

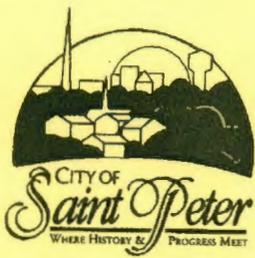
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, July 11, 2016
Community Center Governors' Room - 7:00 p.m.

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

None Scheduled
- VII. NEW BUSINESS**
 - A. Chicken Regulations
 - B. Traverse Green Subdivision Private Development RFP
 - C. Gardner Road Right-of-Way
- VIII. EXECUTIVE SESSION**
 - A. Resolution Calling For Executive Session
ADJOURN TO CLOSED SESSION
 - B. Schafer Lawsuit Discussion – Attorney-Client Privilege
RETURN TO OPEN SESSION
- IX. NEW BUSINESS CONTINUED**
 - D. Schafer Lawsuit
- X. REPORTS**
 - A. MAYOR**
 - B. CITY ADMINISTRATOR**
 - 1. Traverse Green Lot Sales
 - 2. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the June 27, 2016 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for June 23, 2016 through July 7, 2016, is attached. Please see the attached staff reports and RESOLUTION.

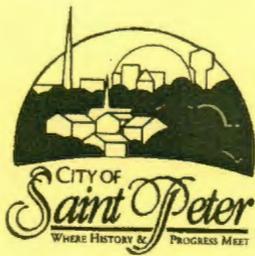
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF AN ORDINANCE MODIFYING CITY CODE TO ALLOW KEEPING OF CHICKENS AND A RESOLUTION MODIFYING THE MUNICIPAL FEE SCHEDULE**

Staff has developed a draft ordinance that would modify the City Code to allow the keeping of chickens within the corporate limits of Saint Peter under certain conditions. If approved, staff would also recommend a modification to the fee schedule to provide for permitting and inspection



fees. Please see the attached staff report, ORDINANCE, and RESOLUTION.

B. ADOPTION OF A RESOLUTION AUTHORIZING RECEIPT OF PROPOSALS FOR PRIVATE DEVELOPMENT OF A PORTION OF TRAVERSE GREEN SUBDIVISION

The Council is developing Traverse Green Subdivision to include a section that will be offered for private development of more upscale homes. Staff recommends that "Requests For Proposals" be accepted for this development. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION ADOPTING GARDNER ROAD RIGHT-OF-WAY PLAT #4

The Planning Commission recommends adoption of Right-of-Way Plat #4 which will facilitate construction of a roundabout at the intersection of Gardner Road and West Broadway Avenue. Please see the attached staff report and RESOLUTION.

VIII. EXECUTIVE SESSION

A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS SCHAFFER LAWSUIT ATTORNEY/CLIENT PRIVILEGE

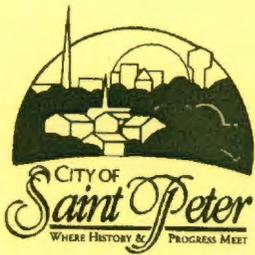
State law allows for public meetings to be closed to discuss topics covered under attorney/client privilege. Staff recommends the meeting be closed at this time to discuss the Schaffer Construction lawsuit with City Attorney Brandt as provided for under attorney/client privilege. Please see the attached RESOLUTION.

ADJOURN TO CLOSED SESSION

B. DISCUSSION OF SCHAFFER LAWSUIT

Discussion will take place at this time regarding the lawsuit with Schaffer Construction.

RETURN TO OPEN SESSION



IX. NEW BUSINESS (CONTINUED)

D. ADOPTION OF A RESOLUTION RELATED TO SCHAFFER LAWSUIT

Should the Council take action related to this lawsuit a staff report and RESOLUTION will be distributed when the Council comes back into open session.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON TRAVERSE GREEN SUBDIVISION LOT SALES

A report will be provided at this time on the opening of lot sales for Traverse Green Subdivision which will take place beginning July 13th.

2. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING

JUNE 27, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on June 27, 2016.

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

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

Approval of Minutes – Staff requested one change to the minutes to reflect the vote on the June 13th consent agenda. A motion was made by Carlin, seconded by Grams, to approve the minutes of the June 13, 2016 regular City Council meeting with the correction. With all in favor, the motion carried and the minutes were approved as corrected. A complete copy of the minutes of the June 13, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Visitors – Nick Frentz, 26 Sandy Court of North Mankato, introduced himself as a DFL candidate to replace Senator Sheran in District 19.

Pete Rheame, 419 West Jefferson Avenue, addressed the Council to object to the lack of enforcement of the City's signage regulations and what he stated was an "executive order passed down to all employees to not remove" signs related to Ramadan. Rheame objected to garage sale, lawn care, relay for life and real estate signs being located on City owned property including Johnson Park and road right-of-ways.

Consent Agenda – In motion by Pfeifer, seconded by Brand, Resolution No. 2016-99 entitled, "Resolution Approving Consent Agenda", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-99 is contained in the City Administrator's book entitled Council Resolutions 21.

Wenner-Underwood Annexation Request – Community Development Director Wille reminded Councilmembers of the annexation petition by Wenner-Underwood Farms for a parcel at the southwest corner of the Gardner Road/Broadway Avenue intersection to facilitate adoption of a right-of-way plat that would be needed for construction of a roundabout at the new High School entrance. Wille noted a public hearing on the annexation had been held by the City Council on June 13th and the Planning Commission was recommending approval. Wille also reported the public had been provided with four opportunities to provide public comment and input on the proposed annexation. In motion by Kvamme, seconded by Carlin, Ordinance No. 27 Third Series entitled "An Ordinance Annexing Land Located Within The Town Of Oshawa Township, Nicollet County, Minnesota Pursuant To Minn. Statute 414.033, Subd. 2(3), Permitting Annexation By Ordinance", was introduced. Upon roll call, with all in favor, the Ordinance was

declared passed and adopted. A complete copy of Ordinance No. 27, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Gardner Road Watermain Construction 2015 Project Acceptance – Public Works Director Moulton recommended acceptance of the Gardner Road Watermain Construction 2015 Project which included construction of a new 12" watermain to provide a watermain loop from West Jefferson Avenue to West Broadway Avenue. Moulton reported the project was completed at a total cost of \$181,688.64 which was \$7,659.36 below the bid amount. Moulton recommended acceptance of the project as completed and requested authorization to make final payment in the amount of \$10,852.86 to the contractor Chard Tiling and Excavating. In motion by Grams, seconded by Parras, Resolution No. 2016-100 entitled "Resolution Accepting Gardner Road Watermain Construction 2015 Project And Authorizing Final Payment To Contractor", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-100 is contained in the City Administrator's book entitled Council Resolutions 21.

2015 Audit Presentation and Formal Acceptance – Jim Eichten of the City's audit firm of Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) presented his findings of the audit of the City's finances ending December 31, 2015. Eichten indicated he had issued a clean (unmodified) opinion on the audit with one finding related to a lack of internal controls in the Finance Department and one finding of vendors not being paid within 35 days (the two vendors were paid at 36 and 38 days) as required by State law. Eichten noted that although the internal controls finding was a "significant deficiency" it was a finding that occurs each year due to a limited number of staff in the department. Eichten reviewed the new requirement for GASB 68 related to pension reporting and stated that the Fire Relief Association was exempt from the pension requirement if they met other State requirements. Eichten also reviewed the City's financial health in the General Fund and enterprise funds as compared to State-wide averages; and ended by reporting the City's financial results are improving and City staff and the Council are doing an "excellence job of managing your finances." In motion by Brand, seconded by Parras, Resolution No. 2016-101 entitled "Resolution Accepting 2015 Financial Statements Together With Independent Auditor's Report", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-101 is contained in the City Administrator's book entitled Council Resolutions 21.

Hallett's Pond Trail Design and Construction – Public Works Director Moulton requested approval for installation of a gravel trail along City owned property around Hallett's Pond to tie into the existing 10' concrete walkway from both Old Minnesota Avenue and West St. Julien Street. Moulton indicated the trail would be constructed of gravel initially with 4" thickness of limestone and the trail would "meander" in an effort to save as many trees as possible along the trail route. Moulton also reported a citizens group had expressed a desire for purchase of additional property around the pond and for additional amenities. City Administrator Prafke indicated staff was working with the community group utilizing the same process used with other special interest groups like the Softball Association wherein the group raises funds for improvements that may then be donated to and accepted by the City. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-102 entitled "Resolution Approving Design And Installation Of Trail At Hallett's Pond", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-102 is contained in the City Administrator's book entitled Council Resolutions 21.

Reports

Mayor's Report – Mayor Zieman reminded the public of the Fourth of July parade which would begin at 10:00 a.m.

League of Minnesota Cities Conference – City Administrator Prafke reported he had attended the annual League of Minnesota Cities conference which focused on technology use and “forward looking communities”

Fourth of July Closures – City Administrator Prafke noted City offices, the library, Community Center and transit service would all be closed on July 4th and the workshop that would normally have been held that day has been rescheduled for Tuesday, July 5th.

Traverse Green Subdivision Open House/Lot Sale Schedule – City Administrator Prafke reminded Councilmembers and the public of the open house on Traverse Green Subdivision which would take place on June 29th at 5:30 p.m. in the Senior Center. Prafke also stated lot sales for Traverse Green Subdivision would begin on July 13th at 8:00 a.m.

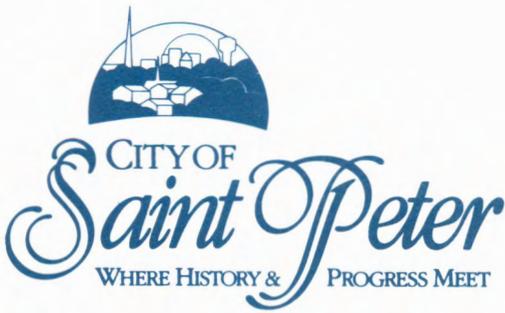
Councilmember Kvamme questioned why one of the visitors who addressed the Council was allowed to speak longer than the 5 minute time limit. Mayor Zieman noted the time limit was at his discretion.

There being no further business, a motion was made by Brand, seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:08 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: July 1, 2016

FROM: Pete Moulton
Director of Public Works

RE: Electric Meters for Advanced Metering Infrastructure (AMI) System

ACTION/RECOMMENDATION

Approve the purchase of fifty-(50) residential electric meters, four-(4) Commercial 3-phase meter (F9S) with integrated RF Node, and four-(4) –Commercial 208 V meter with disconnect (F12S) from Eaton Cooper Power Systems of Minneapolis, Minnesota in the amount of \$10,296.

BACKGROUND

The City staff have currently been working with Eaton Cooper on implementing an “Advanced Metering Infrastructure” (AMI) system which is capable of reading electric and water meters through a radio frequency (RF) system connected to our existing city computer backbone.

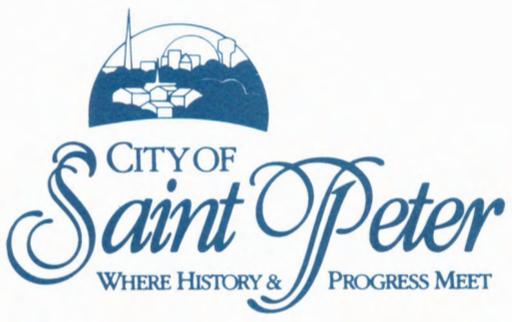
In this second segment utility staff will be installing new electric meters capable of transmitting a RF signal to a receiver. The signal is then collected and transmitted to the city’s computer system through our existing fiber optic network system.

Once the system is operational, staff would add collector meters to the system and pull in the monthly readings. Both water and electric meters will have the capability of communicating to and receiving information from the City’s server. The new smart meters will be used to replenish the depleted Electric Utility inventory.

Summary of Cost:	Each	Number	Freight	Total
Residential Electric Meters (F2S)	\$152.33	50	\$153	\$7,769
Commercial Meter (F9S)	\$394	4	\$24	\$1,600
Commercial Meter- 208 V (F12S)	\$225.33	4	\$25	\$927
TOTAL		58		\$10,296

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 7/6/2016

FROM: Cindy Moulton
Administrative Secretary

RE: Renewal License Applications

ACTION/RECOMMENDATION

Provide approval of several renewal license applications.

BACKGROUND

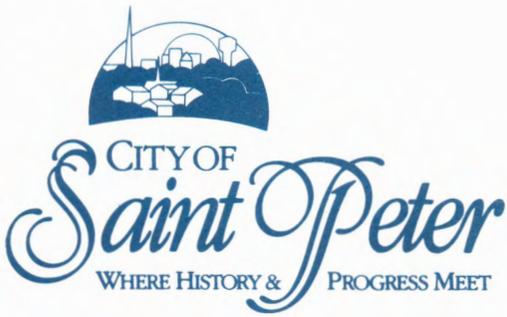
The Saint Peter Baseball Association has submitted a Temporary On Sale Liquor License application in order to sell beer and wine at a variety of events at the Nicollet County Fair. The events will take place on August 11 – 13, 2016 at 400 West Union Street.

The St. Peter Farmers' Market, which is held in the St. Peter Food Coop parking lot at the southwest corner of the Highway 169 and West Mulberry Street intersection, has applied for a Temporary Show License in order to allow music to be played the first Saturday of each month during the market. The music has been scheduled to play on July 2, August 6, September 3, and October 1.

Please include consideration of these license applications on the July 11, 2016 City Council consent agenda.

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

CKM



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 7/6/2016

FROM: Todd Prafke
City Administrator

RE: Advisory Board Appointments

ACTION/RECOMMENDATION

Provide for appointment of additional advisory board member.

BACKGROUND

Mayor Zieman has recommended the following advisory board appointment:

TOURISM AND VISITORS BUREAU

Keith Keogh (2015-2017)

Please include consideration of this advisory board appointment as part of the consent agenda.

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	olmanson uniform allow	GENERAL FUND	STREETS	50.00
			TOTAL:	50.00
ALLSTATES PAVEMENT RECYCLING & STABILI	milling asphalt full block	GENERAL FUND	STREETS	3,075.00
			TOTAL:	3,075.00
AMERICAN PUBLIC POWER ASSOCIATION	appa dues 8/1/16-8/1/17	ELECTRIC FUND	ADMIN AND GENERAL	5,696.38
			TOTAL:	5,696.38
AMERICAN RED CROSS	cpr/1st aid training summe	GENERAL FUND	RECREATION/LEISURE SER	189.00
	re-certification for pool	GENERAL FUND	SWIMMING POOL	27.00
			TOTAL:	216.00
AUDIO EDITIONS	new adult audio books	LIBRARY FUND	LIBRARY	278.38
			TOTAL:	278.38
AUTOMATIC SYSTEMS CO.	reclaim tank transducer	WATER	DISTRIBUTION AND STORA	665.15
			TOTAL:	665.15
BOBCAT OF MANKATO	mower maintenance & repair	LIBRARY FUND	LIBRARY	85.81
	mower maintenance & repair	COMMUNITY CENTER	COMMUNITY CENTER	85.82
			TOTAL:	171.63
BOLTON & MENK INC	row, c&g, const. serv. 1/2	GENERAL FUND	STREETS	5,228.50
	staff mtgs	GENERAL FUND	STREETS	90.00
	msa	GENERAL FUND	STREETS	360.00
	mndot th 99 & nic meadows	GENERAL FUND	STREETS	420.00
	lager pl/me, vac/easement	GENERAL FUND	STREETS	412.00
	staff mtgs	GENERAL FUND	PARKS	72.00
	hallets pond, map updates	GENERAL FUND	PARKS	3,819.50
	ch comp plan & zoning map	GENERAL FUND	ECONOMIC DEVMT	1,490.00
	h.s. const.	PARK LAND DEDICATI	PARKS	4,130.00
	2016 afford. housing ph.1	HOUSING DISTRICT #	ECONOMIC DEVMT	34,391.03
	gis implementation phase 2	WATER	CAPITAL-WATER DISTRIBU	636.25
	watermain & const. sewer 1	WATER	CAPITAL-WATER DISTRIBU	3,274.00
	gr watermain drainage	WATER	CAPITAL-WATER DISTRIBU	1,260.00
	staff mtgs	WATER	ADMIN AND GENERAL	36.00
	gis implementation phase 2	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	636.25
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	36.00
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	36.00
	gis implementation phase 2	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	636.25
	staff mtgs	ELECTRIC FUND	ADMIN AND GENERAL	90.00
	gis implementation phase 2	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	636.25
	mpca spreadsheet	STORMWATER FUND	TREATMENT	390.00
			TOTAL:	58,080.03
BORDER STATES ELECTRIC SUPPLY	#449 9" heat shrink tubing	ELECTRIC FUND	NON-DEPARTMENTAL	381.50
			TOTAL:	381.50
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	1,587.50
	criminal	GENERAL FUND	LEGAL SERVICES	10,336.25
	cable	PUBLIC ACCESS	PUBLIC ACCESS	108.50
	st. julien round-a-bout	PERM IMPROVMENT RE	STREETS	310.00
	torrens	HOUSING DISTRICT #	ECONOMIC DEVMT	387.50
	equip cert.	2016 EQUIPMENT CER	FINANCE	108.50
	ameresco contract	ELECTRIC FUND	ADMIN AND GENERAL	263.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	shafer	STORMWATER FUND	COLLECTIONS/LIFT STATI	77.50
	bus contract	TRANSIT	TRANSIT/TRANSPORTATION	93.00
			TOTAL:	13,272.25
C & S SUPPLY CO INC	mitch boots	GENERAL FUND	STREETS	135.86
	reel	GENERAL FUND	STREETS	13.98
	olmanson boots/ua	GENERAL FUND	STREETS	271.29
	grant boots	WATER	ADMIN AND GENERAL	115.16
			TOTAL:	536.29
CDW GOVERNMENT, INC.	replacement lap top for to	GENERAL FUND	CITY ADMINISTRATION	497.74
			TOTAL:	497.74
CHARD TILING & EXCAVATING	gardner rd watermain final	WATER	CAPITAL-WATER DISTRIBU	10,852.86
			TOTAL:	10,852.86
CINTAS CORPORATION #754	june uniform cleaning	GENERAL FUND	STREETS	1.59
	june uniform cleaning	GENERAL FUND	PARKS	1.59
	june uniform cleaning	WATER	DISTRIBUTION AND STORA	0.80
	june uniform cleaning	WASTE WATER FUND	SOURCE/TREATMENT	0.80
	june uniform cleaning	ENVIRON SERVICES F	REFUSE DISPOSAL	0.80
	june uniform cleaning	ELECTRIC FUND	POWER DISTRIBUTION	1.59
	june uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	602.66
	june uniform cleaning	STORMWATER FUND	TREATMENT	0.78
			TOTAL:	610.61
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	58.80
	first aid supplies	GENERAL FUND	SWIMMING POOL	184.68
			TOTAL:	243.48
CLARKE MOSQUITO CONTROL PRODUCTS INC.	biomist	ENVIRON SERVICES F	REFUSE DISPOSAL	288.55
			TOTAL:	288.55
COLE PAPERS INC	supplies	LIBRARY FUND	LIBRARY	201.40
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	805.62
			TOTAL:	1,007.02
COMPUTER TECHNOLOGY SOLUTIONS, INC.	switch replacement	GENERAL FUND	CITY ADMINISTRATION	10.20
	anti virus solution	GENERAL FUND	FINANCE	125.00
	switch replacement	GENERAL FUND	FINANCE	48.98
	switch replacement	GENERAL FUND	POLICE	44.90
	switch replacement	GENERAL FUND	FIRE	10.22
	switch replacement	GENERAL FUND	BUILDING INSPECTOR	12.25
	switch replacement	GENERAL FUND	PUBLIC WORKS ADMIN	18.37
	switch replacement	GENERAL FUND	STREETS	4.08
	switch replacement	GENERAL FUND	RECREATION/LEISURE SER	40.82
	switch replacement	GENERAL FUND	PARKS	2.04
	switch replacement	GENERAL FUND	ECONOMIC DEVMT	4.08
	switch replacement	LIBRARY FUND	LIBRARY	67.35
	switch replacement	PUBLIC ACCESS	PUBLIC ACCESS	2.04
	switch replacement	COMMUNITY CENTER	COMMUNITY CENTER	2.04
	switch replacement	WATER	ADMIN AND GENERAL	30.61
	switch replacement	WASTE WATER FUND	ADMIN AND GENERAL	12.25
	switch replacement	ENVIRON SERVICES F	REFUSE DISPOSAL	2.04
	switch replacement	ELECTRIC FUND	ADMIN AND GENERAL	26.52
	switch replacement	STORMWATER FUND	ADMINISTRATION AND GEN	8.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	switch replacement	TRANSIT	TRANSIT/TRANSPORTATION	2.05
			TOTAL:	474.00
COPIER BUSINESS SOLUTIONS	copier contract	GENERAL FUND	STREETS	36.63
	copier contract	GENERAL FUND	PARKS	29.30
	copier contract	WATER	ADMIN AND GENERAL	14.65
	copier contract	WASTE WATER FUND	ADMIN AND GENERAL	14.65
	copier contract	ENVIRON SERVICES F	ADMIN AND GENERAL	14.64
	copier contract	ELECTRIC FUND	ADMIN AND GENERAL	36.63
			TOTAL:	146.50
CROP PRODUCTION SERVICES	weed spray	GENERAL FUND	STREETS	844.62
	mec amine	WATER	DISTRIBUTION AND STORA	61.77
	mec amine	WATER	DISTRIBUTION AND STORA	61.77
	mec amine	WASTE WATER FUND	COLLECTOR/LIFT STAT	61.77
	mec amine	WASTE WATER FUND	COLLECTOR/LIFT STAT	61.77
			TOTAL:	1,091.70
CRYSTAL LAWN, INC	mn ave center medians	ENVIRON SERVICES F	REFUSE DISPOSAL	54.60
			TOTAL:	54.60
CRYSTAL VALLEY	power plant fuel	ELECTRIC FUND	POWER PRODUCTION	12,826.71
			TOTAL:	12,826.71
CRYTEEL TRUCK EQUIPMENT INC	#45 body repairs	GENERAL FUND	STREETS	816.00
			TOTAL:	816.00
DH ATHLETICS LLC	pitching rubber	GENERAL FUND	PARKS	153.00
			TOTAL:	153.00
BANK OF THE WEST (DITCH WITCH)	clamp assy	ELECTRIC FUND	POWER DISTRIBUTION	466.89
			TOTAL:	466.89
EARL F ANDERSEN INC	road closed signs	GENERAL FUND	STREETS	411.20
	traffic cone	GENERAL FUND	STREETS	198.40
	traffic cone	GENERAL FUND	PARKS	198.40
	traffic cone	WATER	DISTRIBUTION AND STORA	99.20
	traffic cone	WASTE WATER FUND	SOURCE/TREATMENT	99.20
	traffic cone	ENVIRON SERVICES F	REFUSE DISPOSAL	99.20
	traffic cone	ELECTRIC FUND	POWER DISTRIBUTION	198.40
	traffic cone	STORMWATER FUND	TREATMENT	99.20
			TOTAL:	1,403.20
EATON/CANNON TECHNOLOGIES, INC.	#827 water nodes w/ 1/0 ca	WATER	NON-DEPARTMENTAL	4,539.00
	150' cable for antenna kit	WATER	CAPITAL-WATER DISTRIBU	46.28
	network scout kit w/gps	WATER	CAPITAL-WATER DISTRIBU	656.20
	150' cable for antenna kit	WASTE WATER FUND	CAPITAL-GENERAL PLANT	46.28
	network scout kit w/gps	WASTE WATER FUND	CAPITAL-GENERAL PLANT	656.20
	#829 ami meters	ELECTRIC FUND	NON-DEPARTMENTAL	803.76
	150' cable for antenna kit	ELECTRIC FUND	CAPITAL-GENERAL PLANT	187.94
	network scout kit w/gps	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,664.58
			TOTAL:	9,600.24
EDC EDUCATIONAL SERVICES	new library material	LIBRARY FUND	LIBRARY	285.08
			TOTAL:	285.08

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
FARMERS ELEVATOR CO OF TRAVERSE	weed tratment	GENERAL FUND	PARKS	6.25
	weed treatment	GENERAL FUND	PARKS	0.64
	fertilizer	WATER	DISTRIBUTION AND STORA	168.88
	fertilizer	STORMWATER FUND	TREATMENT	168.88
			TOTAL:	344.65
FASTENAL COMPANY	saw blade	GENERAL FUND	FIRE	73.01
	head lamp	GENERAL FUND	STREETS	3.37
	coupling	GENERAL FUND	STREETS	0.85
	ear plugs & safety tape	GENERAL FUND	STREETS	28.66
	head lamp	GENERAL FUND	PARKS	2.70
	coupling	GENERAL FUND	PARKS	0.85
	ear plugs & safety tape	GENERAL FUND	PARKS	22.93
	coupling	WATER	DISTRIBUTION AND STORA	0.42
	head lamp	WATER	ADMIN AND GENERAL	1.35
	ear plugs & safety tape	WATER	ADMIN AND GENERAL	11.46
	coupling	WASTE WATER FUND	SOURCE/TREATMENT	0.42
	head lamp	WASTE WATER FUND	ADMIN AND GENERAL	1.35
	ear plugs & safety tape	WASTE WATER FUND	ADMIN AND GENERAL	11.46
	coupling	ENVIRON SERVICES F	REFUSE DISPOSAL	0.42
	head lamp	ENVIRON SERVICES F	ADMIN AND GENERAL	1.35
	ear plugs & safety tape	ENVIRON SERVICES F	ADMIN AND GENERAL	11.47
	eyebolts	ELECTRIC FUND	POWER DISTRIBUTION	6.16
	beam clamps	ELECTRIC FUND	POWER DISTRIBUTION	19.04
	coupling	ELECTRIC FUND	POWER DISTRIBUTION	0.85
	head lamp	ELECTRIC FUND	ADMIN AND GENERAL	3.37
ear plugs & safety tape	ELECTRIC FUND	ADMIN AND GENERAL	28.66	
coupling	STORMWATER FUND	TREATMENT	0.43	
		TOTAL:	230.58	
FIRE PROTECTION SERVICES, INC.	GAC Anderson hall review	GENERAL FUND	BUILDING INSPECTOR	747.10
			TOTAL:	747.10
FROZEN YOGURT CREATIONS	pool concessions	GENERAL FUND	SWIMMING POOL	133.00
	pool concessions	GENERAL FUND	SWIMMING POOL	129.00
			TOTAL:	262.00
GOPHER SPORT	credit for sand volleyball	GENERAL FUND	RECREATION/LEISURE SER	67.12-
	sand volleyball equipment	GENERAL FUND	RECREATION/LEISURE SER	285.02
	sand volleyball supplies	GENERAL FUND	RECREATION/LEISURE SER	67.12
			TOTAL:	285.02
GUSTAVUS ADOLPHUS COLLEGE	work study march-may	GENERAL FUND	RECREATION/LEISURE SER	306.40
	work study march-may	LIBRARY FUND	LIBRARY	1,072.04
			TOTAL:	1,378.44
PAUL HAGEN	food for reserves july 4 w	GENERAL FUND	POLICE	85.14
			TOTAL:	85.14
HAWKINS, INC.	azone 15 stabilizer	GENERAL FUND	SWIMMING POOL	1,083.80
	caustic soda	WATER	PURIFICATION AND TREAT	1,370.00
	water chemicals/ PO#4567	WATER	PURIFICATION AND TREAT	218.12
	water chemicals/ PO#4561	WATER	PURIFICATION AND TREAT	1,791.56
	water chemicals/ PO#4564	WATER	PURIFICATION AND TREAT	1,450.25
	azone 15/ P.O. #4567	WATER	PURIFICATION AND TREAT	148.32
	chlorine/ P.O. #4565	WATER	PURIFICATION AND TREAT	564.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sodium hydrox/ P.O. #4564	WATER	PURIFICATION AND TREAT	1,445.25
	sodium metabisulP.O. #4563	WATER	PURIFICATION AND TREAT	1,450.00
			TOTAL:	9,521.30
HERMEL WHOLESale	spcc vending	COMMUNITY CENTER	COMMUNITY CENTER	291.66
			TOTAL:	291.66
HOLIDAY COMMERCIAL	june fuel	GENERAL FUND	BUILDING INSPECTOR	120.93
	june fuel	GENERAL FUND	STREETS	160.03
	june fuel	GENERAL FUND	PARKS	619.78
	june feuel	COMMUNITY CENTER	COMMUNITY CENTER	111.59
	june fuel	WATER	SOURCE OF SUPPLY	32.07
	june fuel	WATER	PURIFICATION AND TREAT	48.11
	june fuel	WATER	DISTRIBUTION AND STORA	240.55
	june fuel	WATER	CUSTOMER ACCOUNTS	27.49
	june fuel	WASTE WATER FUND	SOURCE/TREATMENT	327.16
	june fuel	WASTE WATER FUND	ADMIN AND GENERAL	54.58
	june fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	27.49
	june fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	57.28
	june fuel	ELECTRIC FUND	POWER DISTRIBUTION	287.19
	june fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	27.50
	june fuel	STORMWATER FUND	TREATMENT	764.01
	june fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,307.71
			TOTAL:	5,213.47
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	260.07
	new library materials	LIBRARY FUND	LIBRARY	225.18
	new library materials	LIBRARY FUND	LIBRARY	360.87
			TOTAL:	846.12
KASSULKE MASONRY	pool concrete work	GENERAL FUND	SWIMMING POOL	998.00
			TOTAL:	998.00
KEEPERS, INC.	uniform	GENERAL FUND	POLICE	76.98
			TOTAL:	76.98
KENDELL DOORS & HARDWARE, INC.	int/ ext. building doors	WASTE WATER FUND	SOURCE/TREATMENT	4,336.00
			TOTAL:	4,336.00
KENNEDY & GRAVEN	mediacom/ eventis renewal	GENERAL FUND	CITY ADMINISTRATION	875.00
			TOTAL:	875.00
LEAGUE OF MN CITIES INSURANCE TRUST	insurance	GENERAL FUND	POLICE	1,000.00
	insurance	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	2,053.53
			TOTAL:	3,053.53
LEXIS NEXIS	june subscription fee	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00
LJP ENTERPRISES INC	may waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	may waste & recycle	WATER	PURIFICATION AND TREAT	99.43
	may waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	furniture pickup	ENVIRON SERVICES F	NON-DEPARTMENTAL	1,273.00
	may waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	970.32
			TOTAL:	2,915.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
LUBE-TECH & PARTNERS, LLC	exhaust fluid drum cleanou	GENERAL FUND	STREETS	127.83	
	exhaust fluid drum cleanou	GENERAL FUND	PARKS	127.83	
	exhaust fluid drum cleanou	WATER	DISTRIBUTION AND STORA	63.91	
	exhaust fluid drum cleanou	WASTE WATER FUND	SOURCE/TREATMENT	63.91	
	exhaust fluid drum cleanou	ENVIRON SERVICES F	REFUSE DISPOSAL	63.91	
	exhaust fluid drum cleanou	ELECTRIC FUND	POWER DISTRIBUTION	127.83	
	exhaust fluid drum cleanou	STORMWATER FUND	TREATMENT	63.91	
			TOTAL:	639.13	
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	annual audit	GENERAL FUND	FINANCE	2,250.00	
	annual audit	WATER	ADMIN AND GENERAL	562.50	
	annual audit	WASTE WATER FUND	ADMIN AND GENERAL	562.50	
	annual audit	ENVIRON SERVICES F	ADMIN AND GENERAL	562.50	
	annual audit	ELECTRIC FUND	ADMIN AND GENERAL	562.50	
			TOTAL:	4,500.00	
MANKATO CLINIC LTD	employee medical exam	GENERAL FUND	FIRE	262.17	
	employee medical exam	GENERAL FUND	PARKS	414.18	
	employee medical exam	COMMUNITY CENTER	COMMUNITY CENTER	261.18	
			TOTAL:	937.53	
MARCO, INC.	copier contract	GENERAL FUND	CITY ADMINISTRATION	31.93	
	copier contract	GENERAL FUND	CITY CLERK	31.93	
	copier contract	GENERAL FUND	FINANCE	21.29	
	copier contract	GENERAL FUND	POLICE	17.03	
	copier contract	GENERAL FUND	BUILDING INSPECTOR	8.51	
	copier contract	GENERAL FUND	PUBLIC WORKS ADMIN	4.26	
	copier contract	GENERAL FUND	ECONOMIC DEVMT	2.13	
	copier contract	WATER	ADMIN AND GENERAL	19.16	
	copier contract	WASTE WATER FUND	ADMIN AND GENERAL	19.14	
	copier contract	ELECTRIC FUND	ADMIN AND GENERAL	57.47	
			TOTAL:	212.85	
	MCGRANN SHEA CARNIVAL STRAUGHN & LAMB,	electric service territory	PARK LAND DEDICATI	PARKS	117.25
		electric service territory	HOUSING DISTRICT #	ECONOMIC DEVMT	117.25
			TOTAL:	234.50	
METERING & TECHNOLOGY SOLUTIONS	#828 ami meter heads	WATER	NON-DEPARTMENTAL	939.21	
	meter wire	WATER	DISTRIBUTION AND STORA	73.70	
			TOTAL:	1,012.91	
METRO SALES INC	copier contract	GENERAL FUND	POLICE	63.15	
			TOTAL:	63.15	
MEYER SIGNWORKS	logo's	GENERAL FUND	STREETS	20.00	
	no parking signs	GENERAL FUND	STREETS	200.00	
	logo's	GENERAL FUND	PARKS	20.00	
	logo's	WATER	DISTRIBUTION AND STORA	10.00	
	logo's	WASTE WATER FUND	SOURCE/TREATMENT	10.00	
	logo's	ENVIRON SERVICES F	REFUSE DISPOSAL	10.00	
	logo's	ELECTRIC FUND	POWER DISTRIBUTION	20.00	
	logo's	STORMWATER FUND	TREATMENT	10.00	
			TOTAL:	300.00	
MID-AMERICA SPORTS ADVANTAGE	sockets	GENERAL FUND	PARKS	115.90	
			TOTAL:	115.90	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MISC VENDOR	ADVANCED OVERHEAD DOOR	overhead door repair	WATER	PURIFICATION AND TREAT	752.00
	CHRISTNAGEL, ANN	class cancelled	GENERAL FUND	NON-DEPARTMENTAL	42.00
	HANSEN, DANIELLE	mattress refund	ENVIRON SERVICES F	NON-DEPARTMENTAL	40.00
	HANSEN, DANIELLE	solid waste tax	ENVIRON SERVICES F	NON-DEPARTMENTAL	3.90
	HUFF, VICTORIA,	garden bench pickup refund	ENVIRON SERVICES F	NON-DEPARTMENTAL	12.00
	HUFF, VICTORIA,	solid waste tax	ENVIRON SERVICES F	NON-DEPARTMENTAL	1.17
	OLSON, JOYCE	park shelter cancellation	GENERAL FUND	NON-DEPARTMENTAL	39.75
	ST. PETER BASEBALL ASS	over paid temp on sale	GENERAL FUND	NON-DEPARTMENTAL	30.00
	WALKER, DONNA	sofa pick up refund	ENVIRON SERVICES F	NON-DEPARTMENTAL	22.00
	WALKER, DONNA	solid waste tax	ENVIRON SERVICES F	NON-DEPARTMENTAL	2.15
			TOTAL:	944.97	
MN PIPE & EQUIPMENT	valves, branch, horns	WATER	NON-DEPARTMENTAL	6,067.10	
	#266, 803, 269, 268, 867 b	WATER	NON-DEPARTMENTAL	817.37	
	#239, 667, 222, 671	WATER	NON-DEPARTMENTAL	1,258.38	
	sold 10 old hydrants	WATER	DISTRIBUTION AND STORA	2,500.00-	
	hydrant oil	WATER	DISTRIBUTION AND STORA	386.88	
	bushing, gasket, thrust va	WATER	DISTRIBUTION AND STORA	722.19	
	rubber meter gasket	WATER	DISTRIBUTION AND STORA	72.00	
	valve lifter	WATER	DISTRIBUTION AND STORA	85.37	
	#239, 667, 222, 671	WATER	DISTRIBUTION AND STORA	31.02	
	pipe, sewerwye band	WASTE WATER FUND	COLLECTOR/LIFT STAT	140.04	
	gaskets	WASTE WATER FUND	SOURCE/TREATMENT	75.20	
			TOTAL:	7,155.55	
PETE MOULTON	mileage for 06/20/16-07/01	GENERAL FUND	PUBLIC WORKS ADMIN	38.34	
	mileage 06/06/16-06/17/16	GENERAL FUND	PARKS	7.56	
	mileage for 06/20/16-07/01	GENERAL FUND	PARKS	21.60	
	state plumbing board	WATER	ADMIN AND GENERAL	10.94	
	mileage 06/06/16-06/17/16	WATER	ADMIN AND GENERAL	131.76	
	mileage for 06/20/16-07/01	WATER	ADMIN AND GENERAL	106.92	
	mileage 06/06/16-06/17/16	WASTE WATER FUND	ADMIN AND GENERAL	97.74	
	mileage 06/06/16-06/17/16	ELECTRIC FUND	ADMIN AND GENERAL	174.96	
	mileage for 06/20/16-07/01	ELECTRIC FUND	ADMIN AND GENERAL	71.82	
	mileage 06/06/16-06/17/16	STORMWATER FUND	ADMINISTRATION AND GEN	39.96	
			TOTAL:	701.60	
MTI DISTRIBUTING CO	#311 bearings	GENERAL FUND	PARKS	167.40	
			TOTAL:	167.40	
MUNICIPAL CODE CORPORATION	online city code fees	GENERAL FUND	CITY ADMINISTRATION	800.00	
			TOTAL:	800.00	
MVTL LABORATORIES INC	wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	126.80	
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00	
			TOTAL:	167.80	
NEW PIG CORPORATION	rags for wiping grease	GENERAL FUND	FIRE	43.75	
			TOTAL:	43.75	
NICOLLET CTY PUBLIC HEALTH	senior coord. contract	GENERAL FUND	SENIOR COORDINATOR	2,535.65	
	sr. news letter	GENERAL FUND	SENIOR COORDINATOR	162.49	
			TOTAL:	2,698.14	
NICOLLET COUNTY RECORDER/ABSTRACTER	satisfaction of mortgage	1999 REVOLVING LOA	ECONOMIC DEVMT	46.00	
			TOTAL:	46.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NICOLLET FIRE DEPARTMENT	radio maintenance 2016	GENERAL FUND	FIRE	800.00
			TOTAL:	800.00
NORTH CENTRAL INTERNATIONAL	tubing	GENERAL FUND	STREETS	0.98
	tubing	GENERAL FUND	PARKS	0.98
	tubing	WATER	DISTRIBUTION AND STORA	0.49
	tubing	WASTE WATER FUND	SOURCE/TREATMENT	0.49
	tubing	ENVIRON SERVICES F	REFUSE DISPOSAL	0.49
	tubing	ELECTRIC FUND	POWER DISTRIBUTION	0.98
	tubing	STORMWATER FUND	TREATMENT	0.49
			TOTAL:	4.90
PANKRATZ, JOE	nott head gasket	GENERAL FUND	FIRE	474.89
	nott head gasket	GENERAL FUND	FIRE	833.00
			TOTAL:	1,307.89
PENWORTHY	new library materials	LIBRARY FUND	LIBRARY	448.60
			TOTAL:	448.60
PEPSI-COLA OF MANKATO INC	pool concessions	GENERAL FUND	SWIMMING POOL	180.00
			TOTAL:	180.00
PET EXPO DIST.	aquarium maintenance	LIBRARY FUND	LIBRARY	62.50
			TOTAL:	62.50
SUE POPE	uniform pants	GENERAL FUND	POLICE	74.97
			TOTAL:	74.97
RONALD D. QUADE	pw week poster framing	GENERAL FUND	STREETS	22.50
	pw week poster framing	GENERAL FUND	PARKS	18.00
	pw week poster framing	WATER	ADMIN AND GENERAL	9.00
	pw week poster framing	WASTE WATER FUND	ADMIN AND GENERAL	9.00
	pw week poster framing	ENVIRON SERVICES F	ADMIN AND GENERAL	9.00
	pw week poster framing	ELECTRIC FUND	ADMIN AND GENERAL	22.50
			TOTAL:	90.00
QUILL	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	91.97
	ink cartridges	WATER	CUSTOMER ACCOUNTS	22.99
	ink cartridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	22.99
	ink cartridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	22.99
	ink cartridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	22.99
			TOTAL:	183.93
RECREATION SUPPLY COMPANY	tread & chemical test tabs	GENERAL FUND	SWIMMING POOL	357.40
	handle hc chair life	GENERAL FUND	SWIMMING POOL	140.00
			TOTAL:	497.40
RYAN ELECTRIC OF ST PETER	blower 4 & 7 repair	WASTE WATER FUND	SOURCE/TREATMENT	450.00
			TOTAL:	450.00
SAM'S CLUB	pool concession	GENERAL FUND	SWIMMING POOL	88.78
	pool concessions/ single p	GENERAL FUND	SWIMMING POOL	65.64
			TOTAL:	154.42
SHOP4TECH	disc storage holders	LIBRARY FUND	LIBRARY	299.94
			TOTAL:	299.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SHOPKO STORES OPERATING CO., LLC	lil' rascals supplies	GENERAL FUND	RECREATION/LEISURE SER	14.56
	lil'rascals supplies	GENERAL FUND	RECREATION/LEISURE SER	<u>4.99</u>
			TOTAL:	19.55
SMALL BUSINESS DEVELOPMENT CENTER	2016 annual operating cont	GENERAL FUND	ECONOMIC DEVMT	<u>1,000.00</u>
			TOTAL:	1,000.00
SOUTHERN MN CONSTRUCTION CO INC	asphalt patch	GENERAL FUND	STREETS	27,799.03
	asphalt patch	GENERAL FUND	STREETS	683.17
	s. 7th full block	GENERAL FUND	STREETS	89,813.25
	gravel	WATER	ADMIN AND GENERAL	163.10
	gravel	WASTE WATER FUND	ADMIN AND GENERAL	163.10
	gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	81.54
	gravel	ELECTRIC FUND	ADMIN AND GENERAL	<u>407.75</u>
		TOTAL:	119,110.94	
SOUTHERN MN INSPECTION CO.	cable replacement	WASTE WATER FUND	SOURCE/TREATMENT	<u>555.90</u>
			TOTAL:	555.90
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	17.96
	phone bill	WATER	ADMIN AND GENERAL	<u>39.99</u>
			TOTAL:	57.95
ST CROIX RECREATION CO INC	swing s-hooks	GENERAL FUND	PARKS	<u>53.00</u>
			TOTAL:	53.00
ST LOUIS MRO, INC.	pre-employment drug testin	GENERAL FUND	SWIMMING POOL	<u>693.00</u>
			TOTAL:	693.00
ST PETER COMMUNITY & FAMILY EDUCATION	scholarship for lifeguard	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>109.00</u>
			TOTAL:	109.00
ST PETER HERALD	revolving loan guidelines	REVOLVING LOAN FUN	ECONOMIC DEVMT	27.50
	revolving loan guidelines	TORNADO DISASTER R	ECONOMIC DEVMT	<u>27.50</u>
			TOTAL:	55.00
ST PETER LUMBER CO	mn square concrete mix 2x4	GENERAL FUND	PARKS	15.18
	dehumidifier 30 pt.	WATER	SOURCE OF SUPPLY	189.99
	20' tube socks	WATER	DISTRIBUTION AND STORA	36.50
	wood lath	ELECTRIC FUND	POWER DISTRIBUTION	<u>37.58</u>
		TOTAL:	279.25	
ST PETER SOCCER ASSOCIATION	summer soccer partnership	GENERAL FUND	RECREATION/LEISURE SER	<u>3,536.50</u>
			TOTAL:	3,536.50
STAPLES ADVANTAGE	shredder oil	GENERAL FUND	STREETS	1.75
	office supplies	GENERAL FUND	RECREATION/LEISURE SER	93.99
	shredder oil	GENERAL FUND	PARKS	1.40
	shredder oil	WATER	ADMIN AND GENERAL	0.70
	shredder oil	WASTE WATER FUND	ADMIN AND GENERAL	0.70
	shredder oil	ENVIRON SERVICES F	ADMIN AND GENERAL	0.69
	shredder oil	ELECTRIC FUND	ADMIN AND GENERAL	<u>1.75</u>
		TOTAL:	100.98	
STREICHER'S	ammo	GENERAL FUND	POLICE	395.00
	ammo	GENERAL FUND	POLICE	<u>1,469.34</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,864.34
TELIN TRANSPORTATION GROUP	#141 switch & cover plate	TRANSIT	TRANSIT/TRANSPORTATION	32.57
			TOTAL:	32.57
CURTIS THOMPSON	drivers license renewal	WATER	ADMIN AND GENERAL	45.25
			TOTAL:	45.25
TIGERDIRECT.COM	replacement ups for the wa	GENERAL FUND	POLICE	150.04
	replacement monitor for po	GENERAL FUND	SWIMMING POOL	134.46
			TOTAL:	284.50
TIRE ASSOCIATES	#311 tires	GENERAL FUND	PARKS	58.65
	turf rental	GENERAL FUND	PARKS	87.43
			TOTAL:	146.08
USA BLUE BOOK	bdwy wtp valve elbow	WATER	PURIFICATION AND TREAT	314.75
			TOTAL:	314.75
VERIZON WIRELESS	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	15.49
	phone bill	WATER	ADMIN AND GENERAL	15.49
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	15.49
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	15.47
			TOTAL:	61.94
VETTER SALES & SERVICE, LLC	spare tire	ELECTRIC FUND	POWER DISTRIBUTION	258.17
			TOTAL:	258.17
VISA	council goal session dinne	GENERAL FUND	MAYOR & COUNCIL	71.91
	council goal session suppl	GENERAL FUND	CITY ADMINISTRATION	21.75
	parking, hallets pond mtg,	GENERAL FUND	CITY ADMINISTRATION	54.97
	meals hotel force on force	GENERAL FUND	POLICE	381.25
	river bend lunch meeting	GENERAL FUND	BUILDING INSPECTOR	17.21
	beverage cooler jugs	GENERAL FUND	STREETS	13.12
	beverage cooler jugs	GENERAL FUND	STREETS	13.56
	electronic digital level	GENERAL FUND	STREETS	161.24
	owatonna/farber lunch meet	GENERAL FUND	STREETS	17.99
	staff training lunch	GENERAL FUND	RECREATION/LEISURE SER	81.25
	lil' rascal supplies	GENERAL FUND	RECREATION/LEISURE SER	32.18
	summer program supplies	GENERAL FUND	RECREATION/LEISURE SER	65.27
	summer program supplies	GENERAL FUND	RECREATION/LEISURE SER	65.27
	summer program supplies	GENERAL FUND	RECREATION/LEISURE SER	65.27
	create a camp project supp	GENERAL FUND	RECREATION/LEISURE SER	12.99
	summer program supplies	GENERAL FUND	RECREATION/LEISURE SER	239.32
	general rec program suppli	GENERAL FUND	RECREATION/LEISURE SER	360.63
	duplo legos for recreation	GENERAL FUND	RECREATION/LEISURE SER	50.31
	lunch for education founda	GENERAL FUND	RECREATION/LEISURE SER	62.31
	beverage cooler jugs	GENERAL FUND	PARKS	10.49
	beverage cooler jugs	GENERAL FUND	PARKS	10.85
	owatonna/farber lunch meet	GENERAL FUND	PARKS	14.39
	dev corp meeting	GENERAL FUND	ECONOMIC DEVMT	17.15
	summer reading/ staff meet	LIBRARY FUND	LIBRARY	165.39
	may book budget	LIBRARY FUND	LIBRARY	261.85
	order cancelled/ refunded	COMMUNITY CENTER	COMMUNITY CENTER	34.99-
	beverage cooler jugs	WATER	ADMIN AND GENERAL	5.25
	beverage cooler jugs	WATER	ADMIN AND GENERAL	5.42

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	owatonna/farber lunch meet	WATER	ADMIN AND GENERAL	7.20
	intake tubing-quality ctrl	WASTE WATER FUND	SOURCE/TREATMENT	124.95
	beverage cooler jugs	WASTE WATER FUND	ADMIN AND GENERAL	5.25
	beverage cooler jugs	WASTE WATER FUND	ADMIN AND GENERAL	5.42
	meal lab school in st. clo	WASTE WATER FUND	ADMIN AND GENERAL	14.00
	owatonna/farber lunch meet	WASTE WATER FUND	ADMIN AND GENERAL	7.20
	potting soil/ compost	ENVIRON SERVICES F	REFUSE DISPOSAL	29.84
	beverage cooler jugs	ENVIRON SERVICES F	ADMIN AND GENERAL	5.24
	beverage cooler jugs	ENVIRON SERVICES F	ADMIN AND GENERAL	5.43
	owatonna/farber lunch meet	ENVIRON SERVICES F	ADMIN AND GENERAL	7.19
	beverage cooler jugs	ELECTRIC FUND	ADMIN AND GENERAL	13.12
	beverage cooler jugs	ELECTRIC FUND	ADMIN AND GENERAL	13.56
	owatonna/farber lunch meet	ELECTRIC FUND	ADMIN AND GENERAL	17.99
	meals mmwa underground sch	ELECTRIC FUND	ADMIN AND GENERAL	64.52
	mndot sprng wrkshp rooms m	TRANSIT	TRANSIT/TRANSPORTATION	437.48
	wellness survey prize	RESTRICTED CONTRIB	NON-DEPARTMENTAL	25.00
			TOTAL:	3,026.99
VON ESSEN TOWING	tire repair & tow	GENERAL FUND	POLICE	20.00
	tire repair & tow	GENERAL FUND	POLICE	80.00
	tire repair	GENERAL FUND	PARKS	62.02
	tire repair	WASTE WATER FUND	SOURCE/TREATMENT	20.00
	tire repair	ELECTRIC FUND	POWER DISTRIBUTION	23.50
	mount/ balance 2 tires	TRANSIT	TRANSIT/TRANSPORTATION	36.00
			TOTAL:	241.52
VOSS LIGHTING	light bulb	COMMUNITY CENTER	COMMUNITY CENTER	20.00
			TOTAL:	20.00
VWR INTERNATIONAL	stir bar	WASTE WATER FUND	SOURCE/TREATMENT	16.85
			TOTAL:	16.85
THE WATSON CO	pool concessions	GENERAL FUND	SWIMMING POOL	546.37
	pool concessions	GENERAL FUND	SWIMMING POOL	1,083.51
	pool concessions	GENERAL FUND	SWIMMING POOL	990.52
			TOTAL:	2,620.40
WESCO DISTRIBUTION INC	#425 3ph bases	ELECTRIC FUND	NON-DEPARTMENTAL	798.35
			TOTAL:	798.35
WILSON DEVELOPMENT SERVICES, LLC	professional services	PERM IMPROVMENT RE	STREETS	163.63
			TOTAL:	163.63
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	36.68
			TOTAL:	36.68

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

101	GENERAL FUND	179,628.48		
201	PROPERTY INSURANCE	2,053.53		
211	LIBRARY FUND	4,074.46		
213	PUBLIC ACCESS	110.54		
217	COMMUNITY CENTER	2,002.87		
230	REVOLVING LOAN FUND	27.50		
240	TORNADO DISASTER REV LOAN	27.50		
250	1999 REVOLVING LOAN FUND	46.00		
401	PERM IMPROVMENT REVOLVING	473.63		
404	PARK LAND DEDICATION	4,247.25		
460	HOUSING DISTRICT #20	34,895.78		
476	2016 EQUIPMENT CERTIFICAT	108.50		
601	WATER	41,883.49		
602	WASTE WATER FUND	9,059.61		
603	ENVIRON SERVICES FUND	3,689.71		
604	ELECTRIC FUND	27,968.89		
606	STORMWATER FUND	2,259.57		
610	TRANSIT	2,908.81		
820	RESTRICTED CONTRIBUTIONS	134.00		

GRAND TOTAL: 315,600.12

TOTAL PAGES: 12

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

- 1. The following budgeted purchases in excess of \$7,500 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Eaton Cooper	Meters	\$10,295.70	Electric

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

<u>Temporary On Sale Liquor</u>		
St. Peter Baseball Assn.	400 Union St.	8/11/16 – 8/13/16

<u>Temporary Show License</u>		
Farmers Market	Corner of Hwy 169 & Mulberry	7/2/16, 8/6/16, 9/3/16, 10/1/16

- 3. The following advisory board appointments are approved for the terms indicated:

TOURISM AND VISITORS BUREAU
Keith Keogh (2015-2017)

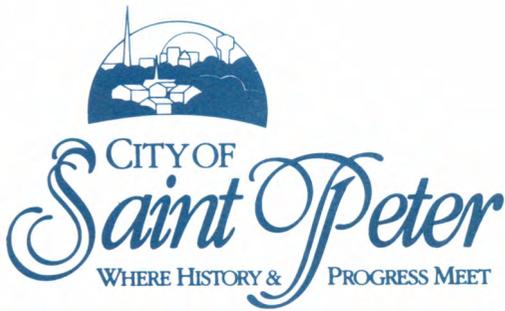
- 4. The schedule of disbursements for June 23, 2016 through July 7, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 11th day of July, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 7/6/16

FROM: Todd Prafke
City Administrator

RE: Chicken Regulations

ACTION/RECOMMENDATION

Approve the attached Ordinance that modifies your current Ordinance allowing for chickens to be kept in Saint Peter after meeting specific permit requirements. And, if the ordinance is approved, adopt a resolution authorizing a change to your fee schedule representing this new permit.

BACKGROUND

As per Council direction, staff has provided some information on sample ordinances used by cities in Minnesota to regulate the keeping and care of chickens within the City limits. You may remember that you spent a considerable amount of energy discussing the number of chickens that would be allowed.

Members asked that an Ordinance be drafted for a Council vote. That draft is attached.

It may be helpful to remember our discussion on the difference between a goldfish (by right) and a dog (by license) and a chicken (by permit). A goldfish is not mentioned in our current Ordinance. It is not prohibited and you can just go buy it and have it. A dog requires a license, but there is really no rule about how it is kept. Licenses and permits are very similar but under this example the license is in place to help ensure the dog has shots and is trackable. If you don't keep it well you could be fined for barking, but things like not picking up poop and others fall within the nuisance ordinance. The last level is a permitted use which means that you have to have a permit, but in order to get a permit you have to meet certain conditions which could be sex of chicken(s), size of lot, disposal of waste and others. This permitting under the draft Ordinance is different than a license in that we are providing for stipulation not of the animal, but for the locations in which the animal is kept. There is a fundamental difference in licensing and permitting and I hope the fish, dog and chicken example make that more clear so that you can decide the type of regulation, if any, best suits your community needs.

It is my opinion that the "permit" approach might be most effective here based on your previous goals and workshop discussions. The permit process would need the development of stipulations or conditions which would provide for issues like the sex, number, housing and disposal of waste. Then violations would result in the pulling of the permit and the owner would

no longer be allowed to keep them. In this way you have set clear conditions for allowing them and it is something that can be regulated more readily and takes it out of the realm of a ticketable offense, for the most part. Those people that are really interested in having chickens will likely be happy to meet most reasonable conditions. Those that are really not that committed will either try to do it without a permit or say, "not worth the hassle". Then the key is "reasonable" regulation and I think you have some guidance or experience from other communities that have looked at this before you.

Lastly it is suggested the ordinance become effective September 1, 2016. This gives staff time to put the paperwork and inspection process in place prior to applications. I would suggest that we would start taking application in mid-August. Based on the process for other permits it would be my plan to have all permits come before the Council as a separate action item when new and renewals would be on consent agenda as is consistent with your current permitting process.

FISCAL IMPACT:

There is no direct fiscal impact other than the usual cost of publication; however, depending on the number of permits and the permit fee you set, I can foresee different cost scenarios. In addition to the ordinance there is a resolution attached modifying the current fee schedule allowing for this permit. I have suggested the annual permit fee be set at \$5 and the annual inspection fee at \$45. It is my hope this will cover the permitting and inspection cost, but since the number of permits is very difficult to predict, changes to this fee may be requested in the future.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for your direction and keeping of chickens will still be prohibited.
Negative vote. The ability to keep chickens in the City will go unchanged.
Modification to the Ordinance. This is always an option of the Council.

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

TP/bal

ORDINANCE NO. __, THIRD SERIES

**AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 8 "ANIMALS",
ARTICLE IV "FARM, WILD, AND EXOTIC ANIMALS" AND ADOPTING BY REFERENCE
SAINT PETER CITY CODE CHAPTER 1 SECTION 1-6, WHICH, AMONG OTHER THINGS,
CONTAIN PENALTY PROVISIONS**

WHEREAS, the City Council has adopted a Code of ordinances; and

WHEREAS, the City Code does not currently allow for the keeping of chickens within the City limits; and

WHEREAS, City Council has discussed allowing chickens on private property under specific circumstances; and

WHEREAS, the City Code needs to be modified to allow for keeping of chickens within the corporate limits of the City of Saint Peter.

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

Section 1. Saint Peter City Code, Chapter 8 "Animals", Article IV "Farm, Wild, And Exotic Animals" is hereby modified as follows:

ARTICLE IV – FARM, WILD AND EXOTIC ANIMALS

Sec. 8.227. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animals.

- (1) The term "animals" includes farm animals and all other animals (wild or domestic), reptiles, game fish and feathered birds or fowl.
- (2) Exceptions:
 - (a) Dogs, cats, caged gerbils, guinea pigs, hamsters, canaries, parakeets, rabbits, nongame fish and chickens.
 - (b) Also excepted are ducks, geese and game fish in any publically owned body of water.

Farm animals mean cattle, horses, mules, sheep, goats, swine, ponies, ducks, geese, turkeys, guinea hens and honey bees.

Sec. 8.228. Animals at Large.

It is unlawful for any person to permit domestic animals or fowls under his control to go upon the lands of another within the City.

Sec. 8.229. Keeping.

It is unlawful for any person to keep or harbor any animal, not in transit, except animals kept:

- (1) As part of a show licensed under this Code;
- (2) In a laboratory for scientific or experimental purposes;
- (3) In an animal hospital or clinic for treatment by a licensed veterinarian; or
- (4) In a municipal animal shelter.

Sec. 8.230. Housing.

It is unlawful for any person to keep any animal, dog, cat, nongame fish or caged gerbil, guinea pig, hamster, canary, rabbit, chicken or parakeet in any structure infested by vermin, flies or insects.

Sec. 8.231. Treatment.

It is unlawful for any person to treat any animal, dog, cat, nongame fish, caged gerbil, guinea pig, hamster, canary, rabbit, chicken or parakeet in a cruel or inhumane manner.

Sec. 8.232. Unlawful to keep animals, dogs, cats, rabbits for selling, trading, slaughtering purposes.

Except as otherwise provided in this Code, it is unlawful for any person to keep or harbor or allow the breeding of any animals for the purpose of operating a business to sell, trade, slaughter or give away for slaughter.

Sec. 8.233. Restraint or confinement.

It is unlawful for any person to suffer or permit an animal to run at large in the streets or public places, or to be herded or driven thereon unless each animal is confined by means of bridles, halters, ropes or other means of individual restraint.

Sec. 8.234. Trespasses.

It is unlawful for any person to herd, drive or ride any animal over and upon any grass, turf, boulevard, City park, cemetery, garden or lot without specific permission therefor from the owner.

Sec. 8-235. Compliance.

Owners and caretakers of chickens being kept within the corporate boundaries of the City on either a permanent or temporary basis are required to comply with the terms of this Chapter. For the purposes of this Article, the term "temporary basis" means a period of 30 days or longer.

Sec. 8-236. Permit Required.

It is unlawful for any person to keep any chicken without a permit from the City.

Sec. 8-237. Permit Fees.

Permit fees shall be set by Resolution of the Council from time to time.

Sec. 8-238. Permit Time.

A permit shall be issued on an annual basis and shall expire on the 1st day of each September.

Sec. 8-239. Permit Requirements.

- (1) Applicant must demonstrate that the Applicant has constructed a chicken coop defined as a structure for housing chickens made of wood or similar materials that provides shelter for the chickens from the elements.
- (3) The Applicant must demonstrate that he has constructed a chicken run which is an enclosed outside structure for the purpose of keeping chickens.
- (4) The chicken coop and chicken run must be screened at all times with a solid fence or landscape buffer with a minimum height of four (4) feet.
- (5) Applicant must demonstrate that the chicken coop and chicken run are a minimum of 25 feet from any residential structure and from any property line.
- (6) That the chicken coop and chicken run must be set back a minimum of 25 feet from any property line.
- (7) That the chicken coop must contain a minimum of 10 square feet per chicken and the building may be no taller than six (6) feet exterior measurement.
- (8) That the Applicant must demonstrate that there is a run that does not exceed 20 square feet per chicken and does not exceed six (6) feet in height. The run must be covered.
- (9) The chicken coop must be constructed to provide adequate ventilation or insulation to maintain a coop temperature of between 32-85 degrees fahrenheit.
- (10) All coops must be adequately constructed to prevent access by rodents.
- (11) All chickens may not be housed in a residential house or in an attached or detached garage.
- (12) All grain and food stored for the use of the hens on the premises with a chicken permit shall be kept in a rodent-proof container.

Sec. 8-240. Limitation on Number of Chickens.

No person shall keep or allow to be kept at any one location within the City more than three (3) chickens.

Sec. 8-241. Sanitation.

The chicken owner shall be responsible for the sanitation of the chicken on the owner's property. All manure and feces must be kept in rodent and raccoon proof containers. Manure and feces shall not be placed in yard compost piles. The chickens must be kept in a healthy and sanitary manner free from odors. All dead chickens must be disposed of according to the Minnesota Board of Animal Health Rules which require chicken carcasses to be disposed of as soon as possible after death, usually within forty-eight (48) to seventy-two (72) hours. Legal forms of chicken carcass disposal include burial, off-sight incineration or rendering or composting.

Sec. 8-242. Sex Allowed.

Only female chickens shall be allowed.

Sec. 8-243. Slaughtering.

Slaughtering of chickens on the property is prohibited.

Sec. 8-244. Cock Fighting.

Chickens must not be raised or kept with the purpose of fighting.

Sec. 8-245. Inspection.

An initial inspection of the property, coop and run is required before a permit can be issued. A similar inspection is required for permit renewals. The chicken coop and run may be inspected at any reasonable time by the City or its authorized agent.

Sec. 8-246. Private Restrictions or Covenants on Property.

Private Restrictions or Covenants on the use property shall remain enforceable. These include, but not limited to, deed restrictions, condominium master deed restrictions, neighborhood association by-laws, covenants, and declarations. A permit shall not be issued to a person whose premises are subject to private restrictions or covenants that prohibit the keeping of chickens. Interpretation and enforcement of private restrictions is a sole responsibility of the private parties involved.

Sec. 8-247. Revocation.

The City may deny or revoke any permit application or renewal if it deems the applicant:

- (1) Is unwilling or unable to fulfill the provisions of the Ordinance;
- (2) Fails to comply with the provisions of the Ordinance;
- (3) Submits inaccurate or incomplete license information;
- (4) Fails to meet the conditions of the permit;
- (5) Is creating a nuisance; or
- (6) Is endangering the public health and safety.

Sec. 8-248. Violation – Petty Misdemeanor.

Any violation of this Section shall be considered punished as a Petty Misdemeanor.

Section 2. All provisions of Chapter 1 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 11th day of July, 2016.

ATTEST:

Todd Prafke
City Administrator

Charles Zieman
Mayor

The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Absent:

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION MODIFYING MUNICIPAL FEE SCHEDULE

WHEREAS, the City has adopted a fee schedule outlining municipal fees and charges; and

WHEREAS, staff recommends an additional fee be established for permitting of chickens by private property owners.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following fee be established as part of the 2016 municipal fee schedule to be effective September 1, 2016:

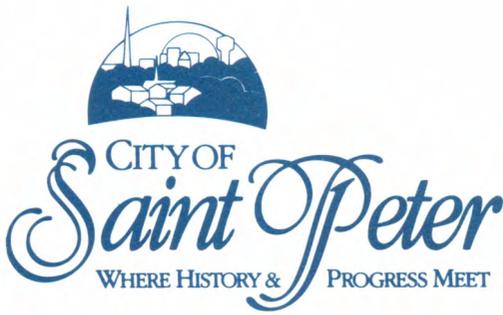
xx.	Chicken Permit (annual fee)	\$5.00 per property
	Annual Inspection Fee	\$45.00 per property

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of July, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 7/7/16

FROM: Russ Wille
Community Development Director

RE: Traverse Green– Outlot D - Request for Proposals (RFP)

ACTION/RECOMMENDATION

Adopt the attached resolution approving issuance of a Request for Proposals for the private development of Outlot D, Traverse Green Subdivision.

BACKGROUND

The City Council had previously instructed staff to prepare for the development of a third subdivision utilizing the principles of the Building Better Neighborhoods program created by the Greater Minnesota Housing Fund. It was also suggested that it would be ideal to find a private interest to develop that portion of the neighborhood lying north of the extended Clark Street right-of-way. To that end, a draft Request for Proposals is submitted for City Council review and comment.

The land subject to the Request for Proposals is identified as Outlot D, Traverse Green Subdivision. The property contains 15.56 acres and is zoned (R-3) Multi-Family Residential. The draft RFP requires the respondent to identify the proposed purchase price of the 15.56 acres parcel. The RFP also notes that the successful respondent would pay a share of the cost to install the extended Clark Street as well as paying a proportionate share of installing the water and sanitary sewer infrastructure serving the property.

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

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

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

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

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

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

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

The RFP states that the platting and construction of Outlot D would need to begin no later than June 1, 2017.

To allow potential developers sufficient time to prepare proposals, it is suggested that RFP's be accepted until September 12, 2016. At that time, staff would undertake an analysis of the submittals and make a recommendation to the City Council as to which proposal would be most advantageous for the community.

FISCAL IMPACT:

Minor costs would be incurred to adequately publicize the RFP to area developers and contractors.

ALTERNATIVES/VARIATIONS:

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

Negative vote: No further action will be taken without additional direction from the Council.

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

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

RJW



July 11, 2016

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

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

Russ Wille
Community Development Director
227 South Front Street
Saint Peter, MN 56082
507.934.0661
russw@saintpetermn.gov

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sidewalks shall be installed on both sides of each street within the development. The construction of sidewalks shall be undertaken in a manner consistent with the standards

adopted by the City of Saint Peter. Sidewalk design specification are attached as Exhibit D of this document.

- XI. Submittals:** Proposals submitted by firms or individuals shall address the following elements in the form of text, imagery and work examples.
- A. Resume, background and qualification of the proposed developer, including a roster of successfully completed residential subdivisions.
 - B. Site sketch depicting the proposed platting of the property.
 - C. Proposed number of single-family lots and the typical lot size / dimensions.
 - D. Proposed single-family lot prices.
 - E. Photos, plats and/or diagrams depicting existing single-family development projects successfully completed by the respondent.
 - F. Proposed construction timeline.
 - G. Proposed purchase price.

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

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

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

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

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

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

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

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

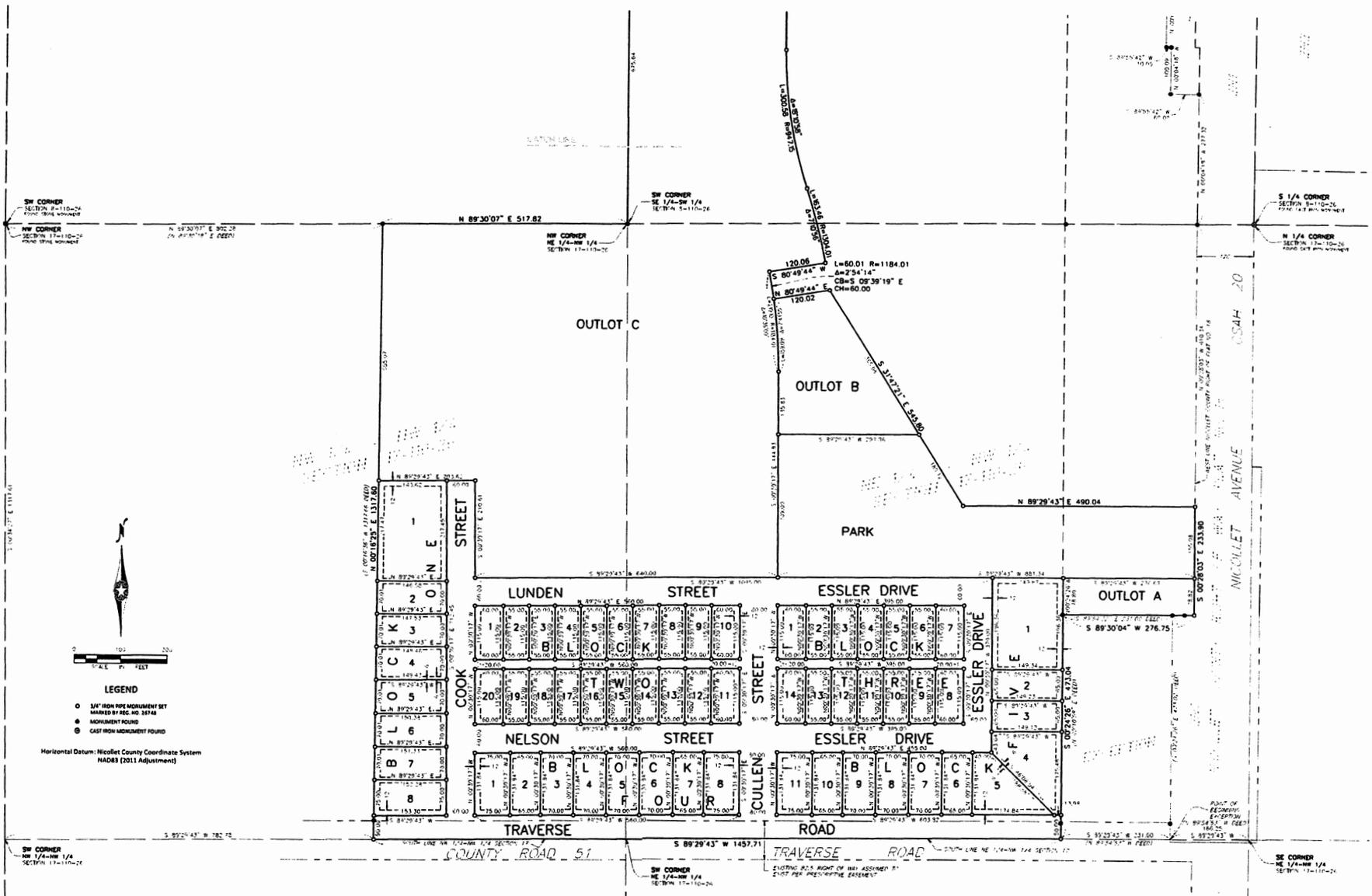
Russ Wille
Community Development Director
227 South Front Street
Saint Peter, MN 56082
507.934.0661
russw@saintpetermn.gov

XIV. Submittal Deadline: Respondents are to submit three (3) copies of their proposal for staff review and comment to the address above on/or before 5:00 p.m., Monday, September 12, 2016.

**EXHIBIT A
FINAL PLAT
TRAVERSE GREEN SUBDIVISION**

TRAVERSE GREEN SUBDIVISION

47



LEGEND

- 3/4" HIGH PIPE MONUMENT SET MARKED BY REC. NO. 26746
- MONUMENT FOUND
- ⊙ CAST IRON MONUMENT FOUND

Horizontal Datum: Nicollet County Coordinate System NAD83 (2011 Adjustment)

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

DIVISION 4. - R-3 MULTIFAMILY RESIDENTIAL DISTRICT

Sec. 24-98. - Statement of intent.

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

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

Sec. 24-99. - Principal permitted uses.

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

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

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

Sec. 24-100. - Conditional uses.

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

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

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

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

Sec. 24-101. - Development regulations.

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

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

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

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

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

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

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

Secs. 24-103—24-132. - Reserved.

**EXHIBIT C
PARKLAND DEDICATION
SUBDIVISION REGULATIONS**

Subd. 6. Public park standards.

- (1) In subdividing land, or re-subdividing an existing Plat, or annexing land, or in developing land that was previously undeveloped or substantially undeveloped, a reasonable portion of such land shall be set aside and dedicated by the owner or developer to the general public for parks, or at the option of the City, the tract owner or developer shall contribute to the City an amount of cash equal to the fair market value of the land, as determined by the City Council, otherwise required to be so set aside and dedicated, or set aside and dedicate part of said land and contribute the balance of such land value in cash. Dedication of land or cash in lieu thereof for park land shall mean that the land or cash shall be used only for the purposes set forth in this Subdivision.
- (2) All parks to be reserved for, or dedicated to public use shall be indicated on the Preliminary Plat, Final Plat, and Development Plan of the land. The City shall have the sole right to require the subdivider or developer to dedicate or reserve suitable sites for purposes set forth herein or in lieu thereof a reasonable amount in cash to be used for the acquisition or improvement of sites for such purposes or for debt retirement in connection therewith at the option of the City. Fees may also be used to upgrade existing parks or create or maintain trail systems that connect neighborhoods to parks or parks to each other. The City shall have the right of final approval of the appropriate geographic location and configuration of any dedication.
- (3) Fair market value of land to be considered or used for parks shall be the reasonable value of the land as of the date of the plat, replat, development, annexation or subdivision when presented to the City Council for final approval, as determined by a qualified appraiser, approved by the City Council, using appraisal procedures generally accepted by other appraisers in the area, excluding in determining such value, all value added to such land by improvements, but including in such determination the highest

and best use to which the land can be put under the Zoning District then existing or to which the land is about to be transferred. The City may agree with the developer to an amount of land dedicated or fee in lieu thereof without using an appraiser.

- (4) The amount of land or fee to be dedicated for public park use shall be determined at the time of final plat approval. The portion of land to be dedicated shall be calculated based upon the net developable area of the subdivision. The net developable area of the subdivision shall not include land platted and dedicated to the public as streets, trails, walks, stormwater ponds, gas/water facilities, similar utility structures and other rights-of-way. The dedication of land shall be provided as follows:

Land Use	Parkland Dedication*
Residential	12% of Net Developable Area
Commercial/Industrial	5% of Net Developable Area

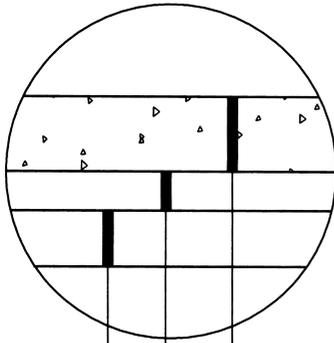
*The City Council may require payment of a fee in lieu of the dedication of land.

- (5) Parkland dedication or fees in lieu thereof are to be conveyed to the City as follows:
 - a. Subdivision/Platting. Fees shall be paid at the time of final plat approval. The City of Saint Peter will not provide for the recording of the plat until such time as all parkland dedication fees are paid in full.
 - b. Annexation. Fees shall be paid at such time as the annexation is approved and ratified by the Minnesota Boundary Adjustment Board. Parkland dedication fees of annexed land shall not be applied to unplatted parcels of land. Parkland dedication fees shall be applied to such lands at the time of future platting.
- (6) Once dedication or payment in lieu thereof has been effected for a tract of land by virtue of its subdivision, resubdivision or development, said tract is exempt from further parkland dedication or payment.
- (7) New parks shall be designed according to standards as set by City Council resolution. All new parks shall have a minimum percentage of perimeter land adjacent to streets, based on the classification of the park as established by the City Council.

Park Classification	Percent of Perimeter to be Adjacent to a Street
Neighborhood Park	50%
Special Area/Park	50%
Community Park	60%
Play Fields and Ball Fields	65%

- a. All new parks shall provide access ways, from all practical directions, as determined by the Planning and Zoning Commission. All access ways shall be in compliance with the Americans with Disabilities Act and applicable City standards.
- b. Parking areas shall be established on land adjacent to the park land area, sized to meet the needs of the planned facilities. Said parking areas shall be dedicated to public use.
- c. Parks bordered on one or more sides by existing native rivers or streams may have the provisions above modified by the Planning Commission and City Council if the following conditions are met:
 - 1. Access to the park is provided from an arterial roadway or collector street.
 - 2. Pathways that allow emergency motorized vehicle traffic within the park are present.

EXHIBIT D
STANDARD DETAIL PLAT #1003
CONCRETE WALK
(TYPICAL SECTION)



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

NOTES:

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

CONCRETE WALK
NOT TO SCALE
SAINT PETER STANDARD
PLATE 1003

CONCRETE WALK
TYPICAL SECTION

STANDARD DETAIL
PLATE NO:
1003

APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004

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

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING REQUEST FOR PROPOSALS (RFP) FOR PRIVATE
DEVELOPMENT OF OUTLOT D, TRAVERSE GREEN SUBDIVISION AND AUTHORIZING
SOLICITATION OF DEVELOPMENT PROPOSALS**

WHEREAS, the City of Saint Peter has platted Traverse Green Subdivision based upon the principles of the Building Better Neighborhoods authored by the Greater Minnesota Housing Fund; and

WHEREAS, the City intends to undertake the development of Traverse Green to provide affordable, single-family home ownership opportunities for area residents; and

WHEREAS, Traverse Green Subdivision includes a 15.5 acre parcel (Outlot D) lying north of platted Clark Street; and

WHEREAS, the City desires the private development of Outlot D and to that end has prepared a Request for Proposals to solicit private development proposals from area developers or contractors.

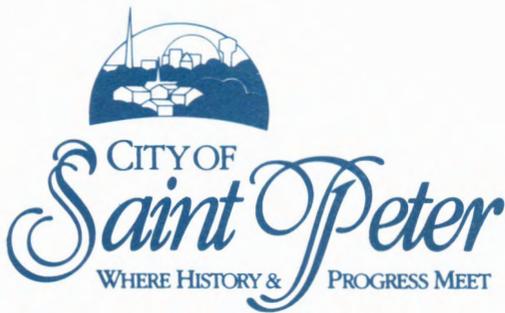
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council approves issuance of a Request for Proposals for private development of a portion of Traverse Green Subdivision.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of July, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/08/16

FROM: Russ Wille
Community Development Director

RE: Right-of-Way Plat No. 4

ACTION/RECOMMENDATION

Adopt the attached resolution accepting Right-of-Way Plat No. 4.

BACKGROUND

The City plans to undertake the improvement of Gardner Road to provide sufficient access to the new Saint Peter High School which is currently under construction. Nicollet County plans to construct a roundabout at the new entrance to the High School to provide safe and efficient access to the new school.

To provide for the planned construction, it is appropriate to adopt a Right-of-Way plat which identifies the confines of the road construction as well as the parcels that would need to be acquired to accommodate the public improvement to the road system. City of Saint Peter Right-of-Way Plat No. 4 has been drafted by Bolton and Menk.

The Planning Commission considered the merits of the plat at their June and July meetings and conducted a public hearing regarding the plat to receive citizen input regarding the proposed development. Subsequent to the hearing, the Planning Commission voted to recommend that the City Council accept City of Saint Peter Right-of-Way Plat No. 4.

FISCAL IMPACT:

A \$56 fee will be incurred to record the adopted plat.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await further direction from the City Council.

Negative Votes: Staff will await further direction from the City Council.

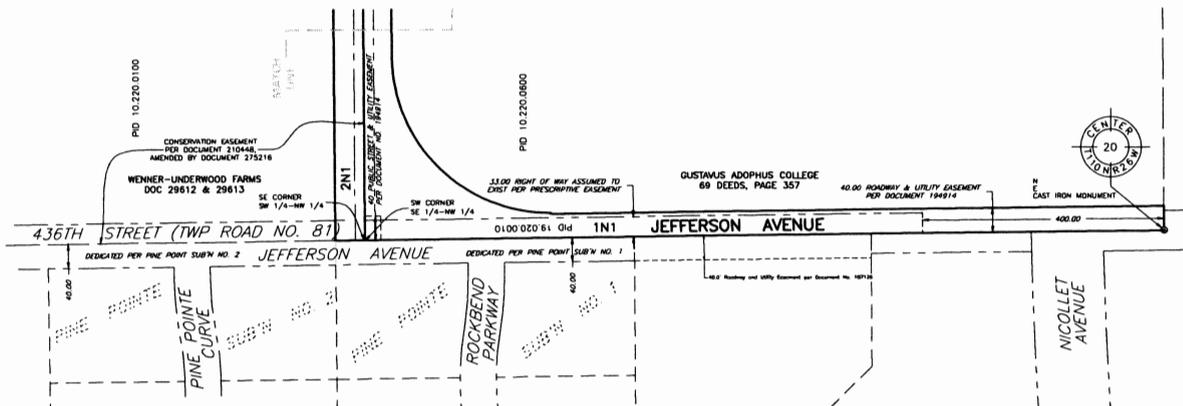
Modification of the Resolution: This is always an option of the Council.

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

RJW

CITY OF SAINT PETER ROAD RIGHT OF WAY PLAT NO.

JEFFERSON AVENUE AND OSHAWA TOWNSHIP ROAD NO. 206



Horizontal Datum: Nicollet County Coordinate System
NAD83, 1996 Adjustment

53

ROAD RIGHT-OF-WAY

Owner of Record	Document Number	Location	Parcel to be Acquired by City as Public Right-of-Way (Acres)	Permanent Drainage Easement	Temporary Construction Easement
Gustavus Adolphus College	69 Deeds, P. 357	SE 1/4 - NW 1/4 Section 20-110-26	1N1 4.141 acres	1PE1 0.440 acres	1TE1 0.947 acres
	67 Deeds, P. 429	NE 1/4 - NW 1/4 Section 20-110-26	1N2 0.429 acres		
Wenner-Underwood Farms	29612	Part of SW 1/4-NW 1/4 Section 20-110-26	2N1 2.771 acres		2TE1 0.966 acres
	29613		2N1 2.771 acres		
Wenner-Underwood Farms	29641	Part of NW 1/4-NW 1/4 & part of SW 1/4-NW 1/4 Section 20-110-26	2N2 0.430 acres		
			3N1 0.061 acres		
City of Saint Peter	305274	Part of S 1/2-SW 1/4 Section 17-110-26	3N1 0.360 acres		3TE1 0.220 acres
			3N2 0.360 acres		

LEGEND

- 3/4" Iron Pipe Monument Set, Marked by Registration Number 26748
- Monument Found
- Existing Right of Way Line
- Section Line
- Quarter Line
- Subsection Line
- Tax Parcel Line/Platted Lot Line
- Easement Line
- New Right of Way Limits
- Controlled Access

SURVEYOR'S NOTES

- Orientation of this bearing system is the Minnesota County Coordinate System, Nicollet County NAD 83 (1996 Adjustment).
- The owners of record identified on this plat were taken from the deeds on file and of record at the Nicollet County Recorder's Office.
- The location and size of the acquisition parcel boundaries ("N" parcels) were determined by current deed evidence of record only. The acquisition parcel boundaries ("N" parcels) shown on this plat are intended to correspond with the existing ownership boundaries. If there are discrepancies between said boundaries, the acquisition parcel boundaries should be adjusted to conform to the actual ownership boundaries.

KNOW ALL PERSONS BY THESE PRESENTS: That the City of Saint Peter, a body politic and corporate under the laws of the State of Minnesota, pursuant to Minnesota Statutes Chapters 160.14, 505.1792 and 505.1793 as amended, has caused the right of way of Jefferson Avenue and Oshawa Township Road No. 206 to be mapped as it transgresses over and across the following described lands situated in the County of Nicollet, State of Minnesota, to wit:

Part of the Northwest Quarter of Section 20, Township 110 North, Range 26 West and part of the Southwest Quarter of Section 17, Township 110 North, Range 26 West.

I hereby certify that this plat was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor in the Laws of the State of Minnesota; that the monuments for the guidance of future surveys will be correctly placed in the ground as shown after completion of construction; that all measurements are correctly shown on this plat; and that the proposed right of way boundary lines are correctly designated on this plat.

----- Dated this ____ day of _____, 20____.

Janelle Fowlds
Bolton & Menk, Inc.
Minnesota License No. 26748

State of Minnesota
County of Blue Earth
The forgoing Surveyor's Certificate was acknowledged before me this ____ day of _____, 20____, by Janelle Fowlds, Land Surveyor, Minnesota License No. 26748.

Laura E. Busch, Notary Public
Blue Earth County, Minnesota.
My Commission Expires 1-31-2015

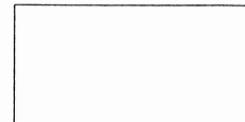
The City Council for the City of Saint Peter, pursuant to the City Council Resolution No. 2015-____, dated _____, 2015, is hereby designating the right of way of _____ and _____ as indicated on CITY OF SAINT PETER ROAD RIGHT OF WAY PLAT NO. ____.

----- Dated this ____ day of _____, 20____.

Mayor pro tem, Jeffery Bond

----- Dated this ____ day of _____, 20____.

Administrator, Todd Proffke



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION ADOPTING CITY OF SAINT PETER ROAD RIGHT OF WAY PLAT NO. 4

WHEREAS, the City of Saint Peter proposes to improve Gardner Road and to participate in the construction of a roundabout to serve as an entrance to the new Saint Peter High School; and

WHEREAS, pursuant to Minnesota Statute §160.085, staff has prepared a plat of lands to be acquired for Gardner Road and the County Road #5 roundabout; and

WHEREAS, the Planning and Zoning Commission conducted a public hearing on July 7, 2016 to receive citizen input regarding the proposed plat; and

WHEREAS, the Planning and Zoning Commission has recommended that the City Council adopt the plat as submitted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: City of Saint Peter Road Right-of-Way Plat No. 4 is hereby accepted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of July, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes allow for closed sessions of the Council for discussion of specific issues including attorney-client privilege discussions; and

WHEREAS, the City Administrator recommends a closed session be called for discussion with the Special City Attorney regarding the Schafer Construction lawsuit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session as provided for under Minnesota Statutes for discussion covered under attorney-client privilege.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of July, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator