

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

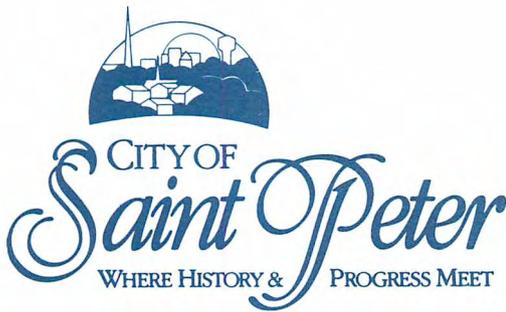
Regular Workshop Session of Monday, February 1, 2016
Library Meeting Room – 5:30 p.m.*
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. 2016 Streets Maintenance Program
 - B. Donation Acceptance Policy Update
 - C. Others
- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal

*Councilmember Carlin will be participating through a remote video feed from Penang, Malaysia. Time at her location will be 7:30 a.m. Tuesday.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/29/16

FROM: Pete Moulton
Director of Public Works

RE: 2016 Street Maintenance Program

ACTION/RECOMMENDATION

No discussion. For review and information only.

BACKGROUND

The street maintenance program regularly consists of crack sealing, full depth asphalt patching, seal coating, curb, gutter and sidewalk repairs, and replacement of some handicapped ramps with truncated domes in the downtown area and where improvements are completed. Lesser amounts of funding are allocated for winter roadway salt, paint for pavement markings, gravel for patching, and asphalt mix for patching potholes. The budget remains flexible year-to-year to allow staff to address the immediate maintenance needs identified in the spring of the year. As Councilmembers may note, this past winter has so far included lower amounts of snow with stretches of cold temperatures.

For 2016, staff believes the cost of asphalt will increase approximately 1% to 3% from 2015. The cost has more than doubled the last 10 years. Allocations for funding sources in the 2016 budget are recommended below.

Staff is proposing the following work plan for the street maintenance program for 2016. The maintenance program has been adjusted based on the conditions of the streets with one slight modification.

2016 Proposed Maintenance Program

	Item	Unit Cost	Unit	Quantity	Cost
1	Winter Salt	\$78.40	tons	150	\$11,760
1s	Winter Sand	\$4.00	tons	700	\$2,800
2	Cold Mix	\$136.00	tons	11	\$1,496
3	Gravel	\$11.15	tons	90	\$1,004
4	Quartzite Stone Only	\$23.75	tons	1000	\$23,750
5	Stone Delivery	In-House	tons	800	\$0
6	Seal Coat (113 Blocks map attached)	\$3.00	gallons	46,000	\$138,000

7	Paint	\$23.15	gallons	500	\$11,575
8	Asphalt Full-Depth Patch	\$62.00	tons	1,200	\$74,400
8m	Milling - Asphalt Full Depth Patching	None	hrs.	0	\$0
9	Asphalt Full Block Replacement (8 Blocks – see attached map)	\$62.00	tons	1,217	\$75,454
9m	Milling - Asphalt Full Block Replacement	\$540.00	hours	10	\$5,400
10	Crack Sealing	\$1.70	lbs.	22,000	\$37,400
11	Alley Entrance Replacement	\$7.00	sq. ft.	3,000	\$21,000
12	Sidewalk & Handicap Access.	\$6.50	sq. ft.	3,500	\$22,750
13	Curb/Gutter	\$23.00	linear ft.	750	\$17,250
14	Stormwater Permits	\$150.00	lump sum	15	\$2,250
15	Weed Spray	\$35.00	gallons	50	\$1,750
16	Equipment Rental	\$1,000	each	8	\$8,000
17	Sign Replacement Program	\$20.66	per sign	330	\$6,817.80
18	Contingency Cost				\$2,144.20
	Sub-Total				\$465,001
19	Income from outside sources				
	Total				\$465,001

The 2016 Street Maintenance Budget Program Details:

- 1) Winter Salt: The 2015-2016 winter has been mild with above average temperatures and below average snowfall. Staff will be ordering 150 ton of salt for this season at a cost of \$78.40 per ton. Staff continues to purchase salt in bulk quantities through MnDOT. This mild winter provides for significantly less amounts of salt to be used. \$11,760 is the adjusted number for salt spending this year.
- 2) Cold Mix: Approximately 11 tons is used from late fall when the asphalt plants close to spring when the plants begin production, to fix and repair potholes throughout town.
- 3) Gravel: Class 5 gravel is needed to complete repairs to base materials. \$1,004 is planned for 2016.
- 4) Quartzite Stone: Approximately 1,000 tons will be hauled in and used in combination with our existing quartzite stone inventory. The reddish colored quartzite is purchased directly from the New Ulm quarry and hauled to Saint Peter. Quartzite is very hard and has a high density and high compression strength which is also resistant to abrasion (like snow plowing). The stone cost is \$23.75 per ton and \$23,750 is budgeted.
- 5) Stone Delivery: Will be completed in-house by Public Works staff.
- 6) Seal Coating: The 2016 proposed route is shown on the attached map that includes approximately 113 blocks, which equates to 46,000 gallons of oil.

- 7) Paint – Staff continues to install (paint) cross-walks and street markings and City owned parking lots. \$11,575 is budgeted for this expense in 2016 and staff will look at timing to complete.
- 8) Asphalt Full-Depth Patching: Staff plans to install approximately 1,200 tons of asphalt, primarily on the 2016 proposed seal coat route, but also city-wide as needed. \$74,400 in material costs is budgeted. As shown in #8m in the chart above, there will be no milling needed in 2016 to update the cost to \$0.
- 9) Asphalt Full Block Replacement: In 2016, staff will begin to more fully evaluate certain blocks based on maintenance criteria for complete replacement of the roadway surface. The scope of work includes milling and reclaiming the street surface, base preparation and reinstallation of asphalt. This year, 8 blocks have been selected with an asphalt cost of \$75,454. There will also be a cost shown in #9m from the chart shown above for milling of \$5,400. The current plan for milling is likely to be as follows:

Old Minnesota Ave from Union to Center Street = 8 Blocks

- 10) Crack Sealing: No crack sealing was done in the 2015 year due to the mild winter. Staff is planning on doing approximately 22,000lbs budgeted amount of \$37,400 in 2016.
- 11) Alley Entrance Replacement: Entrances to be determined for replacement at a cost of \$21,000.
- 12) Sidewalk Program: Approximately 750 linear feet of sidewalk is proposed to be installed. \$17,250 is budgeted for improvement. We know that the Council will be evaluating a priorities list in the near future, but this is our plan for this budget cycle.
- 13) Curb and gutter: In areas where full blocks are being replaced it is proposed to correct curb, and assess as required. Additional areas within the city may be funded based on funding availability. \$22,750 is budgeted.
- 14) Stormwater Permits: Street projects completed require about \$2,250 in permit fees on an annual basis
- 15) Weed Spray: This is used in the streets where the asphalt street meets the concrete curb. The City sprays weeds to keep cracks from developing. \$1,750 is budgeted.
- 16) Equipment Rental: Needed for large roller rental and a loader for the winter months.
- 17) Sign Replacement Program: Staff has replaced all regulatory, warning, and information signs within the city with new DG3 reflective signs. The City is in year three of the program for street nameplate replacement. Currently street nameplates are 6" high and are being replaced to a new standard of 9" high DG3 reflective signs. City staff is hoping to allocate more time to this replacement plan and complete 330 signs for a cost of \$6,817.80.
- 18) Contingency Funds: Used for over runs and areas not previously identified.

- 19) **Income from Outside Sources:** In previous years staff has performed work for other community partners and billed back the cost. No work is planned at this time and if the situation arises it would be structured to be a zero gain/loss in the total dollars spent.

Staff continues to monitor and evaluate new products that may preserve asphalt streets while extending the time period for re-doing asphalt preservation. The maintenance program was previously based on sealing asphalt streets on a five-year plan. As newer products are developed, staff hopes to stretch the current five-year plan upwards towards eight years before a street requires sealing.

Please be advised that application rates, conditional changes, pricing changes, and/or even physical changes in the road surface can all require changes as the work progresses. For example, this can result in small changes to quantities, the number of blocks covered, and the number of cracks sealed.

Approval of the plan means generalized acceptance of the plan and budget approval. While we endeavor to follow the approved plan, slight changes in the actual work completed do sometimes take place. Major changes or elimination of entire work categories would come back to the Council prior to modification.

Looking ahead to 2017, 2018 and beyond:

Staff continues to review opportunities and timing for activities that have been discussed by the Council previously. Some of those discussion points have been:

- Development of TWNP Road 361 west of the High School and City Park from Broadway to Traverse Road.
- Development of Traverse Road west of Nicollet Avenue – which may require maintenance when the new housing subdivision is developed.

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

PM/amg

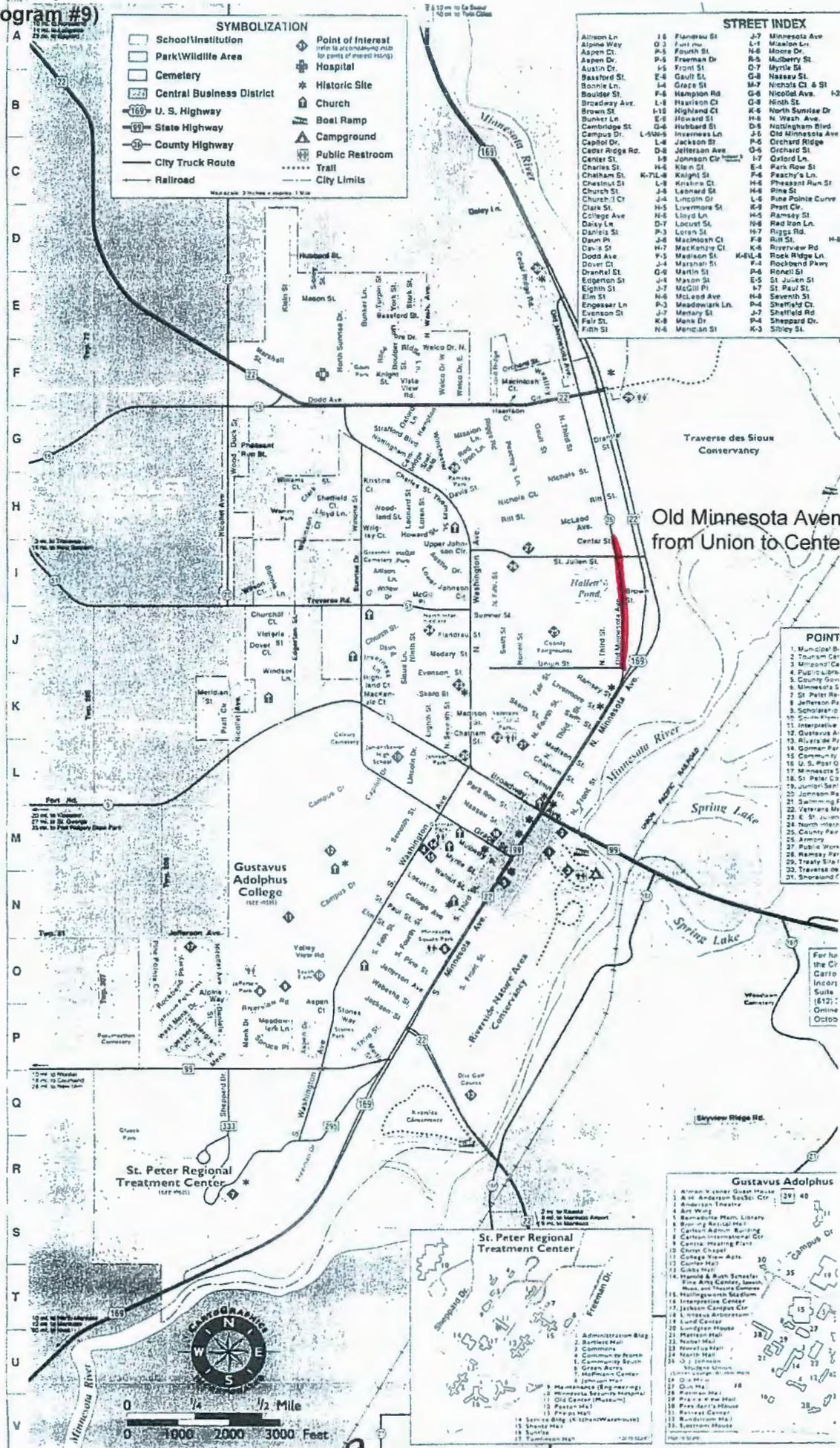
2016 Proposed Maintenance Program

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2	Cold Mix	\$136.00	tons	11	\$1,496
3	Gravel	\$11.15	tons	90	\$1,004
4	Quartzite Stone Only	\$23.75	tons	1,000	\$23,750
5	Stone Delivery	In-House	tons	800	\$0
6	Seal Coat (113 Blocks - See attached map)	\$3.00	gallons	46,000	\$138,000
7	Paint	\$23.15	gallons	500	\$11,575
8	Asphalt Full Depth Patch	\$62.00	tons	1,200	\$74,400
8m	Milling - Asphalt Full Depth Patching	None	hr	0	\$0
9	Asphalt Full Block Replacement (8 Blocks - See attached map)	\$62.00	tons	1,217	\$75,454
9m	Milling - Asphalt Full Block Replacement	\$540.00	hr	10	\$5,400
10	Crack Sealing	\$1.70	lbs	22,000	\$37,400
11	Alley Entrance Replacement	\$7.00	sq. ft.	3,000	\$21,000
12	Sidewalk & Handicap apr.	\$6.50	sq. ft.	3,500	\$22,750
13	Curb/Gutter	\$23.00	linear ft.	750	\$17,250
14	Stormwater Permits	\$150.00	lump sum	15	\$2,250
15	Weed Spray	\$35.00	gallons	50	\$1,750
16	Equipment Rental	\$1,000.00	each	8	\$8,000
17	Sign Replacement Program	\$20.66	per sign	330	\$6,818
18	Contingency Cost				\$2,144
	Sub-Total				\$465,001
19	Income from outside sources				
	Total				\$465,001

2015 Maintenance Program Summary

	Item	Unit Cost	Unit	Quantity	Budgeted	Paid Out	Actual
1	Winter Salt	\$71.00	tons	205	\$15,000	\$17,824.07	-\$2,824.07
2	Cold Mix	\$150	tons	10	\$1,500	\$1,355.40	\$144.60
3	Gravel	\$11.15	tons	90	\$1,000	\$1,000.00	\$0.00
4	Quartzite Stone Only	\$26.00	tons	1475	\$38,500	\$41,427.09	-\$2,927.09
5	Stone Delivery	\$4.53	tons	1,475	\$6,682	\$2,444.72	\$4,237.28
6	Seal Coat (93 Blocks)	\$2.91	gallons	48,837	\$142,118	\$139,410.18	\$2,707.82
7	Paint	\$23.15	gallons	400	\$15,000	\$15,792.80	-\$792.80
8	Asphalt Full Depth Patch	\$61.00	tons	1,800	\$104,600	\$105,479.22	-\$879.22
8m	Milling - Asphalt Full Depth Patching	\$540	hr	10	\$5,400	\$5,400.00	\$0.00
9	Asphalt Full Block Replacement (9 Blocks)	\$62.00	tons	1,700	\$113,100	\$78,286.97	\$34,813.03
9m	Milling - Asphalt Full Block Replacement	\$540	hr	11	\$5,900	\$5,900.00	\$0.00
10	Crack Sealing	\$0.00	lbs	0	\$0	\$0.00	\$0.00
11	Alley Entrance Replacement	\$7.00	sq. ft.	1,400	\$10,000	\$7,343.75	\$2,656.25
12	Sidewalk & Handicap apr.	\$6.50	sq. ft.	3,646	\$23,700	\$15,703.40	\$7,996.60
13	Curb/Gutter	\$23.00	linear ft.	1,522	\$35,000	\$17,884.96	\$17,115.04
14	Stormwater Permits	\$150	lump sum	26	\$4,000	\$1,757.00	\$2,243.00
15	Weed Spray	\$35.00	gallons	45	\$1,500	\$850.00	\$650.00
16	Equipment Rental	\$1,000	each	5	\$5,000	\$12,835.52	-\$7,835.52
17	Sign Replacement Program	\$20.66	per sign	363	\$9,500	\$10,370.13	-\$870.13
18	Contingency Cost				\$3,600		
	Sub-Total				\$541,100	\$481,065.21	
19	Income from outside sources	Materials from Hospital			\$20,600	\$13,377.00	
		Materials from First Lutheran				\$2,317.50	
	Total				\$520,500	\$465,370.71	
						\$55,129.29	

Asphalt Full Block Replacement (Maintenance Program #9)



SYMBOLIZATION

	School/Institution		Point of Interest (refer to numbered index for points of interest)
	Park/Wildlife Area		Hospital
	Cemetery		Historic Site
	Central Business District		Church
	U.S. Highway		Boat Ramp
	State Highway		Campground
	County Highway		Public Restroom
	City Truck Route		Trail
	Railroad		City Limits

STREET INDEX

Alison Ln	J-6	Flanigan St	J-7
Alpine Way	K-3	Footh St	L-1
Aspen Ct	P-5	Fourth St	L-2
Austin Dr	P-5	Freeman Dr	P-5
Bassford St	E-4	Front St	G-7
Battle Ln	L-4	Gault St	G-8
Boulder St	F-6	Grave St	M-7
Broadway Ave	L-8	Hampson Rd	G-6
Brown St	L-10	Harrison St	G-8
Bunker Ln	E-8	Howard St	K-6
Cambridge St	G-4	Hubbard St	D-5
Campus Dr	L-4	Inverness Ln	D-5
Capital Dr	L-8	Jackson St	P-5
Cedar Ridge Rd	D-8	Jefferson Ave	G-6
Center St	L-8	Johnson Cir	L-7
Charles St	H-5	Klein St	E-4
Chatham St	L-8	Knight St	F-6
Christina St	J-4	Krishna Ct	H-6
Church St	J-4	Leander St	H-6
Church-Tl Ct	J-4	Lincoln Dr	L-6
Clare St	H-5	Livermore St	K-8
College Ave	H-5	Lloyd Ln	H-5
Daisy Ln	D-7	Locust St	N-6
Danila St	P-3	Loren St	H-7
Dawn Pl	J-4	Madison Ct	F-4
Day's St	H-7	Mackenzie Ct	K-8
Dodd Ave	P-5	Madison St	K-8
Dover Ct	J-4	Marshall St	F-4
Draxford St	G-0	Martin St	P-4
Edgerton St	J-4	Maxon St	E-5
Eighth St	J-7	McGill Pl	L-7
Elm St	H-4	McLend Ave	H-4
Engesser Ln	P-3	Meadowlark Ln	J-7
Everson St	P-7	Menary St	P-4
Fair St	K-8	Mane Dr	P-4
Fifth St	H-6	Marian St	K-3

Traverse des Sioux Conservancy
Old Minnesota Avenue from Union to Center Street

POINT

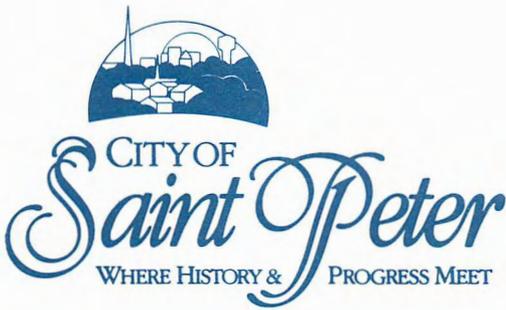
- Municipal Bldg
- Tourism Ctr
- Minnesota Ct
- Public Library
- County Gov
- Minnesota S
- St Peter R
- Jefferson Pa
- Scholarship
- South Park
- Interpretive
- Quincy Bldg
- Rivers de P
- Opman Par
- Community
- U.S. Post O
- Minnesota S
- St Peter Co
- St. Joseph's
- Swimming P
- Veterans M
- St. Julien
- North Inter
- County Fair
- Fire
- Public Work
- Naming Pa
- Tracy Site 1
- Travers de
- Shelburne

For further info
Call
City
Suite
(612)
Office
October

St. Peter Regional Treatment Center

Gustavus Adolphus





Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/29/16

FROM: Todd Prafke
City Administrator

RE: Donation Policy Update

ACTION/RECOMMENDATION

None needed. For your review and discussion only.

BACKGROUND

The Council has previously adopted a policy that outlines the process to be followed by staff when donations are made to the City.

The policy was originally designed to work hand in hand with the City's purchasing policy in relation to the amount of expenditures that may be made by staff without direct Council action. The revised limit for those expenditures is \$7,500, however we did not make a corresponding change in the City's donation policy when the purchasing policy was updated.

A redlined copy of the donation policy is attached with the recommended changes to the dollar amount of donations that would keep it in line with the purchasing policy. Some additional minor changes are also suggested as shown on the document.

Time has been included on the workshop agenda for Monday evening for Council discussion of this proposed modification.

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

TP/bal

CITY OF SAINT PETER DONATION ACCEPTANCE POLICY

The City of Saint Peter occasionally receives donations of cash and/or goods from the public. In order to provide for acceptance of these donations in an equitable manner, this donation acceptance policy has been adopted by the City Council effective August 20, 2007. The policy addresses 1.) donations for the general good and welfare of the City; 2.) donations made for recognition of a person or group; and 2.) tree donations.

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Any time a donation is made to the City of Saint Peter, a donation form is to be completed by City staff and submitted to the City Administrator's office.

DONATIONS FOR THE GENERAL GOOD AND WELFARE OF THE CITY

Donations for the general good and welfare of the City are those donations which are made to the City either with no designated purpose or for which the purpose is other than to recognize a person or group or which is a donation of a tree or funding for a tree purchase. Such donations will be handled in the following manner:

- Any donations with an estimated value of \$10 or less may be accepted by any staff member who will then complete the donation form.
- Donations with an estimated value of between \$11 and \$500 may only be accepted by a Department Director who will then complete the donation form.
- Donations with an estimated value of between \$501 and \$7,499.999 may only be accepted by the City Administrator who will then complete the donation form.
- Donations with an estimated value of \$7,500.000 or higher must be accepted by the City Council during a regular Council meeting. The City Administrator's office will complete the donation form.
- Any and all donations of real estate must be approved by the City Council before being accepted regardless of the value.

DONATIONS MADE FOR RECOGNITION OF A PERSON OR GROUP

The City of Saint Peter has had numerous groups and individuals donate time and funds which have been a key to the high quality public facilities the citizens now enjoy. Some have requested recognition and others have not requested recognition. For consistency for those who tie their donation to recognition, the following policy shall apply:

- The minimum value of a donation for which recognition will be allowed is \$500.00. No individual or group will be recognized in a park without direct connection to a specific improvement.
- The donated improvement must be consistent with the Parks Master Plan or the plan for the facility for which it is intended.
- The donated improvement must meet city standards.
- The donated improvement must provide added functional value or enhanced landscaping in the park or public facility.
- The donated improvement will be located in the park or public facility as per direction of the Director of Public Works and/or City Administrator.
- The recognition plaque will be provided at the cost of the donor, shall be a minor part of the improvement, and shall be attached to the improvement (or part of the landscaping).
- No recognition plaques may be carved stone or installed on the ground similar to grave markers.
- Recognition of the donor or an individual for park donations with an estimated value of \$5,000 or more may be done as a part of the improvement upon recommendation of the Parks and Recreation Advisory Board and approval of the City Council.
- Donation with an estimated value of \$5,000.500 or more in a public facility other than a park will be reviewed by the City Council prior to acceptance.

DONATIONS OF TREES

Donations of trees must follow the policy outlined below:

- The donor's plan for location and type of tree to be planted must be submitted to the City of Saint Peter Department of Public Works prior to planting. The City Forester Staff is available to recommend a site for planting and tree species.

- The proposed tree must comply with the City's regulations concerning species, height, location, etc....
- Should the donor wish to include a recognition plaque, the maximum plaque size is 4" X 8".
- The minimum acceptable tree size is 1-1/4" in diameter, measured two feet from the base of the tree.
- Written approval must be received from either the Public Works Director ~~City Forester or Assistant Forester~~ before planting.
- Once approval has been received from the ~~City Forester or his assistant~~, the donor must contact Gopher State One-Call at least 48 hours before planting the tree. Gopher State One-Call is a state-wide utility location service that can be contacted at 1-800-252-1166.
- The City reserves the right to refuse acceptance of any proposed planting site due to conflicts with the City's Parks Master pPlan for the intended facility.
- City staff will complete and process a donation form.