



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

City Council Goal Session, Monday, February 29, 2016  
Governors' Room, Community Center – 3:00 p.m.

**I. WELCOME**

**II. RULES FOR THE DAY**

**III. WHY ARE WE HERE?**

**IV. DEEP DIVE DISCUSSIONS**

- A. Hospital Financials Review and Discussion
- B. Solar Energy
- C. Enterprise Fund Reserve Policy/Cash Flows
- D. Community Center Leases
- E. Chicken Regulations
- F. Utility Tax Averages
- G. Enterprise/General/Tax Driven Funds Definitions
- H. Sidewalk Plan
- I. Housing Subdivision
- J. EDA Role in Central Business District
- K. City/School Park Update

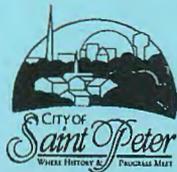
**V. QUICK HIT DISCUSSIONS**

- A. Fee Updates
  - 1. Preschool Express
  - 2. Park Rental
  - 3. Liquor Licenses
- B. Dogs in Parks
- C. Councilmember Absences from Boards/Commission Meetings
- D. Fire Department Rule Changes
- E. Art Place in America Grant and Opportunity
- F. Cooperative Efforts (“White Sheets”) Review
- G. Automated Meter Information
- H. Communication and Outreach
- I. Organizational Health
- J. Summary and Next Time
- K. Others

**VII. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

\*Councilmember Carlin will be participating through a remote video feed from Community Room, 5th Floor, 77 Jalan Dato Keramat, Birch Plaza, Penang Times Square, Georgetown, Penang, Malaysia. Time at her location will be 5:00 a.m. Tuesday.



**I. WELCOME**

**II. RULES FOR THE DAY**

Typically the Council will take a few moments to review the brainstorming rules. We might also delve into “Hurling Day”, determine a “break caller” and generally visit about how your time will be spent together.

**III. WHY ARE WE HERE?**

A review of the goals for your discussion over the next few hours and what type of reporting do you want to see happen. A review of the “Items of Vital Importance”

**IV. DEEP DIVE DISCUSSIONS**

**A. HOSPITAL FINANCIALS REVIEW AND DISCUSSION**

A review of the Hospital financials and discussion on the Hospital Commission’s very preliminary thoughts and process related to facility expansion.

**B. SOLAR ENERGY**

A review and discussion of Council’s goals for solar energy use within the community and what commitments could be put in place to make it happen.

**C. ENTERPRISE FUND RESERVE POLICY/CASH FLOWS**

A discussion on Reserve Policy and cash flows in your larger funds including General Fund and your major Enterprise funds. My goal for discussion is to ensure that all have opportunity to be on the same page related to rules and money and, should a policy modification or new policy be warranted, the Council can provide staff with direction.

**D. COMMUNITY CENTER LEASES**

An update on the leases and uses at the Community Center and a look forward when the School District’s ECFE program leaves to relocate to Lincoln Drive.

**E. CHICKEN REGULATIONS**

A discussion based on Council request, of the Urban Chicken issue including a draft ordinance and how this might interconnect with other ordinances you currently have in place related to nuisances.



**F. UTILITY TAX AVERAGES**

A review of some of the comparables as you discussed previously. The Council's goal was to have data rather than speculation about how you compare.

**G. ENTERPRISE/GENERAL/TAX DRIVEN FUNDS DEFINITIONS**

A review and discussion about the purposes and use of different funds and the appropriate use of money.

**H. SIDEWALK PLAN**

A review of the Council's discussion on sidewalks and a report on the work done and planning related to sidewalks in your community. The goals are to have the Council set priorities or determine a project(s) related to your want to have sidewalks completed more quickly and in a more planful way.

**I. HOUSING SUBDIVISION**

1. Development of subdivision
2. Concept area west of new subdivision.
3. Costs
4. Check in on meeting goals

**J. EDA ROLE IN CENTRAL BUSINESS DISTRICT**

A review of your Downtown Priorities with an eye toward discussion how the EDA can help more those priorities into action.

**K. CITY/SCHOOL PARK UPDATE**

The Council wanted a report on the work, plan and costs associated with this prioritized project.

**V. QUICK HIT DISCUSSIONS**

**A. FEE UPDATES**

1. Preschool Express
2. Park Rental
3. Liquor Licenses

**B. DOGS IN PARKS**

You had asked that we review the parks that allow dogs and those that do not and consider whether changes are appropriate.



**C. COUNCILMEMBER ABSENCES FROM BOARD/COMMISSION MEETINGS**

This item was suggested by the Council as a way to fill temporary vacancies in Boards or Commissions.

**D. FIRE DEPARTMENT RULE CHANGES**

A review of two proposed rule changes to the Fire Department's rules.

**E. ART PLACE IN AMERICA GRANT AND OPPORTUNITY**

Discussion of an opportunity to partner with both the Arts Center and Historical Society to make their thread in the fabric of the community a little bit more prevalent than it is today.

**F. WHITE SHEET REVIEW**

A review of the "White Sheets" that are meant to be the basis for your partnership efforts with other government entities and groups within your community.

**G. AMI (AUTOMATED METER INFORMATION)**

An update on the start of this project and where we are headed and when.

**H. COMMUNICATION AND OUTREACH**

A review of the tools you currently use and a brainstorming on other ways to communicate and get input from your community and whether the information you receive is of good quality

**I. ORGANIZATIONAL HEALTH**

A discussion on organizational health specifically related to Council interaction opportunities, internal organizational issues, and a check in about how you are feeling about the opportunities Members have to participate

**J. SUMMARY AND NEXT TIME**

A discussion on the big takeaways (priorities) from this Goal Session and follow-up. Also, what things you may want to see for next time like, place, food, facilitation, time allotments and any others.

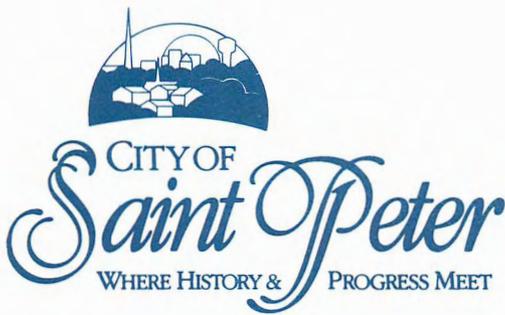


**K. OTHERS**

A discussion on any topics that may interest you. After all...it is your meeting!

**VI. ADJOURN**

Office of the City Administrator  
Todd Prafke



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 11/30/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Goal Session Report and takeaways

### **ACTION/RECOMMENDATION**

None needed. For your information and review.

### **BACKGROUND**

The goal of this memo is to provide a basic outline of the principle discussion points and priorities as the Council provided direction as a part of its' Goal Session on November 30, 2015.

In writing this memo it is not my objective to provide a complete or full review of the discussion held by the Council, but rather it is to list, with some explanatory information, the priorities for efforts and big thoughts of the meeting. The listing is done based on topic and chronology within the body of the meeting. These are not in prioritized order.

- Housing – discussed multiple concepts of the proposed subdivision settling on Option 1 and discussing time lines for the work plan outline and the multiple actions that the Council will need to take to meet the goals. In addition, the Council clarified its' position relative to working with a private developer on the northern 10+ acres and the initiation of an RFP process for meeting the goals of additional opportunities for homes in the \$230,000+ range on lots of greater square frontage.
- The Council looked at opportunities to re-prioritize the City's MSA (Municipal State Aid) funding. The projects that use MSA funds include:
  - A potential roundabout on Broadway Avenue near the intersection at Gardner Road and the new High School site;
  - Broadway and Front Street improvement in conjunction with MnDOT in 2017 as the 99 Bridge is repaired;
  - Work on Jefferson and Gardner will be reprioritized as they are either committed to already or additional funding opportunities had come up.

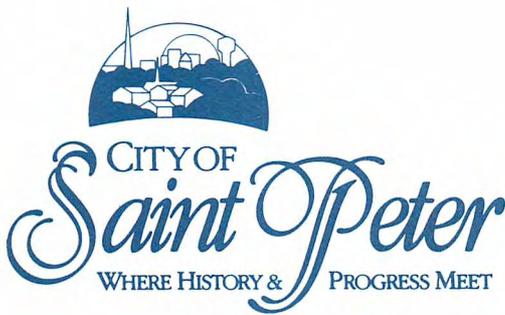
Additional study will be done at other locations and work on property acquisition at the St. Julien and Old Minnesota corner will still be pursued, but the timeline now appears to be longer than originally anticipated.

- Hallett's Pond and amenity development was discussed with a timeline agreed to as indicated in the packet. The process for amenities including trail, benches, picnic area and potential other access space will be reviewed and water quality issues will be addressed in another forum not driven by the Park and Recreation Advisory Board. In addition, the Council has asked that after initial planning takes place a parks design consultant be hired and asked to review and provide suggestions based on his/her expertise.
- Council directed another phase of design work be done related to a potential new fire hall. The goals of the work would be to narrow design and acquire more definitive design parameters and cost estimates so that additional financial planning can be completed.
- Staff was also directed to review ordinances related to dog in parks and specifically review the classification of park and its impact on dogs. In other words can dogs be in "conservation" areas, in nature areas and other locations.
- Staff was directed to provide opportunity for workshop discussion on chickens including some sample ordinances for their review.
- Automated Meter reading first phase was discussed and reviewed by the Council with the understanding that due to meter and server issues this seemed like an appropriate time to move towards an automated system. Care needs to be taken related to additional planning, safety of equipment and needs of customers, but generally the Councilmembers believed that a start in this limited way makes sense.
- The Council also discussed opportunities related to APPA and NLC in March of 2016, the future of bike lanes, the challenges posed by Local Government Aid and the want to pass a resolution clearly articulating their want to see LGA provided that is based on 2002 levels.
- Communications - Continue to refine web and social media use. Growth of the comfort and level of information put on Facebook, but focusing on direct communication and not growing the amount to time or energy spent on social media. The focus might be better placed on more direct forms of communication. A lighter tone and less critical responses should be strived for. More use of social media that is "of the moment" information.
- Budget for 2016 was discussed and an update of the 2015 end of year projection was provided.

The next 5<sup>th</sup> Mondays of 2016 should be targeted for the next Goal Sessions. Location and food were good and no additional or outside facilitator was recommended at this time.

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

TP/bal



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 2/25/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Solar Initiative

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion.

### **BACKGROUND**

At a previous workshop and subsequent meeting the City Council discussed energy issues and planning for the future of changes in energy needs and production. As a part of that discussion, which was one of many, the Council discussed goals for any effort and provided some additional definition of the intent for any future activity that supports alternative energy, including solar power, either on a system-wide or distributed basis.

The solar goals that were discussed include:

- No financial subsidies over the long term
- Ease City operations
- Reduce costs to customer and the City
- Positively impact cost of energy supply
- Community based opportunity
- Sustainability

While I am not asking the Council to adopt those goals at this meeting, the goals represent a very good place to start our thinking and can be used as a way to evaluate future opportunities. If there is a want to adjust these for our internal use this would be a great time for that discussion.

As you know the Council took action to enter into an agreement with Ameresco to complete a preliminary feasibility analysis of our facilities for energy saving opportunities and opportunities for solar photo voltaic systems. It is important to note that, based on the goals above, this analysis is not just about saving energy, but is also about saving money in the long run. Additionally, due to your energy supply contract, there are organizational and legal issues that will need to be addressed if the generation of solar power is in our future. We have a team to make that type of review as well and intend to make substantial effort to pursue a Community

based solar array as a way to provide a community based opportunity as described above in the goals.

We will continue to work with SMMPA and your consultant from Ameresco in this process. We currently believe that SMMPA is reviewing other options and opportunities that could turn into opportunities for us you as well.

The opportunity for use of solar has evolved substantially and is likely to evolve into the near future. One final note on the cost of development of solar generation...much of the data we see still clearly indicates that solar energy is not financially self-supporting and that the cost of development still means cost per Kwh that is in excess of what we would purchase power for in the open market. But the cost continues to change quickly. Again, this may not result in a project in the near future, but the additional work and evaluation will certainly put us in a place where we can better evaluate opportunities as dynamics in the market place continue to evolve.

In a somewhat related note please also know we are just in the process of starting work with DGR on the study you authorized in November. As you may recall, our plan was to start that work in earnest in February of this year. We expect that results from that cost and system evaluation will be available in the next 3 or 4 months.

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

TP/bal

# COOPERATIVE EFFORTS (White Sheet)

## SCHOOL DISTRICT

- Activity connection Senior Citizens, recreation, transit
- Facilities long term planning
  - Athletic Other Facilities, Drama, performance, arts
- Budgets
  - Levy
  - Pay
  - Others
- Athletic Association Congress goals
- Early Childhood 95% coverage might be a goal
- The Third Floor (Keep City involved)
- City/School strategy with GAC
- Child Care
- Long Range Community Planning
- Studies (Housing, Demo Others)

## NICOLLET COUNTY

- Compost funds
- Library
- 1/4 - 1/4 good zone
- Criminal Justice Committee
- Law enforcement share dispatch
- Emergency Planning
- Gardner Road/County Rd. 5 Roundabout
- Stormwater

## GUSTAVUS ADOLPHUS COLLEGE

- Parking
- Performance space
- Recreational facilities
- Off-campus behavior
- Hispanic inclusion/Sister City
- Child Care
- Transit use
- Employees live in City

## REGIONAL TREATMENT CENTER/STATE OF MN DEPT OF HEALTH

- Water distribution
- Future program/land/facilities
  - Parks
- Arts Association

## BANKS

- Establish regular lunch meetings with them\*

## REALTORS

- BFF
- Promotion of opportunities for young families
- Others

## COMMUNITY ORGANIZATIONS

- St. Peter Arts Center
- Nicollet County Historical Society

## CHAMBER OF COMMERCE

- Promotion of Community
- Community events
- Communication efforts
- Operation of Tourism and Visitors

## GREATER MANKATO GROWTH

- REDA industrial Development
- ICLV InterCity Leadership Visit
- MSA issues
- Promote Housing as an issue

## North Commercial District (NCD)

- Provide efficient vehicular access to future commercial developments from Highway #169.
- Improve the pedestrian and multi-modal circulation within the North Commercial District.(NCD)
- Enhance the aesthetics of the Highway #169 corridor through design and landscaping.
- Segregate commercial activity including lighting, noise and vehicular traffic from the residentially developed neighborhoods.
- Reduce vehicular conflicts and improve the safety of the public.
- Support the goals and policies within the Highway #169 Inter-Regional Corridor Study as to access and crossings.
- Promote the provision of meeting or large group activities (City Council).
- Diverse and sustainable building design and standards emphasizing enhanced accessibility. (City Council).
- Enhanced enjoyment and utilization of Hallett's Pond site (City Council).
- Modified April 2013

## DOWNTOWN PRIORITIES

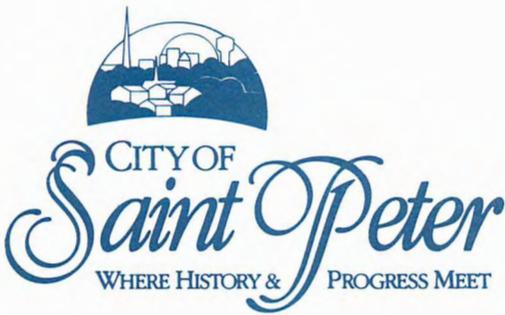
- *Promote projects that improve or are sympathetic to the historic scale and nature of the downtown.*
- *Business development that promotes a mix of niche retail, food/beverage and entertainment. Promotion of office uses in upper floors is valuable to retail trade in the downtown.*
- *Building enhancements that are not only historically sympathetic. This should be done while promoting upper floor housing or living in the downtown. This will enhance use of businesses by creating density. This should be done while striving to maintain retail or service businesses on the lower floors of buildings.*
- *Promote uses, events, activities that set the downtown as a place of destination.*
- *Use arts and cultural activities to promote the use of downtown as a destination.*
- *Continue to provide EDA dollars to build and upgrade buildings in the downtown.*

## Communications

- Communication tools review
- Speaking to “the many not the one”
- TOOLS
  - Website
  - Hot Sheet
  - Facebook
  - Video Blog on SPPA
  - Utility Mailings (more City tidbits test Hot Sheet with notice)
  - Council meetings on TV
  - Nixle
  - Notices
  - Twitter
  - Newspaper
  - Neighborhood meetings
  - Others

## ORGANIZATIONAL HEALTH

- Council/Staff
- Council/Council
- Internal
  - How are you doing
  - V vs. ^
  - Ability to Serve
  - Hire processes



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 2/25/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** 101 General Fund

### ACTION/RECOMMENDATION

None needed. For your information and discussion.

### BACKGROUND

The attached report shows your unaudited position at the end of 2015 for your General Fund.

So... what it is telling us is that you ended the 2015 year in the General Fund in the black by about \$380,475. This means your reserve will grow by about \$380,475. Again, this is not a bad thing and is driven by both some additional unexpected/unbudgeted revenues and cost savings in expenditures.

You may also note that this is the largest variance we have had in the last 3 years and the second largest, unplanned, over the past 10+ years. The largest is the 2012 year which is shown on the report at \$421,132.

Our goal is to provide you good information and this should not be taken as a signal to change your budget process or procedures, but it does provide you some opportunity to do a few things or cover a few planned costs that you may not have had the opportunity to do previously. I would suggest that you think about this based on what it is - a one-time event. One time money for a one time purpose was a theme that we introduced about two years ago and is probably an appropriate way to think of this outcome from the 2015 year.

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

TP/bal

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

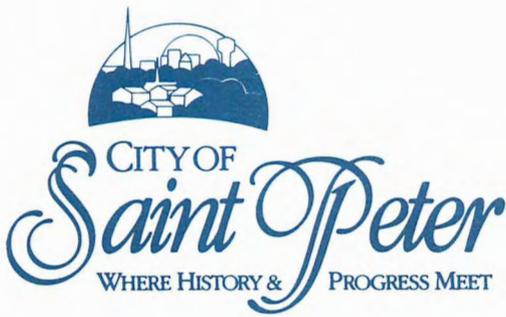
101-GENERAL FUND  
 TRANSFERS-OUT  
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015			2016	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>TRANSFERS</u>								
49300-720 TRANSFERS-OUT OPERATING TR	50,863	273,308	755,629	2,500	0	2,500	2,500	407,500
TOTAL TRANSFERS	50,863	273,308	755,629	2,500	0	2,500	2,500	407,500
49300-720 TRANSFERS-OUT OPERATING TR	NEXT YEAR NOTES: \$405,000 (value of bldg permit) to parkland dedication fund.							
TOTAL TRANSFERS-OUT	50,863	273,308	755,629	2,500	0	2,500	2,500	407,500
TOTAL EXPENDITURES	6,098,863	6,505,327	6,879,670	6,581,025	6,291,090	6,609,731	7,529,060	7,303,334
REVENUE OVER/(UNDER) EXPENDITURES	421,132	32,923	( 42,345)	( 15,242)	380,475	2,596	( 1,025,643)	548,083

*tentative  
 but S/B close*

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## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 2/25/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Tax Comparison 2016 19.706.0410

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion.

### **BACKGROUND**

The Excel spreadsheet attached entitled 19.706.0410 TAX COMPARISION is our attempt, based on your discussion at the last goal session, to do a bit more long term planning (maybe greater understanding) relative to your Levy and Tax.

Our goal will be to have a discussion about this with an ability to manipulate the spreadsheet at your meeting. It will give you a good sense of the interplay between the various factors that impact taxes and some level of ability to look forward and have a very generalized idea of where you are going.

A big cautionary tale of note. There are just a bunch of very broad assumptions built into this spreadsheet including Taxable Market Value going up not to mention tax levy and expenditure guesses. So this should not be the sole basis for any decision making.

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

TP/bal

19.706.0410	TAX COMPARISON 2016													
	2021	2020	2019	2018	2017	2016 Budget	2015	2014	2013	2012	2011	2010	2009	2008
TAXABLE MARKET VALUE	177,400	177,400	177,400	177,400	177,400	177,400	159,500	153,200	153,200	159,500	171,100	177,400	177,400	
TOTAL TAXES PAID	based only on the city increase of levy value													
	2,700	2,576	2,453	2,334	2,216	1,960	1,862	1,870	1,924	2,010	1,996	2,020	1,930	

Reserve History														
general fund														
Revenue Total	7,409,565	7,264,279	7,121,842	6,982,198	6,845,292	7,851,417	6,612,327	6,837,324	6,538,248	6,519,995	5,860,976	5,987,217	5,760,733	5,551,822
tax levy	3,147,456	3,002,170	2,859,733	2,720,089	2,583,183	2,284,308	2,170,354	2,131,010	2,078,506	2,041,011	2,041,011	2,020,342	1,767,886	2,020,342
% of increase	4.8%	5.0%	5.1%	5.3%	13.1%	5.3%	1.8%	2.5%	1.8%	0.0%	1.0%	14.3%	-12.5%	
others	4,262,109	4,262,109	4,262,109	4,262,109	4,262,109	5,567,109	4,441,973	4,706,314	4,459,742	4,478,984	3,819,965	3,966,875	3,992,847	3,531,480
Operating	7,409,565	7,264,279	7,121,842	6,982,198	6,845,292	6,678,334	6,609,731	6,414,670	6,505,328	6,098,864	5,717,911	5,386,974	5,399,979	5,480,016
% of increase	2.00%	2.00%	2.00%	2.00%	2.50%	1.0%	3.0%	-1.4%	6.7%	6.7%	6.1%	-0.2%	-1.5%	
Transfers for Parkland						405,000		465,000						
Capital not identified 2011-2015						220,000		-		-	-	7,062	85,709	66,318
Cash Balance	4,024,327	4,024,327	4,024,327	4,024,327	4,024,327	4,024,327	3,476,244	3,473,648	3,515,994	3,483,074	3,061,943	2,918,878	2,325,697	2,050,652

projections

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# Debt Service Calculation

Goal Session

\$3 million building structure  
\$100,000 issuance cost

## City of Saint Peter, Minnesota Preliminary Tax Impact Analysis - Fire Station

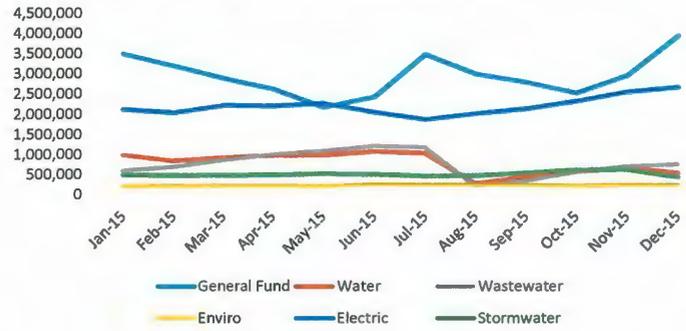
Amount Financed: \$ 3,100,000.00  
Term: 20 years  
Interest Rate: 3.00%  
**Annual Debt Service** \$208,368.69  
2015 Tax Levy \$2,170,350.00  
Projected Levy \$2,378,718.69  
2015 Tax Capacity 4,634,392  
2015 Tax Rate 46.83%  
Projected Rate 51.33%

Assessor's Market Value (Residential Property)	Current City Tax:	Projected City Tax:	Projected Increase (Annual):
\$ 75,000	\$ 210.74	\$ 230.97	\$ 20.23
\$ 100,000	\$ 335.13	\$ 367.30	\$ 32.17
\$ 150,000	\$ 590.36	\$ 647.03	\$ 56.68
\$ 200,000	\$ 845.59	\$ 926.77	\$ 81.18

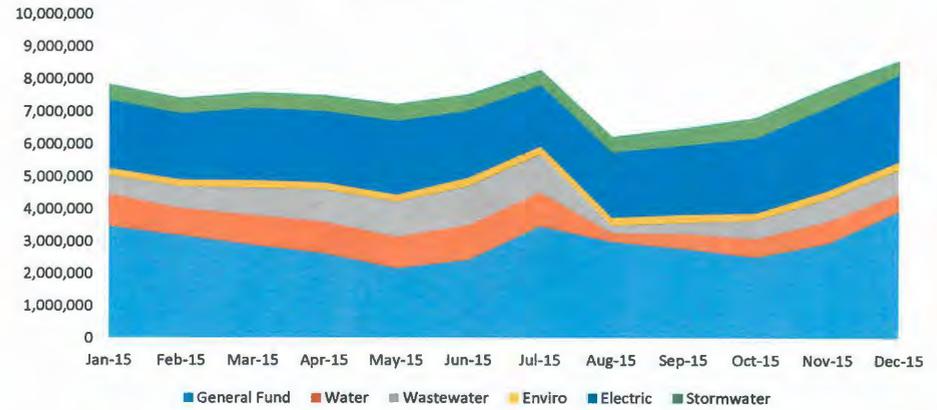
Monthly cash balances

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	
General Fund	3,480,802	3,194,271	2,886,128	2,632,763	2,170,950	2,431,288	3,486,734	3,001,910	2,790,956	2,526,791	2,958,474	3,948,914	35,509,981
Water	982,737	833,959	919,427	974,110	983,847	1,081,903	1,039,671	280,291	454,685	574,600	681,922	544,184	9,351,336
Wastewater	587,627	680,748	862,355	998,130	1,084,469	1,207,990	1,184,148	221,205	350,045	572,969	713,685	756,906	9,220,277
Enviro	200,771	209,681	219,448	216,003	208,076	259,750	247,788	248,936	242,166	227,383	246,585	240,657	2,767,244
Electric	2,107,562	2,031,923	2,222,503	2,202,687	2,272,113	2,050,487	1,873,500	2,017,554	2,135,120	2,326,696	2,558,207	2,668,987	26,467,339
Stormwater	483,430	475,827	481,131	492,396	525,701	506,821	466,345	477,767	542,623	619,975	634,118	445,824	6,151,958
Total Cash	7,842,929	7,426,409	7,590,992	7,516,089	7,245,156	7,538,239	8,298,186	6,247,663	6,515,595	6,848,414	7,792,991	8,605,472	

2015 Fund Balances of Cash



2015 Accumulative Cash



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2015 sales transfer comparison			
	Actual 6.5%	budget \$ for GF revenue	Util Savings
water	\$ 183,496	\$ 165,509	\$ (17,987)
wastewater	\$ 244,659	\$ 218,347	\$ (26,312)
electric	\$ 654,958	\$ 590,276	\$ (64,682)
stormwater	\$ 29,019	\$ 25,868	\$ (3,151)
	\$ 1,112,132	\$ 1,000,000	\$ (112,132) value of 6.5% transfer that DID NOT go to General Fund

2016 budget	water	wastewater	refuse	electric	stormwater	general fund	totals of all budgets
Operations w/o depr	\$ 1,872,046	\$ 2,041,735	\$ 819,645	\$ 940,053	\$ 421,337	\$ 6,898,334	\$ 12,993,150
debt service	\$ 1,401,164	\$ 1,390,105	\$ -	\$ 1,103,205	\$ 23,400		
capital	\$ 1,244,153	\$ 1,004,800	\$ 38,000	\$ 1,034,000	\$ 935,873	\$ 245,000	
<b>Total Expenses</b>	<b>\$ 4,517,363</b>	<b>\$ 4,436,640</b>	<b>\$ 857,645</b>	<b>\$ 3,077,258</b>	<b>\$ 1,380,610</b>	<b>\$ 7,143,334</b>	<b>\$ 21,412,850</b>
<b>2015 Reserves</b>	<b>water</b>	<b>wastewater</b>	<b>refuse</b>	<b>electric</b>	<b>stormwater</b>	<b>general fund</b>	
Unrestricted	\$ (292,670)	\$ 268,765	\$ 198,243	\$ 768,816	\$ 374,729	\$ 3,476,244	
membranes	\$ 360,000						
debt service	\$ 570,000						
<b>total unrestricted</b>	<b>\$ 637,330</b>	<b>\$ 268,765</b>	<b>\$ 198,243</b>	<b>\$ 768,816</b>	<b>\$ 374,729</b>	<b>\$ 3,476,244</b>	<b>\$ 5,724,127</b>
<i>% of total unrestricted</i>	<i>11.13%</i>	<i>4.70%</i>	<i>3.46%</i>	<i>13.43%</i>	<i>6.55%</i>	<i>60.73%</i>	
Restricted				\$ 1,061,428			
bond							
loan capital	\$ -	\$ 581,955					
prepaid capital					\$ 39,575		
<b>total restricted</b>	<b>\$ -</b>	<b>\$ 581,955</b>	<b>\$ -</b>	<b>\$ 1,061,428</b>	<b>\$ 39,575</b>	<b>\$ -</b>	<b>\$ 1,682,958</b>
<i>% of total restricted</i>	<i>0.00%</i>	<i>34.58%</i>	<i>0.00%</i>	<i>63.07%</i>	<i>2.35%</i>	<i>0.00%</i>	
<b>Total Reserve</b>	<b>\$ 637,330</b>	<b>\$ 850,720</b>	<b>\$ 198,243</b>	<b>\$ 1,830,244</b>	<b>\$ 414,304</b>	<b>\$ 3,476,244</b>	<b>\$ 7,407,085</b>
<i>% of total Reserves</i>	<i>8.60%</i>	<i>11.49%</i>	<i>2.68%</i>	<i>24.71%</i>	<i>5.59%</i>	<i>46.93%</i>	
<b>Total reserve as a percent of:</b>	<b>(General Fund Reserve Policy 35% - 50%)</b>						
Operations	34%	42%	24%	195%	98%	50%	57%
Total expenses	14%	19%	23%	59%	30%	49%	35%
<b>Unrestricted reserve as a percent of:</b>							
Operations	34%	13%	24%	82%	89%	50%	44%
Total expenses	14%	6%	23%	25%	27%	49%	27%

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# Building Permit Costs

Home Value= \$150,000

City	LeSueur 1994	Jordan 1997	Belle Plaine 1997 + 10%	Henderson 1997	St. Peter 1997*	North Mankato 2012*	New Prague 1997	Montgomery 1997	Cleveland 1994	Le Center 1997	Eagle Lake 1994
<b>Adopted Fee Schedule</b>											
<b>Building Permit Fees</b>											
Permit Fee	\$1,137.25	\$1,273.75	\$1,404.20	\$1,275.00	\$1,085.40	\$1,401.13	\$1,273.75	\$1,229.00	\$1,137.25	\$1,273.75	\$1,137.25
Plan Check Fee	\$739.21	\$827.94	\$910.78	\$670.00	\$379.89	\$50.00	\$827.94	\$799.00	\$739.20	\$827.94	\$739.21
State Surcharge	\$75.00	\$75.00	\$75.00	\$55.00	\$75.00	\$75.00	\$75.00	\$71.00	\$75.00	\$75.00	\$75.00
<b>Total Building Permit Fees*</b>	<b>\$1,951.46</b>	<b>\$2,176.69</b>	<b>\$2,389.98</b>	<b>\$2,000.00</b>	<b>\$1,540.29</b>	<b>\$1,526.13</b>	<b>\$2,176.69</b>	<b>\$2,099.00</b>	<b>\$1,951.45</b>	<b>\$2,176.69</b>	<b>\$1,951.46</b>

\* Plus Plumbing and Mechanical Fees

## City Fees

Water (Connection/WAC/Trunk)	\$3,000.00	\$3,699.76	\$4,040.00	\$1,500.00	\$1,800.00	N/A	\$1,800.00	\$3,000.00	\$2,000.00	\$1,000.00	\$500.00
Sewer (Connection/SAC/Trunk)	\$3,000.00	\$5,160.01	\$5,090.00	\$1,500.00	\$1,500.00	N/A	\$7,150.00	\$4,000.00	\$500.00	\$1,500.00	\$400.00
Water Meter	\$193.50	\$365.00	\$150.00	\$500.00		\$85.00	\$295.00	\$410.00	\$75.00		\$468.96
Storm Sewer		\$1,896.70									
Park Dedication	\$200.00						\$375.00				
Other Fees:											
Electric	\$1,500.00				\$500.00						
Excavation Fee					\$75.00						
Tracer Wire Curb Box			\$30.00								
Administrative Fee											\$15.00
Treatment Plant Fee				\$2,500.00							
<b>Total City/Other Fees</b>	<b>\$7,893.50</b>	<b>\$11,121.47</b>	<b>\$9,310.00</b>	<b>\$6,000.00</b>	<b>\$3,875.00</b>	<b>\$85.00</b>	<b>\$9,620.00</b>	<b>\$7,410.00</b>	<b>\$2,575.00</b>	<b>\$2,500.00</b>	<b>\$1,383.96</b>
Fee Reductions/Waivers				(\$8,000.00)				(\$3,500.00)		(\$2,500.00)	
<b>TOTAL PERMIT FEE</b>	<b>\$9,844.96</b>	<b>\$13,298.16</b>	<b>\$11,699.98</b>	<b>\$0.00</b>	<b>\$5,415.29</b>	<b>\$1,611.13</b>	<b>\$11,796.69</b>	<b>\$6,009.00</b>	<b>\$4,526.45</b>	<b>\$2,176.69</b>	<b>\$3,335.42</b>

## Tax Rate Information

City Tax Rate	76%	64%	89%	188%	46%	54%	65%	119%	75%	86%	43%
County	Le Sueur	Scott	Scott	Sibley	Nicollet	Nicollet	Scott/Le Sueur	Le Sueur	Le Sueur	Le Sueur	Blue Earth
Tax Rate	46%	36%	36%	40%	49%	49%	49%	46%	46%	46%	37%
School District	LS-H	Jordan	Belle Plaine	LS-H	St. Peter	Mankato	New Prague	Tri-City United	Cleveland	Tri-City United	Mankato
Tax Rate	21%	34%	37%	21%	17%	22%	31%	44%	8%	27%	22%

## Building Incentives? (Y/N)

No	No	Yes	Yes	No	No	No	Yes	No	Yes	No	No
				*Plan Review Fee set at 35% of permit fee, instead of 65%	*Plan Review Fee of 65% charged only on 3+ units and Comm/Ind						

Additional information on incentive programs provided in more detail below:

## City:

Belle Plaine **Incentive:** Down Payment Assistance Grant, up to \$2,000, on homes constructed after 2012, utilizing at least one local contractor (Program is allocated \$10,000/year by the HRA)

## Henderson

City has waived ALL fees for permits issued the last 4 years. In 2016 this policy will be reviewed on a case-by-case basis. Obtained ownership of a 23-lot subdivision through tax forfeiture, and has sold lots for under \$1,000

## Montgomery

The WAC and SAC fees were reduced by Council by 50% until 2016 for existing subdivisions to encourage development.

## Le Center

EDA currently pays full \$2,500 for WAC/SAC

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**Kouliga Koala**  
**Administrative Intern**  
**City Administrative Intern, St Peter.**

## **UTILITY DEPOSIT SURVEY**

### **Survey questions**

The survey consisted of calling all eighteen members of the Southern Minnesota Municipal Power Agency to inquire about their utility services. The questions concerned the types of utilities (water, electricity, sewer etc....) for which deposit was required. The second question was whether both rental customers and property owners were required to pay a deposit. The Third question was to get the amount set by each city.

### **Findings**

With the exception of St Peter, I called the other seventeen members of SMMPA and they all provided the information about the deposit. I presented the results in the table below. The check mark shows the requirement and anything that applies. More than 10 cities do a credit record check before determining the deposit or before determining whether the customers and owners have to pay a deposit. The information for a few cities is not available.

Three cities (Lake City, Rochester, and Wells) determining their rates based on previous months. They did not provide any specific amount. In the graph that follows, I used \$100 as the minimum for the three for calculation for consistency purposes. However, the amount may be considerably higher than \$100. I used the total amount of deposit all in the draft.

### **Conclusions**

- Of the eighteen SMMPA members, St Peter has the lowest utility deposit amount.
- Most cities require deposit for water, electricity, sewer, gas etc...
- A lot of them run a credit check to determine the deposit payment and amount

Table

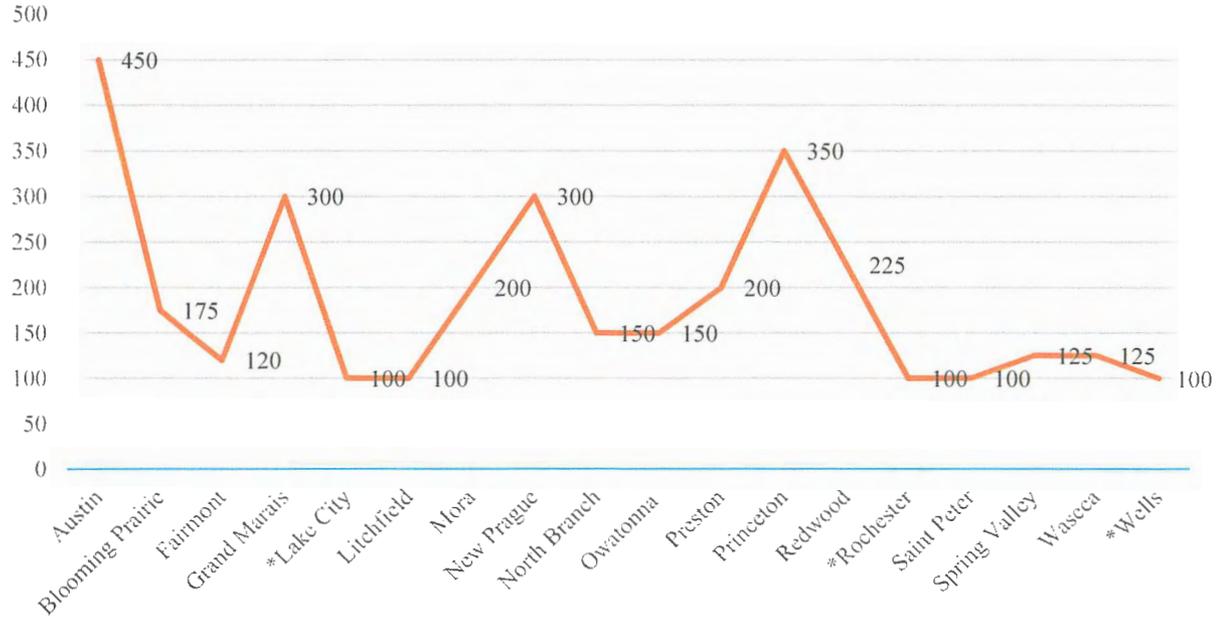
City	Type of customers	Total amount	Type of utility	Credit check
<b>Austin</b>	<ul style="list-style-type: none"> <li>• Rental customers</li> <li>• Property owners</li> <li>✓ Both</li> </ul>	<p><b>\$450</b></p> <p><b>\$500</b></p>	<ul style="list-style-type: none"> <li>✓ Hydrant Meter: <b>\$ 150</b></li> <li>✓ Electricity: <b>\$ 150</b></li> <li>✓ Gas: <b>\$ 150</b></li> </ul>	<ul style="list-style-type: none"> <li>• Applies</li> <li>• N/A</li> </ul>
<b>Blooming Prairie</b>	<ul style="list-style-type: none"> <li>Rental customers</li> <li>Property owners</li> <li>✓ Both</li> </ul>	<p><b>\$175</b></p> <p>2 months/peak consumption</p>	<ul style="list-style-type: none"> <li>• Water</li> <li>✓ Electricity</li> <li>• Sewer</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Applies</li> <li>• N/A</li> </ul>
<b>Fairmont</b>	<ul style="list-style-type: none"> <li>Rental customers</li> <li>Property owners (if bad credit)</li> <li>✓ Both</li> </ul>	<p><b>\$120</b></p>	<ul style="list-style-type: none"> <li>✓ Water: <b>\$100</b></li> <li>✓ Electricity: <b>\$20</b></li> <li>• Sewer</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Applies</li> <li>• N/A</li> </ul>
<b>Grand Marais</b>	<ul style="list-style-type: none"> <li>Rental customers</li> <li>Property owners</li> <li>✓ Both</li> </ul>	<p><b>\$300</b></p> <p>Up to <b>\$5,000</b></p>	<ul style="list-style-type: none"> <li>✓ Water</li> <li>✓ Electricity</li> <li>✓ Sewer</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Applies</li> <li>• N/A</li> </ul>
<b>Lake City*</b>	<ul style="list-style-type: none"> <li>Rental customers</li> <li>Property owners</li> <li>✓ Both</li> </ul>	<p>2*Average months</p> <p>½ monthly pay</p>	<ul style="list-style-type: none"> <li>✓ Water</li> <li>✓ Electricity</li> <li>✓ Sewer</li> <li>✓ Others: <b>Trash</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Applies</li> <li>• N/A</li> </ul>
<b>Litchfield</b>	<ul style="list-style-type: none"> <li>Rental customers</li> <li>Property owners</li> <li>✓ Both</li> </ul>	<p><b>\$100</b></p> <p>Average of 2 months</p>	<ul style="list-style-type: none"> <li>✓ Water</li> <li>✓ Electricity</li> <li>✓ Sewer</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Applies</li> <li>• N/A</li> </ul>
<b>Mora</b>	<ul style="list-style-type: none"> <li>✓ Rental customers</li> <li>Property owners</li> <li>Both</li> </ul>	<p>Good credit: <b>\$100</b></p> <p>No credit: <b>\$200</b></p> <p>Negative credit: <b>\$300</b> (return / interest)</p>	<ul style="list-style-type: none"> <li>• Water</li> <li>• Electricity</li> <li>• Sewer</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Applies</li> <li>• N/A</li> </ul>
<b>New Prague</b>	<ul style="list-style-type: none"> <li>Rental customers</li> <li>Property owners</li> <li>✓ Both</li> </ul>	<p><b>\$300</b></p> <p><b>\$500</b></p>	<ul style="list-style-type: none"> <li>• Water: <b>\$50</b>      C: <b>\$100</b></li> <li>• Electricity: <b>\$150</b>      <b>\$300</b></li> <li>• Sewer: <b>\$100</b>      <b>\$100</b></li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Applies</li> <li>• N/A</li> </ul>
<b>North Branch</b>	<ul style="list-style-type: none"> <li>Rental customers</li> <li>Property owners</li> <li>✓ Both</li> </ul>	<p><b>\$150</b></p>	<ul style="list-style-type: none"> <li>✓ Water: <b>\$50</b></li> <li>✓ Electricity: <b>\$100</b></li> <li>• Sewer</li> <li>• Others</li> </ul>	<ul style="list-style-type: none"> <li>• Applies</li> <li>• N/A</li> </ul>

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<b>Owatonna</b>	Rental customers Property owners ✓ Both	<b>\$150</b> <b>\$150</b> (upon credit check) Small Commercial: <b>\$300</b> Large Crcial: previous bill	✓ Water: <b>\$10</b> ✓ Electricity: <b>\$40</b> • Sewer ✓ Others: <b>Gas: \$100</b>	✓ Applies • N/A
<b>Preston</b>	Rental customers Property owners ✓ Both	<b>\$200</b> (waived w/check)	✓ Water ✓ Electricity ✓ Sewer ✓ Others: Gas	✓ Applies • N/A
<b>Princeton</b>	Rental customers Property owners ✓ Both	Average is <b>\$350</b> (dpd on heat & seniors)	✓ Water ✓ Electricity • Sewer • Others	✓ Applies • N/A
<b>Redwood</b>	Rental customers Property owners ✓ Both	<b>\$225</b>	✓ Water ✓ Electricity ✓ Sewer ✓ Others: <b>Gas</b>	• Applies • N/A
<b>Rochester*</b>	Rental customers Property owners ✓ Both	No deposit if previous service and good credit Previous 2 months	• Water • Electricity • Sewer • Others	✓ Applies • N/A
<b>Saint Peter</b>	Rental customers Property owners ✓ Both	<b>\$100</b>	• Water • Electricity • Sewer • Others	• Applies ✓ N/A
<b>Spring Valley</b>	✓ Rental customers Property owners • Both	<b>\$125</b> or previous 2 months	✓ Water ✓ Electricity ✓ Sewer ✓ Others	• Applies • N/A
<b>Waseca</b>	Rental customers Property owners ✓ Both	<b>\$125</b> or previous 2 months	✓ Water ✓ Electricity ✓ Sewer • Others	• Applies • N/A
<b>Wells*</b>	Rental customers Property owners ✓ Both	Res: Dpd on heat/air conditioning. Deposit or bond is required Crcial: Letter of credit not accepted	• Water • Electricity • Sewer • Others	✓ Applies • N/A

Utility Deposit graph

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Last	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
<b>Historical: Monthly Revenues</b>												
request for financing												
Interest	\$ 1,119.31	\$ 95.84										
Lease revenue												
GUENTZEL	\$ 675.93	\$ 675.93	\$ 675.93	\$ 675.93	\$ 675.93	\$ 675.93	\$ 675.93	\$ 675.93	\$ 675.93	\$ 38,197.26		
EXCEED PACKAGING INC												
GENERATIONS BOUTIQUE	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78	\$ 125.78
LARSON	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54	\$ 288.54
REST LLC	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44	\$ 776.44
St Peter Childcare	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Stetter Keith/Fair Emporium	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12	\$ 193.12
Traverse des Sioux Prop LLC				\$ 13,889.11						\$ 13,889.11		
CHIPPEWA PACKAGING												
CHIPPEWA PACKAGING, INC.												
MS & GS ENTERPRISES	\$ 2,013.98	\$ 2,013.98	\$ 2,013.98	\$ 2,013.98	\$ 2,013.98	\$ 2,013.98	\$ 2,013.98	\$ 2,013.98	\$ 2,013.98	\$ 127,684.74		
HAYES	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05	\$ 549.05
IHN III, LLC						\$ 12,173.71						\$ 12,173.71
JAEL Properties	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53	\$ 360.53
KOTIKE REAL EST HOLDINGS	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99	\$ 2,772.99
MARY'S FLOWERS	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20	\$ 205.20
More, Rachel (THE PULSE)	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78	\$ 238.78
ST PETER FOOD COOP 2010	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09	\$ 1,941.09
SWEAT EQUITY, LLC -2010												
TANIS BROTHERS LLC	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28	\$ 327.28
AUTOTRONICS	\$ 277.70	\$ 277.70	\$ 277.70	\$ 277.70	\$ 277.70	\$ 277.70	\$ 277.70	\$ 40,483.59				
4 the TEAM, LLC												
HUNTER HARDWOOD	\$ -	\$ 200.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
DANBY BLDG, LLC	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 307.74					
STELTER	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33	\$ 83.33
ARROW ACE	\$ 100.00	\$ 200.00										
CHIROPRACTIC HOLISTIC	\$ 100.00	\$ 100.00	\$ 100.00									
CONTENTS	\$ 100.00	\$ 100.00	\$ 100.00									
CORNERSTONE WELLNESS	\$ 100.00	\$ 100.00	\$ 100.00									
GENOLLY (MILLYS)												
GREAT WALL REST	\$ 100.00	\$ 100.00	\$ 100.00									
IMPULSE TATTOO	\$ 100.00	\$ 100.00	\$ 100.00									
Julees Jewelry	\$ 100.00	\$ 100.00	\$ 100.00									
KNIT & SEW WORLD	\$ 100.00	\$ 100.00	\$ 100.00									
Locust Street Hotel	\$ 100.00	\$ 100.00	\$ 100.00									
MARY'S FLOWERS	\$ 100.00	\$ 100.00	\$ 100.00									
RIVER ROCK COFFEE	\$ 100.00	\$ 100.00	\$ 100.00									
TOTAL ENTERTAINMENT	\$ 100.00	\$ 50.00	\$ -									
<b>Historical: Monthly Expenses:</b>												
Loans made												
professional service/other	\$ 48.00	\$ 30.00										
Transfers												
Creation Technologies Oblig												
future Loans to be made:												
forced calc.												
Cash balance	\$ 1,457,542.30	\$ 1,470,485.88	\$ 1,482,913.62	\$ 1,508,330.47	\$ 1,519,858.21	\$ 1,543,559.66	\$ 1,555,095.14	\$ 1,606,528.77	\$ 1,617,478.81	\$ 1,805,510.05	\$ 1,813,770.18	\$ 1,834,204.02
Monthly Change	\$ 13,701.05	\$ 12,943.58	\$ 12,427.74	\$ 25,416.85	\$ 11,527.74	\$ 23,701.45	\$ 11,535.48	\$ 51,433.63	\$ 10,950.04	\$ 188,031.24	\$ 8,260.13	\$ 20,433.84
financial cash verification	1,457,542.30	1,470,485.88										
Difference	\$ 0.00	\$ 0.00										

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## CITY OF SAINT PETER, MINNESOTA

## RESOLUTION NO. 2015 - 116

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

**RESOLUTION AUTHORIZING EXECUTION OF A LEASE WITH SAINT PETER COMMUNITY  
 CHILDCARE CENTER**

WHEREAS, the City of Saint Peter has leased space at the Community Center; and

WHEREAS, a lease was in place with Saint Peter Community Childcare Center; and

WHEREAS, that lease has expired and a new lease had been negotiated; and

WHEREAS, the new lease includes a rate set by the Council and additionally includes an amount intended to work towards the payment of past due lease sums; and

WHEREAS, the City Council has also considered leasing additional space to Saint Peter Community Childcare Center in Room 211 which contains approximately 1,400 square feet of space; and

WHEREAS, the space in Room 211 would need remodeling to meet State Code standards for a child care facility and that cost could be in excess of \$75,000; and

WHEREAS, the City Council recognizes the need to support opportunities for quality child care within the city; and

WHEREAS revenues generated by the lease go to the Community Center Fund.

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

1. The Mayor and City Administrator are directed to enter into a lease with Saint Peter Community Childcare Center for Rooms 100 and 125 in the Saint Peter Community Center for the term of January 1, 2015 through December 31, 2019.
2. In addition, the Council directs staff to refrain from marketing for lease Room 211 in the Saint Peter Community Center until the end of February 2016. In February of 2016 staff is to review Saint Peter Community Childcare Center's financials and determine if they are able to fully fund any upgrades that are needed to bring the room into compliance with State rules related to the provision of child care.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of September, 2015.

  
 Timothy Strard  
 Mayor

ATTEST:

  
 Todd Prafke  
 City Administrator

## SUBLEASE

This Sublease is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Saint Peter, a Minnesota municipal corporation (**CITY**), and Saint Peter Community Child Care, a Minnesota non-profit corporation (**TENANT**).

WHEREAS, the **CITY** is the lessee in that certain Lease With Option To Purchase Agreement between the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor, and the City of Saint Peter, Minnesota, as Lessee, dated the 21st day of March, 2001; and

WHEREAS, the **CITY** has the right to sublease the premises upon the written consent of the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor;

WHEREAS, the **CITY** has space within the Community Center to lease to various non-profit organizations;

WHEREAS, **TENANT** is engaged in the business of Community Education for all ages and is a Minnesota non-profit corporation;

WHEREAS, **TENANT** wishes to lease space from the **CITY** under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements, the parties make the following:

1. Description of Premises.

A. Rented premises include Rooms #s100, 125 and storage space as designated in the Community Center located at 600 South Fifth Street, Saint Peter, Minnesota.

B. Common areas include rest rooms, hallways, kitchen facilities and laundry room.

i. The **TENANT** must provide washer, dryer and kitchen utensils.

C. **TENANT** shall have the right of ingress and egress through the halls and corridors of the building.

D. **TENANT** acquires no other right in any other part of the building than the parts herein specified.

E. **TENANT** shall have the right to use one, 4 hour block of meeting room time each month of the lease. This use must be scheduled through the designated party at the City of Saint Peter.

F. Tenant shall have the right to scheduled use of the gymnasium and Governor's Room at no charge.

2. Restrictions on Use. **TENANT** shall not use or permit the premises, or any part of the premises, to be used for any purposes other than those set forth in this lease. **TENANT** shall neither permit on the premises any act, sale, or storage that may be prohibited under standard forms of fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that result in:

A. Waste on the premises;

B. A public or private nuisance that may disturb the quiet enjoyment of other tenants in the building;

- C. Improper, unlawful or objectionable use, including sale, storage or preparation of food, alcoholic beverages, or materials generating an odor on the premises; or
- D. Noises or vibrations that may disturb other tenants.
- E. Installation of signage within the facility without the express written approval of **CITY**.

**TENANT** shall comply with all governmental regulations and statutes affecting the premises either now or in the future.

3. Responsibility of **CITY**.

- A. General maintenance of the building.
- B. General maintenance of the grounds for all seasons.
- C. General maintenance of rest rooms and hallways.
- D. Provide utility services of heat, electricity, garbage, water and sewer.
- E. Provide general supervision of the building.
- F. Provide locks for building entrance and office entrance, and keys to tenants for the tenant's space.
- G. Provide phone lines to the building.
- H. Provide initial floor covering, wall construction, ceiling and overhead lighting.

4. Responsibility of **TENANT**.

- A. General maintenance of area leased by **TENANT**.
- B. **TENANT** agrees that **CITY** has no liability for property lost, stolen or damaged on the common or leased premises.
- C. General supervision and responsibility for securing the rented space.
- D. General supervision and responsibility for securing the building at all times other than 7:00 a.m. to 11:00 p.m., Monday through Friday -- or other such times as subsequently indicated by **CITY** upon written notice -- unless otherwise arranged with the Building Supervisor.
- E. Phone lines from the point of entry into the building to the leased premises and phone service.

5. Term and Rent.

A. Term. This lease shall run for a period commencing on January 1, 2015 until December 31, 2019.

B. Rental.

i. For a period of time from January 1, 2015 to December 31, 2015 **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$1,451.00 plus an additional \$200 per month to be attributed to past due lease sums.

ii. For a period of time from January 1, 2016 to December 31, 2016 **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$1,494.53 plus an additional \$200 per month to be attributed to past due lease sums.

iii. For a period of time from January 1, 2017 to December 31, 2017 **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$1,539.36 plus an additional \$200 per month to be attributed to past due lease sums.

iv. For a period of time from January 1, 2018 to December 31, 2018 **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$1,585.54 plus an additional \$200 per month to be attributed to past due lease sums.

v. For a period of time from January 1, 2019 to December 31, 2019 **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$1,633.10 plus an additional \$200 per month to be attributed to past due lease sums.

C. Payments. Payments shall be made to the **CITY** at 227 South Front Street, Saint Peter, Minnesota.

D. Late Payments. A payment shall be delinquent if not paid by the 15th day of each month. A late charge of \$5.00 per day thereafter will be added to the amount due until paid. Failure to declare default on any particular payment that becomes delinquent shall not constitute a waiver of the rights to exercise the same at any subsequent time. If expenses are incurred or suit is commenced on this lease because of delinquent payments, **TENANT** agrees to pay all costs of collection, including reasonable attorney fees.

E. Reserve. **TENANT** shall keep on account with the **CITY** a reserve in an amount equal to three (3) months rent. The sum of \$7,921.80 shall be paid on December 15, 2010 and remain on account with the City. The funds may be drawn upon by the City in the event the least payments are late to pay the lease payment and any late fees. The funds must then be replenished by **TENANT** within forty-five (45) days.

## 6. Default.

A. Events of Default. If **TENANT** does not pay the full amount of each monthly rental payment on the date it is due or violates any agreement contained in this lease, **TENANT** will be in default.

B. Right to Cancel. Upon evidence of default, **CITY** shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of **TENANT** under this lease.

C. Notice of Default. If **TENANT** is in default, **CITY** may give **TENANT** 30 days' notice of the cancellation and termination.

D. Remedies on Default. On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, this lease and the right, title and interest of **TENANT** shall terminate.

**CITY** shall have the right to obtain reimbursement from **TENANT** of all expenses incurred in regaining possession of the premises and the right to recover all additional rental required under the lease term if **CITY** re-enters and re-lets the premises for the benefit of **TENANT**.

On expiration of the time fixed in the notice and **TENANT**'s failure to cure the default within the time allowed in the notice, **CITY** may enter immediately and remove the property and personnel of **TENANT**, and store the property in a public warehouse or at a place selected by **CITY**, at the expense of **TENANT**.

**CITY** may resort to any legal proceedings to obtain the possession of the premises and disposal of **TENANT's** property.

**CITY** may elect, but shall not be obligated to make any payment required of **TENANT** or comply with any agreement, term or condition required to be performed by **TENANT**, for the purpose of correcting or remedying any such default at the expense of **TENANT**. Any expenditure for the correction by **CITY** shall not be deemed to waive or release **TENANT's** default or **CITY's** right to take any action as may be otherwise permissible hereunder in the case of any default.

7. Modifications. There shall be no modifications or materials affixed to the interior or exterior walls, doors, windows, floors or other inner structure of the leased premises without the express written approval of the **CITY**. **TENANT** is required to secure any building permits required by law. Should the **CITY** and **TENANT** be unable to agree on the exact execution of modifications, the lease may be cancelled by either party upon written notice prior to December 15, 2010 with no financial penalty.

8. Damage. If the premises or any portion of the building or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of **TENANT**, or of **TENANT's** agents, employees, patrons, guests or any person admitted to the premises by **TENANT**, **TENANT** will pay to the **CITY** upon demand such sum as shall be necessary to restore the premises or equipment contained therein to their present condition.

**TENANT** hereby assumes full responsibility for the character, acts, and conduct of all person admitted to the premises or any portion of said building by the consent of Saint Peter Community Child Care or by or with the consent of any person acting for or on behalf of **TENANT**.

9. Insurance. It shall be the responsibility of **TENANT** to assure that its leased premises and personal property are covered by hazard and public liability insurance policies. The public liability insurance policy shall provide coverage at least in the amount of the **CITY's** maximum liability limits as set by statute. **TENANT** shall at the request of the **CITY** provide proof of insurance coverage required by this section.

10. Indemnification. **TENANT** covenants and agrees to save **CITY** harmless and to indemnify **CITY** against any claims or liabilities for compensation which may arise or accrue by reason of the use of **TENANT**, **TENANT's** agents, employees, patrons, guests or any person admitted to the premises by **TENANT**.

11. Casualty. In case said building or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this lease by **CITY** impossible, the **CITY** may terminate the lease, and **TENANT** shall pay rent for said premises only up to the time of such termination, at the rate set in this lease. **CITY** waives any claims or damages or compensation from **TENANT** should this lease be so terminated.

**TENANT** may, with approval of **CITY**, lease equipment, as set forth on Exhibit A attached, in the premises, but **TENANT** assumes full responsibility in the event of a casualty and in accordance with the above.

12. Option to Renew. **TENANT** shall have the option to renew this lease before **CITY** offers the premises to any other party. Written notice of intention to renew must be furnished to the **CITY** 120 days prior to the expiration of the lease or any renewal hereunder. The terms of the lease shall be subject to renegotiation at the time of any renewal with the proposed rental price furnished to **TENANT** 90 days prior to the expiration of the lease.

13. Mail Distribution. All tenant mail shall be distributed from the central mail facility. Each tenant will be assigned a Post Office Box. No tenant mail will be delivered directly to the tenant's leased space. There shall be a nominal Post Office box key rental fee.

14. Election Regulation Compliance. **TENANT** shall be required to comply with all State election regulations including removal of any and all campaign materials from the leased property and/or parking lot when the building is being used as a polling place and/or as directed by City officials.

15. Termination Prior To End Of Lease Term. In the event the **TENANT** completes or reasonably anticipates completion of construction of its own building or consolidation of operations to one location, then **TENANT** may terminate this lease without penalty by giving CITY one hundred and twenty (120) days written notice.

**TENANT** understands that this lease is subject to the terms of that certain Lease by and between the Saint Peter Economic Development Authority, a body politic, and the City of Saint Peter, as Lessee, dated March 21, 2001. **TENANT** understands and agrees that this sub-lease may be terminated pursuant to the terms of said Lease Agreement.

16. Waivers. The failure of the **CITY** to insist on a strict performance of any of the terms and conditions of this Lease shall not be deemed a waiver of any subsequent breach or default of any terms or conditions of this Lease.

17. Notice. All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested to the parties as follows:

**CITY OF SAINT PETER**  
Attn: City Administrator  
227 South Front Street  
Saint Peter, Minnesota 56082

**ST. PETER COMMUNITY CHILD CARE**  
219 South Minnesota Avenue  
Saint Peter, MN 56082

18. Surrender of Possession. **TENANT** shall, on the last day of the term or renewal, or on earlier termination or forfeiture of the lease, peaceably and quietly surrender and deliver the lease premises to the **CITY** free of any encumbrance placed on it by **TENANT**, except movable trade fixtures, all in good condition and repair. In the event **TENANT** does not remove its personal property at the termination or default of the Lease, the **CITY** may elect to consider the property abandoned and the property of the **CITY** without any further payment or offset.

19. Assignment. This Lease may not be assigned by either party without the written consent of the other party. The written consent shall not be unreasonably withheld.

20. Total Agreement. This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument executed by all parties. This Lease and terms and conditions of the Lease apply to and are binding on the legal representatives, successors and assigns of both parties.

21. **APPLICABLE LAW. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA.**

22. **TIME OF THE ESSENCE. TIME IS OF THE ESSENCE AND ALL TERMS OF THIS LICENSE.**

23. Further Assurances. Each of the parties agree to execute all documents and instruments and to take or to cause to be taken all action which are necessary or appropriate to comply with the terms of this Agreement.

24. Amendments, Supplements, etc. This Agreement may be amended or supplemented at any time by additional written agreements as may mutually be determined by the parties to be necessary, desirable, or expedient to further the purpose of this Agreement or to clarify the intention of the parties.

25. Rights Cumulative. All rights and remedies of each of the parties under this Agreement will be cumulative, and the exercise of one or more rights or remedies will not preclude the exercise of any other right or remedy available under this Agreement or applicable law.

26. Severability. Any term or provision of this Agreement that is invalid or unenforceable will not be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable but remaining rights of the party benefiting from the provision or any other provisions of this Agreement.

27. Execution of Counter-Parts. This Agreement may be executed by one or more counter-parts, each of which will be deemed an original, but all of which together shall constitute one and the same agreement.

28. No Reliance. CITY and TENANT represent to one another that each has read this Agreement and has obtained such advice from counsel as deemed appropriate under the circumstances. Except as clearly indicated, CITY and TENANT have not relieve any promises or representations of the other.

29. Interpretation. This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any party because that party or its legal representatives drafted the provision.

30. Titles and Headings. Titles and headings to sections are inserted for convenience of reference only, and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF the parties have executed this Lease at Saint Peter, Minnesota, on the day and year first written above.

**CITY OF SAINT PETER**

**TENANT – ST. PETER COMMUNITY  
CHILDCARE CENTER**

By: \_\_\_\_\_  
Timothy Strand  
Mayor

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Todd Prafke  
City Administrator

\_\_\_\_\_  
\_\_\_\_\_

STATE OF MINNESOTA)  
  ) SS  
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by Timothy Strand and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

\_\_\_\_\_  
Notary Public



**CONSENT**

The Economic Development Authority of the City of Saint Peter does hereby consent to the attached sublease by and between the City of Saint Peter and \_\_\_\_\_, dated \_\_\_\_\_, 2015.

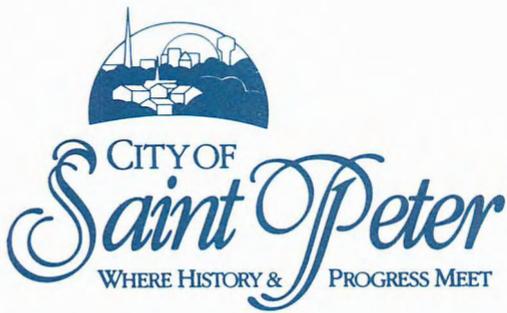
\_\_\_\_\_  
Chair

\_\_\_\_\_  
Executive Director

STATE OF MINNESOTA)  
  ) SS  
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by \_\_\_\_\_ and \_\_\_\_\_, the Chair and Executive Director of the Economic Development Authority of the City of Saint Peter, Minnesota.

\_\_\_\_\_  
Notary Public



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 17, 2016

**FROM:** Paula O'Connell                      Pete Moulton  
Director of Finance                      Director of Public Works

**RE:** 2016 Water Fund Budget

### **ACTION/RECOMMENDATION**

None needed. For your input and discussion only.

### **BACKGROUND**

The Water Fund provides for the operation of the City's wells/aquifers, water treatment facilities, two elevated water towers and two ground storage reservoirs, as well as the distribution system with over 50 miles of pipe throughout Saint Peter.

Since 2011, the City has used reverse osmosis treatment through new treatment facilities. This has increased plant maintenance and operational costs, but has brought a much higher quality of water to our customers. We will need to continue the review and modification of rates to support our operations and debt obligations into the future.

The 2016 operating budget is very similar to what the Council approved in 2015. Process and purchase costs have not deviated significantly.

#### **2016 Budget Changes:**

- The budgeted revenues do not contemplate any increase in revenue because of increased consumption. Another way of saying that is we do not expect to sell more water to our current customers. The 2016 budget sales of \$3,251,251 includes increased revenue from a 2015 approved rate increase. We believe there is the potential for additional consumption sales due to new construction that is taking place now and through 2016 into the 2017 year. That increase may be reflected in the 2017 budget. Please also note that weather does seem to have an impact on sales.
- Residential irrigation meters continue to be installed and are required in all new construction. Residential irrigation meters will continue to have no monthly base charges applied, but they do include a slightly higher cost per 1,000 gallons than the domestic rate.

- The Water Fund transfers 6.5% of sales to the General Fund (\$211,331 is allocated to transfer to the General Fund in 2016). This percentage has been in place for a number of years and is based on \$3,251,251 in total 2016 sales. If a reduction in rates is a goal, it is important to remember that lower overall revenues means less transfer to the General Fund. If the transfer changes significantly in any year, the General Fund levy would need to be adjusted to make up for those dollars to keep our overall plan in balance. One of the ideas we have looked at is the option to cap transfers from the Water Fund to the General Fund at the 2015 General Fund budgeted amount on raw dollars which is different than the transfer of 6.5% regardless of the amount. If that Idea is used, it means that the utility will retain \$17,987 which made the actual percent of transfer at 5.8% of sales. This slight change in philosophy retains funding for the utility while meeting the General Fund budget plan and goals. The 2016 General Fund budget is the same value of \$1,000,000. If this philosophy is acceptable, the Water Fund is projected to increase its fund balance by \$45,822.
- The water reserve goal has been discussed and set at \$1.4 million. The cash balance is identified in three categories: membrane replacement, bond payments and one without an identifier which is available for use in operations or capital. The two balances have been called out to unofficially earmark funding. The first provides for the large cost of replacement of membranes in the reverse osmosis treatment. The second is bond coverage which is tax increment intended to cover the Highway 169 water improvements from 2010. The 2016 ending cash balance of \$606,301 is available with the idea that we are not fully funding these two unofficial earmarks.
- We have proposed no changes in Water Access Charges (WAC). These charges do not have a significant impact on our budget. They are based on a rate philosophy that newcomers should help pay and catch up a bit for the investment previous rate payers made in infrastructure.
- This 2016 budget anticipates capital costs to be funded from reserves of \$239,800. \$75,000 of the capital plan is for a water meter station which will be funded by the City but repaid by the Regional Treatment Center over a short period of time.
  - Well improvement engineering \$ 2,000
  - St Julien Filter Plant engineering \$35,000
  - GIS \$15,000
  - Annual Hydrant Replacements (4) \$10,000
  - Water Meter Station @ SPRTC (Lower Campus) \$75,000
  - Exterior Building of Broad/STJU RO \$40,000
  - AMI Metering System (Split 50% \$20,000) \$10,000
  - Replace Unit #22 100% \$24,000
  - Backhoe Replacement (40% of \$50,000) \$20,000
  - Jackhammer for Backhoe \$ 8,800

Capital planning also includes two projects that will be covered by other funding sources. The water infrastructure for a new housing development will be funded by tax increment financing of \$385,600. Another way to think about that is that lot costs will fund it. The High School/City Park water infrastructure will be funded by contributions to the parkland dedication fund in the amount of \$359,000. This is part of the revenue stream we have

discussed in relation to the School/Park Project.

**Current Debt issues:**

- G.O. Water Revenue Refunding Bonds, 2011B (water tower)
  - 2016 Debt Service \$120,855; remaining principal \$1,035,000;
  - Final payment 2026
  
- G.O. Water Revenue Refunding Bonds, 2012C
  - 2016 Debt Service \$74,588; remaining principal \$485,000;
  - Final payment 2023
  
- PFA G.O. Water Revenue Bonds (2009 treatment facilities)
  - 2016 Debt Service \$1,033,010; remaining principal \$13,565,000;
  - Final payment 2029
  
- PFA G.O. Water Revenue Bonds (2009 wells)
  - 2016 Debt Service \$90,696; remaining principal \$929,000;
  - Final payment 2028
  
- PFA G.O. Water Revenue Bonds (hwy 169 watermain)
  - 2016 Debt Service \$51,944; remaining principal \$599,000;
  - Final payment 2029
  
- \$870,000 Taxable GO utility revenue and TIF Bonds, Series 2010B (improvements)
  - 2016 Debt Service \$8,556; remaining principal \$34,000;
  - Final payment 2020

There will be a substantial debt service increase in 2019 in the amount of \$243,000.

**Other Budget information:**

- Wages and benefits are recorded in the areas of work actually performed. For budget purposes, the wage and benefits are allocated based on a percentage.
- Approval of the budget does not allow for purchases over \$7,500 to be made without additional City Council approval.
- Since 2014, the operating expense budget includes repairs that used to be reflected in the capital budget. Since we don't know which repairs will be necessary, an estimated amount has been identified as a place holder. This is done so that the budget does not reflect a greater fund balance as these pieces of equipment get closer to the end of their useful life.
- This budget does not include any revenues or expenses for the development of a service line insurance program.
- Water Consumption billing history:

2012	383,479,160 gallons sold
2013	342,120,947 gallons sold
2014	322,886,162 gallons sold
2015	305,900,060 gallons sold

In 2014 we closed the downtown tax increment district which was anticipated to cover as much of the Highway 169 utility improvements as allowed. These funds were transferred to the Water

Fund due to the decertification of this district and identified in the unrestricted cash (bond reserve).

The total ending fund balance of the Water Fund in 2016 is projected to be \$606,256 and, as indicated earlier, our goal fund balance is \$1,400,000

We are hoping to introduce a new idea and discussion about the relationship between the water and sewer funds. One of the easiest opportunities to keep rates from escalating is to transfer resources from wastewater, which will soon have much of its debt service paid to the Water Fund to offset increasing debt. If the Wastewater Fund continues in the direction it is going, it will have sufficient funds that could be used to help the water budget. A plan of this type could help diminish a need for rate increases in the Water Fund again by transferring revenues that had previously been used to pay wastewater debt. This may allow projections to see more continuity in usage, since it appears that consumption is reduced each time a rate increase is put into place. There are a number of philosophical considerations with the discussion and a number of different variations on this overall theme that should be explored. We hope to spend some time discussing this at the goal session.

Our base charges provide income of approximately \$967,836. During construction of the water plant we developed a goal that provided for a change in base charges to collect revenues that paid 70% of the new debt. The 2016 customer service budget and 70% of our debt is \$1,023,950, which means that changes of \$56,114 in base charges (\$1.01 per month per customer) would be needed to meet that reduction in volatility objective. The reason for this 70% target is to reduce the volatility in this fund that comes with changes in the number of gallons sold.

In 2015 the proposed 1" base rate increased \$5.00 and the flow increased \$.35/1,000 gallons of domestic use and \$.50/1,000 gallons of irrigation use. This increase was in effect as of June 1, 2015. A second increase, effective December 1, 2015, included an additional \$.25/1,000 gallons of domestic use and \$.35/1,000 gallons of irrigations use. The monthly \$5.00 increase that was proposed on the 1" meter increased according to the hydraulic flow capacity that was developed on the larger meter sizes.

The projected years of budgets have a number of assumptions:

1. There is a 1.5% increase in operating expenditures.
2. Revenue doesn't include any additional customers or consumption beyond 2018. As well as it doesn't decrease consumption either. This says....depending on our growth philosophy the fund balances will increase from what we show.
3. The on-going capital continues to years beyond the 10-year plan.
4. The 10-year capital plan is included.
5. There are no new bond issues.
6. Housing subdivision water improvements would be funded from tax increment.
7. \$550,000 water tower improvements in 2017 and \$450,000 capital improvements in 2023 are funded from reserves.
8. The membrane improvements happen in 2018, 2024 and 2030 in the amount of \$180,000 each. All other years project annual replacement of \$36,000.

The approval of these budgets will give the City a plan to work toward. Again, the actual purchase or initiation of projects over \$7,500 will be presented individually to the City Council for authorization along with the funding mechanism.

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

PO/PM

ST PETER WATER UTILITY  
INCOME STATEMENT on 2016 Budget

INCOME

Sales			
Water Sales	\$3,251,251		
Other Services	\$205,500		\$3,456,751
Other Income			<u>\$29,756</u>
Total Income			\$3,486,507

EXPENSE

Personnel			
Source of supply	\$32,152		
Treatment	\$194,431		
Distribution	\$218,182		
Administation	\$72,190		
Customer Services	<u>\$28,231</u>	\$545,186	
Office Supplies			
Source of supply	\$3,800		
Treatment	\$138,200		
Distribution	\$22,000		
Administation	\$14,705		
Customer Services	<u>\$1,875</u>	\$180,580	
Professional services			
Source of supply	\$32,090		
Treatment	\$487,824		
Distribution	\$78,000		
Administation	\$33,600		
Customer Services	<u>\$10,030</u>	\$641,544	
Repair and Maintenance			
Source of supply	\$20,650		
Treatment	\$65,000		
Distribution	\$110,500		
Administation	\$9,000		
Customer Services	<u>\$2,800</u>	\$207,950	
Bad Debt			
Customer Services	\$200	\$200	
Other Expense			
Interest Expense	\$483,004		
Depreciation Expense	\$1,200,000		
Transfers of Cash and Utilities	<u>\$301,331</u>	\$1,984,335	
Total Expense			<u>\$3,559,795</u>
Revenue Exceeds Expense	40		<u><u>(\$73,289)</u></u>

16entWater

	B	C	D	E	F	T	U	V	W	X	Y	Z
239					<b>WATER FUND</b>							
240					<b>Statement of Sources and Applications of Cash</b>							
241											2016	2017
242						2012	2013	2014	2015	2015	Proposed	Proposed
243						Actual	Actual	Actual	Budget	Projected	Budget	Budget
244	Sources of Cash:											
245												
246					Net Income (loss)	(\$817,518)	(\$925,444)	(\$135,188)	(\$318,938)	(\$359,104)	(\$73,289)	(\$86,636)
247					Add depreciation	1,044,931	1,206,620	1,199,708	1,200,000	1,128,658	1,200,000	1,200,000
248												
249					Total	227,413	281,176	1,064,520	881,062	769,554	1,126,711	1,113,364
250												
251	Application of cash:											
252												
253					Purchase of fixed assets	(761,309)	(65,988)	(166,597)	(147,500)	(230,098)	(239,800)	(680,500)
254												
255					Change in assets and liabilities	71,082	(10,599)	4,892	0	0	0	0
256												
257					Bond Proceeds	745,000	0	0	0	0	0	0
258												
259					Principal payments of long-term debt	(520,530)	(623,065)	(594,125)	(905,000)	(905,000)	(918,160)	(935,160)
260												
261					Capital contributed by other sources	0	0	0	0	0	0	0
262												
263					Total	(465,758)	(699,652)	(755,830)	(1,052,500)	(1,135,098)	(1,157,960)	(1,615,660)
264												
265					Net increase (decrease) in cash	(238,345)	(418,476)	308,690	(171,438)	(365,544)	(31,249)	(502,296)
266												
267												
268					Cash balance - January 1	1,351,179	1,112,834	694,358	1,003,048	1,003,048	637,505	606,256
269												
270					Cash balance - December 31							
271					Unrestricted Cash (membrane)	\$225,000	\$264,000	\$339,000	\$414,000	\$360,000	\$360,000	\$339,000
272					Unrestricted Cash (Bond Reserve)	\$0	\$0	\$625,220	\$570,220	\$570,220	\$514,220	\$458,220
273					Unrestricted Cash	\$887,834	\$430,358	\$38,828	(\$152,610)	(\$292,715)	(\$267,964)	(\$693,260)
274					Percent of next year operations	26.7%	12.2%	1.1%	-4.3%	-8.2%		
275					Percent of same year operations						-7.5%	-19.4%

16entWater

	B	C	D	E	F	AA	AB	AC	AD	AE	AF	AG
239					<b>WATER FUND</b>							
240					<b>Statement of Sources and Applications</b>							
241						2018	2019	2020	2021	2022	2023	2024
242						Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
243						Budget	Budget	Budget	Budget	Budget	Budget	Budget
244	Sources of Cash:											
245												
246		Net Income (loss)				(\$119,911)	(\$302,738)	(\$124,218)	(\$19,162)	(\$113,488)	(\$106,910)	(\$99,629)
247		Add depreciation				1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
248												
249			Total			1,080,089	897,262	1,075,782	1,180,838	1,086,512	1,093,090	1,100,371
250												
251	Application of cash:											
252												
253		Purchase of fixed assets				(191,000)	(186,700)	(98,000)	(125,500)	(137,500)	(560,500)	(91,500)
254												
255		Change in assets and liabilities				0	0	0	0	0	0	0
256												
257		Bond Proceeds				0						
258												
259		Principal payments of long-term debt				(955,160)	(1,221,840)	(1,258,840)	(1,279,000)	(1,320,000)	(1,351,000)	(1,312,000)
260												
261		Capital contributed by other sources				0	0	0	0	0	0	0
262												
263			Total			(1,146,160)	(1,408,540)	(1,356,840)	(1,404,500)	(1,457,500)	(1,911,500)	(1,403,500)
264												
265		Net increase (decrease) in cash				(66,071)	(511,278)	(281,058)	(223,662)	(370,988)	(818,410)	(303,129)
266												
267												
268		Cash balance - January 1				103,960	37,889	(473,389)	(754,447)	(978,109)	(1,349,098)	(2,167,508)
269												
270		Cash balance - December 31										
271		Unrestricted Cash (membrane)				\$360,000	\$255,000	\$294,000	\$333,000	\$372,000	\$411,000	\$450,000
272		Unrestricted Cash (Bond Reserve)				\$401,220	\$344,220	\$286,220	\$227,220	\$168,220	\$108,220	\$47,220
273		Unrestricted Cash				(\$723,331)	(\$1,072,609)	(\$1,334,667)	(\$1,538,329)	(\$1,889,318)	(\$2,686,728)	(\$2,967,857)
274					Percent of next year operations							
275					Percent of same year operations	-20.3%	-28.6%	-37.3%	-44.3%	-53.0%	-75.5%	-83.6%

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	B	C	D	E	F	AH	AI	AJ	AK	AL	AM	AN
239					<b>WATER FUND</b>							
240					<b>Statement of Sources and Applications</b>							
241						2025	2026	2027	2028	2029	2030	2031
242						Proposed						
243						Budget						
244	<u>Sources of Cash:</u>											
245												
246					Net Income (loss)	(\$271,591)	(\$83,453)	(\$75,831)	(\$69,523)	(\$61,088)	(\$52,126)	(\$44,716)
247					Add depreciation	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
248												
249					Total	928,409	1,116,547	1,124,169	1,130,477	1,138,912	1,147,874	1,155,284
250												
251	<u>Application of cash:</u>											
252												
253					Purchase of fixed assets	(67,500)	(60,500)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
254												
255					Change in assets and liabilities	0	0	0	0	0	0	0
256												
257					Bond Proceeds							
258												
259					Principal payments of long-term debt	(1,348,000)	(1,379,000)	(1,421,000)	(1,457,000)	(1,409,000)	0	(61,156)
260												
261					Capital contributed by other sources	0	0	0	0	0	0	0
262												
263					Total	(1,415,500)	(1,439,500)	(1,481,000)	(1,517,000)	(1,469,000)	(60,000)	(121,156)
264												
265					Net increase (decrease) in cash	(487,091)	(322,953)	(356,831)	(386,523)	(330,088)	1,087,874	1,034,128
266												
267												
268					Cash balance - January 1	(2,470,637)	(2,957,728)	(3,280,681)	(3,637,512)	(4,024,036)	(4,354,123)	(3,266,250)
269												
270					Cash balance - December 31							
271					Unrestricted Cash (membrane)	\$345,000	\$384,000	\$423,000	\$462,000	\$501,000	\$540,000	\$435,000
272					Unrestricted Cash (Bond Reserve)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
273					Unrestricted Cash	(\$3,302,728)	(\$3,664,681)	(\$4,060,512)	(\$4,486,036)	(\$4,855,123)	(\$3,806,250)	(\$2,667,122)
274					Percent of next year operations							
275					Percent of same year operations	-88.7%	-103.7%	-115.1%	-127.4%	-138.2%	-108.6%	-76.3%

# Water Utility Capital Plan

Planning Issue:		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>601.48110</b>	<b>Source of Supply</b>										
300	Professional Services	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$3,000
532	STJU Well Meter Replacement								\$12,000		
532	Broadway Well Meter Replacement		\$14,000								
<b>601.48110</b>	<b>TOTAL SOURCE OF SUPPLY</b>	<b>\$ 2,000</b>	<b>\$ 16,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 14,500</b>	<b>\$ 2,500</b>	<b>\$ 3,000</b>
<b>601.48120</b>	<b>Water Treatment</b>										
300	Professional Services	\$35,000	\$5,000	\$5,500	\$5,500	\$5,500	\$6,000	\$6,000	\$6,000	\$6,000	\$6,500
<b>601.48120</b>	<b>TOTAL WATER TREATMENT</b>	<b>\$35,000</b>	<b>\$5,000</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,500</b>
<b>601.48130</b>	<b>Water Distribution and Storage</b>										
300	Professional Services	\$15,000	\$6,000	\$6,000	\$7,000	\$7,000	\$7,000	\$8,000	\$8,000	\$8,000	\$9,000
520	Greenhill Reservoir Improvements		2014		\$6,700						\$7,000
532	Sunrise Drive Elevated Tower		2017		\$50,000				\$450,000		
	Broadway Avenue Water Tower		2017		\$500,000						
	Annual Hydrant Replacements (4)	\$10,000	\$16,000	\$16,000	\$18,000	\$18,000	\$20,000	\$20,000	\$20,000	\$20,000	\$21,000
	STJU Roundabout	\$0			\$88,000						
	St. Peter High School/City Park (Fort Rd)	\$359,000					\$20,000				
	Elementary School/City Dev. (Phase I)	\$385,600	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$17,000	\$17,000	
	Water Meter Station @ SPRTC (Lower Campus)	\$75,000									
	Watermain Upgrades (1 block)		\$16,000	\$17,000	\$16,000	\$18,000	\$15,000	\$16,000	\$18,000	\$18,000	
	Exterior Building of Broad/STJU RO	\$40,000						\$50,000			
	AMI Metering System (Split 50% \$20,000)	\$10,000	\$10,000	\$10,000	\$12,000	\$12,000	\$14,000	\$14,000	\$14,000	\$14,000	\$15,000
533	Water Meters (Meters and Reading System)		\$0	\$0	\$0						
580	Valve Operator - purchased 2002								\$7,000		
<b>601.48130</b>	<b>TOTAL WATER DISTRIBUTION AND STORAGE</b>	<b>\$894,600</b>	<b>\$613,000</b>	<b>\$64,000</b>	<b>\$162,700</b>	<b>\$70,000</b>	<b>\$91,000</b>	<b>\$123,000</b>	<b>\$534,000</b>	<b>\$77,000</b>	<b>\$52,000</b>
<b>601.48140</b>	<b>General Plant Water</b>										
300	Professional Services	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
520	Public Works Improvements		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
550	Replace Unit #1(2003) (33% of \$30,000) - 2013		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
550	Replace Unit #5 (2004 - 2014) 100%		\$10,000	\$80,000	\$33,000						
550	Replace Unit #36 (2001) (33% of \$27,000) - 2013										
550	Replace Unit #22 (2001 - 2016) 100%	\$24,000									
550	Replace Unit #106 (2006 - 2017) 100%		\$30,000								
550	Replace Light Tower (2010 - 2019)				\$10,000						
580	Backhoe Replacement (40% of \$50,000)	\$20,000									
580	Jackhammer for Backhoe - 5 years (2004 - 2016)	\$8,800				\$14,000					
580	Ferris Mower Replacement						\$20,000				
<b>601.48140</b>	<b>TOTAL GENERAL PLANT WATER</b>	<b>\$52,800</b>	<b>\$46,000</b>	<b>\$119,000</b>	<b>\$16,000</b>	<b>\$20,000</b>	<b>\$26,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>
<b>CAPITAL IMPROVEMENTS TOTAL COST</b>		<b>\$984,400</b>	<b>\$680,500</b>	<b>\$191,000</b>	<b>\$186,700</b>	<b>\$98,000</b>	<b>\$125,500</b>	<b>\$137,500</b>	<b>\$560,500</b>	<b>\$91,500</b>	<b>\$67,500</b>
Bond Debt Service Payments		\$1,431,125	\$1,428,134	\$1,421,664	\$1,677,014	\$1,681,430	\$1,674,311	\$1,683,724	\$1,683,724	\$1,683,724	\$1,683,724
Capital Plus Bond Debt		\$2,415,525	\$2,108,634	\$1,612,664	\$1,863,714	\$1,779,430	\$1,799,811	\$1,821,224	\$2,244,224	\$1,775,224	\$1,751,224

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# Water Utility Capital Plan

## FUNDING SOURCE:

## Total

Planning Issue:

RESERVES/  
CASH

ASSESS./  
Developer

TIF Funding

Parkland  
Fund

BOND  
(Finance)

<b>601.48110</b>	<b>Source of Supply</b>								
300	Professional Services	\$2,000							
<b>601.48110</b>	<b>TOTAL SOURCE OF SUPPLY</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>
<b>601.48120</b>	<b>Water Treatment</b>								
300	Professional Services	\$35,000							
<b>601.48120</b>	<b>TOTAL WATER TREATMENT</b>	<b>\$35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>
<b>601.48130</b>	<b>Water Distribution and Storage</b>								
300	Professional Services	\$15,000							
532	Annual Hydrant Replacements (4)	\$10,000							
	St. Peter High School/City Park (Fort Rd)		\$0		\$359,000				
	Elementary School/City Dev.			\$385,600				\$0	
	Water Meter Station @ SPRTC (Lower Campus)	\$75,000							
	Exterior Building of Broad/STJU RO	\$40,000							
	AMI Metering System (Split 50% \$20,000)	\$10,000							
<b>601.48130</b>	<b>TOTAL WATER DISTRIBUTION / STORAGE</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$385,600</b>	<b>\$359,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 894,600</b>
<b>601.48140</b>	<b>General Plant Water</b>								
550	Replace Unit #22	2001 - 2016	100%	\$24,000					
580	Backhoe Replacement	40% of \$50,000		\$20,000					
580	Jackhammer for Backhoe - 5 years	2004 - 2016		\$8,800					
<b>601.48140</b>	<b>TOTAL GENERAL PLANT WATER</b>	<b>\$52,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 52,800</b>
<b>CAPITAL IMPROVEMENTS TOTAL COST</b>		<b>\$ 239,800</b>	<b>\$ -</b>	<b>\$ 385,600</b>	<b>\$ 359,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 984,400</b>

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601-WATER

REVENUES		(----- 2015 -----) (----- 2016 -----)						
	2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>STATE AID/GRANTS</u>								
33422 OTHER STATE GRANTS & AID	10,651	756	756	756	756	756	756	756
TOTAL STATE AID/GRANTS	10,651	756	756	756	756	756	756	756
33422 OTHER STATE GRANTS & AID	PERMANENT NOTES: pera aid							
<u>MISCELLANEOUS</u>								
36101 SPECIAL ASSESSMENT PRINCIPAL	55,004	39,839	( 13,872)	25,000	15,803	25,000	25,000	25,000
36102 SPECIAL ASSESSMENT INTEREST	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	55,004	39,839	( 13,872)	25,000	15,803	25,000	25,000	25,000
<u>INTEREST INCOME</u>								
36210 INTEREST EARNINGS	10,848	4,549	4,429	4,000	7,218	4,000	4,000	4,000
TOTAL INTEREST INCOME	10,848	4,549	4,429	4,000	7,218	4,000	4,000	4,000
<u>DONATIONS &amp; REFUNDS</u>								
36250 REFUNDS & REIMBURSEMENTS	0	0	0	75,000	40	75,000	75,000	75,000
TOTAL DONATIONS & REFUNDS	0	0	0	75,000	40	75,000	75,000	75,000
<u>WATER SALES</u>								
37110 RES/COMM SALES WATER	1,341,400	1,455,394	1,799,197	2,072,578	1,733,759	1,852,578	2,072,578	1,892,987
37113 RES/COMM IRRIG WATER SALES	0	0	0	0	244,047	220,000	0	255,130
37120 BULK SALES WATER	799	474	691	691	653	691	691	653
37131 GUSTAVUS ADOLPHUS WATER	284,214	275,109	316,067	367,278	234,378	216,000	367,278	297,419
37132 REGIONAL TREATMENT CENTER WATE	134,968	157,737	190,002	217,554	194,458	200,000	217,554	223,112
37133 GUSTAVUS ADOLPHUS IRRIG WATER	0	0	0	0	101,683	105,000	0	115,321
37134 REGIONAL TREATMENT IRRIG WATER	0	0	0	0	0	0	0	0
37140 WATER SALES TO OTHER PUBLIC AU	69,106	87,990	95,320	101,492	25,734	25,000	101,492	61,325
37141 INTERDEPARTMENTAL WATER SALES	205,823	184,576	197,372	210,151	154,732	151,625	210,151	208,241
37143 IRRIG SALES TO OTHER PUBLIC AU	0	0	0	0	63,641	40,000	0	75,530
37144 INTERDEPARTMENTAL IRRIG SALES	0	0	0	0	59,467	40,000	0	111,065
37145 SERVICE SALES	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
TOTAL WATER SALES	2,037,310	2,162,279	2,599,649	2,970,744	2,813,552	2,851,894	2,970,744	3,241,783
<u>WATER FIRE LINES</u>								
37180 FIRE SERVICE LINE	9,181	9,327	9,708	9,230	10,032	9,230	9,230	10,035
37181 FIRE SERVICE SALES TO OTHER PU	288	288	288	288	288	288	288	288
37182 INTERDEPARTMENTAL FIRE SERVICE	144	144	144	144	144	144	144	144
TOTAL WATER FIRE LINES	9,613	9,759	10,140	9,662	10,464	9,662	9,662	10,467

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601-WATER

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) APPROVED BUDGET
<u>WATER OTHER</u>								
37150 WATER CONNECTION FEES	275	500	425	500	625	500	500	500
37155 WATER ACCESS CHARGE	26,000	97,650	62,540	50,000	29,400	50,000	50,000	50,000
37157 LEASES	34,842	34,737	37,802	35,000	40,996	35,000	35,000	35,000
37160 PENALTY REVENUES	11,316	12,687	17,035	16,000	19,507	16,000	16,000	16,000
37170 MISCELLANEOUS WATER REVENUES	<u>33,076</u>	<u>105,250</u>	<u>31,137</u>	<u>28,000</u>	<u>24,712</u>	<u>28,000</u>	<u>228,000</u>	<u>28,000</u>
TOTAL WATER OTHER	105,509	250,824	148,940	129,500	115,240	129,500	329,500	129,500
37157 LEASES	PERMANENT NOTES: At&T and T-mobile tower leases							
37170 MISCELLANEOUS WATER REVENUES	NEXT YEAR NOTES: High School \$200,000							
<u>FIXED ASSET DISPOSAL</u>								
39101 SALE OF GENERAL FIXED ASSETS	( 2,736)	1,653	889	0	35	0	0	0
TOTAL FIXED ASSET DISPOSAL	( 2,736)	1,653	889	0	35	0	0	0
<u>TRANSFER FROM OTHER FUND</u>								
39200 TRANSFERS FROM OTHER FUNDS	0	0	625,221	0	0	0	0	0
TOTAL TRANSFER FROM OTHER FUND	0	0	625,221	0	0	0	0	0
<u>CONTRIBUTED ASSETS</u>								
39210 CONTRIBUTED ASSETS	0	276,060	( 132,110)	0	0	0	0	0
TOTAL CONTRIBUTED ASSETS	0	276,060	( 132,110)	0	0	0	0	0
TOTAL REVENUES	2,226,198	2,745,719	3,244,043	3,214,662	2,963,109	3,095,812	3,414,662	3,486,506

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601-WATER  
 SOURCE OF SUPPLY  
 EXPENDITURES

		2015					2016		
2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED		
ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET		
<b>PERSONNEL SERVICES</b>									
49400-100	SOURCE OF SUPPLY WAGES	20,575	20,089	20,572	19,575	18,618	19,575	19,725	19,725
49400-101	SOURCE OF SUPPLY WAGES - T	4,769	2,646	3,276	2,291	3,683	2,291	2,291	2,291
49400-102	SOURCE OF SUPPLY WAGES - O	0	0	555	340	85	340	359	359
49400-112	SOURCE OF SUPPLY CAR ALLOW	360	90	0	0	210	0	0	210
49400-121	SOURCE OF SUPPLY PERA CONT	1,452	1,326	1,480	1,494	1,400	1,494	1,506	1,506
49400-122	SOURCE OF SUPPLY FICA CONT	1,551	1,289	1,455	1,377	1,347	1,377	1,387	1,387
49400-126	SOURCE OF SUPPLY MEDICARE	363	302	340	322	315	322	324	324
49400-131	SOURCE OF SUPPLY HEALTH IN	3,376	2,896	3,415	3,657	3,883	3,657	4,881	5,007
49400-132	SOURCE OF SUPPLY DENTAL IN	185	223	328	254	288	254	271	271
49400-133	SOURCE OF SUPPLY LIFE INSU	6	6	8	7	6	7	6	6
49400-151	SOURCE OF SUPPLY WORKERS C	723	612	723	1,018	819	1,018	1,066	1,066
<b>TOTAL PERSONNEL SERVICES</b>		<b>33,359</b>	<b>29,480</b>	<b>32,151</b>	<b>30,335</b>	<b>30,653</b>	<b>30,335</b>	<b>31,816</b>	<b>32,152</b>
<b>OFFICE EXPENSES</b>									
49400-210	SOURCE OF SUPPLY OPERATING	78	0	62	2,000	89	1,000	1,000	1,000
49400-211	SOURCE OF SUPPLY MOTOR FUE	2,837	2,371	1,304	1,800	660	1,200	1,800	1,800
49400-220	SOURCE OF SUPPLY REPAIR &	0	0	0	1,000	72	1,000	1,000	1,000
<b>TOTAL OFFICE EXPENSES</b>		<b>2,916</b>	<b>2,371</b>	<b>1,366</b>	<b>4,800</b>	<b>820</b>	<b>3,200</b>	<b>3,800</b>	<b>3,800</b>
<b>PROFESSIONAL SERVICES</b>									
49400-300	SOURCE OF SUPPLY PROFESSIO	3,060	2,006	0	1,500	173	1,000	1,500	1,500
49400-310	SOURCE OF SUPPLY CONTRACTU	0	0	0	200	0	0	200	200
49400-360	SOURCE OF SUPPLY INSURANCE	2,742	9,133	8,387	8,390	8,328	9,200	9,000	8,390
49400-380	SOURCE OF SUPPLY UTILITIES	21,455	20,942	22,718	22,000	21,696	22,000	22,000	22,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>27,257</b>	<b>32,081</b>	<b>31,105</b>	<b>32,090</b>	<b>30,198</b>	<b>32,200</b>	<b>32,700</b>	<b>32,090</b>
<b>REPAIR &amp; MAINTENANCE</b>									
49400-401	SOURCE OF SUPPLY BLDG- REP	0	0	0	500	0	500	500	500
49400-404	SOURCE OF SUPPLY EQUIP&MAC	614	0	2,526	2,000	1,958	3,000	2,000	2,000
49400-405	SOURCE OF SUPPLY WELLS- RE	5,316	2,922	4,955	20,000	11,986	7,500	10,000	10,000
49400-415	SOURCE OF SUPPLY EQUIPMENT	5	46	524	650	0	650	650	650
49400-430	SOURCE OF SUPPLY MISCELLAN	0	0	0	500	0	500	500	500
49400-433	SOURCE OF SUPPLY DUES & SU	4,661	5,816	5,459	7,000	4,948	7,000	7,000	7,000
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>10,595</b>	<b>8,784</b>	<b>13,464</b>	<b>30,650</b>	<b>18,891</b>	<b>19,150</b>	<b>20,650</b>	<b>20,650</b>
49400-433	SOURCE OF SUPPLY DUES & SUPERMANENT NOTES: DNR appropriations permit								
<b>TOTAL SOURCE OF SUPPLY</b>		<b>74,126</b>	<b>72,715</b>	<b>78,086</b>	<b>97,875</b>	<b>80,563</b>	<b>84,885</b>	<b>88,966</b>	<b>88,692</b>

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601-WATER  
 PURIFICATION AND TREATMEN  
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)	(----- 2016 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>PERSONNEL SERVICES</b>								
49420-100 PURIFICATION & TRTMT WAGES	112,759	114,629	99,258	116,461	113,108	116,461	121,010	121,010
49420-101 PURIFICATION & TRTMT WAGES	0	116	152	2,291	213	2,291	2,291	2,291
49420-102 PURIFICATION & TRTMT WAGES	8,252	6,156	5,761	10,455	5,743	10,455	10,596	10,596
49420-112 PURIFICATION & TRTMT CAR A	360	90	0	0	210	0	0	210
49420-121 PURIFICATION & TRTMT PERA	8,702	8,530	7,497	9,519	8,886	9,519	9,870	9,870
49420-122 PURIFICATION & TRTMT FICA	7,235	7,073	6,272	8,011	7,090	8,011	8,302	8,302
49420-126 PURIFICATION & TRTMT MEDIC	1,692	1,654	1,467	1,874	1,658	1,874	1,942	1,942
49420-131 PURIFICATION & TRTMT HEALT	28,164	27,443	23,766	29,824	27,220	29,824	31,182	31,970
49420-132 PURIFICATION & TRTMT DENTA	1,485	1,465	1,657	1,781	1,703	1,781	1,900	1,900
49420-133 PURIFICATION & TRTMT LIFE	50	49	42	49	39	49	44	44
49420-151 PURIFICATION & TRTMT WORKE	2,036	5,440	5,126	5,790	4,657	5,790	6,296	6,296
TOTAL PERSONNEL SERVICES	170,736	172,646	150,997	186,055	170,528	186,055	193,433	194,431
<b>OFFICE EXPENSES</b>								
49420-210 PURIFICATION & TRTMT OPERA	123,780	126,064	140,189	135,000	108,898	135,000	135,000	135,000
49420-211 PURIFICATION & TRTMT MOTOR	1,484	2,523	2,380	2,200	1,104	2,200	2,200	2,200
49420-220 PURIFICATION & TRTMT SUPPL	127	0	0	1,000	1,067	1,000	1,000	1,000
TOTAL OFFICE EXPENSES	125,391	128,587	142,568	138,200	111,069	138,200	138,200	138,200
<b>PROFESSIONAL SERVICES</b>								
49420-300 PURIFICATION & TRTMT PROFE	4,776	6,791	7,604	5,000	16,735	6,700	5,000	5,000
49420-310 PURIFICATION & TRTMT CONTR	0	0	0	500	2,828	500	500	500
49420-360 PURIFICATION & TRTMT INSUR	994	5,811	6,610	6,615	7,324	6,615	7,324	7,324
49420-380 PURIFICATION & TRTMT UTILI	390,288	471,723	494,607	475,000	462,814	450,000	475,000	475,000
TOTAL PROFESSIONAL SERVICES	396,057	484,325	508,221	487,115	489,701	463,815	487,824	487,824
<b>REPAIR &amp; MAINTENANCE</b>								
49420-401 PURIFICATION & TRTMT BLDG-	2,271	3,445	7,149	4,500	2,924	3,000	3,000	3,000
49420-404 PURIFICATION & TRTMT EQUIP	29,533	21,670	35,609	65,000	65,094	55,000	60,000	60,000
49420-410 PURIFICATION & TRTMT SCADA	0	0	395	1,000	1,278	1,000	1,000	1,000
49420-415 PURIFICATION & TRTMT EQUIP	0	0	0	500	67	500	500	500
49420-430 PURIFICATION & TRTMT MISC	0	0	0	500	0	500	500	500
TOTAL REPAIR & MAINTENANCE	31,803	25,115	43,153	71,500	69,363	60,000	65,000	65,000
49420-404 PURIFICATION & TRTMT EQUIP	PERMANENT NOTES: membrane replacement \$36,000 per year and an additional \$60,000 every six years.							
TOTAL PURIFICATION AND TREATMEN	723,988	810,674	845,539	882,870	840,660	848,070	884,457	885,455

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601-WATER  
 DISTRIBUTION AND STORAGE  
 EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
49430-100	DIST & STORAGE WAGES	112,505	136,387	151,933	140,701	142,215	140,701	145,646	145,646
49430-101	DIST & STORAGE WAGES-TEMPO	895	2,529	3,118	2,291	4,390	2,291	2,291	2,291
49430-102	DIST & STORAGE WAGES-OVERT	3,538	2,190	12,268	3,559	3,830	3,559	3,712	3,712
49430-112	DIST & STORAGE CAR ALLOWAN	360	90	0	0	210	0	0	210
49430-121	DIST & STORAGE PERA CONTRI	8,298	9,562	11,748	10,819	10,947	10,819	11,202	11,202
49430-122	DIST & STORAGE FICA CONTRI	6,958	8,066	9,993	9,086	9,001	9,086	9,402	9,402
49430-126	DIST & STORAGE MEDICARE CO	1,627	1,887	2,337	2,125	2,105	2,125	2,199	2,199
49430-131	DIST & STORAGE HEALTH INSU	23,999	29,855	32,083	31,879	29,981	31,879	33,227	34,060
49430-132	DIST & STORAGE DENTAL INSU	1,663	1,824	2,227	2,009	2,240	2,009	2,144	2,144
49430-133	DIST & STORAGE LIFE INSURA	43	56	58	55	53	55	50	50
49430-142	DIST & STORAGE UNEMPLOYMEN	0	0	0	0	0	0	0	0
49430-151	DIST & STORAGE WORKERS COM	5,121	2,532	2,993	6,695	5,385	6,695	7,266	7,266
<b>TOTAL PERSONNEL SERVICES</b>		<b>165,008</b>	<b>194,978</b>	<b>228,758</b>	<b>209,219</b>	<b>210,357</b>	<b>209,219</b>	<b>217,139</b>	<b>218,182</b>
<b>OFFICE EXPENSES</b>									
49430-210	DIST & STORAGE OPERATING S	8,215	8,906	7,829	10,000	6,057	8,000	9,000	9,000
49430-211	DIST & STORAGE MOTOR FUELS	8,807	8,830	8,415	9,000	5,313	9,000	9,000	9,000
49430-220	DIST & STORAGE SUPPLIES-RE	4,678	7,901	1,906	4,000	837	4,000	4,000	4,000
<b>TOTAL OFFICE EXPENSES</b>		<b>21,700</b>	<b>25,637</b>	<b>18,150</b>	<b>23,000</b>	<b>12,206</b>	<b>21,000</b>	<b>22,000</b>	<b>22,000</b>
<b>PROFESSIONAL SERVICES</b>									
49430-300	DIST & STORAGE PROFESSIONA	3,806	1,231	4,311	10,000	5,672	5,000	10,000	10,000
49430-310	DIST & STORAGE CONTRACTUAL	0	0	0	500	0	500	500	500
49430-360	DIST & STORAGE INSURANCE	2,021	2,187	2,487	2,500	3,674	2,500	2,500	2,500
49430-380	DIST & STORAGE UTILITES	40,400	81,022	56,275	65,000	56,178	60,000	65,000	65,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>46,227</b>	<b>84,440</b>	<b>63,072</b>	<b>78,000</b>	<b>65,524</b>	<b>68,000</b>	<b>78,000</b>	<b>78,000</b>
<b>REPAIR &amp; MAINTENANCE</b>									
49430-401	DIST & STORAGE BLDG - REP&	75	318	163	500	6	500	500	500
49430-402	DIST & STORAGE- STORAGE FA	4,481	3,480	329	4,000	2,701	3,000	4,000	4,000
49430-404	DIST & STORAGE EQUIP- REP&	4,970	8,518	9,460	12,000	8,673	10,000	10,000	10,000
49430-406	DIST & STORAGE MAINS- REP&	13,084	24,581	28,617	14,000	16,440	14,000	14,000	14,000
49430-407	DIST & STORAGE METERS- REP	14,755	25,766	52,035	35,000	41,817	40,000	40,000	40,000
49430-408	DIST & STORAGE HYDRANTS-RE	2,110	40,867	23,518	40,000	28,837	25,000	40,000	40,000
49430-410	DIST & STORAGE SCADA- REP&	0	0	0	1,500	0	1,500	1,500	1,500
49430-430	DIST & STORAGE MISCELLANEO	0	0	0	500	0	500	500	500
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>39,475</b>	<b>103,528</b>	<b>114,123</b>	<b>107,500</b>	<b>98,473</b>	<b>94,500</b>	<b>110,500</b>	<b>110,500</b>
<b>TOTAL DISTRIBUTION AND STORAGE</b>		<b>272,410</b>	<b>408,584</b>	<b>424,102</b>	<b>417,719</b>	<b>386,559</b>	<b>392,719</b>	<b>427,639</b>	<b>428,682</b>

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601-WATER  
 ADMIN AND GENERAL  
 EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
49440-100	ADMIN AND GENERAL WAGES	43,135	44,795	44,959	46,631	45,535	46,631	48,512	48,512
49440-102	ADMIN AND GENERAL WAGES-OV	142	225	187	293	140	293	303	303
49440-112	ADMIN AND GENERAL CAR ALLO	363	206	153	0	153	0	0	153
49440-121	ADMIN AND GENERAL PERA CON	3,096	3,143	3,141	3,513	3,394	3,513	3,654	3,654
49440-122	ADMIN AND GENERAL FICA CON	2,494	2,519	2,546	2,909	2,670	2,909	3,027	3,027
49440-126	ADMIN AND GENERAL MEDICARE	583	589	595	680	625	680	708	708
49440-131	ADMIN AND GENERAL HEALTH I	12,560	13,151	12,231	13,252	12,117	13,252	13,787	14,141
49440-132	ADMIN AND GENERAL DENTAL I	1,097	925	1,001	791	936	791	844	844
49440-133	ADMIN AND GENERAL LIFE INS	19	21	22	22	19	22	20	20
49440-151	ADMIN AND GENERAL WORKERS	555	529	590	857	689	857	828	828
<b>TOTAL PERSONNEL SERVICES</b>		<b>64,044</b>	<b>66,103</b>	<b>65,425</b>	<b>68,948</b>	<b>66,278</b>	<b>68,948</b>	<b>71,683</b>	<b>72,190</b>
<b>OFFICE EXPENSES</b>									
49440-200	ADMIN AND GENERAL OFFICE S	4,741	4,457	2,066	4,000	1,844	2,000	4,000	4,000
49440-205	ADMIN AND GENERAL MISC EMP	8,367	5,609	6,438	6,500	5,738	5,000	6,500	6,500
49440-210	ADMIN AND GENERAL OPERATIN	827	1,219	553	1,500	3,457	3,000	1,500	1,500
49440-211	ADMIN AND GENERAL MOTOR FU	71	103	478	205	59	205	205	205
49440-220	ADMIN AND GENERAL REPAIR &	2,849	1,041	1,275	2,500	1,193	2,000	2,500	2,500
<b>TOTAL OFFICE EXPENSES</b>		<b>16,855</b>	<b>12,429</b>	<b>10,810</b>	<b>14,705</b>	<b>12,291</b>	<b>12,205</b>	<b>14,705</b>	<b>14,705</b>
<b>PROFESSIONAL SERVICES</b>									
49440-300	ADMIN AND GENERAL PROFESSI	49,304	13,619	11,936	12,000	16,864	12,000	12,000	12,000
49440-321	ADMIN AND GENERAL TELEPHON	5,478	5,841	5,025	5,400	4,939	5,400	5,400	5,400
49440-322	ADMIN AND GENERAL POSTAGE	110	201	414	550	291	550	550	550
49440-331	ADMIN AND GENERAL TRAVEL &	6,184	6,883	3,922	7,000	4,702	4,000	7,000	7,000
49440-340	ADMIN AND GENERAL ADVERTIS	368	147	207	1,100	356	1,100	1,100	1,100
49440-351	ADMIN AND GENERAL LEGAL NO	0	0	0	100	212	100	100	100
49440-354	ADMIN AND GENERAL PRINTING	0	150	148	1,000	383	1,000	1,000	1,000
49440-360	ADMIN AND GENERAL INSURANC	5,805	2,242	2,418	2,450	2,124	2,450	2,450	2,450
49440-380	ADMIN AND GENERAL UTILITIE	2,735	3,192	3,528	4,000	2,951	4,000	4,000	4,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>69,984</b>	<b>32,276</b>	<b>27,597</b>	<b>33,600</b>	<b>32,820</b>	<b>30,600</b>	<b>33,600</b>	<b>33,600</b>
<b>REPAIR &amp; MAINTENANCE</b>									
49440-401	ADMIN AND GENERAL BLDG-REP	1,137	1,412	1,345	1,500	430	1,500	1,500	1,500
49440-404	ADMIN AND GENERAL EQUIP- R	1,891	2,253	4,746	6,000	1,626	5,000	6,000	6,000
49440-430	ADMIN AND GENERAL MISCELLA	0	0	0	50	0	50	50	50
49440-433	ADMIN AND GENERAL DUES & S	1,291	1,213	895	1,450	1,070	1,450	1,450	1,450
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>4,319</b>	<b>4,877</b>	<b>6,985</b>	<b>9,000</b>	<b>3,126</b>	<b>8,000</b>	<b>9,000</b>	<b>9,000</b>
<b>TOTAL ADMIN AND GENERAL</b>		<b>155,203</b>	<b>115,684</b>	<b>110,819</b>	<b>126,253</b>	<b>114,515</b>	<b>119,753</b>	<b>128,988</b>	<b>129,495</b>

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601-WATER  
 CUSTOMER ACCOUNTS  
 EXPENDITURES

		(----- 2015 -----) (----- 2016 -----)							
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
49445-100	CUSTOMER ACCTS WAGES	16,695	14,683	14,874	18,673	15,056	18,673	19,014	19,014
49445-102	CUSTOMER ACCTS WAGES - OVE	163	5	0	322	31	322	325	325
49445-121	CUSTOMER ACCTS PERA CONTRI	953	1,022	1,011	1,425	1,117	1,425	1,450	1,450
49445-122	CUSTOMER ACCTS FICA CONTRI	874	857	855	1,178	893	1,178	1,199	1,199
49445-126	CUSTOMER ACCTS MEDICARE CO	204	201	200	275	209	275	280	280
49445-131	CUSTOMER ACCTS HEALTH INSU	3,136	3,512	4,549	5,518	3,571	5,518	5,489	5,619
49445-132	CUSTOMER ACCTS DENTAL INSU	161	238	225	175	218	175	187	187
49445-133	CUSTOMER ACCTS LIFE INSURA	5	5	5	5	4	5	4	4
49445-151	CUSTOMER ACCTS WORKERS COM	85	81	84	142	114	142	153	153
<b>TOTAL PERSONNEL SERVICES</b>		<b>22,277</b>	<b>20,604</b>	<b>21,803</b>	<b>27,713</b>	<b>21,213</b>	<b>27,713</b>	<b>28,101</b>	<b>28,231</b>
<b>OFFICE EXPENSES</b>									
49445-200	CUSTOMER ACCTS OFFICE SUPP	1,024	1,353	687	1,225	1,087	1,225	1,225	1,225
49445-211	CUSTOMER ACCTS MOTOR FUELS	407	648	602	650	406	650	650	650
<b>TOTAL OFFICE EXPENSES</b>		<b>1,431</b>	<b>2,001</b>	<b>1,289</b>	<b>1,875</b>	<b>1,493</b>	<b>1,875</b>	<b>1,875</b>	<b>1,875</b>
<b>PROFESSIONAL SERVICES</b>									
49445-300	CUSTOMER ACCTS PROFESSIONA	1,886	2,089	2,333	3,000	2,531	2,500	2,500	2,500
49445-322	CUSTOMER ACCTS POSTAGE	5,235	5,354	5,488	5,100	5,959	4,800	4,800	6,000
49445-331	CUSTOMER ACCTS TRAVEL & TR	0	13	0	100	0	100	100	100
49445-354	CUSTOMER ACCTS PRINTING &	977	0	0	1,000	37	1,000	1,000	1,000
49445-360	CUSTOMER ACCTS INSURANCE	140	298	430	430	293	430	430	430
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>8,237</b>	<b>7,754</b>	<b>8,251</b>	<b>9,630</b>	<b>8,820</b>	<b>8,830</b>	<b>8,830</b>	<b>10,030</b>
<b>REPAIR &amp; MAINTENANCE</b>									
49445-404	CUSTOMER ACCTS EQUIP- REP&	1,772	2,520	2,516	2,800	2,843	3,000	2,800	2,800
49445-430	CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0	0
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>1,772</b>	<b>2,520</b>	<b>2,516</b>	<b>2,800</b>	<b>2,843</b>	<b>3,000</b>	<b>2,800</b>	<b>2,800</b>
<b>BAD DEBT</b>									
49445-904	CUSTOMER ACCTS BAD DEBT EX	245	( 35)	2	200	187	200	200	200
<b>TOTAL BAD DEBT</b>		<b>245</b>	<b>( 35)</b>	<b>2</b>	<b>200</b>	<b>187</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>TOTAL CUSTOMER ACCOUNTS</b>		<b>33,963</b>	<b>32,844</b>	<b>33,861</b>	<b>42,218</b>	<b>34,556</b>	<b>41,618</b>	<b>41,806</b>	<b>43,136</b>

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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

601-WATER  
 DEPRECIATION EXPENSE  
 EXPENDITURES

	2012	2013	2014	2015			2016	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>REPAIR &amp; MAINTENANCE</b>								
49970-420 DEPRECIATION EXPENSE DEPRE	<u>1,044,931</u>	<u>1,206,620</u>	<u>1,199,708</u>	<u>1,200,000</u>	<u>1,128,658</u>	<u>1,200,000</u>	<u>1,200,000</u>	<u>1,200,000</u>
TOTAL REPAIR & MAINTENANCE	1,044,931	1,206,620	1,199,708	1,200,000	1,128,658	1,200,000	1,200,000	1,200,000
TOTAL DEPRECIATION EXPENSE	1,044,931	1,206,620	1,199,708	1,200,000	1,128,658	1,200,000	1,200,000	1,200,000

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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

601-WATER  
 INTEREST EXPENSE  
 EXPENDITURES

	2012	2013	2014	2015			2016	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
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<u>AGENT FEES</u>								
49980-611 INTEREST EXPENSE BOND INTE	<u>529,059</u>	<u>506,431</u>	<u>492,240</u>	<u>483,004</u>	<u>484,566</u>	<u>483,004</u>	<u>483,004</u>	<u>483,004</u>
TOTAL AGENT FEES	529,059	506,431	492,240	483,004	484,566	483,004	483,004	483,004
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TOTAL INTEREST EXPENSE	529,059	506,431	492,240	483,004	484,566	483,004	483,004	483,004

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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

601-WATER  
 TRANSFERS AND CONTRIBUTIO  
 EXPENDITURES

	(----- 2015 -----) (----- 2016 -----)							
	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
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<u>TRANSFERS</u>								
49990-720 TRANSFERS AND CONTRIBUTION	146,288	149,670	233,108	193,661	165,509	193,661	193,661	205,953
49990-722 TRANSFERS AND CONTRIBUTION	<u>63,752</u>	<u>91,882</u>	<u>93,872</u>	<u>90,000</u>	<u>86,620</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
TOTAL TRANSFERS	210,040	241,553	326,980	283,661	252,129	283,661	283,661	295,953
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TOTAL TRANSFERS AND CONTRIBUTIO	210,040	241,553	326,980	283,661	252,129	283,661	283,661	295,953

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601-WATER  
 CAPITAL-SOURCE OF SUPPLY  
 EXPENDITURES

			2015			2016		
2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	BUDGET
<u>PROFESSIONAL SERVICES</u>								
48110-300	CAPITAL-SOURCE OF SUPPLY P	0	0	0	2,000	1,190	2,000	2,000
TOTAL PROFESSIONAL SERVICES		0	0	0	2,000	1,190	2,000	2,000
48110-300	CAPITAL-SOURCE OF SUPPLY P	NEXT YEAR NOTES: Misc Engineering Fees for Well improvements \$2,000						
<u>CAPITAL</u>								
48110-510	CAPITAL-SOURCE OF SUPPLY L	0	0	0	0	0	0	0
48110-520	CAPITAL-SOURCE OF SUPPLY B	0	0	0	0	0	0	0
48110-532	CAPITAL-SOURCE OF SUPPLY U	0	0	0	0	0	0	0
48110-540	CAPITAL-SOURCE OF SUPPLY H	0	0	0	0	0	0	0
TOTAL CAPITAL		0	0	0	0	0	0	0
48110-532	CAPITAL-SOURCE OF SUPPLY U	PERMANENT NOTES: ST JU Well Meter Replacement 2013/2023 Broadway Well Meter Replacement 2017/2027						
TOTAL CAPITAL-SOURCE OF SUPPLY		0	0	0	2,000	1,190	2,000	2,000

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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

601-WATER  
 CAPITAL-WATER TREATMENT  
 EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)	
	2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>PROFESSIONAL SERVICES</u>								
48120-300	CAPITAL-WATER TREATMENT PR	0	0	0	35,000	0	35,000	35,000
	TOTAL PROFESSIONAL SERVICES	0	0	0	35,000	0	35,000	35,000
48120-300	CAPITAL-WATER TREATMENT PR	NEXT YEAR NOTES:						
		St Julien filter rehab design and review \$5,000						
		Engineers review \$30,000						
<u>CAPITAL</u>								
48120-510	CAPITAL-WATER TREATMENT LA	0	0	0	0	0	0	0
48120-520	CAPITAL-WATER TREATMENT BU	0	0	0	0	0	0	0
48120-580	CAPITAL-WATER TREATMENT OT	0	0	0	0	0	0	0
	TOTAL CAPITAL	0	0	0	0	0	0	0
<hr/>								
	TOTAL CAPITAL-WATER TREATMENT	0	0	0	35,000	0	35,000	35,000

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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

601-WATER  
 CAPITAL-WATER DISTRIBUTI  
 EXPENDITURES

		(----- 2015 -----) (----- 2016 -----)							
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>PROFESSIONAL SERVICES</u>									
48130-300	CAPITAL-WATER DISTRIBUTION	0	0	0	0	31,168	0	15,000	15,000
TOTAL PROFESSIONAL SERVICES		0	0	0	0	31,168	0	15,000	15,000
48130-300	CAPITAL-WATER DISTRIBUTION	NEXT YEAR NOTES:							
		GIS Implementation Phase 2 \$12,000 (Split ww,sw,w,electric)							
		Misc \$3,000							
<u>CAPITAL</u>									
48130-520	CAPITAL-WATER DISTRIBUTION	0	0	0	0	0	0	0	0
48130-532	CAPITAL-WATER DISTRIBUTION	0	6,841	0	85,000	267,721	10,000	1,139,353	1,139,353
48130-533	CAPITAL-WATER DISTRIBUTION	0	0	0	0	22,905	0	0	0
48130-540	CAPITAL-WATER DISTRIBUTION	0	0	0	0	0	0	0	0
48130-580	CAPITAL-WATER DISTRIBUTION	0	1,702	1,450	0	0	0	0	0
TOTAL CAPITAL		0	8,543	1,450	85,000	290,626	10,000	1,139,353	1,139,353
48130-532	CAPITAL-WATER DISTRIBUTION	NEXT YEAR NOTES:							
		Annual Hydrant Replacement (4) \$10,000							
		St. Peter High School/City Park (Fort Road) (Watermains							
		\$190,000 & School Prop.\$169,000)\$359,000							
		Elementary School/City Dev (Traverse Rd Phase 1)\$385,600							
		Water Meter Station @ SPRTC (Lower Campus) \$75,000							
		Exterior Building of Broad/STJU RO \$40,000							
		AMI Metering \$10,000							
TOTAL CAPITAL-WATER DISTRIBUTI		0	8,543	1,450	85,000	321,794	10,000	1,154,353	1,154,353

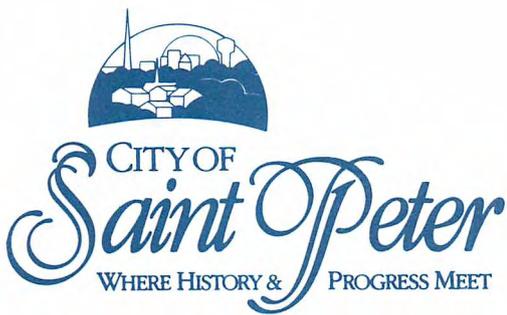
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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

601-WATER  
 CAPITAL-GENERAL PLANT  
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015			2016	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>CAPITAL</b>								
48140-520 CAPITAL-GENERAL PLANT WATE	0	0	0	0	0	0	0	0
48140-540 CAPITAL-GENERAL PLANT WATE	0	0	0	0	0	0	0	0
48140-550 CAPITAL-GENERAL PLANT WATE	0	0	0	9,000	5,749	9,000	24,000	24,000
48140-580 CAPITAL-GENERAL PLANT WATE	162	1,957	0	16,500	8,259	16,500	28,800	28,800
<b>TOTAL CAPITAL</b>	<b>162</b>	<b>1,957</b>	<b>0</b>	<b>25,500</b>	<b>14,008</b>	<b>25,500</b>	<b>52,800</b>	<b>52,800</b>
48140-550 CAPITAL-GENERAL PLANT WATE	NEXT YEAR NOTES: Replace Unit#22 \$24,000							
48140-580 CAPITAL-GENERAL PLANT WATE	NEXT YEAR NOTES: Backhoe Replacement (40% of \$50,000) \$20,000 Jackhammer for Backhow (5yrs 2004-2014) \$8,800 (Split 40% \$22,000)							
<b>TOTAL CAPITAL-GENERAL PLANT</b>	<b>162</b>	<b>1,957</b>	<b>0</b>	<b>25,500</b>	<b>14,008</b>	<b>25,500</b>	<b>52,800</b>	<b>52,800</b>
<b>TOTAL EXPENDITURES</b>	<b>3,043,882</b>	<b>3,405,605</b>	<b>3,512,785</b>	<b>3,681,100</b>	<b>3,659,199</b>	<b>3,526,210</b>	<b>4,782,674</b>	<b>4,798,570</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>( 817,683)</b>	<b>( 659,886)</b>	<b>( 268,742)</b>	<b>( 466,438)</b>	<b>( 696,090)</b>	<b>( 430,398)</b>	<b>( 1,368,012)</b>	<b>( 1,312,064)</b>

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## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 22, 2016

**FROM:** Paula O'Connell  
Director of Finance

Pete Moulton  
Director of Public Works

**RE:** 2016 Wastewater Budget

### ACTION/RECOMMENDATION

None needed. For your input and discussion only.

### BACKGROUND

The Wastewater Fund provides for the operation of a wastewater collection system, lift stations, treatment facility, laboratory testing, disposal of biosolids and reporting to the MPCA, discharge of the treated wastewater to the Minnesota River.

The 2016 budget includes the following information:

- Wastewater gallons sold (excluding reverse osmosis #3):

2012	264,601,675	
2013	265,967,399	an increase of 1,365,724
2014	257,347,266	a decrease of 8,619,133
2015	253,986,202	a decrease of 3,361,064
- 2015 sales revenue increased \$201,091 from 2014. This increase coincides with the rate increase approved in 2014.
- Previously approved rate increases were completed in January, 2015. There are no other rate changes approved by the Council yet to be implemented.
- Our grant/loans to construct the wastewater treatment plant require us to reserve \$0.10 per thousand gallons treated each year. This is reserved for meeting future capital needs and is identified as the Restricted Reserve in the budget documents
- Capital projects that are planned include \$757,630 and are funded from reserves (\$252,800), tax increment bond issue (\$273,830), assessments (\$115,500), and parkland dedication funds (\$115,500). The capital coming from reserves is as follows:
  - North Interceptor Phase 3 \$49,500
  - GIS Phase 2 engineering (% of \$) \$12,000
  - Misc. engineering \$11,500

- o AMI Metering \$10,000
- o Backhoe replacement (40% of \$50,000) \$20,000
- o Jack hammer replacement (50% of \$17,200) \$8,800
- o Replace John Deere riding mower \$21,000
- o Replace mainline camera \$120,000

Capital planning also includes two projects that will be covered by other funding sources. The wastewater infrastructure for a new housing development will be funded by tax increment financing of \$273,830. The St. Peter High School/City Park wastewater infrastructure will be funded by contributions from the parkland dedication fund in the amount of \$115,500 along with assessments to the School District of \$115,500.

The Wastewater Fund transfers out 6.5% of gross sales to the General Fund (\$247,105 for 2016). This percentage has been in place for a number of years and is based on \$3,801,619 in total 2016 sales. If a reduction in rates is a goal, it is important to remember that lower overall revenues means less transfer to the General Fund. If the transfer changes significantly in any year, the General Fund levy would need to be adjusted to make up for those dollars to keep our overall plan in balance. One of the ideas we have looked at is the option to cap transfers from the Wastewater Fund to the General Fund at the 2015 General Fund budgeted amount on raw dollars which is different than the transfer of 6.5% regardless of the amount. If that idea is used, it means that the utility will retain \$26,312 which made the actual percent of transfer 5.8% of sales. This slight change in philosophy retains funding for the utility while meeting the General Fund budget plan and goals. The 2016 General Fund budget is the same value of \$1,000,000. If this philosophy is acceptable, the Wastewater Fund is projected to increase its fund balance by \$28,758.

**Current Debt issues:**

- ✓ \$870,000 Taxable GO utility revenue and TIF Bonds, Series 2010B  
(Fine Screener/Improvements)  
2016 Debt Service \$46,224; remaining debt \$160,500; Final payment 2020
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2001 (WWTF)  
2016 Debt Service \$734,885; remaining debt \$3,461,000; Final payment 2021
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2002 (WWTF)  
2016 Debt Service \$341,023; remaining debt \$1,911,000; Final payment 2022
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2004 (WWTF)  
2016 Debt Service \$170,366; remaining debt \$911,000; Final payment 2022
- ✓ G.O. Sewer Revenue Refunding Bonds 2012A (WWTF)  
2016 Debt Service \$97,608; remaining debt \$1,710,000; Final payment 2043

**Other Budget information:**

- o Wages and benefits are recorded in the areas of work actually performed. For budget purposes, the wage and benefits are allocated based on a percentage. There may be a change in operational cost due to the difference of time spent in water, wastewater or stormwater.
- o Approval of the budget does not allow for the purchase of items over \$7,500 without

additional City Council approval.

- There are no personnel additions planned, nor do we have new programs or substantial changes in operations. The development of a service line insurance program is pending.
- We have not targeted a reserve amount for this fund. The Wastewater Fund had an unrestricted cash balance (without the restricted funds for plant improvements) of \$270,482 at the end of 2015. With the changes approved in rates, this fund moved into the positive starting in 2015.
- We are hoping to introduce a new idea and discussion about the relationship between the water and sewer funds. One of the easiest opportunities to keep water rates from escalating is to transfer resources from wastewater, which will soon have much of its debt service paid, to the Water Fund to offset increasing debt. If the Wastewater Fund continues in the direction it is going, it will have sufficient funds that could be used to help the water budget. A plan of this type could help diminish a need for rate increases in the Water Fund, again by transferring revenues that had previously been used to pay wastewater debt. This may allow projections to see more continuity in usage, since it appears that consumption is reduced each time a rate increase is put into place. There are a number of philosophical considerations with the discussion and a number of different variations on this overall theme that should be explored. We hope to spend some time discussing this at the goal session.

Approval of this budget will give Staff an approved plan. Again, the actual purchase or initiation of purchases over \$7,500 will be presented individually to the City Council for authorization along with the funding mechanism.

The Wastewater Fund will have a projected ending fund balance of \$1,111,623 (unrestricted and reserved) at the end of 2016, with a budget of \$3,465,620. This is larger than what was projected during the 2015 budget process due to outside funding on capital (TIF/parkland), and changes to revenue and expenses. We will continue to analyze our cash position, sales, and expenditures to provide an understanding of risk in the future.

Rates are currently at \$11.23/1,000 gallons and a \$14.65 base charge. No additional rate change during the 2016 budget cycle is being recommended.

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

PO/PM

ST PETER WASTEWATER UTILITY  
INCOME STATEMENT on 2016 Budget

INCOME

Sales		
Wastewater Sales	\$3,801,619	
Other Services	\$230,660	\$4,032,279
Other Income		<u>\$27,048</u>
Total Income		\$4,059,327

EXPENSE

Personnel		
Biosolids	\$70,220	
Collector	\$142,925	
Treatment	\$361,821	
Administation	\$73,155	
Customer Services	<u>\$28,101</u>	\$676,222
Office Supplies		
Biosolids	\$55,500	
Collector	\$19,000	
Treatment	\$100,500	
Administation	\$11,800	
Customer Services	<u>\$1,760</u>	\$188,560
Professional services		
Biosolids	\$58,500	
Collector	\$38,575	
Treatment	\$628,650	
Administation	\$28,525	
Customer Services	<u>\$9,045</u>	\$763,295
Repair and Maintenance		
Biosolids	\$20,000	
Collector	\$21,250	
Treatment	\$83,100	
Administation	\$18,100	
Customer Services	<u>\$2,600</u>	\$145,050
Bad Debt		
Customer Services	\$1,000	\$1,000
Other Expense		
Interest Expense	\$230,585	
Depreciation Expense	\$825,000	
Transfers of Cash and Utilities	<u>\$267,608</u>	\$1,323,193
Total Expense		<u>\$3,097,320</u>
Revenue Exceeds Expense	<b>63</b>	<u><u>\$962,007</u></u>

	B	C	D	E	F	T 16entWASJWR	V	W	X	Y	Z	
235					<b>WASTEWATER FUND</b>							
236					<b>Statement of Sources and Applications of Cash</b>							
237									2015	2016	2017	
238						2012	2013	2014	2015	Projected	Proposed	Proposed
239						Actual	Actual	Actual	Budget	Budget	Budget	Budget
240	Sources of Cash:											
241												
242		Net Income (loss)				\$228,162	\$444,939	\$624,618	\$889,577	\$1,052,568	\$962,007	\$968,136
243		Add depreciation				801,198	826,203	824,228	825,000	817,518	825,000	825,000
244												
245			Total			1,029,360	1,271,142	1,448,846	1,714,577	1,870,086	1,787,007	1,793,136
246												
247	Application of cash:											
248												
249		Purchase of fixed assets				(150,358)	(155,259)	(306,790)	(582,500)	(339,701)	(368,300)	(146,000)
250												
251		Change in assets and liabilities				58,330	24,604	46,552	0	0	0	0
252												
253		Bond Proceeds				1,890,000	0	0	375,000	0	0	0
254												
255		Principal payments of long-term debt				(2,947,960)	(1,210,240)	(1,210,240)	(1,179,250)	(1,179,250)	(1,159,520)	(1,190,520)
256												
257		Capital contributed by other sources				0	0	0	0	0	0	0
258												
259			Total			(1,149,988)	(1,340,895)	(1,470,478)	(1,386,750)	(1,518,951)	(1,527,820)	(1,336,520)
260												
261	Net increase (decrease) in cash					(120,628)	(69,753)	(21,632)	327,827	351,135	259,187	456,616
262												
263	Cash balance - January 1					713,315	592,687	522,934	501,302	501,302	852,437	1,111,623
264												
265	restricted reserve					508,074	485,506	533,955	597,663	581,955	625,955	669,955
266	Cash balance - December 31					\$84,613	\$37,428	(\$32,653)	\$231,466	\$270,482	\$485,668	\$898,284
267					Percent of next year operations	2.8%	1.2%	-1.1%	7.5%	8.7%	15.7%	28.9%
268					Percent of same year operations							

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	B	C	D	E	F	AA	AB	AC	AD	AE	AF	AG
235					<b>WASTEWATER FUND</b>							
236					<b>Statement of Sources and Applications of</b>							
237						2018	2019	2020	2021	2022	2023	2024
238						Proposed						
239						Budget						
240	Sources of Cash:											
241												
242		Net Income (loss)				\$967,580	\$967,472	\$967,824	\$967,395	\$966,314	\$950,566	\$921,938
243		Add depreciation				825,000	825,000	825,000	825,000	825,000	825,000	825,000
244												
245			Total			1,792,580	1,792,472	1,792,824	1,792,395	1,791,314	1,775,566	1,746,938
246												
247	Application of cash:											
248												
249		Purchase of fixed assets				(98,500)	(154,000)	(102,200)	(43,500)	(64,500)	(95,000)	(49,000)
250												
251		Change in assets and liabilities				0	0	0	0	0	0	0
252												
253		Bond Proceeds				0	0	0	0	0	0	0
254												
255		Principal payments of long-term debt				(1,214,520)	(1,242,730)	(1,267,730)	(1,253,000)	(545,000)	(50,000)	(50,000)
256												
257		Capital contributed by other sources				0	1	2	3	4	5	6
258												
259			Total			(1,313,020)	(1,396,729)	(1,369,928)	(1,296,497)	(609,496)	(144,995)	(98,994)
260												
261		Net increase (decrease) in cash				479,560	395,743	422,896	495,898	1,181,818	1,630,571	1,647,944
262												
263		Cash balance - January 1				1,568,239	2,047,800	2,443,542	2,866,438	3,362,336	4,544,155	6,174,726
264												
265		restricted reserve				714,955	759,955	804,955	849,955	894,955	939,955	984,955
266		Cash balance - December 31				\$1,332,845	\$1,683,587	\$2,061,483	\$2,512,381	\$3,649,200	\$5,234,771	\$6,837,715
267					Percent of next year operations							
268					Percent of same year operations	42.9%	54.2%	66.4%	81.0%	117.5%	167.8%	217.1%

LS

**Wastewater Utility Capital Plan**

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>602.48210 Collector Systems</b>										
300 Professional Services	\$27,000	\$10,000	\$10,000	\$11,000	\$12,000	\$12,000	\$12,500	\$12,500	\$12,500	\$12,700
532 North Interceptor Phase 3 2016	\$42,000									
North Interceptor Phase 4 2018			\$60,000							
North Interceptor Phase 5 2020					\$60,000					
STJU Roundabout	\$0			\$107,000						
Elementary School/City Dev (Traverse Rd Phase 1)	\$273,830									
St Peter High School/City Park (Fort Road)	\$231,000									
AMI Metering	\$10,000									
580 Collection System Trash Pumps				\$6,000						
<b>602.48210 Collector Systems Total</b>	<b>\$583,830</b>	<b>\$10,000</b>	<b>\$70,000</b>	<b>\$124,000</b>	<b>\$72,000</b>	<b>\$12,000</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,700</b>
<b>602.48220 Treatment Facilities</b>										
300 Professional Services	\$4,000	\$6,000	\$7,000	\$9,000	\$9,500	\$9,500	\$10,000	\$10,000	\$10,000	\$11,000
520 Equipment Replacement - WWTF	\$0	\$10,000	\$12,500	\$13,000	\$15,000	\$17,000	\$20,000	\$21,000	\$21,000	\$21,000
520 Equipment Replacement - Lab	\$0	\$6,000	\$5,000	\$3,000	\$5,700	\$5,000	\$3,000	\$5,500	\$5,500	\$6,000
<b>602.48220 Treatment Facilities Total</b>	<b>\$4,000</b>	<b>\$22,000</b>	<b>\$24,500</b>	<b>\$25,000</b>	<b>\$30,200</b>	<b>\$31,500</b>	<b>\$33,000</b>	<b>\$36,500</b>	<b>\$36,500</b>	<b>\$38,000</b>
<b>602.48230 General Plant Sewer</b>										
520 Public Works Improvements		\$8,000		\$5,000			\$5,000			\$5,500
540 Backhoe Replacement 2014	\$20,000									
540 Jack hammer Replacement	\$8,800									
550 Replace Unit #26 (2002) One ton 2014		\$30,000						\$31,000		
550 Replace Unit #27 (75%WW-25%SW)										
550 Replace Unit #1 (2003) (33% of \$36,000) - 2014								\$15,000		
550 Replace Unit #90		\$26,000								
550 Replace Unit #36 (2001 Van) (33% of \$27,000) - 2014							\$10,000			
550 Replace Unit #68 JD 444H 2017		\$50,000								
550 Mainline Camera Replacement 2015	\$120,000									
580 Riding Lawn Mower with ATT:			\$4,000				\$4,000			
580 #552 John Deere Riding Mower 1435 series II	\$21,000									\$25,000
<b>602.48230 General Plant Sewer Totals</b>	<b>\$169,800</b>	<b>\$114,000</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,000</b>	<b>\$46,000</b>	<b>\$0</b>	<b>\$30,500</b>
<b>Sub-totals</b>	<b>\$757,630</b>	<b>\$146,000</b>	<b>\$98,500</b>	<b>\$154,000</b>	<b>\$102,200</b>	<b>\$43,500</b>	<b>\$64,500</b>	<b>\$95,000</b>	<b>\$49,000</b>	<b>\$81,200</b>
<b>Bond Debt Service Payments</b>	<b>\$1,390,105</b>	<b>\$1,394,906</b>	<b>\$1,392,068</b>	<b>\$1,392,582</b>	<b>\$1,389,008</b>	<b>\$1,346,062</b>	<b>\$610,070</b>	<b>\$101,305</b>	<b>\$99,980</b>	<b>\$98,580</b>
<b>Total Cost</b>	<b>\$2,147,735</b>	<b>\$1,540,906</b>	<b>\$1,490,568</b>	<b>\$1,546,582</b>	<b>\$1,491,208</b>	<b>\$1,389,562</b>	<b>\$674,570</b>	<b>\$196,305</b>	<b>\$148,980</b>	<b>\$179,780</b>

WU

Wastewater Utility Capital Plan

		2016 RESERVES/ CASH	ASSESS./ Developer	TIF Funding	State Aid	Parkland Fund	
<b>602.48210</b>	<b>Collector Systems</b>						
300	Professional Services	\$27,000					
532	North Interceptor	\$42,000					
532	STJU Roundabout	\$0					
532	Elementary School/City Dev (Traverse Rd Phase 1)			\$273,830		\$0	
532	St Peter High School/City Park (Fort Road)		\$115,500			\$115,500	
532	AMI Metering	\$10,000					
<b>602.48210</b>	<b>Collector Systems Total</b>	<b>\$79,000</b>	<b>\$115,500</b>	<b>\$273,830</b>	<b>\$0</b>	<b>\$115,500</b>	<b>\$583,830</b>
<b>602.48220</b>	<b>Treatment Facilities</b>						
300	Professional Services	\$4,000					
<b>602.48220</b>	<b>Treatment Facilities TOTAL</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>
<b>602.48230</b>	<b>General Plant Sewer</b>						
550	Backhoe Replacement 40% of \$50,000	\$20,000					
550	Jackhammer Replacement (50 % of \$11,000)	\$8,800					
550	Mainline Camera Replacement	\$120,000					
580	#552 John Deere Riding Mower 1435 series II	\$21,000					
<b>602.48230</b>	<b>General Plant Sewer Totals</b>	<b>\$169,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$169,800</b>
	<b>Sub-totals</b>	<b>\$252,800</b>	<b>\$115,500</b>	<b>\$273,830</b>	<b>\$0</b>	<b>\$115,500</b>	<b>\$757,630</b>

**Bond Debt Service Payments**

**Total Cost**

LN

602-WASTE WATER FUND

REVENUES		(----- 2015 -----)					(----- 2016 -----)	
	2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>STATE AID/GRANTS</u>								
33422 OTHER STATE GRANTS & AID	1,048	1,504	1,048	1,048	1,048	1,048	1,048	1,048
TOTAL STATE AID/GRANTS	1,048	1,504	1,048	1,048	1,048	1,048	1,048	1,048
33422 OTHER STATE GRANTS & AID	PERMANENT NOTES: pera							
<u>MISCELLANEOUS</u>								
36101 SPECIAL ASSESSMENT PRINCIPAL	6,214	25,289	2,216	20,000	28,446	20,000	20,000	20,000
36102 SPECIAL ASSESSMENT INTEREST	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	6,214	25,289	2,216	20,000	28,446	20,000	20,000	20,000
<u>INTEREST INCOME</u>								
36210 INTEREST EARNINGS	8,526	3,103	5,180	3,000	5,102	5,000	3,000	5,000
TOTAL INTEREST INCOME	8,526	3,103	5,180	3,000	5,102	5,000	3,000	5,000
<u>DONATIONS &amp; REFUNDS</u>								
36250 REFUNDS & REIMBURSEMENTS	0	0	0	0	0	0	0	0
TOTAL DONATIONS & REFUNDS	0	0	0	0	0	0	0	0
<u>WASTEWATER SALES</u>								
37210 WASTEWATER CHARGES	2,014,765	2,074,267	2,388,177	2,548,878	2,541,199	2,548,878	2,548,878	2,566,611
37231 GUSTAVUS ADOLPHUS SEWER	214,178	232,483	245,482	245,021	253,439	245,021	245,021	255,973
37232 REGIONAL TREATMENT CENTER	262,399	273,735	318,753	353,510	388,155	353,510	353,510	392,037
37233 R.O. DISCHARGE	184,278	155,364	153,818	261,784	137,744	261,784	261,784	139,121
37234 CITY OF KASOTA SEWER	76,715	74,648	94,627	104,527	90,503	94,627	104,527	91,408
37240 SALES TO OTHER PUBLIC AUTHORITY	24,990	32,033	33,342	36,702	17,437	36,702	36,702	17,611
37241 INTERDEPARTMENT SEWER CHARGES	158,124	172,941	191,198	195,594	206,837	195,594	195,594	208,905
37245 CONTRACT EFFLUENT TREATMENT	155,480	225,111	137,491	115,000	128,665	115,001	115,500	129,952
TOTAL WASTEWATER SALES	3,090,930	3,240,583	3,562,887	3,861,016	3,763,978	3,851,117	3,861,516	3,801,618
37210 WASTEWATER CHARGES	NEXT YEAR NOTES: 1% sales increase over projected 2015							
<u>WASTEWATER OTHER</u>								
37250 CONNECTION FEES	340	0	0	160	0	160	160	160
37255 SEWER ACCESS CHARGE	20,100	79,100	47,140	20,000	21,600	20,000	20,000	20,000
37256 NUTRIENT TRADING	0	0	0	0	0	0	0	0
37260 PENALTY REVENUES	21,179	20,857	25,884	23,000	27,648	25,000	23,000	25,000
37270 MISCELLANEOUS SEWER REVENUES	114,953	87,695	50,484	70,000	72,670	50,000	115,000	185,500
TOTAL WASTEWATER OTHER	156,572	187,651	123,508	113,160	121,918	95,160	158,160	230,660
37270 MISCELLANEOUS SEWER REVENUES	NEXT YEAR NOTES: high school assessment.							

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602-WASTE WATER FUND

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) APPROVED BUDGET
<u>FIXED ASSET DISPOSAL</u>								
39101 SALE OF GENERAL FIXED ASSETS	200	19,995	889	1,000	83,007	83,007	1,000	1,000
TOTAL FIXED ASSET DISPOSAL	200	19,995	889	1,000	83,007	83,007	1,000	1,000
<u>TRANSFER FROM OTHER FUND</u>								
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0	0
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0	0	0
<u>CONTRIBUTED ASSETS</u>								
39210 CONTRIBUTED ASSETS	0	276,060	( 221,819)	0	0	0	0	0
TOTAL CONTRIBUTED ASSETS	0	276,060	( 221,819)	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>3,263,490</b>	<b>3,754,185</b>	<b>3,473,909</b>	<b>3,999,224</b>	<b>4,003,499</b>	<b>4,055,332</b>	<b>4,044,724</b>	<b>4,059,326</b>

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602-WASTE WATER FUND  
 BIOSOLIDS  
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)	(----- 2016 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>PERSONNEL SERVICES</b>								
49460-100 BIOSOLIDS WAGES	30,516	39,992	27,550	42,841	24,984	42,841	44,970	44,970
49460-101 BIOSOLIDS WAGES - TEMPORAR	0	152	1,226	0	601	0	0	0
49460-102 BIOSOLIDS WAGES - OVERTIME	555	2,392	914	1,278	376	1,278	1,344	1,344
49460-112 BIOSOLIDS CAR ALLOWANCE	0	0	0	0	0	0	0	376
49460-121 BIOSOLIDS PERA CONTRIBUTIO	2,235	3,043	2,060	3,309	1,900	3,309	3,474	3,474
49460-122 BIOSOLIDS FICA CONTRIBUTIO	1,854	2,511	1,794	2,735	1,570	2,735	2,871	2,871
49460-126 BIOSOLIDS MEDICARE CONTRIB	434	587	420	640	367	640	672	672
49460-131 BIOSOLIDS HEALTH INSURANCE	7,371	11,838	7,367	12,872	7,908	12,872	12,799	12,799
49460-132 BIOSOLIDS DENTAL INSURANCE	404	805	520	746	429	746	796	796
49460-133 BIOSOLIDS LIFE INSURANCE	12	19	12	20	10	20	18	18
49460-142 BIOSOLIDS UNEMPLOYMENT-DIR	0	0	0	0	0	0	0	0
49460-151 BIOSOLIDS WORKERS COMPENSA	1,244	439	540	2,012	2,844	2,844	2,219	2,900
TOTAL PERSONNEL SERVICES	44,625	61,780	42,404	66,453	40,988	67,285	69,163	70,220
<b>OFFICE EXPENSES</b>								
49460-210 BIOSOLIDS OPERATING SUPPLI	53,574	73,485	64,685	54,000	42,498	54,000	54,000	54,000
49460-211 BIOSOLIDS MOTOR FUELS	0	0	0	500	321	500	500	500
49460-220 BIOSOLIDS REPAIR & MAINT.	443	365	0	2,000	0	1,000	1,000	1,000
TOTAL OFFICE EXPENSES	54,017	73,850	64,685	56,500	42,819	55,500	55,500	55,500
<b>PROFESSIONAL SERVICES</b>								
49460-300 BIOSOLIDS PROFESSIONAL SER	2,501	2,460	692	2,000	2,554	7,000	2,000	2,000
49460-360 BIOSOLIDS INSURANCE	705	1,312	1,493	1,500	1,970	2,000	1,500	1,500
49460-380 BIOSOLIDS UTILITIES	42,740	50,184	50,473	47,000	54,822	45,000	45,000	55,000
TOTAL PROFESSIONAL SERVICES	45,947	53,955	52,658	50,500	59,346	54,000	48,500	58,500
<b>REPAIR &amp; MAINTENANCE</b>								
49460-404 BIOSOLIDS REPAIR & MAINT.-	18,893	27,145	67,666	28,000	662	12,000	20,000	20,000
49460-405 BIOSOLIDS REPAIR & MAINT -	0	0	0	0	0	0	0	0
49460-415 BIOSOLIDS EQUIPMENT RENTAL	0	0	0	0	0	0	0	0
49460-433 BIOSOLIDS DUES & SUBSCRIPT	0	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE	18,893	27,145	67,666	28,000	662	12,000	20,000	20,000
TOTAL BIOSOLIDS	163,481	216,730	227,412	201,453	143,816	188,785	193,163	204,220

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602-WASTE WATER FUND  
 COLLECTOR/LIFT STAT  
 EXPENDITURES

			(----- 2015 -----)			(----- 2016 -----)			
	2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
49470-100	COLL SYST/LIFT STAT WAGES	95,363	82,957	69,450	85,999	68,894	85,999	89,233	89,233
49470-101	COLL SYST/LIFT STAT WAGES	11,408	2,722	10,452	2,291	16,369	7,300	2,291	2,291
49470-102	COLL SYST/LIFT STAT WAGES-	2,917	3,662	5,246	9,095	2,317	9,095	9,202	9,202
49470-112	COLL SYST/LIFT STAT CAR AL	540	135	0	0	315	200	200	200
49470-121	COLL SYST/LIFT STAT PERA C	6,855	6,150	5,503	7,132	5,339	7,132	7,383	7,383
49470-122	COLL SYST/LIFT STAT FICA C	6,672	5,334	5,268	6,038	5,308	6,038	6,245	6,245
49470-126	COLL SYST/LIFT STAT MEDICA	1,561	1,248	1,232	1,412	1,242	1,412	1,461	1,461
49470-131	COLL SYST/LIFT STAT HEALTH	15,955	17,847	16,870	18,608	16,228	18,608	20,793	20,793
49470-132	COLL SYST/LIFT STAT DENTAL	1,120	1,252	1,332	1,285	1,249	1,285	1,371	1,371
49470-133	COLL SYST/LIFT STAT LIFE I	39	35	33	35	29	35	32	32
49470-142	COLL SYST/LIFT STAT UNEMPL	0	575	0	584	0	584	0	0
49470-151	COLL SYST/LIFR STAT WORKER	3,042	4,432	5,443	4,346	3,496	4,346	4,714	4,714
	TOTAL PERSONNEL SERVICES	145,471	126,350	120,829	136,825	120,786	142,034	142,925	142,925
<b>OFFICE EXPENSES</b>									
49470-210	COLL SYST/LIFT STAT OPERAT	6,564	647	7,201	5,000	653	1,000	5,000	5,000
49470-211	COLL SYST/LIFT STAT MOTOR	15,522	12,983	10,247	11,000	5,418	11,000	11,000	11,000
49470-220	COLL SYST/LIFT STAT SUPPLI	1,592	1,041	642	3,000	576	1,000	3,000	3,000
	TOTAL OFFICE EXPENSES	23,678	14,671	18,089	19,000	6,648	13,000	19,000	19,000
<b>PROFESSIONAL SERVICES</b>									
49470-300	COLL SYST/LIFT STAT PROFES	4,122	2,637	6,180	6,000	1,669	2,000	3,000	3,000
49470-360	COLL SYST/LIFT STAT INSURA	1,111	2,260	2,570	2,575	1,866	2,575	2,575	2,575
49470-380	COLL SYST/LIFT STAT UTILIT	30,080	32,799	33,061	31,000	32,474	31,000	31,000	33,000
	TOTAL PROFESSIONAL SERVICES	35,313	37,695	41,811	39,575	36,009	35,575	36,575	38,575
<b>REPAIR &amp; MAINTENANCE</b>									
49470-401	COLL SYST/LIFT STAT BLDG-	554	15	0	750	408	750	750	750
49470-402	COLL SYST/LIFT STAT-LIFT S	14,657	955	0	3,000	0	1,000	1,000	1,000
49470-404	COLL SYST/LIFT STAT EQUIP&	50,380	33,683	18,289	50,000	34,545	50,000	12,000	12,000
49470-406	COLL SYST/LIFT STAT MAINS-	11,472	6,621	16,419	7,000	( 188)	2,500	7,000	7,000
49470-410	COLL SYST/LIFT STAT SCADA-	0	0	0	500	131	500	500	500
49470-430	COLL SYST/LIFT STAT MISCEL	0	0	0	0	0	0	0	0
	TOTAL REPAIR & MAINTENANCE	77,063	41,273	34,708	61,250	34,896	54,750	21,250	21,250
<b>TOTAL COLLECTOR/LIFT STAT</b>									
		281,525	219,989	215,437	256,650	198,338	245,359	219,750	221,750

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602-WASTE WATER FUND  
 SOURCE/TREATMENT  
 EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
49480-100	SOURCE/TREATMENT WAGES	225,606	217,599	212,174	227,485	226,501	227,485	236,459	236,459
49480-101	SOURCE/TREATMENT WAGES - T	695	11,169	10,897	3,055	6,060	3,055	3,055	3,055
49480-102	SOURCE/TREATMENT WAGES - O	4,408	4,439	5,857	6,270	3,452	6,270	6,557	6,557
49480-112	SOURCE/TREATMENT CAR ALLOW	540	135	0	0	315	200	0	315
49480-121	SOURCE/TREATMENT PERA CONT	16,419	15,781	15,214	17,532	17,254	17,532	18,226	18,226
49480-122	SOURCE/TREATMENT FICA CONT	13,663	13,720	14,067	14,682	14,471	14,682	15,256	15,256
49480-126	SOURCE/TREATMENT MEDICARE	3,196	3,209	3,290	3,434	3,384	3,434	3,568	3,568
49480-131	SOURCE/TREATMENT HEALTH IN	49,708	51,350	46,123	59,082	51,287	59,082	61,040	62,573
49480-132	SOURCE/TREATMENT DENTAL IN	3,265	3,826	3,192	3,689	3,299	3,689	3,936	3,936
49480-133	SOURCE/TREATMENT LIFE INSU	92	88	87	101	91	101	91	91
49480-151	SOURCE/TREATMENT WORKERS C	7,002	5,392	6,617	10,810	8,695	10,810	11,785	11,785
<b>TOTAL PERSONNEL SERVICES</b>		<b>324,594</b>	<b>326,707</b>	<b>317,517</b>	<b>346,140</b>	<b>334,809</b>	<b>346,340</b>	<b>359,973</b>	<b>361,821</b>
<b>OFFICE EXPENSES</b>									
49480-210	SOURCE/TREATMENT OPERATING	117,550	83,809	86,262	88,000	96,863	88,000	88,000	88,000
49480-211	SOURCE/TREATMENT MOTOR FUE	19,263	10,214	10,247	15,000	2,135	10,000	10,000	10,000
49480-220	SOURCE/TREATMENT REPAIR &	317	1,617	172	5,000	1,468	5,000	2,500	2,500
<b>TOTAL OFFICE EXPENSES</b>		<b>137,130</b>	<b>95,640</b>	<b>96,682</b>	<b>108,000</b>	<b>100,466</b>	<b>103,000</b>	<b>100,500</b>	<b>100,500</b>
<b>PROFESSIONAL SERVICES</b>									
49480-300	SOURCE/TREATMENT PROFESSIO	82,689	89,356	62,642	70,000	86,105	70,000	40,000	70,000
49480-360	SOURCE/TREATMENT INSURANCE	18,046	24,215	23,619	23,650	23,781	23,781	23,650	23,650
49480-380	SOURCE/TREATMENT UTILITIES	410,915	497,799	513,324	470,000	530,597	500,000	470,000	535,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>511,650</b>	<b>611,371</b>	<b>599,585</b>	<b>563,650</b>	<b>640,483</b>	<b>593,781</b>	<b>533,650</b>	<b>628,650</b>
<b>REPAIR &amp; MAINTENANCE</b>									
49480-401	SOURCE/TREATMENT BLDGS - R	3,535	132	729	8,000	3,013	2,500	8,000	8,000
49480-404	SOURCE/TREATMENT EQUIP&PUM	44,463	47,558	87,652	100,000	70,569	75,000	75,000	75,000
49480-405	SOURCE/TREATMENT PONDS - R	0	0	0	0	0	0	0	0
49480-415	SOURCE/TREATMENT EQUIPMENT	5	0	524	50	0	50	50	50
49480-433	SOURCE/TREATMENT DUES & SU	0	0	0	50	0	50	50	50
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>48,002</b>	<b>47,691</b>	<b>88,905</b>	<b>108,100</b>	<b>73,582</b>	<b>77,600</b>	<b>83,100</b>	<b>83,100</b>
<b>TOTAL SOURCE/TREATMENT</b>		<b>1,021,376</b>	<b>1,081,408</b>	<b>1,102,688</b>	<b>1,125,890</b>	<b>1,149,341</b>	<b>1,120,721</b>	<b>1,077,223</b>	<b>1,174,071</b>

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602-WASTE WATER FUND  
 CUSTOMER ACCOUNTS  
 EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
49495-100	CUSTOMER ACCTS WAGES	16,699	14,525	14,647	18,673	15,057	18,673	19,014	19,014
49495-102	CUSTOMER ACCTS WAGES - OVE	163	5	0	322	31	322	325	325
49495-121	CUSTOMER ACCTS PERA CONTRI	953	1,022	1,011	1,425	1,117	1,425	1,450	1,450
49495-122	CUSTOMER ACCTS FICA CONTRI	874	857	855	1,178	893	1,178	1,199	1,199
49495-126	CUSTOMER ACCTS MEDICARE CO	205	201	200	275	209	275	280	280
49495-131	CUSTOMER ACCTS HEALTH INSU	3,136	3,512	4,549	5,518	3,571	5,518	5,489	5,489
49495-132	CUSTOMER ACCTS DENTAL INSU	161	238	225	175	218	175	187	187
49495-133	CUSTOMER ACCTS LIFE INSURA	5	5	5	5	4	5	4	4
49495-151	CUSTOMER ACCTS WORKERS COM	85	81	84	142	114	142	153	153
TOTAL PERSONNEL SERVICES		22,281	20,446	21,576	27,713	21,215	27,713	28,101	28,101
<b>OFFICE EXPENSES</b>									
49495-200	CUSTOMER ACCTS OFFICE SUPP	1,156	1,353	687	1,160	1,010	1,160	1,160	1,160
49495-211	CUSTOMER ACCTS MOTOR FUELS	407	648	578	600	406	600	600	600
TOTAL OFFICE EXPENSES		1,563	2,001	1,265	1,760	1,415	1,760	1,760	1,760
<b>PROFESSIONAL SERVICES</b>									
49495-300	CUSTOMER ACCTS PROFESSIONA	1,886	1,890	2,333	2,000	2,531	2,000	2,000	2,600
49495-322	CUSTOMER ACCTS POSTAGE	5,235	5,354	5,466	5,400	5,943	5,400	5,400	6,000
49495-331	CUSTOMER ACCTS TRAVEL & TR	0	17	0	100	0	100	100	100
49495-354	CUSTOMER ACCTS PRINTING &	0	0	0	0	37	18	20	20
49495-360	CUSTOMER ACCTS INSURANCE	137	292	423	425	291	291	425	325
TOTAL PROFESSIONAL SERVICES		7,258	7,553	8,222	7,925	8,802	7,809	7,945	9,045
<b>REPAIR &amp; MAINTENANCE</b>									
49495-404	CUSTOMER ACCTS EQUIP&MACH	1,702	2,512	2,515	2,600	2,843	2,600	2,600	2,600
49495-430	CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE		1,702	2,512	2,515	2,600	2,843	2,600	2,600	2,600
<b>BAD DEBT</b>									
49495-904	CUSTOMER ACCTS BAD DEBT EX	446	( 14)	1	1,000	258	1,000	1,000	1,000
TOTAL BAD DEBT		446	( 14)	1	1,000	258	1,000	1,000	1,000
TOTAL CUSTOMER ACCOUNTS		33,251	32,498	33,579	40,998	34,534	40,882	41,406	42,506

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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

602-WASTE WATER FUND  
 DEPRECIATION EXPENSE  
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)			(----- 2016 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>REPAIR &amp; MAINTENANCE</u>								
49970-420 DEPRECIATION EXPENSE DEPRE	<u>801,198</u>	<u>826,203</u>	<u>824,228</u>	<u>825,000</u>	<u>817,518</u>	<u>825,000</u>	<u>825,000</u>	<u>825,000</u>
TOTAL REPAIR & MAINTENANCE	801,198	826,203	824,228	825,000	817,518	825,000	825,000	825,000
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TOTAL DEPRECIATION EXPENSE	801,198	826,203	824,228	825,000	817,518	825,000	825,000	825,000

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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

602-WASTE WATER FUND  
 INTEREST EXPENSE  
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)			(----- 2016 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>AGENT FEES</b>								
49980-611 INTEREST EXPENSE BOND INTE	<u>333,108</u>	<u>302,912</u>	<u>266,754</u>	<u>256,594</u>	<u>254,832</u>	<u>256,594</u>	<u>256,594</u>	<u>230,585</u>
TOTAL AGENT FEES	333,108	302,912	266,754	256,594	254,832	256,594	256,594	230,585
<hr/>								
TOTAL INTEREST EXPENSE	333,108	302,912	266,754	256,594	254,832	256,594	256,594	230,585

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CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: DECEMBER 31ST, 2015

602-WASTE WATER FUND  
 TRANSFERS AND CONTRIBUTIO  
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015			2016		
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET	
<b>TRANSFERS</b>									
49990-720 TRANSFERS AND CONTRIBUTION	216,232	216,888	239,220	250,966	218,347	250,323	250,966	247,105	
49990-722 TRANSFERS AND CONTRIBUTION	<u>23,095</u>	<u>20,200</u>	<u>31,397</u>	<u>20,503</u>	<u>15,546</u>	<u>20,503</u>	<u>20,503</u>	<u>20,503</u>	
TOTAL TRANSFERS	239,327	237,088	270,617	271,469	233,893	270,826	271,469	267,608	
49990-720 TRANSFERS AND CONTRIBUTION PERMANENT NOTES: 6.5% transferred to general fund									
TOTAL TRANSFERS AND CONTRIBUTIO	239,327	237,088	270,617	271,469	233,893	270,826	271,469	267,608	

LL

602-WASTE WATER FUND  
 CAPITAL-COLLECTOR SYSTEM  
 EXPENDITURES

	(----- 2015 -----) (----- 2016 -----)							
	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>PROFESSIONAL SERVICES</b>								
48210-300 CAPITAL-COLLECTOR SYSTEM P	311	0	300	15,000	17,144	15,000	27,000	27,000
TOTAL PROFESSIONAL SERVICES	311	0	300	15,000	17,144	15,000	27,000	27,000
48210-300 CAPITAL-COLLECTOR SYSTEM	P NEXT YEAR NOTES: North Interceptor Phase 3 Design \$7,500 Misc \$7,500 GIS Phase 2 (Split Elec, SW,W, WW)\$12,000							
<b>CAPITAL</b>								
48210-520 CAPITAL-COLLECTOR SYSTEM B	0	0	0	0	0	0	0	0
48210-532 CAPITAL-COLLECTOR SYSTEM U	9,904	0	44	154,000	110,018	5,000	804,000	804,000
48210-580 CAPITAL-COLLECTOR SYSTEM O	0	0	0	0	0	0	0	0
TOTAL CAPITAL	9,904	0	44	154,000	110,018	5,000	804,000	804,000
48210-532 CAPITAL-COLLECTOR SYSTEM	U NEXT YEAR NOTES: North Interceptor Phase 3:\$42,000 STJU Roundabout \$107,000 Elementary School/City Dev \$414,000 (Traverse Rd Phase 1) St.Peter High School/City Park \$231,000 (Fort Road) AMI Metering \$10,000							
TOTAL CAPITAL-COLLECTOR SYSTEM	10,215	0	344	169,000	127,162	20,000	831,000	831,000

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602-WASTE WATER FUND  
 CAPITAL-TREATMENT SYSTEM  
 EXPENDITURES

	(----- 2015 -----) (----- 2016 -----)							
	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>PROFESSIONAL SERVICES</u>								
48220-300 CAPITAL-TREATMENT SYSTEM P	0	0	0	4,000	0	4,000	4,000	4,000
TOTAL PROFESSIONAL SERVICES	0	0	0	4,000	0	4,000	4,000	4,000
<u>CAPITAL</u>								
48220-510 CAPITAL-TREATMENT SYSTEM L	0	0	0	0	0	0	0	0
48220-520 CAPITAL-TREATMENT SYSTEM B	1,210	5,610	( 2,100)	0	0	0	0	0
48220-580 CAPITAL-TREATMENT SYSTEM O	0	0	4,226	0	0	0	0	0
TOTAL CAPITAL	1,210	5,610	2,126	0	0	0	0	0
TOTAL CAPITAL-TREATMENT SYSTEM	1,210	5,610	2,126	4,000	0	4,000	4,000	4,000

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602-WASTE WATER FUND  
 CAPITAL-GENERAL PLANT  
 EXPENDITURES

			(----- 2015 -----)			(----- 2016 -----)		
	2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>CAPITAL</b>								
48230-520	CAPITAL-GENERAL PLANT SEWE	0	0	0	0	0	0	0
48230-540	CAPITAL-GENERAL PLANT SEWE	0	0	0	25,500	0	28,800	28,800
48230-550	CAPITAL-GENERAL PLANT SEWE	0	0	0	384,000	337,554	120,000	120,000
48230-580	CAPITAL-GENERAL PLANT SEWE	162	6,734	0	0	0	21,000	21,000
<b>TOTAL CAPITAL</b>		<b>162</b>	<b>6,734</b>	<b>0</b>	<b>409,500</b>	<b>337,554</b>	<b>169,800</b>	<b>169,800</b>
48230-540	CAPITAL-GENERAL PLANT SEWENEXT YEAR NOTES:	Backhoe Replacement \$20,000 Jackhammer Replacement \$8,800 (40% of \$22,000)						
48230-550	CAPITAL-GENERAL PLANT SEWENEXT YEAR NOTES:	Mainline Camera \$120,000						
48230-580	CAPITAL-GENERAL PLANT SEWENEXT YEAR NOTES:	Replace #552 John Deere Riding Mower 1435 SeriesII \$21,000						
<b>TOTAL CAPITAL-GENERAL PLANT</b>		<b>162</b>	<b>6,734</b>	<b>0</b>	<b>409,500</b>	<b>337,554</b>	<b>169,800</b>	<b>169,800</b>
<b>TOTAL EXPENDITURES</b>		<b>3,029,122</b>	<b>3,045,530</b>	<b>3,073,578</b>	<b>3,692,147</b>	<b>3,415,649</b>	<b>4,020,985</b>	<b>4,102,120</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>		<b>234,368</b>	<b>708,655</b>	<b>400,332</b>	<b>307,077</b>	<b>587,850</b>	<b>23,739</b>	<b>( 42,794)</b>

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# Variable rates



## Infographic: Which FM-area city has the highest utility bills?

By Tu-Uyen Tran on Feb 24, 2016 at 5:45 a.m.

**F**ARGO – A 10-minute shower will cost a homeowner here a tad more than 10 cents and in West Fargo a tad more than 11 cents. It'll cost a tad less than 15 cents in Moorhead and a tad more in Dilworth.

It's a pattern that's generally repeated for the rest of the utility bills in the metro's four big cities.

West Fargo and Fargo generally have the lowest rates, and Dilworth and Moorhead usually have the highest.

The reasons why can be as wildly different as the rates, according to utility officials.

For example, West Fargo hardly has to treat its water, which comes from aquifers. Fargo uses sales taxes to upgrade its water system, so shoppers from around the region are helping pay. Moorhead doesn't have a sales tax, and Dilworth buys its water from Moorhead.

Here's a look at why some of the rates vary so much:

## Water

River water is more expensive to treat because, with runoff, it's less pure than groundwater, utility officials say. So, by all rights, West Fargo's water system should have the lowest rates because its water comes from aquifers beneath the city.

Fargo and Moorhead use river water and should be the most expensive; Dilworth would also pay more because it buys from Moorhead. It is true that Moorhead and Dilworth have the highest rates in the metro, but Fargo has the lowest rate.

**Fargo.....\$143.75**  
**West Fargo.....\$135.95**  
**Moorhead\*.....\$172.80**  
**Dilworth.....\$199.27**

\*Moorhead total includes a \$1.25 fire-protection charge.



# CITY UTILITY COMPARISONS

## WATER



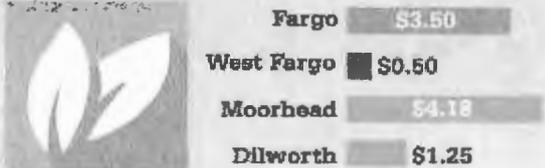
Rates are for households using 5,000 gallons a month. In Fargo it costs \$9 more for those with 3/4-inch service lines instead of 5/8-inch lines. In Moorhead it costs \$1.60 more.

## GARBAGE

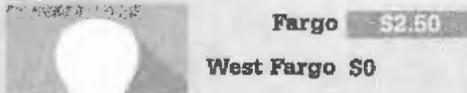


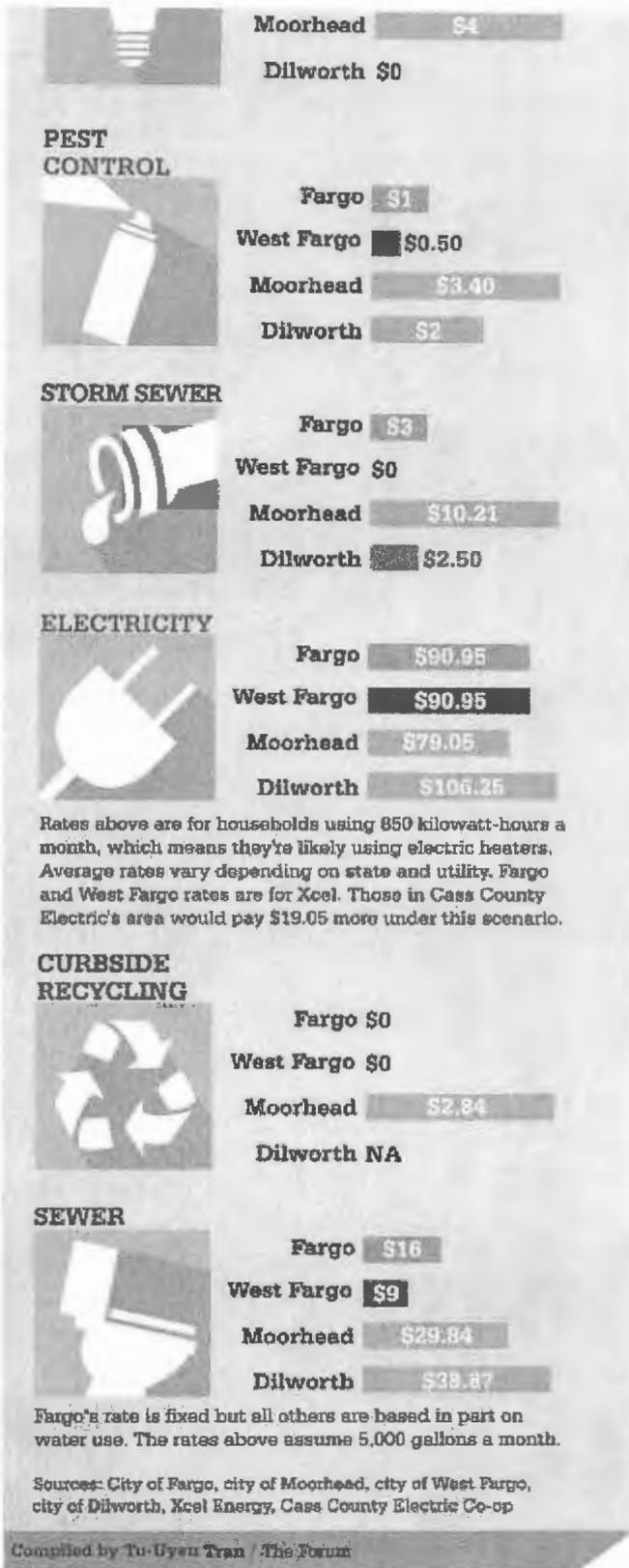
These rates are the lowest available but can vary depending on how much is thrown away. West Fargo has no cap and Dilworth has a 64-gallon cap. In Fargo and Moorhead, the rate is for 48-gallon cans.

## FORESTRY



## STREET LIGHTING





That's because Fargo funds water infrastructure through sales taxes, so the rates only reflect part of the cost, said Water Utility Director Troy Hall.

West Fargo's aquifers aren't enough to supply a growing city, however, so it will start buying water from Fargo this summer. Chris Brungardt, West Fargo's public works

director, said that'll increase costs by \$3.25 for every 1,000 gallons used by a household. Households in the metro area use between 3,000 and 6,000 gallons a month.

## Sewers

The cost of treating sewage varies, depending on how it's treated. West Fargo has the lowest rate because it uses only a lagoon system.

Cities with bigger populations and industries like Fargo and Moorhead must use a sewage plant, which costs more. Dilworth also sees higher costs because it pays Moorhead to treat its sewage. City Administrator Payton Mastera said the city is also paying the cost for new sewer lines, which increases everyone's bill by \$4.25 a month.

Fargo's rates are lower despite its sewage plant because, like its water system, the sewage system is paid for in part by sales taxes.

Storm water is generally not treated so the rates are usually low.

Moorhead's storm sewer rates are, however, unusually high compared to the other metros because those rates are also paying for flood control, wastewater manager Andy Bradshaw said.

## Garbage and recycling

Each city has a different approach to garbage collection.

West Fargo has one of the highest rates, but it allows residents to throw away as much as they want as long as it's in a 33-gallon can. Sanitation workers there manually dump the cans into garbage trucks, so bigger cans can be physically taxing, Brungardt said.

Fargo has a "pay as you throw" philosophy that encourages recycling and less reliance

on the city-owned landfill, Solid Waste Utility Manager Terry Ludlum said. The city has several rates depending on the size of the can, but its lowest rate, for a 48-gallon can, is the lowest in the metro.

Like Moorhead, Fargo also uses garbage trucks with robot arms that can pick up more garbage faster and require fewer workers, which saves money.

Dilworth, which has the highest rates, contracts with a private company instead of having its own sanitation workers.

## Recycling

Fargo and West Fargo absorb the cost of curbside recycling with garbage rates to encourage recycling. Moorhead charges separately for curbside recycling, and Dilworth has only a recycling drop-off site.

West Fargo goes the furthest in encouraging recycling by not requiring recyclables to be sorted. That costs the city more per ton, though, and the low price it receives for recyclables may make it harder to keep the service free, Brungardt said.



(<http://inforum.us10.list-manage.com/subscribe?u=a04930232f22fd9b3192eea&id=4cc32157ab>)

Fargo and Moorhead are also considering no-sort recycling, with costs among the biggest concerns. Ludlum said he thinks it could make recycling as costly as garbage, and consumers don't like that.

## Electricity

The main provider of electricity in Fargo, West Fargo and Dilworth is Xcel Energy, which charges different rates in North Dakota and Minnesota. North Dakota manager Mark Nisbet said regulations vary by state, and that includes energy policy. The average North Dakota customer pays 10.7 cents per kilowatt-hour, while the average Minnesota customer pays 12.5 cents. More Minnesotans heat with natural gas, however, so they typically use less electricity than North Dakotans.

Natural gas rates are also higher in Minnesota, where the cost of a therm – the average household uses 65 therms a month – is 83 cents. In North Dakota, it's 76.2 cents. Xcel is the only natural gas provider in the metro.

Some Fargo and West Fargo customers may pay much higher monthly bills if they are customers of Cass County Electric Cooperative, which serves the edges of both cities along with rural areas. CEO Marshal Albright said comparing costs here is unfair because his customers are more spread out than Xcel's, so there are fewer customers per mile of line to recoup costs.

Though it's in Minnesota, Moorhead has the lowest rates. Having a power provider owned and regulated by the city probably helps, said Bill Schwandt, general manager of Moorhead Public Service. It helps even more that MPS gets to buy electricity from federal hydroelectric dams, such as Garrison Dam in North Dakota. The government favors consumer-owned utilities.

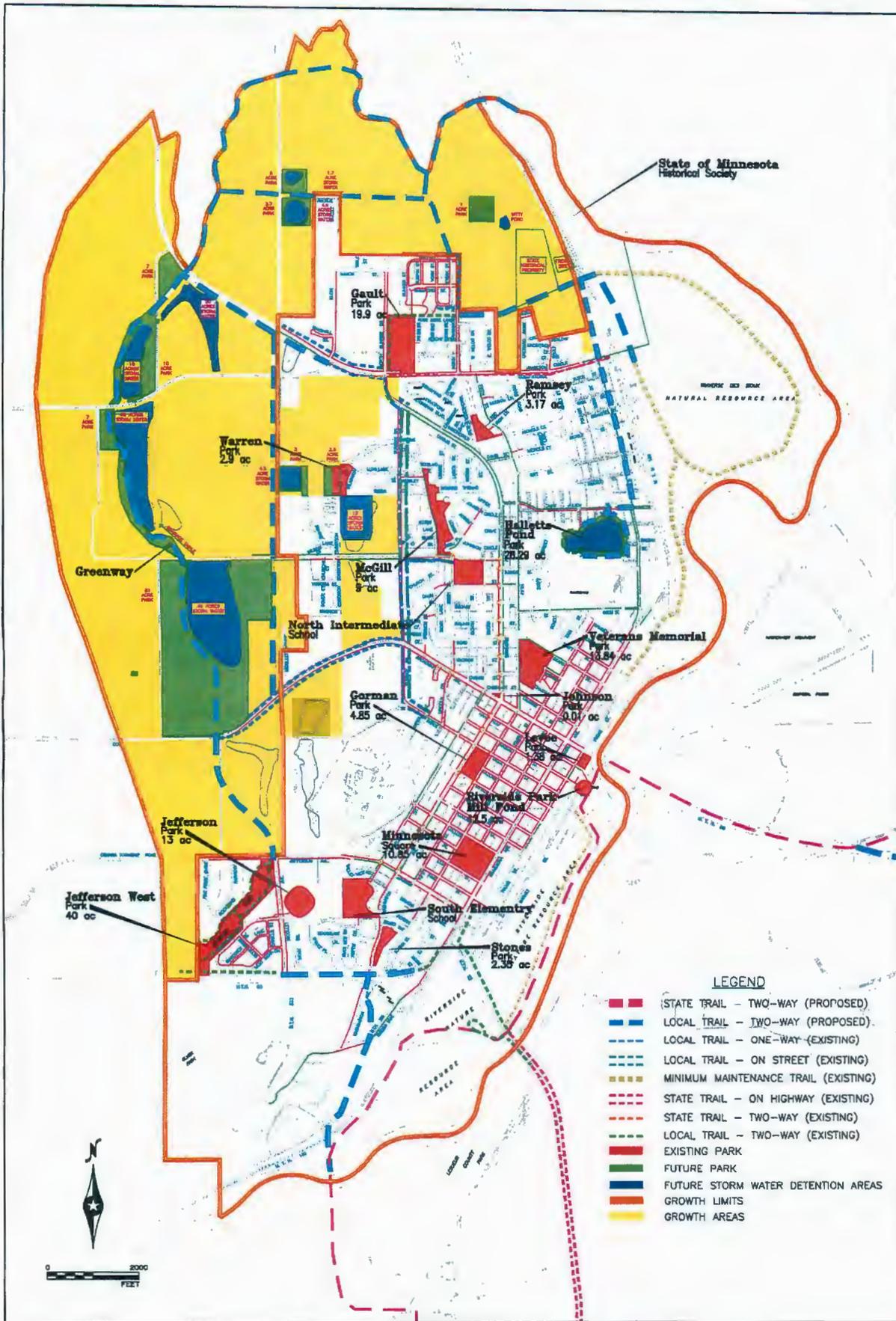
There is a cap, however, so as Moorhead grows and consumes more power, it'll have to pay less-favorable rates to the power-generating cooperative it belong to, Schwandt said.

While rates are an important comparison, he said customers should also compare reliability. One they can check every month, but the other they're usually only reminded of when the power goes out or flickers.

**Tu-Uyen Tran**

Tran is an enterprise reporter with the Forum of Fargo-Moorhead. He began his newspaper career in 1999 as a reporter for the Grand Forks Herald, now owned by Forum Communications. He began working for the Forum in September 2014. Tran grew up in Seattle and graduated from the University of Washington.

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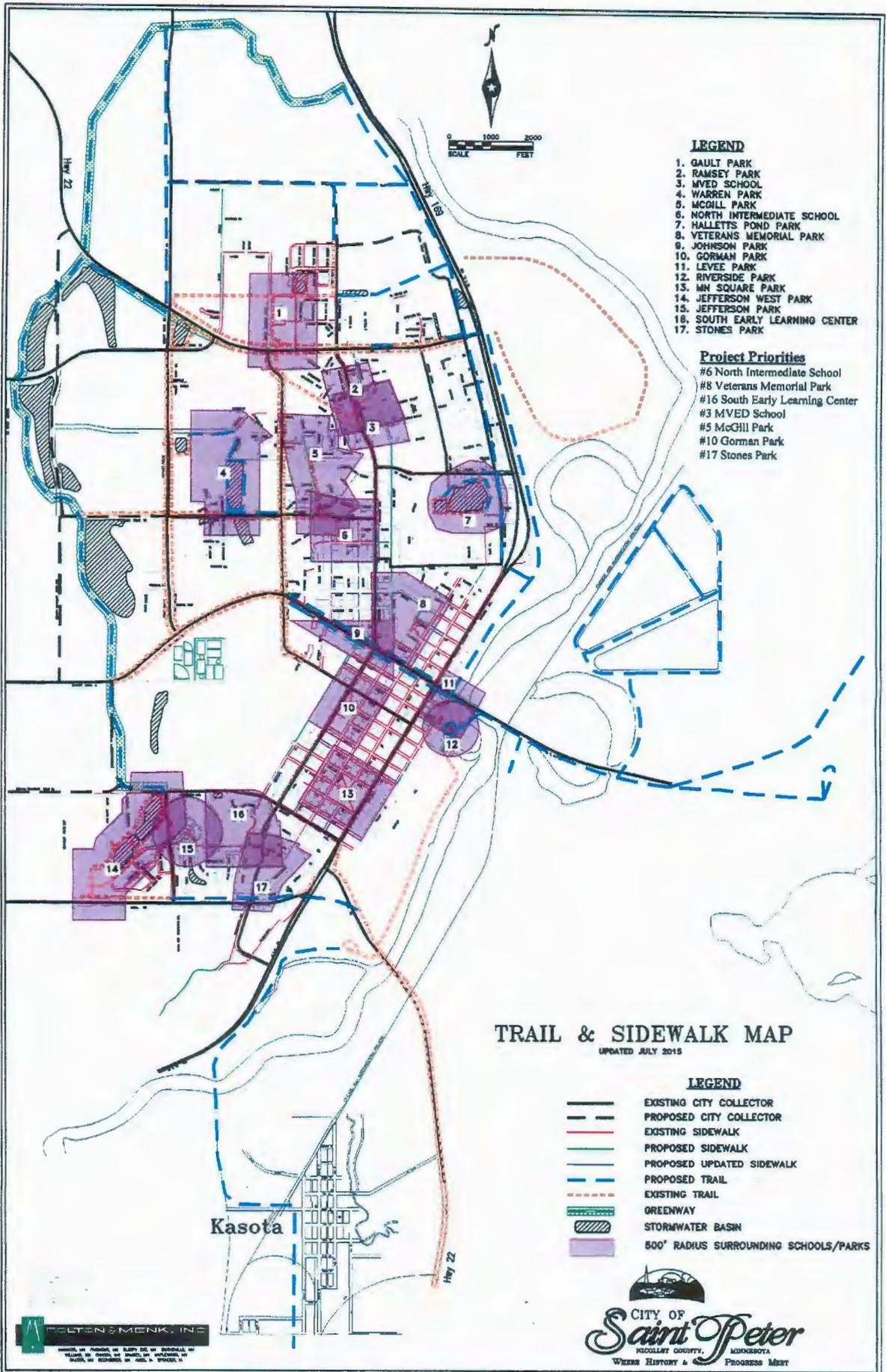
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN  
 BURNSVILLE, MN CHASKA, MN AMES, IA

**CITY OF SAINT PETER  
 PARK & TRAIL SYSTEM**

JULY, 2004

FIGURE NO. 1

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**2016 Sidewalk Master Plan Priorities**

<b>Zone</b>	<b>Cost</b>	<b>Priority</b>
1	\$0.00	
2	\$37,762.00	
3	\$5,810.00	4
4	\$0.00	
5	\$48,029.00	5
6	\$41,536.00	1
7	\$14,626.00	
8	\$67,653.00	2
9	\$21,085.00	
10	\$6,560.00	6
11	\$4,350.00	
12	\$4,350.00	
13	\$11,488.00	
14	\$0.00	
15	\$0.00	
16	\$15,900.00	3
17	\$10,644.00	7

<b>Cumulative Total of Priorities</b>	
P 1 + P 2 =	\$109,189.00
P1 + P 2 + P 3 =	\$125,089.00
P 1 + P 2 + P3 + P 4 =	\$130,899.00
P 1 +P 2 +P 3 +P 4+P 5 =	\$178,928.00
P 1 +P 2 +P 3 +P 4+P 5+P6 =	\$185,488.00
P 1 +P 2 +P 3 +P 4+P 5+P6 +P7=	\$196,132.00

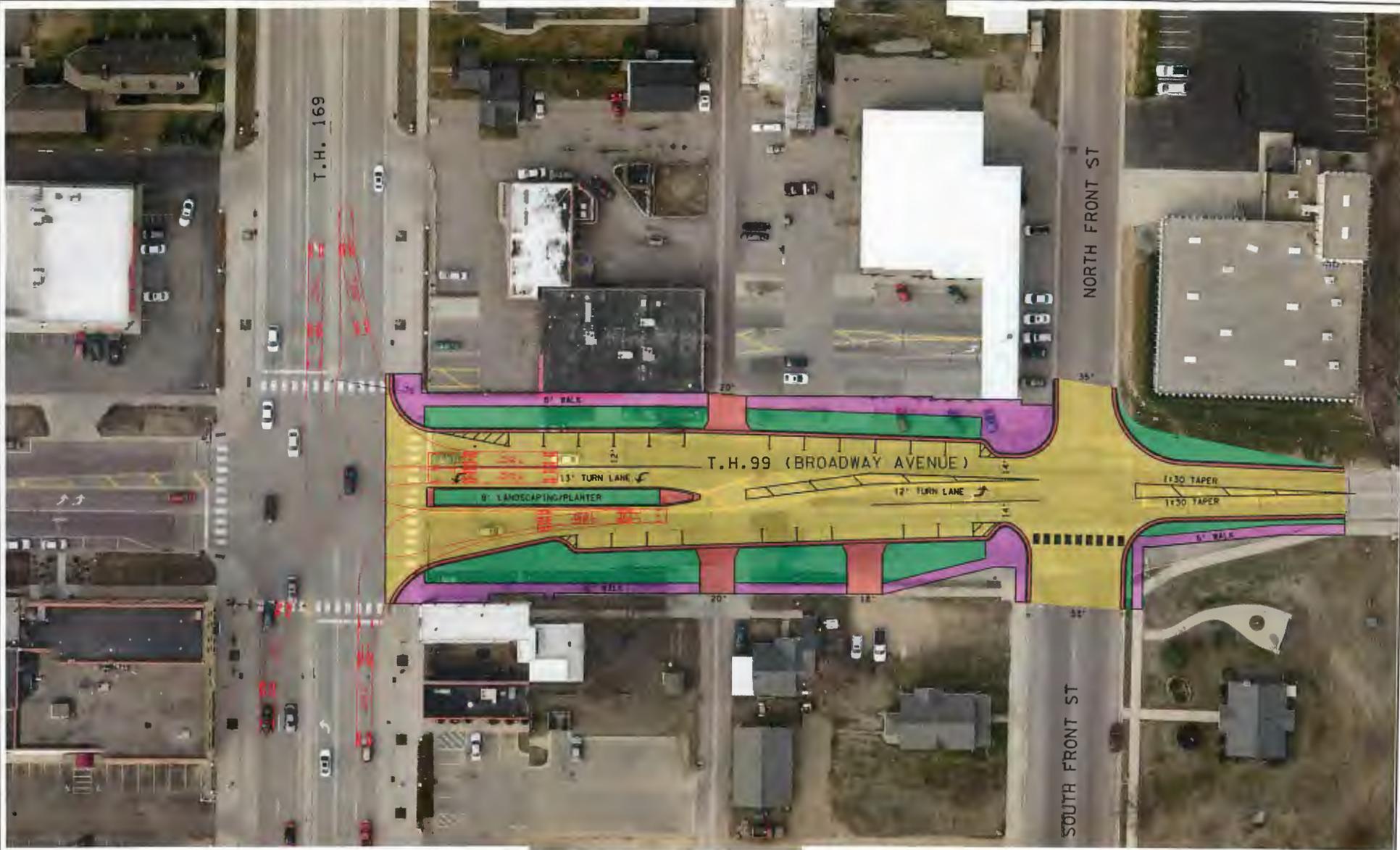
<b>All</b>	<b>\$289,793.00</b>	
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1/16/2016



I HEREBY CERTIFY THAT THE PLANS AND SPECIFICATIONS HEREON PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

\_\_\_\_\_  
ENGINEER

REVISIONS
DATE
CHANGES



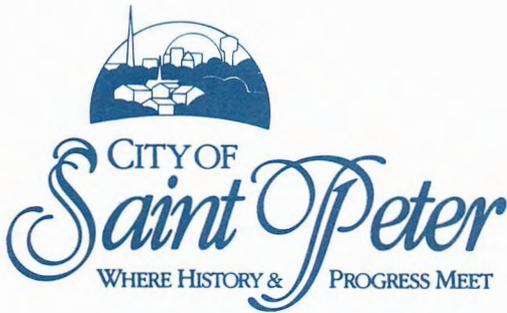
**BOLTON & MENK, INC.**  
CONSULTING ENGINEERS & SURVEYORS  
MARSHAL, MN; FARIBOULT, MN; SLEEPY EYE, MN; BURNOVILLE, MN; WELLMAR, MN  
CHASKA, MN; TRACY, MN; MAPLEWOOD, MN; DALLER, MN; ROCHESTER, MN  
AMES, IA; SPENCER, IA; DE MOINES, IA; FARGO, ND

REV	BY	DATE

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## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 2/25/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Housing Subdivision

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion.

### **BACKGROUND**

Members certainly recall the numerous discussions on this project. My hope and need has been to break this overall report into two primary parts. The first was at your workshop on February 15th and the second is at your Goal Session on the 29<sup>th</sup>.

By breaking it into two parts I hope to present information that is more usable (less cramped for time) and give us a bit longer to work on some of the financing details that take longer because of their complexity and coordination with other entities.

My goal for the Council at your workshop was to get you into a position to make the following decisions:

- Make sure you are feeling good about the layout, concept to design, sidewalks, park location, boulevard width, street widths etc. (maps are attached). It seems like you were good to go.
- Finalize naming of the subdivision and street names. (Name list previously approved is attached.) This was not concluded and will need a bit more work on your part.
- Ongoing discussion on infrastructure costs and average lot costs (cost estimate attached). Staff plans to submit a final price list on the 29<sup>th</sup> after additional work and review of desirability and marketability of specific lots. Staff will provide more data on this.
- Preliminary financing of the Tax Increment Financing (TIF) and estimated interest rate (what TIF can be provided to buyers). We will provide more data on this.
- Finishing the discussion on the covenants. This was completed.
- Review of development rules and marketing plan and rules. This was completed.
- Review of important timelines. We will do this again.

For your Goal Setting Session I have the following objectives in addition to those not completed above.

- Finalizing development budget
- Focus on housing funding
- Construction (who, how timelines)
- Entry assistance opportunities/assistance opportunity timelines (who, how, timelines)
- Outline possible partners and participants
- Further outline marketing strategy
- Outline of some of the housing images and cost estimates
- Get Councilmembers ready to pull the many triggers that need to be pulled.
- Review SWMHP agreement mortgage products, finalizing TIF numbers, housing and process for development of houses and construction financing.

As always, I hope to touch base on a few of the overarching issues that you have reviewed in an effort to make sure we are addressing them and meeting your goals. That list is:

- Affordability (very close and should be clear on the 29<sup>th</sup>)
- Housing study and its' data (ongoing)
- Changes in the ownership marketplace (ongoing)
- Money (discussion on 29<sup>th</sup>)
- Timeline (discussion on 29<sup>th</sup>)
- Market (discussion on 29<sup>th</sup>)
- School relationship (ongoing)
- Community concerns about development (ongoing)
- Change in the development standards exemplified by getting rid of sidewalks (this meeting)

Please also know that should the Council continue to move forward, we will continue to look to receive bids in early March.

A number of pieces of information are attached to this memo that I hope will help provide data, greater understanding, and put you in a position to make appropriate decisions.

The project continues to have four major goals that you discussed at your last goal session. They were:

- Maintain the affordability we discussed at the \$190,000 range and working family incomes.
- Provide for a component, working with a private developer, that can augment the diminishing supply of lots for homes in the \$230,000+ range.
- Take advantage of the infrastructure construction market as able.
- Work closely with our partners in the School District.

As we walk away from any discussion on this project, we need to make sure we are addressing those goals.

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

TP/bal

# Saint Peter Housing

Nicollet Meadows  
Washington Terrace

	Nicollet Meadows	Washington Terrace
Buyer Income and Homes Developed	• Average Income • \$40,445	• Average Income • \$37,231
	• High • \$74,000	• High • \$64,172
	• Low • \$17,500	• Low • \$22,453
	• 44 Homes Built by Saint Peter and SWMHP • October of 2001 to June of 2004	• 40 Homes Built by Saint Peter and SWMHP • February of 2005 to December of 2007

Buyer  
Home Sale  
Price  
and  
Payment

**Nicollet Meadows**

- Purchase Price
  - Average \$128,010
  - High \$179,000
  - Low \$108,300
- Monthly Payment
  - Average \$735
  - High \$976
  - Low \$409

**Washington Terrace**

- Purchase Price
  - Average \$144,382
  - High \$203,750
  - Low \$126,000
- Monthly Payment
  - Average \$823
  - High \$1,413
  - Low \$514

Buyer  
First Mortgage  
and  
Down  
Payment

**Nicollet Meadows**

- First Mortgage Amount
  - Average \$116,297
  - High \$147,500
  - Low \$84,000 with a down payment
  - Low \$92,400 with gap
- Down Payment
  - Average \$6,223
  - High \$32,500
  - Low \$611

**Washington Terrace**

- First Mortgage Amount
  - Average \$124,039
  - High \$207,825
  - Low \$85,000 with down payment
  - Low \$84,100 with gap
- Down Payment
  - Average \$8,498
  - High \$96,610
  - Low \$304

Buyer First Mortgage Loan Programs	Nicollet Meadows		Washington Terrace	
		• MN Housing	23	• MN Housing
	• Rural Development	5	• Rural Development	8
	• Conventional	10	• Conventional	9
	• Other/Unknown	3	• Other/Unknown	4
	• VA	1		

Buyer Assistance Programs	Nicollet Meadows		Washington Terrace	
		• Minnesota Housing 1 <sup>st</sup> Time Homebuyer Loans		• Minnesota Housing 1 <sup>st</sup> Time Homebuyer Loans
	• 23 Households		• 19 Households	
	• 5.25% - 6.75%		• 5.125% - 6.125%	
	• Gap and HELP Loans		• Gap and HELP Loans	
	• 24 Households		• 22 Households	
	• Average Assistance/Household		• Average Assistance/Household	
	• \$7,715		• \$13,744	

Buyer Assistance Programs

**Nicollet Meadows**

- 6 Gap Loans
  - Average \$10,804
  - High \$17,300
  - Low \$2,000
- 15 MN Housing Loans
  - Average \$3,160
  - High \$8,000
  - Low \$2,100
- 13 HELP Loans
  - Average \$2,110
  - High \$5,748
  - Low \$922
- 7 FHLB Loans @ \$6,500

**Washington Terrace**

- 11 Gap Loans
  - Average \$16,180
  - High \$25,000
  - Low \$7,000
- 14 MN Housing Loans
  - Average \$5,171
  - High \$9,440
  - Low \$3,000
- 11 HELP Loans
  - Average \$1,726
  - High \$2,604
  - Low \$1,218
- 6 FHLB Loans @ \$5,500

Traverse Acres Costs of Construction

**Washington Terrace**

- Sticks and Bricks in 2007
- 2 Bedroom/1 Bath
- Unfinished Basement
  - \$118,155
- Soft Costs
  - \$24,204
- TDC
  - \$142,359
- Sale Price
  - \$143,000

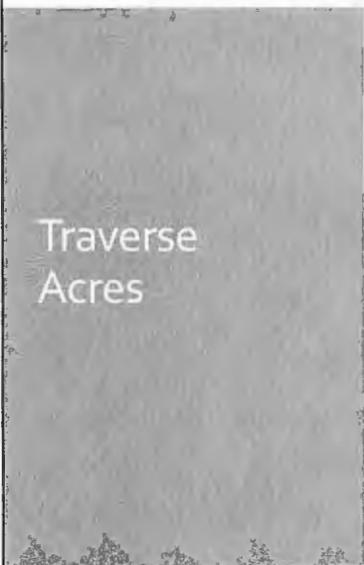
**Traverse Acres**

- Sticks and Bricks in 2016
- 2 Bed/1 Bath Unfinished Basement
  - \$163,000
- 4 Bed/2 Bath Finished Basement
  - \$172,000
- Soft Costs
  - \$34,101/\$35,424
- TDC
  - \$197,101/\$207,424
- Sale Price
  - \$197,250/\$207,500



## • Cost Difference Of Construction

- Lot Cost
- Construction Loan Interest
- Annual Increase in Material Costs
- Labor Shortage
- Building Code
  - Energy Code
    - Sheetrock ceiling in basement and sidewalls
    - Duct work must be metal



## • Financing

- Minnesota Housing
  - Low interest loans 3.25%
  - Monthly Payment Loan up to \$10,000
  - Deferred Payment Loan up to \$5,000 or \$7,500
  - Gap Application
- Rural Development
  - Low interest loans with payment assistance
- Greater Minnesota Housing Fund
  - Homeowner Fund up to \$5,000
- Federal Home Loan Bank
  - Apply for Affordable Home Program up to \$10,000

\$2,720,000

General Obligation Tax Increment Financing Bonds, Series 2016A

Uses of Funds

Phase 1 Construction, Engineering & Contingency		2,590,062
Land Acquisition		-
Other Costs		-
Other Costs		-
<b>Total Project Costs</b>		<b>2,590,062</b>
Underwriter's Discount Allowance	1.4000%	38,080
Unused Underwriter's Discount Allowance		-
Fiscal Fee & TIF		21,500
Bond Counsel		8,000
Pay Agent/Registrar		750
Printing & Misc		1,250
Rating Agency		13,000
Capitalized Interest		49,890
Rounding surplus		-
		<u>2,722,532</u>

Sources of Funds

Bond Issue		2,720,000
Cash Contribution		-
Construction Fund Earnings		2,532
		<u>2,722,532</u>

Bond Details

Set Sale Date	3/28/2016
Sale Date	5/9/2016
Dated Date	6/1/2016
Closing Date	6/1/2016
1st Interest Payment	2/1/2017
Proceeds spent by:	12/31/2016
	to Dated Date
Purchase Price	2,681,920.00
Net Interest Cost	1,176,410.00
Net Effective Rate	3.2730%
Average Coupon	3.1670%
Yield	TBD
Weighted Avg Maturity	9.4840
Call Option	2/1/2020
Purchaser	Proposed for Competitive Sale
Bond Counsel	Briggs & Morgan
Pay Agent	Northland Trust
Tax Status	<b>Tax Exempt, Bank Qualified</b>
Continuing Disclosure	Full
Rebate	\$5 million Small Issuer Exemption
Statutory Authority	M.S. 469, 475

Payment Schedule & Cashflow

12-Month Period ending	Payment Schedule				plus 5% Coverage
	Principal	Interest Rate	Interest	Payment Total	
6/1/2016	-	-	-	-	-
2/1/2017	-	0.600%	49,890	49,890	49,890
2/1/2018	95,000	1.000%	74,835	169,835	178,327
2/1/2019	100,000	1.150%	73,885	173,885	182,579
2/1/2020	100,000	1.400%	72,735	172,735	181,372
2/1/2021	100,000	1.550%	71,335	171,335	179,902
2/1/2022	105,000	1.700%	69,785	174,785	183,524
2/1/2023	105,000	1.850%	68,000	173,000	181,650
2/1/2024	110,000	2.050%	66,058	176,058	184,860
2/1/2025	110,000	2.200%	63,803	173,803	182,493
2/1/2026	110,000	2.350%	61,383	171,383	179,952
2/1/2027	115,000	2.450%	58,798	173,798	182,487
2/1/2028	115,000	2.600%	55,980	170,980	179,529
2/1/2029	120,000	2.750%	52,990	172,990	181,640
2/1/2030	125,000	2.900%	49,690	174,690	183,425
2/1/2031	130,000	3.050%	46,065	176,065	184,868
2/1/2032	130,000	3.200%	42,100	172,100	180,705
2/1/2033	135,000	3.300%	37,940	172,940	181,587
2/1/2034	140,000	3.400%	33,485	173,485	182,159
2/1/2035	145,000	3.500%	28,725	173,725	182,411
2/1/2036	150,000	3.600%	23,650	173,650	182,333
2/1/2037	155,000	3.700%	18,250	173,250	181,913
2/1/2038	160,000	3.800%	12,515	172,515	181,141
2/1/2039	165,000	3.900%	6,435	171,435	180,007
	<u>2,720,000</u>		<u>1,138,330</u>	<u>3,858,330</u>	<u>4,048,752</u>

Collection Year	Pledged Revenues			Account Balances	
	Lot Sales	TIF Revenue	Tax Levy	Surplus (deficit)	Account Balance
				Capitalized & accrued interest >	49,890
2016	280,000	-	-	230,110	280,000
2017	392,000	-	-	213,673	493,673
2018	472,000	14,426	-	303,847	797,520
2019	392,000	34,623	-	245,252	1,042,772
2020	196,000	54,820	-	70,919	1,113,691
2021	100,000	75,017	-	(8,507)	1,105,184
2022	-	85,116	-	(96,534)	1,008,649
2023	-	85,116	-	(99,745)	908,905
2024	-	85,116	-	(97,377)	811,528
2025	-	85,116	-	(94,836)	716,692
2026	-	85,116	-	(97,372)	619,320
2027	-	85,116	-	(94,413)	524,907
2028	-	85,116	-	(96,524)	428,383
2029	-	85,116	-	(98,309)	330,074
2030	-	85,116	-	(99,753)	230,322
2031	-	85,116	-	(95,589)	134,732
2032	-	85,116	-	(96,471)	38,261
2033	-	85,116	58,782	(38,261)	-
2034	-	85,116	97,296	-	-
2035	-	85,116	97,217	-	-
2036	-	85,116	96,797	-	-
2037	-	85,116	96,025	-	-
2038	-	85,116	94,891	-	-
	<u>1,832,000</u>	<u>1,625,855</u>	<u>541,007</u>		<u>-</u>

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**\$1,730,000**  
**General Obligation Tax Increment Financing Bonds, Series 2022A**

<b>Uses of Funds</b>		
Phase 2 Project Cost		1,641,157
Other		-
Other		-
<b>Total Project Costs</b>		<b>1,641,157</b>
Underwriter's Discount Allowance	1.4000%	24,220
Unused Underwriter's Discount Allowance		-
Fiscal Fee & TIF		15,000
Bond Counsel		8,000
Pay Agent/Registrar		750
Printing & Misc		1,250
Rating Agency		9,000
Capitalized Interest		29,978
Rounding surplus		-
		<u>1,729,355</u>

<b>Sources of Funds</b>		
Bond Issue		1,730,000
Cash Contribution		-
Construction Fund Earnings		(645)
		<u>1,729,355</u>

<b>Bond Details</b>	
Set Sale Date	4/1/2022
Sale Date	5/1/2022
Dated Date	6/1/2022
Closing Date	6/1/2022
1st Interest Payment	2/1/2023
Proceeds spent by:	12/31/2023
	<i>to Dated Date</i>
Purchase Price	1,705,780.00
Net Interest Cost	644,798.33
Net Effective Rate	3.1115%
Average Coupon	2.9946%
Yield	TBD
Weighted Avg Maturity	9.4840
Call Option	2/1/2029
Purchaser	Proposed for Competitive Sale
Bond Counsel	Briggs & Morgan
Pay Agent	Northland Trust
Tax Status	<b>Tax Exempt, Bank Qualified</b>
Continuing Disclosure	Full
Rebate	\$5 million Small Issuer Exemption
Statutory Authority	M.S. 469, 475

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**Payment Schedule & Cashflow**

12-Month Period ending	<i>Payment Schedule</i>				
	Principal	Interest Rate	Interest	Payment Total	plus 5% Coverage
6/1/2022	-		-	-	
2/1/2023	-	0.600%	29,978	29,978	29,978
2/1/2024	70,000	1.000%	44,968	114,968	120,716
2/1/2025	70,000	1.150%	44,268	114,268	119,981
2/1/2026	75,000	1.400%	43,463	118,463	124,386
2/1/2027	75,000	1.550%	42,413	117,413	123,283
2/1/2028	75,000	1.700%	41,250	116,250	122,063
2/1/2029	75,000	1.850%	39,975	114,975	120,724
2/1/2030	80,000	2.050%	38,588	118,588	124,517
2/1/2031	80,000	2.200%	36,948	116,948	122,795
2/1/2032	80,000	2.350%	35,188	115,188	120,947
2/1/2033	80,000	2.450%	33,308	113,308	118,973
2/1/2034	85,000	2.600%	31,348	116,348	122,165
2/1/2035	85,000	2.750%	29,138	114,138	119,844
2/1/2036	90,000	2.900%	26,800	116,800	122,640
2/1/2037	90,000	3.050%	24,190	114,190	119,900
2/1/2038	95,000	3.200%	21,445	116,445	122,267
2/1/2039	100,000	3.300%	18,405	118,405	124,325
2/1/2040	100,000	3.400%	15,105	115,105	120,860
2/1/2041	105,000	3.500%	11,705	116,705	122,540
2/1/2042	110,000	3.600%	8,030	118,030	123,932
2/1/2043	110,000	3.700%	4,070	114,070	119,774
	<u>1,730,000</u>		<u>620,578</u>	<u>2,350,578</u>	<u>2,466,608</u>

Collection Year	<i>Pledged Revenues</i>			<i>Account Balances</i>	
	Lot Sales	TIF Reve	Other Revenues	Surplus (deficit)	Account Balance
			Capitalized & accrued interest >		29,978
2022	-	-	-	(29,978)	-
2023	392,000	-	-	271,284	271,284
2024	392,000	-	-	272,019	543,303
2025	392,000	20,197	-	287,811	831,115
2026	336,000	40,394	-	253,111	1,084,225
2027	-	60,591	-	(61,472)	1,022,754
2028	-	77,903	-	(42,821)	979,932
2029	-	77,903	-	(46,614)	933,318
2030	-	77,903	-	(44,892)	888,426
2031	-	77,903	-	(43,044)	845,381
2032	-	77,903	-	(41,070)	804,311
2033	-	77,903	-	(44,262)	760,049
2034	-	77,903	-	(41,942)	718,107
2035	-	77,903	-	(44,737)	673,369
2036	-	77,903	-	(41,997)	631,372
2037	-	77,903	-	(44,365)	587,008
2038	-	77,903	-	(46,423)	540,585
2039	-	77,903	-	(42,958)	497,627
2040	-	77,903	-	(44,638)	452,990
2041	-	77,903	-	(46,029)	406,961
2042	-	77,903	-	(41,871)	365,090
	<u>1,512,000</u>	<u>1,289,720</u>	-		<u>365,090</u>

**\$755,000**  
**General Obligation Tax Increment Financing Bonds, Series 2026A**

<b>Uses of Funds</b>		
Phase 3 Project Cost		701,533
Other		-
Other		-
<b>Total Project Costs</b>		<b>701,533</b>
Underwriter's Discount Allowance	1.5000%	11,325
Unused Underwriter's Discount Allowance		-
Fiscal Fee & TIF		15,000
Bond Counsel		6,000
Pay Agent/Registrar		750
Printing & Misc		1,250
Rating Agency		9,000
Capitalized Interest		13,458
Rounding surplus		-
		<u>758,317</u>
<b>Sources of Funds</b>		
Bond Issue		755,000
Cash Contribution		-
Construction Fund Earnings		3,317
		<u>758,317</u>

<b>Bond Details</b>	
Set Sale Date	4/1/2026
Sale Date	5/1/2026
Dated Date	6/1/2026
Closing Date	6/1/2026
1st Interest Payment	2/1/2027
Proceeds spent by:	12/31/2026
	to Dated Date
Purchase Price	743,675.00
Net Interest Cost	303,950.83
Net Effective Rate	<b>3.2000%</b>
Average Coupon	3.0808%
Yield	TBD
Weighted Avg Maturity	9.4840
Call Option	2/1/2033
Purchaser	Proposed for Competitive Sale
Bond Counsel	Briggs & Morgan
Pay Agent	Northland Trust
Tax Status	<b>Tax Exempt, Bank Qualified</b>
Continuing Disclosure	Full
Rebate	\$5 million Small Issuer Exemption
Statutory Authority	M.S. 469, 475

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<b>Payment Schedule &amp; Cashflow</b>					
<i>Payment Schedule</i>					
12-Month Period ending	Principal	Interest Rate	Interest	Payment Total	plus 5% Coverage
6/1/2026	-		-	-	
2/1/2027	-	0.600%	13,458	<b>13,458</b>	13,458
2/1/2028	30,000	1.000%	20,188	<b>50,188</b>	52,697
2/1/2029	30,000	1.150%	19,888	<b>49,888</b>	52,382
2/1/2030	30,000	1.400%	19,543	<b>49,543</b>	52,020
2/1/2031	30,000	1.550%	19,123	<b>49,123</b>	51,579
2/1/2032	30,000	1.700%	18,658	<b>48,658</b>	51,090
2/1/2033	30,000	1.850%	18,148	<b>48,148</b>	50,555
2/1/2034	30,000	2.050%	17,593	<b>47,593</b>	49,972
2/1/2035	30,000	2.200%	16,978	<b>46,978</b>	49,326
2/1/2036	35,000	2.350%	16,318	<b>51,318</b>	53,883
2/1/2037	35,000	2.450%	15,495	<b>50,495</b>	53,020
2/1/2038	35,000	2.600%	14,638	<b>49,638</b>	52,119
2/1/2039	35,000	2.750%	13,728	<b>48,728</b>	51,164
2/1/2040	35,000	2.900%	12,765	<b>47,765</b>	50,153
2/1/2041	40,000	3.050%	11,750	<b>51,750</b>	54,338
2/1/2042	40,000	3.200%	10,530	<b>50,530</b>	53,057
2/1/2043	40,000	3.300%	9,250	<b>49,250</b>	51,713
2/1/2044	40,000	3.400%	7,930	<b>47,930</b>	50,327
2/1/2045	45,000	3.500%	6,570	<b>51,570</b>	54,149
2/1/2046	45,000	3.600%	4,995	<b>49,995</b>	52,495
2/1/2047	45,000	3.700%	3,375	<b>48,375</b>	50,794
2/1/2048	45,000	3.800%	1,710	<b>46,710</b>	49,046
	<u>755,000</u>		<u>292,626</u>	<u>1,047,626</u>	<u>1,099,334</u>

<i>Pledged Revenues</i>				<i>Account Balances</i>	
Collection Year	Lot Sales	TIF Reve	Tax Levy	Surplus (deficit)	Account Balance
				Capitalized & accrued interest >	13,458
2026	-	-	-	(13,458)	-
2027	392,000	-	-	339,303	339,303
2028	112,000	-	-	59,618	398,921
2029	-	20,197	-	(31,823)	367,099
2030	-	25,968	-	(25,611)	341,487
2031	-	25,968	-	(25,123)	316,365
2032	-	25,968	-	(24,587)	291,777
2033	-	25,968	-	(24,005)	267,773
2034	-	25,968	-	(23,359)	244,414
2035	-	25,968	-	(27,916)	216,498
2036	-	25,968	-	(27,052)	189,446
2037	-	25,968	-	(26,152)	163,294
2038	-	25,968	-	(25,196)	138,097
2039	-	25,968	-	(24,186)	113,912
2040	-	25,968	-	(28,370)	85,542
2041	-	25,968	-	(27,089)	58,453
2042	-	25,968	-	(25,745)	32,708
2043	-	25,968	-	(24,359)	8,349
2044	-	25,968	19,832	(8,349)	-
2045	-	25,968	26,527	-	-
2046	-	25,968	24,826	-	-
2047	-	25,968	23,078	-	-
	<u>504,000</u>	<u>487,612</u>	<u>94,264</u>		<u>-</u>

Bonding costs	Phase 1	phase 2	phase 3	clark/outlot
Construction	1,955,002.74	1,372,157.25	581,383.33	680,020.36
Engineering	254,200.00	185,200.00	81,400.00	95,200.00
City observation	48,900.00	34,300.00	14,500.00	17,000.00
Bonding/tif creation	132,470.00	80,000.00	80,000.00	
Traverse w/ww	94,825.64			
Swmhp funding apps/planning	33,500.00	10,000.00	5,000.00	
Swmhp devpmt admin	12,000.00	10,000.00	2,000.00	
Traverse electrical/Streetlights	34,303.13	34,303.13	16,000.00	
Subd electrical/streetlights	65,330.50	65,330.50	32,000.00	
Marketing	20,000.00	10,000.00	10,000.00	
Legal	22,000.00	19,500.00	7,250.00	
Park amenities	50,000.00			
<b>Total</b>	<b>2,722,532.01</b>	<b>1,820,790.88</b>	<b>829,533.33</b>	<b>792,220.36</b>

\*level payments and the earlier call on bond issue

\*multi families lot sales in 2018 and 2021 \$80,000 and \$100,000 --- No multi family increment calculated, for option to go to developer

\*10 homes sold in 2016 and 14 lots sold each year of 2017-2019, and 7 lots sold in 2020

\*home values of \$190,000 (Wash Terr MV \$123,000 - 180,000)

\*6 years of levy (total \$541,007) is necessary for this phase to repay debt on its own build out - phase 2 and 3 could supplement if done in the right time frame. If lot sales go as quickly as projected, the levy would be reduced or eliminated by paying off bonds early and/or refinancing the principal balance over the remaining life of the TIF District (5 additional years).

\*100% of tax increment goes to debt obligation, no admin collected yearly

\*\$225,000 land cost financed by Nicollet Meadows and \$225,000 will be paid with \$1,500 per lot sold

\*21 years of increment collection, district life allowed to be 26

\*22 year bond

Average lot cost	42,000.00	42,000.00	42,000.00	
tif	(11,500.00)	(11,500.00)	(11,500.00)	
closing	(1,000.00)	(1,000.00)	(1,000.00)	
school payment	(1,500.00)	(1,500.00)	(1,500.00)	
net cost to city	28,000.00	28,000.00	28,000.00	Amount necessary to

Revenue sources:						
times	1,652,000.00	59 lots	1,512,000.00	54 lots	560,000.00	20 lots
multi lot sales	180,000.00		0		0	
potential tif revenue	1,625,855.00		1,625,855.00		800,000.00	
Electric fund	???		???		???	
parkland fee from school district ??		payable when?	0		0	
assessment to school district??		payable when?	0		0	
<b>total revenue for improvements</b>	<b>3,457,855.00</b>		<b>3,137,855.00</b>		<b>1,360,000.00</b>	

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MEMORANDUM

February 20, 2016

To: Todd Prafke, City of St. Peter

From: Rick Goodemann, SWMHP

RE: St. Peter Council Work Session and Traverse Acres Commitment.

The Southwest Minnesota Housing Partnership is willing and able to participate with the City in the following manner:

SWMHP will provide construction financing to construct three (3) houses. SWMHP will revolve those funds and will size its home construction rounds based on demand. It will maintain this commitment as long as demand exists or financing is available.

SWMHP continues to work to reduce home construction cost. I have attached two sworn construction statements for split level homes that we have received quotes from contractors. Our sworn statements reflect estimated lot cost, closing and finance fees as well as TIF. James Arentson will be present at the work session to address any questions concerning home size, design and cost of the homes. Ali Joens will be present to answer questions concerning the financing cost and other soft cost reflected in the sworn construction statements as well as any questions dealing with home finance. The costs are higher than we would like and do reflect homes that are sized at the smaller end of what was developed previously. Cost has escalated beyond normal inflationary reasons. Contractor loss during the recession, labor shortages, material cost volatility and significant code changes are all contributing factors. There are trade-offs that do need to be explored with the Council around home finished area and design diversity in order to bring cost more in line with the affordability in the target market. However, keeping in mind that cost containment has to be balanced with marketability and what in the end made Nicollet Meadows and Washington Terrace successful community projects.

SWMHP will provide a commitment of \$75,000 for homebuyer assistance. Those funds may be used for down payment assistance, gap financing or appraisal gaps. SWMHP has made a formal request to the Greater Minnesota Housing Fund to match its commitment 1/1. The SWMHP will consider additional funding as necessary and as SWMHP resources allow. This commitment should be sufficient to carry the project through the beginning phase of the project if we obtain the match from GMHF should the City decide to move forward. Additional resources will need to apply for in June from Minnesota Housing Finance Agency.

SWMHP, if the City accepts its services contract will complete applications to the Minnesota Housing Finance Agency to secure additional gap financing. That application is due mid-June and funding would be available November 2016 for homes that would begin construction after this award date. SWMHP will identify other potential funding sources and prepare applications for permanent mortgage products, construction financing or homeowner assistance as part of its services and where financial gaps exist.

SWMHP will provide technical assistance as part of its contract to work with community Lenders to access affordable mortgage products and will apply as necessary for resources provided local Lenders participate. We have attached model financing based on cost of homes and incomes of buyers using different loan products. The house payments, depending on the financing are at or in one case exceed rent levels. Ali Joens will be present at the work session on February 29 to provide explanation and to answer questions.

SWMHP will participate in marketing efforts including input into marketing material, providing sample financing samples, engage in speaking opportunities, help to secure funding commitments from employers and other interested parties.

SWMHP will provide mortgage counseling services and facilitate access to Rural Development financing. Two other contracts, Development Admin Services and Construction Management if the City wishes to engage us for those services.

**CITY OF ST. PETER  
CONTRACT FOR PRE-DEVELOPMENT SERVICES WITH THE  
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP**

**THIS CONTRACT** for Pre-Development Services (hereinafter the "Services") is entered into on \_\_\_\_\_, 2016, by and between the City of St. Peter, hereinafter described as the "CITY" and the Southwest Minnesota Housing Partnership, hereinafter referred to as "SWMHP".

**WHEREAS**, the City desires to develop a subdivision, yet to be named (hereinafter the "Project") within the City of St. Peter and the City desires to contract with the SWMHP for Services.

**WHEREAS**, the Services described herein under this contract are to be applied to the Project. Additional Services pertaining to projects outside of the Project or to additional phases of the Project must be considered under a separate contract prior to performance.

**WITNESSED:** In consideration of the mutual covenants and agreements contained herein, the City and the SWMHP agree as follows:

- I. The SWMHP agrees to provide services outlined in the Work Agreement attached to this contract (Exhibit 1).
- II. Reimbursement to the SWMHP for Services, as outlined in the Work Agreement, will not exceed a total cost of \$48,500.00. Payment to the SWMHP for services rendered shall commence as follows: An initial installment of \$10,000 shall be paid at the execution of this contract. A second installment of \$10,000 shall be due on April 1, 2016. A third installment of \$15,000 shall be due on July 1, 2016. A final installment of \$13,500 shall be due on November 1, 2016.
- III. Should the City elect to perform any of the duties outlined in the Work Agreement or contract with another entity to perform any part of the duties outlined in the Work Agreement, the Services fee will be amended up on a written agreement by both the City and the SWMHP.
- IV. A new contract, with activities and reimbursement, shall be negotiated between the SWMHP and the City should the project require Technical Assistance beyond the services as outlined above.
- V. The City shall provide the SWMHP with any and all information required to provide said services outlined in the Work Agreement.
- VI. The City will understand that the SWMHP is not a representative of any State or Federal agency, but is acting strictly as a consultant on its behalf.
- VII. The City gives the SWMHP permission to publicly report on the City and the Project as a direct result of the SWMHP assistance in providing the Services.

**Term of Contract**

This contract shall be effective on \_\_\_\_\_, 2016 and continue through the completion of the scope of services outlined in this contract.

**Termination of Contract**

The City and the SWMHP shall provide the other party a minimum of 30 days notice prior to the termination of this contract.

**Assignment**

SWMHP or the City shall neither assign nor transfer any rights or obligations under this contract without prior written consent of all parties.

**Amendments**

Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract or their successors in office.

**IN WITNESS WHEREOF**, the parties hereunto have executed this Agreement the day and year first above written.

**SOUTHWEST MINNESOTA  
HOUSING PARTNERSHIP**

**CITY OF ST. PETER**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: Chief Executive Officer

Its: Authorized Agent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Its: Chair

\_\_\_\_\_

**CONTRACT FOR PRE-DEVELOPMENT**  
**WITH THE SOUTHWEST MINNESOTA HOUSING PARTNERSHIP**  
**WORK AGREEMENT**

*The SWMHP agrees to provide the following services under its Pre-Development Services contract as specified below. Services provided shall be a combination of development planning, grant writing, and technical assistance. Services not specified below should not be considered to be part of this contract and should be negotiated separately under an addendum to this contract. The SWMHP's involvement in requests for funds does not guarantee funding nor the availability thereof.*

**Services outside of this contract include:**

- **Multi Family Construction Management**
  - **Single Family Construction Management**
  - **Bare Lot Development**
  - **Commercial Development**
  - **Asset Management/Administrative Management**
  - **Development Administrative Services**
  - **Grant writing services outside of the Project**
- I. Project Introduction
- a. Meet with City Council, Planning and Zoning Board, Economic Development Authority, Employers, Lenders or local community groups to introduce project to community at the direction of City Staff.
  - b. Meeting with and communication with the Greater Minnesota Housing Fund
  - c. Attend general project planning meetings with owner of the project to coordinate engineering, architectural services, timelines, etc.
- II. Ongoing Reporting
- a. Attend regularly scheduled and special meetings, as agreed upon, of the owner to provide project updates and to address project needs, solicit approvals, and set policy.
  - b. Provide project status reports and copies, as agreed upon by the owner and the SWMHP.
- III. Pre-Development Administration Funding
- a. Submit applications to the Greater Minnesota Housing Fund for Building Better Neighborhood Technical Assistance and other resources as needed.
  - b. Assist the owner in executing any pre-development grant or loan documents
  - c. Act as the fiscal agent for the owner to draw pre-development administrative funds as time and expenses are incurred by the SWMHP

- d. Submit reports on the pre-development administrative monies to funders as required, up until the completion of the project.
- IV. Coordinate with other Professionals
- a. Coordinate, communicate and meet with all professionals retained by the owner to develop the project. Professionals may include, but are not limited to:
    - i. Engineers
    - ii. Architects
    - iii. Attorneys
    - iv. Bond Attorneys
    - v. Financial Consultants
    - vi. Tax Increment Consultants
    - vii. Tax Increment Attorneys
- V. Site Identification and Planning
- a. Site visits to determine feasibility
  - b. Coordinate with Engineer to order:
    - i. Survey
    - ii. Soil Borings
    - iii. Environmental Review
    - iv. Other related tests or measurements
  - c. Provide preliminary site plan
- VI. Cost Estimating
- a. Provide preliminary cost estimates on:
    - i. Infrastructure
    - ii. Single Family Development
  - b. Provide financing plan for project
  - c. Provide information on current resources available to homebuyers and keep the owner apprised of any changes in mortgage products.
  - d. Meet with contractors interested in building single family homes to gather preliminary cost estimates for development and to create a list of interested contractors for bidding process.
- VII. Funding Applications
- a. Prepare funding applications as needed based on financing plan for project to Minnesota Housing, Greater Minnesota Housing Fund, and other resources.
- VIII. Initial Planning and Zoning Requirements for the Site
- IX. SWMHP will provide access to the Rose Fellowship Architect to assist with single family home design concepts.

<b>NAME OF MAYOR</b>	<b>YEARS SERVED</b>
George W. Anderson	(1951-1954)
Richard Konechne	(1954-1956)
Leighton Swenson	(1956-1959)
Mark J. Schaus	(1959-1960)
George Martens	(1960-1962)
Arthur W. Cook	(1962-1964)
LaMar Hay	(1964-1966)
George H. Martens	(1966-1970)
Douglas Pyan	(1970-1986)
William Wettergren	(1986-1990)
Peter Rheaume	(1990-1992)
Ellery Peterson	(1992-1995) - died in 2015
Jerry K. Hawbaker	(1996-2006) - died in 2008?

## Todd Prafke

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**From:** Barbara A. Luker  
**Sent:** Friday, February 26, 2016 7:53 AM  
**To:** Todd Prafke  
**Subject:** FW: street names

Barbara A. Luker  
City of Saint Peter  
City Administrator's Office

\*\*\*PLEASE NOTE – Emails to and from this address may be considered public information under the Minnesota Data Practices Act and as such, may be released to third parties.

**From:** Rebecca Otterness [<mailto:rebecca.otterness@gmail.com>]  
**Sent:** Thursday, February 25, 2016 10:28 PM  
**To:** Barbara A. Luker  
**Subject:** street names

Hi, I had a casual conversation with a city council member. He said to send this to the city contact information. If someone else should get it, please forward it and let me know to whom it went. Or let me know that this is the appropriate place.

regarding street names for new development around the new high school:

Here are some names of favorite, popular, long time teachers in the St. Peter school system in the 1950s and 60s

Of course **MR HARVEY** is the first one that would come to anyone's mind. There should be something named after him!

Ruth Alice Johnson was a kindergarten teacher for many many years. She continued to keep track of her students even after they graduated.

Howard Nelson taught 7th grade history and Minnesota history

Clifford Kurseth taught Biology to 10th grade, took some students to the first Nobel conference.

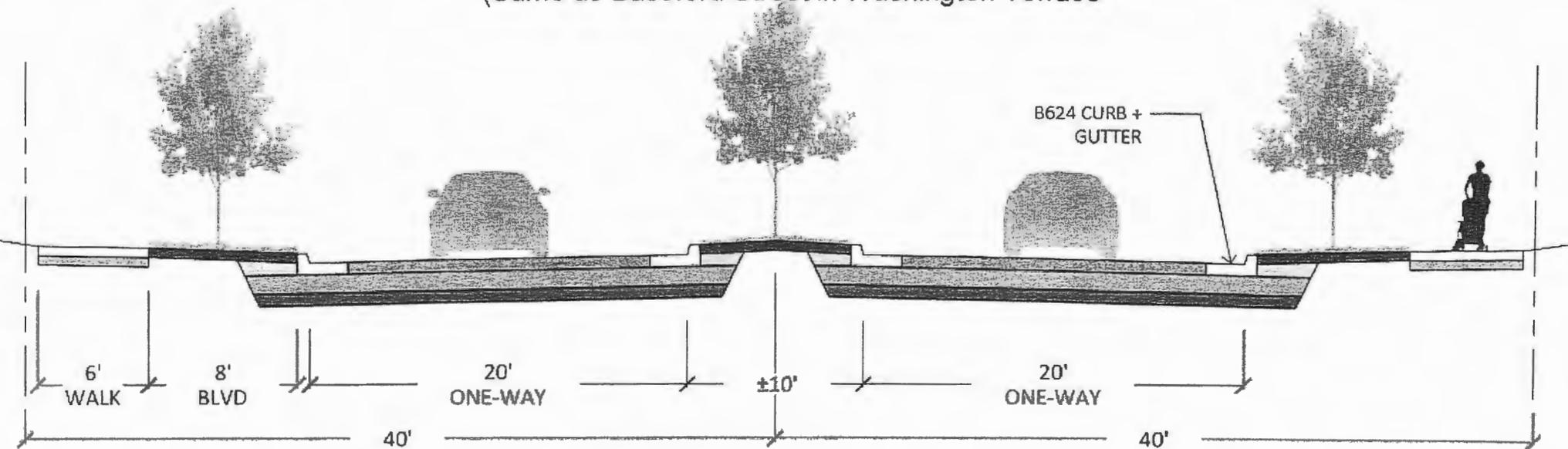
Signe Chillstrom taught senior social studies.

Lars Nesvig taught 10th grad history.

All of these were well loved, respected, good teachers who served the students of St. Peter for many years. I believe they had a great impact on us and would be worthy of having street names surrounding the new school.

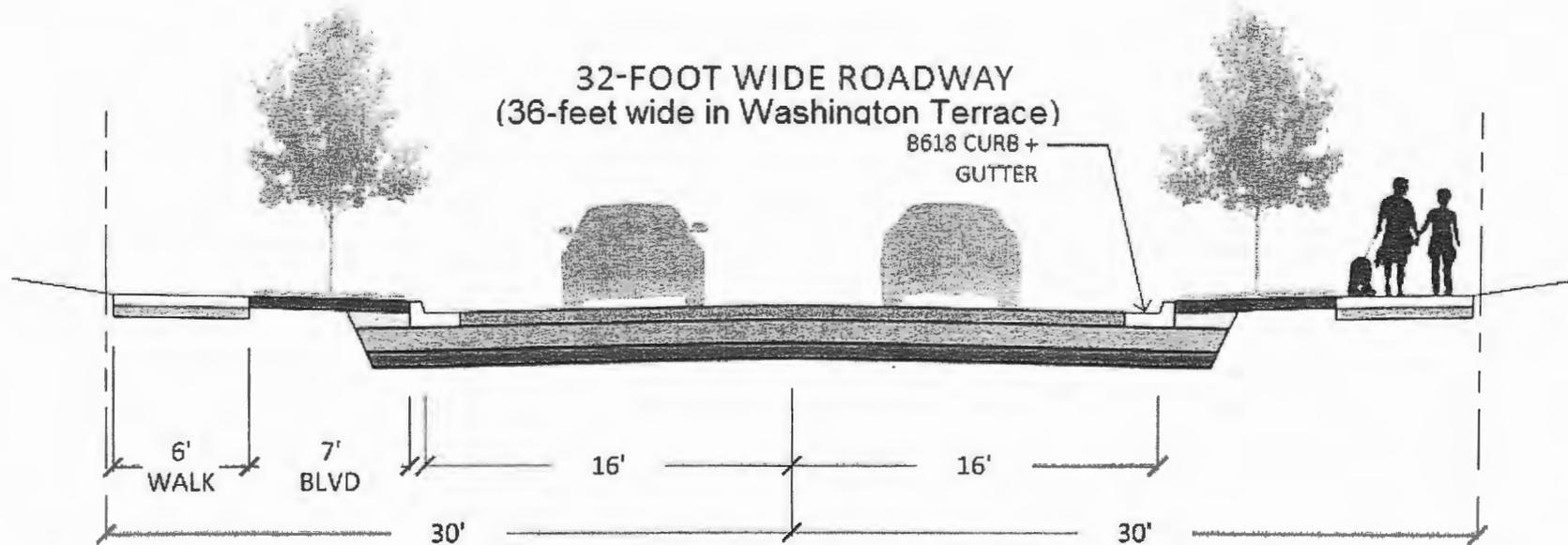
Sincerely, Rebecca Otterness

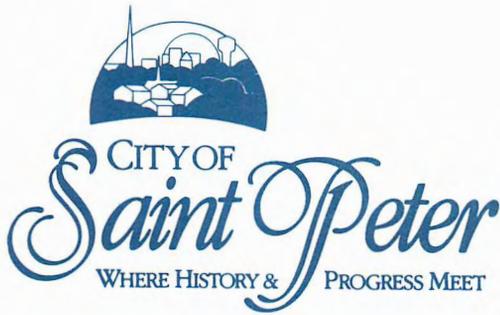
**CULLEN STREET**  
 (Same as Bassford Street in Washington Terrace)



≡

**32-FOOT WIDE ROADWAY**  
 (36-foot wide in Washington Terrace)





## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 2/25/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** High School/City Park update

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion.

### **BACKGROUND**

Members may recall that we have discussed on numerous occasions the joint development of property commonly referred to as the Lambert Farm and the Hermel property. Please find an image attached.

You may also remember that you requested a report be provided at your Goals Session.

Much work has been done over the past few months including joint meetings and staff work. You have a Shared Use Agreement in place. You have received your first billing for your share of work for Phase 1. Bids have been received for Phase 2 and we are in the process of evaluation of those bids.

The facilities layout is attached for your use as is a spread sheet related to revenue or sources of cash and expenditures to date.

In addition we thought we might provide you with a bit bigger perspective and include all the development issues that surround this park so that you might have opportunity to know the big picture related to expenditures and revenue sources. While it is true we are building a park cooperatively with the School District, it is also true that there are substantial road and utility improvements that are going on as well. So rather than just focus on the Magner Subdivision, we thought a slightly broader view may be helpful.

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

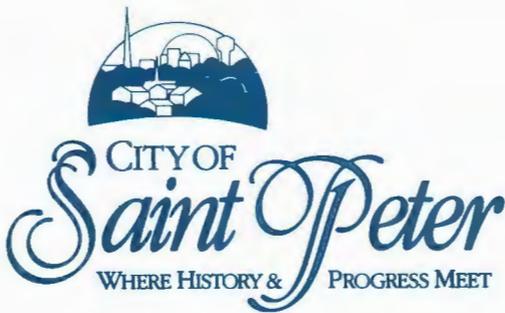
TP/bal



2015 / 2016 Project Financing

City Park / High School		
Funding Sources		Amount
Ponds / DNR	\$	425,000
General Fund Reserves (\$465,000)	\$	400,000
Building Permit / Reserves	\$	405,000
General Fund Reserves (2015)	\$	350,000
Parkland Dedication (12%)	\$	60,000
Water/Sewer Utilities	\$	291,000
* MSA - City Roundabout	\$	250,000
* School Share Roundabout	\$	250,000
^ Bond/City (Ditch 361)	\$	125,000
^ Bond/Assessment to School (Ditch 361)	\$	125,000
Welco / Assessment (SW) Benefit of Pond	\$	22,000
<b>TOTALS</b>	<b>\$</b>	<b>2,703,000</b>

Expenses		
Site Development KA	\$	1,013,279
* Broadway Roundabout	\$	500,000
^ Ditch 361 Pipe/Installation	\$	250,000
<i>Alternate Bids</i>		
BP2 - #2 Softball SE	\$	118,313
BP2 - #2.1 Softball SE Drainage	\$	13,425
BP2 - #5 City Baseball Field	\$	166,172
BP2 - #5.1 City Baseball Field Drainage	\$	23,200
BP2 - #6 City West Parking Lot	\$	152,641
BP2 - #7 City East Parking Lot	\$	137,717
BP2 - #8 Asphalt and Concrete Trails	\$	105,076
BP2 - #12 Irrigation N of Soccer	\$	31,200
BP2 - #13 Irrigation NW of E Park Lot	\$	34,000
BP2 - #14 Irrigation SE of W Park Lot	\$	32,550
BP2 - #15 Shared Storm Sewer	\$	-
BP2 - #16 City Storm Sewer	\$	180,215
BP2 - #17 City Seeding	\$	285,650
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>3,043,438</b>
<b>Funds Remaining / Needed</b>	<b>\$</b>	<b>(340,438)</b>



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 2/25/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Chicken Regulations

### ACTION/RECOMMENDATION

None needed. For your information and discussion only.

### BACKGROUND

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

My goal for your discussion is to organize it in a way that gives staff direction as to whether you want to pursue allowing "urban chickens" and, if so, under what circumstances they should be allowed. As you may note, some of the sample ordinances set up fencing provisions or provisions related to sex of the chickens as well as other rules.

In addition you asked that I provide some background related to nuisances and how any changes might be impacted by those ordinances. You do have ordinances related to noise, odor and upkeep that can readily apply should the upkeep on the animal(s) be insufficient. I believe that those would need very little to no changes if you pursue allowing chickens by permit. If you change your ordinance to allow them as a matter of right, then you may license or just allow them (change the definition to exclude them).

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

in licensing and permits and I hope the fish, dog and chicken example make that more clear so that you can decide the type of regulation, if any, best suits your community needs.

It is my opinion that the "permit" approach might be most effective here based on your previous goals. If that is the approach you take, the process is to change your ordinance related to farm animals allowing chickens with a permit. The permit process would need the development of stipulations or conditions which would provide for issues like the sex, number, housing and disposal of waste. Then violations would result in the pulling of the permit and the owner would no longer be allowed to keep them. In this way you have set clear conditions for allowing them and it is something that can be regulated more readily and takes it out of the realm of a ticketable offense, for the most part. Those people that are really interested in having chickens will likely be happy to meet most reasonable conditions. Those that are really not that committed will either try to do it without a permit or say, "not worth the hassle". Then the key is "reasonable" regulation and I think you have some guidance or experience from other communities that have looked at this before you.

We have attached some other samples and ideas that you may find of use. We can then look at ways to allow, permit and/or regulate if the Council desires.

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

TP/bal

## Barbara A. Luker

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**From:** Cadman, Edward <ecadman@lmc.org>  
**Sent:** Monday, January 11, 2016 11:04 AM  
**To:** Barbara A. Luker  
**Subject:** FW: inquiry  
**Attachments:** INQRES-JMB-20071105-ORD-ChickensRochester.doc; INQRES-JMB-20080707-ORD-AllowingSomeChickensWinona.doc; INQRES-JMB-20081023-ORD-AllowingChickensBrainerd.docx; INQRES-JMB-20090807-ORD-ChickensMinneapolis.doc; INQRES-JMB-20090807-ORD-ChickensWithPermitStPaul.doc; INQRES-JMB-20110411-ORD-RegulatingChickensinUrbanSettingsVariousCities.docx

Barbara,

I hope the attached chicken ordinances are sufficient. I'm also including a prior response we gave concerning "urban chickens." Enjoy your day!

**Edward S. Cadman | Special Counsel**  
League of Minnesota Cities  
Direct: 651.281.1229 | Fax: 651.215.4129  
Email: [ecadman@lmc.org](mailto:ecadman@lmc.org) | [www.lmc.org](http://www.lmc.org)

See the attached samples. Cities alone would dictate whether chickens are allowed in their city. The power of cities to regulate animals is mentioned at the top of our animal regulation memo:  
[http://www.lmc.org/media/document/1/animal\\_regulation.pdf?inline=true](http://www.lmc.org/media/document/1/animal_regulation.pdf?inline=true). (Page 31 discusses chickens.)

I noticed the response below recorded by one of my colleagues.

Q: Are there any rules or guidelines on having chickens in city limits?

A: Yes, but it depends on the city's local ordinances. Many have ordinances on the books that do not allow chickens but the ordinance should be specific on that point. A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions. The bottom line here is that if the city wants to regulate chickens, it should make sure that chickens are covered by the ordinance. If your city ordinances specifically do not allow someone to keep chickens in the city, people may be told to get rid of the chickens. Here's what this great memo says (in part) about chickens on page 31:

... Cities take different approaches for regulating chickens. Some cities include chickens in the same regulations that apply to other farm animals or livestock. Other cities have ordinances that allow chickens in the city under certain circumstances. However the city decides to regulate chickens, it is important to be clear about the regulations.

"Urban chickens," also called "city chickens," are becoming a more common issue in cities across the state and country. The urban chicken "movement" is often linked to the increased desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis.

This small-scale keeping of chickens is different than a business that raises hens for eggs and meat. Those businesses are regulated differently than residents who want to keep a few chickens in their backyards.

There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm-animal ordinance or by passing an ordinance specific to keeping chickens. If the city chooses to regulate the keeping of urban chickens, some common requirements include:

- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.

The memo also cites to this interesting document from the Centers for Disease Control and Prevention on Keeping Backyard Poultry at <http://www.cdc.gov/features/salmonellapoultry/>

So, the council may decide to talk it over, seek some public input, and change the local ordinance to allow keeping just few chickens. Note that cities usually do not allow roosters because of all the early morning crowing. See sample ordinances, attached.

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**Question submitted:**

Could you please provide us with 3-4 sample ordinances other cities have used to allow chickens in backyards? Unfortunately, we need the samples by Thursday if you could possibly do it that quickly. Thanks for your help.

### 113A. CHICKENS

113A.01. Chickens Limited. It is unlawful for any person to keep or harbor chickens on any premises unless issued a permit to do so as provided in this chapter or except as specifically allowed under section 62.148. No permit shall be issued for the keeping or harboring of more than three hen chickens on any premises. No permit shall be issued for the keeping of any rooster chicken on any premises.

113A.011. Definitions. The term "Chicken Coop" means a structure for housing chickens made of wood or other similar materials that provides shelter from the elements. The term "Chicken Run" means an enclosed outside yard for keeping chickens. The term "Premises" means any platted lot or group of contiguous lots, parcels or tracts of land

113A.02. Permit. No person shall maintain a chicken coop and run unless they have been granted a permit by the common council. The permit shall be subject to all terms and conditions of this chapter and any additional conditions deemed necessary by the council to protect the public health, safety and welfare. The necessary permit applications are available in the City Clerk's Office. Included with the completed application must be a scaled diagram that indicates the location of any chicken coop and run, and the approximate size and distance from adjoining structures and property lines. A permit for the keeping of chickens may be revoked or suspended by the council for any violation of chapter 113A following written notice and a public hearing. A fee of \$20.00 will be charged for each permit which shall expire on December 31<sup>st</sup> of the second year of the permit.

113A.03. Confinement. Every person who owns, controls, keeps maintains or harbors hen chickens must keep them confined at all times while in the city in a chicken coop and chicken run. Any coop and run shall be screened with a solid fence or landscaped buffer with a minimum height of four feet. Any coop and run shall be at least 25 feet from any residential structure on any other premises

#### 113A.04. Chicken Coops.

Subdivision 1. All chicken coops and runs must be located at least 25 feet from any dwelling on any other premises. All chicken coops must meet the requirements of the building and zoning codes, must not exceed ten square feet per chicken and must not exceed six feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and must not exceed six feet in total height. Chicken runs may be enclosed with wood and/or woven wire materials, and allow chickens to contact the ground. Chicken feed and manure must be kept in rodent and raccoon proof containers and must not be placed in yard compost piles.

Subd. 2. Chicken coops must either be:

(A). Elevated with a clear open space of at least 24 inches between the ground surface and framing/floor of the cooper; or

(B) The coop floor, foundation and footings must be constructed using rodent resistant concrete construction.

113A.05. Conditions. No person who owns, keeps or harbors hen chickens to permit the premises where the hen chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop and run authorized by permit under this chapter may be inspected at any reasonable time by a city animal control officer or other agent of the city.

113A.06. Violations. Any person who keeps or harbors chickens in the city limits of Rochester without obtaining or maintaining a current permit or after a permit has been suspended or revoked by council action shall be guilty of a petty misdemeanor. (2805, 4/7/92; 3838, 11/5/07)

**ORDINANCE 3771**  
AN ORDINANCE TO AMEND  
THE CODE OF THE CITY OF  
WINONA, MINNESOTA  
1979

The City of Winona does ordain:

Section 1. That Section 43.55(C) of the City Code of Winona, Minnesota, 1979, which section contains the provisions relating to "Accessory Uses" in a "Residential Suburban District" be amended as follows:

"43.55 (C) Accessory Uses. Accessory uses or structures permitted and as regulated in the R-R District, and any accessory use or structure customarily incidental or accessory to a principal or conditional permitted use in the R-S District, shall be permitted in the R-S District, except that the raising or keeping of fowl or farm animals shall not be permitted.

This prohibition shall not apply to the raising or keeping of not more than twelve (12) chicken hens on any land parcel provided that the following standards are met:

(1) Chickens shall be fully contained on the property at all times.

(2) Food materials shall be stored in metal containers with tight fitting lids.

(3) All housing, pens, and containment areas shall be maintained in a clean, sanitary and odor free environment and shall be free from the presence of rodents and vermin at all times.

(4) Chickens may be housed within accessory structures meeting requirements of underlying zoning. No chickens shall be housed within any part of a residential dwelling.

(5) Neither the keeping of roosters, nor the slaughtering of chickens shall be permitted, unless otherwise permitted within underlying zoning."

Section 2. That Section 43.56(C) of the City Code of Winona, Minnesota, 1979, which section contains the provisions relating to "Accessory Uses" in a "R-1 One-Family Residence District" be amended as follows:

"43.56 (C) Accessory Uses. Accessory uses or structures permitted and as regulated in the R-S District, and any accessory use or structure customarily incidental or accessory to a principal or conditional permitted use in the R-1 District, shall be permitted in the R-1 District (except that the raising or keeping of farm animals shall not be permitted on any lands used or platted for residential purposes)."

Section 3. That this ordinance shall take effect upon its publication.

Dated this 21<sup>st</sup> day of July, 2008.

Jerome S. Miller  
Mayor

Attested By:

Monica Hennessy Mohan  
City Clerk  
City/ordinance/43.55-accessory-chickens.doc

**BRAINERD O R D I N A N C E  
NO. 1327**

**AN ORDINANCE AMENDING SECTION 900 OF THE BRAINERD  
CITY CODE RELATING TO THE REGULATION OF ANIMALS  
IN THE CITY BY ADDING PROVISIONS PERTAINING TO CHICKENS**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 900.07 of the Brainerd City Code be amended by deleting the whole thereof and inserting in lieu thereof the following:

“900.07. Farm Animals. Farm animals shall only be kept in zoning districts if permitted under the City Zoning Ordinance. An exception shall be made to this Section for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition. An additional exception shall be made to this Section by allowing the keeping of chickens on premises in the City subject to the provisions set forth in Section 900.08.”

SECTION TWO: That Section 900 of the Brainerd City be amended by adding Section 900.08 as follows:

“900.08. Chickens.

Subd. 1. Chickens Limited. It is unlawful for any person to own, control, keep, maintain or harbor hen chickens on any residential premises in the City unless issued a permit to do so as provided herein. In the case of rental residential property, including multi-family residential property, written permission must be given by the property owner for a tenant to keep or harbor chickens on said residential premises. No permit shall be issued for the keeping or harboring of more than four (4) hen chickens on any premises unless the property is located in an agricultural or rural zoning district. The keeping of roosters is prohibited. It shall be unlawful to keep or harbor hen chickens in addition to the limitations set forth in Section 900.13, subd. 1. (For example, the limitation is further clarified as follows: 4 dogs, or 4 cats, or 4 chickens, or 3 dogs and 1 cat, or 3 chickens and 1 dog, or 2 cats and 2 chickens, etc.)

Subd. 2. Definitions. The term “At Large” shall be intended to mean a chicken out of its chicken run, off the premises or not under the custody and control of the owner. The term “Chicken” means a female chicken or hen. The term “Chicken Coop” means a structure providing housing for chickens made of wood or other similar materials that provides shelter from the elements. The term “Chicken Run” means a fenced outside yard for the keeping and exercising of chickens. The term “Owner” shall mean the resident, property owner, custodian or keeper of any chicken. The term “Premises” means any platted lot or group of contiguous lots, parcels or tracts of land.

Subd. 3. Permit. No person shall maintain a chicken coop and/or chicken run unless granted a permit by the City. The permit shall be subject to all terms

and conditions of this Section and any additional conditions deemed necessary by the City to protect the public health, safety and welfare. The necessary permit may be obtained from the City Administrator's office. Included with the information required prior to issuance of the permit must be a scaled diagram that indicates the location of any chicken coop and run, and the approximate size and distance from adjoining structures and property lines. The owner must also obtain written approval of the keeping of chickens from all abutting property owners. A permit for the keeping of chickens may be revoked or suspended by the Council for any violation of this Section following written notice and a public hearing. An annual fee of \$30 will be charged for each permit which shall expire on December 31 of each year.

Subd. 4. Confinement. Every person who owns, controls, keeps, maintains or harbors hen chickens must keep them confined on the premises at all times in a chicken coop or chicken run while in the City. Any coop and run shall be screened with a solid fence or landscaped buffer with a minimum height of four (4) feet. Any coop and run shall be at least 25 feet from any residential structure or any other premises on any adjacent lots.

Subd. 5. Chicken Coops and Chicken Runs.

- A. All chicken coops and runs must be located within the rear yard subject to the required setbacks for the principal building and at least 25 feet from any dwelling or any other premises on any adjacent lots. All chicken coops must be a minimum of 4 square feet per chicken in size, must not exceed 10 square feet per chicken in size and must not exceed 6 feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and fencing must not exceed six feet in total height. Chicken runs may be enclosed with wood and/or woven wire materials, and may allow chickens to contact the ground. Chicken feed must be kept in metal, predator proof containers. Chicken manure shall not be placed in yard compost piles.
- B. Chicken coops must either be:
  - 1) Elevated with a clear open space of at least 24 inches between the ground surface and framing/floor of the coop; or,
  - 2) The coop floor, foundation and footings must be constructed using rodent resistant construction.
- C. Chicken coops are not allowed to be located in any part of a home and/or garage.
- D. Chickens must be secured in a chicken coop from sunset to sunrise each day.

Subd. 6. Conditions and Inspection. No person who owns, controls, keeps, maintains or harbors hen chickens shall permit the premises where the hen chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop and chicken run authorized by permit under this Section may be inspected at any reasonable time by the City Animal Control Officer or other agent of the City. Slaughter and breeding of chickens on any premises within the City is prohibited.

Subd. 7. Violations. Any person who owns, controls, keeps, maintains or harbors hen chickens in the City limits of Brainerd without obtaining or maintaining a current permit or after a permit has been suspended or revoked by Council action shall be guilty of a petty misdemeanor."

SECTION THREE: That all other provisions of Section 900 of the Brainerd City Code shall remain if full force.

SECTION FOUR: This Ordinance shall be in force one week from and after its publication.

Adopted this 20<sup>th</sup> day of October, 2008.

\_\_\_\_\_  
Kelly J. Bevans  
President of the Council

Approved this 21<sup>st</sup> day of October, 2008.

\_\_\_\_\_  
JAMES E. WALLIN  
Mayor

ATTEST: \_\_\_\_\_  
DANIEL J. VOGT  
City Administrator

Published: One time, October 24, 2008

Sec. 8-227. - Definitions.

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

*Animals.*

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

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

(Code 1989, § 10.22(subd. 1); Ord. No. 270(2nd Ser.), § 1, 5-13-1996)

Sec. 8-228. - Animals at large.

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

(Code 1989, § 10.23; Ord. No. 218(2nd Ser.), § 1, 1-13-1992)

Sec. 8-229. - Keeping.

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

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

(Code 1989, § 10.22(subd. 1); Ord. No. 270(2nd Ser.), § 1, 5-13-1996)

Sec. 8-230. - Housing.

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

(Code 1989, § 10.22(subd. 2); Ord. No. 270(2nd Ser.), § 1, 5-13-1996)

Sec. 8-231. - Treatment.

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

(Code 1989, § 10.22(subd. 3); Ord. No. 270(2nd Ser.), § 1, 5-13-1996)

## Sec. 30-233. - Unlawful act.

It is unlawful for any person to knowingly cause or create a nuisance, or permit any nuisance to be created or placed upon or to remain upon any premises owned or occupied by him.

(Code 1989, § 10.55(subd. 8); Ord. No. 124(2nd Ser.), § 2, 11-24-1986)

## Sec. 30-234. - Health.

The following are hereby declared to be nuisances affecting health:

- (1) Exposed accumulation of decayed or unwholesome food or vegetable matter;
- (2) All diseased animals running at large;
- (3) All ponds or pools of stagnant water;
- (4) Carcasses of animals not buried or destroyed within 24 hours after death;
- (5) Accumulations of manure, refuse, or other debris;
- (6) Privy vaults and garbage cans which are not rodent free or fly tight or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors;
- (7) Discharge of sewage, industrial waste, or other wastes from either point or nonpoint sources into any public well or cistern, or waters of the State so as to cause any nuisance conditions, such as the presence of significant amounts of floating solids, scum, visible oil film, excessive suspended solids, material discoloration, obnoxious odors, gas ebullition, deleterious sludge deposits, undesirable slimes or fungus growths, aquatic habitat degradation, excessive growths of aquatic plants, or other offensive or harmful effects.
- (8) Throwing, depositing, placing, leaving, maintaining, or keeping any stockpiled material, refuse, rubbish, garbage, lawn waste, or any discarded or abandoned objects, articles, or accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin, conduit or drainage structure, business place, or upon any public or private plot of land, such that it might inhibit proper stormwater drainage or become a pollutant, except when in containers, recycling bags, or other lawfully established waste disposal receptacles for scheduled collection.
- (9) All noxious weeds and other rank growths of vegetation upon public or private property;
- (10) Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities;
- (11) All public exposure of persons having a contagious disease; or
- (12) Any offensive trade or business as defined by statute not operating under local license.

(Code 1989, § 10.55(subd. 2); Ord. No. 124(2nd Ser.), § 2, 11-24-1986; Ord. No. 15(3rd Ser.), § 1, 3-23-2015)

**Sec. 8-80. - Sanitation.**

The dog or cat owner shall be responsible for the sanitation of the dog or cat whether on the owner's property, private property of others or public property. The following provision shall apply:

- (1) *Private property.* No owner of a dog or cat shall permit the dog or cat to micturate or defecate on the private property of another without the consent of the owner or other person in possession of the property. The owner of a cat or dog shall remove any feces left by the animal and dispose of them in a sanitary manner. A dog or cat owner shall clean, on a daily basis, any yard occupied by the dog or cat, or enclosure occupied by the dog or cat, and any area in which the dog or cat has been picketed so as to keep the surrounding area free from obnoxious odors.
- (2) *Public property.* No person shall permit any dog or cat under their care to defecate upon any park or other public grounds, unless said person shall promptly clean up such waste and deposit the same in adequate sanitary facilities. These provisions do not apply to a Seeing Eye dog under the control of a blind person.

(Code 1989, § 10.21(subd. 7); Ord. No. 172(2nd Ser.), § 1, 4-24-1989; Ord. No. 182(2nd Ser.), § 1, 10-23-1989; Ord. No. 220(2nd Ser.), § 1, 8-10-1992; Ord. No. 299(2nd Ser.), §§ 1, 2, 1-11-1999)

**Sec. 8-84. - Noise.**

*Subd. 1. Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subdivision, except where the context clearly indicates a different meaning:

*Disturb the peace and quiet of the neighborhood by excessive animal noise* means any one of the following:

- (1) The animal noise occurs at a time between 10:00 p.m. and 7:00 a.m. and can be heard from a location outside the building and premises where the animal is being kept, and the animal has made such noises intermittently for more than three minutes with one minute or less lapse of time between each animal noise during the three-minute period;
- (2) The animal noise can be heard from a one-block distance from the location of the building and premises where the animal is being kept, and the animal has made such noises intermittently for more than three minutes with one minute or less lapse of time between each animal noise during the three-minute period; or
- (3) The animal noise can be heard from a location outside the building and premises where the animal is being kept, and the animal has made such noises intermittently for a period of at least five minutes with one minute or less lapse of time between each animal noise during the five-minute period.

*Subd. 2. Prohibited.* It is unlawful for the owner of a dog or cat to suffer or permit such animal to disturb the peace and quiet of the neighborhood by excessive animal noise. Animal noise shall include, but is not limited to, barking, howling, whining, meowing and growling.

*Subd. 3.*

*Complaint.* Any person may call or deliver a complaint to the Police Department stating facts and circumstances of an alleged violation of this section. If, after investigation of the complaint, the investigating officer has probable cause to believe there is a violation, all reports, witness statements and evidence may be submitted to the City Attorney for a formal complaint.

(Code 1989, § 10.21(subd. 11); Ord. No. 172(2nd Ser.), § 1, 4-24-1989; Ord. No. 182(2nd Ser.), § 1, 10-23-1989; Ord. No. 220(2nd Ser.), § 1, 8-10-1992; Ord. No. 299(2nd Ser.), §§ 1, 2, 1-11-1999)

Sec. 8-85. - Minimum care requirements.

Any person keeping or allowing to be kept a dog or cat within the City shall at all times remain in compliance with the dog and cat care requirements of M.S. § 346.39 in addition to compliance with the provisions of this article. For purposes of this section, M.S. § 346.39 is incorporated in this section as though fully set forth herein.

**346.39 DOGS AND CATS.**

Subdivision 1. **Food.** Dogs and cats must be provided with food of sufficient quantity and quality to allow for normal growth or the maintenance of body weight. Feed standards shall be those recommended by the National Research Council.

Subd. 2. **Water.** Dogs and cats must be provided with clean, potable water in sufficient quantity to satisfy the animal's needs or supplied by free choice. Snow or ice is not an adequate water source.

Subd. 3. **Transportation and shipment.** When dogs or cats are transported in crates or containers, the crates or containers must be constructed of nonabrasive wire or a smooth, durable material suitable for the animals. Crates and containers must be clean, adequately ventilated, contain sufficient space to allow the animals to turn around, and provide maximum safety and protection to the animals. Exercise for 20 to 30 minutes and water must be provided at least once every eight hours. Food must be provided at least once every 24 hours or more often, if necessary, to maintain the health and condition of the animals.

Subd. 4. **Shelter size.** A confinement area must provide sufficient space to allow each animal to turn about freely and to easily stand, sit, and lie in a normal position. Each confined animal must be provided a minimum square footage of floor space as measured from the tip of its nose to the base of its tail, plus 25 percent, expressed in square feet. The formula for computing minimum square footage is: (length of animal plus 25 percent) times (length of animal plus 25 percent), divided by 144. A shaded area must be provided sufficient to protect the animal from the direct rays of the sun at all times during the months of May to October.

Subd. 5. **Exercise.** All dogs and cats must be provided the opportunity for periodic exercise, either through free choice or through a forced work program, unless exercise is restricted by a licensed veterinarian.

Subd. 6. **Group housing and breeding.** Animals housed together must be kept in compatible groups. Animals must not be bred so often as to endanger their health.

Subd. 7. **Temperature.** Confinement areas must be maintained at a temperature suitable for the animal involved.

Subd. 8. **Ventilation.** An indoor confinement area must be ventilated. Drafts, odors, and moisture condensation must be minimized. Auxiliary ventilation, such as exhaust fans, vents, and air conditioning, must be used when the ambient temperature rises to a level that may endanger the health of the animal.

Subd. 9. **Lighting.** An indoor confinement area must have at least eight hours of illumination sufficient to permit routine inspection and cleaning.

Subd. 10. **Confinement and exercise area surfaces.** Where applicable, the interior surfaces of confinement and exercise areas, including crates or containers, must be constructed and maintained so that they are substantially impervious to moisture and may be readily cleaned. They must protect the animal from injury and be kept in good repair.

Subd. 11. **Drainage.** Where applicable, a suitable method must be used to rapidly eliminate excess fluids from confinement areas.

Subd. 12. **Sanitation.** Food and water receptacles must be accessible to each animal and located so as to minimize contamination by excreta. Feeding and water receptacles must be kept clean. Disposable food receptacles must be discarded when soiled. Measures must be taken to protect animals from being contaminated with water, wastes, and harmful chemicals. Wastes must be disposed of properly. Where

applicable, flushing methods and a disinfectant must be used periodically. Bedding, if used, must be kept clean and dry. Outdoor enclosures must be kept clean and base material replaced as necessary.

**History:** *1983 c 358 s 5*

## Barbara A. Luker

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**From:** Joseph Urban <jurban@ymail.com>  
**Sent:** Monday, January 25, 2016 11:41 AM  
**To:** woody@hickorytech.net; Barbara A. Luker  
**Subject:** City Chickens

Good Morning Mayor Zieman and Mr. Prafke,

I noticed on last week's workshop agenda there was discussion pertaining to city/urban chickens. I also spoke with Council Member Carlin regarding this.

Chickens being allowed within the city limits is something that I would love to see and support. St Peter is viewed as a progressive, forward thinking city and I believe that this falls right inline with that. Being able to have some chickens would allow for some self sufficiency, just like having a garden or fruit trees. Knowing where your food is coming from and how it was raised/grown is important.

It is completely reasonable to limit the number of chickens that one could have, no more than 4 to 6, don't allow roosters, I would bet that most neighbors wouldn't even know that someone had some chickens. Hens are quiet, my children and my two dogs are more noisy than a few chickens in my backyard ever would be.

There are currently 19 cities in Minnesota that I could find that allow chickens. If much bigger cities, with larger population densities, Minneapolis, Duluth, St Paul, Rochester, allow backyard chickens, I see no reason why St Peter cannot allow chickens also.

Joe Urban  
St Peter

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**SAINT PETER VOLUNTEER FIRE DEPARTMENT  
POLICIES**

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**ORDER OF BUSINESS**  
Order of Business

**UPDATE AND REVIEW RECORD**

## **INTRODUCTION**

The policies herein contained are not designed to limit any member in the exercise of sound judgment in taking necessary action in extraordinary situations that a reasonable person would take. Situations may arise from time to time which cannot be foreseen and for which no rule or regulation can be provided. It is expected that all members will act at such times with promptness and discretion. It is essential for the efficient conduct of the Fire Department that it be organized in a prearranged, systematic basis as in other organizations, whether public or private. Members should always bear in mind that they are serving the City of Saint Peter and that their conduct and behavior is subject to criticism by the general public to a greater extent than almost any other line of work. For this reason the unwritten social rules of good conduct and behavior should be practiced at all times by all members of the Department. In any emergency the order of rank in command of the Department shall prevail. Officers shall be based on departmental rank. Any Constitutions and all Policies existing prior to this date are expressly repealed. Members of the Fire Department are considered City of Saint Peter employees during the performance of their duties.

## **SAINT PETER VOLUNTEER FIRE DEPARTMENT**

### **POLICIES**

#### **ARTICLE I** **ORGANIZATIONAL OBJECTIVES**

This Fire Department shall be known as the SAINT PETER VOLUNTEER FIRE DEPARTMENT and its mission shall be: Fire prevention and fire prevention education; firefighting and suppression; preservation and protection of life and property against injury and damage from fire and other sources in the City of Saint Peter and its fire jurisdiction.

#### **ARTICLE II** **POLICIES**

##### Section

1. These Policies authorize the members to establish Recommended Operating Guidelines (ROG) that shall be followed by all members of the Department.
2. In the event of a conflict between the Policies and the ROG the Policies shall be the prevailing document.
3. Violation of the ROG shall be grounds for disciplinary action as prescribed under the Policies.

#### **ARTICLE III** **DEFINITIONS**

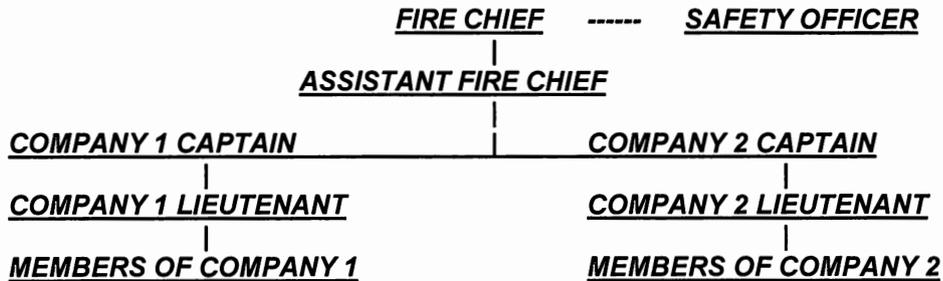
1. As used in all sections;
  - A. "BOFO" means: Board of Fire Officers
  - B. "PERMANENT RESIDENCE" means: the location of the primary residence of a member as determined by the Fire Chief. In the event of a temporary displacement of a member from his/her residence, due to unforeseen circumstances, the Fire Chief may consider a temporary waiver of the residency requirement.
  - C. "GOOD STANDING" means: a member that is not currently on suspension or on a leave

of absence.

- D. "ELIGIBLE" means: A non-probationary member in good standing.
- E. "ANNUAL" means: the period of time from 12:01 a.m., January 1 of any given year, until midnight, December 31 of the same year.
- F. "SEMI-ANNUAL" means: one of the following;
  - 1. from 12:01 a.m., January 1, of any given year to midnight, June 30 of the same year, or;
  - 2. from 12:01 a.m., July 1 of any given year to midnight, December 31 of the same year.
- G. "PROBATIONARY" means: a member that has less than one full year of employment with the Department.
- H. "ROG" means: Recommended Operating Guidelines

**ARTICLE IV**  
**ORGANIZATION**

- 1. The number of active members shall not exceed forty (40) and shall not be less than twenty-one (21).
- 2. The Department shall be structured in two companies known as Company 1 and Company 2. Each company shall have an approximately equal number of members. The Fire Chief shall decide Company assignments of members. Each Company shall be commanded by a Captain and shall have a Lieutenant as second in command of the company.
- 3. The Department Chain of Command shall be:



**ARTICLE V**  
**ELECTION, SELECTION AND APPOINTMENT OF OFFICERS AND OFFICES**

- 1. The Officers shall consist of a Fire Chief, Assistant Chief, two Captains, two Lieutenants, and a Safety Officer.
- 2. The Offices of President, Vice-President, Secretary, and Standing Committee shall be elected by popular vote of the eligible members present.
- 3. The Fire Chief, Captains, Lieutenants, and Safety Officer shall be selected from within the eligible

membership of the Saint Peter Fire Department.

4. All selection processes shall begin in September as directed by the City Administrator.
5. All members interested in the selected positions must submit a City of Saint Peter employment application to the City Administrator's Office subject to the specific conditions advertised.
6. The Fire Chief shall appoint an Assistant Fire Chief to serve at the Fire Chief's pleasure and may appoint committees or members to such duties as are necessary for the good of the Department.
7. President, Vice-President, Secretary, Standing Committee Member –
  - A. Eligible members interested in appointment as President, Vice President, Secretary or Standing Committee Member must submit a Letter of Interest to the Fire Chief on or before midnight October 30th. No member may submit a Letter of Interest for more than one position.
  - B. The reading of Letters of Interest for President, Vice-President, Secretary, and one (1) Standing Committee member shall be conducted, in that order, in November. Elections for these positions shall be at the regular monthly meeting in December and all shall take office on January 1.
  - C. Should a vacancy occur among the elected offices, said vacancy shall be filled by ballot with 2/3 majority of all eligible members present at the next regular meeting.
  - D. Elections shall be held in accordance with the Order of Business as outlined in ARTICLE XIV. There will be no write-in ballots. The Standing Committee shall prepare ballots prior to all elections, whether the election is contested or not, and shall be responsible for counting ballots
8. Fire Chief, Safety Officer, Company Captain, Company Lieutenant –
  - A. The persons selected to the positions of Fire Chief and Safety Officer shall each serve three (3) year terms beginning on January 1, 2011.
  - B. Should the Fire Chief resign or be removed from office, the Assistant Fire Chief shall immediately and temporarily assume the duties of the Fire Chief until a selection process can be initiated.
  - C. Should the Safety Officer resign or be removed from office, the Fire Chief shall immediately appoint a temporary Safety Officer from within the Fire Department to serve until a selection process can be initiated.
  - D. No temporary appointment of the Fire Chief or Safety Officer may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Chief or Safety Officer they replaced.
  - E. The persons selected as Company 1 Captain and Company 2 Lieutenant shall serve two (2) year terms beginning on January 1, 2011. Should the Company 1 Captain or Company 2 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a selection process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the Captain or Lieutenant they replaced. The selection of the Company 1 Captain and Company 2 Lieutenant for January 1, 2013 shall thereafter be modified to a permanent

three (3) year term.

- F. The persons selected Company 2 Captain and Company 1 Lieutenant shall serve one (1) year terms beginning on January 1, 2011.
  - G. Should the Company 2 Captain or Company 1 Lieutenant resign or be removed from office, the Fire Chief shall immediately appoint a temporary replacement from within the Fire Department to serve until a selection process can be initiated. No temporary appointment may last longer than 90 days. The successful applicant shall complete the remainder of the original term of the previous Captain or Lieutenant. The selection of the Company 2 Captain and Company 1 Lieutenant for January 1, 2012 shall thereafter be modified to a permanent three (3) year term.
  - H. Application Process -
    - i. The City of Saint Peter employment application shall be scored based on the City of Saint Peter 100 point system with additional points awarded as dictated by State Statute. The points shall be based on training, experience, licenses, certifications, and supervisory experience. The points earned will be established by the City Administrator's Office and shall account for 40% of the applicant's score.
    - ii. The interview process shall be worth 60% of the score of the applicant. The interview board for Fire Chief shall consist of the City Administrator and two (2) members of the Standing Committee.
    - iii. Persons serving on the Interview Board who are related to the applicant by blood or marriage, or those who are encumbered by conflicts of interest with the applicant, may not participate in the interview process.
    - iv. The interview board for the remaining officers shall consist of the SPFD Fire Chief and two (2) members appointed by the Fire Chief drawn from a pool consisting of BOFO, Standing Committee and the officers of the St. Peter Fire Department. Persons serving on the Interview Board who are related to the applicant by blood or marriage, or those who are encumbered by conflicts of interest with the applicant, may not participate in the interview process.
9. Upon selection, each officer shall serve a six (6) month probationary period.
- A. During the Fire Chief's probationary period, the Fire Chief shall meet with the City Administrator a minimum of once every ninety (90) days and a record shall be prepared outlining areas of strength and areas needing improvement which shall be placed in the Fire Chief's personnel file.
  - B. During the probationary period for all other Officers, the Officers shall meet with the Fire Chief a minimum of once every 90 days. The Fire Chief will prepare a record of the meeting outlining areas of strength and areas needing improvement which shall be placed in the Officer's personnel file.
  - C. The City Administrator may remove the Fire Chief for just cause during the probationary period. The Fire Chief may remove any officer for just cause during the probationary period. Any officer selected for an additional term of the same position shall not serve a probationary period.
10. The Standing Committee shall consist of three members, chosen by ballot, to hold their office for

three years. One (1) member of this committee shall be chosen each year at the annual meeting.

**ARTICLE VI**  
**DUTIES OF OFFICERS**

1. **DUTIES OF THE FIRE CHIEF:**

- A. Supervision received: Works under the general guidance and direction of the City Administrator.
- B. Supervision Exercised: Directly supervises the positions of Assistant Chief, Safety Officer, and Engineer/Maintenance Worker. Serves as the highest ranking officer of the Department.
- C. Tactical Duties and Responsibilities:
  - 1. From a command post of his/her choosing, establishes the incident command system to direct subordinates as to the situation, mission, execution, administration/logistics, and command/control methods to be utilized.
  - 2. Appoints an Assistant Fire Chief or Safety Officer in the event of his/her absence.
- D. Administrative Duties and Responsibilities:
  - 1. Performs a variety of technical, administrative, and supervisory work in the planning, organizing, delegating, and implementing fire prevention, suppression, and operation of the department to ensure the prevention and minimization of loss of life and property by fire and other means to the citizens within its area of responsibility;
  - 2. Supervises Officers and the Engineer/Maintenance Worker, and assists Officers with the supervision of the members of the Department;
  - 3. Establishes policies;
  - 4. Reviews performance and effectiveness;
  - 5. Supervises and coordinates the preparation, presentation, and implementation of an annual budget as well as projected future needs;
  - 6. Plans for equipment needs and prepares specifications for the most operationally and cost effective modern equipment for fire prevention and suppression;
  - 7. Organizes mutual aid, township, and other contracts;
  - 8. Serves as a member of the BOFO.
- E. Strategic Duties: Long range planning on equipment, facilities, personnel, budgets, and training.
- F. Minimum Qualifications:
  - 1. Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition,

applicants for the position beginning on January 1, 2011 shall have a minimum of four (4) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.

2. Applicants for the position beginning on January 1, 2014 shall have a minimum of six (6) of the National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.
3. A minimum of ten (10) years of experience involving modern fire protection, prevention, and other additional duties assigned to the department;
4. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public;
5. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

2. DUTIES OF THE ASSISTANT FIRE CHIEF:

- A. Supervision Received: Works under the general guidance and direction of the Fire Chief.
- B. Supervision Exercised: Directly supervises the Captains and Accountability staff. Serves as the second highest ranking officer in the Department and assumes the duties of the Fire Chief in his/her absence.
- C. Tactical Duties and Responsibilities:
  1. At a location determined by the Fire Chief, supervises the Captains and Accountability staff in carrying out directives from the Fire Chief;
  2. Manages incoming personnel and equipment, supervises the accountability system, and controls the staging and recovery areas.
  3. Serves as Fire Chief in his/her absence and appoints an Assistant Chief to assume his/her duties.
- D. Administrative Duties and Responsibilities:
  1. Serves on behalf of the Fire Chief in his/her absence.
  2. Directly supervises the Captains in making sure ROG are followed in the maintenance, operation, and documentation of Department equipment;
  3. Assists the Fire Chief in planning, coordinating, supervising and evaluating Department operations;
  4. Keeps sufficient supplies and equipment functional;
  5. Other duties as assigned by the Fire Chief and act as a member of the BOFO.
- E. Strategic Duties: Interacts with the Captains on equipment, facilities, training issues and

other needs as directed by the Fire Chief.

F. Minimum Qualifications:

1. Any combination equivalent to graduation from high school plus additional training received through specialized fire service related school. In addition, the Assistant Fire Chief must meet the same minimum training as the Fire Chief. The Assistant Fire Chief shall provide proof of the minimum training standard to the Standing Committee for review and approval. A minimum of ten (10) years of experience involving modern fire protection, prevention, and other additional duties assigned to the department.
2. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
3. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection

3. DUTIES OF THE CAPTAIN OF COMPANY 1:

- A. Supervision Received: Works under the general guidance and direction of the Assistant Fire Chief.
- B. Supervision Exercised: Directly supervises the Lieutenant and Firefighters in Company 1. Serves as the third highest ranking officer in the Department and assumes the duties of the Assistant Chief or Fire Chief in his/her absence. The Company 1 Captain shall be the Drill Instructor.
- C. Tactical Duties and Responsibilities: At a prominent point on the fire ground, the Captain shall command and control Company 1 while supervising placement and management of ladders at points of attack and rescue, placement and management of ventilation systems, vehicle accident extrication efforts, and appoint a firefighter to assume responsibilities of the Company 1 Lieutenant in his/her absence.
- D. Administrative Duties and Responsibilities:
  1. Directs the maintenance of vehicles and equipment assigned to Company 1 upon return to the Fire Station from an alarm;
  2. Assigns specific members of Company 1 to each item of equipment in order to promote direct responsibility for the equipment;
  3. Maintains appropriate books on the equipment according to OSHA and Department requirements;
  4. Assigns specific responsibilities to the Company 1 Lieutenant;
  5. Prepares and supervises drills for the Department and maintain records related to training;
  6. Under the direction of the Assistant Fire Chief, works with the Engineer/Maintenance Worker to make sure all equipment is prepared for duty and appropriate books are kept;

7. Other duties as assigned by the Fire Chief and serves as a member of the BOFO.

E. Strategic Duties:

1. Determines the equipment and facility needs of Company 1 and presents those needs to the Assistant Chief;
2. Outlines training needs of Company 1 to the Assistant Chief.

F. Minimum Qualifications:

A. Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of the National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer or equivalent courses.

- B. A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department.
- C. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- D. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
- E. Working knowledge of classroom instruction techniques and use of audio-visual aids.

4. DUTIES OF THE CAPTAIN OF COMPANY 2:

- A. Supervision Received: Works under the general guidance and direction of the Assistant Fire Chief.
- B. Supervision Exercised: Directly supervises the Lieutenant and Firefighters of Company 2. Serves as the fourth highest ranking officer and assumes the duties of Fire Chief or Assistant Fire Chief in the absence of a senior officer. In addition, the Captain of Company 2 shall act as the Assistant Drill Instructor.
- C. Tactical Duties and Responsibilities: At a prominent point on the fire ground, the Captain shall command and control Company 2 attack operations while supervising and managing water supply, attack operations, and appointing a firefighter to assume responsibilities of the Company 2 Lieutenant in his/her absence.

D. Administrative Duties and Responsibilities:

- i. Directs the maintenance of vehicles and equipment assigned to Company 2 upon return to the Fire Station from an alarm;
- ii. Assigns specific members of Company 2 to each item of equipment in order to promote direct responsibility for the equipment;
- iii. Maintains appropriate books on the equipment according to OSHA and Department requirements;
- iv. Assigns specific responsibilities to the Company 2 Lieutenant;
- v. Under the direction of the Assistant Fire Chief, works with the Engineer/Maintenance Worker to make sure all equipment is prepared for duty and appropriate books are kept;
- vi. Other duties as assigned by the Fire Chief and serves as a member of the BOFO.

E. Strategic Duties:

- i. Determines the equipment and facility needs of Company 2 and present those needs to the Assistant Chief;
- ii. Outlines training needs of Company Two to the Assistant Chief.

F. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses or Incident Safety Officer, or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of the National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses or Incident Safety Officer, or equivalent courses.

- i. A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department.
- ii. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- iii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
- iv. Working knowledge of classroom instruction techniques and use of audio-visual aids.

5. DUTIES OF THE COMPANY 1 LIEUTENANT:

- A. Supervision Received: Works under the general guidance and direction of the Company 1 Captain;
- B. Supervision Exercised: Directly supervises the firefighters of Company 1. Serves as the fifth highest ranking officer in the Department and assumes the duties of the Company 1 Captain in his/her absence.
- C. Tactical Duties and Responsibilities:
  - i. As directed by the Company 1 Captain.
  - ii. Serve as Company 1 Captain in his/her absence and appoints a firefighter to assume the duties of the Company 1 Lieutenant.
- D. Administrative Duties and Responsibilities:
  - i. As directed by the Company 1 Captain;
  - ii. Serves as a member of the BOFO.
- E. Strategic Duties:
  - i. As directed by the Company 1 Captain.
- F. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of two (2) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of three (3) of the National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses.

- i. A minimum of five (5) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
- ii. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- iii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

6. DUTIES OF THE COMPANY 2 LIEUTENANT:

- A. Supervision Received: Works under the general guidance and direction of the Company 2 Captain;
- B. Supervision Exercised: Directly supervises the firefighters of Company 2. Serves as the

sixth highest ranking officer in the Department and assumes the duties of the Company 2 Captain in his/her absence.

C. Tactical Duties and Responsibilities:

- i. As directed by the Company 2 Captain.
- ii. Serves as Company 2 Captain in his/her absence and appoints a firefighter to assume the duties of the Company 2 Lieutenant.

D. Administrative Duties and Responsibilities:

- i. As directed by the Company 2 Captain;
- ii. Other duties as assigned by the Fire Chief and serves as a member of the BOFO.

E. Strategic Duties:

1. As directed by the Company 2 Captain.

F. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of two (2) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses.

Applicants for the position beginning on January 1, 2014 shall have a minimum of three (3) of the National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses.

- i. A minimum of five (5) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
- ii. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
- iii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.

7. DUTIES OF THE SAFETY OFFICER

A. Supervision Received: Works under the general guidance and direction of the Fire Chief;

B. Supervision Exercised: Directly supervises the safety of the Department during operations and training. Serves as the seventh highest ranking officer in the Department.

C. Tactical Duties and Responsibilities:

- i. Observes the operations and training of the Department.

- ii. Takes appropriate action to prevent unsafe acts on the operation or training ground and immediately reports these actions to the Fire Chief.
  - iii. Maintains the safety role at all operations and training unless appointed to other duties by the Fire Chief.
- D. Administrative Duties and Responsibilities:
- i. As directed by the Fire Chief;
  - ii. Plans, coordinates, supervises, and evaluates the Infection Control program;
  - iii. Other duties as assigned by the Fire Chief and serve as a member of the BOFO.
- E. Minimum Qualifications: Any combination equivalent to graduation from high school plus additional training received through specialized fire service related schools. In addition, applicants for the position beginning on January 1, 2011 shall have a minimum of three (3) National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses. One of the courses successfully completed must be Incident Safety Officer.
- F. Applicants for the position beginning on January 1, 2014 shall have a minimum of four (4) of the National Fire Academy (NFA) accredited or Minnesota State College and University (MNSCU) Officer Leadership equivalent courses and Incident Safety Officer, or equivalent courses. One of the courses successfully completed must be Incident Safety Officer.
- i. A minimum of seven (7) years of experience involving modern fire protection, prevention, and other additional duties assigned to the fire department;
  - ii. Ability to analyze problems and make corrections, prepare reports, give speeches, and maintain effective working relationships with other organizations and the public.
  - iii. Knowledge of modern fire fighting methods and techniques, operating principles and practices, and the ability to instruct subordinates in all phases of fire prevention and protection.
  - iv. Specialized training in the role as Safety Officer.
8. DUTIES OF THE PRESIDENT: The President shall preside at all regular meetings or special meetings; preserve order; decide all questions of order subject to an appeal from the members of the Department; call special meetings of the Department at the written request of five (5) members thereof, such request stating the object of the call, or upon the President's own motion whenever deemed necessary. Roberts' Rules of Order shall prevail in conducting the meeting.
9. DUTIES OF THE VICE-PRESIDENT: The Vice-President shall assist the President in the discharge of duties and in the absence of the President shall assume the duties of the President.
10. DUTIES OF THE SECRETARY: The Secretary shall keep a record of all proceedings of the Department; call the roll; record the absences; post monthly attendance statistics; keep the minutes and attendance books and preserve the records of the Department; collect all donations and pay the same to the Relief Association and take receipts therefore; file a copy of all financial reports and records in the minute book; furnish all members of the Department with a copy of the

Policies and ROG and obtain a signed acknowledgement from each member for receipt of both documents; and at each annual meeting, shall record the names of officers elected by the general membership and all names of members appointed by the Fire Chief to positions.

11. DUTIES OF THE STANDING COMMITTEE: The Standing Committee shall conduct all elections by preparing ballots, counting votes, and submitting a written report of the results of all elections to the Secretary. If an issue arises relating to an election or election rule, the Standing Committee shall meet and render a binding decision. They shall review the qualifications of any appointee. Any appointee failing to meet the minimum training standards cannot serve in the appointed position. They shall appoint a chairperson on an annual basis and shall perform other duties as may be required by the Department. All members must complete selection practices training, as defined by the Fire Chief, prior to participation in any interview process.
12. BOFO: The BOFO shall consist of the Chief, Assistant Chief, Captains, Lieutenants, and Safety Officer.
13. COMMITTEES APPOINTED: Committees appointed to transact business for the Department shall report at the next meeting. The first member appointed shall be chairperson of said committee. It shall be the Chairperson's duty to appoint the time and place of meeting and notify each member thereof.
14. COMMITTEE FAIL TO REPORT: If any committee, or member of a committee, fails to act as instructed and to report as requested, their non-action will be deemed sufficient cause for consideration for disciplinary action.

#### ARTICLE VII MEETINGS

1. The regular meeting shall be held on the first Monday of each month, except when said Monday falls on a legal holiday, in which case the regular meeting will be held on the following day.
2. All regular meetings in May, June, July, August, and September shall be held at 1900 hours. All other regular meetings shall be at 1930 hours.
3. Two-thirds (2/3) of the eligible membership shall constitute a quorum for transaction of business.
4. A notice of special meeting will be given by mail or alarm system at least ninety-six (96) hours previous to the time of the meeting.
5. Attendance at two-thirds (2/3) of the regular monthly meetings, held on a semi-annual basis, will be mandatory.
6. If any member neglects to attend two (2) meetings in succession, that member shall be given notification by certified letter of such delinquency by the Secretary. The Fire Chief or his designee will confirm receipt of the letter by personal or telephone contact. Upon non-attendance at the third successive meeting, the member shall be expelled from the Department by the Fire Chief.

#### ARTICLE VIII DRILLS

1. Fire Drills shall be scheduled on the second Thursday of each month, except when said Thursday falls on a legal holiday, in which case, the regular drill will be held on the preceding day, unless otherwise directed by the Fire Chief.

2. Fire Drills shall begin at 7:00 p.m., unless otherwise ordered by the Fire Chief.
3. Make-up fire drills will be held at least once each two (2) month period on the third (3rd) Wednesday of January, March, May, July, September, and November except when said Wednesday falls on a legal holiday, in which case, the makeup drill will be held on the preceding day, unless otherwise ordered by the Fire Chief. The Fire Chief shall have authority to call make-up drills at his discretion.
4. Attendance at a minimum of five (5) drills held during each semi-annual period will be mandatory. In order to get credit for a drill, members must participate.

**ARTICLE IX**  
**ALARMS**

1. Members are expected to respond to fire calls whenever possible. All members shall attend a minimum of thirty (30) percent of all fire calls on a semi-annual basis.

**ARTICLE X**  
**TRAINING**

1. Members shall attend a minimum of two (2) Regional Fire Meetings in a three (3) year period. In addition to normal drills and mandatory training, members shall attend a minimum of 12 hours of certified MNSCU or equivalent training in a three (3) year period. All attendance at Fire Schools shall be authorized in advance by the Fire Chief.
2. The Fire Chief shall have the authority to send any member of the Fire Department to training that, in the opinion of the Fire Chief, is necessary for the good of the Fire Department or any individual member. The Fire Chief shall require that a member attend in a reasonable and timely manner.
3. All Officers shall attend an annual minimum of one (1) meeting of each Regional Fire Association of which the Fire Department is a member.
4. All Officers who have not already successfully attended National Fire Academy officer training or comparable course, shall be required to successfully complete said training within one year of being elected.

**ARTICLE XI**  
**MEMBERSHIP APPLICATION AND REQUIREMENTS**

1. The Selection Practices ROG shall establish a method of advertising, application, screening of applications, testing procedures, and any other procedures deemed necessary.
2. A probationary member shall not have a vote in Departmental business.
3. If a member on probation fails to complete Firefighter Training as established in the Selection Practices ROG, it shall be sufficient cause for dismissal from the Fire Department by the Fire Chief. If not completed within one (1) year from the date of selection, a written valid excuse must be presented to the Fire Chief for review, with specific time limits defined as to when the school training will be completed. The member on probation shall remain on probation until the training is completed satisfactorily.
4. The Fire Chief shall assign each probationary firefighter to an officer during the probationary

period. The Fire Chief shall meet with each probationary firefighter and the officer assigned to him/her a minimum of once every three months during the probationary period for the purpose of evaluation. Each new member of the Fire Department shall be on one (1) year probation. During this time, if the new member should be found incompetent, or fails to discharge his/her duties, he/she shall be expelled on the written order of the Fire Chief.

## **ARTICLE XII** **DUTIES AND PRIVILEGES**

1. All active members arriving at the age of sixty-five (65) shall cease to be an active member of the Department and shall have their names placed on the honor roll of the Department. They shall be exempt from donations, entitled to appear on parade with the Department and to attend meetings, and be entitled to speak on any question in which they feel interested. They shall not be entitled to vote or hold office, and shall not be entitled to any money or benefits received by the Department.
2. The Fire Chief has the right to impose disciplinary action upon any member for just cause. Just cause includes, but is not limited to, the following:
  - A. Incompetence in the performance of job duties;
  - B. Failure to report or refusal to work when necessary to keep essential services operating or provide service to the public;
  - C. Reporting for work under the influence of alcohol or under the influence of drugs when not under the supervision of a medical doctor; or reporting to a call, training or meeting within 8 hours of the consumption of alcohol.
  - D. Use of intoxicating beverages or illegal drugs while on duty including breaks and meals;
  - E. Willful misconduct or insubordination;
  - F. Carelessness and/or negligence in the handling or control of municipal property;
  - G. Discourteous, abusive or insulting conduct toward the public or other members;
  - H. Proven dishonesty in the performance of duties;
  - I. Acceptance of a gift under circumstances from which it could be inferred that the giver expected, hoped for, or received preferential treatment in a municipal function or service;
  - J. Evidence of failure to observe safety rules and regulations;
  - K. Failure to observe Federal, state or local laws, Fire Department Policies or ROG;
  - L. Misconduct;
  - M. Failing to meet the minimum standards of attendance at meetings, drills, alarms, or training shall require members to appear before the Fire Chief to determine if the member should be subject to disciplinary action. Any member adjudicated to be in violation of these standards shall forfeit his/her semi-annual benefit.
3. Disciplinary action will normally follow the procedure set forth below. This procedure does not preclude immediate suspension or dismissal when the degree of disciplinary action requires such

action:

- A. **WARNINGS:** An oral warning or reprimand will be given by any member of the BOFO if the members conduct so warrants. A written record of this oral warning will be placed in the member's personnel file. A reasonable amount of time will be allowed for correction of the conduct before further disciplinary action is taken. If conduct is not sufficiently improved, or if conditions require a written warning as an immediate first step, a written warning or reprimand may be issued by any member of the BOFO. A member may request an appeal through the grievance process outlined in the ROG.
  - B. **SUSPENSION:** If warranted as a following step or if such action is required as a first step in the disciplinary process, the Fire Chief may suspend any member without pay or benefit not to exceed thirty (30) calendar days. A written statement giving the reasons for suspension will be prepared by the Fire Chief recommending the suspension, or by the City Administrator if he/she initiates the suspension action, and given to the member. A copy of such statement will also be placed in the member's personnel file. Any member so suspended will be entitled to a hearing before the City Administrator by filing such a request with the City Administrator within five (5) calendar days after the notice of suspension. In the event that an member is charged with a criminal offense or is involved in a civil litigation matter such that, in the opinion of the City Administrator, the member's ability to function in the member's job will be seriously impaired, such member shall be suspended until final judgment on the criminal or civil matter is rendered. In the event that any member is exonerated from criminal culpability in a criminal matter such member shall be reinstated and with full rights of seniority and full back pay for the period of the suspension.
  - C. **DISMISSAL:** A member may be dismissed after a written warning or, if an incident is so severe as to warrant immediate dismissal, immediately upon review of such an incident by the City Administrator. A member guilty of theft, intentional destruction of City property at any time, intentional unwarranted destruction of private property while on City business, assault or gross misconduct shall be immediately dismissed. Dismissals shall be approved by a majority vote of the City Council. A written statement giving the reasons for the dismissal will be prepared by the City Administrator and provided to the member within five (5) working days from the date of such action. A copy of the statement will be placed in the member's personnel file. A dismissed member shall be entitled to a hearing before the City Council or designated Council Committee upon filing of a written request for such a hearing with the City Administrator within five (5) calendar days after dismissal. The member and a representative of the member shall have a right to appear before the City Council or designation Committee at this hearing. Any dismissal not appealed in this manner and within this period shall be considered final.
  - D. **RECORDS:** Written warnings shall be placed in the personnel file for a period of three years. In the event of another adjudicated written warning, the Fire Chief may extend the time period of removal of the original letter to an additional three years from the date of adjudication of the second offense, provided the member is advised of the extension by letter. For suspensions or expulsions, letters shall permanently remain in the file.
- 4. It shall be the duty of each member to instantly attend all alarms, meetings, and drills.
  - 5. Every member of the Department will be furnished with a key, pager, charger, appropriate turnout gear, firefighters badge, fire department personal vehicle sign and a copy of the Department Policies and ROG. Upon termination each member shall return all Department property to the Fire Chief.
  - 6. The ranking officer who orders the roll at the termination of an alarm, shall submit to the

Secretary a completed Alarm Roll Call Form. No roll call shall be taken and no member shall leave until the ranking officer has determined that all necessary clean up, debriefing, and evaluation of the alarm is complete, and the Department is prepared for response to the next emergency, unless excused by the ranking officer.

7. Any member having served their probation and receiving an honorable discharge, shall be entitled to any monies due them up to the time of their discharge, and to be paid same at the next regular meeting unless requested otherwise by the individual leaving the Department.
8. A specified amount of compensation shall be paid to each member attending out of town meetings and schools plus mileage and registration as established by the City Council.
9. Military Leave will be granted to eligible members in accordance with Minnesota Statutes, Chapter 192.26. A member who is a member of the National Guard, or any other component of the militia of state, or who is a member of the officers' reserve corps, the enlisted reserve corps, the Naval reserve, the Marine Corps reserve, or any other component of the military or naval forces of the United States, is entitled to leave of absence with full pay plus military pay, and without loss of seniority status, efficiency rating, vacation, sick leave, or other benefits for the time which such member is engaged in training or active service not exceeding a total of fifteen (15) working days in a calendar year. The military leave of absence is allowed only if the member returns to employment immediately upon being relieved from military or naval service, or is prevented from so returning by physical or mental disability or other cause not the fault of the member, or is required by the proper authority to continue in military or naval service beyond the fifteen day period allowed by military leave of absence. Notice of intent to take military leave must be given to the Fire Chief at least five working days after receipt of orders by the member and no less than 24 hours prior to the date of leave. If orders are received at a time which would make compliance with this provision impossible, the member shall give notice as soon as possible. If called to active military service, the member is entitled to unpaid leave.
10. During each January and July meeting, all appropriated funds in the treasury shall be divided among the eligible members according to the point system. The point system used shall be one (1) point for each fire, drill, make-up drill, and meeting attended. Prior to the January and July meeting, the Secretary shall total all points given to all eligible members of the department and shall divide the monies available by this number. This will give an average payout for each point, which in turn will be multiplied times the total number of each individual eligible firefighter. The Secretary shall submit a report outlining the proper disbursement for each member to the City Finance Department. The Finance Department shall disburse the appropriate funds to each individual members personal account by direct deposit.
11. Members shall be eligible for Parental Leave for up to twelve (12) weeks of excused leave of absence in connection with the birth or adoption of a child. The leave of absence must begin no later than six (6) weeks after the birth or adoption. Notice of intent to take such leave must be given to the Fire Chief at least two (2) weeks prior to commencement of the leave of absence.
12. Every member shall immediately, or as soon as possible, report to the ranking officer, any accident the member is involved in or injury that the member sustains, no matter how trivial, and shall complete a First Report of Injury form.
13. No member shall divulge any information relative to the administration or operation of the Department, except through the regular chain of command.
14. No fire department apparatus, property, or fire equipment of any kind shall be taken from the station for any purpose whatsoever, except as provided in the ROG.
15. No person other than a member or duly authorized person shall be permitted to enter a building in

which a fire has occurred and where the department is still in charge, without permission of the ranking officer. Should permission be granted, the ranking officer shall direct a member to accompany the person who so desires admittance and such member shall remain with that person until they leave the building.

16. In the event of any suspicion of arson at a fire, the member shall immediately summon the ranking officer. Under no circumstances shall the premises be left unguarded before the arrival of the ranking officer.
17. Any member who changes permanent residence to outside a SIX MINUTE response of the St. Peter Fire Station shall be deemed to have terminated membership in the department. Any member who moves or is believed by the Board of Officers to have moved, shall submit to review by the Board of Officers to determine if a violation of the Policies exists. All members are encouraged to communicate any residency changes to the Fire Chief prior to any move to avoid conflict. In determining what constitutes a person's permanent address, the decision of the Fire Chief shall be final. The measurement of the response time shall be the same as defined in the ROG under Selection Practices of the Department.
18. A leave of absence for a period of up to ninety (90) days may be granted by the Fire Chief upon receipt of a written request. The member shall report to the Chief or, in the absence of the Chief, the next senior officer available, prior to the expiration date of the leave. Should the member fail to report for duty at the expiration date granted, said member shall stand terminated from the Department. No member shall accrue any economic benefit during a leave of absence. Each member on a leave of absence is responsible for payment of the entire cost of his/her health care with the City and shall make arrangements with the City Finance Director for prompt payment of all premiums. The Fire Chief shall promptly notify the City Administrator, Finance Director, and Fire Department Secretary, in writing, of any granted leave of absence.
19. The dress uniform shall be such as may be hereafter adopted by the Department and shall be worn only to Fire Department functions.
20. Any member attending a meeting or training approved by the Fire Chief or Department, shall be counted present for purposes of attendance at all Fire Department functions occurring during the training time.
21. All cash donation or payments for service at rural or mutual aid fires, or funds received as donations for participation in parades or other non-fire events, shall be deposited with the Relief Association. The funds shall be used for the good of the department.
22. Any member called to jury duty shall be excused from all Fire Department functions while serving, provided that the member has notified the ranking officer. The Fire Chief may require that the member provide documentation of proof of jury service.

**ARTICLE XIII**  
**ARTICLE AMENDMENTS**

1. These articles may be amended in the following manner:
  - A. The person or persons proposing to amend any article or policy, shall submit the exact wording of the proposed amendment in writing to the membership at a meeting of the Department. The proposed amendment shall be read at the meeting at which it is proposed. The membership shall discuss the proposal and may make any revisions it deems necessary. It shall be announced that the same will be voted upon at the next regular meeting. For the proposal to be adopted by ballot, the following must occur;

- i. At least two-thirds (2/3) of the eligible members present at the meeting must vote in favor of the proposal.
    - ii. Upon approval by the Saint Peter City Council, the proposal shall be declared duly adopted.
  - B. By action of the Saint Peter City Council.
2. All articles in the Policies shall be reviewed every three (3) years, from the date of adoption.

**ARTICLE XIV**  
**ORDER OF BUSINESS**

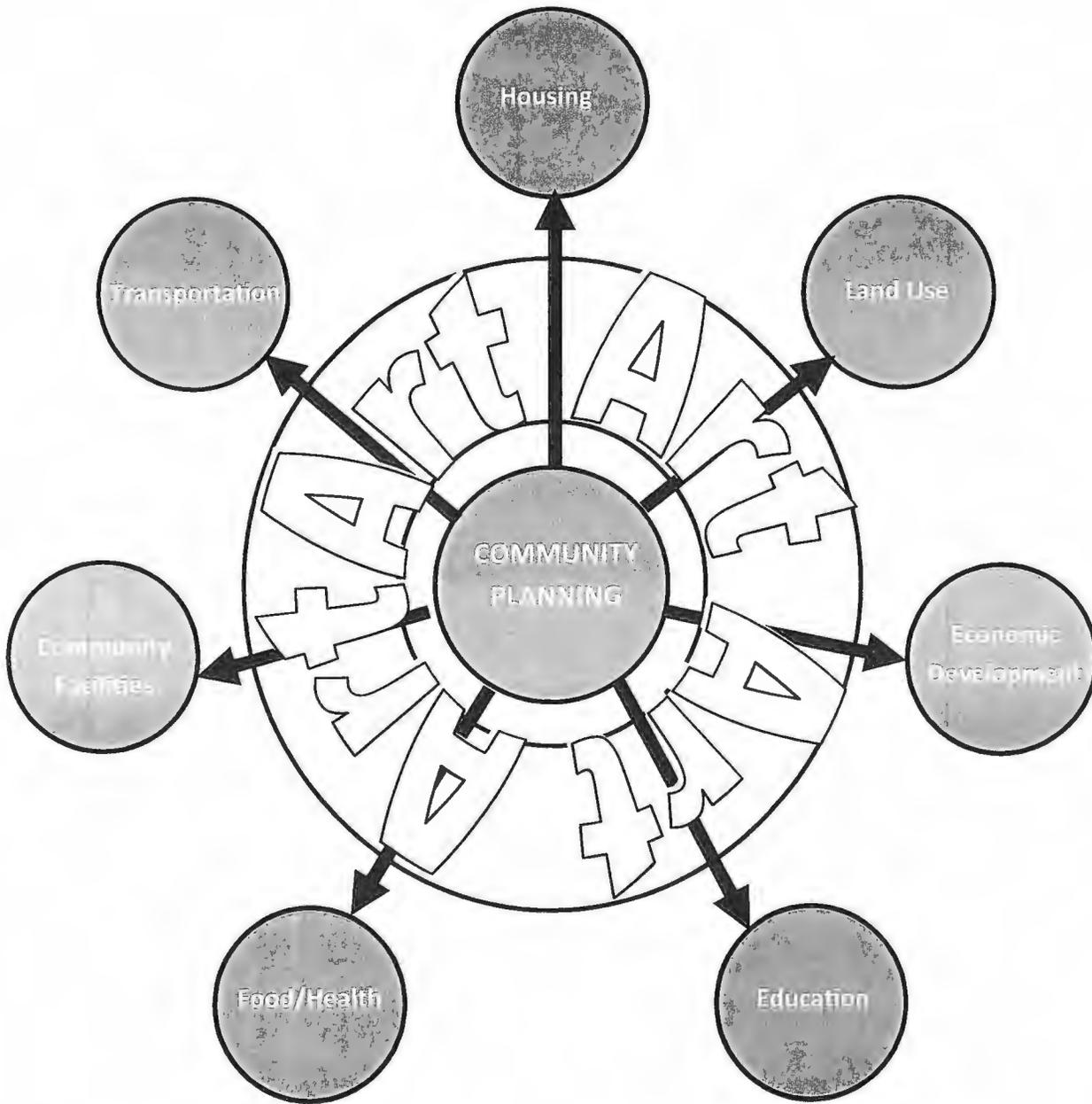
1. The order of business of this Department shall be as follows:
- A. Calling the roll
  - B. Reading of minutes of previous meeting
  - C. Reports of Committees
  - D. Report of Officers
  - F. Fire Meetings and School Reports
  - G. Election of Officers
  - H. Miscellaneous business
  - I. Good of the Department
  - J. Final Roll Call

**ARTICLE XV**  
**UPDATE AND REVIEW RECORD**

- 1. Adopted March 4, 1991, with review/approval by the City Council April 8, 1991. Committee members: J. Yushta, J. Albrecht, L. Greenig, R. Ryan, and T. Brooks.
- 2. Adopted August 2, 1994, with review/approval by the City Council September 26, 1994. Committee members: J. Yushta, J. Albrecht, R. Ryan, J.A. Randolph, and L. Greenig.
- 3. Adopted August 4, 1997, with review/approval by the City Council August 11, 1997. Committee members: J. Yushta, J. Albrecht, J.A. Randolph, L. Greenig, and R. Ryan.
- 4. Adopted August 7, 2000, with review/approval by the City Council August 14, 2000. Committee members: E. Bakke, J. Yushta, J.A. Randolph, R. Ryan, and J. Neary.
- 5. Adopted October 6, 2003 with review/approval by the City Council October 20, 2003. Committee members: J. Yushta, L. Greening, R. Ryan, S. Douglas, and S. Zuhlsdorf.
- 6. Adopted March 7, 2005 with review/approval by the City Council March 28, 2005. Committee members: J. Yushta, L. Greenig, R. Ryan, S. Douglas, and S. Zuhlsdorf.

7. Adopted September 2, 2008 with review/approval by the City Council October 6, 2008. Committee members: S. Zuhlsdorf, J. Yushta, J. Randolph, S. Douglas, K. Kocmick, and D. Dvorak

8. *Adopted June 7, 2010 with review/approval by the City Council*



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**SWMHP will be following ArtPlace's "four points" to help guide the development of creative place-making efforts. They include:**

- 1. Define a community based in geography, such as a block, a neighborhood, a city, or a region**  
Initial list of potential communities based on various factors such as changing demographics, strong community planning history, and/or a strong interest in expanding arts and cultural opportunities within the community. SWMHP will have conversations with the communities who have expressed interest in further exploring creative place-making in the efforts of community planning. From community conversations, we will be selecting 3-4 communities for this effort.
- 2. Articulate a change/opportunity the group of people living and working in that community would like to see (systemic rather than project focused; e.g. "gathering spaces for community events" or "addressing cultural dislocation of new immigrants" versus "painting a mural on a downtown building" or "building a community center.")**
  - Determine the thematic focus(es) of the work (*Achieved through one or more of the following: 1) Any specific opportunities the community will be considering in the near term; 2) Any long-term strategies the community is considering; 3) Cultural Asset Mapping (identifying gaps that require further investment); and 4) Key leaders and/or community engagement meetings*)
  - Identify who will be involved in helping prioritize and develop ideas (internally or externally), including:
    - New internal or external teams/committees you form
    - New consultants you engage
    - New partnerships/relationships you form
  - When and how to engage with artists and/or arts organizations at any stages of the planning process; and, subsequent to these efforts, execution of the plan by the community
- 3. Propose an arts-based/creative intervention to help achieve that change**
  - Utilize local artists/arts organizations to help develop ideas and strategies
  - Identify the cultural assets and creative resources to build upon to achieve that change
- 4. Develop a way to know whether the change occurred**
  - Addressed at a later date.

# ARTPLACE

Greetings and a happy new year from the Southwest Minnesota Housing Partnership (SWMHP). Recently, SWMHP was provided an exciting opportunity to expand the scope of its community planning efforts when it was awarded one of six ArtPlace America Community Development Investment (CDI) grants in the country. Each recipient of this award is an organization with a primary mission of community planning and development that has not previously incorporated arts and culture strategies into their core work. Supported by the National Endowment for the Arts, ArtPlace America hopes to learn what it means to integrate arts and cultural strategies into the multi-sector work of each organization. In return, SWMHP will engage in a three-year program with ArtPlace America to strengthen its core community planning efforts.

We are seeking three to four communities in the region with which to partner in accomplishing these efforts. This is NOT a capital project program; rather an opportunity for engagement in community planning activities focused on less traditional methods: utilizing art and cultural strategies, processes, participants, and projects to explore ideas and help develop priorities are future community goals, projects and policies. The grant covers the cost of this community planning work.

SWMHP is a non-profit community development agency based in Slayton, with a mission **to create thriving places to live, grow, and work through partnerships with communities**. Since it was founded in 1992, SWMHP has engaged with communities in over 30 counties in Southwest and South Central Minnesota to provide single family and multifamily housing development and preservation, homeownership assistance, community and regional development planning, supportive housing, downtown revitalization, and target market population programming.

We are interested in speaking with you regarding the ArtPlace CDI grant project, and learning more about your community. Our first discussions will consider aspects such as:

1. Interest in participating with SWMHP in a community planning effort.
2. Willingness to model/test arts and cultural processes as a means of exploring community identity.
3. Unique aspects of your community.
4. Communication and engagement of different groups within your community
5. Transitions in cultural diversity; and any challenges or opportunities you notice.
6. Physical, environmental, and social assets that may be interesting to consider for this planning effort.

A representative from SWMHP will be following up with you in the next week. We'd love to sit down and have a conversation with you, and perhaps 2-3 others who may have knowledge or interest in this type of initiative. In addition to discussing the ArtPlace CDI grant project, we'd welcome an opportunity to tour the community to learn more about existing or pending projects and any other unique aspects. We are hoping to schedule visits the latter part of February into early March. In the meantime, if you have any questions please don't hesitate to contact me.

For more information on SWMHP and the ArtPlace America CDI grant project, we invite you to visit the following sites:

Southwest MN Housing Partnership website: [www.swmhp.org](http://www.swmhp.org)

ArtPlace America Community Development Initiatives website: <http://www.artplaceamerica.org/our-work/community-development-investments/introduction>



Provide coloring book or other interactive elements that both deliver information on local species and invasives that easier to manage when identified early. Pages could be crafted to allow for block-printing or screen-printing to empower local on-demand production.

image by Yinfan Huang



Stakeholder Involvement: Identify, Prepare, and Refine Analysis Tools Data Collection	1	<p><b>How should we get started?</b></p> <p><b>Scope the effort and engage partners.</b> Considerations: Process goals, objectives, budget, and stakeholder roles and responsibilities</p>	<p><b>Output:</b> Work plan</p>
	2	<p><b>Where are we now?</b></p> <p><b>Establish baseline analysis. Identify factors and trends that affect the state, region, community, or study area.</b> Considerations: Transportation and land supply, suitability, and demand; State, regional, community, or study area trends</p>	<p><b>Outputs:</b> Transportation systems inventory; Land suitability analysis; Evaluation of historic trends</p>
	3	<p><b>Who do we and where do we want to go?</b></p> <p><b>Establish future goals and aspirations based on values of the state, region, community, or study area.</b> Considerations: Key values and priorities for the state, community, region, or study area</p>	<p><b>Outputs:</b> Set of shared principles that describe how goals, structures, metrics, or study area goals and performance</p>
	4	<p><b>What could the future look like?</b></p> <p><b>Create baseline and alternative scenarios.</b> Considerations: Scenario types, analysis tools, travel demand model</p>	<p><b>Outputs:</b> Identification of appropriate scenario analysis tool or refinement of travel demand model; Baseline and alternative scenarios</p>
	5	<p><b>What impacts will scenarios have?</b></p> <p><b>Assess scenario impacts, influence, and effects.</b> Considerations: Indicators to help evaluate scenario performance</p>	<p><b>Outputs:</b> Refined or calibrated analysis tool(s) if necessary; List of indicators to compare scenario outcomes; Qualitative or quantitative assessment of scenario impacts</p>
	6	<p><b>How will we reach our desired future?</b></p> <p><b>Craft the comprehensive vision. Identify strategic actions and performance measures.</b> Considerations: Stakeholder feedback on scenarios and the future blueprint; Potential actions, investments, or policies to lead the state, community, region, or study area toward the comprehensive vision</p>	<p><b>Outputs:</b> Comprehensive vision; Action items; Performance measures to assess progress; Plan for monitoring progress</p>

Integrate prospective responses to possible issues that a community will be facing 25-50 years in the future.

image from fhwa.dot.gov



## somali screening

ARTPLACE



Screening system allows for Somali women to prepare food unveiled [without wearing their hijab] while hosting male visitors.

image and design by Joanna Carroll, from [rs.informedesign.org](http://rs.informedesign.org)



## land use labels

ARTPLACE



Reminder signs about destinations in a community, available from [walkyourcity.org](http://walkyourcity.org)

image from [slickshare.net](http://slickshare.net)



## ARTPLACE

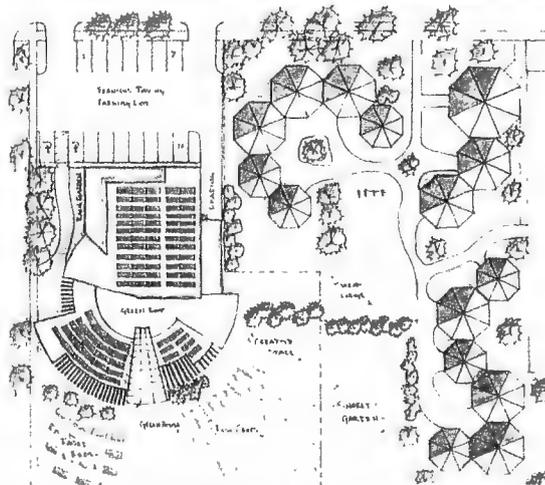


**CREATE:** a community meal by Seitu Jones, with support from Public Art Saint Paul. Intention was to lower barriers to healthier food choices while also bringing 2,000 people to a 1/2 mile long table for conversations around food justice, access, and healthy eating. Several other local artists crafted and performed various aspects of the entire event.

image by Andy King from [goingplac.uswithfood.com](http://goingplac.uswithfood.com)



## ARTPLACE



The Indigenous People's Task Force is a non-profit, providing HIV education and other direct services to the Native community in Minnesota. Mikewanedun Audisookon means "remember our teachings," and will be an urban sanctuary where body, mind, and spirit can become whole through time-honored indigenous culture and practice.

image from [www.indigenouspeople.org](http://www.indigenouspeople.org)



## seats + musical beats

ART PLACE



Infrastructure with multiple uses. A marimba-bench can provide an opportunity for musical compositions and collaborations in public areas.

image from <http://www.artsandculture.gov>



## seasonal art event

ART PLACE



Gather inspiration from artists such as Sylvain Meyer, and allow for locally-led installations of natural elements. Could be combined with nature walks, general maintenance, and public gatherings.

image from <http://www.artsandculture.gov>

