CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Tuesday, September 30, 2013
Water Treatment Plant Conference Room– 5:30 p.m.
1312 West Broadway Avenue

I. **CALL TO ORDER**

II. **DISCUSSION**

A. Water Plant Tour
B. Old MN Avenue Traffic Study Information Update
C. Public Hearing Rules
D. Sale Of 1724 North Fifth Street Property
E. Others

III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/26/2013

FROM: Todd Prafke
City Administrator

RE: Wastewater Treatment Plant Tour

ACTION/RECOMMENDATION

None needed. For your information only.

BACKGROUND

The first agenda item on Monday evening's workshop will be a tour of the Water Treatment Plant. As we have done a few times over the summer, we will be relocating the workshop to the Water Treatment Plant building to continue the workshop session in the conference room there.

Please plan on wearing comfortable shoes for the tour.

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

TP/bal

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MEMORANDUM

Date: September 25, 2013

To: Lew Giesking, Director of Public Works

From: Jeffrey A. Domras, P.E.

Subject: Traffic Study Comments by Kip Lager
Project No.: M14.104320

At the August 12, 2013 City Council meeting a public hearing was held to discuss MnDOT's 2014 Flood Mitigation project on TH 169 north of Union Street. The 2014 project will include raising the roadway and access changes to multiple intersections including, but not limited to, Union Street, Old Minnesota Avenue and Dodd Avenue. The public was allowed to comment on the proposed improvements. Three people chose to speak; Ken Dahlgren of St. Peter Homes, Kirsten Arbeiter of McDonalds and Kip Lager of Lagers Inc.

Both Mr. Dahlgren and Ms. Arbeiter expressed their support for the proposed improvements. However, Mr. Lager did not support the improvements and based his opinion on the March 29, 2013 traffic study previously provided to him. His concerns were:

1) Traffic projections for design year 2030 are over inflated
   a. Figure 1 of the study shows existing average daily traffic (ADT) on Union Street at 2,000. A check of traffic volumes on the MnDOT website shows Union Street at 950 in 2011. With the difference, there was the question of how the Union Street traffic can more than double in 2 years? Below is a screen shot from the MnDOT website showing 2011 traffic volumes for Union, Old Minnesota and TH 169.

At first glance, the Union Street ADT appears to be 950. However, looking more closely, 950 only represents the lighter green segment of Union west of North 3rd Street. The map shows the remaining block of Union Street (between North 3rd and Old Minnesota Avenue) and the section of Old Minnesota Avenue north of Union as dark green and having an ADT of 2,000. In April 2012, multiple traffic counters were placed to determine existing traffic volumes for the study. The location of the counters is noted on page 2 of the traffic study. The traffic counter installed on Union Street, immediately west of Old Minnesota recorded 2,036 ADT. Therefore, we believe the 2,000 ADT used in the study is appropriate. As a check, the collected data is compared to MnDOT's to verify counts are reasonably close. Together with turning counts collected in the field, this information is used as a baseline for future traffic projections.

b. Paragraph 2 on page 4 of the study was quoted at the hearing and interpreted to say that future traffic volumes generated by Shopko were obtained from Shopko and then multiplied by the estimated growth rate noted in the report. By doing this, it artificially inflated future Shopko traffic volumes.

   The quoted paragraph describes Shopko and the anticipated increase in traffic due to growth. It appears the paragraph was misinterpreted as we received no future traffic projections from Shopko, only what is expected when the store opens. The paragraph notes that the ITE Trip Generation Manual, 8th Edition was used to determine the number of future trips expected by comparing a similar sized free-standing discount store.

c. The traffic study estimates that Old Minnesota Avenue traffic volumes will be 10,700 ADT in the year 2030. This compares to the current traffic on Adams Street near the Mankato River Hills Mall which was said to be 11,000. Although Adams Street appears to be the busiest of the three mall entrances, traffic volumes from the other two locations were not provided. Total existing traffic generated by the River Hills Mall is expected to easily surpass 11,000 after combining all entrances.

   The physical size of the Rivers Hills Mall building is 800,000 square feet=18 acres and is said to contain 95 retail businesses under one roof. The entire River Hills Mall site, including parking, is approximately 58 acres.

   Figure 2 of the study shows approximately 22 acres of developable property along Old Minnesota Avenue south of St. Julien. Another 23 acres of commercial, industrial and residential property is shown north of St. Julien for a total of about 45 acres. The area of River Hills Mall and parking lot exceeds the total Old Minnesota Avenue growth area by approximately 29%. Simply comparing the size of the entire River Hills Mall Campus and the growth areas noted in Figure 2 of the study, one can conclude that the current traffic generated by the River Hills Mall should exceed that generated by the future growth areas. This is true when comparing similar parcels, development and traffic patterns. In the future, it is believed that Old Minnesota Avenue will act as a TH 169 frontage road when access to the highway changes and development occurs. With multiple businesses under multiple roofs it is also believed that more vehicle trips will result.

It should be noted that traffic projections are strictly estimates based on models and projected growth due to development.

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MEMORANDUM

Date: **March 29, 2013**

To: **City of Saint Peter, MN**

From: **Bryan Nemeth, PE, PTOE**

Jacob Bongard, EIT

Subject: Draft - Traffic Analysis and Recommendations
TH 169 Access Study
City of Saint Peter, Minnesota
BMI Project No.: M14.103109

I. Introduction

The objective of this technical memorandum is to document and summarize the traffic operations for the Hwy 169 Access Study area. This technical memorandum consists of analysis of the developmental impact on the traffic operations of key study area intersections. This information will be used to identify problems and needs within the study area and develop preliminary recommendations on traffic control options and needs on Union Street from Old Minnesota Avenue to Highway 169.

The City of Saint Peter's proposed TH 169 Access Study area is located in eastern Nicollet County along Highway 169. The study will analyze intersection operations under existing conditions and projected future (20 year) traffic volumes. Future traffic volumes are composed of existing background growth along with potential development consisting of mixed-use neighborhood, commercial, and industrial. The area currently has sparse development consisting of a variety of land uses adjacent to Highway 169.

II. Existing Conditions

Data Collection

In order to determine how traffic is currently operating in the study area, a traffic operations analysis was completed for existing conditions at seven key intersections and on multiple roadway segments within the study area. Turning movement volumes, Average Daily Traffic volumes (ADT), and Annual Average Daily Traffic volumes (AADT) were collected from field studies and information from the Minnesota Department of Transportation (Mn/DOT) for these key intersections/segments.

Traffic data collection efforts occurred between the dates of April 18, 2012 and April 26, 2012 for AM (6:00- 9:00 a.m.) and PM (3:00 – 6:00 p.m.) peak periods at the following key intersections:

1. Highway 169 at Dodd Avenue (TH 22)
2. Highway 169 at Dranttel Street
3. Highway 169 at Saint Julien Street
4. Highway 169 at Union Street
5. Old Minnesota Avenue at Dodd Avenue
6. Old Minnesota Avenue at Saint Julien Street
7. Old Minnesota Avenue at Union Street

Roadway tube counters were utilized for the collection of ADT values on the following roadway segments:

1. Dodd Avenue (West of US 169)
2. Saint Julien Street (West of US 169)
3. Union Street (West of Old Minnesota Avenue)
4. Old Minnesota Avenue (South of Nichols Street)
5. Old Minnesota Avenue (South of Saint Julien Street)
6. Highway 169 (North of Dodd Avenue)
7. Highway 169 (North of Saint Julien Street)
8. Highway 169 (South of Union Street)

Figure 1 illustrates the peak hour traffic and ADT volumes of these key intersections and segments.

Traffic Operation Analysis

Operations analysis of the AM and PM peak hours was conducted at the above listed key intersections to determine how traffic currently operates throughout the study area. A level of service (LOS) analysis was completed for key intersections to determine how well these intersections operate with study area traffic volumes. The LOS results are based on average delay per vehicle as calculated by the 2010 Highway Capacity Manual (HCM). Control delay is the delay experienced by vehicles slowing down as they are approaching the intersection, the wait time at the intersection, and the time for the vehicle to speed up through the intersection and enter into the traffic stream. The average intersection control delay is a volume weighted average of delay experienced by all motorists entering the intersection on all intersection approaches. Intersections and each intersection approach are given a ranking from LOS A through LOS F. LOS A indicates the best traffic operation, with vehicles experiencing minimal delays. LOS A through D is generally perceived to be acceptable to drivers. LOS E indicates that an intersection is operating at, or very near, its capacity and that drivers experience considerable delays. LOS F indicates an intersection where demand exceeds capacity and drivers experience substantial delays.

The LOS and its associated intersection delay for signalized and unsignalized intersections are presented Table 1. The delay threshold for unsignalized intersections is lower for each LOS compared to signalized intersections, which accounts for the fact that people expect a higher level of service when at a stop-controlled intersection. A lower LOS (i.e. LOS D, E, and F) is indicative of elevated delay times compared to higher levels of service (i.e. LOS A, B, and C).

Table 1: Level of Service Criteria

	Signalized Intersection	Unsignalized Intersection
LOS	**Control Delay per Vehicle (sec.)**	**Control Delay per Vehicle (sec.)**
A	≤ 10	≤ 10
B	>10 and ≤ 20	>10 and ≤ 15
C	>20 and ≤ 35	>15 and ≤ 25
D	>35 and ≤ 55	>25 and ≤ 35
E	>55 and ≤ 80	>35 and ≤ 50
F	>80	>50

Figure 1 illustrates intersection LOS for both AM and PM peak hours. Currently, all intersections operate at a LOS A with zero unacceptable movements. These results can be found in Table 2, below.

Table 2: Existing Traffic Operations

Intersection	Intersection Control	Peak Hour	Intersection LOS	Unacceptable Movements
US 169 at Dodd Ave	Side-Street Stop Signs	AM	A	None
		PM	A	None
US 169 at Dranttel St	Side-Street Stop Signs	AM	A	None
		PM	A	None
US 169 at Ritt St	Side-Street Stop Signs	AM	A	None
		PM	A	None
US 169 at W St. Julien St	All-Way Stop Signs	AM	A	None
		PM	A	None
US 169 at Union St	Side-Street Stop Signs	AM	A	None
		PM	A	None
Old Minnesota Ave at Union St	Side-Street Stop Signs	AM	A	None
		PM	A	None
Old Minnesota Ave at W St Julien St	Side-Street Stop Signs	AM	A	None
		PM	A	None
Old Minnesota Ave at Ritt St	Side-Street Stop Signs	AM	A	None
		PM	A	None
Old Minnesota Ave at Dranttel St	Side-Street Stop Signs	AM	A	None
		PM	A	None
Old Minnesota Ave at Dodd Ave	Side-Street Stop Signs	AM	A	None
		PM	A	None

III. 2030 Build Conditions

Traffic Forecasts/ Site Generated Traffic

The Nicollet County 20 year traffic growth factor of 1.6, which equates to a growth rate of 2.4% per year, was used as a basis for estimating the anticipated growth in traffic volumes. With the additional growth from the development, it is estimated that this background growth through the area will be one half of the rate, at 1.2% per year. Project area future (20 year) traffic volumes were established using an assumed background growth rate of 1.2% per year. This growth in background traffic was added to the development growth to determine the 2012 and future traffic volumes. This growth in background traffic was added to the envisioned commercial, industrial, and residential development growth to determine the future (20 year) build traffic conditions. Figure 2 displays the ultimate land uses provided by the City of Saint Peter.

With the construction of a Shopko store being imminent in the City of Saint Peter, average daily traffic values were developed to estimate the number of trips expected to visit the store daily and during the PM peak hour. As the City of Saint Peter continues to grow and develop following the opening of the Shopko store, it is anticipated that the number of store-based vehicle trips is likely to increase. The traffic volumes present within the ITE Trip Generation Manual: 8th Edition were used to estimate the number of trips traveling to and from a comparable sized free-standing discount store.

Operation and Capacity Analysis

The estimated future traffic volumes were then applied to the existing roadway network to determine the delay anticipated for each of the existing intersections.

Table 3, shown below, displays the anticipated future (20 year) LOS for each of the existing intersections as well as the unacceptable movements during the AM and PM peak hours. Figure 3 displays the future traffic volumes along with the LOS information.

Table 3: Future (20 Year) Traffic Operations

Intersection	Intersection Control	Peak Hour	Intersection LOS	Unacceptable Movements
US 169 at Dodd Ave	Side-Street Stop Signs	AM	C	EB
		PM	D	EB/ WB
US 169 at Dranttel St	Side-Street Stop Signs	AM	A	None
		PM	A	EB
US 169 at Ritt St	Side-Street Stop Signs	AM	A	None
		PM	A	EB
US 169 at W St. Julien St	All-Way Stop Signs	AM	F	WB / NB
		PM	F	EB/ NBL
US 169 at Union St	Side-Street Stop Signs	AM	F	EB / WB
		PM	F	EB / WB / NBL
Old Minnesota Ave at Union St	Side-Street Stop Signs	AM	F	SB
		PM	F	SB
Old Minnesota Ave at W St Julien St	Side-Street Stop Signs	AM	F	NB / SB
		PM	F	EB / WB / NB / SB
Old Minnesota Ave at Ritt St	Side-Street Stop Signs	AM	A	None
		PM	A	None
Old Minnesota Ave at Dranttel St	Side-Street Stop Signs	AM	A	None
		PM	A	None
Old Minnesota Ave at Dodd Ave	Side-Street Stop Signs	AM	A	None
		PM	A	NB

The estimated LOS F at the intersections of Highway 169 at Union Street and W St. Julien Street can be attributed to the increased number of vehicles attempting to access Highway 169 from either Street. The increase in left-turning traffic from Union Street and St. Julien Street onto northbound Highway 169 paired with the increased Highway 169 traffic creates a difficult situation for vehicles attempting to access the northbound lanes of traffic. The McDonalds access located approximately 100 feet west of Highway 169 also limits the ability to implement an adequate right-turn lane to separate the left and right turning traffic from one another.

The LOS F displayed for the intersection of Old Minnesota Avenue at St. Julien Street reaches failure due to the application of traffic to the existing network from the anticipated development and projected background growth. The four-way stop is overwhelmed due to increasing traffic volumes and no additional capacity or traffic control improvements to accommodate the proposed future traffic volumes

Improvements are anticipated to be needed along Highway 169 and Old Minnesota Avenue as traffic increases to future (20 year) levels. A sensitivity analysis was performed on the intersections identified to reach failure within 20 years to estimate the approximate number of years the existing roadway network could accommodate increasing traffic volumes. These values were estimated by developing a linear trend line between the total entering vehicles at each of the identified intersections spanning the existing and future traffic volumes. Trafficware Synchro and Simtraffic were then used to approximate the maximum number of vehicles an intersection could accommodate before crossing the threshold from LOS D to LOS E. The results of this analysis can be found in Table 4, below.

Table 4: Estimated Years until Intersection Failure

Intersection	Years Until Failure
Old MN Ave at St. Julien Street	6-10 Years
US 169 at St. Julien Street	3-7 Years
Old MN Ave at Union Street	6-10 Years
US 169 at Union Street	4-8 Years

Union Street Roadway Improvements

Due to future unacceptable operations and an existing need for drainage improvements near Union Street, a design concept was developed for the intersection of Highway 169 at Union Street.

A ¾ access design concept was developed to better manage vehicles entering and exiting TH 169 at Union Street by prohibiting several movements that are currently allowed within the existing intersection geometry. The limitations placed upon the intersection causes a redistribution of traffic up Minnesota Avenue and away from the TH 169 at Union Street intersection. A figure containing the proposed intersection geometry can be found in Figure 4 of this document.

Table 5 displays the LOS at the two intersections following the Union Street roadway improvements. In comparing the affected study intersection LOS before and after construction of the ¾ access and associated improvements, it is apparent that the proposed intersection geometry should improve intersection LOS (reduce delay) as well as lessen the number of unacceptable movements at US 169 and Union Street. Old Minnesota Avenue at Union Street is anticipated to experience a minor decrease in delay, but these reductions are not significant enough to alter the overall intersection LOS displayed within the included tables.

Table 5: Future (20 Year) Traffic Operations

Intersection	Intersection Control	Peak Hour	Intersection LOS	Unacceptable Movements
US 169 at Union St	Side-Street Stop Signs	AM	A	None
		PM	E	EBR, NBL
Old Minnesota Ave at Union St	Side-Street Stop Signs	AM	A	None
		PM	F	SB

The increase in SB Highway 169 traffic in the future limits the number of available gaps to northbound traffic turning left onto Union Street and causes added delay during the PM peak. Additional queuing for the northbound left-turn movement stemming from the limited number of gaps on SB Highway 169 creates a need for an extended left turn lane, which is incorporated within the design concept shown in Figure 4.

IV. Analysis of Event Traffic (Nicollet County Fair)

The intersections of Highway 169 at Union Street and Old Minnesota Avenue at Union Street were evaluated to determine traffic conditions during scheduled events, including the Nicollet County Fair. The following assumptions were made in regards to how event traffic would operate in comparison to regular PM peak hour traffic volumes:

- Double internal Saint Peter turning movements to and from Union Street and Old Minnesota Avenue.
- Triple turning movements originating from and traveling to Highway 169 from west of Old Minnesota Avenue.
- Reduce Highway 169 Thru movement volumes by 35% to account for off peak traffic conditions to align with peak hour fair traffic (reduction based on ADT counts on 169).

The results displayed in Table 6 indicate that elevated traffic conditions created by the Nicollet County Fair have little effect on existing conditions at the intersection of Highway 169 at Union Street.

Table 6: Analysis of Event Traffic (Nicollet County Fair)

Table 1: Existing Traffic Operations					
Intersection	**Traffic Scenario**	**Intersection Control**	**Peak Hour**	**Intersection LOS**	**Unacceptable Movements**
Highway 169 at Union St	Existing	Existing	Event Traffic	A	EBL, EBT, WBL
	Existing	Proposed (3/4 Access)		A	None
	Future	Existing		F	EB, WB,
	Future	Proposed (3/4 Access)		E	EB, NBL
Old Minnesota Ave at Union St	Existing	Existing	Event Traffic	A	EB, NB, SB
	Existing	Proposed		A	None
	Future	Existing		F	EB, NB, SB
	Future	Proposed		F	SB

The proposed geometry slightly improves the existing conditions due to the elimination of extensive blockages caused by eastbound left turning traffic onto Highway 169. While it appears that the intersection of Highway 169 at Union Street may be able to accommodate fair traffic for the next 20 years, the intersection of Old Minnesota Avenue fails under both existing and proposed geometries. The traffic volumes assumed for this portion of the study should not be indicative of the final geometry necessary to accommodate motorists under existing and future conditions. The conditions present during Nicollet County Fair occur for five days of the year, less than 2% of the yearly traffic. Therefore it is standard practice to design for the weekday peaks.

It may still be necessary to utilize public safety officials at the intersection of Highway 169 and Union Street to help manage traffic and ensure that safety is not jeopardized with the elevated traffic volumes. This practice may also be necessary at the intersection of Highway 169 at St. Julien Street to ensure eastbound left traffic is able to access Highway 169 with the closure of the movement at Union Street.

V. Safety Analysis

As an accompaniment to the traffic analysis, a safety analysis was performed for the intersections of Highway 169 at Union Avenue and Highway 169 at Saint Julien Street. The proposed improvement for the intersection of US 169 at Union Avenue is anticipated to modify the movement of traffic throughout the study area. Traffic previously taking a eastbound left-turn onto Highway 169 will no longer be able to complete the movement and will be forced to

travel up to Saint Julien Street to access Highway 169. Therefore, analysis is also performed at the intersection of Saint Julien Street at Highway 169 to understand existing safety considerations.

Crash data attained from the Minnesota Crash Mapping Analysis Tool (MNCMAT) indicated that four crashes occurred at the intersection of Union Street at TH 169 and one crash at Union Street at Old Minnesota Avenue from 2007-2011. While these crash numbers are not exceedingly high, any reduction in crashes should be considered a benefit. According to the MnDOT Traffic Safety Fundamentals Handbook, a review of safety research suggests that intersection crash rates are related to the number of conflicts at the intersection. The analysis performed in Figure 4 indicates an approximate 60% reduction in conflict points between existing and proposed conditions.

Crash data from the MNCMAT indicated that 15 crashes occurred at the intersection of TH 169 at Saint Julien Street from 2007-2011. These crashes included seven rear end crashes, three right angle crashes, four sideswipe crashes, and one run off road. 11 of the 15 crashes occurred with at least one vehicle originating from the west leg of the intersection. This indicates that motorists may be accepting gaps in when attempting to enter onto Highway 169. All seven rear end crashes involved eastbound movements on Saint Julien Street with distraction being cited as an influencing factor. Options to increase safety may be needed as traffic increases.

VI. Conclusions and Recommendations

Based on the analysis, the following conclusions and recommendations have been developed for your consideration.

- All key intersections should operate acceptably during the AM and PM peak hours with existing traffic lanes and control.
- Under Future (20 year) Build conditions, with existing lane configurations, four of the ten intersections operate at an unacceptable level due to the increase in traffic volumes attributed to general background growth and proposed development.
- The proposed design concept should reduce delay at the intersection of Union Street at Highway 169 and Union Street at Old Minnesota Avenue under future traffic conditions. Further benefits are possible with the implementation of the Union Street design concept. The 60% reduction in conflict points should positively impact intersection safety.
- Under future conditions, it may be necessary to extend the existing northbound left-turn lane at the intersection of Highway 169 at Union Street to ensure that queues do not protrude into the adjacent thru lanes. It may also be necessary to construct an acceleration lane for SB traffic entering Highway 169 from Union Street to reduce vehicle delay.

VII. Future Steps

As displayed in Figure 2, the intersections of Saint Julien Street at Old Minnesota Avenue and Saint Julien Street at Highway 169 operate at an unacceptable level under anticipated future conditions. Further analysis should be performed to identify the necessary plan of action to remedy the unacceptable service levels experienced at the mentioned intersections.

Highway 169 turn lane and acceleration lane improvements should be analyzed if the proposed concept is accepted going forward. A review of parking, circulation, and access needs should also be analyzed for the Dairy Queen and other affected businesses by the proposed improvements on Union Street at Old Minnesota Avenue and Highway 169.

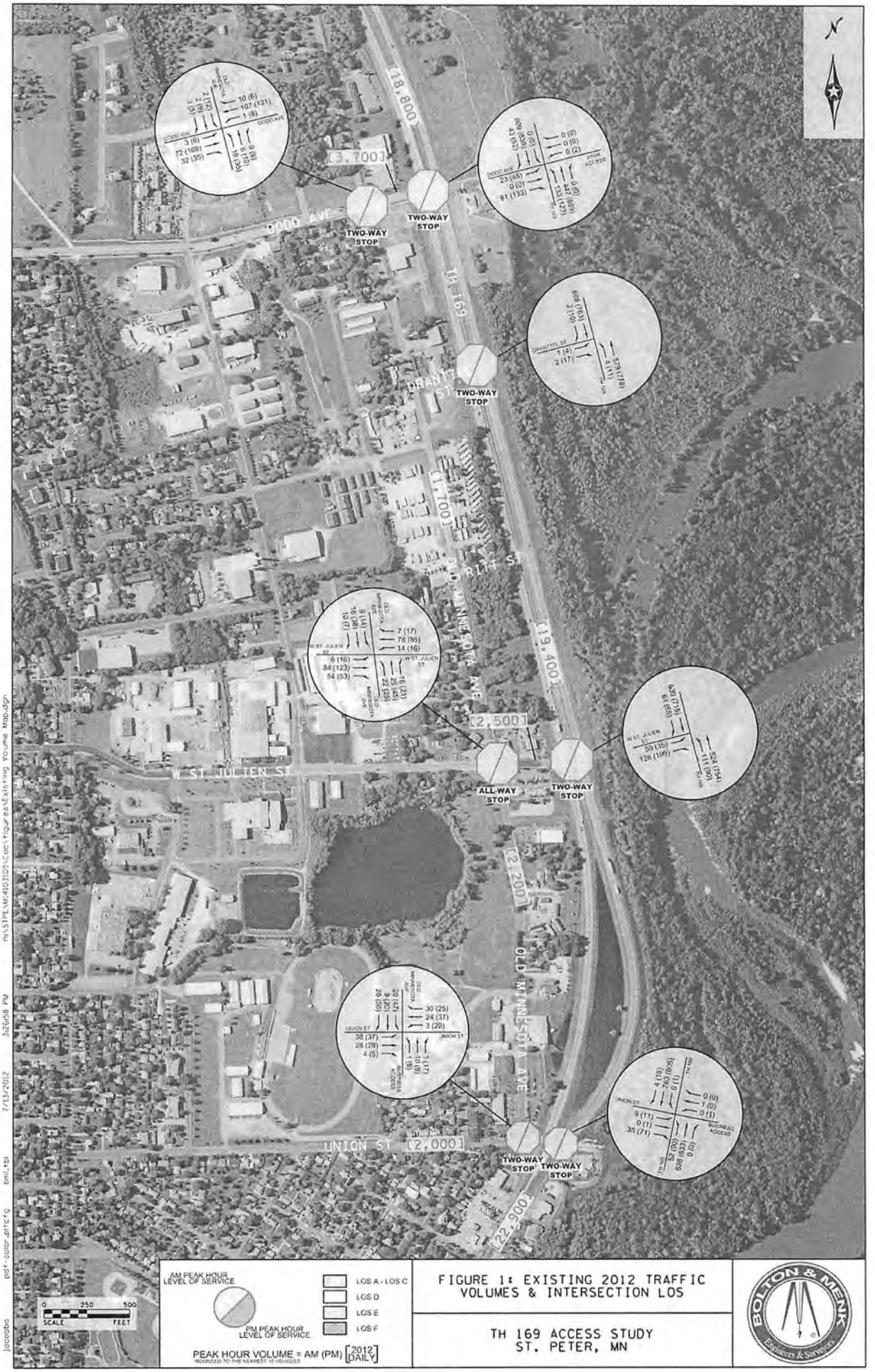

FIGURE 1: EXISTING 2012 TRAFFIC VOLUMES & INTERSECTION LOS

TH 169 ACCESS STUDY
ST. PETER, MN

BOLTON & MENK
Engineers & Surveyors

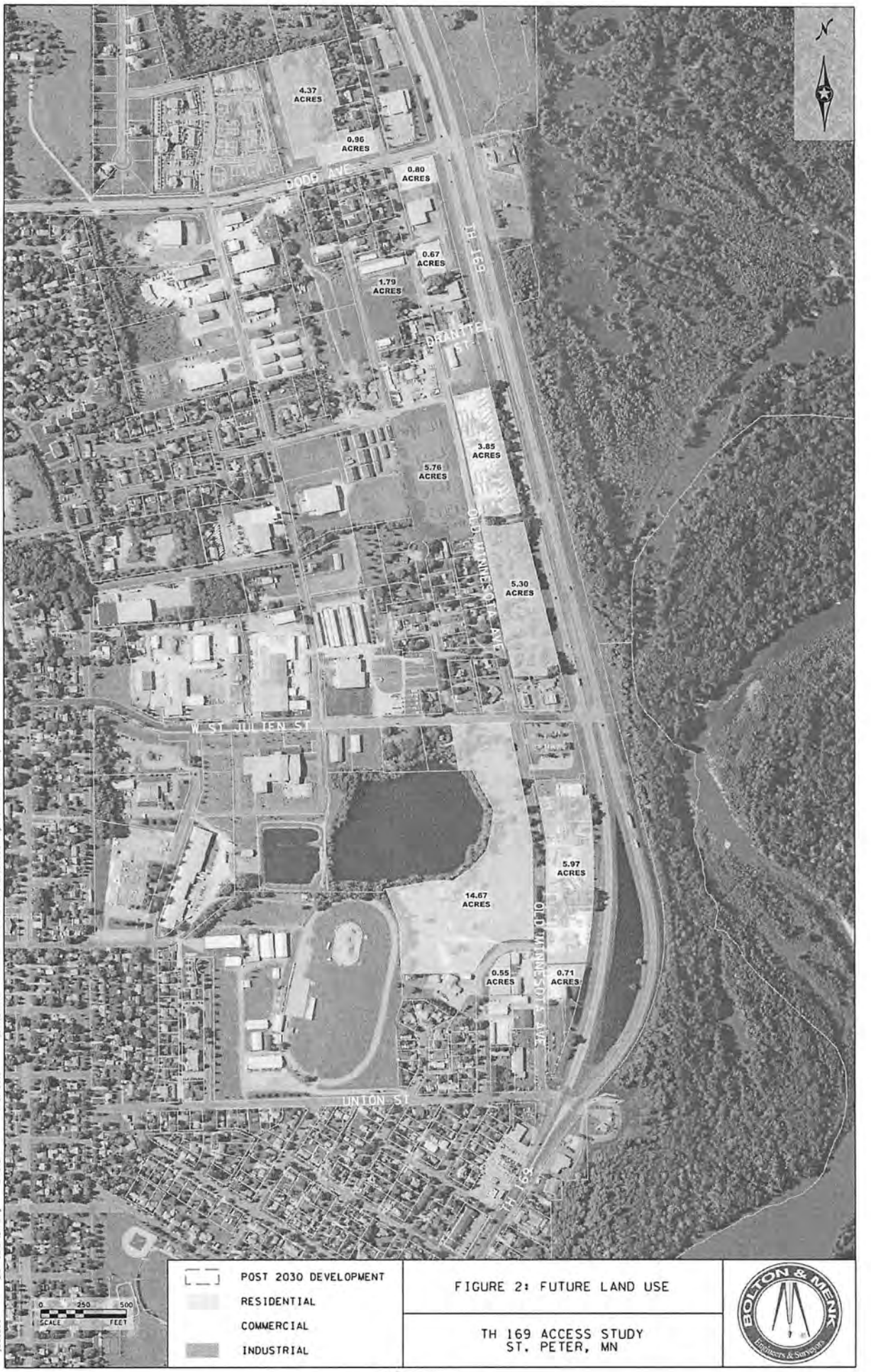

FIGURE 2: FUTURE LAND USE

TH 169 ACCESS STUDY
ST. PETER, MN

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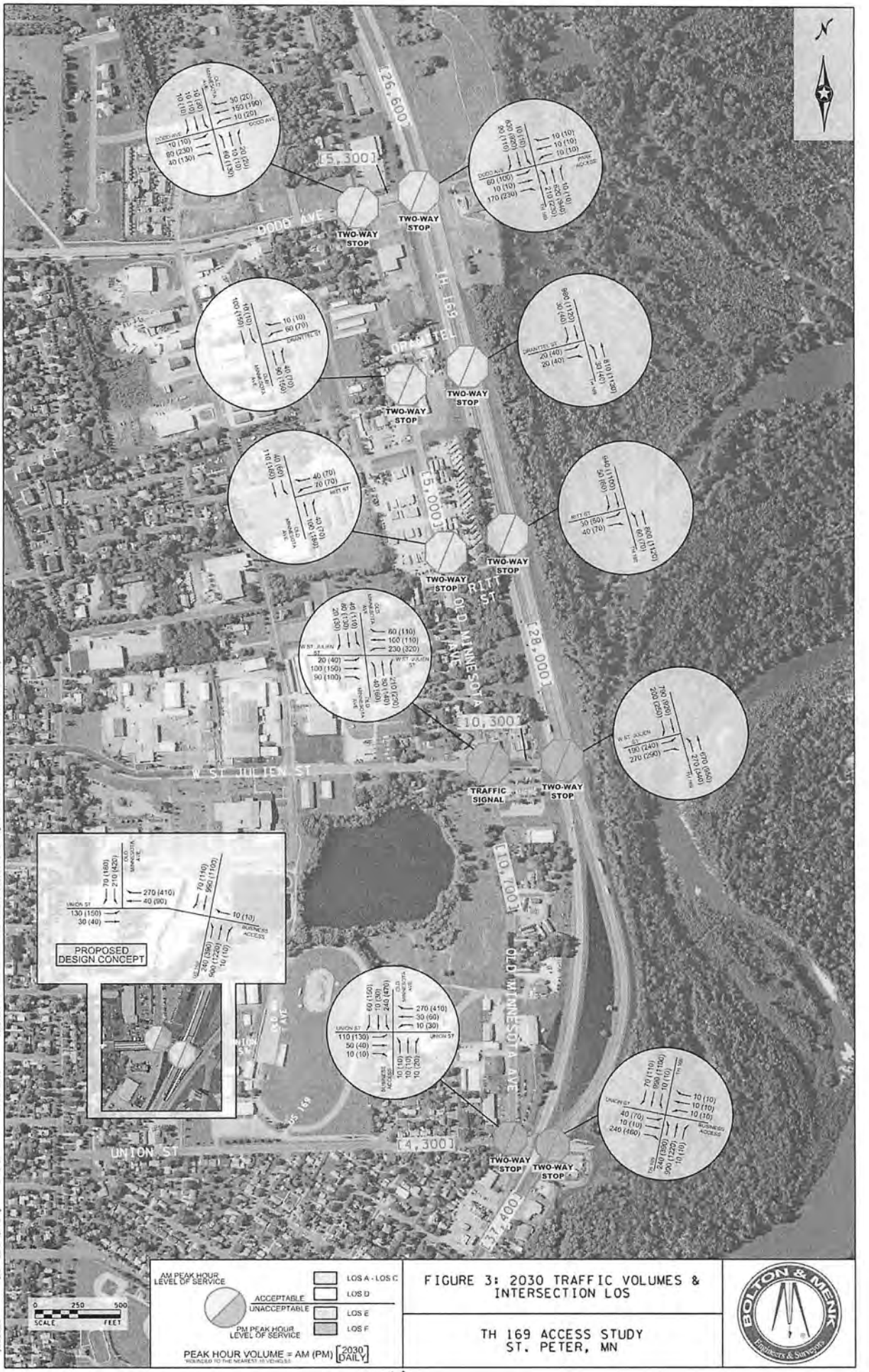

FIGURE 3: 2030 TRAFFIC VOLUMES & INTERSECTION LOS

TH 169 ACCESS STUDY
ST. PETER, MN

BOLTON & MENK
Consultants & Surveyors

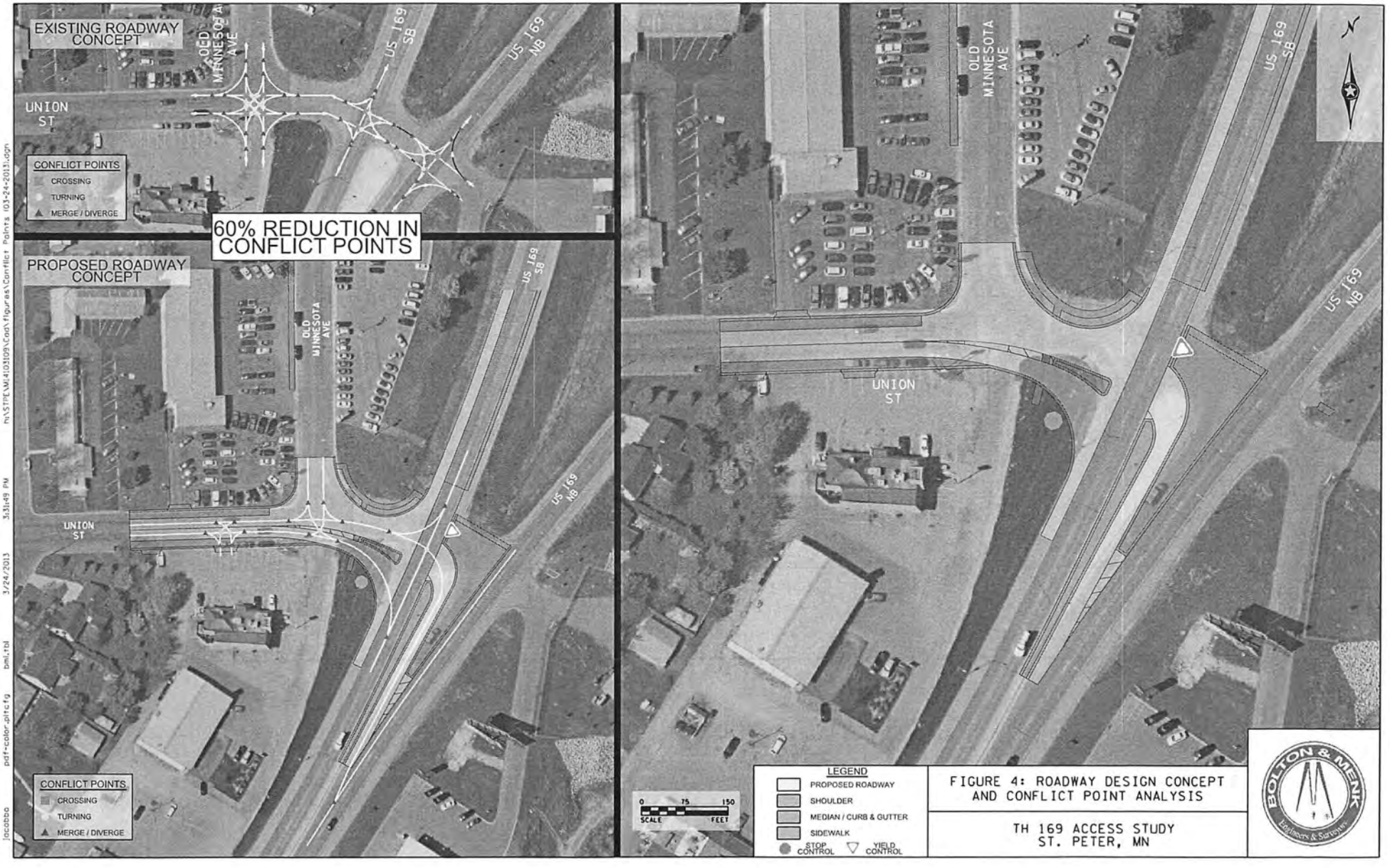

FIGURE 4: ROADWAY DESIGN CONCEPT AND CONFLICT POINT ANALYSIS

TH 169 ACCESS STUDY
ST. PETER, MN

BOLTON & MENK
Engineers & Surveyors

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CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 9/27/13

FROM: Todd Prafke
City Administrator

RE: Public Hearing Rules

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

About a year ago the Council discussed and approved a policy related to conducting Public Hearings. The policy articulated the process and standard under which public hearings are to operate.

At your last Goal Session the Council discussed the use of the policy and suggested some changes that are shown as a part of the attached redlined modified version of the policy.

It is my goal that you will review this draft and take action to modify the policy in the near future.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.

2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.

3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak ~~in the following order:~~

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~~a. Citizens supporting the hearing issue.~~
~~b. Citizens opposed to the hearing issue.~~
~~c. General citizen comments or questions~~.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor~~oncluded.~~ Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will ~~then~~ discuss the issue in open session. During the Council discussion~~is~~ portion of the meeting, citizens will no longer be allowed to participate ~~in the discussion~~.

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: 9/27/13

FROM: Russ Wille
Community Development Director

RE: 1724 North Fifth Street – Disposition of House

ACTION/RECOMMENDATION

None needed. For your discussion only.

BACKGROUND

The City purchased the John and Jill Gatzke home at 1724 North Fifth Street as the future location of Delaney Street to be constructed as a part of the Washington Link project. The City must arrange for the removal or demolition of the home.

It is recommended that the house be offered for sale via the State of Minnesota Department of Administration online auction site.

The terms of the auction could be set to require that the buyer contract with a licensed house mover to remove the home from the property. The successful bidder would also be required remove the partial basement foundation. Finally, the buyer would be required to cap the on-site water and sewer utilities.

Given the pending construction of Delaney Street, the City will take responsibility for disconnecting the utilities from the mains within North Fifth Street. Given that the road base of Delaney Street will require specialized fill, the City will take responsibility for filling the basement void and returning the lot to grade.

The sale could also require that the home be moved during a two week period between April 1st and April 15, 2014. This timeline will allow for the home to be removed prior to commencing construction of Delaney Street which would be expected to occur shortly after the frost is out of the ground. This timeline also ensures that the home would be removed in a time frame that would allow for the City to immediately undertake filling of the basement void.

It has been expected that the Gatzke's will vacate the 1724 North Fifth Street residence in the first half of October, 2013. Once a more firm move-out date is established, a date to begin the

bidding will be established. It is recommended that the house be vacated before bidding begins to allow potential buyers an opportunity to inspect and walk through the subject property.

If no bids are offered, the City will alternatively need to consider the demolition and disposal of the home. We might also allow a salvage and re-use by Habitat of Saint Peter or pursue other opportunities like the Habitat Restore in Mankato or others. The cost of demolition is anticipated to be as much as $15,000. Any revenue received from the auction would eliminate the need to expend additional municipal resources.

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

RW/