

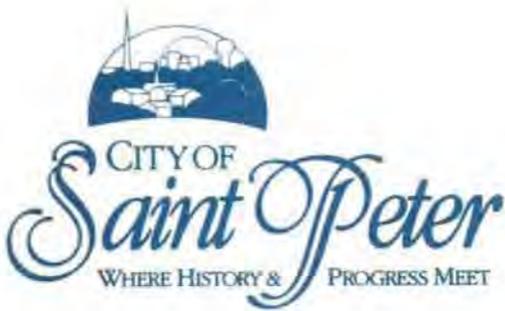
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Monday, February 2, 2015
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Stormwater Pollution Prevention Plan (SWPPP) Presentation
 - B. SWMHP Grant Application
 - C. Currency Exchange Business Hearing
 - D. Transit Study Group Membership
 - E. Goal Session Schedule
 - F. Others
- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/30/15

FROM: Todd Prafke
City Administrator

RE: Stormwater Presentation

ACTION/RECOMMENDATION

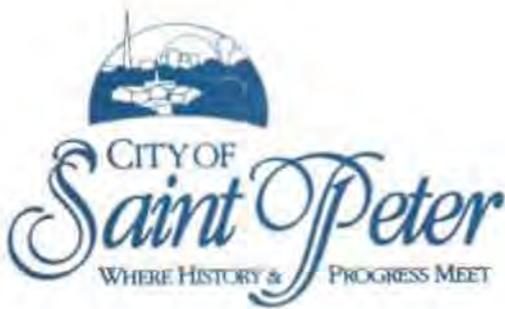
None needed. For your information and discussion only.

BACKGROUND

Stormwater Foreman Amy Kamm and Engineers from Bolton and Menk, Inc. will be in attendance at the workshop on Monday evening to provide an update on the City's Stormwater Pollution Prevention Plan (SWPPP). This annual review is required by the terms of the plan accepted by the State. Changes in State rules will impact us moving forward and this is our effort to update you in the macro as to what direction we will need to go.

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

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/30/2015

FROM: Todd Prafke
City Administrator

RE: SWMHP Grant Application

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Members may recall that you previously provided support for a grant application for Southwest Minnesota Housing Partnership (SWMHP) in its' acquisition and rehabilitation of Maplewood Apartments located on North Fifth Street. The next step in the process is the full application and processing of the grant which requires a local unit of government to receive and distribute the funds. The City will act as the legal sponsor for the project contained in the Minnesota Department of Employment and Economic Development Small Cities Development Program application. You may recall the goal of this process was to help ensure the apartment complex could be maintained in its' current status as "affordable" under Minnesota Housing Finance Agency policy.

The funds will come to the City as grant funds, but then the City will in turn loan the money to the project (SWMHP). The loan term is a .25% deferred loan with a 30 year term. This is the preferred way to do it related to the tax credits, but it is also more beneficial to the City as after the 30 year period, the funds are repaid to the City and we will be able to reinvest those funds into other local needs. The funds will not go back to the State. The total amount is \$1,400,000.

The funding will be used for a number of rehabilitation efforts including repairing a retaining wall, new shingles, siding and soffit/fascia repair, gutters and downspouts, new windows and doors, improved security system, corridor carpeting, new kitchen and bathroom cabinets, fire suppression improvements, new faucets and showerheads, replacement of boilers and water heaters, improved exhaust fans, electrical improvements, and parking lot improvements.

Our goal is to make sure you understand the process and know that the next regular Council meeting will include a public hearing on this action followed by a request to the Council authorizing the City's support. SWMHP will have staff in attendance at Monday evening's workshop to answer any additional questions you might have.

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

TP/bal

**MAPLEWOOD APARTMENTS, ST. PETER, MN
PROJECT SUMMARY**

Project Description: Acquisition/Rehabilitation and Preservation of Federally Assisted Housing

One Building/30 units

- 6 – One bedroom
- 18 – Two-bedroom
- 6 – Three-bedroom

Rent Structure & Dwelling Unit Information

	# of DU	Approx. Size (Net Rentable Sq. Ft.) Units	Proposed Monthly Contract Rent Per Unit
1BR	6	616	\$520
2BR	18	771	\$575
3BR	6	907	\$600

Designation:	Regulated	Section 42(LIHTC)	26 units
	Regulated	Rural Development	3 units
	Unregulated	Caretaker Unit	1 unit

LIHTC – Low Income Housing Tax Credit unit

Population Targeting	General Occupancy - Family
Income Restricted Units	60% Area Median Income
Rents	60% Rents

Regulated Unit 2014 Initial Income Limits*:

	1 Person	2 Person	3 Person	4 Person	5 person
Low (60% AMI)	\$ 28,140	\$32,160	\$36,180	\$40,200	\$43,440

AMI: Area Median Income

*2015 data delayed until February 2015

After household meets initial income qualification, incomes can continue to rise without forcing tenant to relocate.

Management Agent: SMR, Mankato, MN

Market: St. Peter continues to experience household growth, low vacancy rates and increasing rents. Past Market Studies have supported need for preservation of existing housing units and creation of new housing units.

- St. Peter continues to experience population and household growth.
- The median rent is \$795.
- 48.6% of renters are cost burdened (paying over 30% of income towards rent) highlighting the need to preserve existing affordable units.
- Median Household Income: \$49,848
- 22.4% of people are in poverty

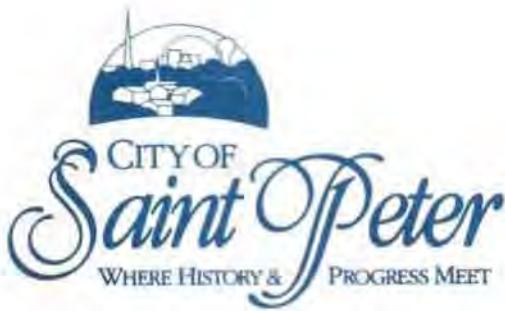
Source: 2009-2013 American Community Survey, 5 Year Estimates for St. Peter City

SWMHP Market Experience: SWMHP has a track record of developing and maintaining quality affordable housing in the St. Peter area including Nicollet Meadows Townhomes (20 units), Central Square Apartments (55 units), and Park Row Crossing (40 units). These properties are consistently occupied with waiting lists.

Building Characteristics:

- Rural Development 515 project that is currently being offered for sale to nonprofit. If the property is not purchased it will exit the 515 program and eventually the 9 units of rental assistance will be lost.
- SWMHP will be seeking Low Income Housing Tax Credits which will be used for the acquisition and substantial rehabilitation of the property. Over \$1,450,000 of funds would be invested into the rehabilitation of the project.
- Rehabilitation will include repairs to windows, roof, flooring, cabinets, electrical improvements, parking lot, and playground. SWMHP will also be making energy efficient improvements.

Development Cost: **\$3,802,889**



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/30/2015

FROM: Todd Prafke
City Administrator

RE: Currency Exchange Business Hearing

ACTION/RECOMMENDATION

None needed. For your information.

BACKGROUND

The issue being brought to you tonight is one that is, well, new to us. My goal for this memo and the item on your agenda is to alert you that we will be having a hearing at an upcoming Council meeting relative to allowing the operation of a Currency Exchange Business at 215 South Minnesota Avenue (La Mexicana Market) in Saint Peter. This process is dictated by State Statute and if the Council fails to take action within 60 days of the application it is approved.

Since this is a new type of request for us we have spent some additional time learning about the process and making sure we understand the Statute and how that impacts your rules.

A Currency Exchange business is just what it sounds like in that it converts money, usually from one country's currency to another country's currency. It is my understanding that this is a regulated business, as usually a fee is charged and, therefore, some levels of banking operational rules are applied therefore a notice and hearing requirement is in place.

We have reviewed land use and other rules and have no concerns, however a hearing is required or failure to act provides for approval after 60 days. We will schedule a hearing at the appropriate time provided through the rules.

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

TP/bal



85 7TH PLACE EAST, SUITE 500
SAINT PAUL, MN 55101-2198
MN.GOV/COMMERCE/
651.539.1500 FAX 651.539.1547
AN EQUAL OPPORTUNITY EMPLOYER

January 22, 2015

Todd Prafke, City Administrator
City of St. Peter
227 South Front Street
St. Peter, MN 56082

RE: La Mexicana Market #1 LLC
Currency Exchange License Application

CERTIFIED MAIL

Dear Mr. Prafke:

Enclosed is a copy of an application submitted by Douglas Johnson on behalf of La Mexicana Market #1 LLC. The company intends to operate a currency exchange business at 215 South Minnesota Avenue, in St. Peter, Minnesota.

Minnesota Statute 53A.04 (a) states:

"Within 30 days after the receipt of a complete application, the commissioner shall deny the application or submit the application to the governing body of the local unit of government in which the applicant is located or is proposing to be located. The commissioner may not approve the application without the concurrence of the governing body. The governing body shall give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the applicant is located or is proposing to be located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The commissioner must approve or disapprove the application within 30 days from receiving the decision of the governing body. The governing body shall have the sole responsibility for its decision. The state shall have no responsibility for that decision."

Please respond in writing within 60 days of the receipt of this notice as to the decision of the governing body regarding the application for the currency exchange operation. If a response is not received within 60 days, approval will be presumed and the license will be issued. If you have any questions, please feel free to contact me.

Very truly yours,

Robin H. Brown
Financial Institutions Division
(651) 539-1721
(651) 539-1548 (Fax)

Enclosure

cc: Douglas Johnson

<p align="center">STATE OF MINNESOTA DEPARTMENT OF COMMERCE DIVISION OF FINANCIAL INSTITUTIONS 85 7th PLACE EAST, SUITE 500 ST. PAUL, MINNESOTA 55101-2198 (651) 539-1721</p>  <p align="center">CURRENCY EXCHANGE LICENSE APPLICATION</p>	<p align="center">OFFICE USE ONLY</p> Deputy _____ Asst. _____ Chief _____ Review _____ Data Entry _____ Currency Exchange _____	<p align="center">CASHIER USE ONLY <small>State of Minnesota Dept. of Commerce</small></p> <p align="center">SEP 16 2014 Rec'd \$ 1650 4004-1000 8215-150 4007-500</p>
	License Number _____	Processing Date _____
	Surety Bond Number _____	
	Insurance Company _____	NAIC Number _____

The data, which you furnish on this form, will be used by the Department of Commerce to assess your qualifications for a license. Disclosure of your social security number is voluntary. You are not legally required to provide this data; however, if you do not provide your social security number, the Department of Commerce may be unable to grant a license. The Department may use social security numbers for revenue recapture as authorized by Minnesota Statutes, Chapter 270A and for identification purposes. After issuance of a license, all information contained in this application, except your social security number, is public pursuant to Minnesota Statutes, Chapter 13.

A. TYPE OF LICENSE (check one)

<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> AMENDED LICENSE
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B. APPLICANT INFORMATION

NAME OF CURRENCY EXCHANGE			
NAME OF CORPORATION OR PARTNERSHIP La Mexicana Market #1 LLC			
BUSINESS ADDRESS (No Post Office Boxes) 215 South Minnesota Ave			
CITY St. Peter	STATE MN	ZIP CODE 56082	COUNTY Nicollet
NAME OF INDIVIDUAL MANAGING THIS LOCATION Douglas Johnson			STATE TAX ID NUMBER 2916733
TELEPHONE NUMBER (507) 931 7935	FAX NUMBER ()		E-MAIL ADDRESS
Check one: <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION		<input type="checkbox"/> ASSOCIATION <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP <input checked="" type="checkbox"/> LIMITED LIABILITY COMPANY	
Date of Incorporation or Organization	Place of Incorporation	County	State

C. Additional licensed currency exchange locations operated by the applicant (use separate sheet if additional space is needed).

Street Address (P.O. Boxes are not acceptable)

City State Zip Code County

Street Address (P.O. Boxes are not acceptable)

City State Zip Code County

Street Address (P.O. Boxes are not acceptable)

City State Zip Code County

Street Address (P.O. Boxes are not acceptable)

City State Zip Code County

D. Please provide the names and complete business addresses of owners, partners, officers, stockholders (owning 10% or more of the corporate stock), and employees with authority to exercise management or policy control over the company.

Full Name	Official Title	Percent Ownership	Residence Address	Social Security Number	Birth Date
Douglas Alexander Johnson	owner	100 %	215 S minnesota Ave St peter mn 56082		11-1985

E. ALL applicants must answer the following questions. If any questions are answered "YES," you MUST attach a detailed written explanation and any legal documentation, if applicable.

Have you, any of the owners, partners, officers, managers, directors, or shareholders owning more than 10% of the corporate stock:

YES NO

- 1. Held a currency exchange license in any other state other than Minnesota? If YES, the new license application must include a verification of license certified by the state(s); all other applicants must verify that the certification(s) previously submitted is accurate.
- 2. Been the subject of any inquiry or investigation by any division of the Minnesota Department of Commerce?
- 3. Had any occupational license censured, suspended, revoked, cancelled, terminated or been the subject of any type of administrative action in any state including Minnesota?
- 4. Have you ever been charged with, or convicted of, or been indicted for, or entered a plea to, any criminal offense (felony, gross misdemeanor or misdemeanor), other than traffic violations, in any State or Federal Court?
- 5. Been a defendant in any lawsuit involving claims of fraud, misrepresentation, conversion, mismanagement of funds or breach of contract?
- 6. Been notified by the Commissioner of Revenue, pursuant to Minnesota Statutes, Section 270A.72, that you currently owe the State of Minnesota taxes?
- 7. Have any unclaimed property (unclaimed funds or property over 3 years old) to report under Minnesota Statutes, Section 345.37?
- 8. Filed for bankruptcy or protection from creditors or currently have outstanding unsatisfied judgment(s)?
- 9. Been affiliated with any other currency exchange?
- 10. Will the applicant sell lottery tickets at the licensed location?

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION AND ANY ACCOMPANYING DOCUMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT THIS DOCUMENT HAS NOT BEEN ALTERED OR CHANGED IN ANY MANNER FROM THE FORM ADOPTED BY THE DEPARTMENT OF COMMERCE.

Douglas Johnson _____

7-30-14

Signature of Owner, Partner or Corporate Officer

Date

Douglas Johnson _____

7-30-14

Print Name of Owner, Partner, or Corporate Officer

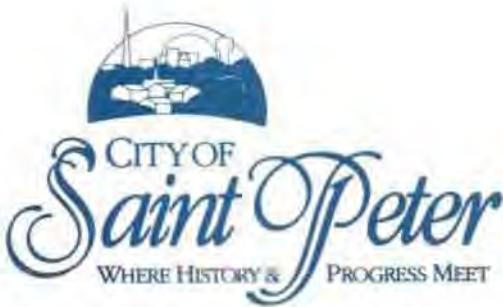
PLEASE PROVIDE THE FOLLOWING INFORMATION ON ALL NEW OR RENEWAL APPLICATIONS:

(unless otherwise noted)

- All NEW applicants must provide a signed, notarized statement from the applicant stating the proposed location of the currency exchange is not located within 1/2 mile of another currency exchange.
- A current fee schedule of all fees charged by your currency exchange office for cashing checks, money orders or travelers' checks. The list MUST include the type of check cashed, the fee charged, and whether or not the fee varies depending on the amount of the check.
- All owners, partners, officers, stockholders (owning 10% or more of the corporate stock), and employees with authority to exercise management or policy control over the company must request that the Bureau of Criminal Apprehension conduct a background investigation on the form provided. Completed form(s) MUST be submitted with your license or renewal application.
- The work experience covering ten (10) years prior to application for each person listed.
- A surety bond for \$10,000 (on the forms provided) with a power of attorney form.
- A check or money order made payable to "Department of Commerce" for:
New Applicants: \$1,650.00 (\$1,000.00 non-refundable application fee and \$500.00 licensing fee plus \$150 surcharge which must be paid pursuant to Section 16E.22 of the Minnesota Statutes.)
Amendment Fee: \$100.00
License Renewal Fee \$550.00 (\$500 renewal fee + an additional surcharge of \$50 which must be paid pursuant to Section 16E.22 of the Minnesota Statutes).
- If applicant is a corporation, attach a copy of the Articles of Incorporation filed with the Secretary of State.
- If the applicant is a partnership, attach a copy of the Articles/Agreement of Partnership.
- The name under which the business will be conducted must be exactly the same as the name on your license. If operating under any name other than the exact corporate or partnership name or, if an individual proprietorship doing business under any name other than your first and last name, attach a copy of the Assumed Name Certificate by the Minnesota Secretary of State (651) 296-2803.

To apply, complete (*please type or print in ink*) and submit this form with the required fee to the Department of Commerce, Division of Financial Institutions, 85 7th Place East, Suite 500, St. Paul, MN 55101-2198. Check or money order must be payable to the "Department of Commerce". **WE CANNOT ACCEPT CASH.** Incomplete forms will be returned to the business address listed.

For further information on the application process, applicants may contact the Division at (651) 539-1721 or via e-mail, financial.commerce@state.mn.us. The application is available on the Commerce website: www.commerce.state.mn.us.



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/30/2015

FROM: Todd Prafke
City Administrator

RE: Transit Cooperation Study

ACTION/RECOMMENDATION

None needed at this time. For your discussion and input.

BACKGROUND

Over the last year we have discussed your Transit system in a number of different ways on a number of different occasions. At each of those junctures we have talked about looking for ways to be more effective and efficient and that the Minnesota Department of Transportation (MnDOT) was hoping to do a study relative to cooperation of area transit providers. We further discussed exploring working more closely with the City of Le Sueur and VINE Faith in Action in Mankato. VINE provides volunteer ride service in our area, along with Nicollet County operating a volunteer ride driver program as well.

Additionally, you may remember that MnDOT provides the vast majority of funding for your system and others and that they had hoped to undertake a study in the next couple of years. MnDOT has told us the time for study is now and that as a part of the process, a consultant has been hired to do the work. Part of that process includes a core group of providers and, as the City is a provider, they are hoping we might be able to participate not only on the staff level but with an elected official from the Council.

The first meeting of the group is February 9th in the morning in Mankato. Since the notice and time is short, my hope is that one of you may have interest in attending, with a more formal appointment to follow. While I am not completely sure of the time commitment, I believe that three to five meetings over the next six months with each meeting lasting a couple of hours is a likely time commitment.

This will be an important group and while it does not have decision making authority, it will be a primary connection with MnDOT and the hired Consultant for this effort. We and the other participants will still have opportunity to review the report and make decisions based on local need and want, but it may be important to remember that MnDOT does provide the majority of the funding and any cooperative effort has both pros and cons which would need evaluation.

At this point it seems that appropriate presence is our best opportunity to participate in whatever happens into the future. Again my goal is to update you on this process and ask for a Councilmember to participate.

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

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/29/2015

FROM: Todd Prafke
City Administrator

RE: Goal Session Schedule

ACTION/RECOMMENDATION

None needed. For your discussion only.

BACKGROUND

At the last goal session in 2014, the Council discussed possible options for goal sessions in 2015. That discussion centered around having goal sessions on the fifth Monday of a month. The next fifth Monday occurs on March 30th.

Please bring your calendars with on Monday evening so that we can schedule our next goal session. Time has been set aside on the workshop agenda for this discussion.

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

TP/bal