

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

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

I. CALL TO ORDER

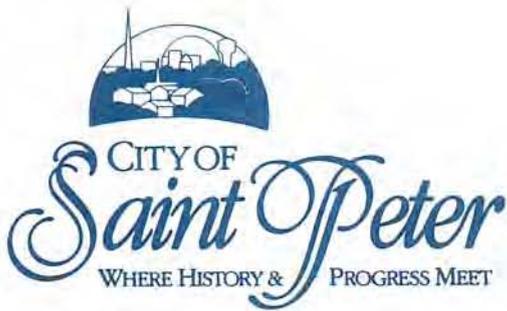
II. DISCUSSION

- A. Veteran's Memorial Design
- B. Fire Relief Association Increase Request
- C. Spill Prevention Plan
- D. North End Stormwater Development
- E. 2015 Street Maintenance Plan
- F. Tri-County Mutual Aid Agreement
- G. Council Liaison Reports
- H. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 2/26/15

FROM: Pete Moulton
Public Works Director

RE: Veteran's Memorial Design

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

The City Council requested the Veterans Memorial plan, the location of which was previously approved to be in the northeast corner of Minnesota Square Park, be reviewed and vetted by the Parks and Recreation Advisory Board. At the January 20, 2015 Parks Board meeting, members of Saint Peter Area Veterans Memorial Association (SPAVMA) presented their proposal based on the six (6) principles and sixteen (16) criteria previously outlined by the City Council.

Design of the memorial, freedom statue, service and honor walls design, and an inclusion policy for adding names to the walls were presented. The plan attempts to address each principle criteria requested by the City Council and while the design comes close to accomplishing the goals; it does not meet four of the criteria.

The Parks Board recommends approval of the overall plan. This memo outlines the basis for that and explains why a deviation from the criteria should be allowed.

1. **Height restriction of 48 inches:** The Service Walls start at 36" in height at their outside ends, and rise to 72" at the center, and the Honor Wall is 72". In order to meet some of the criteria (of keeping the plan within a relatively small footprint, providing a place where people would feel drawn in to the site, and providing a place where people could "commune"), the Board felt it was necessary to create a quiet, reflective place to honor those who were either killed in action or who are missing in action. The memorial also needed to have a wall large enough to accommodate "names you could touch" year round as opposed to brick pavers. The Service Wall accommodates the names of those who have served from the Indian Wars through current and future wars. The Honor Wall provides a place to honor those who have given their life from the Indian Wars through current and future wars. Each Service Wall will accommodate approximately 900 names

on the “inside” wall facing the statue. An additional 900 names could be accommodated on the outside of each Service Wall.

The Parks Board believes the proposal is appropriate and that this could not be accomplished with 48” walls. The goal is to get close to 2000 names on the Service Walls during the first two years of fund raising. 72” walls will make this possible.

2. **Sidewalk connection to the pavilion:** The criteria requiring the Veterans Memorial Committee to construct a sidewalk to the pavilion is not being proposed with this memorial design for several reasons:

- The Parks Board does not believe it should be the responsibility of the citizens raising funds for a memorial to also pay for park sidewalks beyond the project. The estimated cost for this project will be approximately \$600,000 without paying for any sidewalks or maintenance fund.
- Whenever the park pavilion is renovated, a significant portion of the park will be under construction. At that time sidewalks and utilities throughout the park will most likely be replaced as well. We believe that this project may likely occur prior to the pavilion renovation and any sidewalk serving the pavilion would likely, at least partially, be removed.
- When the park pavilion project is initiated the Council may use funds the SPAVMA has provided for a perpetual fund for the construction of a sidewalk if it deems that is an appropriate use of those funds at that time.

The Parks Board recommends that the sidewalk connections should be a part of the future pavilion project. Since connection at this time may be premature, the money would be better spent if completed at a later date.

3. **No vertical elements within 20 foot setback:** The proposed Memorial sign is a vertical structure that is proposed to be just outside the 20 foot setback and outside the 25 foot sight line triangle. The sign is 30 inches in height and is incorporated within the landscape in the same location where a boulder has been placed within the park.

The Parks Board has reviewed the sign location and height and the submitted drawing meets the intent of the Parks Master plan.

4. **3600 square feet in size:** The square footage of the proposed plan does exceed the 3600 square feet by approximately 200 square feet. By requiring all vertical structures to be set back 20 feet from the back of the sidewalk, the area within the setback adds approximately 2800 square feet that cannot be utilized for the structure and is not considered within the square footage limitation.

The Parks Board has reviewed the design and feels that 3800 square feet is appropriate for the design and location within Minnesota Square Park.

Lighting on the walls is proposed to be LED lighting from light bars recessed under a cap on the wall. This would cast a soft light downward on the names on the Service Wall and the names and faces on the Honor Wall. The flags and the statue would have lighting cast upward. The effect would be subdued and appropriate for a place of honor and reflection.

The Chair of the Parks Board plans to be in attendance at the workshop on Monday evening to provide additional insight about the thoughts of the Board and its' deliberations.

The Parks and Recreation Board has reviewed the request from the SPAVMA and find the submitted and corrected plan to meet the intent of the "principles and criteria" as supplied by the City Council and that the areas of variation are deemed to be acceptable as submitted and discussed.

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

PM/amg

CITY OF SAINT PETER, MINNESOTA
Parks and Recreation Advisory Board

RESOLUTION 2015 - 1

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

**RESOLUTION RECOMMENDING THE SAINT PETER AREA VETERANS MEMORIAL
ASSOCIATION SITE PLANS-BE INCLUDED IN THE MASTER PARKS PLAN**

WHEREAS, the Saint Peter Area Veterans Memorial Association (SPAVMA) has completed a plan and requests approval of the design for a Saint Peter Area Veterans Memorial; and

WHEREAS, a 3,800 sq. ft. Saint Peter Area Veterans Memorial be included in the master parks plan in the northeast corner of Minnesota Square Park; and

WHEREAS, the Saint Peter City Council has set specific criteria for the memorial structure and site; and

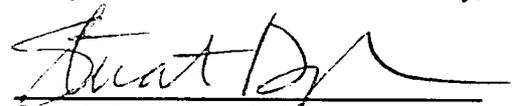
WHEREAS, the SPAVMA has achieved compliance with all criteria except where noted below; and

WHEREAS, the SPAVMA will complete fundraising efforts for this memorial and for maintenance of the memorial in future years;

NOW THEREFORE, BE IT RESOLVED BY THE PARKS AND RECREATION BOARD OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Veteran's Memorial Association plans be included in Parks Master Plan with the following notations:

1. Height of "Service Wall" shall not exceed 6' 0", and
2. Height of "Honor Wall" shall not exceed 6' 0" except for the flag poles or "Art Piece"; and
3. Three flags will be allowed – American, State and POW/MIA; and
4. Sidewalk will connect to both boulevard sidewalks but will not connect to pavilion or other internal park sidewalks at this time; and
5. No vertical elements or structures within the set back of 20' that exceed 30"; and
6. Memorial signage shall have a vertical limit of 30" above existing sidewalk elevation; and
7. Proposed center "Art Piece" may not exceed 12' 0".

Adopted by the Parks and Recreation Advisory Board of the City of Saint Peter, Nicollet County, Minnesota, this 17th day of February, 2014.


Stuart Douglas - Chairperson

ATTEST:


Larry Potts - Recording Secretary

CONSULTANT:

02-10-15

SAINT PETER AREA
VETERANS
MEMORIAL

ST. PETER,
MINNESOTA

REVISIONS:

MARK	DATE	DESCRIPTION

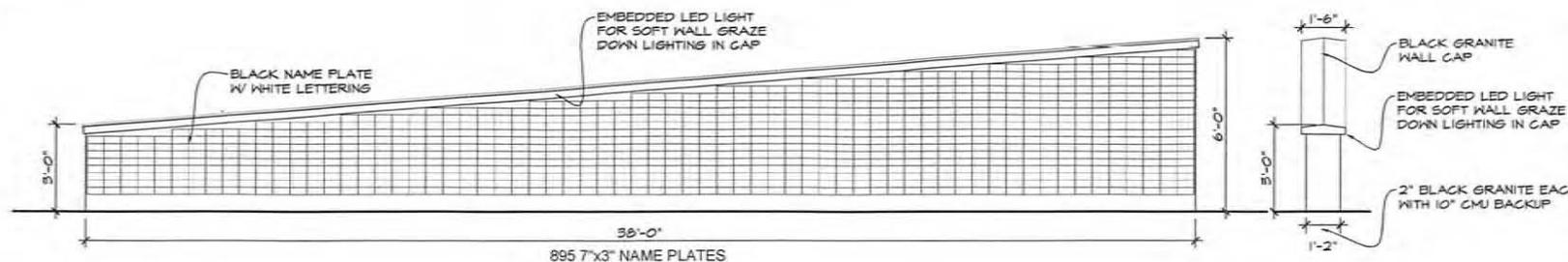
PROJECT #: 12-0285P
DATE: 02-10-2015
DRAWN BY: ELO
CHECKED BY: ELO

©2015 Oleson + Hobbi Architects, LLC

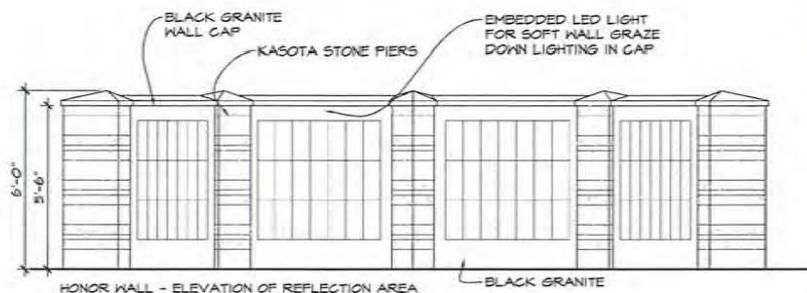
SHEET TITLE:
CONCEPTUAL
SITE PLAN

SHEET:

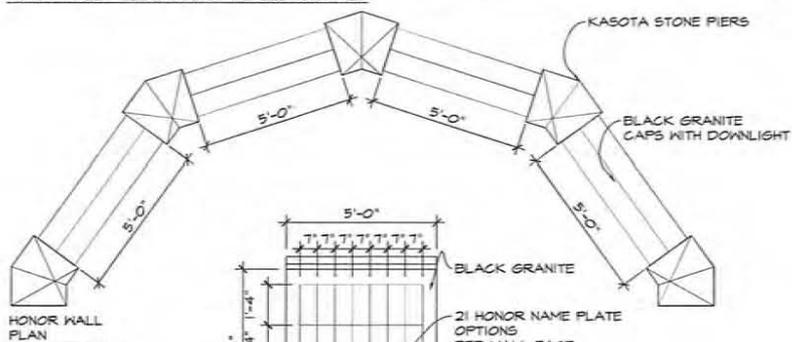
A0.1



SERVICE WALL - ELEVATION FROM FREEDOM PLAZA



HONOR WALL - ELEVATION OF REFLECTION AREA



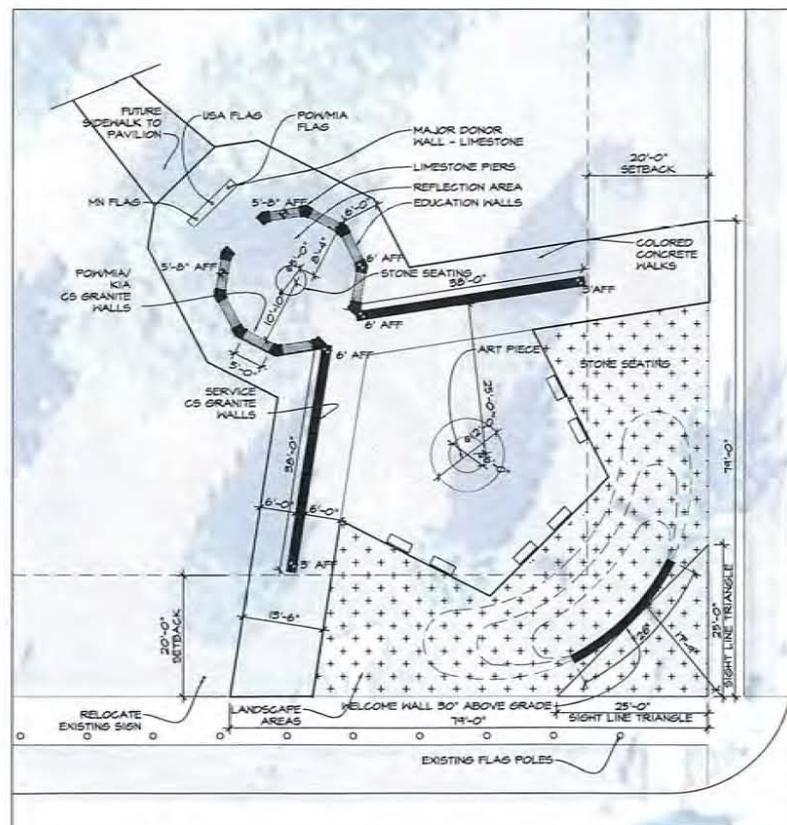
HONOR WALL PLAN

SITE LIGHTING NOTES:
MEMORIAL WALL LIGHTING TO BE RECESSED LED LIGHTING IN CAP OF WALLS.

FLAG & SCULPTURE LIGHTING TO BE LED UP LIGHTING AT BASE.

HONOR WALL - 21 PER WALL
7" X 16" FOR EACH PLAQUE
168 TOTAL POSSIBLE

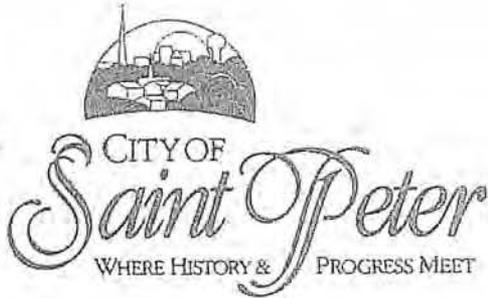
SITE NOTES:
EXISTING TREES NEAR FLAGS TO BE TRIMMED AS REQUIRED FOR CLEARANCE. IF NOT ABLE TO BE TRIMMED, TREES WILL BE REMOVED AND NEW TREES WILL BE PLANTED NOT LESS THAN 2" DIAMETER.



2 SITE PLAN
A0.1 1" = 20'

4,160 SQUARE FEET

1 CONCEPT WALLS & DETAILS
A0.1 1/4" = 1'-0"



Memorandum

TO: Park and Recreation Board Members

DATE: 9/16/2014

FROM: Todd Prafke
City Administrator

RE: Veteran's Memorial

ACTION/RECOMMENDATION

For your use, as directed by the Council, in review of the Saint Peter Veteran's Memorial submittals. The submittals should include site plan, sketch plan, rules for placement of names and a maintenance plan which includes funding.

BACKGROUND

Parks Board members may know of the many discussions held by the City Council on this issue. The intent of this memo is to provide general direction and a framework for your review of the proposed memorial to be located at the corner of South Minnesota Avenue and West College Avenue in the northeast corner of Minnesota Square Park.

This issue is particularly emotional for many and justifiably so. While we are not discussing Veterans and their valued service, we are discussing something that represents their efforts, commitments, and sacrifice. It can be very hard to separate the two.

Maybe this quote can serve as a bit of inspiration for this overall thought. (This is not a suggestion for use; just a quote that I think gets to the point well.)

"The soldier above all others prays for peace, for it is the soldier who must suffer and bear the deepest wounds and scars of war."

Douglas MacArthur

The Council's established goal, because the location is in a City park, is to give the Parks Board and the Veterans Memorial Committee both imagery and some practical guidance on what the Council wishes to see. The Board should review the application based on the principles and criteria listed below, make suggestions as needed, and provide a recommendation to the Council related to approval of the final design, rules and policies including maintenance.

Principles:

"Freedom and Peace" (used by me) as compared to "Liberty and Freedom" used by the Veterans Memorial Chair in his comments from their visit to the City Council in mid-August. The concept of Freedom and Peace is highly suggested as it represents what we as a people want

to see and have. It is well worded by MacArthur in the quote used above. The Veterans Committee does not want to glorify war; rather they hope to provide recognition to those who served for these two purposes - Freedom and Peace. Additionally, this brings home the overarching thought that any local memorial is about people and not about branches of service, the materials of conflict or the organizations or war.

Subdued (used by both the Veterans Memorial Committee Chair and I at the August Council Workshop) - This means that we should avoid the feel of a roadside attraction. It should be reverent and not a place where we just stop to stretch our legs, let the kids out of the car, or maybe eat a bite. We recognize that war is a critical piece in the service experience of many Veterans. War is a highly emotional topic. Reactions to war range from pride to patriotism to grief to frustration to fear. All of these are deeply personal, acceptable reactions and as such a Veteran's memorial needs to provide opportunity for all to honor in the way that is most meaningful to the visitor.

Human Scale - This is meant to describe that it is not tall or wide or monolithic. One of the predominate things I hear repeatedly about the Vietnam Veterans Memorial's powerful impact is that visitors can touch each and every name. There is something about the sense of touch that is powerful for us. I believe that failing to make each name "touchable" or "traceable" would diminish any monument's ability to be personal and intimate. It is that intimate experience we seek when we look to commune with others in a way that the term "memorial" suggests.

"Simple" - We may not need tremendous imagery, pictures, visual reminders, or structures representing war or people. We each have our own imagery stored away for our own use that will be brought out as we interact with the memorial. We store the picture of our brother, father or sister within us. That image, shown as we want, as we want to see it, and the opportunity to not be told how to see it, should be preserved. If you close your eyes and see them, that is all the image that is needed. Beyond that we should strive to allow for simplicity of location and design so as to not to take away from each users opportunity to see what they want to see. I would also offer that a memorial is not really for those that have gone before us. It is really for us, for each of us who are still here, and we don't really need to be told how we should see things. This memorial is a framework for the experience of communing with others both here and those we still carry within us.

"Focus on individuals" - This means that the highlight should be about our local service men and women rather than the materials or organization of conflict. They have their own places where those very important institutions are recognized. Our goal should be to recognize our friends, family and neighbors who served. They should not be overshadowed by these other things. The memorial should be inward-looking towards the park, in keeping with its emphasis on locals honoring locals and the important use as part of Memorial Day, Fourth of July and Veteran's Day celebrations.

"Accessible" (used by both the Committee and me at various times throughout the discussion) Certainly this memorial should be Americans with Disabilities Act (ADA) compliant, but this thought also goes to it being open all the time, if illuminated only in a way that allows for use, not in a way like a billboard is illuminated. If there is to be a lit focal point, maybe it is the flag or any central art or statue that is put in place. All parts of the memorial can be used by all people, possibly incorporated into the current sidewalk and certainly attached to the current sidewalk so anyone can pass through it. Lastly, this refers to some of the other terms used such as "touchable". This should be a place that is not, figuratively speaking, behind a fence or in a

glass case. It needs to be designed in a way that allows for more than viewing. It must be alive and experiential in nature. You must feel something when you pass through it.

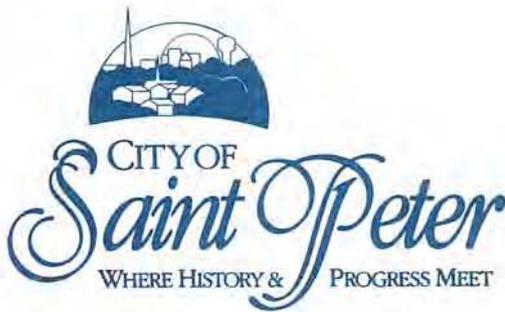
Specific Criteria:

- Located at the corner of South Minnesota Avenue and West College Avenue in the northeast corner of Minnesota Square Park.
- 3600 square feet in size excluding sidewalk.
- Height restriction of 48 inches, excepting flag or art (statue).
- Materials that can last for 100 years so rock, stone, and metal that is resistant to corrosion.
- Only three flags allowed - American, State and POW MIA.
- Lighting to be ground based or illuminating names, but subdued and recessed. Up lighting for flags.
- Only allowing the location name such as Veterans Memorial to have letters that are larger in size/font than the names plates. No larger than 12 inch letters for location signage lettering.
- No materials of war such as guns or tanks or planes.
- Name plates may use branch of service emblems, religious affiliation.
- Sidewalk to pavilion.
- Connectivity to both boulevard sidewalks (no trees cut down for sidewalk) or a single connection sidewalk could be placed in corner
- Maintenance fund provided that provides for ongoing maintenance to be done by City staff.
- Places to sit for contemplation
- No vertical elements within the set back (25 feet)
- Statue (if included) and base <10 ft. and a public competition for its design
- Current flag in Minnesota Square be eliminated and this location to meet that need in the future.

It is the role of the Board to receive the application and information described above. The Board should review the application based on the Principles and Criteria listed, make suggestions as needed and provide a recommendation to the Council related to approval of the final design, rules and policies.

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

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 2/27/2015

FROM: Todd Prafke
City Administrator

RE: Fire Relief Association Benefit Request

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Members may know that a retirement benefit is provided to Fire Department members as a cash payment pension. That pension is based on years of service and what we call a "service year amount". That amount has been unchanged at \$2,400 per service year since 2008.

The Fire Relief Association, which administers that fund, has requested an increase in the service year amount of \$400 per service year. Once vested (after five years of service and minimum of 50 years of age) a retiree is paid out the cash amount at their retirement. For example, if you have 20 years of service in good standing at retirement you would receive 20 years x \$2,400 per year for a total of \$48,000. You must be vested and a member in good standing to receive this benefit. The funding is managed by the Relief Association Board. The Board is made up of a few Firefighters, the Mayor and your Finance Director.

Funding for this benefit is allowed for under Minnesota Statute and what is commonly called "2% money". That money is generated by a fee the State charges all fire insurance companies on premiums. The amount of the charge is 2%. It is required that the funding be used for this purpose and it generally covers all costs associated with this benefit. You may also remember that City budgets from \$8,000 to \$15,000 yearly to cover any deficiencies in that fund. Under the rules, while you do not manage the resources, the City has a fiduciary responsibility to cover shortfalls. Along with that responsibility comes the choice to approve any change in the fees.

The fund is audited by the Relief Association's auditing firm and allocations and liquidity levels are also reviewed by the State Auditor. The yearly report submitted to the State is signed by the City Administrator.

While there is no direct fiscal impact to your action, it has the potential to impact your levy if investments are unable to keep pace with the liquidity needs of the fund.

As is indicated in the memo attached from the Association, the fund is very sound, has been managed well and is able to fund this increase in benefit.

It may be important to note that Firefighters in Saint Peter are volunteers and this is one of the benefits that can and I believe does, impact willingness to serve and longevity. I think the main issue for you here may be helping to ensure continued good management of the fund so that the benefit continues to be an enticement for the many hours of service that is required from your volunteers in the Department.

Our goal for your meeting is to review the request, answer questions about the fund, and since many on the Council has never seen a request of this type, make sure you have the information you desire. Our ultimate goal is to bring to Council for approval in the near future.

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

TP/bal



**SAINT PETER VOLUNTEER
FIRE DEPARTMENT
FIRE RELIEF ASSOCIATION**

227 West Mulberry Street
Saint Peter, MN 56082

November 11, 2014

Dear Honorable Mayor and City Council

The Saint Peter Fire Relief Association desires to submit the following concerns, objectives and projections to the Mayor and City Council. The following information is to help the City and the Relief Association understand the future. We desire to have a close working relationship with the City to assure the citizens have the most efficient fire department possible.

Concerns and Objectives:

1. As of November 11, 2014 the City of Saint Peter has 27 firefighters and five new members on probation.
2. The training requirement for firefighters continues to increase due to new technology and state and federal requirements.
3. In 2013, the SPFRA investments had a positive return of 14.9%.
4. In 2013, the SPFRA pension fund was 101.8 percent sound.
5. Future projections indicate adequate funding.
6. The last lump sum benefit increase was a \$50.00 per year of service increase in 2008.

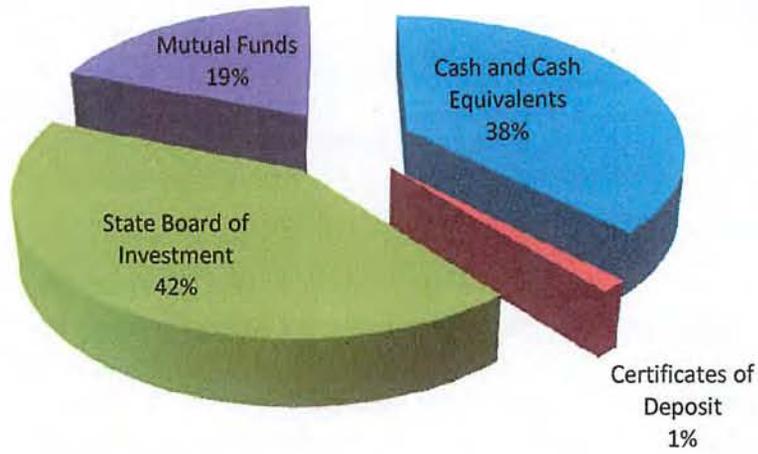
In accordance with the information provided, the Saint Peter Fire Relief Association Board of Trustees asks for your approval to increase the current retirement benefit \$400.00 per year of service or to the total sum of \$2,800.00 per year of service. This request was approved by the SPFRA Board of Trustees at its August 14, 2014 meeting. In approving this increase, this would set the City of Saint Peter yearly contribution to the Relief Association at \$0.00 for 2015.

Thank you for your consideration of this matter.

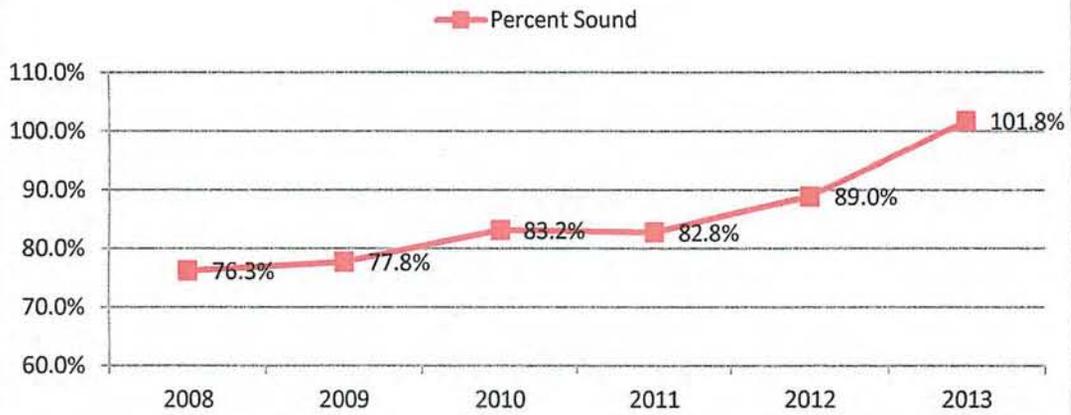
Sincerely,

Darrell Pettis,
SPFRA Secretary

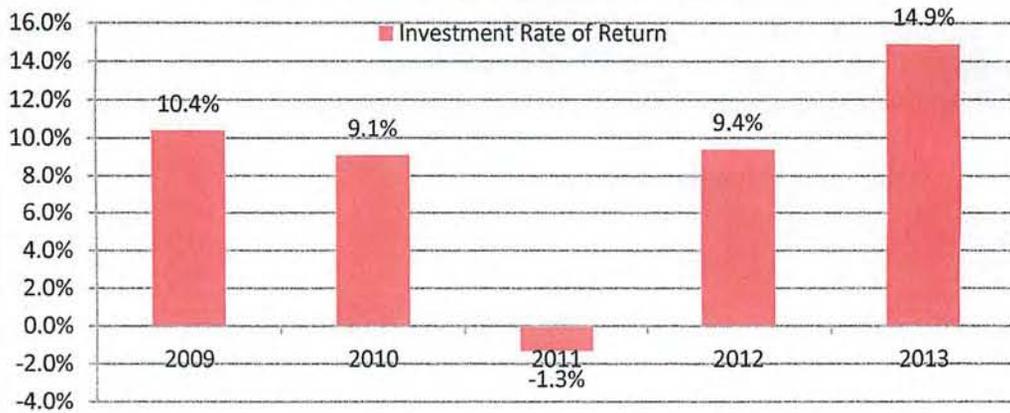
Investments



Percent Sound



Investment Rate of Return



Projections based on Current \$2,400 per year Benefit Level

	(Actual)				
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Additions:					
Investment Earnings (1)(2)	\$ 129,508	\$ 74,288	\$ 71,715	\$ 75,518	\$ 79,497
Contributions					
City (5)	\$ 5,012	\$ 8,864	\$ -	\$ -	\$ -
State (4)	\$ 63,263	\$ 64,451	\$ 64,451	\$ 64,451	\$ 64,451
State Retiree Refund	\$ -	\$ -	\$ 3,280	\$ 2,000	\$ 2,000
Total Additions	\$ 197,783	\$ 147,603	\$ 139,446	\$ 141,969	\$ 145,948
Deductions:					
Benefits (3)	\$ -	\$ 179,444	\$ 80,200	\$ 80,200	\$ 82,600
Expenses	\$ 4,923	\$ 4,923	\$ 4,923	\$ 4,923	\$ 4,923
Total Deductions	\$ 4,923	\$ 184,367	\$ 85,123	\$ 85,123	\$ 87,523
Assets as of January 1	\$ 848,404	\$ 1,061,264	\$ 1,024,500	\$ 1,078,824	\$ 1,135,669
Assets as of December 31	\$ 1,061,264	\$ 1,024,500	\$ 1,078,824	\$ 1,135,669	\$ 1,194,094
Obligations as of December 31	\$ 1,042,986	\$ 937,286	\$ 932,093	\$ 923,893	\$ 910,893
Percent Sound	101.8%	109.3%	115.7%	122.9%	131.1%
Benefit Level per year of Service	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
Membership					
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Vested	26	24	23	22	24
Non-vested	3	8	8	8	5
Active Firefighters	29	32	31	30	29
Deferred Members	6	4	4	3	2

Comments:

- (1) Return on investment for 2013 was 14.9%
- (2) Estimated return of investment for 2014 thru 2017 is 7%
- (3) 2015 to 2017 benefit deduction assumes retirement of most senior member
- (4) Assumes same state contribution for 2014 thru 2017
- (5) Assumes no city contribution for 2015 thru 2017

Projection Based on \$400 per year benefit Increase to \$2,800 per year

	(Actual)									
	<u>2013</u>		<u>2014</u>		<u>2015</u>		<u>2016</u>		<u>2017</u>	
Additions:										
Investment Earnings (1)(2)	\$	129,508	\$	74,288	\$	71,715	\$	74,664	\$	77,729
Contributions										
City (5)	\$	5,012	\$	8,864	\$	-	\$	-	\$	-
State (4)	\$	63,263	\$	64,451	\$	64,451	\$	64,451	\$	64,451
State Retiree Refund	\$	-	\$	-	\$	3,280	\$	2,000	\$	2,000
Total Additions	\$	197,783	\$	147,603	\$	139,446	\$	141,115	\$	144,180
Deductions:										
Benefits (3)	\$	-	\$	179,444	\$	92,400	\$	92,400	\$	95,200
Expenses	\$	4,923	\$	4,923	\$	4,923	\$	4,923	\$	4,923
Total Deductions	\$	4,923	\$	184,367	\$	97,323	\$	97,323	\$	100,123
Assets as of January 1	\$	848,404	\$	1,061,264	\$	1,024,500	\$	1,066,624	\$	1,110,415
Assets as of December 31	\$	1,061,264	\$	1,024,500	\$	1,066,624	\$	1,110,415	\$	1,154,472
Obligations as of December 31	\$	1,046,686	\$	1,080,438	\$	1,075,333	\$	1,066,933	\$	1,052,933
Percent Sound		101.4%		94.8%		99.2%		104.1%		109.6%
Benefit Level per year of Service	\$	2,400.00	\$	2,800.00	\$	2,800.00	\$	2,800.00	\$	2,800.00
Membership										
		<u>2013</u>		<u>2014</u>		<u>2015</u>		<u>2016</u>		<u>2017</u>
Vested		26		24		23		22		24
Non-vested		3		8		8		8		5
Active Firefighters		29		32		31		30		29
Deferred Members		6		4		4		3		2

Comments:

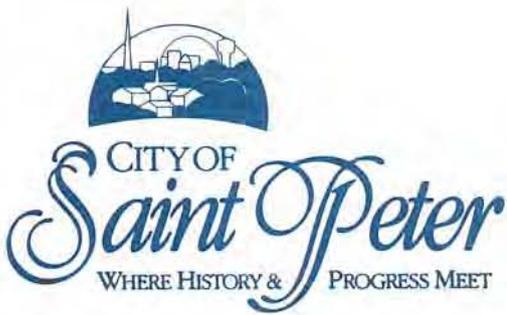
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- (5) Assumes no city contribution for 2015 thru 2017

2012 Fire Relief Annual Pension Amounts

State Population Rank	City	Estimated 2013 Population	2012 Annual Pensions
77	North Mankato	13,439	\$ 3,000
80	New Ulm	13,210	\$ 3,750
83	Worthington	12,943	\$ 2,750
88	East Bethel	11,607	\$ 3,400
89	Alexandria	11,580	\$ 6,503
90	Waconia	11,480	\$ 2,500
91	St Peter	11,439	\$ 2,400
92	Mendota Heights	11,172	Balance
93	Grand Rapids	10,989	\$ 5,000
94	Farimont	10,439	\$ 3,800
100	Waseca	9,345	\$ 3,100
121	Belle Plaine	6,625	\$ 2,200
130	Jordan	5,560	\$ 2,050
169	Le Sueur	4,041	\$ 3,000
	Nicollet		\$ 1,300
	Kasota		\$ 1,300
	Gaylord		\$ 1,350

Past SPFD Relief Association Benefit Changes

Date	Benefit Amount per Year of Service
January 1, 1995	\$ 1,500
December 1, 1996	\$ 1,600
April 1, 1999	\$ 1,800
April 1, 2000	\$ 1,900
April 1, 2001	\$ 1,950
May 1, 2004	\$ 2,150
May 1, 2006	\$ 2,200
May 1, 2007	\$ 2,350
May 1, 2008	\$ 2,400



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/25/2015

FROM: Pete Moulton
Director of Public Works

RE: Adoption of a Spill Prevention Plan (SPCC)

ACTION/RECOMMENDATION

None needed. For Council discussion and review only.

BACKGROUND

OSHA required cities to retain a certified engineer to prepare a Spill Prevention Control and Countermeasures Plan. The interpretation of the requirement has been clarified over the past four years beginning in 2012. The new requirement will begin in 2015 as an annual update. The City must identify all potential oil spill situations, prepare a plan for spill protection, and make the necessary physical changes to provide spill protection. For the purposes of this plan, oil is defined as anything that will create sheen on water. Any location that has fifty gallons of "oil" or more must be included in the plan. This plan includes the followings sites for spill prevention:

1. Main Substation
2. Broadway Water Plant
3. Broadway Electric Generation Plant
4. Broadway Substation
5. Sunrise Substation
6. Public Works Shop and Storage Yard
7. Wastewater Treatment Facility

The engineers have evaluated each of these sites and while most have spill protection infrastructure in place, a response and plan must be approved and ready for action. Physical structures are required to provide spill protection and minimize environmental impact. The City is required to inspect all these facilities on a regular basis and maintain them.

Staff has developed a spill prevention plan, a copy of which is attached for Council review and discussion.

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

PM/amg

SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN

CITY OF SAINT PETER SAINT PETER, MINNESOTA

Adopted by the Saint Peter City Council on _____, 2015

Date of Facility's First Plan: November, 2007

Date of Last Plan Amendment/P.E. Certification: November, 2007/Chad Rasmussen, P.E. – DGR
Engineering

Date of Last Plan Review: February, 2015

Designated staff person responsible for spill prevention: Pete Moulton

EMERGENCY TELEPHONE NUMBERS:

Notification Contacts:

- | | | |
|----|---|----------------------------------|
| 1. | City of Saint Peter Director of Public Works –Office Hours | (507) 934-0670 |
| | –After Hours | (507) 469-0761 |
| 2. | National Response Center (United States
Environmental Protection Agency) | (800) 424-8802 |
| 3. | Minnesota Duty Officer (Minnesota Pollution
Control Agency) | (800) 422-0798 |
| 4. | Saint Peter Fire Department | 911 |
| 5. | Electric on call cell | (507) 779-5581 |
| 6. | Water/Wastewater on call cell | (507) 779-5566
(507) 382-0297 |
| 7. | Director of Public Works cell | (507) 469-0761 |
| 8. | Saint Peter Police Department | (507) 931-1550
911 |

Clean-up Contractors:

- | | | |
|----|--|----------------------------------|
| 1. | Local – South Minnesota Construction Co. Inc. | (507) 625-4848 |
| 2. | Limited Service – Nova Consulting Group (Chaska) | (952) 448-9393
(800) 482-4092 |

Certified Petroleum Release Remediator Consultant/Contractor:

- | | | |
|----|---|--|
| 1. | Full Service – West Central Environmental Consultants
(Morris) | (320) 589-2039
(800) 422-8356 |
| 2. | Bioremediation – the MiL, inc. Saint Louis, Missouri | (314) 645-2177 x 100
(800) 688-9144 |

Supplies and Equipment:

In the event of an oil spill the City of Saint Peter, Minnesota has equipment for use in limiting the spread of oil at each site. The equipment available includes:

<u>Material/Equipment</u>	<u>Location</u>
1. Absorbent Materials	Department of Public Works Shop
2. Two Backhoes	Department of Public Works Shop
3. Dump Trucks	Department of Public Works Shop
4. Two Pay Loaders	Department of Public Works Shop
5. Two Skid Steer Loaders	Department of Public Works Shop
6. Vacuum Truck #27	Wastewater Treatment Facility
7. Vacuum Trailer #57	Department of Public Works Shop

Distribution of Copies:

Copies of the Spill Prevention, Control and Countermeasures Plan are located at the following locations:

- | | | |
|----|--------------------------------------|--|
| 1. | Department of Public Works | 405 West Saint Julien St., Saint Peter, MN 56082 |
| | • Office of Director of Public Works | |
| | • Employee Break Room | |
| 2. | City of Saint Peter | 227 South Front St, Saint Peter, MN 56082 |
| 3. | Main Substation | 227 South Front St., Saint Peter, MN 56082 |
| 4. | Broadway Water Plant | 1312 West Broadway Ave., Saint Peter, MN 56082 |
| 5. | Broadway Generation Plant | 1308 West Broadway Ave., Saint Peter, MN 56082 |
| | • Switchroom | |
| 6. | Broadway Substation | 1304 West Broadway Ave., Saint Peter, MN 56082 |
| 7. | Sunrise Substation | 2001 North Sunrise Dr., Saint Peter, MN 56082 |
| 8. | Wastewater Treatment Plant | 400 West Saint Julien St., Saint Peter, MN 56082 |

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- Attachment B7: Facility Layout and Spill Flow Patterns
- Attachment C7: Monthly Inspections Report
- Attachment D7: Spill Prevention, Control Countermeasures Discharge Report
- Attachment F7: Spill Containment Details

GENERAL ATTACHMENTS:

- Attachment G: Spill Prevention, Control and Countermeasures Training Session Records

PROFESSIONAL ENGINEERING CERTIFICATION

CERTIFICATION: I hereby certify that either I or my designated agent has examined the facility and, being familiar with the provisions of 40 CFR Part 112, attest that this Spill Prevention, Control and Countermeasures Plan has been prepared in accordance with good engineering practices.

Engineer: Chad Rasmussen

License Number: 41434

State: Minnesota

Signature: _____

Date of Plan Certification: _____

**SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN
MANAGEMENT APPROVAL**

I hereby certify that the necessary resources to implement this Plan have been committed.

Pete Moulton, Director of Public Works

Date

Todd Prafke, City Administrator

Date

**CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA
CHECKLIST**

Please see Attachment A for the respective facility.

**SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN COMPLIANCE
REVIEW PAGE**

In accordance with 40 CFR 112.5(b), a review and evaluation of this Spill Prevention, Control and Countermeasures Plan is conducted at least once every five (5) years, when there is a change in the amount of oil capacity, spill potential, or a change in countermeasures. The reviews and evaluations are recorded below:

	<u>Reviewer (signature)</u>	<u>Reviewer (print)</u>	<u>Date</u>	<u>Is P.E. re- certification required?</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

INTRODUCTION

Spill Prevention, Control, and Countermeasures (SPCC) Plan for facilities are prepared and implemented as required by the United States Environmental Protection Agency (U.S. EPA) Regulation contained in Title 40, Code of Federal Regulations, Part 112, (40 CFR 112). A non-transportation related facility is subject to Spill Prevention, Control and Countermeasures regulations if: the total aboveground storage capacity exceeds 1,320 gallons; or the underground storage (UST) capacity exceeds 42,000 gallons; and if, due to its location, the facility could reasonably be expected to discharge oil into or upon the navigable waters or adjoining shorelines of the United States, or affecting certain natural resources.

A SPCC Plan is not required to be filed with the United States Environmental Protection Agency, but a copy must be available for on-site review by the Regional Administrator (RA) during normal working hours. The Spill Prevention, Control and Countermeasures Plan must be submitted within 60 days to the United States Environmental Protection Agency Region 7, Regional Administrator and the State agency along with the other information specified in Section 112.4 if either of the following occurs:

1. The facility discharges more than 1,000 gallons of oil into or upon the navigable waters of the United States or adjoining shorelines in a single spill event; or
2. The facility discharges oil in quantities of 42 U.S. gallons, or one barrel in each of the two spill events within any twelve-month period.

The following spill information must be reported within 60 days if either of the above thresholds is reached. This report is to contain the following information (see attachment D for the respective facility):

1. Name of the facility.
2. Name(s) of the owner or operator of the facility.
3. Location of the facility.
4. Maximum storage or handling capacity of the facility and normal daily throughput.
5. Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements.
6. An adequate description of the facility including maps, flow diagrams, and topographical maps.
7. The cause(s) of such discharge, including a failure analysis of system or subsystem in which the failure occurred.
8. Additional preventive measures taken or contemplated to minimize the possibility of recurrence.
9. Such other information as the Regional Administrator may reasonably require pertinent to the Plan or spill event(s).

The SPCC Plan must be amended by the City within six (6) months whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's spill potential. The Spill Prevention, Control and Countermeasures Plan must be reviewed at least once every five (5) years and amended to include any changes in oil capacity, spill potential, change in countermeasures, or more effective prevention and control technology included in the facility.

The City is the owner and operator of a facility that is required to prepare a SPCC Plan; therefore the City is not required to submit the Facility Response Plan to any Federal or State Agency. The Plan must be maintained at the facility and available to the Regional Administration for an onsite review during normal working hours. The Spill Prevention, Control and Countermeasures Plan should include a signed certification form, Attachment A for the respective facility (source is Appendix C to 40 CFR 112).

The City is required to train its employees in the existence and use of this Plan and shall keep a record of this training available for inspection. See Attachment G.

MAIN SUBSTATION

FACILITY INFORMATION

Street Address: 227 South Front Street
Saint Peter, MN 56082

Owner: City of Saint Peter, MN

Facility Contact: 1. Ken Kocmick, Electric Foreman
2. Pete Moulton, Director of Public Works

Location: UTM 15 423866 E 4908292N

DISCUSSION OF THE FACILITY CONFORMANCE – 40 CFR 112.7 (a) (1) (2)

Date: February, 2015

The Main Substation is in compliance with CFR 112 with the secondary containment measures that are installed. A liner has been installed under the oil filled equipment in this station that has enough capacity to hold the oil if one of the pieces of equipment should fail.

The Main Substation is in conformance with all other parts of CFR 112 that are clearly applicable to this type of facility. The engineer has made every effort to interpret the intent of CFR 112 and apply this to the compilation of this Spill Prevention, Control and Countermeasures Plan.

FACILITY DESCRIPTION AND SITE DIAGRAM – 40 CFR 112.7 (a) (3) (i)

The Main Substation is an electrical facility used to provide electric service to the citizens of Saint Peter, Minnesota. The Substation has several pieces of oil filled equipment. The equipment consists of two main substation transformers, and 19 voltage regulators.

Fixed and Mobile Storage:

Tank ID No.	Description	Location	Capacity (Gal.)	Product Stored
1BK	Power Transformer	Southeast	2,164	Mineral Oil
2BK	Power Transformer	Northeast	3,110	Mineral Oil
2BK-LTC	Power Transformer LTC	Northeast	100	Mineral Oil
R1	Bay 1 Regulators (3 tanks)	Northwest	149/tank	Mineral Oil
R2	Bay 2 Regulators (3 tanks)	Northwest	111/tank	Mineral Oil
R3	Bay 3 Regulators (3 tanks)	Northwest	110/tank	Mineral Oil
R4	Bay 4 Regulators (3 tanks)	North	111/tank	Mineral Oil
R5	Bay 5 Regulators (3 tanks)	North	111/tank	Mineral Oil
R6	Bay 6 Regulators (3 tanks)	North	111/tank	Mineral Oil
G1	Generator	Southwest	250	Diesel

The transformers and regulators that are located in the substation may need to be replaced someday with transformers or regulators that are not made by the same manufacturer. The amount of oil the transformer or regulator holds will vary from one manufacturer to the next.

See Attachment B1 – Site Plan for the location of the oil filled equipment and general arrangements of the facility. Also provided on this plan sketch are flow (slope) directions of rainwater (and spilled oil paths), and locations of the nearest navigable water.

See Attachment F1 for Containment Details.

SECONDARY CONTAINMENT– 40 CFR 112.7 (a)(3)(iii)

Secondary containment measures for potential spill sources are as follows:

Tank ID No.	Description	Location	Capacity (Gal.)	Secondary Containment
1BK	Power Transformer	Southeast	2,164	Spill Containment Liner
2BK	Power Transformer	Northeast	3,110	
2BK-LTC	Power Transformer LTC	Northeast	100	
R1	Bay 1 Regulators (3 tanks)	Northwest	149/tank	
R2	Bay 2 Regulators (3 tanks)	Northwest	111/tank	
R3	Bay 3 Regulators (3 tanks)	Northwest	110/tank	
R4	Bay 4 Regulators (3 tanks)	North	111/tank	
R5	Bay 5 Regulators (3 tanks)	North	111/tank	
R6	Bay 6 Regulators (3 tanks)	North	111/tank	
G1	Generator	Southwest	250	

COUNTERMEASURES FOR DISCHARGE DISCOVERY, RESPONSE, AND CLEANUP– 40 CFR 112.7 (a)(3)(iv)

Detection of Spills:

1. An electrical outage would eventually occur as a result of the oil loss, which would be reported to the City of Saint Peter by consumers on the system.
2. Alternately, detection of an oil discharge may be the result of the monthly equipment inspections. The general public may observe the discharge and report the incident to the City of Saint Peter. Police and other City of Saint Peter employees may also detect a discharge while performing their normal duties.

Response to an oil discharge:

1. **Safety First** – Identify potential danger with energized equipment, and de-energize if possible.
2. Identify the equipment that is leaking, and verify the equipments status – energized / de-energized.
3. Use any available materials to stop the flow and contain the oil to the substation property. Divert spilled oil away from waterways, storm drains, and other routes that might spread the oil. Close valve directly to the East of the oil bead filled manhole, to outfall pipe.
4. Notify your supervisor. If the spill is too large to contain, the facility supervisor will contact an Emergency Response Team. Emergency contact numbers are listed on the front page of the document.
5. If you have not been properly trained in spill cleanup, your job is to contain the spill and try to avoid further contamination until help arrives.

Cleanup:

1. Cleanup of any spill should be administered by one of the facility contacts. If the spill meets the requirement for reporting to the United States Environmental Protection Agency (1,000 gallons or two 42-gallon discharges in 12 months) or to the Minnesota Pollution Control Agency (five gallons), management should contact them at this time (contact numbers are listed on the front page). Consult your supervisor as to the proper means of cleanup and disposal of the contaminated soil and materials.
2. Cleanup of small oil spills will be the responsibility of City of Saint Peter personnel properly trained in spill cleanup and disposal. Materials and equipment present at the facility or mobilized from the City of Saint Peter shops will be used. Absorbent materials, shovels, and heavy equipment are available.
3. Cleanup of large spills will be performed by an Emergency Response Team that is contacted by the Facility Contact or Management.
4. Discharged oil that is contained by the liner will be removed by properly trained personnel. The containment structure stormwater is filtered through an oil absorbent filter before it is released.

METHODS OF DISPOSAL OF RECOVERED MATERIALS– 40CFR 112.7 (a)(3)(v)

1. Recovered materials from small scale discharges will be transported in Minnesota Department of Transportation approved drums and buckets only. Contact the State Duty Officer to find a location that is suitable for material disposal.
2. In the case of a large scale spill, an Emergency Response Team will recover and dispose of the contaminated material. Only transporters with an Environmental Protection Agency identification number to collect and ship used oil should be used.

CONTACT LIST AND PHONE NUMBERS– 40CFR 112.7 (a)(3)(vi)

Facility Contacts:

1. Pete Moulton, Director of Public Works (507) 934-0670
2. Ken Kocmick, Electric Foreman (507) 934-0670
3. After Hours Contact:
Director of Public Works Cell (507) 469-0761
Electric On Call Cell (507) 779-5581
Electric Foreman Cell (507) 779-0693

Emergency Contacts:

1. Minnesota Duty Officer (Minnesota Pollution Control Agency) (800) 422-0798
2. Saint Peter Fire Department 911
3. National Response Center (800) 424-8802

The emergency contact list with phone numbers is also shown on the front page of this document.

DISCHARGE REPORTING PROCEDURES— 40CFR 112.7 (a)(4)

1. Fill out the following checklist, and have the information available for use during report of a discharge to the EPA: See Attachment D1.
2. Minnesota Statute 115.061 requires any person or facility that has a spill over five gallons, contact the Minnesota Pollution Control Agency to notify them of the spill. Report the spill to the Department of Public Safety Duty Officer at 651-649-5451 or 800-422-0798. The duty officer will contact the appropriate State agencies.
3. If the release exceeds a Federal Reportable Quantity of one 1,000 gallon discharge or two 42-gallon discharges in 12 months, immediately report Federal Reportable Quantity to the National Response Center at 800-424-8802.
4. If surface water or wetlands are impacted by the release of a regulated substance, the responsible person must also immediately notify the United States Environmental Protection Agency (EPA). United States Environmental Protection Agency can be contacted by calling the National Response Center (NRC) at 800-424-8802. Other agencies or parties that may need to be notified include: downstream water users and cities, adjacent state environmental agencies, if the surface water borders another state; local emergency managers; and United States Fish and Wildlife Services.

PAST SPILL EXPERIENCE – 40 CFR 112.7 (a)

<u>Description of Spill</u>	<u>Corrective Actions Taken</u>	<u>Plan for Preventing Recurrence</u>
Voltage Regulator failure March 1994	The affected area was excavated and hauled to an appropriate landfill.	A liner has been installed under the oil filled equipment

POTENTIAL EQUIPMENT FAILURES – 40 CFR 112.7 (b). (See Attachment B1 for tank arrangements and spill flow patterns.)

Tank ID No.	Potential Failure	Volume Released (Gal.)	Spill Rate	Spill Direction
1BK	Tank Failure	2,164	Instantaneous	East
2BK	Tank Failure	3,110	Instantaneous	East
2BK-LTC	Tank Failure	100	Instantaneous	East
R1	Tank Failure	149/tank	Instantaneous	East
R2	Tank Failure	111/tank	Instantaneous	East
R3	Tank Failure	110/tank	Instantaneous	East
R4	Tank Failure	111/tank	Instantaneous	East
R5	Tank Failure	111/tank	Instantaneous	East
R6	Tank Failure	111/tank	Instantaneous	East
G1	Tank Failure	250	Instantaneous	East

CONTAINMENT AND DIVERSIONARY STRUCTURES – 40 CFR 112.7 (c)(1)

1. The method of containment used for the substation transformers is to retain the oil within a designed and constructed containment structure. The secondary containment structure has the capacity of the tank plus sufficient additional capacity for rainfall, or other forms of moisture.
2. The method of containment used for the Substation regulators is to retain the oil within a designed and constructed containment structure. The secondary containment structure has the capacity of the tank plus sufficient additional capacity for rainfall, or other forms of moisture.
3. The method of containment used for the generator is to retain the oil within a designed and constructed containment structure. The secondary containment structure has the capacity of the tank plus sufficient additional capacity for rainfall, or other forms of moisture.

Equipment	Detailed Description of Constructed Containment Structure	Date of Completion
Transformers, Regulators, and Generator	The containment is a membrane liner under the oil filled equipment with a sump pit containing swellable polymer oil stop beads. The rain water is drained to the Mill Pond through the beads.	November 1996

DEMONSTRATION OF PRACTICABILITY – 40 CFR 112.7 (d)

1. The use of the containment and diversionary structures and the use of readily available spill equipment and absorbent materials to prevent discharged oil from reaching navigable water are practical and effective at this facility.

INSPECTION AND RECORDS – 40 CFR 112.7 (e)

1. Monthly visual inspections consist of a complete walk-through of the facility. The facility checklist must be signed by the appropriate supervisor or inspector and kept on record for a minimum of three years. See Attachment C1 for the Check List.

PERSONNEL TRAINING AND DISCHARGE PREVENTION PROCEDURES – 40 CFR 112.7 (f)

1. Facility personnel have been instructed by management in the operation and maintenance of pollution prevention equipment and applicable pollution control laws and regulations.
2. Yearly spill prevention briefings are provided by management for operating personnel to ensure adequate understanding of the Spill Prevention, Control and Countermeasures Plan. These briefings highlight any past spill events or failures and recently developed precautionary measures. Training includes oil spill prevention, containment, and retrieval methods. Records of these briefings and spill prevention training are kept on the form shown in Attachment G. New employees are trained in Spill Prevention, Control and Countermeasures within six months of starting work.
3. Instructions and phone numbers regarding the reporting of a spill to the National Response Center and the State are listed on the cover page of this plan.

SECURITY – 40 CFR 112.7 (g)

1. The substation is enclosed by a seven foot high chain link fence, with one foot of barbwire.

2. The substation is normally unattended. The fence and gates are securely locked while the substation is unattended.
3. The fence and gates are conspicuously marked with posted signs as a warning to intruders that high voltage equipment is located inside the fence.
4. The substation has permanent lighting available. Portable lighting is also available from the Public Works Shop and trucks. The lighting will assist in the cleanup of spills occurring during hours of darkness.

FACILITY TANK CAR AND TRUCK LOADING/UNLOADING RACKS – 40 CFR 112.7 (h)

1. Not applicable, the substation does not have a loading/ unloading rack.

ABOVEGROUND CONTAINER REPAIRS, ALTERATIONS, RECONSTRUCTION OR CHANGE OF SERVICE – 40 CFR 112.7 (i)

1. Before any repairs are made to the transformer tanks, the necessary precautions will be taken to not cause a discharge or failure of the tanks.

CONFORMANCE WITH ADDITIONAL STANDARDS – 40 CFR 112.7 (j)

1. In addition to the general requirements listed in CFR 112.7, this facility is subject to the requirements of CFR 112.8.

SPECIFIC DISCHARGE AND CONTAINMENT PROCEDURES – 40 CFR 112.8 (a)

1. The facility conforms to the additional specific standards of this section.

FACILITY DRAINAGE– 40 CFR 112.8 (b)

1. The rain water is filtered through oil absorbent beads and then flows to a pond through a drain pipe.

BULK STORAGE TANKS – 40 CFR 112.8 (c)

1. There are no bulk storage tanks present at this facility.

TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES – 40 CFR 112.8 (d)

1. During normal use of the facility the oil is not transferred or pumped from the oil filled equipment. If the oil filled equipment would need the oil changed, filtered, or retro filled, a quick drainage system will be used for containment. The process will be observed by a City of Saint Peter employee that is trained for spill containment.

CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA CHECKLIST

FACILITY NAME: Main Substation

FACILITY ADDRESS: 227 South Front Street
Saint Peter, MN 56082

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?
Yes _____ No X
2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?
Yes _____ No X
3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the formula in Attachment C-III, Appendix C, 40 CFR 112 or a comparable formula¹) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Environments" (Section 10, Appendix E, 40 CFR 112 for availability) and the applicable Area Contingency Plan.
Yes _____ No X
4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula Attachment C-III, Appendix C, 40 CFR 112 or a comparable formula²) such that a discharge from the facility would shut down a public drinking water intake?
Yes _____ No X
5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?
Yes _____ No X

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Pete Moulton

Name

Director of Public Works

Title

Signature

Date

¹ If a comparable formula is used, documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.

² For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR 143.2 (c). (from 40 CFR 112 Appendix C, Attachment C-II)

CITY OF SAINT PETER

Facility Inspection Checklist

Location: Main Substation

Date Inspection: _____

Inspected by: _____

(Licensed Electrical Lineman)

Explain Corrective Action Required

- First aid & health equipment _____
- Identify & eliminate from further use all unsafe equipment _____
- Protective devices - availability, proper maintenance & operating condition _____
- Housekeeping - clean working area _____
- Lighting for adequacy and safety (test emergency lighting) _____
- Yard clear of weeds _____
- Head protection, respiratory devices, safety belts, life lines _____
- Safety Committee has inspected the fire protection equipment _____
- Open yard and interior storage, No storage allowed _____
- Store of flammable liquids (Should be none) _____
- Electrical system & ground fault protection _____
- Openings secured -floor, wall, railing _____
- Check water level in batteries, acid level _____
- Broken porcelain, dead critters _____
- Visible leaks from oil filled tanks or equipment _____
- Physical damage to oil filled tanks or equipment _____
- Spill response kit _____
- Security: Gates locked & fence in good condition _____
- Warning signs in place _____
- Outdoor lighting: _____
- Battery charger DC Volts: _____
- Battery charger DC Amps: _____
- Bead & Sump are Viable (Inspect May & Oct.) _____
- Replacement Beads available _____
- Valve normally open (Test in June) _____
- Copy of Spill Prevention, Control and Countermeasures Plan available _____

Comments on Back:

**SPILL PREVENTION, CONTROL AND COUNTERMEASURES
DISCHARGE REPORT**

Facility Address: Main Substation
227 South Front Street
Saint Peter, MN 56082

Phone Number:

Date and time of discharge:

Type of Material Discharged:

Total Estimated Quantity Discharged:

Source of the Discharge:

Affected Media:

Cause of the Discharge:

Damages or Injuries:

Action Taken:

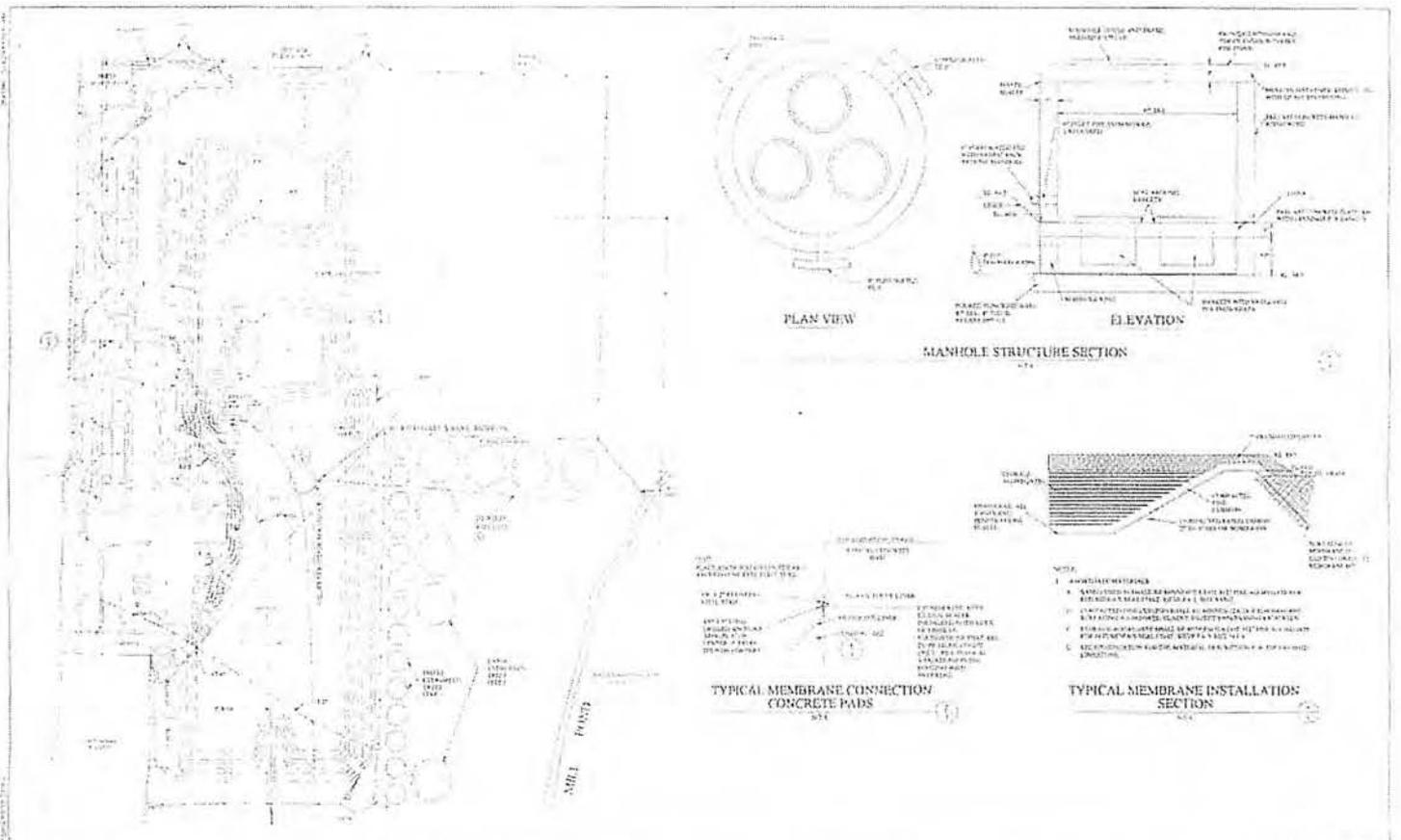
Evacuation Y/N:

Names of Individuals and Agencies Contacted:

Signed Reporting Employee

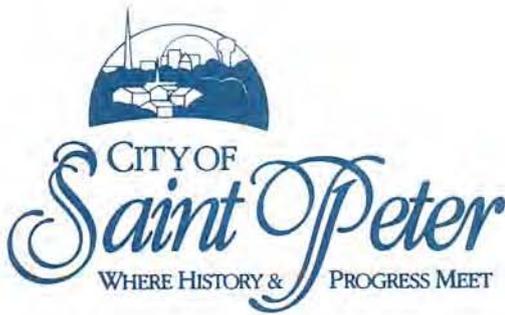
Date

Send a copy of this report to the Director of Public Works within 24 hours.



ATTACHMENT F1

<p>DATE: 11/15/11 DRAWN BY: J. K. SMITH CHECKED BY: J. K. SMITH APPROVED BY: J. K. SMITH</p>	<p>DGR ENGINEERING</p>	<p>Project Manager: J. K. SMITH Designer: J. K. SMITH Project Number: 419700 Date: 11/15/11</p>	<p>CITY OF SAINT PETER SAINT PETER, MINNESOTA</p>	<p>SPILL CONTAINMENT DETAILS MAIN SUBSTATION</p> <p>3 11 1 1</p> <p>MS-PC2</p>
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Memorandum

TO: Todd Prafke
City Administrator

DATE: 2/24/2015

FROM: Pete Moulton
Director of Public Works

RE: North End Stormwater Development

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

For the past couple of years staff has been working with our City Engineer to locate a much needed stormwater basin along Old Minnesota Avenue. The intent would be to accommodate growth in the planned development area while still meeting the requirements of the Minnesota Pollution Control Agency.

Issues include:

1. Land availability: Staff has been directed to look for a location that will allow for best use of commercial property as development occurs.
2. Cost: Staff was directed to look at options which would maintain the lowest possible cost while achieving the intended results. Cost will be minimized by utilizing existing infrastructure (piping). Staff is working on sharing of potential cost to impacted properties. The key issue to remember is that if this is an assessment project, we must be cognizant of the timetable to start and complete the project.
3. Timing: Staff is working with a potential developer for the area west of Old Minnesota Avenue and north of Brown Street. Development will be halted until a plan to treat stormwater can be achieved.

Summary of Site Cost:

Location:	Cost:	Cost / Acre (42.7)
South side of Brown Street	\$ 646,440	\$ 15,139
North side of Brown Street	\$ 870,060	\$ 20,376
East Side of TH 169	\$ 1,267,400	\$ 29,681
West of Shopko	\$ 2,000,000	\$ 46,838

Staff hopes to discuss the following timeline:

- March 2 – Council Workshop to discuss pond location
- March 30 – Review any outstanding issues at goal setting session
- April 13 – Authorize staff to negotiate with property owners to acquire land.
- May 11 – Authorize Bolton and Menk to begin design on stormwater treatment for impacted area.
- June – Authorize Bolton and Menk to prepare plans and specifications for stormwater basin.
- July – Bids are received and Council authorizes work to proceed.
- August – Construction begins.
- October – Construction is completed and infrastructure is in place.
- November – Project completed.

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

PM/amg



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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

www.bolton-menk.com

February 18, 2015

Mr. Pete Moulton
Director of Public Works
405 W. St. Julien Street
Saint Peter, MN 56082

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

Dear Pete:

Prior to discharging storm water to protected waters of the State, Minnesota, through the National Pollutant Discharge Elimination System (NPDES) mandated by the Federal Clean Water Act, requires storm water to be properly managed. Storm water management includes sediment and phosphorus removal by treating 1-inch of runoff for every acre of new impervious surface created. Volume control is necessary for minimizing downstream flooding caused by the additional runoff due to development. The basin and outlet control must be designed so that post construction flows equal or are less than predevelopment conditions. Good basin design also includes an emergency overflow to prevent damage to surrounding structures in the event of a storm greater than 100-years (7.1" of rain in 24 hours).

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

As requested, I have provided some additional information for three alternate locations considered for the proposed Brown Street Basin. These locations were considered to be unfeasible because of reasons noted under the heading for each below. The alternate locations include the vacant property west of the new Shopko and south of Halletts Pond, the east side of TH 169 between the Minnesota River and highway, and the open median between the north and southbound lanes of TH 169.

West of Shopko and South of Halletts Pond

Although this property is at approximately the same elevation as the properties being considered north of Brown Street, this property is also much closer to Halletts pond, a protected water of the state. The proximity of this property to the pond will impact the performance of a detention basin constructed on the site. This is because the bottom of the basin must be a minimum of three feet above the normal ground water elevation to allow for removal of storm water by infiltration. The groundwater elevation at this location is anticipated to closely match the elevation of Halletts Pond. Given the elevation requirements for the bottom of the basin, it would require that the basin be elevated such that collected storm water would need to be pumped to the basin. This would require a pumping station, small holding cell, forcemain and backup generator. A new gravity outlet pipe would also be needed between the basin and TH 169. The space available for installation of a new pipe is limited.

H:\STPEM14105419\1_Corres\Pete Updated Alternate Basin Location Investigation.doc

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



Unlike a basin constructed on the east side of Old Minnesota Avenue, which provides an emergency overflow to the TH 169 ditch then the Minnesota River, this basin would discharge excess water to Halletts Pond. Although allowed by law, it is not preferred. Considering the cost of land, pumping facilities, and outlet pipe, a basin constructed west of Shopko is estimated to cost in excess of \$2 million. Because of the high cost and absence of a suitable emergency overflow, this basin location is not favorable.

East Side of TH 169

This site is closer to the Minnesota River which is great for providing an emergency overflow and gravity drainage. However, constructing the basin in the river floodplain provides a number of regulatory hurdles. These include wetland delineation and mitigation if a wetland is present, DNR approval for impacts to the Minnesota River, Corps of Engineers approval for construction of a basin in the floodplain, and floodplain modeling to determine if the basin adversely impacts the river bounce.

The City would take on additional liability if the basin was constructed in the floodplain. This is because high river levels could cause the basin to fail and release sediment into the river. The MPCA is handing down large fines for such failures.



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

TH 169 Median between North and Southbound Lanes

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

At the time, MnDOT was open to the City using the median for temporary storage of storm water only. Storm water treatment would not be allowed within their ROW. Therefore, this requires treatment to take place in a separate basin prior to the MnDOT ROW. For example, along Brown Street.



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

North Side Brown Street

Two locations for the infiltration basin were considered along Brown Street; the first being on three properties north of Brown Street and the second being on two properties to the south. The three properties to the north are lower than any surrounding property thus making the north side of Brown Street ideal for a basin because of the minimal excavation required. If the properties were developed instead of used for a basin, a large volume of fill would be necessary to construct the buildings above the Minnesota River's 100-year flood elevation. For comparison, fill was necessary for the Dollar General Store to the north.

Although conducive to a basin, the three properties to the north of Brown Street are currently developed with three homes and a business. Because of the existing structures, the cost of the property, demolition costs and construction of the basin is estimated to cost \$870,000.

South Side Brown Street

If the basin was constructed on the south side of Brown Street it would require the purchase of two properties. One property is undeveloped and the larger property directly south of Brown Street is undeveloped except for a bituminous surface. This property is also higher, making it less conducive for a basin than the north side which is lower. Although additional excavation would be necessary for a basin constructed on the south side of Brown Street, the cost of the additional excavation is still less than the cost of the property necessary on the north side. Constructing the basin on the south side of Brown Street, including property purchase, is estimated to cost \$650,000, or approximately \$220,000 less than a basin



Mr. Pete Moulton
February 18, 2015
Page 5

constructed on the north side. Although space is available on the south side of Brown Street for both treatment and volume control, very little space remains for buffer or access.

Detailed cost estimates for each location are attached. I've also attached a figure showing the contributing drainage area along with a conceptual layout for a basin constructed on the south side of Brown Street.

If you have any questions, please let me know.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in blue ink that reads "Jeffrey A. Domras". The signature is written in a cursive style.

Jeffrey A. Domras, P.E.
Project Engineer



OPINION OF PROBABLE COST

BROWN STREET REGIONAL BASIN - EAST OF T.H. 169

City of Saint Peter, Minnesota
BMI Project No. M14 105419

H:\STPE\M14105419\3_Preliminary_Design\Spreadsheets\105419PrelimAssessment_Quant - East of 169.xls\Exhibit1 Pre-Estimate

Rev 2/20/2015

ITEM NO.	Item	Estimated Quantity	Unit	Unit Price	Amount
1	MOBILIZATION	1	LS	\$20,000.00	\$20,000.00
2	TRAFFIC CONTROL	1	LS	\$2,000.00	\$2,000.00
3	WETLAND MITIGATION (\$0.65/SF X 2 X 3AC)	1	LS	\$170,000.00	\$170,000.00
4	HYDRAULIC MODELING	1	LS	\$10,000.00	\$10,000.00
5	CORP OF ENGINEERS/DNR/MNDOT/WETLANDS PERMITS	1	LS	\$20,000.00	\$20,000.00
6	CLEAR & GRUB TREES	3	ACRE	\$6,500.00	\$19,500.00
7	COMMON BORROW (CV) (POND BERMS & DITCHES OF T.H. 169)	27000	CY	\$10.00	\$270,000.00
8	TOPSOIL BORROW (LV)	1716	CY	\$25.00	\$42,900.00
9	42" STEEL CASING (TRENCHLESS) (UNDER T.H. 169)	260	LF	\$300.00	\$78,000.00
10	CONNECT TO EXISTING STORM SEWER	1	EA	\$700.00	\$700.00
11	REMOVE AND SALVAGE 36" STORM SEWER APRON	1	EA	\$500.00	\$500.00
12	36" PIPE SEWER	440	LF	\$80.00	\$35,200.00
13	42" PIPE SEWER	130	LF	\$90.00	\$11,700.00
14	42" APRON	2	EA	\$2,500.00	\$5,000.00
15	POND OUTLET STRUCTURE	1	EA	\$8,000.00	\$8,000.00
16	RIP RAP, CLASS IV (2' THICK OVER ENTIRE OUTSIDE BERM)	3965	CY	\$60.00	\$237,900.00
17	EROSION CONTROL & TURF ESTABLISHMENT	1	LS	\$20,000.00	\$20,000.00
Subtotal:					\$951,400.00
CONTINGENCIES (7.5%)					\$71,000.00
TOTAL ESTIMATED PROJECT COST					\$1,022,400.00
ENGINEERING					\$184,000.00
CITY ADMINISTRATION (6%)					\$61,000.00
TOTAL ESTIMATED INFRASTRUCTURE PROJECT COST					\$1,267,400.00
PROPERTY ACQUISITION					
1	Property Owned by City of Saint Peter	1	EA	\$0.00	\$0.00
Subtotal:					\$0.00
CONTINGENCIES (7.5%)					\$0.00
TOTAL ESTIMATED PROPERTY ACQUISITION COST					\$0.00
TOTAL ESTIMATED PROJECT COST					\$1,267,400.00

NOTE: MPCA CAN/WILL FINE THE CITY OF SAINT PETER IF THE POND BERM FAILS DURING A FLOOD OR IF A FLOOD OVERTOPS THE POND.



OPINION OF PROBABLE COST

BROWN STREET REGIONAL BASIN - NORTH SIDE OF BROWN STREET

City of Saint Peter, Minnesota
BMI Project No. M14.105419

H:\STPE\M14105419\3_Preliminary_Design\Spreadsheets\105419PrelimAssessment_Quant.xls\Exhibit1 Pre Estimate

Rev 2/20/2015

ITEM NO.	Item	Estimated Quantity	Unit	Unit Price	Amount
1	MOBILIZATION	1	LS	\$12,500.00	\$12,500.00
2	TRAFFIC CONTROL	1	LS	\$1,000.00	\$1,000.00
3	CLEAR & GRUB TREES	30	LS	\$260.00	\$7,800.00
4	DISCONNECT WATER SERVICE	3	EA	\$2,500.00	\$7,500.00
5	BUILDING DEMOLITION	4	EA	\$20,000.00	\$80,000.00
6	COMMON EXCAVATION	10800	CY	\$8.00	\$86,400.00
7	CONNECT TO EXISTING STORM SEWER	1	EA	\$700.00	\$700.00
8	REMOVE AND SALVAGE 36" STORM SEWER	250	LF	\$18.00	\$4,500.00
9	REMOVE STORM MANHOLE OR CATCH BASIN	1	EA	\$500.00	\$500.00
10	42" PIPE SEWER	130	LF	\$90.00	\$11,700.00
11	42" APRON	3	EA	\$2,500.00	\$7,500.00
12	POND OUTLET STRUCTURE	1	EA	\$8,000.00	\$8,000.00
13	RIP RAP, CLASS IV	50	CY	\$100.00	\$5,000.00
14	INLET PROTECTION	6	EA	\$250.00	\$1,500.00
15	EROSION CONTROL & TURF ESTABLISHMENT	1	LS	\$15,000.00	\$15,000.00
16	TOPSOIL BORROW (LV)	500	CY	\$25.00	\$12,500.00
Subtotal:					\$262,100.00
CONTINGENCIES (7.5%)					\$20,000.00
TOTAL ESTIMATED PROJECT COST					\$282,100.00
ENGINEERING					\$51,000.00
CITY ADMINISTRATION (6%)					\$17,000.00
TOTAL ESTIMATED INFRASTRUCTURE PROJECT COST					\$350,100.00
PROPERTY ACQUISITION					
1	101 E BROWN STREET (STEVEN WEBER)	1	EA	\$62,880.00	\$62,880.00
2	1105 N MINNESOTA AVE (THOMAS FREY)	1	EA	\$220,080.00	\$220,080.00
3	105 E CROWN STREET (ERVIN OHOTTO)	1	EA	\$175,560.00	\$175,560.00
4	WILLIAM CUNNINGHAM JR	1	EA	\$25,440.00	\$25,440.00
Subtotal:					\$483,960.00
CONTINGENCIES (7.5%)					\$36,000.00
TOTAL ESTIMATED PROPERTY ACQUISITION COST					\$519,960.00
TOTAL ESTIMATED PROJECT COST					\$870,060.00



OPINION OF PROBABLE COST

BROWN STREET REGIONAL BASIN - SOUTH SIDE BROWN STREET

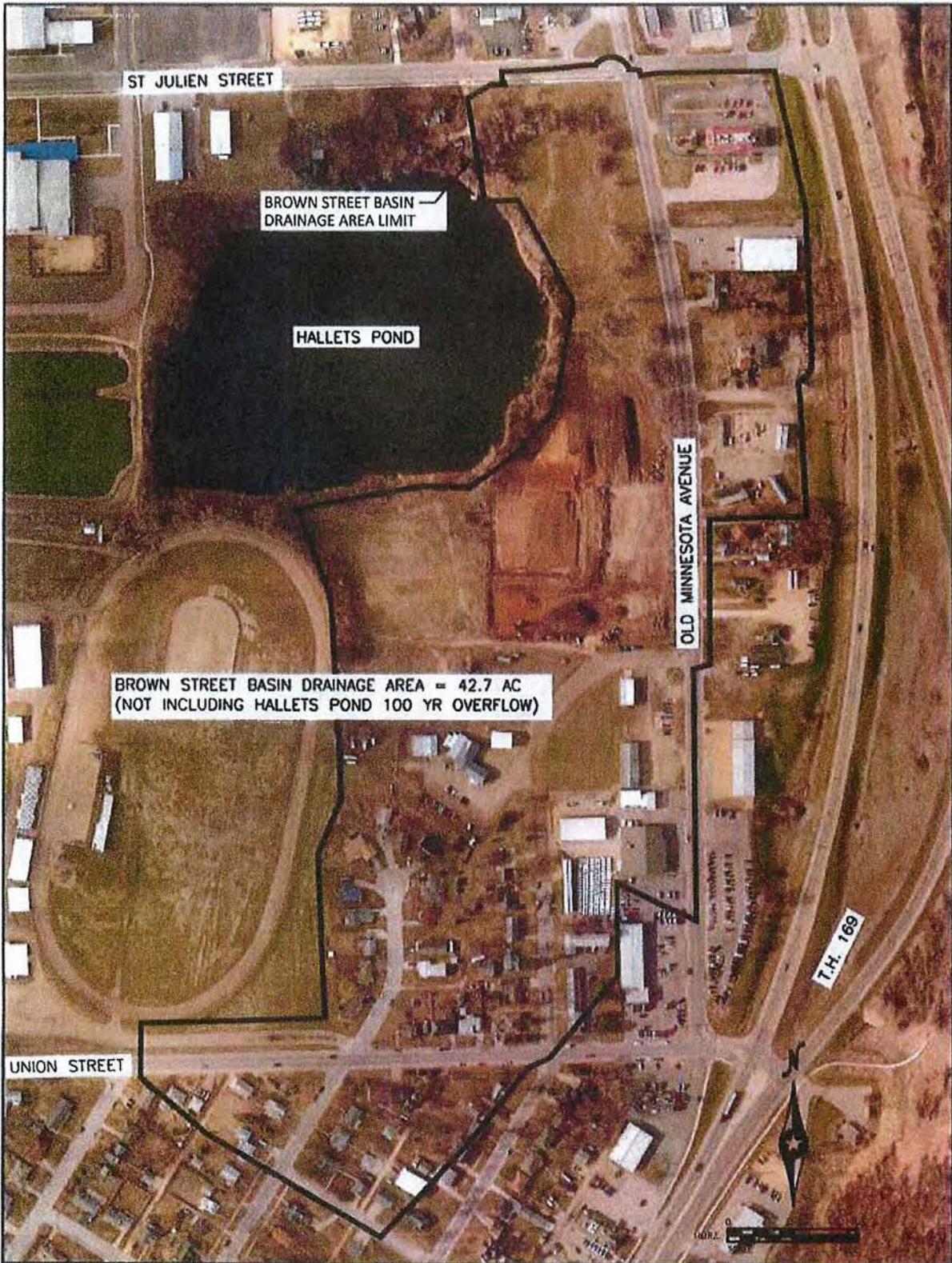
City of Saint Peter, Minnesota
BMI Project No. M14.105419

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Rev 2/20/2015

ITEM NO.	Item	Estimated Quantity	Unit	Unit Price	Amount	
1	MOBILIZATION	1	LS	\$12,500.00	\$12,500.00	
2	TRAFFIC CONTROL	1	LS	\$500.00	\$500.00	
3	CLEAR & GRUB TREES	3	EA	\$2,000.00	\$6,000.00	
4	REMOVE BITUMINOUS PAVEMENT	3400	SY	\$4.00	\$13,600.00	
5	REMOVE CONCRETE PAVEMENT	2500	SF	\$5.00	\$12,500.00	
6	REMOVE BILLBOARD	1	EA	\$5,000.00	\$5,000.00	
7	DISCONNECT WATER SERVICE	1	EA	\$3,000.00	\$3,000.00	
8	BUILDING REMOVAL (RELOCATE MOBILE HOMES)	3	EA	\$1,500.00	\$4,500.00	
9	COMMON EXCAVATION	20900	CY	\$10.00	\$209,000.00	
10	CONNECT TO EXISTING STORM SEWER	1	EA	\$700.00	\$700.00	
11	REMOVE 36" STORM SEWER	250	LF	\$18.00	\$4,500.00	
12	REMOVE STORM MANHOLE OR CATCH BASIN	1	EA	\$500.00	\$500.00	
13	42" PIPE SEWER	130	LF	\$90.00	\$11,700.00	
14	42" APRON	3	EA	\$3,000.00	\$9,000.00	
15	POND OUTLET STRUCTURE	1	EA	\$8,000.00	\$8,000.00	
16	RIP RAP, CLASS IV	50	CY	\$100.00	\$5,000.00	
17	INLET PROTECTION	6	EA	\$250.00	\$1,500.00	
18	EROSION CONTROL & TURF ESTABLISHMENT	1	LS	\$15,000.00	\$15,000.00	
19	TOPSOIL BORROW (LV)	500	CY	\$25.00	\$12,500.00	
Subtotal:					\$335,000.00	
CONTINGENCIES (7.5%)					\$25,000.00	
TOTAL ESTIMATED PROJECT COST					\$360,000.00	
					ENGINEERING	\$65,000.00
					CITY ADMINISTRATION (6%)	\$22,000.00
TOTAL ESTIMATED INFRASTRUCTURE PROJECT COST					\$447,000.00	
PROPERTY ACQUISITION						
1	1041 N. MINNESOTA AVE (KENNETH DAHLGREN)	1	EA	\$160,000.00	\$160,000.00	
2	WILLIAM CUNNINGHAM JR	1	EA	\$25,440.00	\$25,440.00	
Subtotal:					\$185,440.00	
CONTINGENCIES (7.5%)					\$14,000.00	
TOTAL ESTIMATED PROPERTY ACQUISITION COST					\$199,440.00	
TOTAL ESTIMATED PROJECT COST					\$646,440.00	

H:\STPE\M14105419\3_Preliminary_Design\Spreadsheets\105419PrelimAssessment_Quant - Dahlgren Basin.xls\Exhibit1 Pre-Estimate

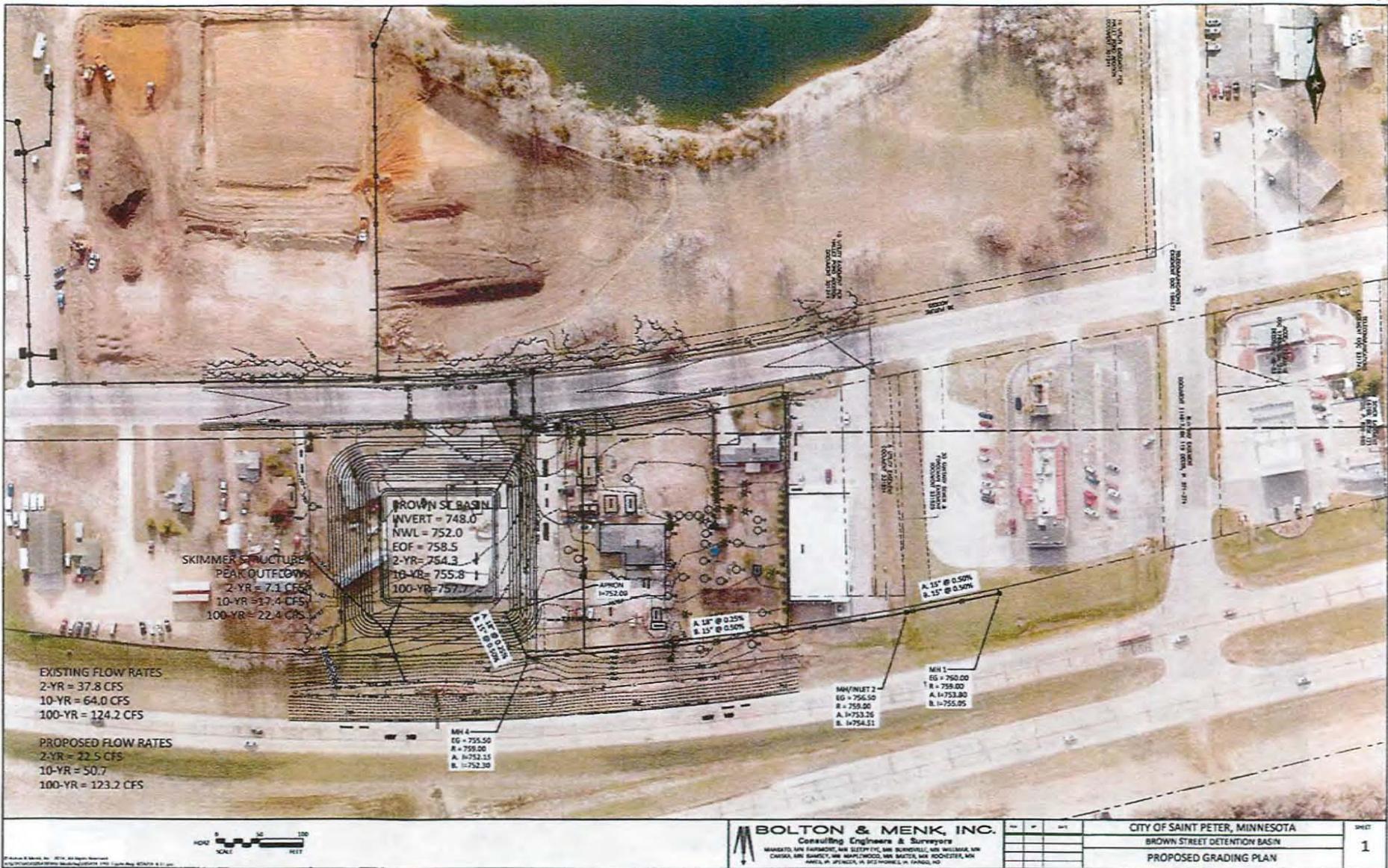


BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

CITY OF SAINT PETER, MINNESOTA
 BROWN STREET DETENTION BASIN
 DRAINAGE AREA

FEBRUARY, 2014

FIGURE NO. 1



SKIMMER STRUCTURE
 PEAK OUTFLOW
 2-YR = 7.1 CFS
 10-YR = 17.4 CFS
 100-YR = 22.4 CFS

EXISTING FLOW RATES
 2-YR = 37.8 CFS
 10-YR = 64.0 CFS
 100-YR = 124.2 CFS

PROPOSED FLOW RATES
 2-YR = 22.5 CFS
 10-YR = 50.7
 100-YR = 123.2 CFS

BROWN ST. BASIN
 INVERT = 748.0
 NWL = 752.0
 EOF = 758.5
 2-YR = 754.3
 10-YR = 755.8
 100-YR = 757.7

MH 4
 EG = 755.50
 R = 755.00
 A. 14-752.15
 B. 14-752.30

MH/INLET 2
 EG = 756.50
 R = 755.00
 A. 14-753.20
 B. 14-754.51

MH 1
 EG = 750.00
 R = 750.00
 A. 14-753.80
 B. 14-755.95

A. 18" @ 0.25%
 B. 15" @ 0.50%

A. 15" @ 0.50%
 B. 15" @ 0.50%

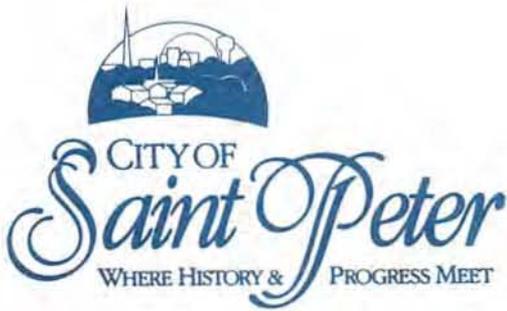


BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MINNEAPOLIS, MINN. | FARGO, MINN. | ST. CLOUD, MINN. | DULUTH, MINN. | WISCONSIN, MINN.
 CHICAGO, ILL. | MILWAUKEE, WIS. | MADISON, WIS. | MILWAUKEE, WIS. | ROCHESTER, MINN.
 RAINIER, WASH. | SPENCER, IA | DES MOINES, IA | FARGO, ND

NO.	DATE	BY

CITY OF SAINT PETER, MINNESOTA
 BROWN STREET DETENTION BASIN
 PROPOSED GRADING PLAN

SHEET
 1



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/26/15

FROM: Pete Moulton
Director of Public Works

RE: 2015 Street Maintenance Program

ACTION/RECOMMENDATION

None needed. For your information and discussion 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. Lesser amounts of funding are allocated for winter roadway salt, paint for pavement markings, gravel for patching, and asphalt mix for patching potholes from winter. The budget remains flexible year-to-year to allow staff opportunity to address the immediate maintenance needs identified in the spring of the year. As Councilmembers may note, this past winter included lower amounts of snow with stretches of cold temperatures.

In 2015 it can be anticipated that the cost for asphalt will increase approximately 3% to 5% from last year. This material has more than doubled in cost in the last 10 years while the streets maintenance budget has increased by 40% since 2005. The work plan for the 2015 budget is recommended as follows:

	Item	Budgeted Funding		Proposed Program	
		Quantity	Cost	Quantity	Cost
1	Winter Salt (\$71/T)	305 tons	\$22,000	205 tons	\$15,000
2	Cold Mix	10 tons	\$1,500	10 tons	\$1,500
3	Gravel	90 tons	\$1,000	90 tons	\$1,000
4	Quartzite Stone Only (\$26/T)	1,600 tons	\$42,000	1,475 tons	\$38,500
5	Stone Delivery (\$4.53)	1,600 tons	\$7,250	1,475 tons	\$6,682
6	Seal Coat (\$2.91/G)	102 blks	\$150,000	86 blks + Hosp.	\$142,118
7	Crosswalk Paint (gallons)	400 G	\$6,000	paint / labor	\$15,000
8	Asphalt Full Depth Patch (\$61/T)	2,460 tons	\$150,000	1,800 tons	\$110,000
9	Asphalt Full Block	980 tons	\$60,000	1,700 tons	\$112,250

	Replacement				
10	Crack Sealing	20,000 lbs	\$36,750	0	\$0
11	Alley Entrance Replacement	2	\$10,000	2	\$10,000
12	Sidewalk, Curb & Handicap				\$23,700
13	Sidewalk Program (N 3rd and Union)		\$25,000		\$35,000
14	Stormwater Permits	Lump Sum	\$4,000	Lump Sum	\$4,000
15	Weed Spray	Lump Sum	\$1,500	Lump Sum	\$1,500
16	Screener Rental	N/A	\$0	2,000 sq. yds.	\$5,000
17	Sign Replacement Program	132 signs	\$3,500	363 signs	\$9,500
18	<i>Unallocated Funds</i>			0.8%	\$3,975
19	Materials from Hospital				\$14,200
	Total		\$520,500		\$520,525

Paving of Union Street from Old Minnesota Avenue to North Fifth Street is work that is budgeted in addition to the regular work plan.

The 2015 Street Maintenance Budget Program Details:

1. Winter Salt: The 2015 winter has been mild with below average snowfall. Staff plans to use 300 tons at a cost of \$71.00 per ton through MnDOT. While \$22,000 was budgeted, we anticipate significantly less salt will be used. \$15,000 is the adjusted number for salt spending this year.
2. Cold Mix: From late fall when the asphalt plants close to spring when the plants begin production, approximately 10 tons of cold mix is used to fix and repair potholes throughout town.
3. Gravel: Class 5 gravel is needed to complete repairs to base materials. \$1,500 is planned for cost in 2015.
4. Quartzite Stone: Approximately 1,475 tons will be hauled in and used in conjunction with our existing quartzite stone inventory. The reddish colored quartzite is purchased directly from the New Ulm quarry and hauled to Saint Peter by Public Works staff. Quartzite is very hard and has a high density and high compression strength which is also resistant to abrasion (like snow plowing). Cost of the stone is \$26 per ton.
5. Stone Delivery: This will be completed in-house by Public Works staff. Cost is approximately \$4.53 per ton to get from New Ulm to Saint Peter.
6. Seal Coating: The 2015 proposed route is shown on the attached map that includes approximately 86 blocks.
 - a. Public Works will also coordinate improvements to the River's Edge Hospital parking lots in 2015. Staff will order approximately 4,700 gallons of oil to install seal coating in their parking lot. We will also coordinate all the necessary work related to this project and will invoice River's Edge Hospital upon completion.

- b. Oil cost is identified above and there will be additional expenses for rock and labor to pick up the materials. Adjustments will be made to the spreadsheet when these costs are known.

- 7. Crosswalk Paint – Staff continues to install (paint) crosswalks and street markings and parking lots. \$15,000 is budgeted for this expense in 2015 and staff will look at timing to complete and possibly contract some of this work due to the timing of installation cost.

- 8. Asphalt Full Depth Patching: Staff plans to install approximately 1,800 tons of asphalt primarily on the 2015 proposed seal coat route of 86 blocks, but also city-wide as needed. \$110,000 in material costs is budgeted.

- 9. Asphalt Full Block Replacement: In 2015, staff will begin selecting 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 the following areas (8 blocks) have been selected:
 - A. Myrtle Street from South Fourth Street to South Fifth Street (\$13,000 – 213 tons)
 - B. Myrtle Street from South Washington Avenue to South Seventh Street (\$14,000 – 233 tons)
 - C. Union Street from Old Minnesota Avenue to North Fifth Street (\$75,500 – 1238 tons)
 - D. Milling, Tack Oil, Roller Rental and Mobilization (\$9,750)
 - E. Total material and rental cost of \$112,250 is expected

- 10. Crack Sealing: No crack sealing is proposed for the 2015 year due to mild winter.

- 11. Alley Entrance Replacement: two entrances are scheduled for replacement as \$10,000 is budgeted.

- 12. Sidewalk, Curb and Handicap Access: In areas where full blocks are being replaced it is proposed to correct sidewalk, curb and accesses as required. Other areas of the community may be funded based on funds. \$23,700 is included for funding.

- 13. Sidewalk Program: Approximately 2,500 linear feet of sidewalk is proposed to be installed. \$35,000 is budgeted for this improvement as shown on the attached map. This work will be done on the following areas:
 - A. North Third Street between Ramsey Street and Union Street (\$20,250)
 - B. Union Street between North Third Street and Ronell Street (\$14,750)

We are now working through the process to prioritize as the Council requested. We expect to seek approval for a City-wide plan this summer for 2016.

- 14. Stormwater Permits: Annually the Street projects completed require about \$4,000 in permit fees.

15. Weed Spray: Curb weeds are sprayed (controlled) to keep cracks from developing. \$1,500 is budgeted for this maintenance item. This is done in the street where the asphalt street meets the concrete.
16. Screener: Staff plans to rent a screener in the spring to separate larger asphalt chunks and foreign material from the 2,000 square yards of millings that were reclaimed from previous 2014 street projects. Once screened, the product can be reused as base material. \$5,000 for rental equipment is budgeted.
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 six inches high and are being replaced to a new standard which is nine inch high DG3 reflective signs. City staff is hoping to allocate more time to this replacement plan and complete 363 signs. \$9,500 has been allocated for this project.
18. Contingency Funds: This is the remaining money from the original scope of \$520,500.
19. Materials from the Hospital: This is a credit for the cost of the materials used by the Saint Peter Regional Hospital. This number will fluctuate slightly with the project cost and does not include labor and rock used on their project.

Staff continues to monitor and evaluate new products that may preserve asphalt streets while extending the time period for re-doing the asphalt preservation. Our maintenance program has been based on re-sealing asphalt streets every five years, which shows is the optimal period for maintaining a watertight surface. As newer products are developed, staff hopes to stretch the current five-year plan upwards towards eight years before a street needs to be resealed. Currently, the program is re-sealing streets on a 6-7 year cycle which is effective due to the full depth patching and crack filling completed annually.

Please know that application rates, conditional changes, pricing changes, and/or even physical changes in the road surface can all change 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 (which will be brought for Council action on March 9th) 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 2016, 2017 and beyond:

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

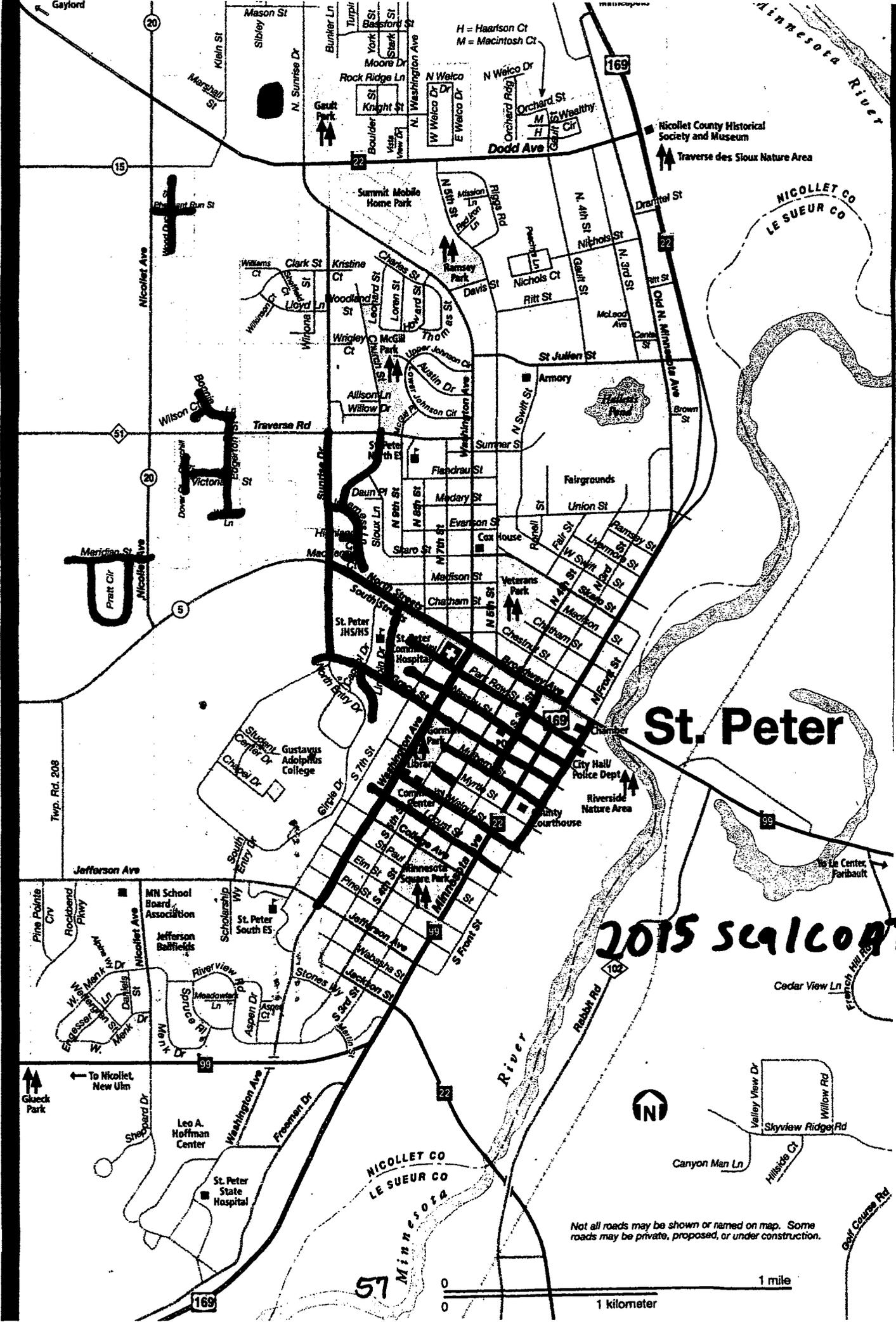
- Gardner Road is currently the responsibility of the Township although substantial amounts of the traffic are citizens of Saint Peter. The road right-of-way would need to be annexed and we are positioned to do that. A grant application has been submitted by the Township with the intent to put a hard surface down. Should the grant not be successful, our Streets Crew could complete installation of an asphalt surface, without curb and gutter, at a cost of about \$100,000 to \$125,000. In the long- term, Gardner

Road could be included in the City's Municipal State Aid (MSA) mileage, but there is currently not enough mileage allocation to cover the entire length.

In 2015 the Council increased the street maintenance budget by \$42,000 and a total of \$525,500 has been allocated in the General Fund Budget.

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

/PM/amg



St. Peter

2015 sealcoat

Not all roads may be shown or named on map. Some roads may be private, proposed, or under construction.



57 Minnesota

169

1 mile

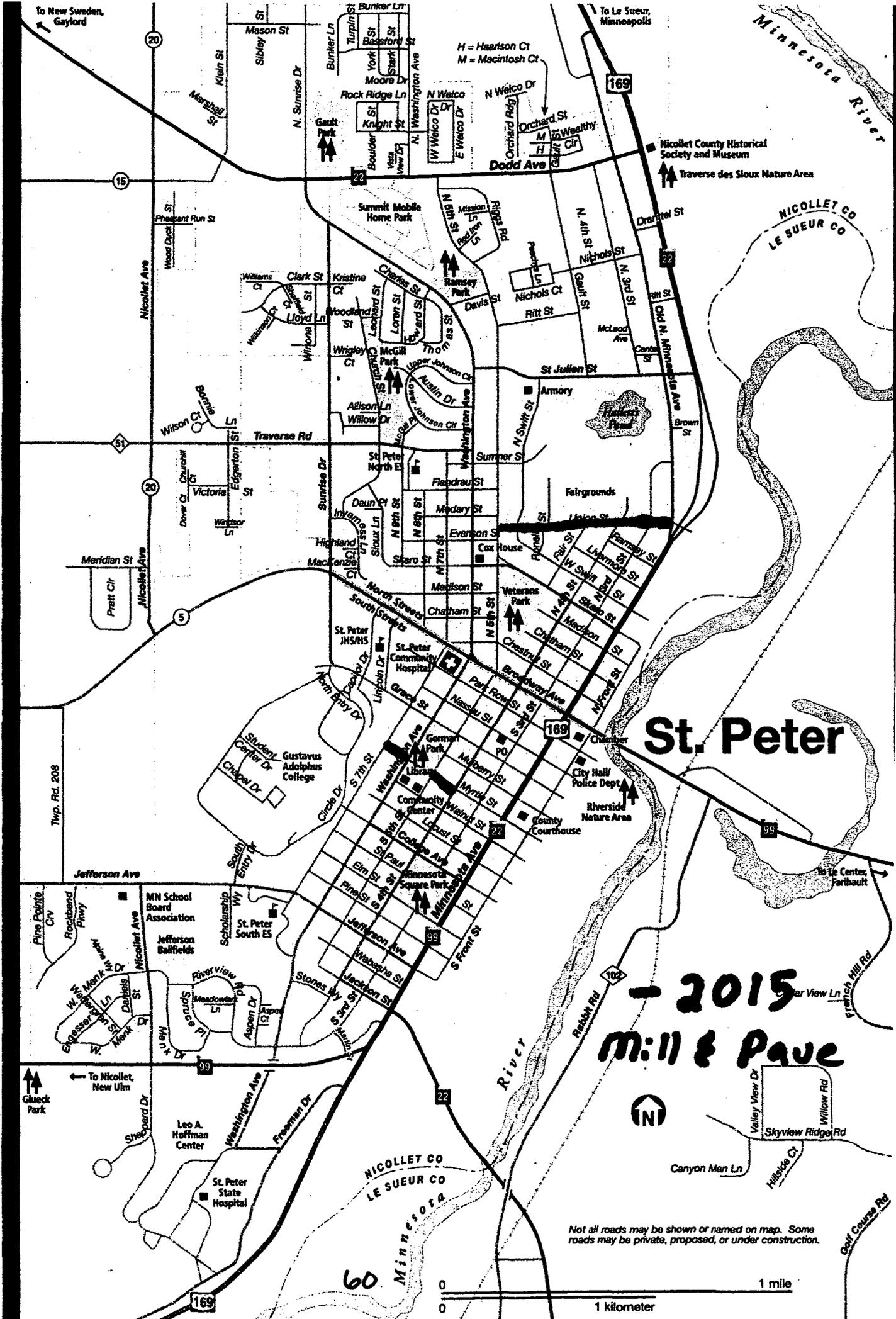
1 kilometer

6/19

CITY OF SAINT PETER, PUBLIC WORKS
RIVERS EDGE HOSPITAL SEAL COAT - QUOTE
(16,259 Square Yards)

	Estimated Quantity	Unit Price	Total Price
*CRS 2 (OIL)	4,878 Gallons	\$2.91	\$14,194.98
Red Rock	211 Tons	\$30.28	\$6,389.00
Elgin Sweeper	5Hrs	\$125.00	\$625.00
Sweep Pro Sweeper	3Hrs	\$90.00	\$270.00
Yellow Traffic Paint	30 Gallons	\$15.07	\$452.10
White Traffic Paint	5 Gallons	\$14.61	\$73.05
Paint Stalls/ Helipad	8Hrs	\$50.00	\$400.00
Remark for Painting	4 Hrs	\$50.00	\$200.00
Chip Seal Markers	250	\$1.60	\$400.00
TOTAL			\$23,004.13

*Oil price may change



St. Peter

- 2015
Mill & Pav



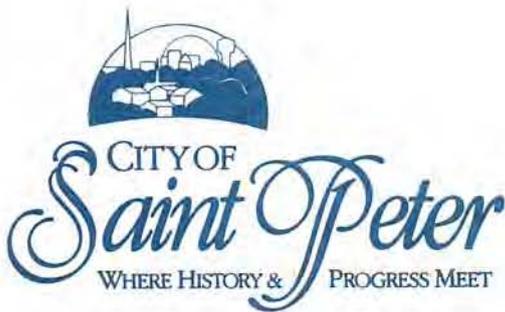
Not all roads may be shown or named on map. Some roads may be private, proposed, or under construction.



9

2015 MILLING AND PAVEMENT PROJECTS

Description:	Estimated Quantity	Unit Price	Total Price
400 Block Myrtle	200 Tons	\$61.00	\$12,200.00
600 Block Myrtle	233 Tons	\$61.00	\$14,213.00
Union Street	1,238 Tons	\$61.00	\$75,518.00
Mill Mobilization			\$500.00
Mill	12 Hrs	\$540.00	\$6,480.00
Concrete Curb Repair	458 Lineal Feet	\$21.80	\$9,984.00
		TOTAL	\$118,895.0



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 2/26/2015

FROM: Todd Prafke
City Administrator

RE: Tri-County Mutual Aid Agreement

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Please find attached a copy of a memo and a Mutual Aid agreement with our neighboring counties and communities. We have had an agreement of this type in place for many years. Your last ten year agreement expired in December of 2014 and this agreement is meant as a replacement.

There are no significant changes to this agreement nor are there additional costs for you to accept.

The importance of this agreement is three-fold.

- It puts in place rules for how we engage with each other in the event of need for mutual aid.
- It is an agreement that is looked for by FEMA should you have a disaster and receive assistance from others. Without it, some costs you may have could be excluded from reimbursement.
- No one knows better than us about the need for help from others after a disaster.

This agreement not only covers natural disasters, but it also covers such things as fire calls, law enforcement assistance and other issues that occur more frequently. Generally this lays out how we call for help, who is in charge and how assistance is paid for.

If approved, the agreement will be in place until the end of 2025.

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

TP/bal

*Denise Wright, Director
Windy Block, Asst Director*



Saint Peter City Council
227 South Front Street
Saint Peter, MN 56082

Dear City Council:

Nicollet, Blue Earth, and Le Sueur Counties, as well as the cities within these counties, have been entered into a Mutual Aid Agreement since 2004. This 10 year agreement has expired on December 31, 2014 and is due to be renewed. In the event of a disaster, this mutual aid agreement shares personnel and equipment of Fire, Police, EMS, and Public Works and other necessary agencies.

All cities within the three counties are being asked to review this agreement and sign the attached signature page. Once signed, please return the signature page to Nicollet County Emergency Management and keep the agreement for your records.

If you have any questions, please feel free to contact our office.

Sincerely,

Windy Block
Assist Director
507-934-7872

Blue Earth, Nicollet, and Le Sueur County Mutual Aid Agreement

Purpose

This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions.

Definitions

1. "Party" means a political subdivision.
2. "Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.
3. "Requesting Party" means a party that requests assistance from other parties.
4. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means (Check the type of assistance that will be provided):
 - a. Public Works personnel and equipment _____ X _____
 - b. Fire and/or emergency medical services personnel and equipment X _____
 - c. Law enforcement personnel and equipment _____ X _____
 - d. Utility personnel and equipment _____ X _____
 - e. Other personnel and equipment as listed below:

Procedure

1. **Request for assistance.** Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.
2. **Response to request.** Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources.
3. **Recall of Assistance.** The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.
4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

Workers' compensation

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Damage to equipment

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.
2. The Requesting Party agrees to defend, indemnify and hold harmless the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance inresponding to a request for assistance by the Requesting Party pursuant to this agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. For purposes of determining total liability for damages, the participating parties are considered a single governmental unit and the total liability for the participating governmental units shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 3.736 or Minn. Stat. § 466.04, subdivision 1,

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

Charges to the Requesting Party

Subd. 1 No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 48 hours. If assistance provided under this agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 48 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

Subd. 2 Such charges are not contingent upon the availability of federal or state government funds.

Duration

This agreement shall be in force for a period beginning January 1, 2015, for all parties executing the agreement before January 1, 2015.

This agreement shall be in force for a period beginning on the date and time of execution for all parties executing this agreement on or after January 1, 2015.

This agreement shall continue in force for all parties until January 1, 2025.

Any party may withdraw from this agreement upon thirty (30) days written notice to the other parties to the agreement.

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated. This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one in the same instrument.

Mutual Aid Agreement

Signature Page

The undersigned county/city hereby joins in this Mutual Aid Agreement. The collective copies of this agreement, executed by the various parties, shall have the same force and effect as if all parties had signed on a single page in a single document.

COUNTY OF _____

By: _____

Date: _____

By: _____
Chairperson of the County Board

Date: _____

By: _____
Administrator/Auditor

Date: _____

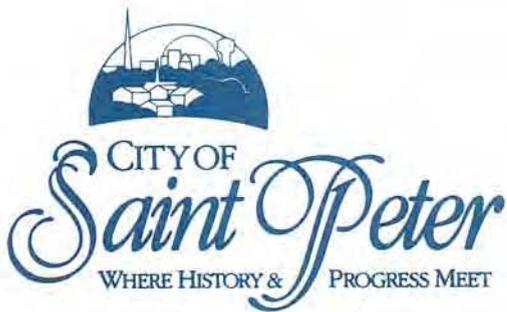
CITY OF _____

By: _____
Mayor

Date: _____

By: _____
Administrator/Clerk

Date: _____



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 2/26/15

FROM: Todd Prafke
City Administrator

RE: Council Liaison Reports

ACTION/RECOMMENDATION

None needed. For Council discussion and information only.

BACKGROUND

Time has been set aside on the workshop agenda for Councilmembers who serve in liaison positions to City advisory boards and commissions to report on the activities of the board. It is my hope that this will be a regular part of the first workshop each month.

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

TP/bal