

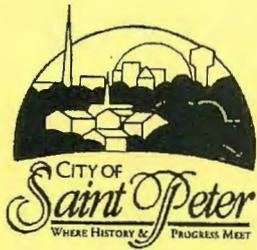
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 25, 2016
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
 - 1. New Firefighter Introductions
 - 2. Visitors from Sister City Program (Petatlan Mexico)
 - 3. Others
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**

None scheduled
- VII. NEW BUSINESS**
 - A. Tax Increment Financing District No. 9 Decertification
 - B. MN Waste Processing Contract Approval
 - C. Local Government Aid Support
 - D. Council Out of State Travel Request
 - E. New Housing Subdivision Preliminary Engineering
 - F. City Administrator Contract Extension
 - G. Business License Applications
 - H. Municipal Fee Schedule Modification
 - I. AMI Meter Purchase
 - J. 2016 Refuse Fund Budget
 - K. 2016 Stormwater Fund Budget
 - L. Pay Equity Report
- VIII. EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
ADJOURN TO CLOSED SESSION
 - B. Union Negotiations
 - 1. 2016 Police Officer Union Contract Negotiations
 - 2. 2016 Communications Technician Union Contract Negotiations**RETURN TO OPEN SESSION**
- IX. NEW BUSINESS (continued)**
 - M. 2016-2017 Police Officer Contract
 - N. 2016-2017 Communications Technician Contract
- X. REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. February 1st Meeting Schedule
 - 2. Service Animal Licensing
 - 3. Daycare Assistance
 - 4. Others
- X. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the January 11, 2016 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

1. **INTRODUCTION OF NEW FIREFIGHTERS**

Fire Chief Ron Quade will provide introductions to the City's newest Firefighters including Chad Menke, Drew Link, Colby Schmidt, and Nathan Skarhus.

2. **SISTER CITY VISITORS**

Visitors from the City of Saint Peter Sister City in Petatlan, Mexico will be introduced at this time.

3. **OTHERS**

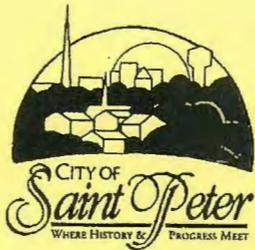
Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for January 8, 2016 through January 20, 2016, is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

None scheduled.



VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 9

Shannon Sweeney of David Drown Associates will provide a recommendation for decertification of Tax Increment Financing District No. 9. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF UPDATED MINNESOTA WASTE PROCESSING CONTRACT

Staff recommends approval for execution of an updated contract with Minnesota Waste Processing. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION OF SUPPORT FOR INCREASING LOCAL GOVERNMENT AID

The Coalition of Greater Minnesota Cities, of which the City is a member, has asked member cities to consider adoption of a resolution supporting an increase in Local Government Aid during the 2017 legislative session. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING COUNCIL OUT OF STATE TRAVEL REQUEST

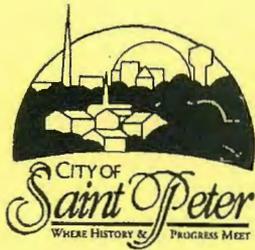
As required by the City's out-of-state travel policy for Councilmembers, a draft resolution has been prepared to consider Mayor Ziemann's request to travel to Petatlan, Mexico as part of the Sister City program. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY ENGINEERING WORK FOR NEW HOUSING SUBDIVISION

Staff recommends Bolton and Menk, Inc. be retained to provide preliminary engineering work for the proposed new housing subdivision. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING CITY ADMINISTRATOR CONTRACT EXTENSION

Following the evaluation of City Administrator Prafke, City Attorney Brandt recommends approval of a contract extension and modification. Please see the attached staff report and RESOLUTION.



G. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATIONS

The Police Department has concluded a background check on a license application for a tobacco and smoke shop. Nothing has been found that would prohibit issuance of the license. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO MUNICIPAL FEE SCHEDULE

The Council previously took action to modify the municipal fee schedule. Staff had erroneously omitted a couple of changes that were recommended and approval is now requested. Please see the attached staff report and RESOLUTION.

I. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF AUTOMATED METER SOFTWARE

Staff recommends approval be provided for purchase of software related to an automated meter reading system. Please see the attached staff report and RESOLUTION.

J. ADOPTION OF A RESOLUTION APPROVING 2016 REFUSE FUND BUDGET

Staff recommends approval of the 2016 refuse fund budget. Please see the attached staff report and RESOLUTION.

K. ADOPTION OF A RESOLUTION APPROVING 2016 STORMWATER FUND BUDGET

Staff recommends approval of the 2016 refuse fund budget. Please see the attached staff report and RESOLUTION.

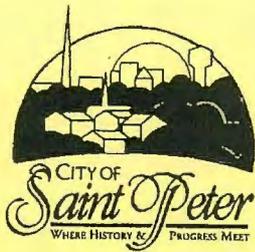
L. ADOPTION OF A RESOLUTION APPROVING PAY EQUITY REPORT SUBMISSION

As required by State law, staff recommends approval be provided for submission of the City's pay equity report. Please see the attached staff report and RESOLUTION.

VIII. EXECUTIVE SESSION

A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS UNION CONTRACT NEGOTIATIONS

State law allows for public meetings to be closed to discuss union contract negotiations. Staff recommends the meeting be closed at this



time to discuss negotiations with the Police Officer and Communication Technician Unions. Please see the attached RESOLUTION.

ADJOURN TO CLOSED SESSION

B. DISCUSSION OF UNION CONTRACT NEGOTIATIONS

Discussion will take place at this time regarding negotiations with the Police Officer and Communication Technician Unions.

RETURN TO OPEN SESSION

IX. NEW BUSINESS (continued)

M. ADOPTION OF A RESOLUTION APPROVING 2016-2017 UNION CONTRACT WITH LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 241 (POLICE OFFICERS)

Following the closed session the Council may wish to consider approval of the updated union contract with the Police Officers.

N ADOPTION OF A RESOLUTION APPROVING 2016-2017 UNION CONTRACT WITH LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 242 (COMMUNICATION TECHNICIANS)

Following the closed session the Council may wish to consider approval of the updated union contract with the Communication Technicians (Dispatchers).

X. REPORTS

A. MAYOR

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

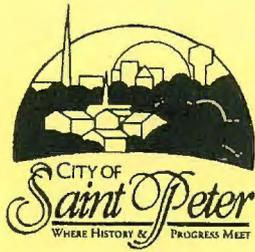
B. CITY ADMINISTRATOR

1. REPORT ON FEBRUARY 1ST MEETING SCHEDULE

A report will be provided at this time on the workshop and Committee of the Whole meeting schedule for February 1st.

2. REPORT ON SERVICE ANIMAL LICENSING

In response to a question raised by the Council at the January 19th workshop session, a report will be provided at this time on licensing of service animals.



3. REPORT ON DAY CARE ASSISTANCE

A report will be provided at this time on the City program to provide financial assistance for in home daycares. The program ended on December 31, 2015.

4. OTHERS

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

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
JANUARY 11, 2016**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on January 11, 2016.

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

Oath of Office – City Attorney Brandt administered the oath of office to Mayor-elect Charles Zieman and Councilmembers-elect Jerry Pfeifer, Jeff Brand and John Kvamme. Following the swearing in ceremony the Council recessed at 7:05 p.m. to allow for photographs.

The meeting was called back into order by Mayor Zieman at 7:15 p.m.

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

Approval of Minutes – A motion was made by Parras, seconded by Kvamme, to approve the minutes of the December 14, 2015 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the December 14, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Pfeifer, seconded by Carlin, Resolution No. 2016-01 entitled, "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-01 is contained in the City Administrator's book entitled Council Resolutions 20.

Revolving Loan Request: Hey Diddle Diddle Daycare LLC – Community Development Director Wille presented the Economic Development Authority recommendation to approve a \$42,400 revolving loan to Hey Diddle Diddle Daycare LLC (Heidi Scheurer) at 3.5% interest amortized on a straight five year schedule. Wille noted the loan would be secured by a lien against fixtures, furnishings, equipment, inventory, accounts receivable, mortgage on the applicants home, personal guarantees by the applicant and her spouse and promissory note and security agreements. Wille also stated the revolving loan is approximately forty percent (40%) of the project costs and the applicant, who would need a minimum of thirty (30) children enrolled in order to break even on the project, currently has twenty children enrolled and expects to exceed the breakeven point in enrollment before the facility opens. Councilmember Pfeifer expressed opposition to the loan based on the bank having first position on all the collateral leaving virtually no security for the City loan. In motion by Grams, seconded by Brand, Resolution No. 2016-02 entitled "Resolution Approving \$42,400 Revolving Loan To Hey Diddle Diddle Daycare LLC To Partially Finance Furnishing Of A Daycare Center And Renovation Of 830 Sunrise Drive", was introduced. Upon roll call, Councilmembers Kvamme, Carlin, Brand, Parras, Grams and Mayor Zieman voting aye, Councilmember Pfeifer voting nay, the Resolution

was declared passed and adopted. A complete copy of Resolution No. 2016-02 is contained in the City Administrator's book entitled Council Resolutions 20.

2016 Equipment Certificate Purchases – Maintenance Superintendent Mayo requested authorization to purchase a Volvo L90H wheel loader with a 14' Henke vee plow under the State bid to replace an existing 1992 Cat Wheel Loader that will be traded in. Mayo indicated the total cost of \$161,916 would be funded by the 2016 Equipment Certificate. Mayo also provided an overview of the work that is done using the wheel loader which sees year-round use by the Public Works Department. In motion by Kvamme, seconded by Parras, Resolution No. 2016-03 entitled "Resolution Authorizing 2016 Equipment Certificate Purchase Of A Volvo L90H Wheel Loader With Henke 14' Vee Plow", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-03 is contained in the City Administrator's book entitled Council Resolutions 20.

Mayo also requested approval for purchase of a 16' Toro 5910 mower with cab in the amount of \$98,706.40 from MTI Distributing. Mayo pointed out that the existing 16' mower would remain in use due to the additional mowing needs of the City as properties are annexed and developed for park land. City Administrator Prafke pointed out the mower would be purchased under the State bid and Toro was the only company providing a 16' mower that also provided service in the Saint Peter area. In motion by Pfeifer, seconded by Parras, Resolution No. 2016-04 entitled "Resolution Authorizing 2016 Equipment Certificate Purchase Of A 2015 TORO 5910 Mower With Cab", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-04 is contained in the City Administrator's book entitled Council Resolutions 20.

ATP Grant Application Authorization – City Administrator Prafke and City Engineer Domras requested authorization for submission of a grant application for MnDOT Area Transportation Partnership (ATP) program funds. Prafke noted that with the work being done by MnDOT on the Highway 99 bridge, staff felt it was appropriate to consider improvements to the intersection of Highway 99 and North/South Front Street in Saint Peter. Domras stated the grant application would be for \$640,000 which was 80% of the expected project cost with the remaining funds coming from the City and MnDOT. Councilmember Kvamme questioned how a project cost could be determined without knowing what the project would be. Domras and Prafke responded that certain costs would be incurred regardless of the final project design and it was smart to take advantage of possible shared costs with the bridge project and only close the highway one time. Prafke also noted that if awarded, the grant funds might not be awarded until 2017 with the project being completed this summer and the City would then temporarily finance the project until the grant funds are received. In motion by Carlin, seconded by Parras, Resolution No. 2016-05 entitled "Resolution Of Support For An Area Transportation Partnership Grant Application", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-05 is contained in the City Administrator's book entitled Council Resolutions 20.

2016 Library Services Contract – City Administrator Prafke recommended approval be provided for execution of a contract with Nicollet County for the City to provide library services (use of St. Peter's library) to rural County residents. Prafke noted the payments to the City by the County (\$44,044 in 2016) were based on the State required "minimum maintenance of effort" formula and had been continually decreasing while City costs for provision of library services continue to increase and staff would continue to discuss that issue with the County. In motion by Kvamme, seconded by Carlin, Resolution No. 2016-06 entitled "Resolution Authorizing Execution Of Library Services Contract", was introduced. Upon roll call, with all in

favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-06 is contained in the City Administrator's book entitled Council Resolutions 20.

Request For City Assistance: Special Olympics Polar Bear Plunge – City Administrator Prafke recommended approval of a request by Nicollet County Sheriff Lange for City assistance for the Special Olympics Polar Bear Plunge event on February 6, 2016 at Hallett's Pond. Prafke estimated the cost to the City for the requested assistance to be approximately \$500 and noted the organizers would be required to provide a certificate of insurance naming the City as an additional insured in an amount not less than \$1,500,000 per occurrence. In motion by Carlin, seconded by Brand, Resolution No. 2016-07 entitled "Resolution Approving Use Of Hallett's Pond For Polar Bear Plunge", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-07 is contained in the City Administrator's book entitled Council Resolutions 20.

Temporary Transit Position – City Administrator Prafke recommended the creation of a temporary "Transit Development Planner" position to work on issues related to development of a regional transit system. Prafke noted the City's transit grant included funding for this position that would be under his supervision. Prafke recommended creation of the position, adoption of a position description and pay equity points and that approval be provided for recruitment for the temporary position. Prafke also noted that the position would end in 2016 or when it is concluded that a regional transit system will not be created. In motion by Pfeifer, seconded by Grams, Resolution No. 2016-08 entitled "Resolution Establishing Temporary Transit Development Planner Position", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-08 is contained in the City Administrator's book entitled Council Resolutions 20.

2016 Municipal Fee Schedule – City Administrator Prafke recommended approval of the 2016 municipal fee schedule and noted changes to fees for mobile home installation, weed removal, camping, erosion control, hydromulching and fire calls. In motion by Brand, seconded by Carlin, Resolution No. 2016-09 entitled "Resolution Approving 2016 Municipal Fee Schedule", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-09 is contained in the City Administrator's book entitled Council Resolutions 20.

Special City Attorney Designation – City Administrator Prafke recommended the appointment of Peter Mikhail of Kennedy and Graven, Chartered to represent the City as a Special City Attorney for the Schafer Construction lawsuit. Prafke also recommended staff be directed to initiate a countersuit against Schafer Construction to provide for more wholesale repair of the downstream defenders installed by Schafer as part of the Highway 169 median project. Councilmember Grams asked how many of the downstream defenders had failed and Prafke reported seven of the eight defenders had failed. In motion by Carlin, seconded by Pfeifer, Resolution No. 2016-10 entitled "Resolution Appointing Special City Attorney Peter Mikhail For Schafer Construction Lawsuit Representation And Directing Legal Action", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-10 is contained in the City Administrator's book entitled Council Resolutions 20.

Business License Applications – City Administrator Prafke recommended approval of the business license applications submitted by MC Hammer's which would open as a bar in the former Willy's Tavern location at 220 South Minnesota Avenue. Prafke noted nothing had been found in the background investigation that would prohibit issuance of the licenses. In motion by

Brand, seconded by Parras, Resolution No. 2016-11 entitled "Resolution Approving Business Licenses", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-11 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

"Thrive Year" Proclamation – Mayor Zieman proclaimed 2016 as "Thrive Year" in Saint Peter.

Mayor's Report – Mayor Zieman reported he would soon be attending his first Region Nine Development Commission meeting and he expressed appreciation for the great job done by the City's Public Works crew during recent snow removal activities and for the Fire Department response to a recent fire at one of his properties.

City/County Meeting Discussion – City Administrator Prafke reviewed discussion at the January 7, 2016 City/County meeting which included collaborative projects, road improvements, ATP funding, Gardner Road/Township 361, housing, downtown businesses, stormwater pilot program and transit.

City Office Closure – Martin Luther King, Jr. Day – City Administrator Prafke reminded the public that all non-emergency City offices, including the Library would be closed on January 18th for the Martin Luther King, Jr. day holiday.

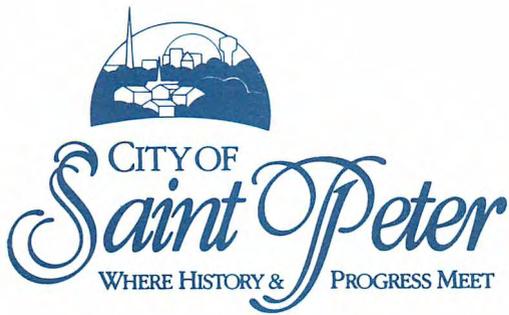
Closed Session of January 4, 2016 – City Attorney Brandt reported the closed session on January 4, 2016 had been for discussion of the City Administrator's evaluation and contract negotiations.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:12 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/14/2016

FROM: Pete Moulton
Director of Public Works

Pete

RE: Yukon Server Replacement

ACTION/RECOMMENDATION

Authorize the purchase of electric system computer equipment from Computer Technology Solutions (CTS) Inc. of Mankato, Minnesota in the amount of \$18,513.

BACKGROUND

The electric utility supervisory control and data acquisition (SCADA) system monitors the substations, bay feeders, some electrical meter readings and load management units. The existing server was purchased in 2010 and runs multiple software packages. With the desire to improve load management control and correct meter reading inefficiencies a software and hardware upgrade is required.

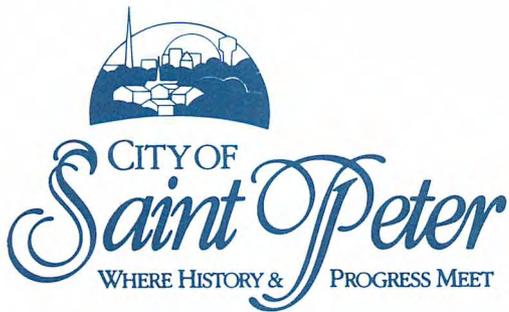
Staff has been working with Eaton/Copper to evaluate an automated meter reading program implementing our existing computer system. Part of the Phase I pilot program includes updating the existing hardware and software systems to have the capabilities to collect multiple meter reading points. The existing computer system also must be capable of continuing to run load management units during peak usage days. Our existing server communicates with the Southern Minnesota Municipal Power Agency (SMMPA) on a regular basis where electric load characteristics are shared.

Staff is proposing to upgrade the existing server system, license and software with a limited 3-year warranty. Computer Technologies Solutions (CTS) of Mankato continues to provide the lowest cost on related quotes related to computer services within the City of Saint Peter. They are familiar with our networking infrastructure and have assisted with setup and maintenance on our existing HP System including servers, switches, laser printers and workstations. They employ certified technicians and are outstanding partners in making our system operate efficiently.

Itemized summary of CTS Quote:

Hardware:

One (1) – HP Smart Buy ProLiant Server (16 GB) 3-year warranty	\$2,899
One (1) – HP ML350 Processor	\$ 986
Three (3) – HP 16 GB Memory Kits (\$236 each)	\$ 708
Two (2) – HP 300 Internal Hard Drives (\$290 each)	\$ 580
Six (6) – HP 120 TM Internal SAS (\$751 each)	\$4,506
One (1) - HP ML350 Fan Kit	\$ 111
<hr/> Hardware Total	<hr/> \$9,790



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/20/2016

FROM: Pete Moulton 
Public Works Director

RE: Transmission Fluid Exchanger

ACTION/RECOMMENDATION

Authorize BGMN of Lincoln, Nebraska to furnish and deliver a Big Dawg II Power Flush and Fluid Exchange System with Allison Transmission adapter in the amount of \$7,774.30.

BACKGROUND

One of the major maintenance issues facing the City's fleet is the servicing of transmissions including the large Allison transmissions currently used in our large trucks. Transmissions vary in size but can hold upwards of 11 gallons of fluid.

A regular maintenance program recommends that the entire fluid be exchanged when maintenance is performed. Our existing maintenance practice is complete a "fluid drop" and replace the filter. The problem with this method is that upwards of 30% of the fluid is trapped within the transmission and remains there after service. This means that 30% of the contaminants remain also and is blended back in with the new fluid. This shortens the life of the oil. Approximately 15 – 20 transmissions are maintained in a given year.

With a fluid exchanger the old fluid is completely pumped out of the transmission, captured, and replenished with fresh fluid. The filter is merely a screen to prevent large debris from traveling through the transmission, thus not catching the small contaminants. A fluid exchanger allows staff to use a cleaning agent to aid in suspension of the contaminants plus the transmission will essentially be flushed of all deposits reducing the known causes of transmission failures.

Looking through maintenance and repair histories it was determined that on average we experience one transmission failure per year. A small vehicle transmission costs about \$2,500-\$3,500 for a remanufactured unit. The large Allison transmissions cost around \$12,000 for a remanufactured unit. Staff is proposing to minimize this impact.

Staff evaluated three comparable transmission fluid exchangers. The features and costs are as follows:

Big Dawg II
11 gallon capacity
small vehicle adaptors included
manual controls
diaphragm pump
lifetime warranty

Symtech Corporation
8 gallon capacity
no adaptors included
battery control
high volume pump
1-year warranty

MotorVac MTT 1150
18 gallon capacity
adapter kit included
electronic controls
high volume pump
1-year warranty

Cost Summary:

Vendor:	Unit with Adapters
Symtech – Infinity	\$6,450.99 * small reservoir capacity
BGMN - Big Dawg II	\$7,774.30
MotorVac – MTT 1150	\$9,890.91

The Symtech – Infinity unit does not meet our minimum expectations as it has a smaller reservoir and would require multiple dumps and fluid transfers on the larger trucks. Of the remaining units staff prefers the Big Dawg II for its simplicity. The Big Dawg doesn't require a power source, the Allison adaptor doesn't require the removal of stiff cooler lines, and the only parts subject to failure are the ball valves and tank diaphragms, both are easily replaceable.

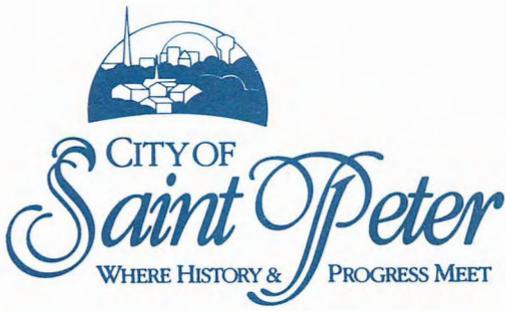
The Big Dawg model also uses flow valves that will slide into bypass mode if the pressures are incorrect rather than relying on electronic pressure switches and a computer module to monitor the operation. The use of a fluid exchanger would also cut labor time in half to complete a transmission service compared to the time need for a fluid and filter drop. It is expected that this unit would last 8–10 years based on our maintenance requirements.

Staff recommends approval of the quote received from BGMN in the amount of \$7,774.30.

The cost will be funded from a public works split based on equipment benefiting from the purchase.

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/21/2016

FROM: Cindy Moulton
Administrative Secretary

RE: Gambling License

ACTION/RECOMMENDATION

Provide approval of license.

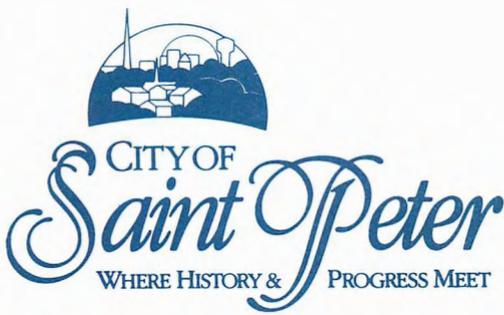
BACKGROUND

The City has received a Gambling license application from the American Legion Post 37 in order to sell pull tabs at MC Hammer's located at 220 South Minnesota Avenue. The licensing period will follow that of the State Gambling Control Board.

Please place this item on the January 25, 2016 City Council consent agenda.

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

CKM



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/21/2016

FROM: Todd Prafke
City Administrator

RE: Advisory Board Appointment

ACTION/RECOMMENDATION

Provide for appointment of members to various advisory boards and commissions.

BACKGROUND

Mayor Zieman has recommended the following advisory board appointments:

HERITAGE PRESERVATION COMMISSION

Judy Douglas (2016-2018)

PARKS AND RECREATION ADVISORY BOARD

David Hoehn (2016-2018)

L. Lee Alger (2016-2018)

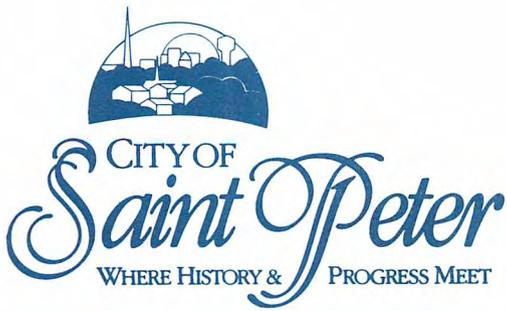
HOSPITAL COMMISSION

John Lammert (2013-2017)

Please include consideration of these advisory board appointments as part of the consent agenda.

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

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/20/16

FROM: Todd Prafke
City Administrator

RE: Council Liaison Position to Hospital Commission

ACTION/RECOMMENDATION

Approve the temporary appointment of Mayor Zieman to the Hospital Commission from February 1st through June 1st, 2016.

BACKGROUND

Councilmember Carlin serves as a City Council liaison to the Hospital Commission. She will be absent for a period of four months. Mayor Zieman recommends the temporary appointment of himself to the Hospital Commission during her absence.

Please include this appointment on the consent agenda for January 25, 2016.

Should you have any questions or concerns on this agenda item, please don't hesitate to contact me.

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	embroidery on pocket of sh	GENERAL FUND	FIRE	93.24
			TOTAL:	93.24
ABEL'S ELECTRIC MOTOR SHOP	chem mixer motor repair	WATER	PURIFICATION AND TREAT	124.30
	fine screen brush motor	WASTE WATER FUND	SOURCE/TREATMENT	541.20
			TOTAL:	665.50
AFFILIATED CREDIT SERVICES	dec collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	123.57
			TOTAL:	123.57
ALL AMERICA PRESSURE WASHER MFG., INC.	25" hose	WASTE WATER FUND	SOURCE/TREATMENT	20.00
			TOTAL:	20.00
APPLIANCE CLINIC	replace water valve washer	WATER	PURIFICATION AND TREAT	136.99
			TOTAL:	136.99
ARROW ACE HARDWARE INC	department supplies	GENERAL FUND	POLICE	21.57
	flashlight holder, tool s	GENERAL FUND	FIRE	83.67
	batteries	GENERAL FUND	BUILDING INSPECTOR	14.58
	t.v. cables	GENERAL FUND	PUBLIC WORKS ADMIN	53.74
	wire connectors	GENERAL FUND	STREETS	1.72
	knife, casters, batteries	GENERAL FUND	STREETS	20.26
	filters	GENERAL FUND	STREETS	14.24
	tarp	GENERAL FUND	STREETS	25.99
	bleach	GENERAL FUND	SWIMMING POOL	69.42
	wire connectors	GENERAL FUND	PARKS	1.72
	c'mas lights, rod, caps, b	GENERAL FUND	PARKS	669.40
	knife, casters, batteries	GENERAL FUND	PARKS	20.26
	filters	GENERAL FUND	PARKS	11.39
	scouring stick,cleaner, to	LIBRARY FUND	LIBRARY	20.17
	scouring stick,cleaner, to	COMMUNITY CENTER	COMMUNITY CENTER	34.57
	paint, cords, pvc, adaptor	WATER	PURIFICATION AND TREAT	56.90
	clock, sink	WATER	PURIFICATION AND TREAT	39.98
	wire connectors	WATER	DISTRIBUTION AND STORA	0.86
	knife, casters, batteries	WATER	DISTRIBUTION AND STORA	10.13
	filters	WATER	ADMIN AND GENERAL	5.70
	batteries, tape, snowbrush	WATER	CUSTOMER ACCOUNTS	10.64
	wire connectors	WASTE WATER FUND	SOURCE/TREATMENT	0.86
	knife, casters, batteries	WASTE WATER FUND	SOURCE/TREATMENT	10.13
	pvc	WASTE WATER FUND	SOURCE/TREATMENT	11.99
	filters	WASTE WATER FUND	ADMIN AND GENERAL	5.70
	batteries, tape, snowbrush	WASTE WATER FUND	CUSTOMER ACCOUNTS	10.64
	wire connectors	ENVIRON SERVICES F	REFUSE DISPOSAL	0.86
	knife, casters, batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	10.13
	stickers	ENVIRON SERVICES F	REFUSE DISPOSAL	26.15
	filters	ENVIRON SERVICES F	ADMIN AND GENERAL	5.70
	batteries, tape, snowbrush	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	10.64
	wire connectors	ELECTRIC FUND	POWER DISTRIBUTION	1.72
	tools, torch, caulk, & scr	ELECTRIC FUND	POWER DISTRIBUTION	90.65
	knife, casters, batteries	ELECTRIC FUND	POWER DISTRIBUTION	20.26
	filters	ELECTRIC FUND	ADMIN AND GENERAL	14.24
	batteries, tape, snowbrush	ELECTRIC FUND	CUSTOMER ACCOUNTS	10.64
	wire connectors	STORMWATER FUND	TREATMENT	0.85
	knife, casters, batteries	STORMWATER FUND	TREATMENT	10.11
			TOTAL:	1,428.18

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	361.79
			TOTAL:	361.79
BGMN, INC	oil conditioner	GENERAL FUND	STREETS	21.20
	oil conditioner	GENERAL FUND	PARKS	21.20
	oil conditioner	WATER	DISTRIBUTION AND STORA	10.60
	oil conditioner	WASTE WATER FUND	SOURCE/TREATMENT	10.60
	oil conditioner	ENVIRON SERVICES F	REFUSE DISPOSAL	10.60
	oil conditioner	ELECTRIC FUND	POWER DISTRIBUTION	21.20
	oil conditioner	STORMWATER FUND	TREATMENT	10.60
			TOTAL:	106.00
BOBCAT OF MANKATO	street sweeper bristles	GENERAL FUND	STREETS	29.92
			TOTAL:	29.92
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	3,487.50
	criminal	GENERAL FUND	LEGAL SERVICES	8,961.00
	st. peter green house	REVOLVING LOAN FUN	ECONOMIC DEVMT	30.00
	round-a-bout	PERM IMPROVMENT RE	STREETS	45.00
	school	PARK LAND DEDICATI	PARKS	265.00
	school housing	HOUSING DISTRICT #	ECONOMIC DEVMT	105.00
	land purchase	STORMWATER FUND	CAPITAL-TREATMENT SYST	2,215.50
			TOTAL:	15,109.00
C & S SUPPLY CO INC	neary boots &uniform allow	GENERAL FUND	FIRE	170.35
	rat bait	GENERAL FUND	STREETS	5.40
	powers uniform allow	GENERAL FUND	STREETS	179.95
	ulman uniform allow	GENERAL FUND	STREETS	65.98
	kennedy uniform allow	GENERAL FUND	STREETS	268.94
	kennedy boots	GENERAL FUND	STREETS	301.90
	olmanson uniform allow	GENERAL FUND	STREETS	62.48
	#47 jack	GENERAL FUND	STREETS	69.97
	rat bait	GENERAL FUND	PARKS	5.40
	uniform allow wilde	GENERAL FUND	PARKS	199.73
	rat bait	WATER	DISTRIBUTION AND STORA	2.70
	rat bait	WASTE WATER FUND	SOURCE/TREATMENT	2.70
	rat bait	ENVIRON SERVICES F	REFUSE DISPOSAL	2.70
	uniform allow knight	ENVIRON SERVICES F	REFUSE DISPOSAL	64.99
	chainsaw bar	ENVIRON SERVICES F	REFUSE DISPOSAL	46.95
	uniform allow blackman	ENVIRON SERVICES F	REFUSE DISPOSAL	127.98
	neary boots &uniform allow	ENVIRON SERVICES F	ADMIN AND GENERAL	42.59
	rat bait	ELECTRIC FUND	POWER DISTRIBUTION	5.40
	rat bait	STORMWATER FUND	TREATMENT	2.68
			TOTAL:	1,628.79
CARQUEST AUTO PARTS STORES	wet wax	GENERAL FUND	STREETS	1.16
	battery cable	GENERAL FUND	STREETS	2.75
	wet wax	GENERAL FUND	PARKS	1.16
	battery cable	GENERAL FUND	PARKS	2.75
	wet wax	WATER	DISTRIBUTION AND STORA	0.58
	battery cable	WATER	DISTRIBUTION AND STORA	1.38
	wet wax	WASTE WATER FUND	SOURCE/TREATMENT	0.58
	battery cable	WASTE WATER FUND	SOURCE/TREATMENT	1.38
	wet wax	ENVIRON SERVICES F	REFUSE DISPOSAL	0.58
	battery cable	ENVIRON SERVICES F	REFUSE DISPOSAL	1.38
	wet wax	ELECTRIC FUND	POWER DISTRIBUTION	1.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	battery cable	ELECTRIC FUND	POWER DISTRIBUTION	2.75
	wet wax	STORMWATER FUND	TREATMENT	0.59
	battery cable	STORMWATER FUND	TREATMENT	1.36
	oil	STORMWATER FUND	TREATMENT	10.59
			TOTAL:	30.15
CENTERPOINT ENERGY MINNEGASCO	gas bill	GENERAL FUND	FIRE	310.76
	gas bill	GENERAL FUND	STREETS	221.59
	gas bill	GENERAL FUND	PARKS	177.27
	gas bill	LIBRARY FUND	LIBRARY	843.62
	gas bill	COMMUNITY CENTER	COMMUNITY CENTER	2,155.53
	gas bill	WATER	PURIFICATION AND TREAT	947.97
	gas bill	WATER	PURIFICATION AND TREAT	97.24
	gas bill	WATER	ADMIN AND GENERAL	88.64
	gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.85
	gas bill	WASTE WATER FUND	SOURCE/TREATMENT	3,942.22
	gas bill	WASTE WATER FUND	ADMIN AND GENERAL	88.64
	gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	88.62
	gas bill	ELECTRIC FUND	ADMIN AND GENERAL	221.59
			TOTAL:	9,199.54
CINTAS CORPORATION #754	dec. cleaning	GENERAL FUND	STREETS	1.13
	dec. cleaning	GENERAL FUND	PARKS	1.13
	dec. cleaning	WATER	DISTRIBUTION AND STORA	0.57
	dec. cleaning	WASTE WATER FUND	SOURCE/TREATMENT	0.57
	dec. cleaning	ENVIRON SERVICES F	REFUSE DISPOSAL	0.57
	dec. cleaning	ELECTRIC FUND	POWER DISTRIBUTION	1.13
	dec. cleaning	ELECTRIC FUND	ADMIN AND GENERAL	521.55
	dec. cleaning	STORMWATER FUND	TREATMENT	0.55
			TOTAL:	527.20
COLE PAPERS INC	soap & tissues	GENERAL FUND	STREETS	32.84
	towels, trash bags	GENERAL FUND	STREETS	85.57
	soap & tissues	GENERAL FUND	PARKS	32.84
	towels, trash bags	GENERAL FUND	PARKS	85.57
	unused product returned	COMMUNITY CENTER	COMMUNITY CENTER	343.15
	soap & tissues	WATER	DISTRIBUTION AND STORA	16.42
	towels, trash bags	WATER	DISTRIBUTION AND STORA	42.79
	soap & tissues	WASTE WATER FUND	SOURCE/TREATMENT	16.42
	towels, trash bags	WASTE WATER FUND	SOURCE/TREATMENT	42.79
	soap & tissues	ENVIRON SERVICES F	REFUSE DISPOSAL	16.42
	towels, trash bags	ENVIRON SERVICES F	REFUSE DISPOSAL	42.79
	soap & tissues	ELECTRIC FUND	POWER DISTRIBUTION	32.84
	towels, trash bags	ELECTRIC FUND	POWER DISTRIBUTION	85.57
	soap & tissues	STORMWATER FUND	TREATMENT	16.42
	towels, trash bags	STORMWATER FUND	TREATMENT	42.79
			TOTAL:	248.92
CUSTOM FIRE APPARATUS, INC.	2 1/2" gauge plugs, fluid	GENERAL FUND	FIRE	78.61
			TOTAL:	78.61
DEMCO, INC.	computer headphone for pub	LIBRARY FUND	LIBRARY	146.65
			TOTAL:	146.65
DRANTTEL SALES & SERVICE	chainsaw oil	ENVIRON SERVICES F	REFUSE DISPOSAL	46.60
			TOTAL:	46.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EARL F ANDERSEN INC	9" name plates	GENERAL FUND	STREETS	212.10
			TOTAL:	212.10
ELECTRICAL & COMMUNICATION SPECIALISTS	weld shop, antenna twr,tre	GENERAL FUND	STREETS	352.18
	weld shop, antenna twr,tre	GENERAL FUND	PARKS	281.74
	weld shop, antenna twr,tre	WATER	ADMIN AND GENERAL	140.87
	weld shop, antenna twr,tre	WASTE WATER FUND	ADMIN AND GENERAL	140.87
	weld shop, antenna twr,tre	ENVIRON SERVICES F	ADMIN AND GENERAL	140.86
	weld shop, antenna twr,tre	ELECTRIC FUND	ADMIN AND GENERAL	352.18
			TOTAL:	1,408.70
FAMILY FRESH MARKET	truck cleaner	GENERAL FUND	FIRE	6.90
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	64.01
	detergent	WASTE WATER FUND	SOURCE/TREATMENT	39.96
			TOTAL:	110.87
FASTENAL COMPANY	screwdrivers	WASTE WATER FUND	COLLECTOR/LIFT STAT	3.31
	hex key	WASTE WATER FUND	COLLECTOR/LIFT STAT	0.32
	#613 bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	171.79
			TOTAL:	175.42
FREEDOM VALUE CENTERS, INC.	fuel	GENERAL FUND	POLICE	32.91
	dec fuel	WASTE WATER FUND	SOURCE/TREATMENT	38.57
	unleaded gas	TRANSIT	TRANSIT/TRANSPORTATION	1,969.58
			TOTAL:	2,041.06
GENESIS	dec. fuel	GENERAL FUND	FIRE	47.58
	dec. fuel	GENERAL FUND	STREETS	2,475.20
	dec. fuel	GENERAL FUND	PARKS	235.65
	dec. fuel	WATER	SOURCE OF SUPPLY	51.22
	dec. fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	142.73
	dec. fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	1,407.75
	dec. fuel	ELECTRIC FUND	POWER DISTRIBUTION	615.44
	dec. fuel	STORMWATER FUND	TREATMENT	94.04
			TOTAL:	5,069.61
GOPHER STATE ONE-CALL INC	dec gopher state one calls	WATER	DISTRIBUTION AND STORA	24.71
	dec gopher state one calls	WASTE WATER FUND	COLLECTOR/LIFT STAT	24.71
	dec gopher state one calls	ELECTRIC FUND	POWER DISTRIBUTION	24.73
			TOTAL:	74.15
GUSTAVUS ADOLPHUS COLLEGE	postage	GENERAL FUND	CITY ADMINISTRATION	30.07
	postage	GENERAL FUND	CITY CLERK	22.38
	postage	GENERAL FUND	FINANCE	187.77
	postage	GENERAL FUND	POLICE	70.29
	postage	GENERAL FUND	BUILDING INSPECTOR	40.06
	postage	GENERAL FUND	STREETS	1.07
	postage	GENERAL FUND	RECREATION/LEISURE SER	5.89
	postage	GENERAL FUND	SWIMMING POOL	0.50
	postage	GENERAL FUND	PARKS	0.54
	postage	GENERAL FUND	ECONOMIC DEVMT	1.61
	postage	COMMUNITY CENTER	COMMUNITY CENTER	2.14
	postage	WATER	ADMIN AND GENERAL	2.23
	postage	WATER	CUSTOMER ACCOUNTS	106.93
	postage	WASTE WATER FUND	ADMIN AND GENERAL	1.07
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	106.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	106.93
	postage	ELECTRIC FUND	ADMIN AND GENERAL	4.82
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	106.93
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	5.89
	postage	TRANSIT	TRANSIT/TRANSPORTATION	6.42
			TOTAL:	810.47
GUSTAVUS ADOLPHUS COLLEGE-DINING	cookies/ frosting for holi	LIBRARY FUND	LIBRARY	181.69
			TOTAL:	181.69
HASTINGS AIR-ENERGY CONTROL, INC.	polyestere prefilters weld	GENERAL FUND	STREETS	27.42
	polyestere prefilters weld	GENERAL FUND	PARKS	21.94
	polyestere prefilters weld	WATER	ADMIN AND GENERAL	10.97
	polyestere prefilters weld	WASTE WATER FUND	ADMIN AND GENERAL	10.97
	polyestere prefilters weld	ENVIRON SERVICES F	ADMIN AND GENERAL	10.96
	polyestere prefilters weld	ELECTRIC FUND	ADMIN AND GENERAL	27.42
			TOTAL:	109.68
HOLIDAY COMMERCIAL	fuel	GENERAL FUND	POLICE	113.35
	fuel	GENERAL FUND	BUILDING INSPECTOR	50.07
	fuel	GENERAL FUND	STREETS	257.63
	fuel	GENERAL FUND	PARKS	134.37
	fuel	COMMUNITY CENTER	COMMUNITY CENTER	40.47
	fuel	WATER	SOURCE OF SUPPLY	29.56
	fuel	WATER	PURIFICATION AND TREAT	44.33
	fuel	WATER	DISTRIBUTION AND STORA	221.67
	car washes	WATER	CUSTOMER ACCOUNTS	49.48
	fuel	WATER	CUSTOMER ACCOUNTS	31.53
	fuel	WASTE WATER FUND	SOURCE/TREATMENT	51.88
	car washes	WASTE WATER FUND	CUSTOMER ACCOUNTS	49.48
	fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	31.53
	fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	63.13
	car washes	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	49.47
	fuel	ELECTRIC FUND	POWER DISTRIBUTION	146.35
	car washes	ELECTRIC FUND	CUSTOMER ACCOUNTS	49.48
	fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	31.54
	fuel	STORMWATER FUND	TREATMENT	180.58
			TOTAL:	1,625.90
IMPACT	oct printing	WATER	CUSTOMER ACCOUNTS	161.09
	oct postage	WATER	CUSTOMER ACCOUNTS	380.13
	dec postage	WATER	CUSTOMER ACCOUNTS	378.85
	printing, flyer	WATER	CUSTOMER ACCOUNTS	160.94
	oct printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	161.09
	oct postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	380.13
	dec postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	378.85
	printing, flyer	WASTE WATER FUND	CUSTOMER ACCOUNTS	160.94
	oct printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	161.09
	oct postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	380.11
	dec postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	378.83
	printing, flyer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	160.94
	oct printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	161.07
	oct postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	380.13
	oct flyers	ELECTRIC FUND	CUSTOMER ACCOUNTS	170.01
	oct flyers	ELECTRIC FUND	CUSTOMER ACCOUNTS	151.31
	dec postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	378.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	printing, flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	160.94
	printing, flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>196.22</u>
			TOTAL:	4,841.52
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	<u>1,684.02</u>
			TOTAL:	1,684.02
JAVENS MECHANICAL CONTRACTING CO.	annual prev. maintenance	WATER	PURIFICATION AND TREAT	2,828.00
	annual prev. maintenance	WASTE WATER FUND	SOURCE/TREATMENT	<u>1,995.00</u>
			TOTAL:	4,823.00
JOHNSON AGGREGATES	sand	GENERAL FUND	STREETS	<u>592.34</u>
			TOTAL:	592.34
KIND VETERINARY CLINIC PA	animal care & impound fees	GENERAL FUND	COMMUNITY SERVICE	637.90
	paws animal care	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>1,079.90</u>
			TOTAL:	1,717.80
KWIK TRIP INC	fuel	GENERAL FUND	POLICE	710.86
	fuel	GENERAL FUND	BUILDING INSPECTOR	21.66
	fuel	GENERAL FUND	PARKS	99.11
	diesel fuel	TRANSIT	TRANSIT/TRANSPORTATION	<u>133.32</u>
			TOTAL:	964.95
LAGER'S INC	squad repairs	GENERAL FUND	POLICE	<u>188.83</u>
			TOTAL:	188.83
LJP ENTERPRISES INC	dec waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	dec waste & recycle	WATER	PURIFICATION AND TREAT	99.43
	dec waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	dec waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	698.51
	dec. 2015 refuse pickup &	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>19,383.96</u>
			TOTAL:	20,754.67
LOCATORS & SUPPLIES, INC.	loto cord covers	GENERAL FUND	STREETS	7.06
	loto cord covers	GENERAL FUND	PARKS	5.64
	loto cord covers	WATER	ADMIN AND GENERAL	2.82
	loto cord covers	WASTE WATER FUND	ADMIN AND GENERAL	2.82
	loto cord covers	ENVIRON SERVICES F	ADMIN AND GENERAL	2.82
	loto cord covers	ELECTRIC FUND	ADMIN AND GENERAL	<u>7.06</u>
			TOTAL:	28.22
MAYO CLINIC HEALTH SYSTEM - MANKATO	post accident lab test	WASTE WATER FUND	ADMIN AND GENERAL	<u>157.00</u>
			TOTAL:	157.00
MISC VENDOR ARIDAN BOOKS	crayon kiosk ipad holder w	LIBRARY FUND	LIBRARY	<u>2,630.15</u>
			TOTAL:	2,630.15
MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL	4th quarter unemployment b	WATER	CUSTOMER ACCOUNTS	139.06
	4th quarter unemployment b	WASTE WATER FUND	CUSTOMER ACCOUNTS	139.06
	4th quarter unemployment b	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>139.07</u>
			TOTAL:	417.19
MN DEPT OF LABOR & INDUSTRY	quarterly building surchar	GENERAL FUND	BUILDING INSPECTOR	<u>898.87</u>
			TOTAL:	898.87

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN DEPT OF PUBLIC SAFETY	2015 bdwy gen plant right-	ELECTRIC FUND	ADMIN AND GENERAL	25.00
			TOTAL:	25.00
MN IRON & METAL COMPANY	steel rods	GENERAL FUND	STREETS	9.80
	steel rods	GENERAL FUND	PARKS	9.80
	steel rods	WATER	DISTRIBUTION AND STORA	4.90
	steel rods	WASTE WATER FUND	SOURCE/TREATMENT	4.90
	steel rods	ENVIRON SERVICES F	REFUSE DISPOSAL	4.90
	steel rods	ELECTRIC FUND	POWER DISTRIBUTION	9.80
	steel rods	STORMWATER FUND	TREATMENT	4.90
			TOTAL:	49.00
MN WASTE PROCESSING	dec disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	15,078.19
			TOTAL:	15,078.19
NAPA AUTO PARTS OF ST PETER	belt,cleaner, lights, comp	GENERAL FUND	FIRE	66.17
	belt,cleaner, lights, comp	GENERAL FUND	FIRE	140.50
	wipers	GENERAL FUND	BUILDING INSPECTOR	15.98
	diesel engine heater	GENERAL FUND	PUBLIC WORKS ADMIN	42.37
	battery, fuel filters, sta	GENERAL FUND	STREETS	8.72
	tpms sensor, alternator, r	ELECTRIC FUND	POWER DISTRIBUTION	300.48
	oil & air filter	STORMWATER FUND	TREATMENT	14.65
	disc pad, brake caliper, c	TRANSIT	TRANSIT/TRANSPORTATION	262.72
			TOTAL:	851.59
NELSON PRINTING COMPANY	envelopes	GENERAL FUND	CITY ADMINISTRATION	202.14
	envelopes	GENERAL FUND	CITY CLERK	202.14
	envelopes	GENERAL FUND	FINANCE	134.76
	envelopes	GENERAL FUND	POLICE	107.81
	envelopes	GENERAL FUND	BUILDING INSPECTOR	53.90
	rental inspection forms	GENERAL FUND	BUILDING INSPECTOR	136.75
	envelopes	GENERAL FUND	PUBLIC WORKS ADMIN	26.95
	park shelter/ facility per	GENERAL FUND	RECREATION/LEISURE SER	227.60
	envelopes	GENERAL FUND	ECONOMIC DEVMT	13.48
	envelopes	WATER	ADMIN AND GENERAL	121.28
	pads connect/ disconnect w	WATER	CUSTOMER ACCOUNTS	75.90
	ups	WASTE WATER FUND	SOURCE/TREATMENT	52.11
	envelopes	WASTE WATER FUND	ADMIN AND GENERAL	121.29
	envelopes	ELECTRIC FUND	ADMIN AND GENERAL	363.85
			TOTAL:	1,839.96
NICOLLET CTY PUBLIC HEALTH	dec contract for senior ce	GENERAL FUND	SENIOR COORDINATOR	2,441.40
			TOTAL:	2,441.40
NICOLLET COUNTY BANK	dec ach entries	GENERAL FUND	FINANCE	8.01
	dec ach entries	WATER	ADMIN AND GENERAL	2.01
	dec ach entries	WATER	CUSTOMER ACCOUNTS	13.36
	dec ach entries	WASTE WATER FUND	ADMIN AND GENERAL	2.01
	dec ach entries	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.36
	dec ach entries	ENVIRON SERVICES F	ADMIN AND GENERAL	2.01
	dec ach entries	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.36
	dec ach entries	ELECTRIC FUND	ADMIN AND GENERAL	2.01
	dec ach entries	ELECTRIC FUND	CUSTOMER ACCOUNTS	13.37
			TOTAL:	69.50
NORTH CENTRAL INTERNATIONAL	#207 actuator kits	GENERAL FUND	STREETS	838.16

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>838.16</u>
OVERHEAD DOOR COMPANY OF MANKATO INC	garage door repair	WASTE WATER FUND	SOURCE/TREATMENT	<u>1,827.00</u>
			TOTAL:	<u>1,827.00</u>
TODD PRAFKE-PETTY CASH	gas	GENERAL FUND	BUILDING INSPECTOR	12.03
	mileage	GENERAL FUND	PUBLIC WORKS ADMIN	4.26
	meals	GENERAL FUND	ECONOMIC DEVMT	16.00
	wellness	RESTRICTED CONTRIB	NON-DEPARTMENTAL	<u>2.97</u>
			TOTAL:	<u>35.26</u>
QUICK MART ST PETER	fuel	GENERAL FUND	POLICE	577.94
	fuel	GENERAL FUND	FIRE	<u>54.31</u>
			TOTAL:	<u>632.25</u>
RED WING SHOE STORE	boots s. peterson	WASTE WATER FUND	ADMIN AND GENERAL	174.24
	boots hooper	ELECTRIC FUND	ADMIN AND GENERAL	<u>280.49</u>
			TOTAL:	<u>454.73</u>
REICHEL INSULATION, LLC	hermel bldg insulation	STORMWATER FUND	ADMINISTRATION AND GEN	<u>3,088.80</u>
			TOTAL:	<u>3,088.80</u>
RYAN ELECTRIC OF ST PETER	greenhill elec heater repa	WATER	PURIFICATION AND TREAT	<u>957.41</u>
			TOTAL:	<u>957.41</u>
SCHOLASTIC LIBRARY PUBLISHING	new juvenile materials	LIBRARY FUND	LIBRARY	<u>461.01</u>
			TOTAL:	<u>461.01</u>
SCHWICKERT'S, INC.	city hall furnace maintena	GENERAL FUND	MUNICIPAL BUILDING	<u>170.00</u>
			TOTAL:	<u>170.00</u>
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	<u>560,129.99</u>
			TOTAL:	<u>560,129.99</u>
ST PETER LUMBER CO	plywood -shelving	GENERAL FUND	SWIMMING POOL	158.70
	mailboxes	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>64.87</u>
			TOTAL:	<u>223.57</u>
JANE TIMMERMAN-PETTY CASH	reimbursement for mileage	LIBRARY FUND	LIBRARY	<u>13.80</u>
			TOTAL:	<u>13.80</u>
TRAVERSE DES SIOUX GARDEN CENTER	seed & fertilizer	ENVIRON SERVICES F	REFUSE DISPOSAL	171.94
	seed & fertilizer	ELECTRIC FUND	POWER DISTRIBUTION	<u>24.99</u>
			TOTAL:	<u>196.93</u>
WESCO DISTRIBUTION INC	#649 split kit	ELECTRIC FUND	NON-DEPARTMENTAL	<u>18.09</u>
			TOTAL:	<u>18.09</u>
WILSON DEVELOPMENT SERVICES, LLC	st. julien/ old mn ave- na	PERM IMPROVMENT RE	STREETS	<u>715.10</u>
			TOTAL:	<u>715.10</u>
WRITE ON	conner clothing allow	WASTE WATER FUND	ADMIN AND GENERAL	<u>384.18</u>
			TOTAL:	<u>384.18</u>

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

101	GENERAL FUND	29,502.43
211	LIBRARY FUND	6,342.90
217	COMMUNITY CENTER	2,334.02
230	REVOLVING LOAN FUND	30.00
401	PERM IMPROVMENT REVOLVING	760.10
404	PARK LAND DEDICATION	265.00
460	HOUSING DISTRICT #20	105.00
601	WATER	7,633.07
602	WASTE WATER FUND	11,446.89
603	ENVIRON SERVICES FUND	38,826.88
604	ELECTRIC FUND	565,597.68
606	STORMWATER FUND	5,700.90
610	TRANSIT	2,372.04
820	RESTRICTED CONTRIBUTIONS	1,082.87

 GRAND TOTAL: 671,999.78

TOTAL PAGES: 9

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	accountability tags	GENERAL FUND	FIRE	72.00
			TOTAL:	72.00
ALEX AIR APPARATUS, INC	new hurst tools #507	2014 EQUIPMENT CER	FIRE	18,548.00
	new hurst tools #507	2015 EQUIPMENT CER	INVALID DEPARTMENT	7,762.00
			TOTAL:	26,310.00
ALPHA WIRELESS COMMUNICATIONS CO	2016 maint. ltr radio	GENERAL FUND	MUNICIPAL BUILDING	59.51
	antenna for portable #13	GENERAL FUND	FIRE	66.35
	2016 maint. ltr radio	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	2016 maint. ltr radio	WATER	ADMIN AND GENERAL	57.02
	2016 maint. ltr radio	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	2016 maint. ltr radio	ELECTRIC FUND	ADMIN AND GENERAL	51.59
			TOTAL:	369.35
AMARIL UNIFORM COMPANY	fr neck warmer	ELECTRIC FUND	ADMIN AND GENERAL	39.23
			TOTAL:	39.23
BATTERIES PLUS	arrestor tester battery	ELECTRIC FUND	POWER DISTRIBUTION	12.95
			TOTAL:	12.95
BLUE EARTH COUNTY	mdt fees	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BORDER STATES ELECTRIC SUPPLY	3hp speed drive	WASTE WATER FUND	SOURCE/TREATMENT	1,058.15
			TOTAL:	1,058.15
CENTRAL FIRE PROTECTION INC	ext refill #512	GENERAL FUND	FIRE	35.00
			TOTAL:	35.00
CHEMISOLV CORP	biosolids polymer	WASTE WATER FUND	BIOSOLIDS	3,542.00
			TOTAL:	3,542.00
CINTAS FIRST AID & SAFETY	bandages	GENERAL FUND	STREETS	2.61
	bandages	GENERAL FUND	PARKS	2.09
	bandages	WATER	ADMIN AND GENERAL	1.05
	bandages	WASTE WATER FUND	ADMIN AND GENERAL	1.05
	bandages	ENVIRON SERVICES F	ADMIN AND GENERAL	1.04
	bandages	ELECTRIC FUND	ADMIN AND GENERAL	2.61
			TOTAL:	10.45
CITY OF NORTH MANKATO	trt annual 2016 fees	GENERAL FUND	POLICE	1,000.00
			TOTAL:	1,000.00
COLE PAPERS INC	supplies	GENERAL FUND	MUNICIPAL BUILDING	418.17
	cleaning supplies	GENERAL FUND	MUNICIPAL BUILDING	68.15
	wipes, tissue, bowl cleane	GENERAL FUND	STREETS	76.30
	wipes, tissue, bowl cleane	GENERAL FUND	PARKS	76.30
	cleaning supplies	LIBRARY FUND	LIBRARY	76.90
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	307.59
	wipes, tissue, bowl cleane	WATER	DISTRIBUTION AND STORA	38.15
	wipes, tissue, bowl cleane	WASTE WATER FUND	SOURCE/TREATMENT	38.15
	wipes, tissue, bowl cleane	ENVIRON SERVICES F	REFUSE DISPOSAL	38.15
	wipes, tissue, bowl cleane	ELECTRIC FUND	POWER DISTRIBUTION	76.30
	wipes, tissue, bowl cleane	STORMWATER FUND	TREATMENT	38.13
			TOTAL:	1,252.29

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COMFORT SYSTEMS, INC.	break room ignition contro	GENERAL FUND	STREETS	79.86
	break room ignition contro	GENERAL FUND	PARKS	63.89
	break room ignition contro	WATER	ADMIN AND GENERAL	31.94
	break room ignition contro	WASTE WATER FUND	ADMIN AND GENERAL	31.94
	break room ignition contro	ENVIRON SERVICES F	ADMIN AND GENERAL	31.95
	break room ignition contro	ELECTRIC FUND	ADMIN AND GENERAL	79.86
			TOTAL:	319.44
COMPUTER TECHNOLOGY SOLUTIONS, INC.	backup tapes	GENERAL FUND	CITY ADMINISTRATION	5.33
	backup tapes	GENERAL FUND	CITY ADMINISTRATION	7.35
	backup tapes	GENERAL FUND	FINANCE	19.19
	backup tapes	GENERAL FUND	FINANCE	26.47
	backup tapes	GENERAL FUND	POLICE	24.52
	backup tapes	GENERAL FUND	POLICE	33.82
	backup tapes	GENERAL FUND	FIRE	3.20
	backup tapes	GENERAL FUND	FIRE	4.41
	backup tapes	GENERAL FUND	BUILDING INSPECTOR	3.20
	backup tapes	GENERAL FUND	BUILDING INSPECTOR	4.41
	backup tapes	GENERAL FUND	PUBLIC WORKS ADMIN	7.46
	backup tapes	GENERAL FUND	PUBLIC WORKS ADMIN	10.29
	backup tapes	GENERAL FUND	STREETS	2.13
	backup tapes	GENERAL FUND	STREETS	2.94
	backup tapes	GENERAL FUND	RECREATION/LEISURE SER	13.86
	backup tapes	GENERAL FUND	RECREATION/LEISURE SER	19.12
	backup tapes	GENERAL FUND	PARKS	1.07
	backup tapes	GENERAL FUND	PARKS	1.47
	backup tapes	GENERAL FUND	ECONOMIC DEVMT	2.13
	backup tapes	GENERAL FUND	ECONOMIC DEVMT	2.94
	backup tapes	LIBRARY FUND	LIBRARY	34.12
	backup tapes	LIBRARY FUND	LIBRARY	47.06
	backup tapes	PUBLIC ACCESS	PUBLIC ACCESS	1.07
	backup tapes	PUBLIC ACCESS	PUBLIC ACCESS	1.47
	backup tapes	COMMUNITY CENTER	COMMUNITY CENTER	1.07
	backup tapes	COMMUNITY CENTER	COMMUNITY CENTER	1.47
	backup tapes	WATER	ADMIN AND GENERAL	5.33
	backup tapes	WATER	ADMIN AND GENERAL	7.35
	backup tapes	WASTE WATER FUND	ADMIN AND GENERAL	3.20
	backup tapes	WASTE WATER FUND	ADMIN AND GENERAL	4.41
	backup tapes	ENVIRON SERVICES F	REFUSE DISPOSAL	1.07
	backup tapes	ENVIRON SERVICES F	REFUSE DISPOSAL	1.47
	backup tapes	ELECTRIC FUND	ADMIN AND GENERAL	13.92
	backup tapes	ELECTRIC FUND	ADMIN AND GENERAL	19.20
	backup tapes	STORMWATER FUND	ADMINISTRATION AND GEN	2.13
	backup tapes	STORMWATER FUND	ADMINISTRATION AND GEN	2.94
	backup tapes	TRANSIT	TRANSIT/TRANSPORTATION	1.00
backup tapes	TRANSIT	TRANSIT/TRANSPORTATION	1.41	
		TOTAL:	345.00	
CONSOLIDATED COMMUNICATIONS	phone bill	GENERAL FUND	CITY ADMINISTRATION	86.32
	phone bill	GENERAL FUND	CITY CLERK	17.07
	phone bill	GENERAL FUND	FINANCE	134.37
	phone bill	GENERAL FUND	MUNICIPAL BUILDING	7.98
	phone bill	GENERAL FUND	POLICE	388.18
	phone bill	GENERAL FUND	FIRE	151.54
	phone bill	GENERAL FUND	BUILDING INSPECTOR	50.10
	phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	87.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone bill	GENERAL FUND	STREETS	58.07
	phone bill	GENERAL FUND	SENIOR COORDINATOR	6.70
	phone bill	GENERAL FUND	RECREATION/LEISURE SER	208.40
	phone bill	GENERAL FUND	SWIMMING POOL	31.34
	phone bill	GENERAL FUND	PARKS	96.84
	phone bill	GENERAL FUND	ECONOMIC DEVMT	33.03
	phone bill	LIBRARY FUND	LIBRARY	101.51
	phone bill	PUBLIC ACCESS	PUBLIC ACCESS	17.09
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	121.10
	phone bill	WATER	ADMIN AND GENERAL	174.26
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	198.60
	phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	36.89
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	163.27
	phone bill	TRANSIT	TRANSIT/TRANSPORTATION	51.96
			TOTAL:	2,222.07
CRYSTAL VALLEY	power plant fuel	ELECTRIC FUND	POWER PRODUCTION	9,673.71
			TOTAL:	9,673.71
RYAN EBERHART	school/ conference meals	GENERAL FUND	POLICE	31.86
			TOTAL:	31.86
ENVIRONMENTAL SYSTEMS RESEARCH INSTITU	gis esri maint. 4/16-3/17	ENVIRON SERVICES F	ADMIN AND GENERAL	400.00
			TOTAL:	400.00
FASTENAL COMPANY	ear muff hyg kit	GENERAL FUND	STREETS	11.91
	ext. cord 50'	GENERAL FUND	STREETS	66.19
	paint	GENERAL FUND	STREETS	41.69
	ear muff hyg kit	GENERAL FUND	PARKS	9.53
	ear muff hyg kit	WATER	ADMIN AND GENERAL	4.76
	drum grinder	WASTE WATER FUND	COLLECTOR/LIFT STAT	4.01
	ear muff hyg kit	WASTE WATER FUND	ADMIN AND GENERAL	4.76
	ear muff hyg kit	ENVIRON SERVICES F	ADMIN AND GENERAL	4.76
	hex key	ELECTRIC FUND	POWER DISTRIBUTION	0.58
	ear muff hyg kit	ELECTRIC FUND	ADMIN AND GENERAL	11.91
	fare box screws	TRANSIT	TRANSIT/TRANSPORTATION	0.82
			TOTAL:	160.92
FIRST NATIONAL BANK	\$365,000 go equip cert 200	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	45,000.00
	\$365,000 go equip cert 200	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	2,744.00
			TOTAL:	47,744.00
GRAFIX SHOPPE	squad striping	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	920.00
			TOTAL:	920.00
HACH COMPANY	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	101.72
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	515.82
	lab supplies ammonia	WASTE WATER FUND	SOURCE/TREATMENT	314.70
			TOTAL:	932.24
PAUL HAGEN	school/ conference meals	GENERAL FUND	POLICE	26.00
			TOTAL:	26.00
HAWKINS, INC.	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	97.48
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	227.46
			TOTAL:	324.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	214.05	
			TOTAL:	214.05	
INVENTORY TRADING COMPANY	uniforms	GENERAL FUND	POLICE	458.00	
			TOTAL:	458.00	
JOHN HENRY FOSTER	filters	WATER	PURIFICATION AND TREAT	240.31	
			TOTAL:	240.31	
MIKE KENNEDY	parking & food for green e	GENERAL FUND	PARKS	14.75	
	parking & food for green e	GENERAL FUND	PARKS	13.00	
			TOTAL:	27.75	
LAGER'S INC	'16 dodge grand caravan #8	WATER	CAPITAL-GENERAL PLANT	7,774.97	
	'16 dodge grand caravan #8	WASTE WATER FUND	CAPITAL-GENERAL PLANT	7,774.97	
	'16 dodge grand caravan #8	STORMWATER FUND	CAPITAL-GENERAL PLANT	7,774.97	
			TOTAL:	23,324.91	
MATHESON TRI-GAS INC	gas cylinder	GENERAL FUND	STREETS	3.20	
	oxyogen	GENERAL FUND	STREETS	1.40	
	gas cylinder	GENERAL FUND	PARKS	3.20	
	oxyogen	GENERAL FUND	PARKS	1.40	
	gas cylinder	WATER	DISTRIBUTION AND STORA	1.60	
	oxyogen	WATER	DISTRIBUTION AND STORA	0.70	
	gas cylinder	WASTE WATER FUND	SOURCE/TREATMENT	1.60	
	oxyogen	WASTE WATER FUND	SOURCE/TREATMENT	0.70	
	gas cylinder	ENVIRON SERVICES F	REFUSE DISPOSAL	1.60	
	oxyogen	ENVIRON SERVICES F	REFUSE DISPOSAL	0.70	
	gas cylinder	ELECTRIC FUND	POWER DISTRIBUTION	3.20	
	oxyogen	ELECTRIC FUND	POWER DISTRIBUTION	1.40	
	gas cylinder	STORMWATER FUND	TREATMENT	1.60	
	oxyogen	STORMWATER FUND	TREATMENT	0.70	
			TOTAL:	23.00	
MENARDS	gauge plumbing parts	WATER	SOURCE OF SUPPLY	15.13	
			TOTAL:	15.13	
MIKE'S COUNTRYSIDE BODY SHOP INC	squad repair	GENERAL FUND	POLICE	242.20	
			TOTAL:	242.20	
MISC VENDOR	INDELCO PLASTIC CORP	tube/ connector pumps	WATER	PURIFICATION AND TREAT	63.91
	PETERSON, LYNDON	senior dance entertainment	GENERAL FUND	SENIOR COORDINATOR	125.00
			TOTAL:	188.91	
MN DEPT OF LABOR & INDUSTRY	boiler license	COMMUNITY CENTER	COMMUNITY CENTER	10.00	
			TOTAL:	10.00	
MN DEPT OF PUBLIC SAFETY	2016 dot insp stickers	GENERAL FUND	STREETS	12.00	
	2016 dot insp stickers	GENERAL FUND	PARKS	12.00	
	2016 dot insp stickers	WATER	DISTRIBUTION AND STORA	6.00	
	2016 dot insp stickers	WASTE WATER FUND	SOURCE/TREATMENT	6.00	
	2016 dot insp stickers	ENVIRON SERVICES F	REFUSE DISPOSAL	6.00	
	2016 dot insp stickers	ELECTRIC FUND	POWER DISTRIBUTION	12.00	
	2016 dot insp stickers	STORMWATER FUND	TREATMENT	6.00	
			TOTAL:	60.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN MUNICIPAL UTILITIES ASSOCIATION	2016 2qrt annual safety tr	GENERAL FUND	FIRE	136.42
	2016 2qrt annual safety tr	GENERAL FUND	PUBLIC WORKS ADMIN	817.43
	2016 2qrt annual safety tr	GENERAL FUND	STREETS	817.96
	2016 2qrt annual safety tr	GENERAL FUND	PARKS	682.10
	2016 2qrt annual safety tr	COMMUNITY CENTER	COMMUNITY CENTER	409.26
	2016 2qrt annual safety tr	WATER	ADMIN AND GENERAL	545.68
	2016 2qrt annual safety tr	WASTE WATER FUND	ADMIN AND GENERAL	817.96
	2016 2qrt annual safety tr	ENVIRON SERVICES F	ADMIN AND GENERAL	272.84
	2016 1st qrt elec. utility	ELECTRIC FUND	ADMIN AND GENERAL	3,708.75
	2016 2qrt annual safety tr	ELECTRIC FUND	ADMIN AND GENERAL	682.10
	2016 2qrt annual safety tr	ELECTRIC FUND	ADMIN AND GENERAL	687.50
	2016 2qrt annual safety tr	STORMWATER FUND	ADMINISTRATION AND GEN	409.26
			TOTAL:	9,987.26
MN PIPE & EQUIPMENT	#247 hydrant flags	WATER	NON-DEPARTMENTAL	445.20
			TOTAL:	445.20
MN WASTEWATER OPERATORS ASSOC.	6 yrs dues hank connor pet	WASTE WATER FUND	ADMIN AND GENERAL	180.00
			TOTAL:	180.00
MOTOROLA SOLUTIONS, INC	radio battery	TRANSIT	TRANSIT/TRANSPORTATION	63.75
			TOTAL:	63.75
MVTL LABORATORIES INC	wwtf priority pollutants t	WASTE WATER FUND	SOURCE/TREATMENT	670.00
	wwtf priority pollutants t	WASTE WATER FUND	SOURCE/TREATMENT	368.00
	wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	92.00
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	77.00
	wwtf salty dis hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	165.00
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00
			TOTAL:	1,563.00
NICOLLET CTY PUBLIC HEALTH	mail senior newsletter	GENERAL FUND	SENIOR COORDINATOR	140.60
			TOTAL:	140.60
NICOLLET COUNTY TREASURER	tabs streets	GENERAL FUND	STREETS	73.50
	tab's #608 parks	GENERAL FUND	PARKS	16.00
	tabs streets	ELECTRIC FUND	POWER DISTRIBUTION	9.50
			TOTAL:	99.00
NORTH CENTRAL INTERNATIONAL	#44 bracket	GENERAL FUND	STREETS	50.01
			TOTAL:	50.01
PET EXPO DIST.	routine aquarium	LIBRARY FUND	LIBRARY	62.50
			TOTAL:	62.50
TODD PRAFKE-PETTY CASH	meals	GENERAL FUND	ECONOMIC DEVMT	30.36
	postage/ returned power co	PUBLIC ACCESS	PUBLIC ACCESS	8.70
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	0.49
			TOTAL:	39.55
PRIDE HEATING, COOLING & REFRIGERATION	pm for boilers in spcc	COMMUNITY CENTER	COMMUNITY CENTER	950.00
			TOTAL:	950.00
ROCHESTER MIDLAND CORPORATION	restroom handsfree soap, d	COMMUNITY CENTER	COMMUNITY CENTER	76.01
			TOTAL:	76.01

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SAM'S CLUB	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	20.92
	rec dept supplies	GENERAL FUND	RECREATION/LEISURE SER	10.68
	warming house supplies	GENERAL FUND	SKATING RINKS	52.31
	community center supplies	COMMUNITY CENTER	COMMUNITY CENTER	29.82
	youth concession supplies	YOUTH CENTER GRANT	YOUTH CENTER	118.20
			TOTAL:	231.93
SHOPKO STORES OPERATING CO., LLC	detergent & softner	WATER	PURIFICATION AND TREAT	41.15
			TOTAL:	41.15
SOUTHERN MN INITIATIVE FOUNDATION	2016 pledge pmt	GENERAL FUND	ECONOMIC DEVMT	1,000.00
			TOTAL:	1,000.00
ST PETER COMMUNITY & FAMILY EDUCATION	share of winter/ spring br	GENERAL FUND	RECREATION/LEISURE SER	1,120.35
			TOTAL:	1,120.35
ST PETER POLICE RESERVES	services provided to the r	RESTRICTED CONTRIB	CITY ADMINISTRATION	120.00
			TOTAL:	120.00
STAPLES ADVANTAGE	paper & rubberbands	GENERAL FUND	CITY ADMINISTRATION	58.22
	paper & rubberbands	GENERAL FUND	CITY CLERK	58.22
	paper & rubberbands	GENERAL FUND	FINANCE	38.81
	paper & rubberbands	GENERAL FUND	POLICE	31.05
	paper & rubberbands	GENERAL FUND	BUILDING INSPECTOR	15.52
	paper & rubberbands	GENERAL FUND	PUBLIC WORKS ADMIN	7.76
	tape	GENERAL FUND	STREETS	11.00
	flags, planner, tabs	GENERAL FUND	STREETS	20.56
	tape	GENERAL FUND	PARKS	8.80
	flags, planner, tabs	GENERAL FUND	PARKS	16.45
	paper & rubberbands	GENERAL FUND	ECONOMIC DEVMT	3.88
	paper & rubberbands	WATER	ADMIN AND GENERAL	34.93
	tape	WATER	ADMIN AND GENERAL	4.40
	flags, planner, tabs	WATER	ADMIN AND GENERAL	8.23
	paper & rubberbands	WASTE WATER FUND	ADMIN AND GENERAL	34.92
	tape	WASTE WATER FUND	ADMIN AND GENERAL	4.40
	flags, planner, tabs	WASTE WATER FUND	ADMIN AND GENERAL	8.23
	tape	ENVIRON SERVICES F	ADMIN AND GENERAL	4.39
	flags, planner, tabs	ENVIRON SERVICES F	ADMIN AND GENERAL	8.22
	paper & rubberbands	ELECTRIC FUND	ADMIN AND GENERAL	104.79
tape	ELECTRIC FUND	ADMIN AND GENERAL	11.00	
flags, planner, tabs	ELECTRIC FUND	ADMIN AND GENERAL	20.56	
			TOTAL:	514.34
STREICHER'S	uniform	GENERAL FUND	POLICE	89.98
			TOTAL:	89.98
JANE TIMMERMAN-PETTY CASH	postage	LIBRARY FUND	LIBRARY	15.60
	library supplies	LIBRARY FUND	LIBRARY	9.74
	mileage	COMMUNITY CENTER	COMMUNITY CENTER	14.04
			TOTAL:	39.38
US AUTO FORCE	squad tires	GENERAL FUND	POLICE	251.82
			TOTAL:	251.82
US HWY 169 CORRIDOR COALITION	corridor coalition dues	GENERAL FUND	STREETS	1,000.00
			TOTAL:	1,000.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
USA BLUE BOOK	solenoid valve	WASTE WATER FUND	SOURCE/TREATMENT	453.50
			TOTAL:	453.50
VERIZON WIRELESS	cell phone charges	GENERAL FUND	POLICE	341.90
	jet packs	GENERAL FUND	BUILDING INSPECTOR	70.06
	jet packs	GENERAL FUND	STREETS	8.75
	jet packs	GENERAL FUND	PARKS	7.00
	jet packs	WATER	ADMIN AND GENERAL	3.50
	jet packs	WATER	ADMIN AND GENERAL	35.01
	jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	jet packs	ELECTRIC FUND	ADMIN AND GENERAL	8.75
			TOTAL:	481.98
CHRIS VOELTZ	drivers license renewal	WATER	ADMIN AND GENERAL	45.25
			TOTAL:	45.25
VON ESSEN TOWING	pulled out of snow #412	WATER	CUSTOMER ACCOUNTS	21.67
	pulled out of snow #412	WASTE WATER FUND	CUSTOMER ACCOUNTS	21.67
	pulled out of snow #412	ELECTRIC FUND	CUSTOMER ACCOUNTS	21.66
			TOTAL:	65.00

===== FUND TOTALS =====

101	GENERAL FUND	12,187.99
201	PROPERTY INSURANCE	920.00
211	LIBRARY FUND	561.48
213	PUBLIC ACCESS	28.33
217	COMMUNITY CENTER	1,920.36
368	2008B BHS EQUIP CERTIFICA	47,744.00
474	2014 EQUIPMENT CERTIFICAT	18,548.00
475	2015 EQUIPMENT CERTIFICAT	7,762.00
601	WATER	9,607.50
602	WASTE WATER FUND	17,065.47
603	ENVIRON SERVICES FUND	812.59
604	ELECTRIC FUND	15,416.83
606	STORMWATER FUND	8,235.73
610	TRANSIT	118.94
820	RESTRICTED CONTRIBUTIONS	120.00
824	YOUTH CENTER GRANT	118.20

 GRAND TOTAL: 141,167.42

COUNCIL BILL LIST TOTAL
FOR 12/26/15 & 01/25/16

FUND TOTALS

101	GENERAL FUND	41,690.42
201	PROPERTY INSURANCE	920.00
211	LIBRARY FUND	6,904.38
213	Public Access	28.33
217	COMMUNITY CENTER	4,254.38
230	REVOLVING LOAN FUND	30.00
240	TORNADO DISASTER REV LOAN	
368	2008B BHS EQUIP CERT	47,744.00
379	2002 INDUST PARK IMPROV #13	
381	VOLMARY TWNHOMES TIF #9	
401	PERM IMPROVEMENT REVOLVING	760.10
404	PARK LAND DEDICATION	265.00
432	2013 B TIF #1-18 N THIRD	
459	WAS TERRACE HOUSING #15	
460	HOUSING DISTRUCT #20	105.00
473	2013 EQUIP CERT	
474	2014 EQUIPMENT CERTIFICAT	18,548.00
475	2015 EQUIPMENT CERTIFICAT	7,762.00
601	WATER	17,240.57
602	WASTE WATER FUND	28,512.36
603	ENVIRON SERVICES FUND	39,639.47
604	ELECTRIC FUND	581,014.51
606	STORMWATER FUND	13,936.63
610	HEARTLAND TRANSIT	2,490.98
627	MEDICAL CAMPUS	
820	RESTRICTED CONTRIBUTIONS	1,202.87
824	YOUTH CENTER GRANT	118.20

GRAND TOTAL: \$ 813,167.20

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
CTS	Yukon System Server upgrades	\$18,513.00	Water/Wastewater/ Electric
BGMN, Inc	Power flush and fluid exchange system	\$7,774.30	Various

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

Gambling License

American Legion Post #37 MC Hammers, LLC State Licensing Period
220 South Minnesota

- 3. The following reappointments to City Council advisory boards and commissions are hereby approved for the terms indicated:

HERITAGE PRESERVATION COMMISSION

Judy Douglas (2016-2018)

PARKS AND RECREATION ADVISORY BOARD

David Hoehn (2016-2018)

L. Lee Alger (2016-2018)

HOSPITAL COMMISSION

Mayor Zieman (February 1-June 1, 2016)

John Lammert (2013-2017)

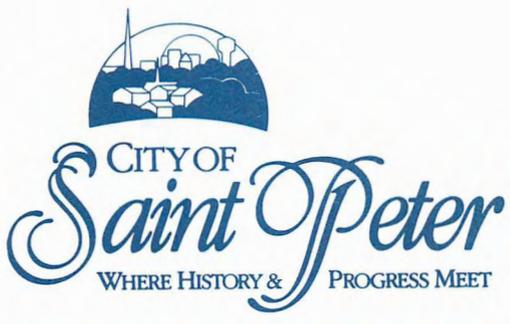
- 4. The schedule of disbursements for January 6, 2016 through January 20, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 20, 2016

FROM: Paula O'Connell
Director of Finance

RE: Decertification of Tax Increment Financing Districts 1-9 and 1-11

ACTION/RECOMMENDATION

Approve resolutions for decertification of Tax Increment Financing Districts 1-9 (Vista View and the Volmary Prairie Heights Housing) and 1-11 (Rock Ridge Apartments).

BACKGROUND

On September 14, 1998 the City created Tax Increment Financing District No. 1-9 for the purpose of assisting in the development of new affordable housing opportunities within the community. Development agreements were made with two separate developers to establish housing.

On June 24, 2002 the Tax Increment Financing District No. 1-11 was also established for the purpose of assisting in the development of new affordable housing opportunities within the community. One development agreement was made for this district.

These development obligations have been satisfied with the tax increment collected since the districts opened. The maximum life for each of the districts was 25 years and I recommend the districts be decertified early to include the full market values into the taxable tax base of all taxing agencies in keeping with what I believe to be the wishes of the Council when the districts were established.

Although there are other potential projects for which we could continue collecting increment from the district, I believe that the districts have fulfilled the obligations as originally intended and it is in the best interest of the community to decertify.

FISCAL IMPACT:

The increments received as of 12/31/15 from each of these districts have been applied to eligible obligations and zero money will be returned to the County. Obligations of the districts have been fulfilled and the City will no longer receive tax increment dollars from these property values. Instead, taxable market values will be increased by \$7,241,600 for all the taxing authorities in 2016.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for additional direction. The districts would not be decertified and the County would continue to treat the parcels as tax increment in 2016.

Negative vote. Staff will wait for additional direction from the Council.

Modification of the resolution. This is always an option of the Council.

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

PO/

TIF District No. 1-9 (Parcel A)

Vista View

*Nicollet Meadows
Townhome*

TIF District No. 1-9 (Parcel B)

Current Municipal Development District #1 Boundary = - - - - -

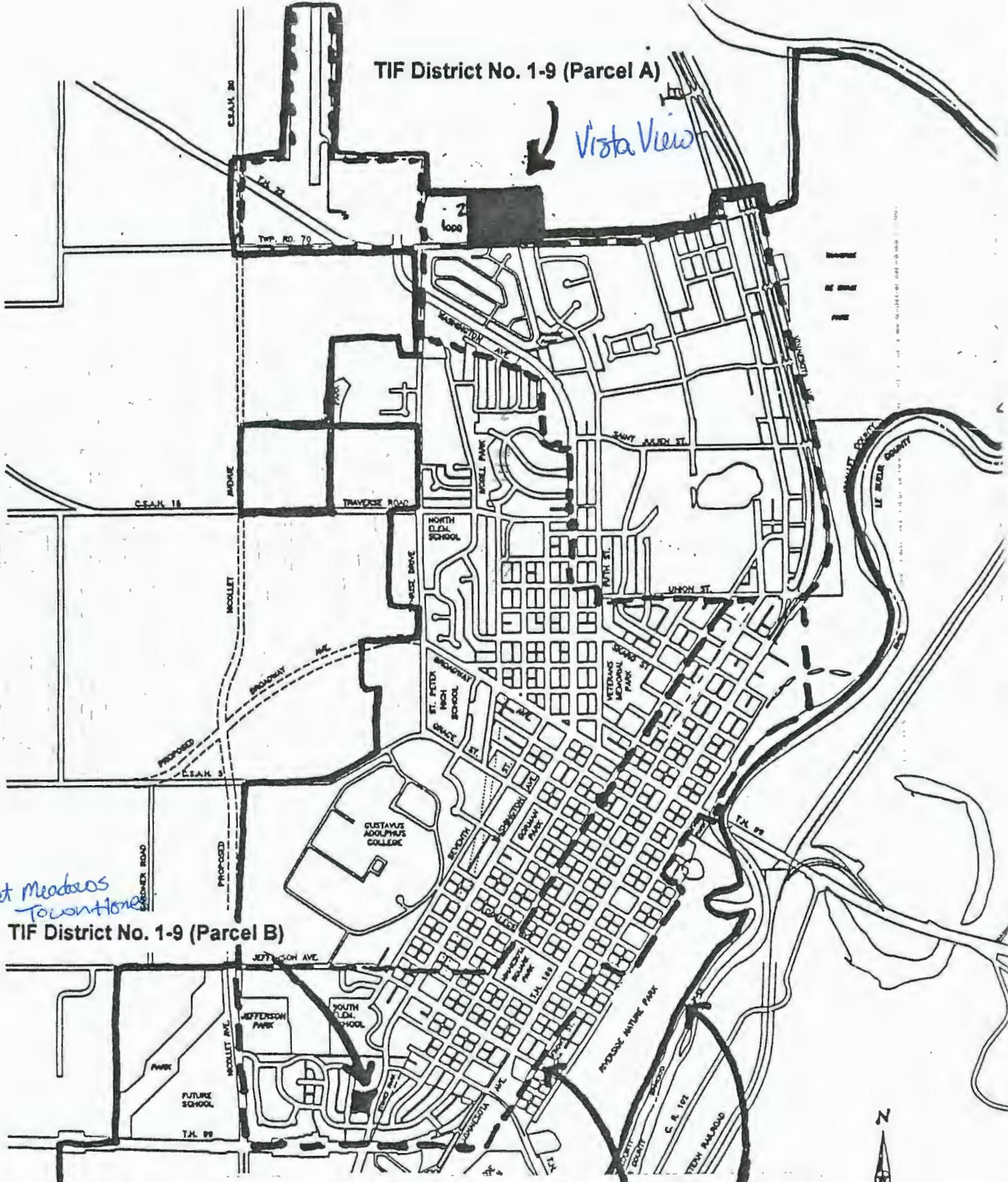
Proposed Municipal Development District #1 Boundary = _____
(Coterminous with corporate limits)

Tax Increment Finance (Housing) District No. 1-9 = ■



CITY OF ST. PETER

BOLTON & MENK, INC. - ENGINEERS



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING
DISTRICT NO. 1-9 OF THE CITY OF SAINT PETER**

WHEREAS, on September 14, 1998 the City of Saint Peter (the "City") created its Tax Increment Financing District No. 1-9 (the "District") within its Municipal Development District No. 1 (the "Project") for the purpose of assisting in the development of new affordable housing opportunities within the community; and

WHEREAS, as of the date hereof all obligations to which tax increment from the District have been pledged have been paid in full or defeased and all other costs of the Project have been paid; and

WHEREAS, the City desires by this resolution to cause the decertification of the District after which all property taxes generated within the District will be distributed in the same manner as all other property taxes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to take such action as is necessary to cause the County Auditor of Nicollet County to decertify the Tax Increment Financing No. 1-9 as a tax increment district and to no longer remit tax increment from the District to the City. The City shall remit, if any, excess increment to Nicollet County for redistribution.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 –

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

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING
DISTRICT NO. 1-11 OF THE CITY OF SAINT PETER**

WHEREAS, on June 24, 2002 the City of Saint Peter (the "City") created its Tax Increment Financing District No. 1-11 (the "District") within its Municipal Development District No. 1 (the "Project") for the purpose of assisting in the development of new affordable housing opportunities within the community; and

WHEREAS, as of the date hereof all obligations to which tax increment from the District have been pledged have been paid in full or defeased and all other costs of the Project have been paid; and

WHEREAS, the City desires by this resolution to cause the decertification of the District after which all property taxes generated within the District will be distributed in the same manner as all other property taxes.

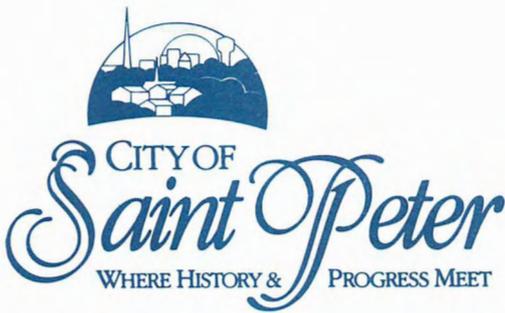
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to such action as is necessary to cause the County Auditor of Nicollet County to decertify the Tax Increment Financing No. 1-11 as a tax increment district and to no longer remit tax increment from the District to the City. The City shall remit, if any, excess increment to Nicollet County for redistribution.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/21/2016

FROM: Todd Prafke
City Administrator

RE: Minnesota Waste Processing Company Contract

ACTION/RECOMMENDATION

Approve the attached resolution directing the City Administrator to enter into a waste process agreement with Minnesota Waste Processing Company, LLC (MWPC).

BACKGROUND

The Council discussed this agreement during its first review of the Refuse Fund budget. As you may recall an agreement was with MWPC in 1994. This agreement does a couple of very important things related to the hauling, processing and, ultimately, the disposal of refuse from the community of Saint Peter.

The contract attached is substantially similar to the contract signed in 1994. The most significant difference is that the ownership of the Newport facility has changed to Ramsey and Washington counties. With that change has come a rate change for disposal at that facility which will impact your costs. As we discussed at your workshop on the refuse budget we have now been able to clearly define the impact and it is included in your budget discussion which will also take place at this meeting. The increase in disposal cost is \$5.35 per ton which is slightly over an 8% increase.

This agreement is for 11 years and replaces the agreement you currently have in place. There are provisions that allow you to terminate if you are able to find more efficient or environmentally friendly disposal opportunities. It may be interesting to note that when this agreement was first put in place in 1994, many, many communities in our area all agreed to the same contract and terms. I do expect that will be the case again this time. Again there are few alternatives and there is little value to MWPC to negotiate contracts with different terms for each community.

For some that may be new to this waste stream process, in a summarized and abbreviated explanation it works like this:

- Garbage is picked up at your residence.
- Hauled to MWPC facility in Mankato where it is mashed up and sorted.
- Materials that are able to be turned into energy are then delivered to the Newport facility and turned into energy (this is the driver in the proposed change to the contract).

- Remaining materials that cannot be turned into energy are taken to the Ponderosa Landfill (owned by Blue Earth County) south of Mankato near Rapidan.

There are not a lot of better environmentally friendly or financial alternatives. Landfill fees, distances, environmental issues and ownership of the waste once disposed of all are significant. The establishment of a whole new waste stream process is something that could be reviewed but is unlikely to yield either positive financial or environmentally friendly results.

FISCAL IMPACT:

The impact is to your Refuse Fund as the cost to dispose of materials at the Newport location will go up \$5.35 per ton.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for your direction. There are a number of things that we could pursue, but again, I don't believe better results would be obtained.

Negative vote. Staff will inform MWPC. While I am unsure of their response, they could refuse your waste and we would then face the task of finding an alternative location for your waste. The most likely location for that waste within a reasonable haul distance is Ponderosa Landfill. If they would be willing to take your waste it would be at a price that is more than the proposed contract here.

Modification of the resolution. This is always an option of the Council.

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

TP/bal

AGREEMENT FOR WASTE PROCESSING
AMONG
MINNESOTA WASTE PROCESSING COMPANY, LLC
AND
THE CITY OF SAINT PETER

Dated: _____

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AGREEMENT FOR WASTE PROCESSING

This Agreement, made and entered into this _____ day of _____, 2016, between the City of Saint Peter, Minnesota (hereinafter referred to as "City") and Minnesota Waste Processing Company, LLC, a Delaware limited liability company with its principal place of business at 31745 410th St., St. Peter, Minnesota 56082 (hereinafter referred to as "MWPC").

WHEREAS, MWPC controls and operates a waste transfer station located in Mankato, Minnesota servicing the Counties of Blue Earth, Nicollet, Sibley and Le Sueur (hereinafter referred to as the "Counties") to be owned and operated by MWPC; and

WHEREAS, MWPC has contracts with Washington and Ramsey Counties for processing of mixed municipal solid waste; and

WHEREAS, Washington and Ramsey Counties own and operate the Newport resource recovery facility (hereinafter referred to as "Newport") where mixed municipal solid waste is received and processed into refuse derived fuel, certain other recoverable materials and processed residue; and

WHEREAS, the Counties have established Solid Waste Management Plans in conformance with state and federal policies and statutes; and

WHEREAS, the City, in order to realize the landfill abatement objectives contained within the Solid Waste Management Plan of its County, desires to make Newport for mixed municipal solid waste processing capacity available to City hauler(s); and

WHEREAS the parties wish to enter into an agreement for an extended period of time;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is hereby agreed as follows:

ARTICLE 1
DEFINITIONS

For purposes of this Agreement, where written with an initial capital letter, the following terms, words and phrases listed in alphabetical order shall have the following meanings:

"Acceptable Household Quantities" shall mean waste which is otherwise Unacceptable Waste, but which is contained in garbage, refuse, and municipal solid waste generated from any permanent or temporary residential dwelling unit; provided, however, that no amount of hazardous Waste, Infectious Waste or any other waste that is regulated or restricted by law is Acceptable Waste. "Acceptable Non-Household Quantities" shall mean waste which is otherwise Unacceptable Waste, but which is contained in garbage,

refuse, and municipal solid waste generated from commercial, industrial, or community activities, where the quantity of such Unacceptable Waste contained in any load delivered to the Transfer station constitutes an insignificant portion of such load; provided, however, that no amount of Hazardous Waste, Infectious Waste or any other waste that is regulated or restricted by law is Acceptable Waste.

"Acceptable Waste" or "MSW" shall mean waste delivered by the City which is acceptable and can be further processed at Newport, including garbage, refuse, and other municipal solid waste from residential, commercial, industrial and community activities that the generator of the waste aggregates for collection and which is not otherwise defined herein as Unacceptable Waste; provided, that waste which is otherwise Unacceptable Waste but which falls within the definitions of Acceptable Household Quantities or Acceptable Non-Household Quantities shall be included within the definition of Acceptable Waste or MSW.

"Confidential Information" shall mean information that is proprietary to a Party including, without limitation, know-how, trade secrets, inventions, discoveries, improvements and ideas or works of authorship or other information relating to the business of a Party; information concerning any past, current or possible future products, projects, or business opportunities or plans of a Party; information about the research, development, engineering, purchasing, manufacturing, accounting, marketing, selling or leasing of products by a Party; and information concerning any past, current or possible future customers or business prospects of a Party.

"Disposal Facility" shall mean the "Ponderosa Landfill" designated by MWPC for the proper disposal of Non-Processible Waste and the residues from the processing of MSW which are not RDF or Recoverable Materials.

"Haulers" shall mean the persons or corporations properly licensed, franchised or otherwise permitted by the City to collect MSW from the City and citizens permitted to dispose of MSW at the Transfer Station.

"Hazardous Waste" shall mean such waste as defined from time to time by local legislation and ordinances, state or federal law, including county regulations and laws of the State of Minnesota, as hazardous.

"Infectious Waste" shall mean such waste as defined from time to time by local regulations and ordinances, state or federal law, including county regulations and laws of the State of Minnesota, as infectious.

"Non-Processible Waste" shall mean waste which cannot be processed at Newport due to its physical characteristics or potential harmful effects, including but not limited to: steel banding; baling wire; tree trunks or logs greater than 6" in diameter or 5" in length or other overweight or bulky waste; box springs, hide-a-bed or other bulky furniture; rolls of carpeting or other materials greater than 12" in diameter; gasoline, kerosene or propane tanks in any size; pressurized tanks; tires in quantity; fencing materials; plastics in quantity; motor vehicles; automotive engines, transmissions, rear ends, springs, fenders or other major parts of motor vehicles; trailers; agricultural equipment; marine vessels or similar items; farm and other large machinery; nonburnable construction materials; waste except paper products from the following establishments: service stations, auto paint shops, chemical plants, plastic processing plants and textile plants.

"Newport" shall mean resource recovery facility which owned, controlled or managed by Washington and Ramsey Counties or for which MWPC has a contract to use and which is designed to process Acceptable Waste.

"Party" or "Parties" shall mean the City, and MWPC as the context requires.

"RDF" shall mean refuse derived fuel without regard to its physical or chemical characteristics.

"Recoverable materials" shall mean ferrous and non-ferrous metals, glass and grits and any other materials for which a market exists.

"Service Fee" shall mean the fee specifically set forth in Article 3 hereof as adjusted from time to time pursuant to the terms of such Article 3.

"Transfer Station" shall mean the waste collection and transfer station located in Mankato, Minnesota controlled and operated by MWPC.

"Unacceptable Waste" shall mean waste which would likely pose a threat to the health or safety or to the environment, or which may cause damage to or adversely affect the operation of Newport in a material way including, but not limited to: (a) Hazardous Waste of any kind or nature such as explosives, radioactive materials, cleaning fluids, crankcase oils, cutting oils, paints, acids, caustics, poisons, pesticides, insecticides or drugs; (b) Infectious Waste of any kind or nature such as pathological and biological waste; sanitary sewage and other highly diluted water-carried materials or substances; human or animal waste; sludge, including sewage sludge and septic and cesspool pumpouts; human and animal remains; and (c) other wastes including solvents and

liquid wastes; street sweepings; mining waste; incinerator residue; transformers; batteries; aerosol cans; trees; demolition debris; ashes; foundry sand; concrete rubble; rock; gravel or construction debris.

"Utilization Facility" shall mean any entity using any of the RDF or Recoverable Materials from the MSW processed by or for Newport.

ARTICLE 2
WASTE DELIVERY AND PROCESSING

Section 2.1 Waste Delivery. Commencing on or about March 1, 2016, and during the term of this Agreement, the City shall cause Haulers under contract with the City to deliver all City MSW to MWPC at the Transfer Station, subject at all times to the availability of City MSW. The City shall make a good faith effort to cause such Haulers to deliver to the Transfer Station only Acceptable Waste and such Non-Processible Waste as MWPC may expressly agree to accept for disposal from time to time in its discretion. Nothing in this Section 2.1 shall obligate the City to deliver any minimum quantity of MSW to the Transfer Station.

Section 2.2 Integrated Waste Disposal Plan. The Parties acknowledge and agree that this Agreement supports and meets the requirements of the Counties' Solid Waste Management Plans and has the following additional elements:

- a) Transfer Station. MWPC owns and operates a transfer station in Mankato for the purpose of collection and transporting waste to Newport.
- b) Processing of MSW. MWPC has entered into an agreement with Washington Ramsey Counties for processing all processible MSW accepted by the Transfer Station (the "Processing Agreement").
- c) Landfill. MWPC will dispose of all residuals and non-processible waste to the Ponderosa Landfill, thus keeping all possible future liability as it has been the last 22 years.

Section 2.3 Waste Processing and Disposal. Consistent with the integrated waste disposal plan set forth in Section 2.2 above, MWPC shall receive City MSW at the Transfer Station. MSW will be transferred to Newport, and will be processed at Newport. Non-Processible Waste accepted by MWPC and the residues from processing which are not RDF or Recoverable Materials shall be properly disposed of by MWPC at the Ponderosa Landfill. MWPC shall be solely responsible for the method, location and processing of City MSW and Non-Processible Waste delivered to the Transfer Station.

Section 2.4 Waste Rejection Rights. A vehicle may be denied entrance to the Transfer Station if MWPC has reasonable basis to believe it

contains Hazardous Waste, Infectious Waste or any other Unacceptable Waste. In addition, MWPC may require the Hauler, at the Hauler's sole expense, to recover and properly dispose of waste that is deposited upon the tipping floor if said waste contains Hazardous Waste, Infectious Waste or other Unacceptable Waste. MWPC agrees to notify the city in the event a vehicle is denied entrance or is required to recover Unacceptable Waste and to provide to the City the name of the Hauler, the name of the vehicle driver, the time, date of vehicle arrival and the nature of the waste causing the nonacceptance.

Section 2.5 Hazardous and Infectious Waste. In the event MWPC discovers Hazardous Waste or Infectious Waste contained in waste delivered to the Transfer Station or Newport discovers Hazardous Waste or Infectious Waste in waste delivered to Newport. MWPC shall use methods and procedures generally accepted within the industry to separate out such Hazardous Waste or Infectious Waste from such waste. All Hazardous Waste or Infectious Waste separated out from waste at the Transfer Station or Newport prior to processing shall be managed by MWPC in accordance with all local, state and federal regulations.

ARTICLE 3 FEES AND PAYMENT

Section 3.1 Service Fee. The City shall pay MWPC a service fee equal to \$90.73 per ton of Acceptable Waste delivered to the Transfer Station, as adjusted from time to time as provided in this Section 3.1. The initial Service Fee shall be guaranteed for the years 2016 and 2017. Such Service Fee shall be adjusted (increased or decreased) in accordance with the pertinent Washington Ramsey Agreements. If the increase would be greater than the Annual CPI-U, the City shall have the option to opt out of the current agreement with sixty (60) days written notice. Said adjustments shall be effective as soon as reasonable upon notification of said adjustment.

Section 3.2 Disposal Fee. MWPC shall publish and deliver to the City from time to time during the term of this Agreement a list of Non-Processible Waste which MWPC is willing to accept at the Transfer Station together with a schedule of disposal fees for each such item. See Exhibit A for item list.

Section 3.3 Reports. Upon request, MWPC may, within ten (10) days of the end of each month during the term of this Agreement, provide the City with a report summarizing the total tons of MSW delivered to the Transfer station during the prior month, the tons of waste delivered to MWPC for processing, the tons of Non-Processible Waste delivered to MWPC for disposal and the amount of Unacceptable Waste returned to Haulers.

Section 3.4 Invoices and Payment. Within ten (10) days of the end of each month during the term of this Agreement, MWPC shall produce an invoice for all MSW delivered to the Transfer Station in the immediately preceding month as shown in the report issued by MWPC for

such period. Such invoices shall be rendered, at the election of the City, in accordance with the following terms and conditions:

- a) The City may elect to request MWPC to issue the invoice directly to the City. In such case, the invoice shall be due and payable to MWPC directly by the City within thirty (30) days of the date of invoice. If the City elects to be billed direct and pays MWPC directly, the City will receive a 2.7% discount on said invoice; or
- b) The City may elect to request MWPC to issue the invoice to the City's Haulers. If the City elects to request MWPC to render the invoice to the Haulers, such invoice shall be due and payable to MWPC by the Haulers within thirty (30) days of the date of the invoice. If the City elects to have the hauler billed and pay for the City waste under a separate account for the City, the hauler will receive a 1.7% discount on behalf of the City. In the event the Haulers fail to pay such invoice by the due date, the City shall pay to MWPC all such deficiencies within three (3) days upon written request from MWPC.
- c) The City may elect to have their waste billed directly to a hauler, and paid by the hauler, under a separate sub account to distinguish the city waste. Such invoice shall be due and payable to MWPC by the Haulers within thirty (30) days of the date of the invoice. If the city elects to have the hauler invoiced this way, the hauler would receive a 1% discount on behalf of the City. In the event the Haulers fail to pay such invoice by the due date, the City shall pay to MWPC all such deficiencies within three (3) days upon written request from MWPC.
- d) If and for so long as any payment from the City to MWPC pursuant to either Section s 3.4(a) or (b) or (c) above is overdue, MWPC may charge interest and late payment fees at the amount of 1 ½% of the amount of the unpaid balance or at the highest rate permitted by law, whichever is lower; and MWPC further reserves the right to reject delivery of MSW by the City until full amounts due to MWPC from the City have been received.

Irrespective of the method of invoicing selected by the City, the City shall at all times remain fully liable to MWPC for the payment of all Service Fees hereunder. Payment by the City to MWPC of the Service Fee shall in no way entitle the City to any portion of the proceeds from the utilization of RDF or any other Recoverable Materials.

ARTICLE 4
MANAGEMENT AND RECORDS

Section 4.1 Coordination. MWPC, and the City shall each appoint a representative who shall be charged with coordinating and managing the affairs of each in relation to this Agreement. The representative for MWPC shall be its general manager. The representative for the City shall be its City Administrator. Any Party may at any time change its designated representative on written notice to the other Parties.

Section 4.2 Access to Records. MWPC shall maintain complete and accurate records of all waste delivered to the Transfer Station, including MSW and Non-Processible Waste delivered to the Ponderosa Landfill and Unacceptable Waste rejected by MWPC hereunder. MWPC agrees that the City or its duly authorized representative, at any time during normal business hours and as often as the City may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc., which are pertinent and involve transactions relating to this Agreement. Such material must be retained for six (6) years by MWPC. MWPC accounting practices and procedures relevant to this Agreement shall also be subject to examination by any or all of the aforesaid persons as often as and during such times as aforesaid. All such MWPC data shall be kept confidential in accordance with the provisions of Article 8 below. All expenses incurred by the City in examining such records shall be borne by the City.

ARTICLE 5
REPRESENTATIONS AND WARRANTIES

In order to induce the City to enter into and perform this Agreement, MWPC represents and warrants to the City as follows:

Section 5.1 Organization and Standing. MWPC is a limited liability company duly organized under the laws of the State of Delaware. MWPC is validly existing and in good standing, has all requisite corporate authority to carry on its business as now being conducted by it, and is in good standing in each jurisdiction in which the nature of business conducted therein by it requires it to be qualified therein to do business.

Section 5.2 Authority. MWPC has taken all corporate action necessary for the authorization, execution, delivery and performance of this Agreement.

Section 5.3 Valid and Binding Agreements. This Agreement, when accepted by the City and MWPC constitute valid and binding agreements and obligations of the applicable parties thereto and are enforceable against each party thereto in accordance with their respective terms and conditions.

Section 5.4 Processing and Disposal of Waste. Acceptable Waste delivered by the City to MWPC shall be disposed of strictly in accordance with the integrated solid waste disposal plan set forth in Section 2.2 hereof and, to that end, MWPC shall deliver all processible MSW to Newport for processing and all Non-Processible Waste to the Ponderosa Landfill for disposal and Newport, for its part, shall process all MSW and shall provide for the utilization of all RDF and other Recoverable Materials at the Utilization Facility MWPC shall dispose of all MSW residue and Non-Processible Waste at the Ponderosa Landfill in accordance with the terms of the Ponderosa Agreement and applicable state and federal environmental regulations, including specifically 40 CFR 258, Subtitle D.

ARTICLE 6
LIABILITY

Section 6.1 Indemnification. Each Party agrees to defend, indemnify, and hold the other Parties, their officers, agents, contractors and employees harmless from any and all liability (statutory or otherwise), claims, suits, damages, judgments, costs or expenses, including reasonable attorney's fees, witness fees and disbursements incurred in the defense thereof, resulting directly or indirectly from or caused by any negligent act and/or omission of its officers, agents, contractors or employees in the performance of this Agreement. This Section 6.1 is not, as to third parties, a waiver of any defense or immunity otherwise available to the City; and MWPC in defending any action on behalf of the City shall be entitled to assert in any action every defense or immunity that the City could assert on its own behalf.

Section 6.2 Disclaimer of Liability. No Party shall in any event be liable to another for any special, incidental, indirect, exemplary, punitive or consequential damages such as, but not limited to, lost profits, revenue or good will, interest, loss by reason of shutdown or non-operation of equipment or machinery, increased expense of operation of equipment or machinery, loss of use of equipment or machinery, cost of purchased or replacement services or claims by customers or haulers, whether such loss or cost is based on contract, warranty, negligence, indemnity, strict liability or otherwise.

ARTICLE 7
INSURANCE

Section 7.1 Coverage. MWPC shall contract for and maintain during the term of this Agreement such insurance as will protect MWPC from liability arising out of potential claims in connection with the operations and services to be provided by MWPC to the City hereunder for the coverages and in the amounts set forth below:

- a) Workers' Compensation and Employer's Liability Insurance:

- a. Workers' Compensation Insurance shall be as required by law and shall include an all-states or universal endorsement.
 - b. Employer's Liability Insurance shall be written for not less than \$100,000.00 per occurrence.
- b) Automobile Liability Insurance, if applicable:
- a. Minimum Limits:
 - Bodily and Personal Injury: \$1,000,000.00 per occurrence
 - Property Damage: \$1,000,000.00 per occurrence
 - Annual Aggregate: \$1,000,000.00
 - c) General Liability Insurance: Such policy shall cover normal liabilities arising out of the operation of MWPC's business as contemplated by this Agreement with an annual aggregate coverage of \$1,000,000.00.

Section 7.2 Notification and Inspection. All such policies of insurance shall be made available by MWPC to the City for inspection and review at the City's request. All certificates evidencing such insurance shall provide that the carrier shall give the City thirty (30) days prior written notice in the event of any cancellation, non-renewal or material reduction in coverage provided under such policy.

ARTICLE 8
CONFIDENTIALITY

Section 8.1 Confidential Information. The Parties agree that they will not use or disclose Confidential Information of any other Party to any person not authorized to receive it. In the event of termination of this Agreement, each Party will promptly return over to the relevant Parties all records and any compositions, articles, devices, apparatus and other items that disclose, describe or embody Confidential Information of such other Parties.

Section 8.2 Protection of Confidential Information. Each Party shall, and shall cause its employees, agents and representatives to, protect all Confidential Information delivered or disclosed to it pursuant to this Agreement against unauthorized disclosure to third parties by maintaining all such Confidential Information in confidence. Each Party shall not, and shall not permit its employees, agents or representatives to, divulge such Confidential Information, in whole or in part, to any third party or to any of its own personnel not having a need to know; provided, that no Party shall be liable of the use or disclosure of Confidential Information which:

- a) Was in the possession of the receiving Party prior to its receipt from the disclosing Party;
- b) Is or becomes part of the public knowledge or literature through no fault of the receiving Party;

- c) Is or becomes available to the receiving Party from a source other than the disclosing Party which source has rightfully obtained such Confidential Information and has no obligation of confidentiality to the disclosing Party with respect thereto; or
- d) Is made available by the disclosing Party to a third party unaffiliated with the disclosing Party on an unrestricted basis.

ARTICLE 9
TERM AND TERMINATION

Section 9.1 Term and Termination. This Agreement shall take effect as of the date first above written and shall continue in force for an initial period of eleven (11) years, which conforms with the terms of applicable operating agreements and permits. Thereafter, this Agreement shall be automatically renewed for additional periods of one (1) year each, unless a Party gives the other Parties at least six (6) months' prior written notice of its intention not to renew the Agreement upon the expiration of the initial or any renewal term.

Section 9.2 Other Events Permitting Termination. Notwithstanding anything to the contrary contained herein, this Agreement may be terminated in accordance with the following provisions:

- a) In the event that the City can demonstrate to the reasonable satisfaction of MWPC that a commercially viable technology or methodology for waste disposal is available to the City which produces the same or superior degree of environmental protection as the integrated waste disposal plan described in Section 2.2 above and which will produce annual economic benefits to the City in excess of twenty-five percent (25%) per year of the annual cost to the City under this Agreement, MWPC shall within one (1) year of such demonstration by the City, notify the City in writing of their election of one of the following alternatives:
 - a. Within five (5) years of such election, to incorporate the commercially viable technology and have such technology available for use by the City under this Agreement, which correspondent reductions in the Service Fee to reflect any cost savings to MWPC ; or
 - b. Within five (5) years of such election, to match the economic savings to the City were such commercially viable technology to be incorporated; or
 - c. To refuse to perform either (a) or (b) above, in which case, the City shall have the right to terminate this Agreement upon six (6) months' prior written notice subject to the obligation of the City to pay to MWPC a pro rata share of MWPC's unamortized debt relating to the

original cost of the Transfer station, such pro rata share to be determined by the proportion which the average annual tonnage of MSW delivered to the Transfer Station by the City over the previous three years (or such shorter period, if applicable) bears to the total average annual tonnage of MSW delivered to the Transfer Station from all sources during such period.

- b) This Agreement may be terminated by the non-breaching Party on written notice if another Party shall be in material breach of its obligations under this Agreement and shall have failed to cure such breach within sixty (60) days after receipt of written notice thereof from the non-breaching Party;
- c) This Agreement may be terminated by a Party on written notice if another Party shall have: (i) been adjudicated bankrupt; (ii) failed a petition of any kind as to its bankruptcy or insolvency; (iii) had a receiver or trustee appointed for or with respect to all or a substantial part of its assets; (iv) entered into any composition with its creditors; (v) made a general assignment for the benefit of its creditors; or (vi) otherwise lost legal control of its business or assets; or
- d) This Agreement may be terminated by a Party on written notice if the performance of another Party of its obligations hereunder shall have been prevented by an event of Force Majeure for a continuous period of more than one hundred eighty (180) consecutive days as provided in Section 10.4 below.

ARTICLE 10
FORCE MAJEURE

Section 10.1 Definition. Force Majeure shall mean any event or condition, not existing as of the date of signature of this Agreement, not reasonably foreseeable as of such date and not reasonably within the control of any Party, which prevents in whole or in material part the performance by one of the Parties of its obligations hereunder or which renders the performance of such obligations so difficult or costly as to make such performance commercially unreasonable. Without limiting the foregoing, the following shall constitute events or conditions of Force Majeure: acts of State or, governmental action (other than a discretionary or unilateral act by the City), material changes in law, riots, disturbance, war, strikes, lockouts, slowdowns, prolonged shortage of energy supplies, epidemics, fire, flood, hurricane, typhoon, earthquake, lightening and explosion.

Section 10.2 Notice. Upon giving notice to the other Parties, a Party affected by an event of Force Majeure shall be released without any liability on its part from the performance of its obligations under this Agreement, except for the obligation to pay any amounts due and

owing hereunder, but only to the extent and only for the period that its performance of such obligations is prevented by the event of Force Majeure. Such notice shall include a description of the nature of the event of Force Majeure, its cause and possible consequence. The Party claiming Force Majeure shall promptly notify the other Parties of the termination of such event.

Section 10.3 Suspension of Performance. During the period that the performance by one of the Parties of its obligations under this Agreement has been suspended by reason of an event of Force Majeure, the other Parties may likewise suspend the performance of all or part of their obligations hereunder to the extent that such suspension is commercially reasonable.

Section 10.4 Termination. If the period of Force Majeure continues for more than one hundred eighty (180) consecutive days, a Party whose performance is not prevented by the event of Force Majeure may terminate this Agreement upon written notice to the other Parties.

ARTICLE 11 GENERAL TERMS AND CONDITIONS

Section 11.1 Independent Contractor. This Agreement does not make any Party hereto the employee, agent, partner, joint venture or legal representative of any other Party for any purpose whatsoever. No Party is granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of any other Party. In fulfilling its obligations pursuant to this Agreement, each Party hereto shall act as an independent contractor.

Section 11.2 Entire Agreement. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

Section 11.3 Assignment. No Party may assign or transfer this Agreement to another party without the prior written consent of the other Party; provided, that MWPC may freely subcontract or sublet all or part of this Agreement to third parties. No such subcontracting or subletting shall operate to relieve MWPC of their respective obligations hereunder. This Agreement shall insure to the benefit of and shall be binding on the successors and permitted assigns of the Parties. This Agreement and the rights and obligation arising hereunder shall not be affected by any change in the corporate structure or ownership of the Parties.

Section 11.4 Notices. All notices permitted or required to be given hereunder shall be delivered personal or sent by telecopy or electronically or registered or certified mail, postage prepaid, return receipt requested, addressed to the addresses of the Parties hereto as set forth above or to such other addresses as the Parties

may designate by like notice from time to time. Notices so given shall be effective (a) upon the date of personal delivery, (b) if sent by telecopy, concurrently with the transmission thereof if the sender's machine procures a transmission report without notice of a communication fault, (c) on the fifth (5th) business day following the date on which such notice is mailed by registered or certified mail.

Section 11.5 Amendment. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived, in whole or in part, except by a writing signed by the Parties hereto.

Section 11.6 Severability. In the event that any of the terms of this Agreement are in conflict with any rule of law or statutory provision or otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from this Agreement, but such invalidity or unenforceability shall not invalidate any of the other terms of this Agreement, and this Agreement shall continue in force, unless the invalidity or unenforceability of any such provisions hereof does substantial violence to, or where the invalid or unenforceable provisions comprise an integral part of, or are otherwise inseparable from, the remainder of this Agreement.

Section 11.7 Compliance with Applicable Laws. The Parties to this Agreement shall at all times conduct their activities hereunder in accordance with all applicable federal, state and local laws, rules and government regulations.

Section 11.8 Waiver. No failure by a Party hereto to take any action or assert any right hereunder shall be deemed to be a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

Section 11.9 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one (1) and the same instrument.

Section 11.10 Governing Law. The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement.

Section 11.11 Remedies Cumulative. Each of the rights and remedies of the Parties set forth in this Agreement shall be cumulative with all other such rights and remedies, as well as with all rights and remedies of the Parties hereto otherwise available at law or in equity.

Section 11.12 Data Privacy. MWPC and the City agree to abide by the provisions of the Minnesota Government Data Practices Act and all other applicable state and federal laws, rules and regulations relating to data privacy or confidentiality, and as any of the same may be amended. Each Party agrees to defend and hold the other

Parties, their officers, agents and employees harmless from any claims resulting from such Party's unlawful disclosure and/or use of such protected data.

Section 11.13 Affirmative Action. In accordance with the City's policies against discrimination, no person shall be excluded from full employment rights or participation in or the benefits of any program, service or activity of MWPC on the ground of race, creed, color, religion, age, sex, physical or mental disability, marital status, affectional/sexual preference, public assistance status, veteran status, or national origin; and no person who is protected by applicable federal or state laws, rules, and regulations against discrimination shall be otherwise subjected to discrimination.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

The City of Saint Peter

By: _____

Its: _____

Date: _____

Minnesota Waste Processing Company, LLC
A Delaware Limited Liability Company

By: _____

Its: _____

Date: _____

Exhibit A

MWPC Extra Items

Description	Rate
Minimum Charges, up to 100 lb	\$ 5.00
Appliances:	
Air Conditioner	\$ 25.00
Dehumidifier	\$ 25.00
Dishwasher	\$ 25.00
Dryer	\$ 25.00
Freezer	\$ 25.00
Microwave	\$ 25.00
Refrigerator	\$ 25.00
Stove	\$ 25.00
Washing Machine	\$ 25.00
Water Heater	\$ 25.00
Hauler Rate Appliance	\$ 13.00
Bulky Items:	
Box Spring	\$ 8.00
Mattress	\$ 8.00
Recliner	\$ 8.00
Sofa	\$ 8.00
Bulky Item with mixed load	\$ 5.00
Documents / lb.	\$ 0.10
Documents / ton	\$200.00
Tire w/o Rim	\$ 5.00
Tire w/ Rim	\$ 7.50
Tire - Truck/Semi	\$ 10.00
Tire - Tractor	\$ 30.00
E-Waste	\$0.50/lb

***Pricing last changed in March 2012*

MWPC Operating Fees					
Rate Increase	Year	Tip Fee with 2.7% Discount	Processing Rate	Operating Fee	
	1994	\$78.50	\$61.00	\$17.50	
	2000	\$80.56	\$62.65	\$17.91	
	2014	\$81.77	\$63.59	\$18.18	
	2015	\$83.08	\$64.65	\$18.43	
	2016	\$88.28	\$70.00	\$18.28	

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING EXECUTION OF CONTRACT WITH MINNESOTA WASTE
PROCESSING COMPANY, LLC**

WHEREAS, the City of Saint Peter provides for municipal residential waste collection services;
and

WHEREAS, the Council has previously entered into a waste processing contract deemed to be
both financially efficient and environmentally appropriate; and

WHEREAS, the current service provider, Minnesota Waste Processing Company LLC., has
presented a modified contract based on changes to the ownership and cost of the waste to
energy facility that a portion of the community's waste is sent to; and

WHEREAS, the contract provides for the current waste stream to be maintained without a
disruption of service.

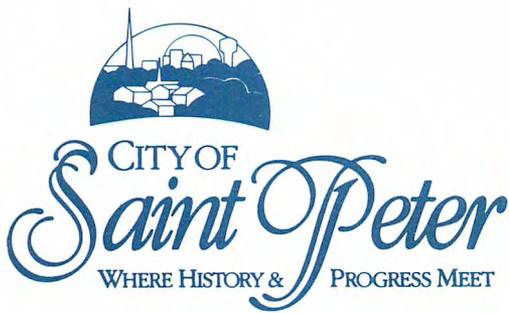
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT
PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Administrator is directed to enter
into a contract with Minnesota Waste Processing LLC effective March 1, 2016.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day
of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/20/16

FROM: Todd Prafke
City Administrator

RE: Local Government Aid (LGA)

ACTION/RECOMMENDATION

Approve the attached resolution documenting City Council support for Minnesota State Legislative action providing additional LGA funds.

BACKGROUND

The Council directed staff at a previous workshop to develop a resolution documenting Council support for Minnesota State Legislative action providing additional LGA funds.

While the State has seen significant growth in reserves, LGA has remained below comparable levels from the early 2000's, meaning that additional local tax payers have disproportionately shared in the increasing cost of basic services. This is especially challenging for the City of Saint Peter in that a significant amount of property, including State owned operations, call Saint Peter home but do not pay property taxes.

The goal of the resolution to articulate the Council's desire to see LGA increase relative to costs associated with the basic need for services.

FISCAL IMPACT:

While there is no cost to the passage of this resolution this sends a strong message of the Council's desires related to taxes, basic service provision and the needs of your community. LGA is used on a dollar for dollar basis to reduce tax levies on local property tax payers.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for additional direction.

Negative vote. Staff will take no action.

Modification of the resolution. This is always an option of the Council.

Please let me know if you have any questions or concerns on this agenda item.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION SUPPORTING A 2016 LEGISLATIVE SESSION ACTION TO INCREASE
LOCAL GOVERNMENT AID**

WHEREAS, Local Government Aid (LGA) is a critical need for the City of Saint Peter; and

WHEREAS, LGA provides funding to restrain property taxes on homeowners and businesses;
and

WHEREAS, LGA provides for basic services in the City of Saint Peter such as public safety,
infrastructure and fire protection; and

WHEREAS, the Legislature and State agencies have imposed unfunded mandates upon local
cities including, among others, increased pension requirements, expensive wastewater
infrastructure costs; and

WHEREAS, no omnibus tax bill was passed by the 2015 legislature resulting in a freeze to LGA
appropriations.

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

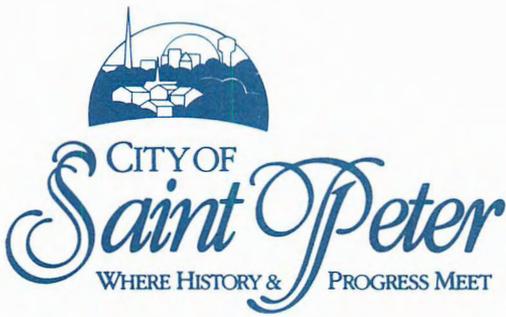
1. The City of Saint Peter supports an increase in the base appropriation for Local
Government Aid of \$45.5 million effective for aid payable in 2017 and urges adoption of
this proposal by the House and Senate.
2. Staff is directed to forward a copy of this resolution to the local representatives; the
Speaker of the House, the Senate Majority leader, the House Tax Chair, the Senate Tax
Chair and Governor Dayton.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day
of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/20/16

FROM: Todd Prafke
City Administrator

RE: Council Travel Request

ACTION/RECOMMENDATION

Approve out of state travel request for Mayor Zieman as required by the elected official travel policy.

BACKGROUND

The City Council has adopted an elected officials travel policy which requires Council approval for out of state travel by any elected official. Mayor Zieman wishes to travel to Petatlan, Mexico as the City's representative to the Sister City program in March, 2016.

The Council has budgeted \$500 for this travel and Mayor Zieman has agreed to finance any costs above the budgeted amount.

Should the Council wish to approve the travel request, a resolution has been prepared for your consideration.

FISCAL IMPACT:

Up to \$500 in expenditures will be financed by the General Fund with any additional costs being paid by Mayor Zieman.

ALTERNATIVES/VARIATIONS:

Approval: Mayor Zieman will move forward with travel arrangements.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION AUTHORIZING ELECTED OFFICIAL TRAVEL

WHEREAS, the City Council has adopted an "elected official travel policy" as required by State Statutes; and

WHEREAS, the City Council has expressed desire to participate in the Sister City program; and

WHEREAS, the Sister City committee has arranged for a visit to a Sister City community of Petatlan, Mexico; and

WHEREAS, Mayor Zieman has expressed interest in participating as the City's representative; and

WHEREAS, five hundred dollars has been budgeted for City expenses and Mayor Strand has agreed to personally fund any charges above the budgeted amount.

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

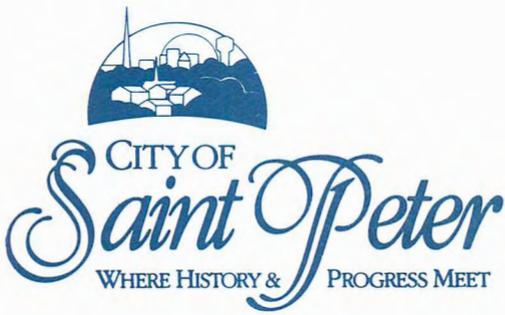
1. Authorization is hereby provided for Mayor Zieman to travel to Petatlan, Mexico as part of the Sister City program in March, 2016 at a cost of \$500.
2. Any additional costs for the trip shall be paid by Mayor Strand.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/20/2016

FROM: Pete Moulton
Director of Public Works

RE: Housing Subdivision Preliminary Engineering

ACTION/RECOMMENDATION

Authorize Bolton and Menk, Inc. to provide preliminary engineering services associated with development of an affordable housing subdivision on Traverse Road in an amount not to exceed \$144,000.

BACKGROUND

The City is in the planning stages for a third affordable housing subdivision. With the approval of the land purchase and from previous discussions with the City Council a proposal for engineering services has been assembled.

Subdivision Improvements: In order to lay out the proposed development Bolton and Menk, Inc. will take the 80-acres and set up a proposed phased development. Approximately 23-acres will be set aside for a future elementary school, 6-acres for a neighborhood park, and 15-acres in an outlot on the north end of the development. The outlot would be offered for private development in a request for proposal (RFP), which is planned for market rate home development. The remaining 36-acres would be built in three phases of construction. The following summary includes Phase I which would be the approximately 60 homes.

Design Improvements: Planned improvements are as follows for Phase I.

Water	\$ 385,600
Sewer	\$ 273,830
Stormwater	\$ 267,867
<u>Street and Site Improvements</u>	<u>\$1,025,037</u>
Sub-total	\$1,953,334
<u>Contingency 2.5%</u>	<u>\$ 48,833</u>
Total Estimated Improvements	\$2,002,167

This preliminary estimate was used to prepare the cost for Bolton and Menk, Inc. engineering services which include:

Engineering Services

1) Preparation of plans and specifications and bidding for construction	
Boundary Survey and Topography	\$ 11,000
Preliminary Plat	\$ 20,000
Final Plat	\$ 6,500
Construction Plans and Specifications	\$ 94,000
Detailed Final Lot Grading	\$ 5,000
Cost Estimate Preparation / Lot Analysis Cost	\$ 6,000
Prepare Ad for Bids, Open Bids, Tabulate Bids, Recommendation	\$ 1,500
	Total \$144,000

Should the City Council authorize this engineering proposal the goal would be to complete work with the following schedule in mind.

- Plan and Site Development Completed By February 18
- Bids Received March 9
- Council Review and Bid Evaluation March 14

FISCAL IMPACT:

Funds for engineering work would come from General Fund and Utility Funds as identified.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the City Council.

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

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

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

PM/amg



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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

www.bolton-menk.com

MEMORANDUM

Date: January 6, 2016

To: Pete Moulton
Director of Public Works

From: Timothy O. Loose, PE
Jeffrey A. Domras, PE

Subject: Proposed Affordable Housing Subdivision Design Services
Northwest Corner of Nicollet Avenue and Traverse Road

We are excited to assist the City of Saint Peter in the development of their third affordable housing subdivision. Like Nicollet Meadows and Washington Terrace, the proposed subdivision will utilize the Building Better Neighborhoods concept to provide an affordable housing option for homebuyers.

The subdivision will be located on previously farmed land in the northwest corner of the Nicollet Avenue (CSAH 20) and Traverse Road intersection. The parcel is about 80-acres in size and is proposed to be developed in phases with the first phase containing about 60 lots. The goal is to have a sufficient number of lots available to meet the demand for this type of housing, while at the same time not overextending resources to develop lots that will sit vacant for an extended period of time.

As requested, I have prepared a fee estimate for the engineering and surveying services necessary to develop the first phase of the property. These services include preliminary and final platting, preparation of roadway and grading plans, design of storm, sanitary and watermain systems, preparation of plans and specifications for construction, and bidding. The preliminary plat will show the location of roadways and lots for future phases of the subdivision along with an outlot on the north and south sides of future Clark Street. The plat will also show proposed utilities and grading for the future phases.

The estimated fee for each task is noted below.

·	Boundary Survey & Topography	\$ 11,000
·	Preliminary Plat (includes proposed grading and utility improvements)	\$ 20,000
·	Final Plat (includes setting first phase property pins)	\$ 6,500
·	Construction Plans and Specifications (street, utilities, grading).....	\$ 94,000
·	Detailed Final Lot Grading Plan (for future home builders and City Staff)....	\$ 5,000
·	Cost Estimate Preparation/Lot Cost Analysis	\$ 6,000
·	Bidding Services.....	\$ 1,500

Total. \$144,000

The above-mentioned work will be performed at an hourly rates not-to-exceed **\$144,000**. We are excited to be part of the project team and look forward to another successful City subdivision.

Once bids are opened, we will be happy to provide a fee estimate for construction services if the City chooses to move ahead with the project. Please let us know if you have any questions.

H:\STP\SENG\FEE\PROPOSAL\Affordable Housing Sub NW Corner Nicollet&Traverse proposal.doc

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

PRELIMINARY ENGINEER'S ESTIMATE

Affordable Housing Subdivision - NW Corner Nicollet Avenue and Traverse Road
 CITY OF ST. PETER
 BMI PROJECT NO. M14.111082

1/7/2016

H:\STPEW14111082\Preliminary\Calculations\Preliminary Estimate.xlsx\Preliminary

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ITEM NO.	ITEM	UNIT	UNIT PRICE	PHASE I		PHASE II		PHASE III		CLARK STREET		PROJECT TOTAL	
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	MOBILIZATION	LS		1.00	\$40,000.00	1.00	\$35,000.00	1.00	\$15,000.00		\$0.00	3	\$90,000.00
2	TRAFFIC CONTROL	LS		1.00	\$2,500.00	1.00	\$1,000.00	1.00	\$2,000.00		\$0.00	3	\$5,500.00
3	COMMON EXCAVATION (P)	CY	\$7.00	20000	\$140,000.00	15000	\$105,000.00	5000	\$35,000.00	15000	\$105,000.00	55000	\$385,000.00
4	TOPSOIL SUBCUT (EV)	CY	\$6.00	12000	\$72,000.00	10000	\$60,000.00	3500	\$21,000.00	3500	\$21,000.00	28000	\$174,000.00
5	SUBGRADE EXCAVATION (EV)	CY	\$7.00	250	\$1,750.00	200	\$1,400.00	100	\$700.00	150	\$1,050.00	700	\$4,900.00
6	STABILIZING AGGREGATE (CV)	CY	\$35.00	250	\$8,750.00	200	\$7,000.00	100	\$3,500.00	150	\$5,250.00	700	\$24,500.00
7	ROCK CONSTRUCTION ENTRANCE	EA	\$2,500.00	2	\$5,000.00	3	\$7,500.00	2	\$5,000.00	2	\$5,000.00	8	\$22,500.00
8	AGGREGATE BASE CLASS 5 (CV, P)	CY	\$32.00	3369	\$107,808.00	2750	\$88,000.00	997	\$31,804.00	1735	\$55,520.00	8851	\$283,232.00
9	CONCRETE CURB & GUTTER, DES. B818	LF	\$13.50	6935	\$93,622.50	5018	\$67,743.00	2128	\$28,701.00	2371	\$32,008.50	16450	\$222,075.00
10	2.0" BITUMINOUS NON-WEAR COURSE	SY	\$9.50	15158	\$144,010.50	12375	\$117,562.50	4487	\$42,628.50	5204	\$49,438.00	37225	\$353,837.50
11	1.5" BITUMINOUS WEAR COURSE	SY	\$8.00	15158	\$121,272.00	12375	\$99,000.00	4487	\$35,898.00		\$0.00	32021	\$258,168.00
12	2.0" BITUMINOUS WEAR COURSE	SY	\$9.50		\$0.00		\$0.00		\$0.00	10408	\$98,878.00	10408	\$98,878.00
13	4" CONCRETE WALK	SF	\$4.50	32938	\$148,221.00	27729	\$124,780.50	12163	\$54,733.50	13840	\$62,280.00	86670	\$380,015.00
14	6" CONCRETE WALK	SF	\$7.00	1874	\$13,118.00	840	\$5,880.00	702	\$4,914.00	1950	\$13,650.00	5366	\$37,562.00
15	TRUNCATED DOMES	SF	\$60.00	304	\$18,240.00	64	\$3,840.00	84	\$3,840.00	128	\$7,680.00	560	\$33,600.00
16	7" CONCRETE DRIVEWAY PAVEMENT	SY	\$62.00	933	\$57,846.00	378	\$23,436.00	1044	\$64,728.00		\$0.00	2355	\$146,010.00
17	12" RCP STORM SEWER PIPE	LF	\$34.00	471	\$16,014.00	272	\$9,248.00	83	\$2,822.00		\$0.00	826	\$28,084.00
18	15" RCP STORM SEWER PIPE	LF	\$38.00	757	\$28,786.00	658	\$25,004.00	74	\$2,812.00		\$0.00	1489	\$56,582.00
19	18" RCP STORM SEWER PIPE	LF	\$42.00	186	\$7,812.00	103	\$4,326.00	225	\$9,450.00		\$0.00	514	\$21,588.00
20	24" RCP STORM SEWER PIPE	LF	\$50.00	1147	\$57,350.00	309	\$15,450.00		\$0.00		\$0.00	1458	\$72,800.00
21	30" RCP STORM SEWER PIPE	LF	\$65.00		\$0.00	254	\$16,510.00		\$0.00		\$0.00	254	\$16,510.00
22	36" RCP STORM SEWER PIPE	LF	\$80.00	300	\$24,000.00	167	\$13,360.00		\$0.00		\$0.00	467	\$37,360.00
23	42" RCP STORM SEWER PIPE	LF	\$105.00		\$0.00	412	\$43,260.00		\$0.00		\$0.00	412	\$43,260.00
24	48" RCP STORM SEWER PIPE	LF	\$135.00	60	\$8,100.00	235	\$31,725.00		\$0.00		\$0.00	295	\$39,825.00
25	CONST DRAINAGE STRUCTURE DES 4020-48"	LF	\$325.00	39	\$12,675.00	52	\$16,900.00	7	\$2,112.50		\$0.00	98	\$31,887.50
26	CONST DRAINAGE STRUCTURE DES 4020-60"	LF	\$475.00	28	\$13,300.00	14	\$6,650.00		\$0.00		\$0.00	42	\$19,950.00
27	CONST DRAINAGE STRUCTURE DES 4020-72"	LF	\$575.00	24	\$13,800.00		\$0.00		\$0.00		\$0.00	24	\$13,800.00
28	CONST DRAINAGE STRUCTURE DES 4020-84"	LF	\$850.00		\$0.00	18	\$15,300.00		\$0.00		\$0.00	18	\$15,300.00
28	CONST DRAINAGE STRUCTURE DES 4020-96"	LF	\$1,000.00		\$0.00	40	\$40,000.00		\$0.00		\$0.00	40	\$40,000.00
30	CONST DRAINAGE STRUCTURE DES SD-1	LF	\$250.00	158	\$39,000.00	98	\$24,375.00	28	\$8,500.00		\$0.00	280	\$69,875.00
31	STORM CASTING ASSEMBLY W/ CHIMNEY SEAL	EA	\$750.00	27	\$20,250.00	31	\$23,250.00	5	\$3,750.00		\$0.00	63	\$47,250.00
32	18" RCP FLAIED END SECTION	EA	\$1,200.00		\$0.00		\$0.00	1	\$1,200.00		\$0.00	1	\$1,200.00
33	36" RCP FLAIED END SECTION	EA	\$1,800.00	1	\$1,800.00		\$0.00		\$0.00		\$0.00	1	\$1,800.00
34	48" RCP FLAIED END SECTION	EA	\$2,500.00		\$0.00	1	\$2,500.00		\$0.00		\$0.00	1	\$2,500.00
35	POND EXCAVATION (ESTIMATED)	CY	\$5.00	5000	\$25,000.00	5000	\$25,000.00	6000	\$25,000.00		\$0.00	15000	\$75,000.00
36	CONNECT TO EXISTING SANITARY PIPE	EA	\$500.00	2	\$1,000.00	3	\$1,500.00	1	\$500.00	2	\$1,000.00	8	\$4,000.00
37	4" SDR-26 SANITARY SEWER SERVICE	LF	\$23.00	1860	\$42,780.00	1660	\$38,180.00	880	\$20,240.00	560	\$12,880.00	4960	\$114,080.00
38	6" SDR-26 SANITARY SEWER SERVICE	LF	\$25.00		\$0.00	30	\$750.00		\$0.00		\$0.00	30	\$750.00
39	8" SDR-35 SANITARY SEWER PIPE	LF	\$27.00	3782	\$102,114.00	2479	\$66,933.00	1182	\$31,914.00	120	\$3,240.00	7663	\$204,201.00
40	12" SDR-35 SANITARY SEWER PIPE	LF	\$32.00		\$0.00		\$0.00		\$0.00	2512	\$80,384.00	2512	\$80,384.00
41	8"x4" SDR-26 SANITARY SEWER WYE	EA	\$225.00	62	\$13,950.00	52	\$11,700.00	22	\$4,950.00		\$0.00	138	\$30,600.00
42	8"x8" SDR-26 SANITARY SEWER WYE	EA	\$250.00		\$0.00	1	\$250.00		\$0.00		\$0.00	1	\$250.00
43	12"x8" SDR-26 SANITARY SEWER WYE	EA	\$350.00		\$0.00		\$0.00		\$0.00	2	\$700.00	2	\$700.00
44	12"x4" SDR-26 SANITARY SEWER WYE	EA	\$325.00		\$0.00		\$0.00		\$0.00	14	\$4,550.00	14	\$4,550.00
45	SANITARY MANHOLE DES 4007-48"	LF	\$275.00	187	\$51,375.00	87	\$23,815.00	18	\$4,950.00	154	\$42,350.00	455	\$125,180.00
46	SANITARY CASTING W/ CHIMNEY SEAL	EA	\$600.00	12	\$7,200.00	7	\$4,200.00	2	\$1,200.00		\$0.00	21	\$12,600.00
47	JACK AND AUGER 12" SANITARY SEWER	LF	\$95.00		\$0.00		\$0.00		\$0.00	120	\$11,400.00	120	\$11,400.00
48	SANITARY SWR EXTENSION S SIDE TRAVERSE ROAD W OF NICOLLET AVE	LF	\$40.00	1318	\$52,720.00		\$0.00		\$0.00		\$0.00	1318	\$52,720.00
49	CONNECT TO EXISTING WATERMAIN PIPE	EA	\$1,000.00	2	\$2,000.00	3	\$3,000.00	1	\$1,000.00		\$0.00	6	\$6,000.00
50	6" DIP WATERMAIN, CL 52	LF	\$35.00	210	\$7,350.00	150	\$5,250.00	60	\$2,100.00	60	\$2,100.00	480	\$16,800.00
51	8" DIP WATERMAIN, CL 52	LF	\$42.00	3531	\$148,302.00	2582	\$108,444.00	1235	\$51,870.00	1194	\$50,148.00	8542	\$358,764.00
52	6" GATE VALVE & BOX	EA	\$1,500.00	7	\$10,500.00	5	\$7,500.00	2	\$3,000.00		\$0.00	14	\$21,000.00
53	8" GATE VALVE & BOX	EA	\$2,300.00	18	\$41,400.00	7	\$16,100.00	4	\$9,200.00	2	\$4,600.00	29	\$67,700.00

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION AUTHORIZING PRELIMINARY ENGINEERING FOR PROPOSED HOUSING
SUBDIVISION**

WHEREAS, affordable housing is a goal of the City Council; and

WHEREAS, the City has purchased land for a proposed housing subdivision; and

WHEREAS, preparation of a preliminary and final plat are necessary to provide an adequate design; and

WHEREAS, the City Council has directed staff to begin the process of installing utility improvements for water, sewer and stormwater; and

WHEREAS, Bolton and Menk, Inc. is willing and able to perform preliminary engineering services for the proposed subdivision; and

WHEREAS, staff recommends Bolton and Menk, Inc. be retained to provide those services.

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

1. The City Council hereby retains Bolton and Menk, Inc. to provide for engineering of Traverse Road Affordable Housing Subdivision not to exceed \$144,000.
2. Funding for the work shall be from the General Fund and Utility Funds reserves until such time as the Tax Increment Financing District is in place.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



MEMORANDUM

**City of
Saint
Peter**

TO: Mayor Zieman and Council Members
FROM: James W. Brandt
City Attorney
DATE: January 21, 2016
RE: City Administrator Contract



Home of Gustavus
Adolphus College

County Seat of
Historic Nicollet County

ACTION/RECOMMENDATION

Approve the attached Resolution and Contract modifying the City Administrator's Contract.

BACKGROUND

Again in 2015, the City as accomplished many positive things under Mr. Prafke's direction:

City Attorney
James W. Brandt

Assistant City Attorney
Christopher P. Grean

1. Continued redevelopment of Welco West;
2. Continued progress with MnDOT on developing and improving 169 corridor;
3. Continued progress with MnDOT on the completion of Highway 22 South;
4. Development of a cooperative agreement with St. Peter School District for the development of school grounds and city park;
5. Continued work in developing relationships with Gustavus Adolphus College, St. Peter School District, Regional Treatment Center and Nicollet County.
6. Development of a housing development in cooperation with the School District.

219 West Nassau
P.O. Box 57
Saint Peter, Minnesota
56082
(507) 931-6940
FAX (507) 931-6909



Further each member of the Council did a performance evaluation on Mr. Prafke. On a five point scale, with five being the highest, out of a total of 214 grades, Mr. Prafke had zero-1's; zero-2's; 5-3's; 76-4's and 168-5's. As demonstrated by the evaluation, Mr. Prafke exceeded Council expectations in 2015.

Based on the above accomplishments, clearly Mr. Prafke has earned and is deserving of a substantial salary increase.

While he is clearly entitled to a larger raise and continues to be paid at below market rates for either City or County Administrators with similar qualifications, experience and accomplishments, Mr. Prafke will only accept a raise consistent with raises given to other City employees, which is 2.5%.

Since Mr. Prafke's contract expires at the end of 2016 and rarely is settled prior to the end of the year, it is appropriate to extend his contract for an additional two years to prevent a lapse of his contract.

FISCAL IMPACT

This recommendation will increase Mr. Prafke's benefits by 2.5% of his salary and is within the budgeted amount set aside for Mr. Prafke.

ALTERNATIVES AND VARIATIONS

Vote in favor: A vote in favor will set Mr. Prafke's salary at \$120,950.00 for the upcoming year.

Negative vote: The contract would need to be renegotiated with Mr. Prafke or the City could commence termination procedures and attempt to find a less expensive City Administrator.

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

**EMPLOYMENT AGREEMENT
BETWEEN
CITY OF SAINT PETER, MINNESOTA
AND
TODD PRAFKE**

THIS AGREEMENT, made and entered into this _____ day of January, 2016, by and between the City of Saint Peter, State of Minnesota, a municipal corporation, hereinafter called "CITY" and Todd Prafke of Saint Peter, Minnesota, hereinafter referred to as "PRAFKE".

WHEREAS, CITY desires to employ the services of PRAFKE as City Administrator of the City of Saint Peter as provided by M.S. Chapter 412, and, particularly M.S. 412.111; and

WHEREAS, CITY desires to (1) secure and retain the services of PRAFKE and to provide inducement for him to remain in such employment, (2) make possible full time work productivity by assuring PRAFKE'S morale and peace of mind with respect to future security, (3) clearly delineate the terms and conditions of the employment relationship so as to avoid questions and uncertainties in future years, and (4) provide a just means for terminating PRAFKE'S service at such time as he may be unable fully to discharge his duties due to age or disability or when CITY may otherwise desire to terminate his employ; and

WHEREAS, PRAFKE desires to accept employment as City Administrator of the City of Saint Peter; and

WHEREAS, PRAFKE has done an exemplarily job as the City Administrator.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

- I. Employment. CITY hereby employs and affirms the appointment of PRAFKE as the City Administrator and PRAFKE hereby accepts such employment and appointment subject to the terms and conditions as set forth herein and subject to the terms and conditions of the Saint Peter City Code. Employment commenced on December 1, 1997.
- II. Duties. PRAFKE agrees that he will at all times faithfully, industriously, and to the best of his ability, experience, and talents, perform all of the duties required of him as specified in the Saint Peter City Code, and in accordance with the law of the State of Minnesota, and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign.
- III. Term.
 - A. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of PRAFKE at any time, subject only to the provisions set forth in Section X, paragraphs A and B, of this agreement.
 - B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of PRAFKE to resign at any time from his position with CITY,

subject only to the provision set forth in Section X, paragraph C, of this Agreement.

- C. Employee agrees to remain in the exclusive employ of CITY until December 31, 2018, and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.
- IV. Salary. Commencing on January 1, 2016, CITY agrees to pay PRAFKE for his services rendered pursuant to an annual base salary of \$120,950.00 payable in installments at the same time as other employees of CITY are paid. In addition, CITY agrees to review said base salary and/or other benefits of PRAFKE on an annual basis and may increase PRAFKE'S salary in any amount of not less than \$500.00.
- V. Benefits. As further consideration for the performance by PRAFKE, CITY shall, within a reasonable time after the execution of this Agreement, provide for PRAFKE the following further benefits and any additional benefits that may from time to time be made available to City employees:
 - A. Health and Disability.
 - (1) The full cost of medical and dental insurance or equivalent for PRAFKE'S single coverage and 90 percent for his family coverage for the payment of his family's medical and dental care expenses. Insurance shall be the standard insurance plans offered all other employees.
 - (2) If PRAFKE is unable to perform a service by reason of temporary total disability, his salary shall be reduced to fifty percent (50%) of his monthly salary after the first month of temporary total disability for a period of six months and thereafter he shall receive no disability payments.
 - (3) If PRAFKE becomes permanently, totally disabled, this Agreement shall terminate effective on the determination of such permanent total disability by the Council.
 - B. Vacation and Sick Leave.
 - (1) Vacation shall be allowed at the same rate and accrual as Department Directors as stated in the Saint Peter Personnel Policy section XI.
 - (2) PRAFKE shall be entitled to sick leave at the rate of one working day for each calendar month of full-time services or major fraction thereof, with the latter on a pro-rata basis for actual hours worked. PRAFKE shall accumulate hours in the amount as stated in the Saint Peter Personnel Policy section XI.

- (3) PRAFKE shall be reimbursed for accrued, unused vacation and sick leave upon termination according to the terms provided in CITY'S Personnel Policy, excepting any unearned sick days contained in PRAFKE'S original thirty (30) days.
 - C. Retirement Plan. CITY shall provide a qualified retirement plan through either the Public Employees Retirement Association in an amount as provided by statute, or shall provide a retirement plan through the International City Management Association at a rate not to exceed the amount to be contributed to the Public Employee's Retirement Association, the choice to be at PRAFKE'S discretion.
 - D. Professional Dues. Within budget considerations, CITY shall pay professional dues and related membership costs on behalf of PRAFKE to the International City/County Management Association, the Minnesota City/County Management Association and related professional activities including annual conferences.
 - E. Expenses. CITY shall reimburse PRAFKE for all necessary expenses incurred by PRAFKE while traveling outside the City limits in carrying out the administrator's duties.
 - F. Standard Employee Benefit Package. Except as modified by this agreement, PRAFKE shall be entitled to the standard employee benefit package of the CITY which is offered to other City employees.
 - G. Holidays shall be granted as provided in the CITY'S Personnel Policies for Management Employees.
- VI. Automobile Allowance. The City will reimburse PRAFKE the sum of \$300.00 per month for the use of his personal automobile while conducting City business within the City.
- VII. Hours of Work. The parties acknowledge that PRAFKE must devote a great deal of time outside the normal office hours to business of CITY. In accordance with the spirit of the personnel policy regarding Supervisory Employees, PRAFKE will receive no monetary compensation for overtime worked and compensatory time off may only be granted upon request and approval of the Mayor for extended periods of overtime worked by the City Administrator.
- VIII. Honorariums. In the event PRAFKE is offered an honorarium for speaking engagements or other outside activity, PRAFKE shall be entitled to the honorarium on condition that he takes vacation time for time missed for the speaking engagement or other activity. In the event PRAFKE directs an honorarium to be paid directly to the CITY, PRAFKE shall not be charged for vacation days due to the speaking engagement or other outside activity.
- IX. Suspension. CITY may suspend PRAFKE with full pay and benefits at any time during the term of this agreement, but only if (1) a majority of the Council and PRAFKE agree, or (2) after a public hearing, a majority of the Council votes to suspend PRAFKE for just cause; provided, however, that

PRAFKE shall have been given written notice setting forth any charges at least ten (10) days prior to such hearing by the Council members bringing such charges.

- X. Termination and Severance Pay.
 - A. This agreement may be terminated by CITY without cause upon one hundred and eighty (180) days' written notice to PRAFKE. PRAFKE acknowledges that agreeing to such termination without cause for purposes of this paragraph constitutes a waiver of any entitlement which he may have to a hearing regarding termination of his employment under the terms and conditions of this paragraph. At the CITY'S option, PRAFKE may remain in the employ of the CITY for that one hundred and eighty (180) day period or receive compensation in the amount equal to a monthly salary plus fringe benefits for the one hundred and eighty (180) day period. If PRAFKE has secured other employment within one hundred and eighty (180) days after written notice is given, which is equal to or greater than PRAFKE'S existing compensation or employment, in a position comparable to a City Administrator, the severance pay shall end.
 - B. This agreement may be terminated by CITY for cause at any time during the term of this agreement, but only if after a public hearing before the Council, a majority of the Council votes to terminate PRAFKE for just cause; provided, however, that PRAFKE shall have been given written notice setting forth any charges at least ten (10) days prior to such hearing by the Council members bringing such charges. If PRAFKE is terminated for just cause, then CITY shall have no obligation to pay the lump sum cash payment designated in the preceding paragraph.
 - C. In the event PRAFKE voluntarily resigns his position with CITY before expiration of the aforesaid term of his employment, then PRAFKE shall give CITY thirty (30) days written notice in advance, unless the parties otherwise agree.
- XI. Just Cause. Just cause is defined as guilty while in office of a felony, misfeasance, malfeasance, or non-feasance.
- XII. Incidentals Upon Termination. Immediately upon termination, with the exception of the laptop computer assigned to PRAFKE, PRAFKE will relinquish to the Mayor or the Chief of Police any claim to or use of the incidentals of the City Administrator's office including, files, records, keys and any other items requested by the Chief of Police.
- XIII. Performance Evaluation. The Council shall review and evaluate the performance of PRAFKE at least once annually. Said review and evaluation shall be in accordance with specific criteria developed jointly by the City Council and Administrator. The City Council shall provide PRAFKE with a summary written statement of the findings of the Council and provide an adequate opportunity for PRAFKE to discuss his evaluation with the Council.

XIV. This contract contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other agreements between the parties. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Agreement or any representations including the execution and delivery hereof except such representations as are specifically set forth herein and each of the parties hereto acknowledges that he or it has relied on its own judgment in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no effect and that neither of them has relied thereon in connection with his or its dealings with the other.

If any provisions, or any portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

XV. Notices. Notices pursuant to this agreement shall be given by registered or certified mail, postage prepaid, addressed as follows:

CITY: Chief of Police
Municipal Building
207 South Front Street
Saint Peter, MN 56082

PRAFKE: Todd Prafke
1901 Boulder Street
Saint Peter, MN 56082
or last known address.

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of three days after deposit of written notice with the United States Postal Service. Time shall be calculated by counting each calendar day regardless of holiday, weekend, etc.

IN WITNESS WHEREOF, the City of Saint Peter has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by the City Attorney, and PRAFKE has signed and executed this agreement, the day and year first above written.

Charles Zieman
Mayor

Todd Prafke

ATTEST:

James W. Brandt
City Attorney

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016-

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

RESOLUTION MODIFYING CITY ADMINISTRATOR'S EMPLOYMENT CONTRACT

WHEREAS, the City and Prafke entered into an Employment Contract on November 14, 1997, which Contract was extended and modified January, 1999, January 24, 2000, February 13, 2001, January 28th, 2002, January 13, 2003, January 26, 2004, January 25, 2005, January 10th, 2006, January 9th, 2007, January 15, 2008, January 13, 2009, January 1, 2010, October 26, 2010, December 31, 2011, January 16, 2013, December 10, 2013, and February 23, 2015;

WHEREAS, PRAFKE has done an exemplarily job as the City Administrator;

WHEREAS, PRAFKE has requested a 2.5% increase in his base compensation;

WHEREAS, the City finds said request to be reasonable;

WHEREAS, it is appropriate to extend the Contract through 2018.

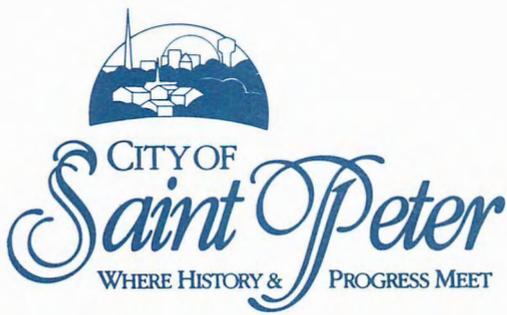
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Attorney are hereby authorized to execute the Employment Agreement between the City of Saint Peter, Minnesota and Todd Prafke, a copy of which is available for public review in the City Administrator's Office.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/20/16

FROM: Todd Prafke
City Administrator

RE: New License Applications

ACTION/RECOMMENDATION

Provide approval of new business license applications.

BACKGROUND

Hamed Ata Ibrahim, the new owner of Smokers Choice LLC, at 1226 South Minnesota Avenue, has submitted tobacco and soft drink license applications in order to operate his business.

A background investigation has been completed and nothing was found that would prohibit him from obtaining the above mentioned license. The licensing period will be in effect from January 26, 2016 through December 31, 2016.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

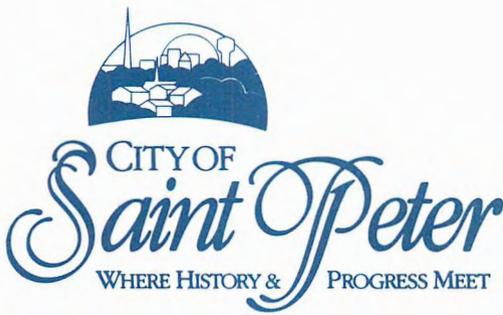
Do Not Act: No further action will be taken without Council direction.

Denial: The applicants will be informed of the Council decision.

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

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

TP/



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 19, 2016

FROM: Pete Moulton
Director of Public Works

RE: 2016 Fee Schedule Revision

ACTION/RECOMMENDATION

Approve an addition to the 2016 Municipal Fee Schedule for utility inspection/administration on private development projects

BACKGROUND

Public Works completes utility inspections for private development projects for the installation of water mains, sewer mains, and storm sewer mains to ensure they are installed to City standards. The City charges the building permit holder 5% of total project cost to cover inspection time. This fee applies to private developers who want to expand the City's infrastructure.

Staff also develops, organizes, and inspects many smaller projects for homeowners and are currently charging 5% of total project cost to cover administrative costs.

In order to make the City fees transparent it is suggested to add this fee directly into the fee schedule so the developer is not surprised by the extra costs when applying for a permit.

FISCAL IMPACT:

There is no fiscal impact at this time.

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken.

Negative Vote: Staff will await further direction regarding the fee schedule.

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

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

PM/AK/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016-

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

RESOLUTION APPROVING 2016 MUNICIPAL FEE SCHEDULE REVISION

WHEREAS, the City has adopted a schedule of municipal fees for permits, licenses, and services provided; and

WHEREAS, the fees are reviewed on an annual basis to ensure all City costs of providing the service, permit or license is covered; and

WHEREAS, staff recommends an addition to be made to the fee schedule to include adding a new Inspection/Administration fee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby approves the addition to the 2016 Municipal Fee Schedule:

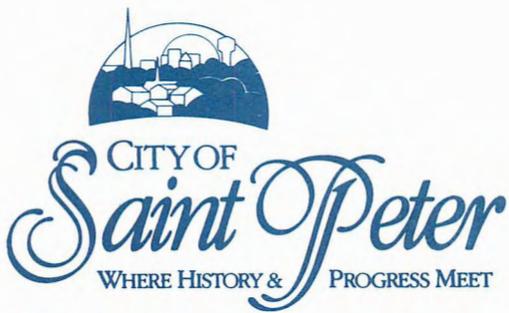
XX. Utility Inspections for private development projects 5% of total project cost

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 20, 2016

FROM: Pete Moulton
Director of Public Works

RE: Automated Metering Infrastructure (AMI) Software

ACTION/RECOMMENDATION

Authorize purchase of AMI Software from Eaton Cooper of Bloomington, Minnesota in the amount of \$39,695.

BACKGROUND

Staff has been working with Eaton Cooper to begin the first phase of implementing an automated metering infrastructure (AMI) meter reading and load management control system. The initial purchase includes a software package and an infrastructure package.

The software package includes management services to get the system operational, integration of flat files to send meter readings to City Hall for bill production and a service agreement for the maintenance of the proprietary system. The infrastructure package includes the server for data collection, coax cables and antennas to collect readings, plus a "network scout" to program meters so they can communicate with the radio frequency (RF) system.

Staff is proposing to get the system operational in the next couple of months and install electric meters which serve as the "base" for collecting readings on a mesh system from other sources. Once the "base" meters are installed and communicating with the server via RF, other meters can then be installed to piggy back thru the town.

The mesh system allows for two-way communication allowing staff to use the 900 MHz system to "ping" a meter and collect data periodically or as needed. This system will also allow for limiting meters and or complete service disconnections from a remote location whether it be City Hall or Public Works.

The City currently uses the Eaton Cooper system to operate the load management control system and will continue to use their load management system with this upgrade. In addition, this software and infrastructure package will allow staff to monitor readings and answer customer concerns or questions from a link to the system.

This first phase identifies the services to be received from Eaton Cooper as follows:

Software:

1. Operating software plus installation \$3,400
2. Project management services \$15,000 (INCODE billing system integration)
3. Flat file integration \$3,500
4. Annual Service Agreement \$2,000

Infrastructure Package:

5. Network Server - connections, coax cables, gateway, antennas \$11,118
6. Network Scout (broadcast tool) - \$3,899

AMI Phase I – Software \$23,900, Infrastructure \$15,017, \$778 freight = \$39,695

Staff recommends that our existing load management vendor Eaton Cooper be authorized to supply the materials requested and to install the server as supplied.

FISCAL IMPACT:

This purchase will be funded by the Electric, Water and Wastewater Utility funds.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the City Council.

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

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

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

PM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016-

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

**RESOLUTION AUTHORIZING PURCHASE OF AUTOMATED METERING
INFRASTRUCTURE (AMI) SOFTWARE**

WHEREAS, City staff has been working with Eaton Cooper to begin the first phase of implementing Automated infrastructure (AMI) meter reading; and

WHEREAS, the software package includes management services and integration for meter reading and billing to be more efficient; and

WHEREAS, the infrastructure package includes a server, antennas and coax cables; and

WHEREAS, the software is proprietary in nature and Eaton Cooper is the only vendor in our area; and

WHEREAS, staff recommends installation using a phased approach to control cost and metering expenses; and

WHEREAS, purchase of the software and infrastructure includes delivery and installation which would be funded by the electric, water and wastewater utility funds.

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

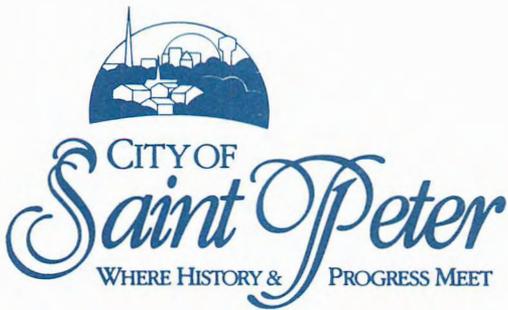
1. The City Council hereby authorizes the purchase, delivery and installation of AMI software from Eaton Cooper of Bloomington, Minnesota in the amount of \$39,695.
2. Funding will be split between electric, water and wastewater utility funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 15, 2016

FROM: Paula O'Connell
Director of Finance

RE: 2016 Environmental Services Fund Budget

ACTION/RECOMMENDATION

Approve the 2016 Environmental Service Fund budget.

BACKGROUND

The Environmental Services fund protects the environment by providing for the operations of:

1. Refuse and recycling collection and processing throughout the community.
2. Operation of a yard waste drop off site; operation of a compost site; curb-side yard waste and leaf pick up; Christmas tree pick up.
3. Maintenance of the City's urban forest, tree removal, planting and replacement program on boulevards, in parks and other public areas.
4. Maintenance of the downtown medians and urns.
5. Downtown flower baskets.

Members may remember that a major capital improvement was made in 2013 including improvements to the new public/private cooperative compost site. To continue processing compost, yard waste, leaves, and small branches, we needed to make improvements to our facilities to meet Minnesota Pollution Control Agency (MPCA) permitting rules. To comply with MPCA, after June 1, 2013 we could not operate at the existing stormwater (1965 wastewater) ponds.

Here are some highlights for this fund in the 2016 budget:

- Operations and services provided as a part of this fund are proposed to be the same as in the past few years, including the budgeting for the downtown flower baskets (\$20,100) and assistance on holiday lighting for downtown trees (labor). Services such as curb-side yard waste and leaf pick up; Christmas tree pick up; and a drop-off site are continuing. The assistance with lighting downtown trees is not part of our scope of work, but our expanding participation is likely part of our future work in cooperation with the Chamber of Commerce.
- Garbage and disposal expense is 51% of the operating budget, and is provided by two contracts. Our first contract is with LJP Enterprises for the pickup and hauling of garbage/recycling and is in effect until February 28, 2019. Before the current contract

comes to an end we will approach the contractor to extend the contract end date to the summer months so that any potential changeover is done during warm weather rather than the extreme cold temperatures we experienced last time. Our second contract is with Minnesota Waste Processing Center (MWPC). They have just presented us with their transition with their vendor and will be increasing their disposal fee to the City by \$5.35, which becomes a total of \$88.28 per ton. This translates into a \$.34 per household monthly increase to our cost effective March 1st. In an effort to not pass along that increase to rates for the 2016 budget we hope to promote the reduction of community waste by 2 pounds per week from each customer. We hope to accomplish this with education on recycling and proper disposal of all materials. This moving of refuse from the waste stream to the recycling stream will be a challenge. If the community is unable to meet the goal then the Council may need to revisit a rate change.

- Wages and benefits are recorded in the areas of work actually performed. It is common for the Parks, Streets and Environment staff to cross over to assist in work schedules. For budget purposes the wage and benefits are allocated based on a percentage.
- The 2016 capital needs include \$38,000 for an additional leaf vacuum. The fall leaf pick up program has been a very important part of our community for the past 20 years. Currently, staff rotates starting locations on either north or south ends and pulls leaves from the boulevard with the blower. During the past few years the amount of leaves has increased; meaning our urban forest program has been successful. With the increase in volume staff has not been able to entirely pick up all the leaves. Staff has added automation to the existing leaf blower adding remote control which has minimized staff time and allows for continuous operations. It is proposed to add another machine to the fleet to aid in timely pick up and completion prior to weather changes.
- Approval of the budget does not allow for the purchase of large items without additional City Council approval. Budgeted items over \$7,500 will be presented to the Council for final approval of purchase.

The Refuse fund has no debt obligations.

This fund receives revenues through charging of two rates:

- One rate is for the option of three levels of refuse collection services. A 60 gallon cart for recycling (90 gallon recycling carts are available upon request) is provided along with any of these services.

	<u>Current rate*</u>	<u>#Customers</u>
Volume base =	\$14.95/month	129
60 Gallon cart =	\$20.43/month	2012
90 gallon cart =	\$23.16/month	779

*plus applicable tax

- A second rate, the environment charge, is to support the services listed as shown in items #2-5 above. Implemented in 2013, changes were made that provide for charging businesses and multi-family units that have access to and, in most cases, use or benefit from City services numbers 2, 3, 4 and 5 from the list above. Those being exempted from this charge include utility structures (cable boxes, phone boxes, billboards), City

facilities (buildings and parks, conservancies), and house accounts without a dwelling included. The charges are shown in the table below.

	<u>Environmental Fee</u>	<u>#Customers</u>
Detached family unit (included in above rate)	\$8.63	2557
Single Business	\$8.63	152
Multiple unit 5 and under per unit	\$2.16	405
Multiple unit over 5 on house account	\$21.58	52
Industrial/Institutional on house account	\$25.89	27

Our policy for empty homes/vacationers is to remove the garbage/recycling charges when the property is vacant for over one month. The environmental charge is not removed from the monthly bills.

There is no rate increase being proposed for the 2016 budget. It is our hope to be able to demonstrate to the community that if they reduce their waste by 2 pounds each week our cost can stay very similar to what we experienced in 2015. In the long run it may be better to try to change some habits than it is to use rates as a way to reduce waste as well as cost. This will go hand in hand with a larger promotion of recycling.

FISCAL IMPACT:

The fund balance is projected to be \$112,531 at the end of 2016. This fund does not typically have large (\$200,000+) priced equipment attached, therefore funding unplanned or exceptional opportunity purchases should not be difficult with an appropriately sized reserve. As the Council directed, we plan to include a discussion on reserves across all your funds at your Goal Session at the end of February.

The current revenue doesn't include an increase in reserves under this 2016 plan. We are suggesting that the Council review the value of increasing our rates for future years. To give you a bit of a feel for the order of magnitude, a \$1.00 per month increase on refuse collection generates about \$35,000. This isn't included in the 2016 budget, but there is a need going forward to address how we can eliminate the steady reduction of \$50,000 annually for operations.

There is ongoing research of capital needs at the tree and brush site related to meeting stormwater rules on the gravel and dirt surface with the anticipation that work to create additional hard surface at the Swift Street location may be necessary in 2017.

Recycle, recycle, recycle. The single sort recycling program has been operating well. We'll continue to promote and educate residents of Saint Peter to increase our recycling and lower our disposal amounts. This will become even more important to stave off rate changes in the future.

The approval of the Environmental Services budget in the amount of \$905,529 will give staff a working plan. The actual purchase or initiation of large projects and the funding source for those projects will be presented individually to the City Council for authorization in accordance with Council policies

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for additional direction. There is no law that requires an approved

budget. However, it is important to planning and measurements of operation to have the discussion and understanding of the costs and revenues. A budget represents that effort to our auditors.

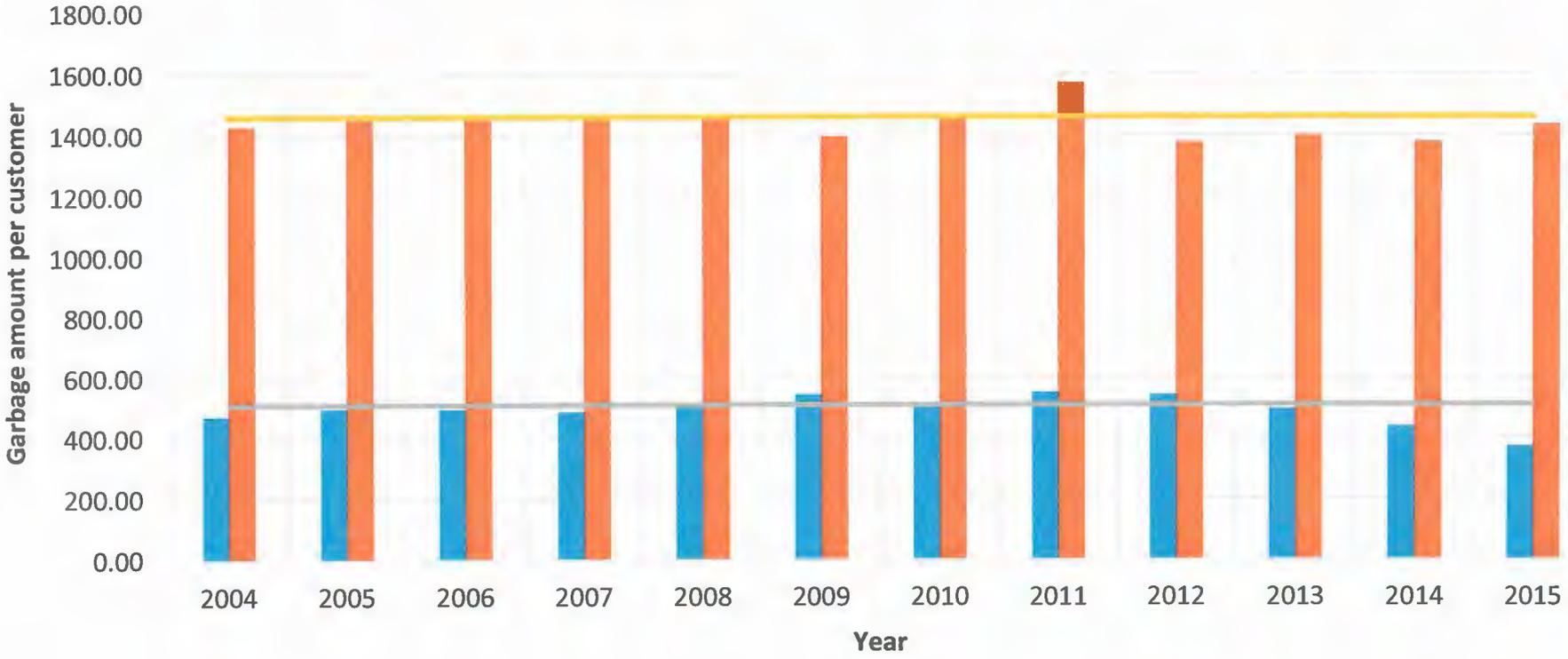
Negative vote. Staff will wait for additional direction from the Council.
Modification of the resolution. This is always an option of the Council.

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

PO/

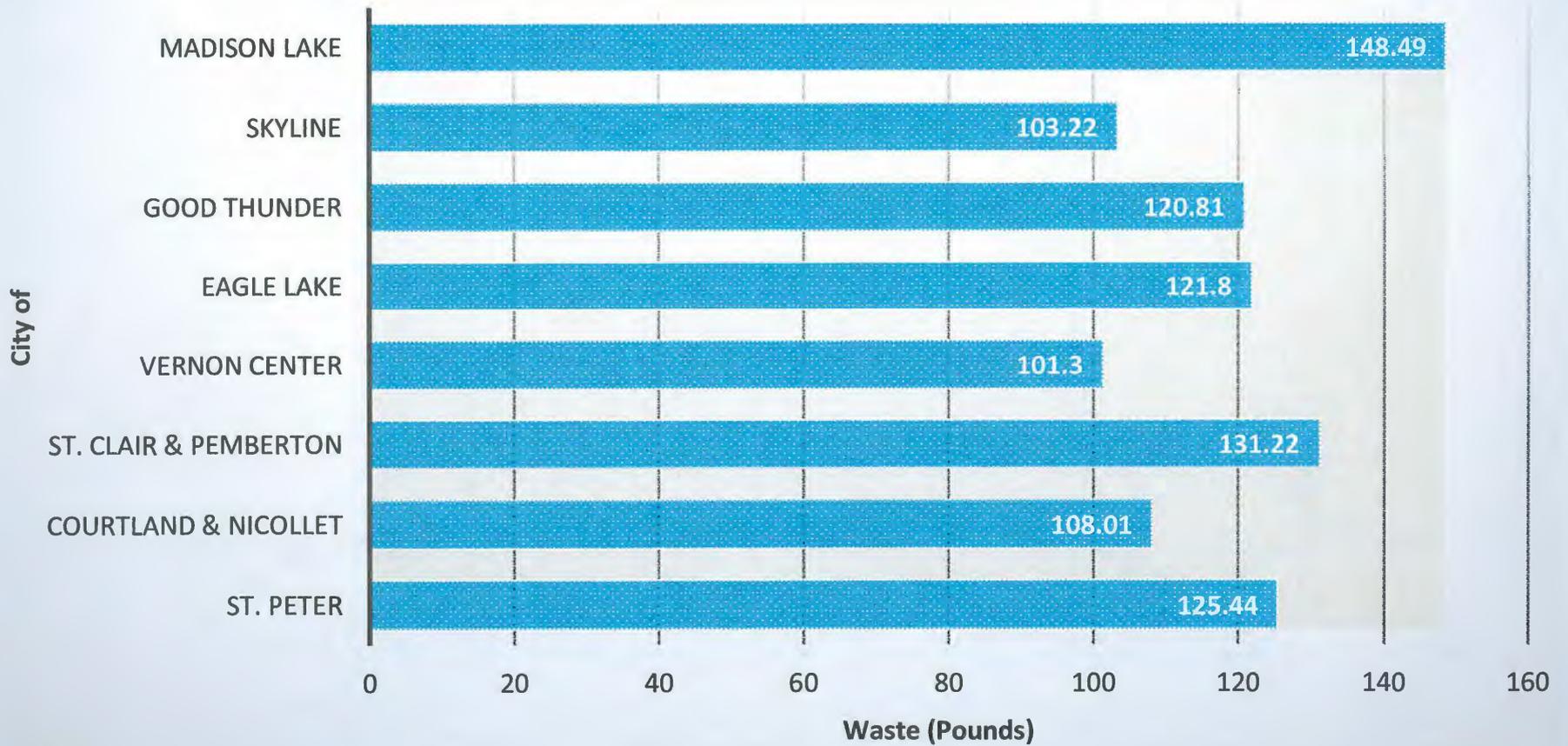
2004-2015 Recycling and Waste per Customer in Pounds

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■ Recycling per customer in pounds ■ Waste per customer in pounds — Average of recycling — Average of waste

Average Waste per Stop per Month (in pounds)



rb

	B	C	D	E	F	10ent REFUSE	U	V	W	X	Y
124											
125											
126					Environmental Services Fund						
127					Statement of Sources and Applications of Cash						
128									2015	2015	2016
129					2012	2013	2014	Proposed	Projected	Proposed	
130					Actual	Actual	Actual	Budget	Budget	Budget	
131					Sources of Cash:						
132											
133					Net Income (loss)	(42,572)	27,339	7,401	(43,884)	3,540	(103,712)
134					Add depreciation	4,033	17,627	57,338	17,000	56,000	56,000
135											
136					Total	(38,539)	44,966	64,739	(26,884)	59,540	(47,712)
137											
138					Application of cash:						
139											
140					Purchase of fixed assets	(3,096)	(98,562)	(24,653)	(3,000)	(8,249)	(38,000)
141											
142					Change in assets and liabilities	(20,772)	18,562	(21,053)	0	0	0
143											
144					Principal payments of long-term debt	0	0	0	0	0	0
145											
146					Bond Proceeds	0	0	0	0	0	0
147											
148					Total	(23,868)	(80,000)	(45,706)	(3,000)	(8,249)	(38,000)
149											
150					Net increase (decrease) in cash	(62,407)	(35,034)	19,033	(29,884)	51,291	(85,712)
151											
152					Cash balance - January 1	225,360	162,953	127,919	146,952	146,952	198,243
153											
154					Cash balance - December 31	162,953	127,919	146,952	117,068	198,243	112,531
155					Percent of next year operations	20.4%	15.4%	18.4%	13.5%	22.9%	
156					Percent of same year operations						13.0%

Environmental Services Capital Plan

General Plant
603.48310.300 Professional/engineering Services

sub total:

603.48310.550 Motor Vehicles

- #28 - Replace '93 F700 bucket truck used
- #47 Replacement '98 Int'l Tandem Truck
- #309 Dodge Pick-up 2004
- #142 Replacement Toyota Hino 2008; 1 Ton

sub total:

603.48310.580 Equipment/Site

- Purchase additional leaf vacuum
- Pave entire Tree & Brush drop off Site
- Wall for leaf drop off
- Computer GIS System (2015)
- Compost Screener
- Replace wood chipper
- Add tree spade pull type
- Replace mosquito sprayer

sub total:

TOTALS - General Plant

Bond Debt Service Payments

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Plant										
603.48310.300 Professional/engineering Services										
sub total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
603.48310.550 Motor Vehicles										
#28 - Replace '93 F700 bucket truck used		\$90,000								
#47 Replacement '98 Int'l Tandem Truck				\$200,000						
#309 Dodge Pick-up 2004										
#142 Replacement Toyota Hino 2008; 1 Ton										\$55,000
sub total:	\$0	\$90,000	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$55,000
603.48310.580 Equipment/Site										
Purchase additional leaf vacuum	\$38,000								\$60,000	
Pave entire Tree & Brush drop off Site		\$48,000								
Wall for leaf drop off			\$15,000							
Computer GIS System (2015)					\$3,000					
Compost Screener						\$110,000				
Replace wood chipper					\$45,000					
Add tree spade pull type							\$40,000			
Replace mosquito sprayer								\$10,000		
sub total:	\$38,000	\$48,000	\$15,000	\$0	\$48,000	\$110,000	\$40,000	\$10,000	\$60,000	\$0
TOTALS - General Plant	\$38,000	\$138,000	\$15,000	\$200,000	\$48,000	\$110,000	\$40,000	\$10,000	\$60,000	\$55,000
Bond Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Environmental Services Capital Funding Plan

FUNDING SOURCE: **2016** Reserves/
Cash Equipment
Certificate ASSESS/
Developer GRANT
or State Aid BOND
(Finance)

603.48310 General Plant

300 Engineering

\$0 \$ - \$ - \$ - \$ - \$ - \$ -

550 Motor Vehicles

\$0 \$ - \$ - \$ - \$ - \$ - \$ - \$ -

580 Equipment

Purchase additional leaf vacuum \$38,000 \$ 38,000 \$ - \$ - \$ - \$ - \$ - \$ -
\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

TOTALS - CAPITAL Environmental Services \$ 38,000 \$ 38,000 \$ - \$ - \$ - \$ - \$ - \$ 38,000

hb

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

603-ENVIRON SERVICES FUND

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2016 -----) Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>STATE AID/GRANTS</u>								
33422 OTHER STATE GRANTS & AID	326	326	326	326	326	326	326	
TOTAL STATE AID/GRANTS	326	326	326	326	326	326	326	
<u>STREETS/REFUSE SALES</u>								
34403 REFUSE COLLECTION CHARGES	714,861	728,944	735,404	735,000	745,191	745,191	745,191	
34404 GARBAGE BAG SALES	1,819	2,809	1,668	2,100	2,057	2,057	2,100	
34406 REFUSE CHANGE-OUTS	0	0	90	0	65	65	0	
TOTAL STREETS/REFUSE SALES	716,680	731,753	737,161	737,100	747,313	747,313	747,291	
<u>MISCELLANEOUS</u>								
36101 SPECIAL ASSESSMENT PRINCIPAL	(52,250)	(17,014)	19,714	3,100	70,684	70,684	3,100	
36102 SPECIAL ASSESSMENT INTEREST	0	0	0	0	0	0	0	
TOTAL MISCELLANEOUS	(52,250)	(17,014)	19,714	3,100	70,684	70,684	3,100	
<u>INTEREST INCOME</u>								
36210 INTEREST EARNINGS	1,810	1,385	1,361	1,600	1,186	1,200	1,600	
TOTAL INTEREST INCOME	1,810	1,385	1,361	1,600	1,186	1,200	1,600	
<u>DONATIONS & REFUNDS</u>								
36250 REFUNDS & REIMBURSEMENTS	0	0	0	0	0	0	0	
TOTAL DONATIONS & REFUNDS	0	0	0	0	0	0	0	
<u>REFUSE OTHER</u>								
37360 PENALTY REVENUES	9,890	9,554	9,566	9,500	9,853	9,853	9,500	
37370 MISC REFUSE REVENUE	8,910	3,320	3,056	2,000	3,822	3,822	2,000	
TOTAL REFUSE OTHER	18,800	12,874	12,622	11,500	13,675	13,675	11,500	
<u>FIXED ASSET DISPOSAL</u>								
39101 SALE OF GENERAL FIXED ASSETS	495	0	440	0	643	643	0	
TOTAL FIXED ASSET DISPOSAL	495	0	440	0	643	643	0	
<u>TRANSFER FROM OTHER FUND</u>								
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0	0	
TOTAL REVENUES	685,861	729,325	771,624	753,626	833,826	833,841	763,817	

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

603-ENVIRON SERVICES FUND
 REFUSE DISPOSAL
 EXPENDITURES

				2015			2016	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
2012	2013	2014						
ACTUAL	ACTUAL	ACTUAL						
PERSONNEL SERVICES								
49510-100	REFUSE DISPOSAL WAGES	97,494	95,222	98,378	106,412	124,240	124,500	111,663
49510-101	REFUSE DISPOSAL WAGES - TE	7,319	7,674	1,996	8,000	4,413	4,413	9,000
49510-102	REFUSE DISPOSAL WAGES - OV	403	992	281	3,238	382	382	3,360
49510-121	REFUSE DISPOSAL PERA CONTR	7,252	6,992	7,230	8,201	9,335	9,200	8,604
49510-122	REFUSE DISPOSAL FICA CONTR	6,386	6,203	6,136	8,035	7,736	7,600	8,368
49510-126	REFUSE DISPOSAL MEDICARE C	1,493	1,451	1,419	1,879	1,809	1,800	1,957
49510-131	REFUSE DISPOSAL HEALTH INS	24,440	23,623	22,364	25,000	28,174	28,174	30,230
49510-132	REFUSE DISPOSAL DENTAL INS	1,285	1,741	1,398	1,930	1,861	1,861	2,059
49510-133	REFUSE DISPOSAL LIFE INSUR	51	53	43	53	53	53	48
49510-151	REFUSE DISPOSAL WORKERS CO	3,719	3,607	4,566	6,676	4,243	4,243	5,870
TOTAL PERSONNEL SERVICES		149,842	147,556	143,811	169,424	182,246	182,226	181,159
OFFICE EXPENSES								
49510-205	REFUSE DISPOSAL MISC. EMPL	0	0	180	5,680	1,006	1,200	4,200
49510-208	REFUSE DISPOSAL GARBAGE BA	352	0	0	500	0	500	500
49510-210	REFUSE DISPOSAL OPERATING	17,788	19,749	26,037	30,700	22,638	25,000	37,100
49510-211	REFUSE DISPOSAL MOTOR FUEL	16,380	13,147	10,107	14,000	9,648	9,000	14,000
49510-220	REFUSE DISPOSAL REPAIR & M	1,917	435	0	1,000	34	40	1,000
TOTAL OFFICE EXPENSES		36,437	33,332	36,324	51,880	33,326	35,740	56,800
49510-205	REFUSE DISPOSAL MISC. EMPL	NEXT YEAR NOTES: MMUA Safety Contract 2 @ \$532.48 = \$1,064.96; Clothing Allowance per contract 2 @ \$325 = \$650; Safety Boots per contract 4 @ \$200 = \$800; Hearing test 2 @ \$30 = \$60; Boots for temporary employees 2 @ \$150 = \$300; Temporary drug and alcohol 2 @ \$134 = \$268; 2 Random test \$222; Drug Testing 2 @ \$134 = \$268 plus 10%; Safety Equipment all PPE required by OSHA (vests, rain gear, ear muffs, ear plugs, glasses, misc) \$567						
49510-210	REFUSE DISPOSAL OPERATING	NEXT YEAR NOTES: Mosquito spray and pellets \$2,500; trees for boulevards and other ares in city \$5,000; Fertilizer for trees \$500; Trees for nursery \$1,000; Misc Consumables \$8,000; Downtown - Flowers/Urns \$1600; Blowing out sprinkler system and start up \$1,000; annual sealer-Downtown Kasota Stone \$1100; Flowers Baskets 110 @ \$60 = \$6,400; Flower watering \$10,000.						
PROFESSIONAL SERVICES								
49510-300	REFUSE DISPOSAL PROFESSION	391,652	395,265	403,418	405,000	384,320	421,615	422,535
49510-331	REFUSE DISPOSAL TRAVEL & T	0	0	0	500	0	50	500
49510-340	REFUSE DISPOSAL ADVERTISIN	0	0	0	100	0	50	100
49510-351	REFUSE DISPOSAL LEGAL NOTI	0	0	0	0	0	0	0
49510-360	REFUSE DISPOSAL INSURANCE	2,434	4,915	5,590	5,600	5,197	5,197	5,600
TOTAL PROFESSIONAL SERVICES		394,087	400,180	409,008	411,200	389,517	426,912	428,735

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

603-ENVIRON SERVICES FUND
 REFUSE DISPOSAL
 EXPENDITURES

					2015			2016	
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
49510-300	REFUSE DISPOSAL PROFESSIONPERMANENT NOTES: Contract thru February 28, 2019.								
49510-331	REFUSE DISPOSAL TRAVEL & TNEXT YEAR NOTES: Licenses 4@ \$45=\$180 Mosquito training and licenses 2@ \$60=\$120 Tree inspection training and licenses 2@ \$425=\$850 Misc \$50								
<u>REPAIR & MAINTENANCE</u>									
49510-404	REFUSE DISPOSAL EQUIP- REP	31,652	4,790	8,763	10,000	15,633	15,650	12,000	
49510-405	REFUSE DISPOSAL SITE - REP	259	440	0	1,000	0	1,000	1,000	
49510-415	REFUSE DISPOSAL EQUIPMENT	5	0	2,024	17,000	4,100	4,200	17,000	
49510-430	REFUSE DISPOSAL MISCELLANE	0	0	0	0	0	0	0	
TOTAL REPAIR & MAINTENANCE		31,916	5,230	10,788	28,000	19,733	20,850	30,000	
49510-405	REFUSE DISPOSAL SITE - REPPERMANENT NOTES: Minimal on-site repairs anticipated, rent for new compost site \$500 permits MPCA \$0; LeSueur permit \$250								
49510-415	REFUSE DISPOSAL EQUIPMENT NEXT YEAR NOTES: Rent tree spade \$1,000; Tub Grinder - not planned for 2016 - but in case energy company can't make it down - for grinding what is left at Kasota Site \$9,000; end site use; mobilization for energy company \$1,000, Compost Screener \$6,000.								
TOTAL REFUSE DISPOSAL		612,282	586,298	599,931	660,504	624,822	665,728	696,694	

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

603-ENVIRON SERVICES FUND
 ADMIN AND GENERAL
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)	(----- 2016 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PERSONNEL SERVICES								
49520-100 ADMIN AND GENERAL WAGES	33,882	34,533	37,466	37,745	37,639	37,745	39,852	_____
49520-102 ADMIN AND GENERAL WAGES -	114	108	108	91	62	91	94	_____
49520-112 ADMIN AND GENERAL CAR ALLO	780	623	570	761	570	761	761	_____
49520-121 ADMIN AND GENERAL PERA CON	2,520	2,512	2,634	2,831	2,793	2,831	2,989	_____
49520-122 ADMIN AND GENERAL FICA CON	2,093	2,090	2,141	2,346	2,282	2,346	2,477	_____
49520-126 ADMIN AND GENERAL MEDICARE	490	489	516	549	534	549	579	_____
49520-131 ADMIN AND GENERAL HEALTH I	8,777	8,992	8,150	8,984	7,360	8,984	8,427	_____
49520-132 ADMIN AND GENERAL DENTAL I	545	845	654	530	634	530	565	_____
49520-133 ADMIN AND GENERAL LIFE INS	13	14	14	14	13	14	13	_____
49520-151 ADMIN AND GENERAL WORKERS	714	329	371	539	335	539	436	_____
TOTAL PERSONNEL SERVICES	49,927	50,533	52,625	54,390	52,220	54,390	56,193	_____

49520-100 ADMIN AND GENERAL WAGES PERMANENT NOTES:
 Director of Finance - 50% General Fund (Finance), 30 %
 Electric, 5 % Water, 5 % Wastewater , 5% Environmental
 Services, 5% Stormwater
 Computer Technicians - 70% General Fund (Finance), 18%
 Electric, 3 % Water, 3 % Wastewater, 3% Environmental
 Services, 3% Stormwater
 Accountant & Accts Payable- 50% General Fund (Finance),
 30 % Electric, 5 % Water, 5 % Wastewater, 5% Environmental
 Services, 5% Stormwater
 Account Clerk - 13% Water, 13% Wastewater, 14%
 Stormwater, 60% Electric
 Director of Public Works - 42% Electric, 7 % Water, 7 %
 Wastewater, 7% Environmental Services, 7% Stormwater, 30 %
 General Fund (Public Works Admin)
 Executive Secretary - 50% Electric, 17 % Water, 17%
 Wastewater, 16% Stormwater
 Admin Secretary - 42% Electric, 7% Water, 7% Wastewater,
 7% Environmental Services, 7% Stormwater, 30% General Fund
 (Public Works Admin)
 Mechanic - Split - Water 4 %, Wastewater 5.5%, Streets
 36%, Parks 13%, Electric 26%, Environmental Services 6%,
 Stormwater 5.5%, Public Works Admin 4%
 City Administrator - Water 4.25 %, Wastewater 4.25%,
 Electric 25%, Environmental Services 2.5%, Stormwater 4%,
 Admin 60%
 Maint Supt. - Environmental Services 20%
 Work Study Student - Environmental Services 5%

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

603-ENVIRON SERVICES FUND
 ADMIN AND GENERAL
 EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
OFFICE EXPENSES									
49520-200	ADMIN AND GENERAL OFFICE S	1,044	1,682	1,264	800	761	800	800	
49520-205	ADMIN AND GENERAL MISC. EM	3,382	3,526	3,808	4,992	4,399	4,400	4,992	
49520-210	ADMIN AND GENERAL OPERATIN	219	423	691	500	187	200	500	
49520-220	ADMIN AND GENERAL REPAIR &	1,760	521	722	1,000	549	600	1,000	
TOTAL OFFICE EXPENSES		6,405	6,152	6,486	7,292	5,896	6,000	7,292	
PROFESSIONAL SERVICES									
49520-300	ADMIN AND GENERAL PROFESSI	12,107	1,939	6,623	20,000	6,084	6,100	7,000	
49520-321	ADMIN AND GENERAL TELEPHON	1,089	1,002	1,003	1,030	974	1,030	1,030	
49520-322	ADMIN AND GENERAL POSTAGE	0	3	2	0	32	35	35	
49520-331	ADMIN AND GENERAL TRAVEL &	1,049	1,550	1,578	1,190	2,386	2,500	2,500	
49520-340	ADMIN AND GENERAL ADVERTIS	0	0	7	0	0	0	0	
49520-351	ADMIN AND GENERAL LEGAL NO	0	107	0	0	0	0	0	
49520-354	ADMIN AND GENERAL PRINTING	0	0	0	0	0	0	0	
49520-360	ADMIN AND GENERAL INSURANC	664	1,071	1,351	1,355	1,554	1,554	1,355	
49520-380	ADMIN AND GENERAL UTILITIE	6,837	6,701	7,482	4,400	8,220	8,100	8,100	
TOTAL PROFESSIONAL SERVICES		21,747	12,373	18,044	27,975	19,250	19,319	20,020	
REPAIR & MAINTENANCE									
49520-401	ADMIN AND GENERAL BLDG-REP	1,521	1,412	1,270	1,400	277	300	1,400	
49520-404	ADMIN AND GENERAL EQUIP- R	2,299	2,035	3,246	2,500	1,432	1,500	2,500	
49520-430	ADMIN AND GENERAL MISCELLA	0	0	0	0	0	0	0	
49520-433	ADMIN AND GENERAL DUES & S	269	203	622	475	565	475	475	
TOTAL REPAIR & MAINTENANCE		4,089	3,650	5,138	4,375	2,274	2,275	4,375	
49520-404	ADMIN AND GENERAL EQUIP- R	NEXT YEAR NOTES: financial Incode software maintenance \$950; cartograph software maint \$425.							
49520-433	ADMIN AND GENERAL DUES & S	PERMANENT NOTES: 2 @ \$40 = \$80 MN Society of Aboriculture Arbor day foundation MN state horticulture Society Kasota compost permit Share of: apwa, free press, st peter herald, Chamber of Commerce.							
TOTAL ADMIN AND GENERAL		82,169	72,708	82,293	94,032	79,640	81,984	87,880	

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

603-ENVIRON SERVICES FUND
 CUSTOMER ACCOUNTS
 EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES									
49525-100	CUSTOMER ACCTS WAGES	11,619	9,273	9,290	8,985	9,425	9,500	9,068	_____
49525-102	CUSTOMER ACCTS WAGES - OVE	163	5	0	322	31	322	325	_____
49525-121	CUSTOMER ACCTS PERA CONTRI	719	674	669	698	694	698	704	_____
49525-122	CUSTOMER ACCTS FICA CONTRI	575	539	518	577	544	577	582	_____
49525-126	CUSTOMER ACCTS MEDICARE CO	134	126	121	135	127	135	136	_____
49525-131	CUSTOMER ACCTS HEALTH INSU	3,136	3,512	3,405	3,544	2,664	3,544	3,612	_____
49525-132	CUSTOMER ACCTS DENTAL INSU	161	238	225	175	218	175	187	_____
49525-133	CUSTOMER ACCTS LIFE INSURA	5	5	5	5	4	5	4	_____
49525-151	CUSTOMER ACCTS WORKERS COM	57	54	47	68	55	68	72	_____
TOTAL PERSONNEL SERVICES		16,569	14,425	14,280	14,509	13,763	15,024	14,690	_____

49525-100 CUSTOMER ACCTS WAGES PERMANENT NOTES:
 Billing Clerk & Acct Rec'ble Clerk- 60% Electric Utility,
 10 % Water Utility, 10 % Wastewater Utility, 10% Storm, 10%
 Environmental Services.

OFFICE EXPENSES									
49525-200	CUSTOMER ACCTS OFFICE SUPP	940	1,353	654	1,400	858	1,000	1,400	_____
TOTAL OFFICE EXPENSES		940	1,353	654	1,400	858	1,000	1,400	_____

PROFESSIONAL SERVICES									
49525-300	CUSTOMER ACCTS PROFESSIONA	1,850	1,882	2,333	2,000	1,997	2,100	2,100	_____
49525-322	CUSTOMER ACCTS POSTAGE	5,235	5,354	5,466	5,100	5,077	5,300	5,500	_____
49525-331	CUSTOMER ACCTS TRAVEL & TR	0	13	0	50	0	50	50	_____
49525-354	CUSTOMER ACCTS PRINTING &	0	0	0	750	14	750	750	_____
49525-360	CUSTOMER ACCOUNTS INSURANC	105	238	361	365	214	365	365	_____
TOTAL PROFESSIONAL SERVICES		7,190	7,486	8,160	8,265	7,302	8,565	8,765	_____

REPAIR & MAINTENANCE									
49525-404	CUSTOMER ACCTS EQUIP-REP&M	1,633	1,617	1,554	1,700	1,840	1,900	2,000	_____
49525-430	CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0	_____
TOTAL REPAIR & MAINTENANCE		1,633	1,617	1,554	1,700	1,840	1,900	2,000	_____

49525-404 CUSTOMER ACCTS EQUIP-REP&M PERMANENT NOTES:
 annual software maintenance

49525-404 CUSTOMER ACCTS EQUIP-REP&M NEXT YEAR NOTES:
 Annual Incode Util Billing Software Maintenance \$1,630.

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

603-ENVIRON SERVICES FUND
CUSTOMER ACCOUNTS
EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
<u>BAD DEBT</u>								
49525-904 CUSTOMER ACCTS BAD DEBT EX	133	0	15	100	209	100	100	
TOTAL BAD DEBT	133	0	15	100	209	100	100	
TOTAL CUSTOMER ACCOUNTS	26,463	24,882	24,664	25,974	23,972	26,589	26,955	

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

603-ENVIRON SERVICES FUND
 DEPRECIATION EXPENSE
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
<u>REPAIR & MAINTENANCE</u>								
49970-420 DEPRECIATION EXPENSE DEP	4,033	17,627	57,338	17,000	34,084	56,000	56,000	
TOTAL REPAIR & MAINTENANCE	4,033	17,627	57,338	17,000	34,084	56,000	56,000	
TOTAL DEPRECIATION EXPENSE	4,033	17,627	57,338	17,000	34,084	56,000	56,000	

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

603-ENVIRON SERVICES FUND
INTEREST EXPENSE
EXPENDITURES

	2012	2013	2014	(----- 2015 -----)	(----- 2016 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>AGENT FEES</u>								
49980-611 INTEREST EXPENSE BOND INTE	0	0	0	0	0	0	0	
TOTAL AGENT FEES	0	0	0	0	0	0	0	
TOTAL INTEREST EXPENSE	0	0	0	0	0	0	0	

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

603-ENVIRON SERVICES FUND
TRANSFERS AND CONTRIBUTI
EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
<u>TRANSFERS</u>								
49990-720 TRANSFERS AND CONTRIBUTION	3,486	466	0	0	0	0	0	0
TOTAL TRANSFERS	3,486	466	0	0	0	0	0	0
TOTAL TRANSFERS AND CONTRIBUTI	3,486	466	0	0	0	0	0	0

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION ADOPTING 2016 ENVIRONMENTAL SERVICES ENTERPRISE BUDGET

BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following budget amount for the Environmental Services Enterprise Fund of the City of Saint Peter is hereby adopted for 2016:

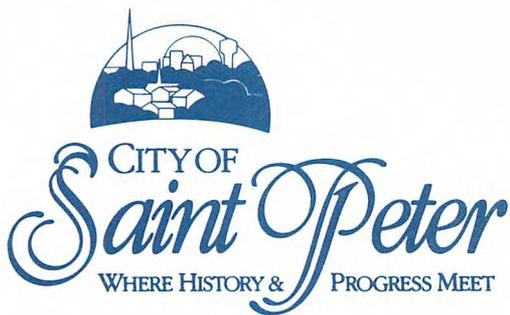
Environmental Service Fund	\$905,529
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 20, 2016

FROM: Paula O'Connell
Director of Finance

RE: 2016 Stormwater Fund Budget

ACTION/RECOMMENDATION

Approve the 2016 Stormwater Fund Budget.

BACKGROUND

The attached documents provide background on the recommended budget for the Stormwater Enterprise Fund for the 2016 year. This fund is used for services that include:

- stormwater management
- inspection of construction in the City right-of-way (ROW)
- repair and maintenance of stormwater infrastructure within our community

The fund is supported by a utility charge that is billed to all properties within the City based on size and type of property.

The operations for 2016 are very similar to the plan that was approved in 2015 and there is no change recommended in the rates, however a rate increase will very likely be necessary to cover future debt service on anticipated project costs. Current rates along with future parcels included into the City limits will not be able to sustain a positive reserve. In addition we believe that future capital improvements will need to be supported by assessments at some level. The City does have the appropriate rules and processes in place to provide for those assessments.

Since 2011, wages and other cost of operations have increased. We have changed our organizational structure by eliminating the Stormwater Operator and Engineering Technician positions and filling those positions with the creation of two Infrastructure Technician positions which has added versatility to the stormwater and construction management operations. As projects are completed throughout the year, a portion of these employee's wages get reallocated to the appropriate utility or project.

Stormwater also continues to contribute 6.5% of gross sales to the general fund in the 2016 budget.

With the issuance of each new National Pollution Discharge Elimination System (NPDES) permit, the City can expect to see additional stormwater requirements imposed. These

mandatory changes continue to require City Code regulations which place measurable and enforceable standards on City stormwater discharges. In addition, we believe that maintenance requirements will need to increase in an effort to lower levels of nitrogen, total suspended solids (TSS) and phosphorus.

Capital projects included in the budget for this upcoming year are:

- Rebuild the West Chatham Street and North Fourth Street intersection to enhance stormwater structures (estimated at \$60,000). We continue to rebuild one or two intersections each year.
- \$300,000 is planned for phase one of the housing project to the north of Traverse Road. This was contemplated as part of the overall project cost estimate of \$1,244,000 and is planned to be funded ultimately through the sale of the lots.
- Improve stormwater treatment and conveyance for the new City/School developments. Anticipated cost of this development in stage one is approximately \$1,200,000 and the stormwater share is \$324,600.
- \$3,000 of public works improvements. There is also a future (2017) need of roof repair/replacement on the Public Works building which is experiencing leaks and will need to be investigated more to find a solution and determine an exact cost.
- Maintenance equipment/improvements:
 - Public Works Improvements (i.e. Mechanics area) \$5,000 (33% of \$15,000)
 - Replace Unit #406- '02 Blazer with a ½ ton pickup \$31,000
 - 1994 Backhoe replacement \$10,000 (20% of \$50,000)
 - Jack hammer replacement \$4,400 (20% of \$22,000)
 - Replace #17 - '86 1450 John Deere \$35,000
 - Flail Mower \$5,000

Debt service attributable to this Fund is:

- \$870,000 Taxable G.O. Utility Revenue and TIF Bonds, 2010B;
 - 2016 debt service \$23,400; remaining debt \$81,250; final payment 2020.

The current monthly rates, last increased in 2007, are all based on a cost of \$22.50 per acre per month. Each category then has a Residential Equivalency Factor (REF) assigned to it to calculate the per acre charge:

- ✓ \$7.50 for single family residential and multi-unit dwellings up to five units. (.3 REF)
- ✓ \$11.25 per acre for Manufactured Housing Parks and Public/Private Schools and the MN State Regional Treatment Center. (.5 REF)
- ✓ \$22.50 per acre for multi-family parcels greater than 5 units, churches and government (1 REF).
- ✓ \$33.75 per acre for Industrial (1.50 REF)
- ✓ \$39.38 per acre for Commercial/Business (1.75 REF)

To give you an idea of the magnitude of a possible rate change and the impact on total revenues I've compiled three options:

Rate change (per acre)	10%(\$2.25)	\$.50	\$1.50
Residential (under 5 units)	\$23,827	\$5,179	\$15,539
Parcels charged by size	<u>\$21,968</u>	<u>\$4,775</u>	<u>\$14,327</u>
Total	\$45,795	\$9,954	\$29,866

This is just informational; there is no additional revenue due to rate increases planned in the 2016 budget.

FISCAL IMPACT:

Based on the proposed budget, it is anticipated that the cash position will decrease from a projected \$414,304 at the end of 2015, to an estimated \$302,101 at the end of 2016. The unrestricted cash on hand for this fund (\$262,526), does reflect 40% of next year's operational budget. While it is likely that capital improvements will be necessary in the future, it does not mean that consideration of a rate increase is certain to maintain an adequate fund balance. The housing infrastructure improvements can be covered by tax increment or development fees, and staff will monitor other development and stormwater needs that go with it. This budget anticipates using \$192,900 of reserves to fund capital purchases along with bonding to cover housing and the high school/park improvement items.

Based on a couple of previous Council discussions about reserve amounts staff is planning for an overall discussion about Enterprise Fund reserve amounts at the next Goal Session on February 29th. Our hope would be to develop a policy related to reserve amounts in all enterprise funds.

According to the 10 year capital plan and after the 2016 purchases, annual capital costs will range between \$133,800 and \$574,000. This is going to continue to reduce the reserves of this fund without a future rate adjustment and/or assessments. The 2017 budget will be a reasonable time to review these rates and our future plans for stormwater improvements (housing, Third Street development, etc.). The challenges we face in this fund are driven by cost of additional development and changes in rules and regulations related to stormwater treatment and how developments could occur. This budget includes lots of place holders that allow us to plan ahead, but frankly, we do not yet know when or exactly to what extent activity will take place.

The approval of the Stormwater budget (including capital) in the amount of \$1,591,110 will give Staff a working plan. The actual purchase or initiation of large projects and funding sources for any large projects or purchases will be presented individually to the City Council for authorization. There is no proposal to change the rate structure or rates for the 2016 year.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for additional direction. There is no law that requires an approved budget. However, it is important to planning and measurements of operation to have the discussion and understanding of the costs and revenues. A budget represents that effort to our auditors.

Negative vote. Staff will wait for additional direction from the Council.

Modification of the resolution. This is always an option of the Council.

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

PO

STORMWATER FUND									
Statement of Sources and Applications of Cash									
	2011	2012	2013	2014	2015	2015	2016	2017	
	Actual	Actual	Actual	Actual	Budget	Projected	Proposed	Proposed	
							Budget	Budget	
Sources of Cash:									
Net Income (loss)	\$33,125	(\$61,258)	(\$65,311)	(\$50,033)	(\$159,725)	\$47,947	(\$129,802)	(\$159,485)	
Add depreciation	192,442	196,573	201,577	207,936	192,000	230,000	230,000	230,000	
Total	225,567	135,315	136,266	157,903	32,275	277,947	100,198	70,515	
Application of cash:									
Purchase of fixed assets	(106,343)	(145,456)	(145,263)	(79,553)	(277,500)	(313,624)	(935,873)	(574,000)	
Change in assets and liabilities	28,916	10,987	9,212	(1,781)	0	0	0	0	
Principal payments of long-term debt	(56,050)	(74,150)	(76,000)	(77,625)	(40,625)	(40,625)	(19,500)	(49,500)	
Bond Proceeds/State Aid for Capital	0	0	0	0	85,000		742,973	450,000	
Total	(133,477)	(208,619)	(212,051)	(158,959)	(233,125)	(354,249)	(212,400)	(173,500)	
Net increase (decrease) in cash	92,090	(73,304)	(75,785)	(1,056)	(200,850)	(76,302)	(112,202)	(102,985)	
Unrestricted Cash - January 1	548,661	640,751	567,447	491,661	490,605	490,605	414,304	302,101	
restricted reserve	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	
Unrestricted Cash balance - December 31	\$601,176	\$527,872	\$452,086	\$451,030	\$250,180	\$374,729	\$262,526	\$159,542	

Stormwater Utility Capital Plan

		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
606.48610	Collector System/Lift Station										
300	Engineering		\$ 12,000	\$ 12,300	\$ 12,300	\$ 12,800	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
	North 4th & Madison Intersection Replmt Design	\$ 7,500									
	GIS Phase 2	\$ 12,000		\$ 5,000		\$ 5,000			\$ 5,000		
532	Utility Infrastructure										
	North 4th & Chatham Intersection Correction	\$ 60,000	\$ 63,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 75,000	\$ 75,000
	St Peter High School/City Park (Fort Rd) internal infrastructure	\$ 74,600									
	Elementary School/City Dev (Traverse Rd Phase 1)	\$ 300,000									
	Saint Julien Roundabout (non MSA work)	\$ 3,000									
606.48610	Collector System/Lift Station Totals	\$ 457,100	\$ 75,000	\$ 82,300	\$ 77,300	\$ 82,800	\$ 79,000	\$ 82,000	\$ 89,000	\$ 89,000	\$ 89,000
606.48620	Stormwater Treatment										
300	Professional Services / Engineering	\$ 133,373	\$ 6,000	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 7,700	\$ 7,700	\$ 7,700	\$ 8,000
520	Building/Structural Improvements	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,600	\$ 6,600	\$ 6,600	\$ 7,000
532	St. Peter High School/City Park (Fort Rd) Cty drainage ditch Impmt	\$ 250,000									
532	Land Purchases when there is additional Old Minn Development		\$ 25,000			\$ 25,000					
532	HWY 169 N Basin (Dranttel Street)		\$ -		\$ 240,000						
532	Brown Street Basin	\$ -	\$ 450,000								
606.48620	Stormwater Treatment Totals	\$ 388,373	\$ 487,000	\$ 12,000	\$ 252,500	\$ 38,000	\$ 13,500	\$ 14,300	\$ 14,300	\$ 14,300	\$ 15,000
606.48630	General Plant										
520	Building / Structure Improvements		\$ 5,000			\$ 6,000			\$ 7,000		
520	Public Works Improvements								\$ 7,700	\$ 7,700	\$ 8,000
550	Replace Unit #1- '03 F150	(33% of \$ Total Imp.) \$ 5,000	\$ 7,000	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,500	\$ 12,000			
550	Replace Unit #714- '14 F150	(33% of \$36,000)								\$ 12,000	
550	Replace Unit #27- '14 Mack Vector Truck	(25% of \$340,000)									
550	Replace Unit #36- '01 Dodge Caravan	(33% of \$30,000)									\$ 10,000
550	Replace Unit #92- '92 GMC 1500 Truck			27,000				\$ 25,000			
550	Replace Unit #308- '08 F150 Truck								\$ 31,000		
550	Replace Unit #406- '02 Blazer with a 1/2 ton p (SURPLUS)	\$ 31,000									
580	1994 Backhoe Replacement	(20% of \$50,000) \$ 10,000									
580	Jack hammer Replacement	(20 % of \$22,000) \$ 4,400									
580	Replace #17 - '86 1450 John Deere	\$ 35,000									
580	Replace # 84 - '98 5410 John Deere	(100% of \$35,000)			\$ 35,000						
580	Rotary Mower				\$ 6,000						
580	Side Mower								\$ 8,700		
580	Flail Mower	\$ 5,000				\$ 5,000					\$ 5,000
580	Aerator			\$ 3,000							
580	Ferris Mower							\$ 14,000			
580	Harper DewEze Mower						\$ 45,000				
580	John Deere 540 #113	(33% of \$12,000)			\$ 4,000						
580	Hydromulcher									\$ 22,000	
580	8" Godwin Pump #1	Unit 613								\$ 40,000	
580	8" Godwin Pump #2	Unit 75		\$ 40,000							\$ 5,000
580	Mowing Trailer										\$ 4,500
606.48630	General Plant TOTALS	\$ 90,400	\$ 12,000	\$ 75,000	\$ 52,000	\$ 13,000	\$ 57,500	\$ 58,700	\$ 54,400	\$ 81,700	\$ 32,500
TOTALS - CAPITAL STORMWATER SYSTEMS		\$ 935,873	\$ 574,000	\$ 169,300	\$ 381,800	\$ 133,800	\$ 150,000	\$ 155,000	\$ 157,700	\$ 185,000	\$ 136,500

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Stormwater Utility Capital Funding Plan

		FUNDING SOURCE:								
		RESERVES/ CASH	ASSESS./ Developer Bond	TIF BONDING	Parkland fund	BOND (Finance)				
606.48610	Collector System/Lift Station									
300	Engineering									
	North 4th & Madison Intersection Replacement Design	\$ 7,500								
	GIS Phase 2	\$ 12,000								
532	Utility Infrastructure									
	North 4th & Chatham Intersection Correction	\$ 60,000								
	St Peter High School/City Park (Fort Road) internal infrastructure		\$ 37,300			\$ 37,300				
NAME???	Elementary School/City Dev (Traverse Rd Phase 1)			\$ 300,000						
	Saint Julien Roundabout (non MSA work)	\$ 3,000								
606.48610	Collector System/Lift Station Totals	\$ 82,500	\$ 37,300	\$ 300,000	\$ -	\$ 37,300	\$ 457,100			
606.48620	Stormwater Treatment									
300	Professional Services / Engineering									
	Miscellaneous Engineering	\$ 2,500								
	St Peter School SWPP	\$ 12,500								
	St Peter High School/City Park(Fort Rd)					\$ 75,000				
NAME???	Engineering for Elementary School/Cityl Dev. Storm Sewer Installation (Travers Rd Phase 1)			\$ 43,373						
520	Building/Structural Improvements	\$ 5,000								
532	St. Peter High School/City Park (Fort Rd) Cty drainage ditch Impmt				\$ 250,000					
532	Brown Street Basin					\$ -				
606.48620	Stormwater Treatment Totals	\$ 20,000	\$ -	\$ 43,373	\$ 250,000	\$ 75,000	\$ 388,373			
606.48630	General Plant									
520	Public Works Improvements (33% of \$15,000)	\$ 5,000								
550	Replace Unit #406- '02 Blazer with a 1/2 ton p (SURPLUS)	\$ 31,000								
580	1994 Backhoe Replacement (20% of \$50,000)	\$ 10,000								
580	Jack hammer Replacement (20 % of \$22,000)	\$ 4,400								
580	Replace #17 - '86 1450 John Deere (100% of \$35,000)	\$ 35,000								
580	Flail Mower	\$ 5,000								
606.48630	General Plant TOTALS	\$ 90,400	\$ -	\$ -	\$ -	\$ -	\$ 90,400			
TOTALS - CAPITAL STORMWATER SYSTEMS		\$ 192,900	\$ 37,300	\$ 343,373	\$ 250,000	\$ 112,300	\$ 935,873			

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

606-STORMWATER FUND

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- CURRENT BUDGET	2015 Y-T-D ACTUAL	----- PROJECTED YEAR END	(----- 2016 REQUESTED BUDGET	----- PROPOSED BUDGET
CONTRIBUTED ASSETS								
39210 CONTRIBUTED ASSETS	0	276,060	(19,818)	0	0	0	0	
TOTAL CONTRIBUTED ASSETS	0	276,060	(19,818)	0	0	0	0	
TOTAL REVENUES	492,353	768,051	509,637	503,243	637,362	637,651	525,435	

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

606-STORMWATER FUND
 COLLECTIONS/LIFT STATION
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)			(----- 2016 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PERSONNEL SERVICES								
49700-100	COLLECTIONS WAGES	72,064	79,398	70,823	124,452	75,170	75,170	127,032
49700-101	COLLECTIONS WAGES - TEMPOR	9,142	7,861	9,638	1,528	15,457	15,457	1,528
49700-102	COLLECTIONS WAGES - OVERTI	378	329	627	3,591	1,247	1,247	3,682
49700-112	COLLECTIONS CAR ALLOWANCE	120	30	0	0	70	70	70
49700-121	COLLECTIONS PERA CONTRIBUT	5,169	6,793	5,188	9,603	5,721	5,721	9,804
49700-122	COLLECTIONS FICA CONTRIBUT	4,824	6,050	4,891	8,033	5,579	5,579	8,199
49700-126	COLLECTIONS MEDICARE CONTR	1,128	1,415	1,144	1,879	1,305	1,305	1,918
49700-131	COLLECTIONS HEALTH INSURAN	5,852	10,103	6,355	13,183	5,212	5,212	13,933
49700-132	COLLECTIONS DENTAL INSURAN	1,192	1,037	886	1,193	873	873	1,273
49700-133	COLLECTIONS LIFE INSURANCE	30	38	28	51	28	28	47
49700-142	COLLECTIONS UNEMPLOYMENT-D	0	0	0	0	0	0	0
49700-151	COLLECTIONS WORKERS COMPEN	1,148	1,097	1,293	5,912	4,755	4,755	6,331
	TOTAL PERSONNEL SERVICES	101,048	114,151	100,873	169,425	115,418	115,417	173,817
OFFICE EXPENSES								
49700-210	COLLECTIONS OPERATING SUPP	574	848	1,174	2,000	48	1,000	1,000
49700-211	COLLECTIONS MOTOR FUELS	0	0	0	500	79	500	500
49700-220	COLLECTIONS REPAIR & MAINT	895	1,914	1,522	2,000	1,295	2,000	2,000
	TOTAL OFFICE EXPENSES	1,469	2,762	2,696	4,500	1,421	3,500	3,500
PROFESSIONAL SERVICES								
49700-300	COLLECTIONS PROFESSIONAL S	12,716	5,566	3,609	3,000	12,840	12,747	7,500
49700-360	COLLECTIONS INSURANCE	909	1,610	1,664	1,665	1,626	1,665	1,700
	TOTAL PROFESSIONAL SERVICES	13,625	7,176	5,273	4,665	14,466	14,412	9,200
REPAIR & MAINTENANCE								
49700-406	COLLECTIONS MAINS- REP&MAI	1,043	3,353	10,417	14,000	4,239	5,000	5,000
49700-430	COLLECTIONS MISCELLANEOUS	0	0	0	500	0	500	500
49700-433	COLLECTIONS DUES & SUBSCRI	0	0	0	0	0	0	0
	TOTAL REPAIR & MAINTENANCE	1,043	3,353	10,417	14,500	4,239	5,500	5,500
TOTAL COLLECTIONS/LIFT STATION								
		117,186	127,442	119,259	193,090	135,545	138,829	192,017

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

606-STORMWATER FUND
 TREATMENT
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015			2016	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PERSONNEL SERVICES								
49710-100 TREATMENT WAGES	24,686	30,163	29,482	43,006	19,184	19,184	43,731	
49710-101 TREATMENT WAGES - TEMPORAR	178	1,006	271	1,528	657	657	1,528	
49710-102 TREATMENT WAGES - OVERTIME	159	0	109	1,247	0	0	1,282	
49710-112 TREATMENT CAR ALLOWANCE	120	30	0	0	70	70	70	
49710-121 TREATMENT PERA CONTRIBUTIO	1,747	2,055	2,122	3,319	1,456	1,456	3,376	
49710-122 TREATMENT FICA CONTRIBUTIO	1,465	1,746	1,763	2,838	1,215	1,215	2,886	
49710-126 TREATMENT MEDICARE CONTRIB	343	408	412	664	284	284	675	
49710-131 TREATMENT HEALTH INSURANCE	2,964	4,000	3,697	5,556	2,183	2,183	6,694	
49710-132 TREATMENT DENTAL INSURANCE	197	313	428	447	264	264	477	
49710-133 TREATMENT LIFE INSURANCE	10	12	13	18	8	8	16	
49710-151 TREATMENT WORKERS COMPENSA	332	317	372	2,089	1,680	1,680	2,224	
TOTAL PERSONNEL SERVICES	32,199	40,050	38,668	60,712	27,001	27,001	62,959	
OFFICE EXPENSES								
49710-210 TREATMENT OPERATING SUPPLI	6,981	7,944	7,989	9,000	7,646	8,000	8,000	
49710-211 TREATMENT MOTOR FUELS	7,556	8,120	9,368	8,000	5,317	8,000	8,000	
49710-220 TREATMENT REPAIR & MAINT.	586	1,022	989	2,000	279	1,000	1,000	
TOTAL OFFICE EXPENSES	15,122	17,086	18,346	19,000	13,242	17,000	17,000	
PROFESSIONAL SERVICES								
49710-300 TREATMENT PROFESSIONAL SER	176	176	25,074	6,000	3,594	3,594	3,000	
49710-360 TREATMENT INSURANCE	291	564	626	630	943	943	1,000	
49710-380 TREATMENT UTILITIES	4,859	2,187	3,399	3,500	726	3,500	3,500	
TOTAL PROFESSIONAL SERVICES	5,326	2,927	29,099	10,130	5,264	8,037	7,500	
REPAIR & MAINTENANCE								
49710-404 TREATMENT EQUIP&MACH-REP&M	2,611	3,058	4,388	5,500	642	2,500	5,000	
49710-405 TREATMENT PONDS- REP&MAINT	0	449	0	12,000	0	0	5,000	
49710-406 TREATMENT REPAIR & MAINT-M	0	0	3,180	4,000	61	1,000	4,000	
49710-415 TREATMENT EQUIPMENT RENTAL	5	0	0	50	159	159	50	
49710-430 TREATMENT MISCELLANEOUS	0	0	0	50	0	50	50	
49710-433 TREATMENT DUES & SUBSCRIPT	0	0	0	20	0	20	20	
TOTAL REPAIR & MAINTENANCE	2,616	3,507	7,568	21,620	862	3,729	14,120	
TOTAL TREATMENT	55,263	63,569	93,681	111,462	46,368	55,767	101,579	

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

606-STORMWATER FUND
 ADMINISTRATION AND GENERA
 EXPENDITURES

				2015			2016	
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
				2012	2013	2014		
				ACTUAL	ACTUAL	ACTUAL		
PERSONNEL SERVICES								
49720-100	ADMIN AND GENERAL WAGES	79,566	71,132	66,176	78,000	70,389	70,389	41,518
49720-101	ADMINISTRATION AND GENERAL	1,497	1,193	352	0	363	363	0
49720-102	ADMIN AND GENERAL WAGES -	298	246	274	303	156	156	312
49720-112	ADMINISTRATION AND GENERAL	354	197	144	144	144	144	144
49720-121	ADMIN AND GENERAL PERA CON	5,736	5,119	4,693	2,992	5,277	5,277	3,130
49720-122	ADMIN AND GENERAL FICA CON	4,728	4,214	3,871	2,479	4,218	4,218	2,593
49720-126	ADMIN AND GENERAL MEDICARE	1,105	986	905	580	986	986	607
49720-131	ADMIN AND GENERAL HEALTH I	13,343	12,346	10,396	9,597	11,290	11,290	11,248
49720-132	ADMIN AND GENERAL DENTAL I	1,304	941	1,040	626	964	964	668
49720-133	ADMIN AND GENERAL LIFE INS	32	30	27	17	25	25	16
49720-151	ADMIN AND GENERAL WORKERS	3,907	3,792	4,528	529	426	426	436
TOTAL PERSONNEL SERVICES		111,871	100,194	92,407	95,267	94,236	94,238	60,672
OFFICE EXPENSES								
49720-200	ADMIN AND GENERAL OFFICE S	174	183	54	500	150	500	500
49720-205	ADMIN AND GENERAL MISC. EM	3,183	2,963	3,450	3,300	3,494	3,300	3,300
49720-210	ADMIN AND GENERAL OPERATIN	381	304	84	1,550	620	1,550	1,000
49720-211	ADMIN AND GENERAL MOTOR F	0	0	810	500	0	500	500
49720-220	ADMIN AND GENERAL SUPPLIES	0	0	0	150	0	150	150
TOTAL OFFICE EXPENSES		3,738	3,450	4,398	6,000	4,264	6,000	5,450
PROFESSIONAL SERVICES								
49720-300	ADMIN AND GENERAL PROFESSI	872	775	862	1,200	1,357	1,200	1,200
49720-321	ADMIN AND GENERAL TELEPHON	3,069	2,603	2,751	2,700	2,526	2,700	2,700
49720-322	ADMIN AND GENERAL POSTAGE	7	0	26	2,000	76	500	500
49720-331	ADMIN AND GENERAL TRAVEL &	3,982	2,703	5,772	4,000	4,646	5,000	5,000
49720-340	ADMIN AND GENERAL ADVERTIS	0	0	168	1,000	208	100	1,000
49720-351	ADMINAND GENERAL LEGAL NOT	53	43	124	100	1,966	2,000	100
49720-354	ADMIN AND GENERAL PRINTING	0	0	0	200	190	200	200
49720-360	ADMIN AND GENERAL INSURANC	375	1,005	1,143	1,150	943	1,150	1,150
49720-380	ADMIN AND GENERAL UTILITIE	0	0	0	0	0	0	0
TOTAL PROFESSIONAL SERVICES		8,357	7,131	10,846	12,350	11,913	12,850	11,850
REPAIR & MAINTENANCE								
49720-401	ADMINISTRATION AND GENERAL	0	0	0	100	455	100	100
49720-404	ADMIN AND GENERAL EQUIP- R	417	603	1,245	1,000	644	1,500	1,500
49720-430	ADMIN AND GENERAL MISCELLA	0	0	0	0	0	0	0
49720-433	ADMIN AND GENERAL DUES & S	840	785	25	2,300	760	2,000	2,000
TOTAL REPAIR & MAINTENANCE		1,257	1,388	1,270	3,400	1,859	3,600	3,600
49720-404	ADMIN AND GENERAL EQUIP- R	NEXT YEAR NOTES: Annual Cartegraph License Renewal \$450.00						
TOTAL ADMINISTRATION AND GENERA		125,223	112,164	108,921	117,017	112,272	116,688	81,572

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

606-STORMWATER FUND
 CUSTOMER ACCOUNTS
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
PERSONNEL SERVICES								
49725-100 CUSTOMER ACCTS WAGES	11,859	9,449	9,407	8,985	9,426	9,426	9,068	
49725-102 CUSTOMER ACCTS WAGES - OVE	163	5	0	322	31	31	325	
49725-121 CUSTOMER ACCTS PERA CONTRI	719	674	668	698	694	694	704	
49725-122 CUSTOMER ACCTS FICA CONTRI	575	539	518	577	544	544	582	
49725-126 CUSTOMER ACCTS MEDICARE CO	135	126	121	135	128	128	136	
49725-131 CUSTOMER ACCTS HEALTH INSU	3,136	3,511	3,404	3,544	2,664	2,664	3,612	
49725-132 CUSTOMER ACCTS DENTAL INSU	161	238	225	175	218	218	187	
49725-133 CUSTOMER ACCTS LIFE INSURA	5	5	5	5	4	4	4	
49725-151 CUSTOMER ACCTS WORKERS COM	57	54	47	68	55	55	72	
TOTAL PERSONNEL SERVICES	16,809	14,600	14,396	14,509	13,763	13,764	14,690	
OFFICE EXPENSES								
49725-200 CUSTOMER ACCTS OFFICE SUPP	0	0	0	185	0	0	185	
49725-211 CUSTOMER ACCTS MOTOR FUELS	0	0	0	0	0	0	0	
TOTAL OFFICE EXPENSES	0	0	0	185	0	0	185	
PROFESSIONAL SERVICES								
49725-300 CUSTOMER ACCTS PROFESSIONA	5	5	5	300	5	15	300	
49725-322 CUSTOMER ACCTS POSTAGE	0	0	0	35	0	0	35	
49725-331 CUSTOMER ACCTS TRAVEL & TR	2,000	600	510	50	510	510	510	
49725-354 CUSTOMER ACCTS PRINTING &	0	0	0	125	0	0	125	
49725-360 ADMIN AND GENERAL INSURANC	63	152	173	175	131	131	175	
TOTAL PROFESSIONAL SERVICES	2,068	757	689	685	646	656	1,145	
49725-331 CUSTOMER ACCTS TRAVEL & TR								PERMANENT NOTES: rain barrels
REPAIR & MAINTENANCE								
49725-404 CUSTOMER ACCTS EQUIP- REP&	0	0	0	260	0	0	260	
49725-430 CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0	
TOTAL REPAIR & MAINTENANCE	0	0	0	260	0	0	260	
BAD DEBT								
49725-904 CUSTOMER ACCTS BAD DEBT EX	88	27	13	120	52	52	120	
TOTAL BAD DEBT	88	27	13	120	52	52	120	
TOTAL CUSTOMER ACCOUNTS	18,965	15,384	15,097	15,759	14,461	14,472	16,400	

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

606-STORMWATER FUND
 DEPRECIATION EXPENSE
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)	(----- 2016 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>REPAIR & MAINTENANCE</u>								
49970-420 DEPRECIATION EXPENSE DEP	196,573	201,577	207,936	192,000	212,511	230,000	230,000	
TOTAL REPAIR & MAINTENANCE	196,573	201,577	207,936	192,000	212,511	230,000	230,000	
TOTAL DEPRECIATION EXPENSE	196,573	201,577	207,936	192,000	212,511	230,000	230,000	

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

606-STORMWATER FUND
INTEREST EXPENSE
EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
<u>AGENT FEES</u>								
49980-611 INTEREST EXPENSE BOND INTE	10,595	8,540	5,756	4,929	4,929	4,929	3,900	
TOTAL AGENT FEES	10,595	8,540	5,756	4,929	4,929	4,929	3,900	
<hr/>								
TOTAL INTEREST EXPENSE	10,595	8,540	5,756	4,929	4,929	4,929	3,900	

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

606-STORMWATER FUND
 TRANSFERS AND CONTRIBUTIO
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	PROPOSED BUDGET
TRANSFERS								
49990-720 TRANSFERS AND CONTRIBUTION	29,804	28,624	28,838	28,711	26,595	29,019	29,769	
49990-722 TRANSFERS AND CONTRIBUTION	0	0	0	0	0	0	0	
TOTAL TRANSFERS	29,804	28,624	28,838	28,711	26,595	29,019	29,769	
TOTAL TRANSFERS AND CONTRIBUTIO	29,804	28,624	28,838	28,711	26,595	29,019	29,769	

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

606-STORMWATER FUND
 CAPITAL-COLL SYT/LIFT ST
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2016 -----) Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PROFESSIONAL SERVICES								
48610-300 CAPITAL-COLLECTOR SYSTEM P	0	4,887	5,053	7,500	5,275	5,275	19,500	
TOTAL PROFESSIONAL SERVICES	0	4,887	5,053	7,500	5,275	5,275	19,500	
48610-300 CAPITAL-COLLECTOR SYSTEM P	NEXT YEAR NOTES: N. 4th & Madison Intersection Replcmt Design \$7,500 GIS Phase 2 \$12,000							
CAPITAL								
48610-520 CAPITAL-COLLECTOR SYSTEM B	0	0	0	0	0	0	0	
48610-532 CAPITAL-COLLECTOR SYSTEM U	6,743	0	1,334	64,500	0	0	437,600	
TOTAL CAPITAL	6,743	0	1,334	64,500	0	0	437,600	
48610-532 CAPITAL-COLLECTOR SYSTEM U	NEXT YEAR NOTES: North Fourth Street & Chatham Street Intersection Correction \$60,000.00 St. Peter High School/City Park (Fort Rd)\$74,600 Elementary School/City Dev (Traverse Rd Phase 1)\$300,000 STJU Roundabout (MSA) \$3,000							
TOTAL CAPITAL-COLL SYT/LIFT ST	6,743	4,887	6,387	72,000	5,275	5,275	457,100	

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

606-STORMWATER FUND
 CAPITAL-TREATMENT SYSTEM
 EXPENDITURES

				(----- 2015 -----)			(----- 2016 -----)	
	2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>PROFESSIONAL SERVICES</u>								
48620-300 CAPITAL-TREATMENT SYSTEM P	0	0	0	77,500	0	0	133,373	
TOTAL PROFESSIONAL SERVICES	0	0	0	77,500	0	0	133,373	
48620-300 CAPITAL-TREATMENT SYSTEM P	NEXT YEAR NOTES:							
	Misc Engineering \$2,500							
	St. Peter School SWPP \$12,500							
	St. Peter High School/City Park (Fort Rd)\$75,000							
	Engineering for Elementary School/City Dev. Storm Sewer							
	installation(Traverse Rd Phase 1)\$43,373							
<u>CAPITAL</u>								
48620-510 CAPITAL-TREATMENT SYSTEM L	0	0	0	0	205,090	0	0	
48620-520 CAPITAL-TREATMENT SYSTEM B	0	0	0	1,000	0	205,090	5,000	
48620-532 CAPITAL-TREATMENT SYSTEM U	0	0	0	0	0	0	250,000	
48620-580 CAPITAL-TREATMENT SYSTEM O	0	912	0	0	0	0	0	
TOTAL CAPITAL	0	912	0	1,000	205,090	205,090	255,000	
48620-532 CAPITAL-TREATMENT SYSTEM U	NEXT YEAR NOTES:							
	St. Peter High School/City Park(Fort Rd) \$250,000							
	Brown Street Basin \$450,000 changed to \$0. (moved to future)							
	Land Purchase for Old MN Brown St basin(Dahlgren \$145,000 &							
	Cunningham \$30,000)\$175,000 changed to \$0 (completed in							
	2015)							
TOTAL CAPITAL-TREATMENT SYSTEM	0	912	0	78,500	205,090	205,090	388,373	

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

606-STORMWATER FUND
 CAPITAL-GENERAL PLANT
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)	(----- 2016 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
CAPITAL								
48630-520 CAPITAL-GENERAL PLANT BUIL	0	0	0	1,000	0	1,000	5,000	_____
48630-550 CAPITAL-GENERAL PLANT MOTO	0	0	0	94,000	87,008	94,000	31,000	_____
48630-580 CAPITAL-GENERAL PLANT OTHE	2,832	5,170	0	32,000	8,259	8,259	54,400	_____
TOTAL CAPITAL	2,832	5,170	0	127,000	95,267	103,259	90,400	_____
48630-520 CAPITAL-GENERAL PLANT BUIL								
NEXT YEAR NOTES: Public Works Improvements (33% of total improvement)\$5000								
48630-550 CAPITAL-GENERAL PLANT MOTO								
NEXT YEAR NOTES: Replace Unit#406 2002 Blazer \$31,000								
48630-580 CAPITAL-GENERAL PLANT OTHE								
NEXT YEAR NOTES: Replacement Backhoe \$10,000 (20% of \$50,000) Replacement of Jackhammer \$4,400 (40% of 22,000) Replace #17 1986 1450 John Deere \$35,000 (100%) Flail Mower \$5,000								
TOTAL CAPITAL-GENERAL PLANT	2,832	5,170	0	127,000	95,267	103,259	90,400	
TOTAL EXPENDITURES	563,183	568,270	585,875	940,468	858,313	903,328	1,591,110	=====
REVENUE OVER/(UNDER) EXPENDITURES	(70,829)	199,781	(76,238)	(437,225)	(220,952)	(265,677)	(1,065,675)	=====

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION ADOPTING THE 2016 STORMWATER ENTERPRISE BUDGET

BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following budget amount for the Stormwater Enterprise Fund of the City of Saint Peter is hereby adopted for 2016:

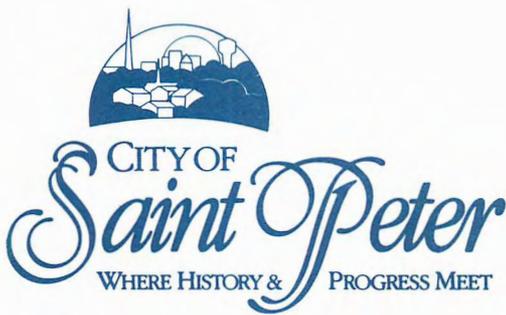
Stormwater Fund \$1,591,110

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

Date: January 20, 2016

FROM: Paula O'Connell
Director of Finance

RE: Pay Equity Report Submission

ACTION/RECOMMENDATION

Approve the attached resolution authorizing submission of the City's pay equity report to the Department of Employee Relations.

BACKGROUND

The City is required to submit a pay equity implementation report to the Department of Employee Relations (DOER) when designated. The report has been completed and indicates compliance with all three areas required by DOER. The report is due January 31st.

Each of the compliance tests results must be 80% or greater to reach compliance. Since the Statistical test is below 80%, the t-test is used to allow compliance. The City of Saint Peter passes this t-test along with the salary and exceptional service test. The information submitted reflect wages that were in place as of December 31, 2015.

Upon submission to DOER, the report will be posted at City Hall, and a copy sent to each exclusive representative (unions). A resolution has been prepared for Council consideration.

FISCAL IMPACT:

None.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will forward the approval to DOER and respond when they review the report.

Negative vote: Failure to submit the report automatically will put the City out of compliance.

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

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016-

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

RESOLUTION ADOPTING PAY EQUITY REPORT

WHEREAS, a report has been compiled as required by State law for submission to the Department of Employee Relations (DOER); and

WHEREAS, the report shows the City to be in compliance with pay equity regulations in all three required compliance areas; and

WHEREAS, the City Council needs to approve the current pay equity report for submission to DOER.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the 2016 Pay Equity Report be and hereby is adopted for submission to the Department of Employee Relations to demonstrate the City's compliance with pay equity regulations.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 25th day of January 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes allow for closed sessions of the Council for discussion of specific issues including union contract negotiations; and

WHEREAS, the City is in negotiations with Law Enforcement Labor Services Locals 241 (Police Officers) and 242 (Communications Technicians); and

WHEREAS, the City Administrator recommends a closed session be called to provide information to the City Council on the negotiations.

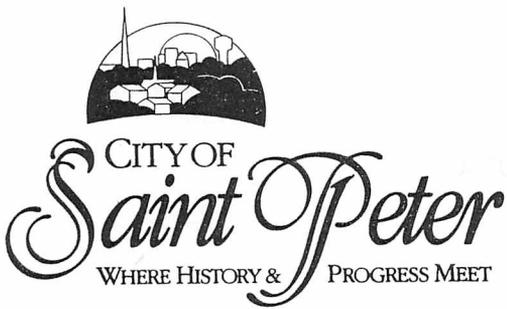
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session as provided for under Minnesota Statutes for discussion of union contract negotiations with Law Enforcement Labor Services Locals 241 and 242.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/20/2016

FROM: Todd Prafke
City Administrator

RE: Communication Technician (Dispatcher) Contract

ACTION/RECOMMENDATION

Approve that attached resolution providing or a Collective Bargaining agreement with the Law Enforcement Labor Services (Law Enforcement Labor Services) Local No. 242 (Communication Technicians) for the 2016 and 2017 years.

BACKGROUND

As the Council is aware, Staff and LELS have been in negotiations on a collective bargaining agreement for the City's Police Dispatchers (Communications Technicians). Council previously discussed the offers and responses as a part of that process in closed session.

The Union has votes to approve a contract with the most significant changes being:

- An increase in wage of 3% across the board in 2016 and 3% in 2017.
- Technical changes related to dates and typos.

FISCAL IMPACT:

This impact of this agreement is within the budget parameters set for the 2016 budget.

ALTERNATIVES/VARIATIONS

Do not act. Staff will wait for further direction from the Council. A lengthy delay may cause the Union to reconsider its position.

Negative vote. Staff will wait for further direction. The Union may request arbitration.

Modification to the resolution. This is always an option of the Council.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING CONTRACT BY AND BETWEEN THE CITY OF SAINT PETER
AND LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 242 (COMMUNICATIONS
TECHNICIANS) FOR CALENDAR YEARS 2016-2017**

WHEREAS, the City has previously entered into a contract with Law Enforcement Labor Services Union Local No. 242 (Communications Technicians); and

WHEREAS, the current contract expired on December 31, 2015; and

WHEREAS, staff has entered into negotiations with representatives of Local No. 242; and

WHEREAS, the discussion has reached a proposed settlement; and

WHEREAS, the terms of the contract fall within the budget parameters for the 2016 general fund budget.

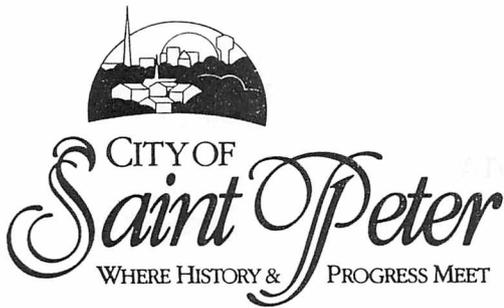
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the contract for years 2016-2017 between the City of Saint Peter and Law Enforcement Labor Services Union Local No. 242 (Communications Technicians) is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/20/2016

FROM: Todd Prafke
City Administrator

RE: Police Officer Contract

ACTION/RECOMMENDATION

Approve the attached resolution providing for a Collective Bargaining agreement with the Law Enforcement Labor Services (Law Enforcement Labor Services) Local No. 241 (Police Officers) for the 2016 and 2017 years.

BACKGROUND

As the Council is aware, Staff and LELS have been in negotiations on a collective bargaining agreement. Council previously discussed the offers and responses as a part of that process in closed session.

The Union has voted to approve a contract with the most significant changes being:

- An increase in wage of 3% across the board in 2016 and 3% in 2017.
- Technical changes related to dates and typos.

FISCAL IMPACT:

This impact of this agreement is within the budget parameters set for the 2016 budget.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for further direction from the Council. A lengthy delay may cause the Union to reconsider its' position.

Negative vote. Staff will wait for further direction. The Union may request arbitration.

Modification to the resolution. This is always an option of the Council.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION APPROVING CONTRACT BY AND BETWEEN THE CITY OF SAINT PETER
AND LAW ENFORCEMENT LABOR SERVICES LOCAL NO. 241 (POLICE OFFICERS) FOR
CALENDAR YEARS 2016-2017

WHEREAS, the City has previously entered into a contract with Law Enforcement Labor Services Union Local No. 241 (Police Officers); and

WHEREAS, the current contract expired on December 31, 2015; and

WHEREAS, staff has entered into negotiations with representatives of Local No. 241; and

WHEREAS, the discussion has reached a proposed settlement; and

WHEREAS, the terms of the contract fall within the budget parameters for the 2016 general fund budget.

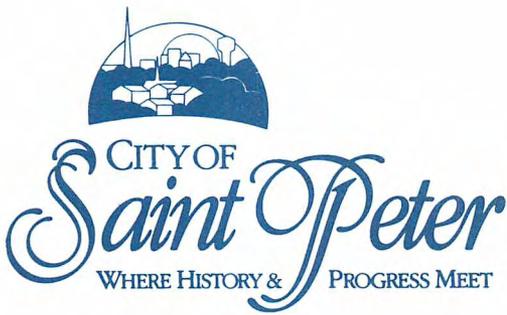
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the contract for years 2016-2017 between the City of Saint Peter and Law Enforcement Labor Services Union Local No. 241 (Police Officers) is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 25th day of January, 2016.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/20/2016

FROM: Todd Prafke
City Administrator

RE: Home Day Care Assistance Report

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Members may recall the program you established based on information provided by your Day Care Task Force. The program essentially forgave the cost of fire inspections that we performed for in-home day care license applicants and paid the Nicollet County fee. The program ended at the end of 2015.

Kristina Guth, who works for Nicollet County in this licensing area, reported that the City of Saint Peter made nine (9) payments to Nicollet County for the child care licensing fee of \$100. The breakdown of the nine family child care applicants is below:

Licensed child care providers in 2015:

1. Jackie and Tracy Krakow
2. Gretchen Lind
3. Andrea Luong
4. Amber Siemers

In process to becoming licensed in February, 2016 :

5. Ann Briard
6. Pamela Carpenter

Closed application/license and not operating

7. Terri Straton
8. Jessalyn Mercado
9. Jenna Rydeen

The City paid \$900 in Fees to Nicollet County on behalf of potential providers and waived \$405 in fees to help these small business/child care providers get started in their business, providing slots for an additional 66 children. (Remember the mix of ages can impact the number of actual children being served.)

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

TP/bal