesota Pollution Control Agency

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

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

April 3, 2014

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

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

Dear Ms. Kamm:

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

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

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

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

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

City of St. Peter MS4
Page 2
April 3, 2014

Finally, the MPCA thanks you for your cooperation in the permitting process. Please retain this letter as documentation of your MS4 General Permit coverage under the NPDES/SDS Permit MNRO40000.

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

Sincerely,

Duane Duncanson

This document has been electronically signed.

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

cc: City of St. Peter MS4 file



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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

www.bolton-menk.com

April 17, 2014

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

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

Dear Mr. Moulton:

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

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

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

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

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer

MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

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

Sincerely,

BOLTON & MENK, INC.



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

Enclosures: Scope of Services
 Estimated Fee

Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

DESCRIPTION OF PROPOSED PROJECT

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

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

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

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

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

Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

SCOPE OF WORK

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

I. Existing Stormwater Ordinance Assessment

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

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

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

II. Prepare a Draft Illicit Discharge Ordinance

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

III. Develop Enforcement Response Procedures (ERPs)

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

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

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

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

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Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

- MCM 3 - A Geographic coordinate will need to be added for all outfalls on the City's storm sewer system map.
- The City will need to develop procedures and forms for Illicit Discharge Detection and Elimination and also develop a record keeping and documentation process that meets the current permit requirements
- MCM 4 - The City will need to establish written procedures for site plan reviews that are conducted prior to the start of construction activity.
- The City will need to develop a documentation process for each permitted construction project that includes keeping records of construction project name, location, total acreage to be disturbed, and owner/operator information.
- MCM 6 - The City will update its current staff training program to include documentation requirements relative to good housekeeping in accordance with the permit.

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

V. Milestone Meetings

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

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

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

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

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

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Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

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

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

SCHEDULE

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

FEES

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

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

||

Bolton & Menk, Inc.

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Proposal for MS4 Permit Compliance Assistance

Saint Peter, Minnesota

April 17, 2014

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

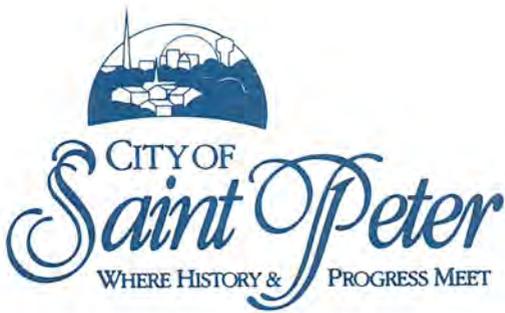
Task	Description	Basis	Proposed Fee
VI	Address TMDLs with Established Waste Load Allocations	Not to Exceed	\$21,700.00

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

ADDITIONAL SERVICES

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

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Memorandum

TO: Todd Prafke
City Administrator

DATE: May 12, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Mechanic's Truck Replacement

ACTION/RECOMMENDATION

None needed. For discussion only.

BACKGROUND

Staff will be asking the City Council to consider the purchase of a new 1 ton 4x4 pickup from Lager's, Inc. for \$31,030.49 and utility box, lift gate, and crane from Towmaster for \$33,597.00 based on state bid. These prices include all taxes and license fees.

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

With the amount of weight on the truck and being rear wheel drive it is very untrustworthy on winter roads and soft conditions going to potential equipment breakdowns. The Mechanic currently does not drive the vehicle beyond a ten mile radius due to the poor heating and potential of a major breakage.

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

Four quotes were obtained through the State bid process: two for the truck and two for the accessories, which have comparable specifications for the truck and accessories. Illustrated below is the comparisons between the two truck quotes.

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

VENDOR

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

PRICE

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

ACCESSORIES

Towmaster Truck Equipment
Crysteel

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

The Dodge has better fuel economy, payload, towing capacity and warranty than the Ford. The Dodge truck meets the requirements needed by the Mechanic for his workload compared to the Ford. The Ford has less payload capacity, towing capacity and the power train warranty is in fewer miles. The Dodge is a better value for the heavy duty work anticipated and; therefore should have a longer life.

If the new truck purchase is approved, staff would recommend the 1994 Ford ¾ ton truck (unit # 64) be declared surplus and sold on the Department of Administration online auction.

The total cost, as proposed from Lager’s, Inc. and Towmaster Truck Equipment at a total \$64,627.49.

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

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

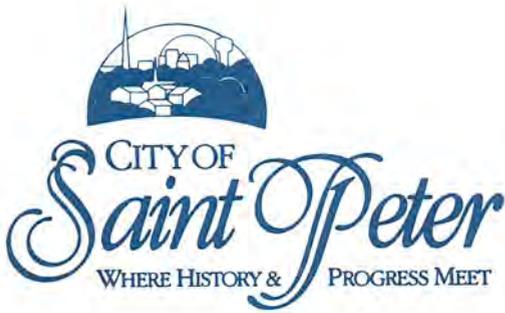
LGG/amg



Example Photos



Example Photos



Memorandum

TO: Todd Prafke
City Administrator

DATE: April 30, 2014

FROM: Lewis Giesking
Director of Public Works

Pete Moulton
Water Utilities Superintendent

RE: Frozen Water Services Update

ACTION/RECOMMENDATION

None needed. For your information only.

BACKGROUND

This year, 73 water service lines froze. 64 services needed to be thawed by either internal assistance from the City or external assistance by a licensed welder. While 9 homes left their service frozen, these were mostly vacant or the owner was away for an extended period. Frozen lines have occurred in Saint Peter during 1989, 1990, 1991, 1994, 1996.

City staff has discussed this issue on many occasions. Staff has also talked to other communities in order to gauge their response and to discuss installation standards and compliance with installation standards as it relates to customer service. Utility companies have done all sorts of programs ranging from averaging usage for those running water, to providing the water and sewer at a reduced rate, to not allowing any cost breaks.

The Utility has always worked with each property owner to make sure that their water and sewer services are in compliance with City standards. This gives the owner and the Utility the best chance to minimize water loss, reduce maintenance on the system, and provide the best service available.

According to the State Plumbing Code, all water services must be protected against freezing. So, in other words – if the line freezes it does not meet code. The State Plumbing Code also does not specify a depth for installation but City standards do provide a minimum requirement of 7' cover (detail 6002 - attached).

Utility staff has evaluated this problem from two view points:

- 1) From an *operations point of view*, many staff hours and dollars were spent helping the customer for a problem that could or should be avoided. Individual homeowners who had their line thawed by Utility staff will receive a \$325.00 bill which is the fee set by City Council. If it took longer to thaw the line than what was charged, then the Utility absorbed the cost. About half the water services required more time than fees that will be collected. From the operations point of view, cost can be minimized by "requiring" service lines that do not meet State Plumbing Code or City standards to be replaced at

the owner's expense. Also, staff did not charge the customer if the line was not opened by staff, regardless of the amount of time spent at the customer's site.

- 2) From a *customer service point of view*, staff works diligently to provide the best service to our customer. Even when the water service required a welder to thaw the line, Utility staff helped the owner coordinate the contractor and worked with neighbors to protect them from the hazards of thawing a water service with a welder. There was risk involved using a welder but staff did an outstanding job of assisting both the welder and our customers. By assisting the welder with set-up and preparations it minimized the cost the welder was on site which ended up being a reduction in cost to the owner of the frozen service. From the customer service point of view cost can be minimized by working with customers likely to make a long-term commitment by bringing their service to standards by offering an incentive to meet State Plumbing Code or City Standards to be replaced at the owner's expense.

In either situation, it is recommended that a price break or reduction in cost not be provided. By providing a break or discount to the customer there is little incentive to make permanent corrections or bring their line up to standards. Permanent or long-term corrections are the only resolution to an overall reduced cost to the owner and utility. Homeowners that have installed their service lines to City Standards have been minimally impacted. Approximately 10 water services that have been installed to our standards froze this year. Most were low usage lines. (single person households or away from home for a significant period)

Staff intends to contact each service line owner on the list and discuss what needs to be corrected with this service in order to be in compliance with City Standards. Staff will also discuss options to finance the corrections necessary, which includes the possibility to assess the cost through the City.

For spot repairs we will offer an incentive based on the scope or replacement. For replacement of the entire line, staff proposes offer to pay for the disconnection of the old service at City expense.

LGG/PM

Frozen Water Services Update

April 28, 2014

- 73 Frozen Services - 63 residential properties and 10 commercial or business properties
- 15 Services have a history of freezing in the past -1989 (8), 1990 (2), 1991 (2), 1994 (4), 1996 (2)
 - 3 Services have frozen multiple years
- 35 Services were opened by a private welder - 28 Services were opened by City staff
- 1 Watermain froze – thawed at City expense.

Compliance with City Standards:

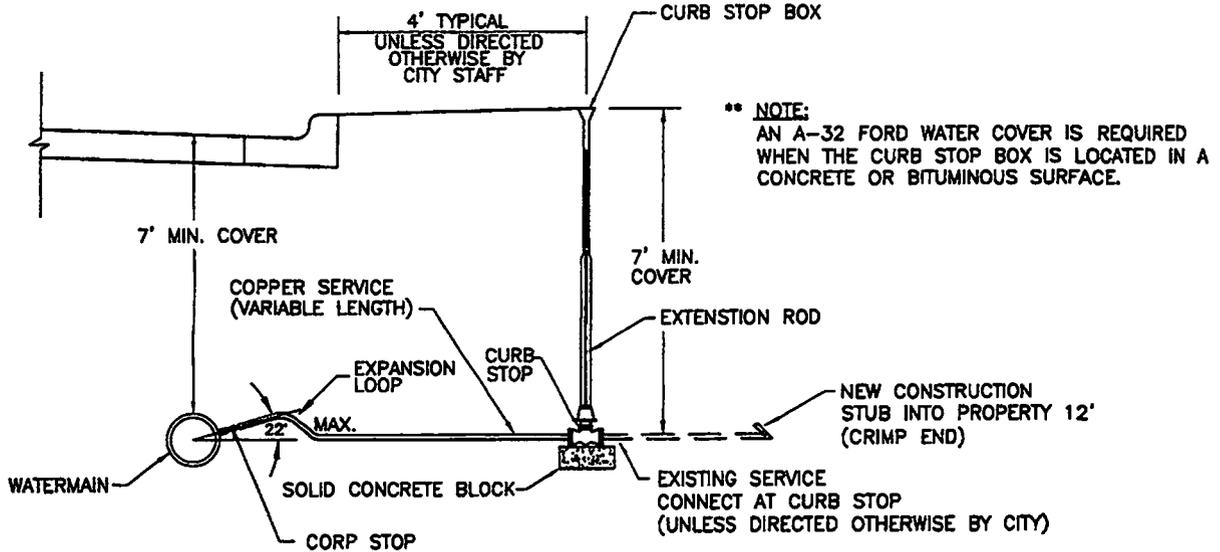
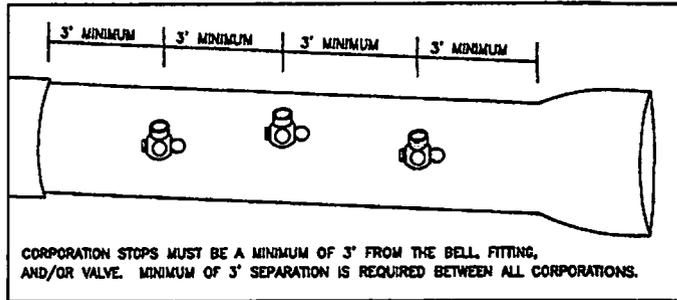
- 14 services were installed to City standards (do not meet plumbing code standards)
 - 7 are private services (frozen behind the meter, not an installation issue)
- 52 services DO NOT meet City or plumbing code installation standards
 - 29 services need to be replaced entirely
 - 16 services can be repaired by “spot” correction (<20')
 - 7 services could not be identified for compliance (could not locate)

Usage Information (\$5.70/1,000 water & \$10.23/1,000 wastewater = \$15.93/1,000)

- 15 Services used from 0 – 2,000 gallons extra water per month (\$31.86)
- 12 Services used from 2,000 – 4,000 gallons extra water per month (\$63.72)
- 7 Services used from 4,000 – 6,000 gallons extra water per month (\$95.58)
- 7 Services used from 6,000 – 8,000 gallons extra water per month (\$127.44)
- 5 Services used from 8,000 – 10,000 gallons extra water per month (\$159.30)
- **6 Services used from 10,000 – 20,000 gallons extra water per month (\$318.60)**
- **4 Services used more than 20,000 gallons extra water per month (\$410.00 avg.)**

FORD STYLE			
ITEM	1"	1 1/2"	2"
CORP STOP	FB 1000-4-Q	FB 1000-6-Q	FB 1000-7-Q
SERVICE SADDLES	N/A	F-202-(**)-CC6	F-202-(**)-CC7
CURB STOP	B44-444M-Q	B44-666M-Q	B44-777M-Q
CURB STOP BOX	EM2-80-56-72R	EM2-80-57-72R	EM2-80-57-72R
COUPLINGS	C44-44-Q	C44-66-Q	C44-77-Q
REPAIR COUPLINGS	FRS202-(**)-CC4	FRS202-(**)-CC6	FRS202-(**)-CC7

(**) VARIES DEPENDING ON PIPE OD



NOTE: WHERE NO EXISTING WATER SERVICE IS INPLACE, EXTEND PAST PROPERTY LINE 12' AND CRIMP END OF COPPER.

CORPORATION STOPS, CURB STOPS & RELATED FITTINGS SHALL BE CAST BRASS WITH COMPRESSION FITTINGS
EXTENSION ROD SHALL EXTEND WITHIN 12" OF GROUND SURFACE

NO COUPLINGS ALLOWED BETWEEN WATERMAIN AND CURB STOP AND FROM THE CURB STOP TO THE STUBBED CRIMPED END OF THE COPPER (UNLESS DIRECTED OTHERWISE BY THE CITY).

AT THE END OF ALL SERVICES, WHICH ARE NOT IMMEDIATELY CONNECTED TO EXISTING SERVICES, THE CONTRACTOR SHALL MARK INVERT LOCATION WITH A 4"x4"x7" WOOD POST (MIN.). THERE SHOULD BE ATTACHED TO THE TOP OF THE POST A 6"x3/4" PIECE OF REROD, CAPABLE OF BEING LOCATED BY A METAL DETECTOR FROM THE FINISHED SURFACE. MARK SURFACE LOCATION ABOVE END OF SERVICE STUB AND THE CURB STOP EACH WITH A 6" HEAVY DUTY STEEL "TEE" FENCE POST PAINTED BLUE.

WATER SERVICE INSTALLATION DETAIL

NOT TO SCALE
PLATE 6002

WATER SERVICE INSTALLATION

STANDARD DETAIL
PLATE NO:
6002

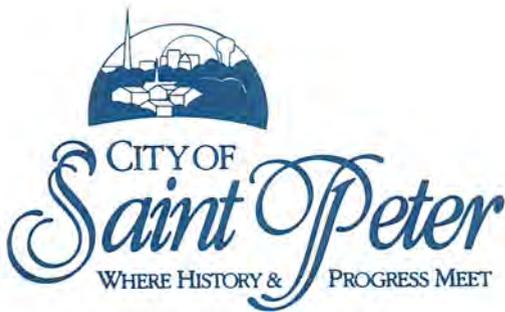
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

REVISED: REVISION ADOPTED BY CITY COUNCIL ON DECEMBER 12, 2005

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL





Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 5/30/2014

FROM: Todd Prafke
City Administrator

RE: Solace Project Presentation

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

This agenda item is designed to get your initial thought on a concept for supportive housing that has been discussed among many partners within your community.

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

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

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

A number of the partners will be at your meeting to further explain this concept. Attached is a short summary provided by the partners.

An image of the potential location is attached and the land is available for sale at the price established by the Council of \$1.05 per square foot. The approximate land use would be 3 to 5 acres and would generate approximately \$190,000 for the Industrial Park Debt Service Fund.

This land use is permitted in the zone as it is separate and distinctly different from a general occupancy apartment building, which would not be allowed as per your zoning rules. It may be beneficial to think of this use much in the same way you considered the Community Behavioral Health Hospital on Klein Street.

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

TP/bal

Solace Supportive Housing Project Summary (2014)

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

Project Location:

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

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

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

Project Characteristics:

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

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

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

Security Considerations

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

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

encompassing the following rules:

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

Project Partners/Referral System

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

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

Property Management Company: Lloyd Management, Mankato, MN.

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

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

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

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

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

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

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

Service Funding:

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

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

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

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

Rental Assistance:

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

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

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

Building Characteristics:

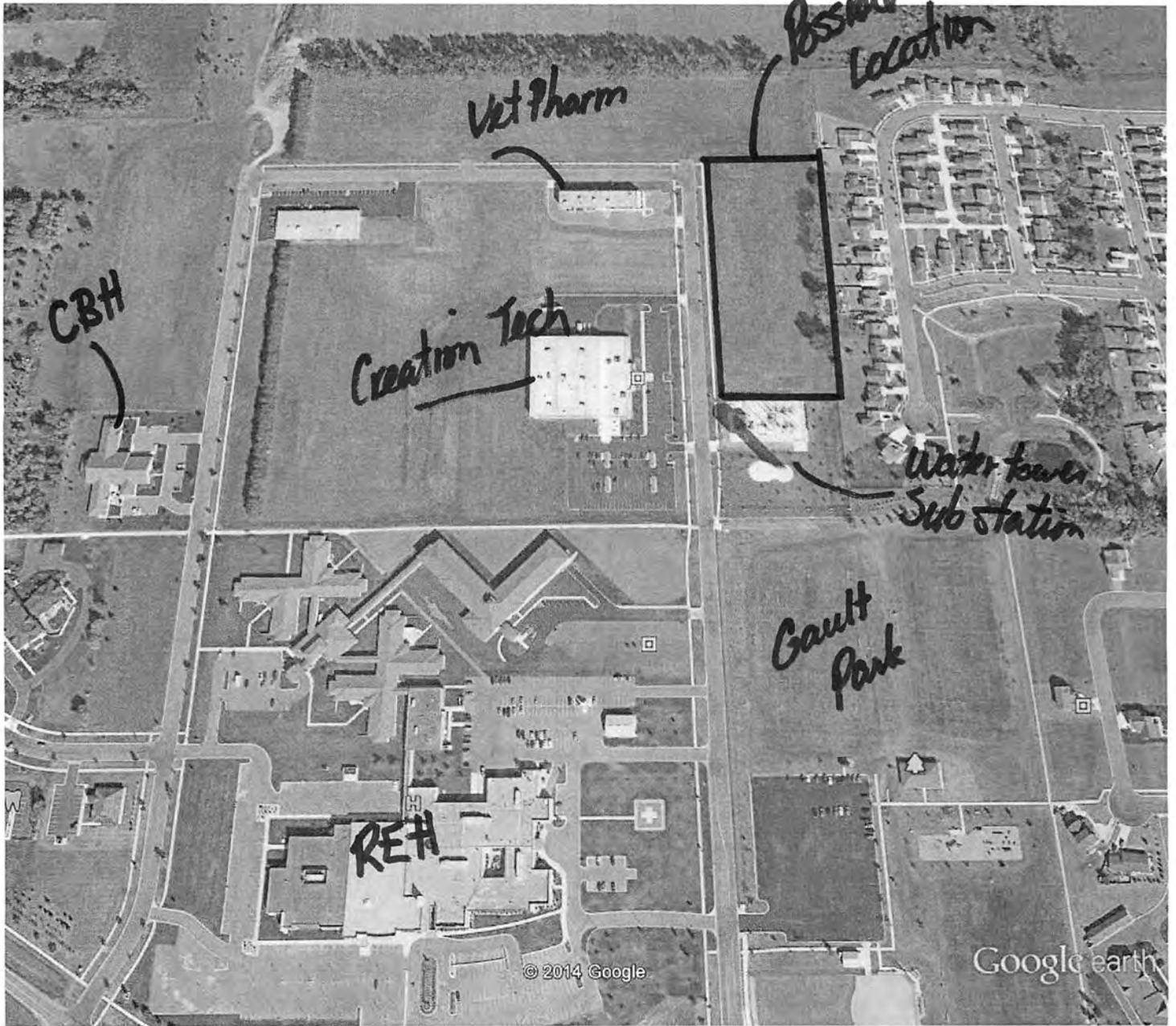
- New Construction Townhomes with attached garage (1 car) – 30 units
- 8 one-bedroom units 16 two bedroom units and 6 three-bedroom units
- Rent structure will be based on 50% rent limits and will seek rental subsidy from the HRA, VASH Vouchers, shelter +care vouchers and SCCBI (SPMI Diagnosis).
- Community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

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

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

Development Cost:

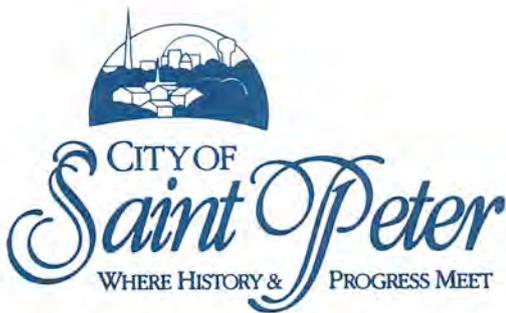
Land	\$ 183,417
Construction Cost	\$4,380,060
Construction Contingency	\$ 219,253
Professional Fees	\$ 102,000
Architectural Fee	\$ 120,000
Developer Fee	\$ 500,000
Financing	\$ 104,000
Reserves	\$ 99,813
 Total Development Cost	 \$5,588,543



Google earth

feet
meters





Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 5/30/14

FROM: Todd Prafke
City Administrator

RE: Southwest Minnesota Housing Partnership Resolution of Support

ACTION/RECOMMENDATION

None needed. For your discussion only.

BACKGROUND

Members may recall that this item was discussed at your meeting on Tuesday evening. You tabled the issue and directed staff to place the topic on this workshop agenda with added information. The Council sought clarification on the appraisal value and the basis for the appraisal. In addition, members sought clarification on a few data points which I have included in the memo. Lastly I have added information related to your 2012 Housing Study that either speaks to those data points or provides additional data related to need within your housing market place.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There is no direct fiscal impact to the City.

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

TP/bal

1320 N 5TH ST, ST PETER

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

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

Urban/Apartments/Apt 4+ units

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

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

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

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

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Need assessments

Minnesota Housing Community Profiles Metadata – Spring 2013

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

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Minnesota Housing Community Profiles Metadata – Spring 2013

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



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

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

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

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

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

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

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

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

3. Subsidized Rental Housing Units

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

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

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

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

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

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

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

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

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

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

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

4. Senior Housing With Services

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

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

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

St. Peter DEMOGRAPHICS

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

POPULATION

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

2015 POPULATION PROJECTIONS

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

◆ % Below Poverty Level

12.1% of families

26.4% of people.

◆ Households paying +30% of income for housing.

34.6% of home owners.

51.8% of renters.

◆ More diversity.

POPULATION BY RACE

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

◆ Vacancy Rates

3.4% of owned homes.

1.8% of rented homes.

◆ Household Types

8,531 (76.2%) in households.

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

◆ Population by Age

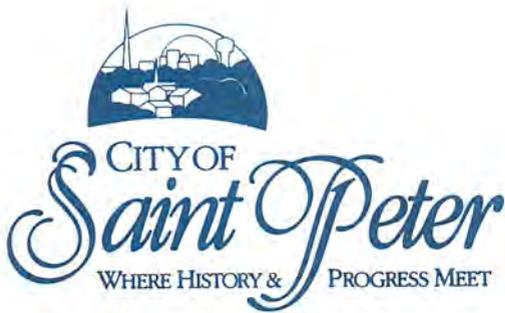
POPULATION BY AGE

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

*U.S. Census Bureau

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

ef



Memorandum

TO: Todd Prafke
City Administrator

DATE: May 28, 2014

FROM: Lewis Giesking
Director of Public Works

RE: Brown Street Detention Basin

ACTION/RECOMMENDATION

None needed. For your discussion only.

BACKGROUND

Staff was directed to research alternative locations for a stormwater detention area at Brown Street which would serve roughly 43 acres of developed and undeveloped area from West St. Julien Street to Union Street. The east end of Brown Street at Highway 169 is the drainage low point for this area.

A project plan was developed for the area on the north side of Brown Street which is the lowest area, but most developed in the stormwater area. An alternate plan was then evaluated with a cost estimate for placement of the pond on the north side of Brown Street which is a less developed piece of land. The City Council asked staff to evaluate three other potential sites which have less potential for commercial development.

Staff is working with Bolton and Menk, Inc. to consider the possible construction of a stormwater treatment basin in the area west of Shopko and a site on the east side of Highway 169 east of Brown Street. Bolton and Menk, Inc. has assembled the information comparing the sites and that information is attached.

I look forward to discussion of the various sites with the City Council. Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/amg



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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

www.bolton-menk.com

May 14, 2014

Lewis Giesking
Director of Public Works
405 W. St. Julien Street
Saint Peter, MN 56082

RE: Alternate Locations - Brown Street Detention Basin
Project No.: M14.105419

Dear Lew:

Prior to discharging storm water to protected waters of the State, Minnesota, through the National Pollutant Discharge Elimination System (NPDES) mandated by the Federal Clean Water Act, requires storm water to be properly managed. Storm water management includes sediment and phosphorus removal by treating 1-inch of runoff for every acre of new impervious surface created. Volume control is necessary for minimizing downstream flooding caused by the additional runoff due to development. A suitable amount of volume must also be provided to store additional storm water generated by development. The basin and outlet control must be designed so that post construction flows equal or are less than predevelopment conditions. Good basin design also includes an emergency overflow to prevent damage to surrounding structures in the event of a storm greater than 100-years.

As requested, I have provided some additional detail for alternate locations for the proposed Brown Street Basin. As part of the original basin siting, the alternative sites noted below were considered,

Currently, the basin is proposed to be constructed using the Brown Street Right-of-Way (ROW) between Old Minnesota Avenue and TH 169. The basin is proposed for a number of reasons including, treatment and control of storm water for approximately 30-acres of existing development and 13-acres of new development, primarily on the west side of Old Minnesota Avenue between N 3rd and St. Julien Streets. Although space is available for both treatment and volume control, very little space remains for buffer or access.

Two locations for the infiltration basin were considered along Brown Street; the first being on three properties north of Brown Street and the second being on one property to the south. The three properties to the north are low and conducive to a basin. However, the same three properties are occupied by three homes and a business. If the basin was constructed on the south side of Brown Street it would require the purchase of two properties. For the most part, this property is undeveloped other than a bituminous surface. This property is also higher, making it less conducive for a basin than the north side which is lower. However, by being empty of major improvements, the price of the lots are also less.

Three additional sites have been proposed for the basin. They include the vacant property west of the new Shopko and south of Hallett's Pond, the east side across TH 169 between the river and highway, and the open median between the north and southbound lanes. A short review of each location is below.

C:\Users\angieg\AppData\Local\Microsoft\Windows\Temporary Internet Files\OLK91F0\Lew Alternate Basin Location Investigation1.doc

DESIGNING FOR A BETTER TOMORROW
Bolton & Menk is an equal opportunity employer



West of Shopko and South of Hallett's Pond

This site is large enough to provide both treatment and volume control. Although the property is at approximately the same elevation as the properties being considered north of Brown Street, the property is also much closer to Hallett's pond, a protected water of the state. The proximity of this property to the pond will impact the performance of a detention basin constructed on the site. This is because the bottom of the basin must be a minimum of three feet above the normal ground water elevation to allow for removal of storm water by infiltration. The resulting higher elevation for the bottom of the basin limits the amount of storage and treatment available thus increasing the basin footprint.

The groundwater elevation at this location is anticipated to closely match that of Hallett's Pond. Given this, and the requirement that the bottom of the basin be constructed a minimum of three feet higher than the groundwater, it would require that storm water be pumped to the basin. This would require a pumping station, small holding cell, forcemain and backup generator. A new gravity outlet pipe would also be needed between the basin and TH 169. The space available for new pipe is limited.



The location of the basin is not favorable because a suitable emergency overflow is not available. Unlike a basin constructed on the east side of Old Minnesota Avenue, which would discharge excess water to the TH 169 ditch thence the Minnesota River, this basin would discharge excess water to Hallett's Pond. Although allowed by law, it is not ideal. Plus, the basin is in an area requiring water to substantially rise high enough to flow over Old Minnesota Avenue to get to the river. Considering the cost of land, pumping facilities, and outlet pipe, a basin constructed west of Shopko is estimated to cost in excess of \$2 million.

East Side of TH 169

This site is closer to the Minnesota River which is great for providing an emergency overflow and the lower elevation is beneficial for gravity drainage rather than pumping. However, constructing the basin



in the river floodplain provides a number of regulatory hurdles. These include wetland delineation and mitigation if a wetland is present, DNR for impacts to the Minnesota River, Corps of Engineers approval for construction of a basin in the floodplain, floodplain modeling to determine if the basin adversely impacts the river bounce and then additional liability if the basin was constructed in the floodplain and high river levels caused the basin to fail and release sediment into the river. The MPCA is handing down large fines for such failures.



By constructing the basin on the east side of TH 169, a pipe that is large enough to carry the 100-year storm event from the west side of the highway to the east side must be installed under the highway. Even with the 2014 TH 169 Flood Mitigation and Safety Improvement project construction this summer, MnDOT will likely require the City to trenchless construct rather than open cut this large pipe under the highway. Trenchless construction adds a substantial amount to the cost of a basin constructed on the east side rather than west. Although land is free (assuming no wetlands and permits granted), modeling, permitting and constructing the basin is estimated to cost \$1.3 million.

TH 169 Median between North and Southbound Lanes

One option that was initially considered and discussed with MnDOT was use of the TH 169 median north of Union Street. This is a naturally low area requiring a short segment of large storm sewer pipe to be trenchless constructed under the southbound lane to deliver the 100-year event to the median. Initial discussion with MnDOT over a year ago seemed positive for use of the median for detaining storm water. However, after a car entered a storm water basin within the MnDOT ROW of Highways 100 and 7 in St. Louis Park in November of 2013, killing 2 children, the State Legislature was reconsidering basins within the MnDOT ROW. Although discussions have taken place, it does not appear that storm water basins will be prohibited in the MnDOT ROW.

MnDOT is open to the City using the median for temporary storage of storm water. Being it's within the MnDOT ROW, MnDOT would likely favor using the basin for control of storm water within the TH 169 ROW. MnDOT will not allow the City to treat storm water within their ROW. Therefore, this requires treatment to take place in a separate basin prior to the MnDOT ROW. For example, along Brown Street.



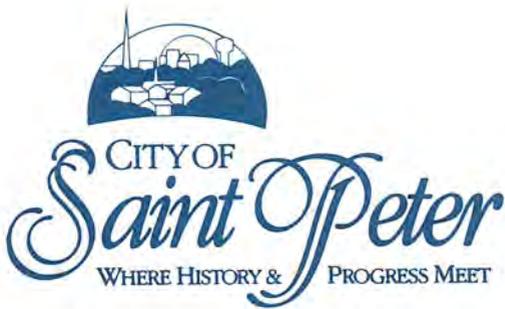
With the median utilized for storage, the size of the treatment basin will provide opportunity for adequate buffers and access and possibly additional treatment. With this scenario, a larger 100-year pipe would only need to be constructed under the southbound lane of TH 169. Some modifications to the outlet pipes under the northbound lane will likely be necessary. If a basin design could be approved by MnDOT, this location would be preferred. The estimated cost of utilizing the existing median for storage, construction of a treatment basin on the west side of TH 169, trenchless construction of a pipe under the southbound lane of TH 169 and median outlet modifications is \$700,000.

If you have any questions, please let me know.

Sincerely,

BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.
Project Engineer



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 5/30/2014

FROM: Todd Prafke
City Administrator

RE: Vehicular Noise Regulation

ACTION/RECOMMENDATION

None needed. For your information as directed.

BACKGROUND

Council directed staff to do some research related to vehicular noise regulation, or more specifically dynamic or "jake" braking in the area of the Highway 99 hill on the south side of your community.

A citizen discussed this issue at your last Council meeting and Council directed us to do a review of the regulations. In addition, we have taken some action and have a plan related to this issue.

First, a copy of the City Code regulations is attached and covers this issue well. Our concern is the placement of appropriate signage which was previously removed. We are in the process of working with MnDOT on sign placement. You can enforce this regulation within your City limits and we do so. Signage is important here and, frankly, we believe that the vast majority of drivers comply if they know that rules are in place.

Second, after discussion with a few folks in that area, one vehicle seems like the primary problem. We have taken steps to help insure that the drivers of that vehicle and those vehicles attached to City and MnDOT nearby projects know that jake braking is not allowed. This issue has and will be discussed at construction meetings and we believe the word will get out pretty quickly within those contractor groups.

Third, enforcement has been stepped up in that area. I believe the neighbors in that area have already heard or "not heard" the results of that effort.

Lastly, it is my intent to call Mr. Toumala and outline what we have done and provide him with accurate information on this plan and your discussion.

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

TP/bal

Sec. 50-29. Vehicular noise prohibited.

Subd. Definitions. For the purposes of this section, the term "dynamic braking device" means a

1. device primarily on trucks for the conversion of the engine from an internal combustion engine to an air compressor for the purpose of braking without the use of wheel brakes. The term "dynamic braking device" is commonly referred to, and for the purposes of this definition includes, Jacob's brake or Jake brake, an engine brake or compression brake.

Subd. General prohibition. No person shall make or cause to be made any distinct and loud audible

2. noise.

Subd. Dynamic braking device prohibited. It is unlawful for any person to operate any motor vehicle

 3. in the City with a dynamic braking device engaged except when necessary to avoid an imminent danger.

(Code 1989, § 8.61; Ord. No. 290(2nd Ser.), § 1, 10-27-1997)