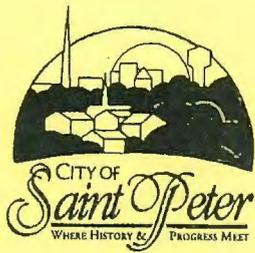


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**  
Regular City Council Meeting of Monday, March 14, 2016  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
  - A. February 22, 2016 Regular Meeting
  - B. February 29, 2016 Special Meeting
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**

None scheduled
- VII. NEW BUSINESS**
  - A. Verizon Small Cell Lease at River's Edge Hospital and Clinic
  - B. Fire Department Bylaws Modification
  - C. 2016 Water Fund Budget
  - D. 2016 Wastewater Fund Budget
- VIII. REPORTS**
  - A. MAYOR**
    - 1. "Women's History Month" Proclamation
    - 2. "Vietnam Veteran's Day" Proclamation
    - 3. Others
  - B. CITY ADMINISTRATOR**
    - 1. APPA Legislative Rally Report
    - 2. National League of Cities Conference Report
    - 3. Goal Session Discussion Report
    - 4. Others
- XI. 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

Copies of the minutes of the February 22, 2016 regular Council meeting and February 29, 2016 special Council meeting are attached for approval. MOTIONS are 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**

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 February 18, 2016 through March 9, 2016, is attached. Please see the attached staff reports and RESOLUTION.

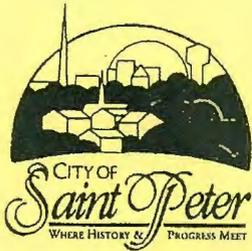
VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO VERIZON SMALL CELL LEASE AT RIVER'S EDGE HOSPITAL AND CLINIC**

In July of 2015, the Council approved a lease that allowed Verizon Wireless to place a micro-cell antenna on a light pole in the parking lot at River's Edge Hospital and Clinic. Verizon has requested a modification to



the lease to allow extra space for a power supply for the unit. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO FIRE DEPARTMENT BYLAWS**

Staff recommends modification to the bylaws for the Fire Department. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING 2016 WATER FUND BUDGET**

Staff recommends adoption of the 2016 Water Fund budget. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING 2016 WASTEWATER FUND BUDGET**

Staff recommends adoption of the 2016 Wastewater Fund budget. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

**A. MAYOR**

**1. "WOMEN'S HISTORY MONTH" PROCLAMATION**

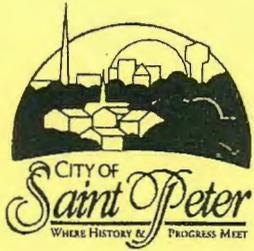
Mayor Zieman will proclaim March, 2016 as "Women's History Month".

**2. "VIETNAM VETERAN'S DAY" PROCLAMATION**

Mayor Zieman will proclaim March 29, 2016 as "Vietnam Veteran's Day".

**3 OTHERS**

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



**B. CITY ADMINISTRATOR**

**1. REPORT ON AMERICAN PUBLIC POWER ASSOCIATION (APPA) LEGISLATIVE RALLY**

A report will be provided at this time on the APPA Legislative Rally attended by Councilmember Parras and Public Works Director Moulton.

**2. REPORT ON NATIONAL LEAGUE OF CITIES CONFERENCE**

A report will be provided at this time on the National League of Cities conference attended by City Administrator Prafke.

**3. REPORT ON GOAL SESSION DISCUSSION**

A report will be provided at this time on discussion at the February 29th Council goal session.

**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  
FEBRUARY 22, 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 February 22, 2016.

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

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

**Approval of Minutes** – A motion was made by Kvamme, seconded by Parras, to approve the minutes of the February 8, 2016 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the February 8, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Parras, seconded by Pfeifer, Resolution No. 2016-36 entitled, "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-36 is contained in the City Administrator's book entitled Council Resolutions 21.

**Housing Subdivision Annexation** – Community Development Director Wille recommended action be taken to annex 62.72 acres of land owned by the City of Saint Peter to be used for a housing subdivision. Wille noted that as the parcel was owned entirely by the City, the annexation could be done by ordinance and recommended the zoning designation be established as R-3 (Multi-Family Residential). Councilmember Parras questioned why the little "pigtail" of land on the east side of the parcel was not included in the annexation. Prafke and Wille noted the small parcel was owned by School District #508 and would become a private drive to a future school building. Prafke also noted that it could be annexed if the Council wished, but as the parcel was owned by the District and not the City, including it in the annexation would change the process that must be followed as required by Statute.

Wille also recommended a change in the proposed ordinance to remove the reference to the Planning and Zoning Commission recommending approval. Wille noted the Planning Commission was not required to consider the annexation as the land was wholly owned by the City. In motion by Kvamme, seconded by Pfeifer, Ordinance No. 25, Third Series entitled "An Ordinance Of The City Of Saint Peter, Minnesota Annexing Land Owned By The City Of Saint Peter, Minnesota, Located Within The Town Of Traverse Township, Nicollet County, Minnesota Pursuant To Minn. Statute 414.033, Subd. 1, Permitting Annexation By Ordinance", was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 25, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

**Request For City Assistance: St. Patrick's Day Parade** – City Administrator Prafke recommended approval of a request by the St. Peter Ambassador's for City assistance for the St. Patrick's Day parade. Prafke noted the assistance would include "no parking" restrictions along South Third Street from Broadway Avenue to Mulberry Street; Police assistance with traffic control during the parade; and Public Works assistance in providing for the parking restrictions and use of traffic cones. In motion by Brand, seconded by Parras, Resolution No. 2016-37 entitled "Resolution Authorizing City Assistance For St. Patrick's Day Parade", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-37 is contained in the City Administrator's book entitled Council Resolutions 21.

**Business License Application** – City Administrator Prafke presented an application submitted by Professor's 2.0 Tobacco Boutique for a Tobacco License. Prafke noted that nothing was found in the background investigation of co-owners Jenna Rydeen and Daniel Fischer that would prevent issuance of the license. In motion by Pfeifer, seconded by Parras, Resolution No. 2016-38 entitled "Resolution Approving Business License Application", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-38 is contained in the City Administrator's book entitled Council Resolutions 21.

**Parks Section Staffing Levels** – City Administrator Prafke recommended modification to the authorized staffing levels in the Parks Section of the Public Works Department to add one additional Groundskeeper position and to not hire for the Parks Maintenance Engineer position which is currently vacant. Prafke noted the change would result in an extra \$1,100 in wages in 2016 but provide more flexibility and efficiency in the Section. Councilmember Kvamme questioned who would take over the duties of the Maintenance Engineer if the position was not filled. Prafke noted the duties would be done by the Groundskeepers and Seasonal Laborers in the summer. In motion by Parras, seconded by Brand, Resolution No. 2016-39 entitled "Resolution Approving Modification To Authorized Staffing Levels In The Parks Section Of The Public Works Department", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-39 is contained in the City Administrator's book entitled Council Resolutions 21.

**Construction Standard Detail #7004 Modification** – Public Works Director Moulton recommended a modification to Construction Standard Detail #7004 (Concrete Valley Gutter) to provide additional uniformity in construction as it applies to alley entrances and private driveways only. In motion by Kvamme, seconded by Parras, Resolution No. 2016-40 entitled "Resolution Approving Standard Detail #7004 Update", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-40 is contained in the City Administrator's book entitled Council Resolutions 21.

**Executive Session: Union Contract Negotiations** – City Administrator Prafke recommended an executive session be convened as allowed under State Statute to discuss union contract negotiations with the Streets, Parks, and Utilities unions (International Union of Operating Engineers Local No. 70). In motion by Kvamme, seconded by Brand, Resolution No. 2016-41 entitled "Resolution Calling For Closed Session", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-41 is contained in the City Administrator's book entitled Council Resolutions 21.

The Council adjourned to closed session to discuss the Streets Union contract at 7:23 p.m. The Council concluded the Streets Union contract discussion at 7:37 p.m.

The Council began discussion on the Parks Union contract at 7:38 p.m. The Council concluded the Parks Union contract discussion at 7:45 p.m.

The Council began discussion on the Utilities Union contract at 7:46 p.m. The Council concluded discussion on the Utilities Union contract at 8:01 p.m.

The Council returned to open session at 8:03 p.m.

**2016-2017 Streets Union Contract** – City Administrator Prafke recommended approval of the 2016-2017 contract with the International Union of Operating Engineers Local No. 70 (Streets) which would provide for a three percent (3%) wage increase in each year of the contract; compression of scales from 91 months to 67 months for the Equipment Operator position; modification to the language related to call-out for snow removal; changes to miscellaneous wages and education provisions; moving the Assistant Forester and Maintenance Engineer to the regular schedule; removal of the Construction Maintenance Worker position; and adding a mediation process to the grievance procedure. Prafke also noted the contract would be retroactive to January 1, 2016. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-42 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And International Union Of Operating Engineers, Local 70, AFL-CIO (Streets) For Calendar Years 2016-2017”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-42 is contained in the City Administrator’s book entitled Council Resolutions 21.

**2016-2017 Parks Union Contract** – City Administrator Prafke recommended approval of the 2016-2017 contract with the International Union of Operating Engineers Local No. 70 (Parks) which would provide for a three percent (3%) wage increase in each year of the contract; compression of scales from 91 months to 67 months for the Construction Maintenance Worker position; modification to the Foreman’s wage related to market conditions; language related to call-out for snow removal; and adding a mediation process to the grievance procedure. Prafke also noted the contract would be retroactive to January 1, 2016. In motion by Kvamme, seconded by Parras, Resolution No. 2016-43 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And International Union Of Operating Engineers, Local 70, AFL-CIO (Parks) For Calendar Years 2016-2017”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-43 is contained in the City Administrator’s book entitled Council Resolutions 21.

**2016-2017 Utilities Union Contract** – City Administrator Prafke recommended approval of the 2016-2017 contract with the International Union of Operating Engineers Local No. 70 (Utilities) which would provide for a three percent (3%) wage increase in each year of the contract; changes to steps for electric, water, wastewater and infrastructure from a 10 step process to nine steps; market rate modifications to the electric employee wages; specific wage changes for the Foremen in year one of the contract; change to the on-call compensation from \$185 per week to \$195 per week; decreasing the wage for the Utility Operator position; removal of the Construction Operator position; adding a mediation process to the grievance procedure; and specifying who determines when catastrophic leave may be utilized. Prafke also noted the contract would be retroactive to January 1, 2016. In motion by Brand, seconded by Parras, Resolution No. 2016-44 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And International Union Of Operating Engineers, Local 70, AFL-CIO (Utilities) For Calendar Years 2016-2017”, was introduced. Upon roll call, with all in favor, the Resolution was

declared passed and adopted. A complete copy of Resolution No. 2016-44 is contained in the City Administrator's book entitled Council Resolutions 21.

**Reports**

**Mayor's Report** – Mayor Zieman reported on his recent activities which included participating in “St. Peter Day” on KNUJ radio. Zieman also noted he would be speaking to the Kiwanis Club and reminded the public of the precinct caucuses to be held on March 1st.

**Special City Council Meeting** – City Administrator Prafke reported a special Council meeting had been scheduled for February 29th at 3:00 p.m. to discuss lease of space at the Medical Office Building.

**Goal Session Schedule** – City Administrator Prafke also reported the City Council goal session would immediately follow the special Council meeting on February 29th.

**Revolving Loan Update** – Community Development Director Wille provided an update on the City's revolving loan funds which had a balance of \$3,525,000 of which \$2,017,000 was currently outstanding. Wille noted the loan fund had originally started with private donations from Development Corporation members and had been supplemented through the years with funding from the State of Minnesota which had been provided as loans to residents following natural disasters. Wille noted the City had been allowed to keep the money as it was repaid by the borrower for economic development purposes. Wille further noted the loan fund was designed for creation of jobs, creation of new tax value within the community; a means of increasing municipal utility consumption; and to provide for 100% occupancy in the downtown as well as preservation of the downtown historical properties.

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 8:27 p.m.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE SPECIAL CITY COUNCIL MEETING  
FEBRUARY 29, 2016

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on February 29, 2016.

A quorum present, Mayor Zieman called the meeting to order at 3:07 p.m. The following members were present: Councilmembers Kvamme, Brand, Pfeifer and Mayor Zieman. Absent were Councilmembers Carlin, Grams, and Parras. The following official was present: City Administrator Prafke.

**Medical Office Building Lease** – City Administrator Prafke provided a brief overview of the City's ownership of the hospital and medical office building and the City Code regulations requiring Council approval for lease of any Clinic space.

Councilmember Grams arrived at 3:08 p.m.

Hospital CEO Rohrich requested approval of a request by the Hospital Commission to lease space in the former River's Edge Clinic (Suite 200) to the Mankato Clinic, Ltd. Rohrich indicated the lease was structured in two phases with the first phase being lease of 5,275 square feet at an annual rent of \$42,200 plus a proportionate share of utilities and phase two being an option for lease of an additional 3,819 square feet.

Councilmember Parras arrived at 3:09 p.m.

Rohrich pointed out all improvements to the space will be paid by Mankato Clinic and the initial term of the lease was for two years, but stated it could be extended in five year increments. Rohrich also noted the lease could be terminated by either party with 180 days' notice. Rohrich described the lease as a "win-win" that put vacant space to use and provided space for Mankato Clinic dermatology services which wasn't currently available in Saint Peter. Rohrich indicated Mankato Clinic would take possession of the space on March 1st if approved. Councilmembers Brand and Pfeifer congratulated Rohrich on successful negotiation of the lease.

In motion by Pfeifer, seconded by Brand, Resolution No. 2016-45 entitled "Resolution Approving Lease Of Medical Office Building Space", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-45 is contained in the City Administrator's book entitled Council Resolutions 21.

There being no further business, a motion was made by Pfeifer, seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting adjourned at 3:20 p.m.

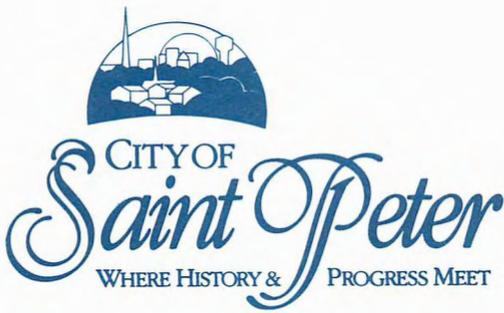
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 2/23/2016

**FROM:** Pete Moulton  
Director of Public Works

Jeff Knutson  
Water Resource Superintendent

**RE:** St. Julien Water Plant Skid #3 Membrane Replacements

### ACTION/RECOMMENDATION

Authorize the purchase of 48 reverse osmosis membranes for St. Julien Water Plant Skid #3 from Consolidated Water Solutions of Omaha, NE in the amount of \$25,010.

### BACKGROUND

Our current water treatment process involves removal of impurities using reverse osmosis (RO). RO is a membrane which filters water removing salts and other dissolved solids. The finished high quality water is called permeate. Permeate is blended with well water treated by sand filters to make a high quality drinkable water, for City utility customers.

Over time, salts and dissolved solids build up on the membranes. Membranes are cleaned and particles removed by a process called clean-in-place (CIP). Some of the particulates remain and cannot be removed by cleaning, which leads to the membrane slowly plugging and restricting the flow of permeate water through the membrane. Staff has identified 48 membranes in the St. Julien Water Plant RO Skid #3 that are continuing to lose their efficiency and are in need of replacement. We know they are losing their efficiency through increases in the water pressure needed to push water through them membrane.

St. Julien Water Plant RO Skid #3 receives the concentrate water or "reject water" from RO Skids #1 and #2 and the water is very high in salts and dissolved solids. Due to this poor water quality, the life of the membranes effectively removing the particulates is half compared to the membranes in Skids #1 and #2.

The 48 membranes are original from the St. Julien plant start-up in August of 2011. Staff has extended the life of the original membranes through diligent monitoring and operation of the treatment system with continued monitoring of membrane performance.

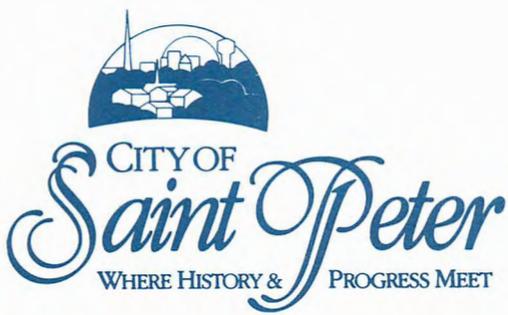
Proposals for replacement of the membranes were received from three vendors as follows:

<u>Vendor</u>	<u>Price per filter</u>	<u>Total w/delivery</u>
Consolidated Water Solutions – Omaha NE	\$520.00	\$25,010.00
C. Emery Nelson, Inc. – Hamel MN	\$554.17	\$26,700.16
Wigen Water Technologies – Chaska MN	\$560.00	\$27,521.50

Water utility staff has experience with installing and rotating membranes and will install the new membranes upon delivery.

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

PM/CV/jsk



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 7, 2016

**FROM:** Pete Moulton                      Jeff Knutson  
Public Works Director                  Water Utilities Superintendent

**RE:** JWC Dual Drum Screen Exchange

### **ACTION/RECOMMENDATION**

Authorize purchase of a JWC dual drum screen in the amount of \$36,259 from Electric Pump of New Prague, Minnesota.

### **BACKGROUND**

In the pre-treatment process at the Wastewater Treatment Facility, a JWC dual drum screen is located within the channel to filter the inorganics (paper products, sand, and grit) from going through the treatment process and damaging equipment. The inorganics are captured by the screen and directed with the water to the grinder. The grinder shreds the products, then they are washed and transferred by an auger into a dumpster for disposal at a sanitary landfill.

Recently, the fine screen (main screening process) was being repaired and staff had put the JWC dual drum screen on-line. The JWC dual drum screen failed while in operation. Staff pulled the JWC dual drum screen out of the channel and found that the screen has a hole in the filtering drums and the gears also failed. The dual drum screen has been in service since the Wastewater Treatment Facility opened in February of 2004.

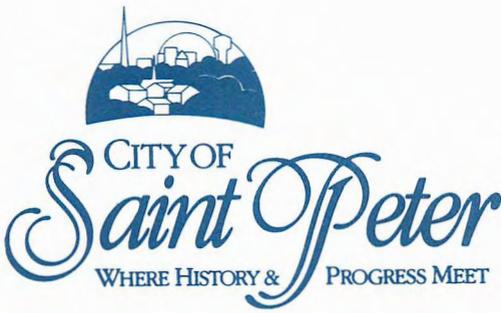
Staff contacted Electric Pump, which has proprietary rights for the JWC dual drum screen, and received a quote to get it repaired. JWC has a maintenance program which allows an exchange program for refurbishing equipment. The current dual drum screen that is installed at the Wastewater Treatment Facility is no longer in production.

Staff received a quote for an upgraded new model for a JWC dual drum screen in the amount of \$60,000. If the City were to participate in the exchange program, the current dual drum screen would be exchanged for a new upgrade for only \$36,259.

Funding would be from the Wastewater fund.

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

PM/JK/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 25, 2016

**FROM:** Pete Moulton                      Jeff Knutson  
Public Works Director                  Water Resources Superintendent

**RE:** Primary Polymer Purchase

### ACTION/RECOMMENDATION

Authorize purchase and delivery of polymer used for primary treatment at the wastewater treatment plant from Hawkins Inc. of Minneapolis, Minnesota, in the amount of \$14,628.

### BACKGROUND

The Wastewater Utility currently uses polymer (Aqua Hawk 9932) in the primary treatment process, which is currently supplied by Hawkins Inc. This past fall, vendors were asked to come into our treatment facility and test their polymer on our primary influent flow to determine if the product can be considered for use. These vendors were Hawkins Inc., SVEN (Sioux Valley Environmental) and Chemisolv. Hawkins Inc. and SVEN were the only two companies that tested their polymer in 2015. From the test in 2015, staff came to the conclusion that Hawkins supplied a superior product and that the polymer supplied by SVEN provided a chemical reaction that produced a non-uniformed floc (pin floc), which is known to not settle adequately and may add to the expense of operations in the biosolids polymer application. We are able to feed the Aqua Hawk 9932 from Hawkins at a lower dosage, which creates a savings.

Based on 2015 records staff estimates chemical usage and cost for 2016 to be:

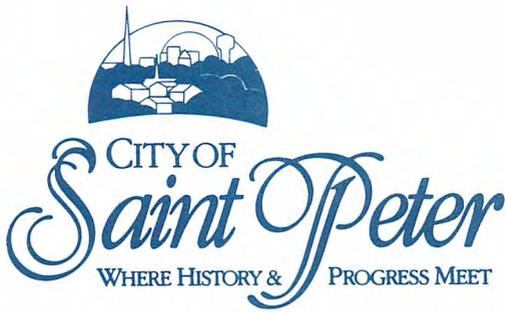
<u>Chemical</u>	<u>Estimate 2016 Usage</u>	<u>2016 Price</u>	<u>Estimate Cost</u>
Primary Polymer	9,200lbs (2,300lbs/tote)	\$1.59/pound	\$14,628

Quotes were solicited in 2016 for Primary Polymer including cost per pound, freight and sales tax. The following quotes were received:

<u>Vendor</u>	<u>Pounds</u>	<u>Price/lb</u>	<u>Total</u>
Hawkins	9,200	\$1.59	\$14,628
SVEN	9,200	\$1.60	\$14,720
Chemisolv	9,200	no quote	no quote

Staff recommends accepting the quote for the polymer product from Hawkins Chemical at a cost of \$1.59 per pound including delivery for a total cost of \$14,628. Funds are allocated in the 2016 Wastewater Fund Budget.

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 03/10/16

**FROM:** Pete Moulton  
Director of Public Works

**RE:** Water Meter Inventory Purchase

### ACTION/RECOMMENDATION

Approve the purchase of 100 water meters for inventory from Metering and Technology Solutions of Burnsville, Minnesota in the amount of \$17,000.

### BACKGROUND

Staff prepared a “request for proposals” specification that would allow three water meter vendors to provide competitive proposals for delivery of 100 water meters. Only two of the vendors submitted proposals as follows:

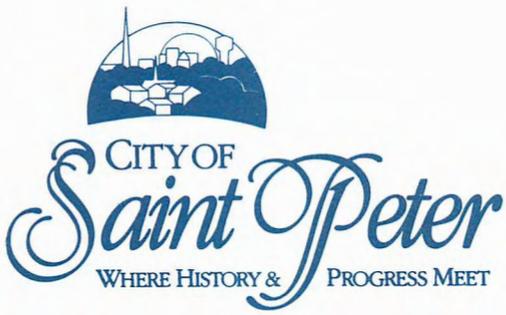
<u>Company</u>	<u>Cost per meter</u>	<u>Total cost</u>	<u>Delivery</u>
Metering and Technology Solutions - Burnsville	\$170.00	\$17,000	5 days
Dakota Supply Group – Burnsville	\$166.75	\$16,675	1-2 days
Henry’s Waterworks – Sauk Rapids	No proposal	No proposal	NA

The water and electric utility are in the process of a pilot project using the Yukon system to read water and electric meters via radio communications to a server in the SCADA room. Staff had Eaton Cooper Power Systems test the water meters used in this proposal process to determine if the meters had the ability to convert from the Itron radio system to the “node” equipment that will be used with this new system. The Badger meter with the Itron radio provided by Metering and Technology Solutions is compatible with the new system while the Hersey water meter, proposed by Dakota, with Itron radio didn’t have the ability to communicate with the new system at this time. Staff recommends purchase of the Badger meters based on the Badger meter’s ability to be converted to communicate with the new system.

In the future, when the water and electric AMI project is expanded from a pilot program in the Greenhill Reservoir/Public works area to all parts of town, staff will purchase water meter registers without the Itron radio that will have the ability to connect directly to the nodes. Funding is allocated in the Water fund budget.

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

PM/CV



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 03/11/2016

**FROM:** Peter Moulton  
Director of Public Works

**RE:** 2016 Downtown Flower Program - Watering

### **ACTION/RECOMMENDATION**

Approve the State of Minnesota – Human Services Department to complete downtown flower watering for the 2016 year in the amount of \$6,000.

### **BACKGROUND**

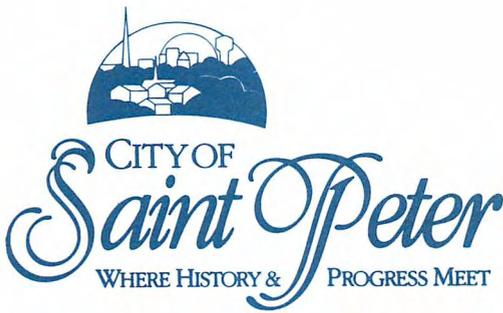
The 2016 Downtown Flower Program was approved as a part of the City's Environmental Services budget. Flower plantings will be supplied by Traverse des Sioux Garden Center and Donahue's Greenhouse. The flowers were planted and should be ready to display by the middle to end of May. This year the City has coordinated maintenance activities with the State of Minnesota - Human Services Department and one of their full-time supervisors. These plants will need to be watered once a day unless there is a rainfall of over one inch. Listed below you will find the breakdown for watering.

- Cost per hour \$9.00
- 4 hours a day (based on previous watering from our staff in previous years)

Staff recommends staying with the State of Minnesota – Human Services Department for the 2016 year.

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

PM/TM/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 03/09/16

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Temporary License Applications

### **ACTION/RECOMMENDATION**

Provide approval of temporary license applications.

### **BACKGROUND**

The Nicollet County Pheasants Forever Chapter has submitted a Temporary On-Sale Liquor License and Temporary Gambling License application in order to hold their annual fundraising event. The event will take place at the Nicollet County Fairgrounds on April 9, 2016.

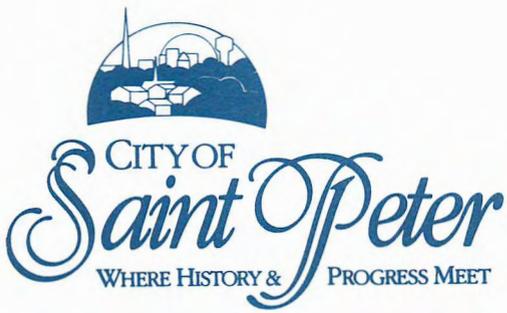
The St. Peter Baseball Association will again operate the concession stand at Veterans Field. The funds earned will be used for Veterans Field improvements. The Association has applied for a Temporary Soft Drink and Temporary On-Sale 3.2 Beer license in order to sell these beverages at baseball events. The licensing period will be June 1, 2016 – August 29, 2016.

Barbara Lynn dba Sweet Shoppe Express, LLC has submitted a Temporary Peddler license application in order to sell ice cream novelties, sno-cones, Italian ice and bottled water from street-to-street in Saint Peter. The licensing period will be May 1, 2016 – October 31, 2016.

Please include these items on the consent agenda for the March 14, 2016 City Council meeting.

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:** 3/9/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointments

### **ACTION/RECOMMENDATION**

Provide for appointment of additional advisory board members.

### **BACKGROUND**

Mayor Zieman has recommended the following advisory board appointments:

**HERITAGE PRESERVATION COMMISSION**

Edward Johnson (2016-2018)

**CIVIL SERVICE COMMISSION**

Colleen Spike (2016-2018)

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:** Todd Prafke  
City Administrator

**DATE:** 3/7/2016

**FROM:** Pete Moulton  
Director of Public Works

**RE:** Declaration of Surplus Item – Environmental Services

### ACTION/RECOMMENDATION

Declare the 2008 STIHL MS200 chainsaw with 14" bar as surplus and place this item on the state auction website.

### BACKGROUND

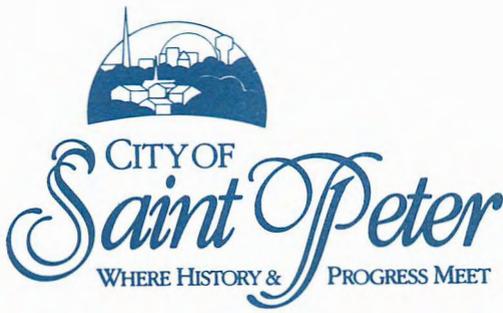
The Environmental Services updates their chainsaws every five years to keep up with the very changing chainsaw industry. Staff is recommending this saw be declared surplus as it will be replaced with a newer, lightweight and higher CC motor.

Staff is recommending the chainsaw go on the state auction website with an estimated value between \$175 to \$300. Funds for this chainsaw will go back to Environmental Services.

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

PM/TM/amg





## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 3/7/2016

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

**RE:** Declaration of Surplus Items

### **ACTION/RECOMMENDATION**

Declare two Ford Crown Victoria's as surplus and authorize public sale of the vehicles as provided for under the City Code.

### **BACKGROUND**

The City has a 2003 and a 2005 Ford Crown Victoria vehicle both of which were originally purchased for use by the Police Department. These vehicles were originally purchased by the Police Department and at the end of their emergency use life were transferred for use in other Departments.

With replacements available to the other Departments from the Police Department in 2015, the City's Mechanic determined that the 2003 and the 2005 Crown Victoria's maintenance needs were likely to be the highest of the remaining vehicles in our fleet. These vehicles were last used for meter reading and the Building Department.

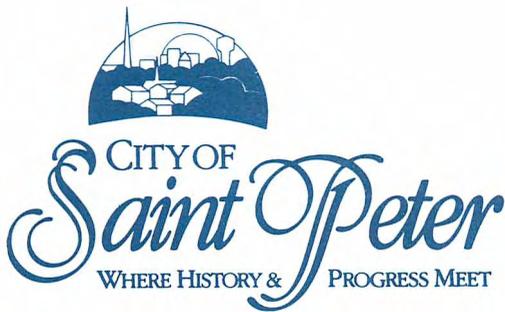
There is no longer a need for these high maintenance vehicles and I recommend they be declared as surplus property and offered for public sale.

2003 Crown Victoria #203 #2FAFP71W73X125983 96,176 miles  
2005 Crown Victoria # 205 #FAHP71W65X157153 91,260 miles.

Any revenue generated from sale of these vehicles will be returned to the General Fund.

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

PO/



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 2/23/2016

**FROM:** Pete Moulton  
Director of Public Works

**RE:** High School Student Employee – Work Study Program

### **ACTION/RECOMMENDATION**

Approve participation in the St. Peter High School work study program through the part-time employment of Brandon Paul as a Public Works Laborer in the Parks/Environmental Services Sections at the rate of \$9.50 per hour.

### **BACKGROUND**

In the past, City staff has worked with the St. Peter High School work study program by allowing the hiring of a seasonal part-time work study student. I was contacted by Dave Greisen from the High School in January about Brandon Paul participating in this program through the City. Maintenance Superintendent Tim Mayo met with Brandon and Dave on January 27th and Tim feels he would be a great fit for the City.

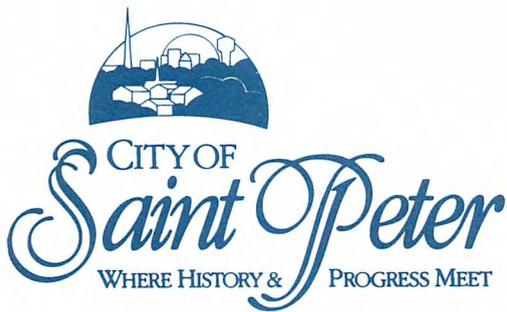
The student will receive valuable training for adult life by working seasonal part-time for the City and evaluating the work in a classroom setting. Brandon will have the opportunity to do a variety of different things within Public Works and his training will involve job punctuality, attention to detail, operating and care of equipment. The City benefits by getting work done that would not be completed due to other work commitments for full-time personnel. Hours of work for Brandon will be from 12:00 to 4:00 p.m. Monday through Thursday during the period March 15th to June 1st.

Maintenance Superintendent Mayo, along with Parks Foreman Rick Wilde will provide guidance for the student on the job and provide evaluation feedback to the instructor.

Funding would be from the Parks Budget for seasonal employees at the beginning wage rate of \$9.50 per hour as budgeted. Total hours planned for work each week is 16.

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

PM/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 03/11/2016

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

**RE:** Part-time Payroll Clerk

### **ACTION/RECOMMENDATION**

Authorize the appointment of Diane Frauendienst to the position of part-time Payroll Clerk.

### **BACKGROUND**

The City has reviewed applications for the part-time Payroll Clerk position and I recommend the appointment of Diane Frauendienst. A reference check has been done on this candidate.

Please provide for the appointment of Ms. Frauendienst to the position of Part-time Payroll Clerk at a wage of \$13.75 per hour contingent upon successful completion of a background investigation. This position is approved at 20 hours per week with a 6 month probationary period.

If you have any concerns or questions on this agenda item, please feel free to contact me.

PO

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	s. peterson uniform allow.	WASTE WATER FUND	ADMIN AND GENERAL	61.45
	b petersen uniform allow	STORMWATER FUND	ADMINISTRATION AND GEN	227.42
	TOTAL:			288.87
ABEL'S ELECTRIC MOTOR SHOP	motor	WASTE WATER FUND	SOURCE/TREATMENT	314.94
	TOTAL:			314.94
AFFILIATED CREDIT SERVICES	feb. collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	221.93
	TOTAL:			221.93
ALPHA WIRELESS COMMUNICATIONS CO	feb maint. on ltr radio	GENERAL FUND	MUNICIPAL BUILDING	59.51
	mar. maint. on ltr radio e	GENERAL FUND	MUNICIPAL BUILDING	59.51
	feb maint. on ltr radio	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	mar. maint. on ltr radio e	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	feb maint. on ltr radio	WATER	ADMIN AND GENERAL	57.02
	mar. maint. on ltr radio e	WATER	ADMIN AND GENERAL	57.02
	feb maint. on ltr radio	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	mar. maint. on ltr radio e	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	feb maint. on ltr radio	ELECTRIC FUND	ADMIN AND GENERAL	51.59
	mar. maint. on ltr radio e	ELECTRIC FUND	ADMIN AND GENERAL	51.59
	#915 radio installation	TRANSIT	TRANSIT/TRANSPORTATION	294.83
	TOTAL:			900.83
	AMAZON	ink cartridges	GENERAL FUND	ECONOMIC DEVMT
new library materials		LIBRARY FUND	LIBRARY	376.83
ink cartridges		WASTE WATER FUND	ADMIN AND GENERAL	177.33
paws supplies		RESTRICTED CONTRIB	COMMUNITY SERVICE	19.61
TOTAL:			662.43	
AMERICAN PAYMENT CENTERS	qtrly dropbox rent	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly dropbox rent	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly dropbox rent	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly dropbox rent	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
	TOTAL:			78.00
APT MACHINING & FABRICATING, INC	stainless steel plate-hall	STORMWATER FUND	TREATMENT	240.00
	TOTAL:			240.00
ARROW ACE HARDWARE INC	supplies	GENERAL FUND	FINANCE	23.77
	mouse repellent	GENERAL FUND	POLICE	9.99
	nozzle & supplies	GENERAL FUND	POLICE	14.58
	vac filter, batteries, pai	GENERAL FUND	FIRE	156.88
	work lights for work shop	GENERAL FUND	STREETS	8.40
	sm engine parts	GENERAL FUND	PARKS	48.52
	base boxes	GENERAL FUND	PARKS	117.61
	work lights for work shop	GENERAL FUND	PARKS	8.40
	vac bags, battery, and sup	COMMUNITY CENTER	COMMUNITY CENTER	47.73
	wtp bulbs, pipe, bug max	WATER	PURIFICATION AND TREAT	104.65
	work lights for work shop	WATER	DISTRIBUTION AND STORA	4.20
	hydrant bushings	WATER	DISTRIBUTION AND STORA	2.99
	work lights for work shop	WASTE WATER FUND	SOURCE/TREATMENT	4.20
	mouse poison	WASTE WATER FUND	SOURCE/TREATMENT	11.99
	duct tape	ENVIRON SERVICES F	REFUSE DISPOSAL	8.99
	work lights for work shop	ENVIRON SERVICES F	REFUSE DISPOSAL	4.20
	drive guide & vac	ELECTRIC FUND	POWER DISTRIBUTION	22.98
	work lights for work shop	ELECTRIC FUND	POWER DISTRIBUTION	8.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	#308 paint, tape, line	STORMWATER FUND	TREATMENT	47.94
	work lights for work shop	STORMWATER FUND	TREATMENT	4.19
	hose nozzle	TRANSIT	TRANSIT/TRANSPORTATION	16.99
	paws supplie	RESTRICTED CONTRIB	COMMUNITY SERVICE	11.98
			TOTAL:	689.58
ATLAS COPCO COMPRESSORS LLC	tripping motor over load r	WASTE WATER FUND	SOURCE/TREATMENT	367.50
			TOTAL:	367.50
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	204.62
	new adult audio books	LIBRARY FUND	LIBRARY	149.66
	new adult audio	LIBRARY FUND	LIBRARY	22.79
			TOTAL:	377.07
AUTOMATIC SYSTEMS CO.	scada programming wells	WATER	SOURCE OF SUPPLY	708.80
			TOTAL:	708.80
BAUER'S UPHOLSTERY	#308 seat repair	STORMWATER FUND	TREATMENT	389.90
			TOTAL:	389.90
BOLTON & MENK INC	brdwy atp funding applicat	GENERAL FUND	STREETS	2,850.00
	msa annual mileage certifi	GENERAL FUND	STREETS	240.00
	n. jeff c & g	GENERAL FUND	STREETS	3,329.50
	staff meetings	GENERAL FUND	STREETS	75.00
	final pay est 169 old mn s	GENERAL FUND	STREETS	330.00
	brdwy atp application modi	GENERAL FUND	STREETS	1,380.00
	bdwy, gardner rd round-a b	GENERAL FUND	STREETS	130.00
	h.s. playing fields	GENERAL FUND	STREETS	65.00
	staff meetings	GENERAL FUND	PARKS	60.00
	new park	GENERAL FUND	PARKS	325.00
	h.s. playing fields	GENERAL FUND	PARKS	52.00
	housing topo & platting	HOUSING DISTRICT #	ECONOMIC DEVMT	6,875.00
	housing design	HOUSING DISTRICT #	ECONOMIC DEVMT	9,313.50
	row gardner	WATER	CAPITAL-WATER DISTRIBU	573.50
	pay est. prep/ gardner	WATER	CAPITAL-WATER DISTRIBU	161.00
	staff meetings	WATER	ADMIN AND GENERAL	30.00
	h.s. playing fields	WATER	ADMIN AND GENERAL	26.00
	robert wright quiet title	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	325.00
	staff meetings	WASTE WATER FUND	ADMIN AND GENERAL	30.00
	h.s. playing fields	WASTE WATER FUND	ADMIN AND GENERAL	26.00
	staff meetings	ENVIRON SERVICES F	ADMIN AND GENERAL	30.00
	h.s. playing fields	ENVIRON SERVICES F	ADMIN AND GENERAL	26.00
	staff meetings	ELECTRIC FUND	ADMIN AND GENERAL	75.00
	h.s. playing fields	ELECTRIC FUND	ADMIN AND GENERAL	65.00
	h.s. temp power	ELECTRIC FUND	ADMIN AND GENERAL	260.00
	361 drainage ditch	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	780.00
	brdy & gardner rd drainage	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	794.00
			TOTAL:	28,226.50
JEFF BRAND	july mn cities mileage mea	GENERAL FUND	MAYOR & COUNCIL	281.08
	nov '15 mn cities conf mil	GENERAL FUND	MAYOR & COUNCIL	189.76
			TOTAL:	470.84
BRANDT LAW OFFICE	audit letter	GENERAL FUND	FINANCE	124.00
	civil	GENERAL FUND	LEGAL SERVICES	4,115.50
	criminal	GENERAL FUND	LEGAL SERVICES	7,356.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	anytime fitness	REVOLVING LOAN FUN	ECONOMIC DEVMT	35.50
	river rock	TORNADO DISASTER R	ECONOMIC DEVMT	248.00
	round-a-bout	PERM IMPROVMENT RE	STREETS	93.00
	ag rental	PARK LAND DEDICATI	PARKS	186.00
	school land	PARK LAND DEDICATI	PARKS	542.00
	housing	HOUSING DISTRICT #	ECONOMIC DEVMT	953.25
	land purchase	STORMWATER FUND	TREATMENT	232.50
			TOTAL:	13,886.00
C & S SUPPLY CO INC	#45 coupler	GENERAL FUND	STREETS	79.96
	greese gun battery	GENERAL FUND	PARKS	64.99
	s. petterson uniform allow	WASTE WATER FUND	ADMIN AND GENERAL	96.97
			TOTAL:	241.92
C. EMERY NELSON, INC.	muni-z filter	WATER	PURIFICATION AND TREAT	4,797.00
			TOTAL:	4,797.00
CDW GOVERNMENT, INC.	receipt printer	GENERAL FUND	FINANCE	304.96
	usb port to serial connect	GENERAL FUND	FINANCE	14.41
	hard drives	GENERAL FUND	FINANCE	159.60
	ups	GENERAL FUND	FINANCE	55.97
	monitors	GENERAL FUND	POLICE	269.50
	ups	GENERAL FUND	PUBLIC WORKS ADMIN	128.35
			TOTAL:	932.79
CENTRAL FIRE PROTECTION INC	vehicle extinguish	GENERAL FUND	STREETS	10.63
	#216 vehicle extinguish	GENERAL FUND	STREETS	42.50
	vehicle extinguish	GENERAL FUND	PARKS	8.50
	#116 vehicle extinguish	GENERAL FUND	PARKS	42.50
	vehicle extinguish	WATER	ADMIN AND GENERAL	4.25
	vehicle extinguish	WASTE WATER FUND	ADMIN AND GENERAL	4.25
	vehicle extinguish	ENVIRON SERVICES F	ADMIN AND GENERAL	4.24
	vehicle extinguish	ELECTRIC FUND	ADMIN AND GENERAL	10.63
			TOTAL:	127.50
CHEMISOLV CORP	biosolids polymer	WASTE WATER FUND	BIOSOLIDS	3,542.00
			TOTAL:	3,542.00
CINTAS CORPORATION #754	jan. uniform cleaning & sh	GENERAL FUND	STREETS	1.13
	jan. uniform cleaning & sh	GENERAL FUND	PARKS	1.13
	jan. uniform cleaning & sh	WATER	DISTRIBUTION AND STORA	0.57
	jan. uniform cleaning & sh	WASTE WATER FUND	SOURCE/TREATMENT	0.57
	jan. uniform cleaning & sh	ENVIRON SERVICES F	REFUSE DISPOSAL	0.57
	jan. uniform cleaning & sh	ELECTRIC FUND	POWER DISTRIBUTION	1.13
	jan. uniform cleaning & sh	ELECTRIC FUND	ADMIN AND GENERAL	519.60
	jan. uniform cleaning & sh	STORMWATER FUND	TREATMENT	0.55
			TOTAL:	525.25
CINTAS FIRST AID & SAFETY	safety cabinet	GENERAL FUND	STREETS	20.58
	safety cabinet	GENERAL FUND	PARKS	16.46
	safety cabinet	WATER	ADMIN AND GENERAL	8.23
	safety cabinet	WASTE WATER FUND	ADMIN AND GENERAL	8.23
	safety cabinet	ENVIRON SERVICES F	ADMIN AND GENERAL	8.24
	safety cabinet	ELECTRIC FUND	ADMIN AND GENERAL	20.58
			TOTAL:	82.32

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CITY OF MINNEAPOLIS	pswn service access fee	GENERAL FUND	POLICE	204.00
			TOTAL:	204.00
COLE PAPERS INC	supplies	GENERAL FUND	CITY ADMINISTRATION	90.10
	supplies	GENERAL FUND	CITY CLERK	90.10
	supplies	GENERAL FUND	FINANCE	60.07
	supplies	GENERAL FUND	POLICE	48.05
	supplies	GENERAL FUND	BUILDING INSPECTOR	24.03
	supplies	GENERAL FUND	PUBLIC WORKS ADMIN	12.01
	wipes	GENERAL FUND	STREETS	37.83
	coveralls	GENERAL FUND	STREETS	41.41
	soap, wipes, cleaner	GENERAL FUND	STREETS	46.11
	sunscreen	GENERAL FUND	STREETS	15.28
	wipes	GENERAL FUND	PARKS	37.83
	coveralls	GENERAL FUND	PARKS	33.13
	soap, wipes, cleaner	GENERAL FUND	PARKS	46.11
	sunscreen	GENERAL FUND	PARKS	12.22
	supplies	GENERAL FUND	ECONOMIC DEVMT	6.01
	wipes	WATER	DISTRIBUTION AND STORA	18.92
	soap, wipes, cleaner	WATER	DISTRIBUTION AND STORA	23.05
	coveralls	WATER	ADMIN AND GENERAL	16.57
	supplies	WATER	ADMIN AND GENERAL	54.06
	sunscreen	WATER	ADMIN AND GENERAL	6.11
	wipes	WASTE WATER FUND	SOURCE/TREATMENT	18.92
	soap, wipes, cleaner	WASTE WATER FUND	SOURCE/TREATMENT	23.05
	coveralls	WASTE WATER FUND	ADMIN AND GENERAL	16.57
	supplies	WASTE WATER FUND	ADMIN AND GENERAL	54.04
	sunscreen	WASTE WATER FUND	ADMIN AND GENERAL	6.11
	wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	18.92
	soap, wipes, cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	23.05
	coveralls	ENVIRON SERVICES F	ADMIN AND GENERAL	16.56
	sunscreen	ENVIRON SERVICES F	ADMIN AND GENERAL	6.11
	wipes	ELECTRIC FUND	POWER DISTRIBUTION	37.83
	soap, wipes, cleaner	ELECTRIC FUND	POWER DISTRIBUTION	46.11
	coveralls	ELECTRIC FUND	ADMIN AND GENERAL	41.41
	supplies	ELECTRIC FUND	ADMIN AND GENERAL	162.18
	sunscreen	ELECTRIC FUND	ADMIN AND GENERAL	15.28
	wipes	STORMWATER FUND	TREATMENT	18.91
	soap, wipes, cleaner	STORMWATER FUND	TREATMENT	23.05
			TOTAL:	1,247.10
COMPASS MINERALS AMERICA INC	winter salt 150 ton	GENERAL FUND	STREETS	13,442.45
			TOTAL:	13,442.45
COMPUTER TECHNOLOGY SOLUTIONS, INC.	hand held dictation unit f	GENERAL FUND	CITY ADMINISTRATION	148.00
	yukon hard drive & mini mo	GENERAL FUND	STREETS	190.75
	yukon hard drive & mini mo	GENERAL FUND	PARKS	152.60
	yukon system server upgrad	WATER	CAPITAL-WATER DISTRIBU	2,314.00
	yukon hard drive & mini mo	WATER	ADMIN AND GENERAL	76.30
	yukon system server upgrad	WASTE WATER FUND	CAPITAL-GENERAL PLANT	2,314.00
	yukon hard drive & mini mo	WASTE WATER FUND	ADMIN AND GENERAL	76.30
	yukon hard drive & mini mo	ENVIRON SERVICES F	ADMIN AND GENERAL	76.30
	yukon system server upgrad	ELECTRIC FUND	CAPITAL-GENERAL PLANT	13,885.00
	yukon hard drive & mini mo	ELECTRIC FUND	ADMIN AND GENERAL	190.75
			TOTAL:	19,424.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DEMCO, INC.	processing and other suppl	LIBRARY FUND	LIBRARY	69.84
	processing and other suppl	LIBRARY FUND	LIBRARY	36.65
	TOTAL:			106.49
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	squad prep	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	2,379.80
	TOTAL:			2,379.80
EMERGENCY RESPONSE SOLUTIONS	fire hose fittings	GENERAL FUND	FIRE	105.22
	tripod	GENERAL FUND	FIRE	2,823.87
	gas monitors	GENERAL FUND	FIRE	290.88
	helmet fronts	GENERAL FUND	FIRE	276.46
	helmet fronts	GENERAL FUND	FIRE	1,064.21
	TOTAL:			4,560.64
EMERGENT NETWORKS	watchguard 3yr renewal	GENERAL FUND	CITY ADMINISTRATION	128.58
	watchguard 3yr renewal	GENERAL FUND	FINANCE	462.93
	watchguard 3yr renewal	GENERAL FUND	POLICE	591.52
	watchguard 3yr renewal	GENERAL FUND	FIRE	77.16
	watchguard 3yr renewal	GENERAL FUND	BUILDING INSPECTOR	77.16
	watchguard 3yr renewal	GENERAL FUND	PUBLIC WORKS ADMIN	180.03
	watchguard 3yr renewal	GENERAL FUND	STREETS	51.44
	watchguard 3yr renewal	GENERAL FUND	RECREATION/LEISURE SER	334.34
	watchguard 3yr renewal	GENERAL FUND	PARKS	25.72
	watchguard 3yr renewal	GENERAL FUND	ECONOMIC DEVMT	51.44
	watchguard 3yr renewal	LIBRARY FUND	LIBRARY	822.99
	watchguard 3yr renewal	PUBLIC ACCESS	PUBLIC ACCESS	25.72
	watchguard 3yr renewal	COMMUNITY CENTER	COMMUNITY CENTER	25.72
	watchguard 3yr renewal	WATER	ADMIN AND GENERAL	128.59
	watchguard 3yr renewal	WASTE WATER FUND	ADMIN AND GENERAL	77.16
	watchguard 3yr renewal	ENVIRON SERVICES F	REFUSE DISPOSAL	25.72
	watchguard 3yr renewal	ELECTRIC FUND	ADMIN AND GENERAL	335.78
	watchguard 3yr renewal	STORMWATER FUND	ADMINISTRATION AND GEN	51.44
	watchguard 3yr renewal	TRANSIT	TRANSIT/TRANSPORTATION	24.26
TOTAL:			3,497.70	
FAMILY FRESH MARKET	dtf meeting	GENERAL FUND	POLICE	18.98
	meeting supplies	GENERAL FUND	STREETS	7.56
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	42.08
	meeting supplies	GENERAL FUND	PARKS	6.05
	meeting supplies	WATER	ADMIN AND GENERAL	3.02
	meeting supplies	WASTE WATER FUND	ADMIN AND GENERAL	3.02
	meeting supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	3.03
	meeting supplies	ELECTRIC FUND	ADMIN AND GENERAL	7.56
	stromwater contractor's me	STORMWATER FUND	ADMINISTRATION AND GEN	5.99
	TOTAL:			97.29
	FASTENAL COMPANY	lockout tagout	GENERAL FUND	STREETS
shop bolts		GENERAL FUND	STREETS	11.10
bolts		GENERAL FUND	STREETS	1.80
bolts		GENERAL FUND	STREETS	59.77
lockout tagout device		GENERAL FUND	STREETS	6.35
lockout tagout		GENERAL FUND	PARKS	50.58
shop bolts		GENERAL FUND	PARKS	11.10
bolts		GENERAL FUND	PARKS	1.80
thermostat baseball		GENERAL FUND	PARKS	38.90
bolts		GENERAL FUND	PARKS	59.77

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lockout tagout device	GENERAL FUND	PARKS	6.35
	2015 zip ties	LIBRARY FUND	LIBRARY	13.00
	spcc supplies	COMMUNITY CENTER	COMMUNITY CENTER	2.49
	water plant streetlight bu	WATER	PURIFICATION AND TREAT	86.55
	lockout tagout	WATER	DISTRIBUTION AND STORA	25.29
	bolts	WATER	DISTRIBUTION AND STORA	36.90
	bolts for pump	WATER	DISTRIBUTION AND STORA	4.88
	tower light bulbs	WATER	DISTRIBUTION AND STORA	228.96
	shop bolts	WATER	DISTRIBUTION AND STORA	5.55
	bolts	WATER	DISTRIBUTION AND STORA	0.90
	bolts	WATER	DISTRIBUTION AND STORA	29.88
	lockout tagout device	WATER	DISTRIBUTION AND STORA	3.17
	lockout tagout	WASTE WATER FUND	SOURCE/TREATMENT	25.29
	shop bolts	WASTE WATER FUND	SOURCE/TREATMENT	5.55
	bolts	WASTE WATER FUND	SOURCE/TREATMENT	0.90
	bolts	WASTE WATER FUND	SOURCE/TREATMENT	29.88
	lockout tagout device	WASTE WATER FUND	SOURCE/TREATMENT	3.17
	lockout tagout	ENVIRON SERVICES F	REFUSE DISPOSAL	25.29
	shop bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	5.55
	bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	0.90
	bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	29.88
	lockout tagout device	ENVIRON SERVICES F	REFUSE DISPOSAL	3.17
	lockout tagout	ELECTRIC FUND	POWER DISTRIBUTION	50.58
	shop bolts	ELECTRIC FUND	POWER DISTRIBUTION	11.10
	bolts	ELECTRIC FUND	POWER DISTRIBUTION	1.80
	bolts	ELECTRIC FUND	POWER DISTRIBUTION	59.77
	lockout tagout device	ELECTRIC FUND	POWER DISTRIBUTION	6.35
	connectors	ELECTRIC FUND	POWER DISTRIBUTION	23.45
	lockout tagout	STORMWATER FUND	TREATMENT	25.29
	shop bolts	STORMWATER FUND	TREATMENT	5.54
	bolts	STORMWATER FUND	TREATMENT	0.90
	bolts	STORMWATER FUND	TREATMENT	29.88
	lockout tagout device	STORMWATER FUND	TREATMENT	3.18
	gloves	TRANSIT	TRANSIT/TRANSPORTATION	5.97
			TOTAL:	1,089.06
FORESTRY SUPPLIERS INC	pole saw blade	ENVIRON SERVICES F	REFUSE DISPOSAL	48.95
			TOTAL:	48.95
FOUR SEASONS OVERHEAD DOOR, LLC	hermmel bldg. door repair	STORMWATER FUND	ADMINISTRATION AND GEN	798.75
			TOTAL:	798.75
FREEDOM VALUE CENTERS, INC.	fuel	GENERAL FUND	POLICE	28.27
			TOTAL:	28.27
GALLS INC	uniform	GENERAL FUND	POLICE	163.73
	uniform	GENERAL FUND	POLICE	25.94
			TOTAL:	189.67
GAMETIME	warren park paint & caps	GENERAL FUND	PARKS	68.62
			TOTAL:	68.62
GENESIS	feb. fuel	GENERAL FUND	FIRE	42.89
	feb. fuel	GENERAL FUND	STREETS	1,881.61
	feb. fuel	GENERAL FUND	PARKS	137.16
	feb. fuel	WATER	SOURCE OF SUPPLY	134.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	feb. fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	73.26
	feb. fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	115.28
	feb. fuel	ELECTRIC FUND	POWER DISTRIBUTION	<u>320.95</u>
			TOTAL:	2,705.46
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	28.16
	postage	GENERAL FUND	CITY CLERK	2.32
	postage	GENERAL FUND	FINANCE	265.34
	postage	GENERAL FUND	POLICE	17.94
	postage	GENERAL FUND	BUILDING INSPECTOR	31.41
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	9.12
	postage	GENERAL FUND	RECREATION/LEISURE SER	1.52
	postage	GENERAL FUND	PARKS	4.73
	postage	GENERAL FUND	ECONOMIC DEVMT	41.07
	postage	LIBRARY FUND	LIBRARY	16.67
	postage	COMMUNITY CENTER	COMMUNITY CENTER	9.63
	postage	WATER	ADMIN AND GENERAL	1.79
	postage	WATER	CUSTOMER ACCOUNTS	100.04
	postage	WASTE WATER FUND	ADMIN AND GENERAL	4.33
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	100.04
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	100.04
	postage	ELECTRIC FUND	ADMIN AND GENERAL	18.83
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	100.04
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	1.61
	postage	TRANSIT	TRANSIT/TRANSPORTATION	<u>8.56</u>
			TOTAL:	863.19
HACH COMPANY	phenol red & buffer soln	WATER	DISTRIBUTION AND STORA	<u>58.04</u>
			TOTAL:	58.04
HALOGEN SUPPLY COMPANY, INC	pool grates	GENERAL FUND	SWIMMING POOL	423.00
	pool grate	GENERAL FUND	SWIMMING POOL	<u>82.00</u>
			TOTAL:	505.00
HAWKINS, INC.	azone 15, chlocine, sod. h	WATER	PURIFICATION AND TREAT	3,837.92
	caustic soda & lpc-4	WATER	PURIFICATION AND TREAT	1,111.50
	caustic soda & lpc-4	WATER	PURIFICATION AND TREAT	1,088.27
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	62.03
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	<u>144.75</u>
			TOTAL:	6,244.47
HD SUPPLY FACILITIES MAINTENANCE	plumbing parts	COMMUNITY CENTER	COMMUNITY CENTER	<u>41.28</u>
			TOTAL:	41.28
HD SUPPLY WATERWORKS, LTD.	3" meter connectors & flan	WATER	DISTRIBUTION AND STORA	<u>2,060.00</u>
			TOTAL:	2,060.00
HOLIDAY COMMERCIAL	fuel	GENERAL FUND	POLICE	110.38
	fuel	GENERAL FUND	BUILDING INSPECTOR	46.32
	fuel	GENERAL FUND	STREETS	62.26
	fuel	GENERAL FUND	PARKS	149.74
	fuel	WATER	SOURCE OF SUPPLY	22.26
	fuel	WATER	PURIFICATION AND TREAT	33.39
	fuel	WATER	DISTRIBUTION AND STORA	166.95
	fuel	WATER	CUSTOMER ACCOUNTS	42.35
	fuel	WASTE WATER FUND	SOURCE/TREATMENT	61.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	42.35
	fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	101.49
	fuel	ELECTRIC FUND	POWER DISTRIBUTION	189.69
	fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	42.35
	fuel	STORMWATER FUND	TREATMENT	124.08
	fuel	TRANSIT	TRANSIT/TRANSPORTATION	<u>1,806.68</u>
			TOTAL:	3,002.23
JON HUGHES	tuition, tuition fees, and	GENERAL FUND	POLICE	<u>1,541.25</u>
			TOTAL:	1,541.25
IMPACT	mailing remote read verifi	WATER	CUSTOMER ACCOUNTS	372.50
	mailing remote read verifi	WATER	CUSTOMER ACCOUNTS	518.62
	postage	WATER	CUSTOMER ACCOUNTS	380.55
	printing	WATER	CUSTOMER ACCOUNTS	161.69
	mailing remote read verifi	WASTE WATER FUND	CUSTOMER ACCOUNTS	372.50
	mailing remote read verifi	WASTE WATER FUND	CUSTOMER ACCOUNTS	518.62
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	380.55
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	161.69
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	380.54
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	161.69
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	380.55
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	171.26
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>161.68</u>
			TOTAL:	4,122.44
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	590.27
	new adult fic & fol book b	LIBRARY FUND	LIBRARY	<u>413.33</u>
			TOTAL:	1,003.60
KEEPRS, INC.	uniform pants	GENERAL FUND	POLICE	<u>96.99</u>
			TOTAL:	96.99
KENNEDY & GRAVEN	hwy 169 counterclaim shafe	GENERAL FUND	CITY ADMINISTRATION	<u>220.00</u>
			TOTAL:	220.00
RICHARD KERN	daddy daughter dance	GENERAL FUND	RECREATION/LEISURE SER	<u>200.00</u>
			TOTAL:	200.00
KIND VETERINARY CLINIC PA	animal care	GENERAL FUND	COMMUNITY SERVICE	366.20
	paws animal care	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>465.88</u>
			TOTAL:	832.08
DONNIE KLOSSNER	entertainment for senior d	GENERAL FUND	SENIOR COORDINATOR	<u>175.00</u>
			TOTAL:	175.00
KWIK TRIP INC	fuel	GENERAL FUND	POLICE	455.28
	fuel	GENERAL FUND	PARKS	<u>57.06</u>
			TOTAL:	512.34
LAGER'S INC	squad repairs	GENERAL FUND	POLICE	1,264.40
	squad maint	GENERAL FUND	POLICE	<u>121.73</u>
			TOTAL:	1,386.13
LEAGUE OF MN CITIES INSURANCE TRUST	2nd qtr works comp	GENERAL FUND	MAYOR & COUNCIL	32.06
	2nd qtr works comp	GENERAL FUND	CITY ADMINISTRATION	200.18

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2nd qtr works comp	GENERAL FUND	CITY CLERK	75.46
	2nd qtr works comp	GENERAL FUND	FINANCE	227.55
	2nd qtr works comp	GENERAL FUND	MUNICIPAL BUILDING	301.44
	2nd qtr works comp	GENERAL FUND	POLICE	7,853.90
	2nd qtr works comp	GENERAL FUND	FIRE	6,462.50
	2nd qtr works comp	GENERAL FUND	FIRE	4,808.99
	2nd qtr works comp	GENERAL FUND	BUILDING INSPECTOR	185.91
	2nd qtr works comp	GENERAL FUND	COMMUNITY SERVICE	79.56
	2nd qtr works comp	GENERAL FUND	PUBLIC WORKS ADMIN	238.89
	2nd qtr works comp	GENERAL FUND	STREETS	5,327.42
	2nd qtr works comp	GENERAL FUND	RECREATION/LEISURE SER	989.17
	2nd qtr works comp	GENERAL FUND	SWIMMING POOL	1,038.82
	2nd qtr works comp	GENERAL FUND	SKATING RINKS	22.29
	2nd qtr works comp	GENERAL FUND	PARKS	2,374.19
	2nd qtr works comp	GENERAL FUND	ECONOMIC DEVMT	115.73
	insur. claim	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	3,251.25
	2nd qtr works comp	LIBRARY FUND	LIBRARY	393.32
	2nd qtr works comp	PUBLIC ACCESS	PUBLIC ACCESS	11.53
	2nd qtr works comp	COMMUNITY CENTER	COMMUNITY CENTER	878.31
	2nd qtr works comp	WATER	SOURCE OF SUPPLY	208.39
	2nd qtr works comp	WATER	PURIFICATION AND TREAT	1,230.79
	2nd qtr works comp	WATER	DISTRIBUTION AND STORA	1,420.41
	2nd qtr works comp	WATER	ADMIN AND GENERAL	161.86
	2nd qtr works comp	WATER	CUSTOMER ACCOUNTS	29.91
	2nd qtr works comp	WASTE WATER FUND	BIOSOLIDS	433.79
	2nd qtr works comp	WASTE WATER FUND	COLLECTOR/LIFT STAT	921.53
	2nd qtr works comp	WASTE WATER FUND	SOURCE/TREATMENT	2,304.01
	2nd qtr works comp	WASTE WATER FUND	ADMIN AND GENERAL	169.10
	2nd qtr works comp	WASTE WATER FUND	CUSTOMER ACCOUNTS	29.91
	2nd qtr works comp	ENVIRON SERVICES F	REFUSE DISPOSAL	1,147.51
	2nd qtr works comp	ENVIRON SERVICES F	ADMIN AND GENERAL	85.23
	2nd qtr works comp	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	14.08
	2nd qtr works comp	ELECTRIC FUND	POWER PRODUCTION	109.28
	2nd qtr works comp	ELECTRIC FUND	POWER DISTRIBUTION	2,641.03
	2nd qtr works comp	ELECTRIC FUND	ADMIN AND GENERAL	429.49
	2nd qtr works comp	ELECTRIC FUND	CUSTOMER ACCOUNTS	116.12
	2nd qtr works comp	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,237.63
	2nd qtr works comp	STORMWATER FUND	TREATMENT	434.76
	2nd qtr works comp	STORMWATER FUND	ADMINISTRATION AND GEN	85.23
	2nd qtr works comp	STORMWATER FUND	CUSTOMER ACCOUNTS	14.08
	insur. claim	TRANSIT	TRANSIT/TRANSPORTATION	1,000.00
	2nd qtr works comp	TRANSIT	TRANSIT/TRANSPORTATION	2,437.14
			TOTAL:	51,529.75
LEXIS NEXIS	feb subscription	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00
LJP ENTERPRISES INC	feb waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	feb waste & recycle	WATER	PURIFICATION AND TREAT	99.43
	feb waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	feb waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	605.39
			TOTAL:	1,277.59
LOCATORS & SUPPLIES, INC.	rain suit, gloves, & sunsc	GENERAL FUND	STREETS	40.18
	rain suit, gloves, & sunsc	GENERAL FUND	PARKS	32.14
	rain suit, gloves, & sunsc	WATER	ADMIN AND GENERAL	16.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	rain suit, gloves, & sunsc	WASTE WATER FUND	ADMIN AND GENERAL	16.07
	rain suit, gloves, & sunsc	ENVIRON SERVICES F	ADMIN AND GENERAL	16.07
	rain suit, gloves, & sunsc	ELECTRIC FUND	ADMIN AND GENERAL	40.18
			TOTAL:	160.71
LOOKOUT BOOKS	new juvenile books	LIBRARY FUND	LIBRARY	305.76
			TOTAL:	305.76
BARBARA A LUKER	breakroom supplies	GENERAL FUND	MUNICIPAL BUILDING	18.64
			TOTAL:	18.64
MACQUEEN EQUIPMENT INC	#214 bearing	GENERAL FUND	STREETS	132.04
			TOTAL:	132.04
MADDEN, GALANTER, HANSEN, LLP	services rendered	GENERAL FUND	CITY ADMINISTRATION	67.60
			TOTAL:	67.60
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	2015 audit	GENERAL FUND	FINANCE	1,950.00
	2015 audit	WATER	ADMIN AND GENERAL	487.50
	2015 audit	WASTE WATER FUND	ADMIN AND GENERAL	487.50
	2015 audit	ENVIRON SERVICES F	ADMIN AND GENERAL	487.50
	2015 audit	ELECTRIC FUND	ADMIN AND GENERAL	487.50
			TOTAL:	3,900.00
MANTEK	mkr cleaning chem	GENERAL FUND	SWIMMING POOL	1,158.00
			TOTAL:	1,158.00
MARCO, INC.	contract bill	GENERAL FUND	CITY ADMINISTRATION	22.64
	contract bill	GENERAL FUND	CITY CLERK	22.64
	contract bill	GENERAL FUND	FINANCE	15.10
	contract bill	GENERAL FUND	POLICE	12.08
	contract bill	GENERAL FUND	BUILDING INSPECTOR	6.04
	contract bill	GENERAL FUND	PUBLIC WORKS ADMIN	3.02
	contract bill	GENERAL FUND	ECONOMIC DEVMT	1.51
	contract bill	WATER	ADMIN AND GENERAL	13.59
	contract bill	WASTE WATER FUND	ADMIN AND GENERAL	13.58
	contract bill	ELECTRIC FUND	ADMIN AND GENERAL	40.76
			TOTAL:	150.96
MCHUGH, BRENDA	mileage for book and break	LIBRARY FUND	LIBRARY	62.64
			TOTAL:	62.64
MENARDS	wood & vac	GENERAL FUND	STREETS	17.43
	baseboxes	GENERAL FUND	PARKS	306.73
	basebox panel	GENERAL FUND	PARKS	12.39
	baseboxes	GENERAL FUND	PARKS	179.14
	baseboxes	GENERAL FUND	PARKS	155.00
	wood & vac	GENERAL FUND	PARKS	17.43
	wood & vac	WATER	DISTRIBUTION AND STORA	8.72
	wood & vac	WASTE WATER FUND	SOURCE/TREATMENT	8.72
	wood & vac	ENVIRON SERVICES F	REFUSE DISPOSAL	8.72
	wood & vac	ELECTRIC FUND	POWER DISTRIBUTION	17.43
	wood & vac	STORMWATER FUND	TREATMENT	8.71
			TOTAL:	740.42
METERING & TECHNOLOGY SOLUTIONS	#799 & #719 water meters	WATER	NON-DEPARTMENTAL	647.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	1" meter w/radio	WATER	NON-DEPARTMENTAL	662.57	
	meters	WATER	DISTRIBUTION AND STORA	<u>348.96</u>	
			TOTAL:	1,659.12	
METRO JANITORIAL SUPPLY INC.	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	<u>538.45</u>	
			TOTAL:	538.45	
MID-AMERICA BUSINESS SYSTEMS	lektreiver pm	GENERAL FUND	POLICE	<u>495.00</u>	
			TOTAL:	495.00	
MISC VENDOR	AHO, BEVERLY	over paid rental at 317 lo	GENERAL FUND	NON-DEPARTMENTAL	8.00
	APPLIED AIR SYSTEMS IN	#80 tm 80 oil	ELECTRIC FUND	POWER DISTRIBUTION	133.61
	ARM REGISTRATION OFFIC	concrete course- petersen,	STORMWATER FUND	ADMINISTRATION AND GEN	575.00
	CONSOLIDATED WATER SOL	ro cleaner	WATER	PURIFICATION AND TREAT	177.66
	HOH, PETER	summer reading program leg	LIBRARY FUND	LIBRARY	267.55
	MB COMPANIES INC	#614 poly water brooms	GENERAL FUND	PARKS	860.45
	MN OFFICE OF ADMIN. HE	annexation filing fee	GENERAL FUND	ECONOMIC DEVMT	315.00
	MN PARK & SPORTS TURF	registration fee for sprin	GENERAL FUND	PARKS	80.00
	NORTH COUNTY REGION	cancelled tournament	GENERAL FUND	NON-DEPARTMENTAL	508.00
	PHALANX DEFENSE SYSTEM	tactical response team	GENERAL FUND	POLICE	<u>1,614.37</u>
			TOTAL:	4,539.64	
MN CHIEFS OF POLICE	gun permits	GENERAL FUND	POLICE	<u>109.90</u>	
			TOTAL:	109.90	
MN DNR WATERS	mn dnr water permit	WATER	SOURCE OF SUPPLY	<u>4,000.00</u>	
			TOTAL:	4,000.00	
MN GOVERNMENT FINANCE OFFICERS ASSOC	membership	GENERAL FUND	FINANCE	60.00	
	membership	GENERAL FUND	FINANCE	<u>60.00</u>	
			TOTAL:	120.00	
MN IRON & METAL COMPANY	alum. rods banners light p	ENVIRON SERVICES F	REFUSE DISPOSAL	195.00	
	alum. banners light poles	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>24.48</u>	
			TOTAL:	219.48	
MN MUNICIPAL UTILITIES ASSOCIATION	jerry & pat 2016 substatio	ELECTRIC FUND	ADMIN AND GENERAL	<u>880.00</u>	
			TOTAL:	880.00	
MN PIPE & EQUIPMENT	#213 repair clamp 8"	WATER	NON-DEPARTMENTAL	146.61	
	#213 repair clamp 8"	WATER	NON-DEPARTMENTAL	<u>146.61</u>	
			TOTAL:	293.22	
MN POLLUTION CONTROL AGENCY	wwtp lab cert annual fee	WASTE WATER FUND	ADMIN AND GENERAL	<u>2,025.00</u>	
			TOTAL:	2,025.00	
MN PUBLIC TRANSIT ASSN	2016 membership dues	TRANSIT	TRANSIT/TRANSPORTATION	<u>372.00</u>	
			TOTAL:	372.00	
MN RURAL WATER ASSOCIATION	city membership	WATER	ADMIN AND GENERAL	<u>250.00</u>	
			TOTAL:	250.00	
MN STATE UNIVERSITY	mount simon monitoring	WATER	SOURCE OF SUPPLY	<u>350.27</u>	
			TOTAL:	350.27	
MN VALLEY COUNCIL OF GOVERNMENTS	employment applications	GENERAL FUND	FINANCE	47.50	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	employment applications	GENERAL FUND	STREETS	59.38
	employment applications	GENERAL FUND	RECREATION/LEISURE SER	142.50
	employment applications	GENERAL FUND	PARKS	47.50
	employment applications	WATER	ADMIN AND GENERAL	23.75
	employment applications	WATER	ADMIN AND GENERAL	11.88
	employment applications	WASTE WATER FUND	ADMIN AND GENERAL	23.75
	employment applications	WASTE WATER FUND	ADMIN AND GENERAL	11.88
	employment applications	ENVIRON SERVICES F	ADMIN AND GENERAL	23.74
	employment applications	ENVIRON SERVICES F	ADMIN AND GENERAL	11.86
	employment applications	ELECTRIC FUND	ADMIN AND GENERAL	59.38
	employment applications	ELECTRIC FUND	ADMIN AND GENERAL	11.88
			TOTAL:	475.00
MN WASTE PROCESSING	feb disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	12,715.39
			TOTAL:	12,715.39
CINDY MOULTON	dry cleaning cost for staf	GENERAL FUND	MUNICIPAL BUILDING	21.07
			TOTAL:	21.07
PETE MOULTON	02/01/16-02/12/16 mileage	GENERAL FUND	PUBLIC WORKS ADMIN	12.96
	02/15/16-02/26/16 mileage	GENERAL FUND	PUBLIC WORKS ADMIN	23.76
	02/01/16-02/12/16 mileage	GENERAL FUND	PARKS	98.82
	02/15/16-02/26/16 mileage	GENERAL FUND	PARKS	44.28
	02/01/16-02/12/16 mileage	ENVIRON SERVICES F	ADMIN AND GENERAL	7.56
	02/15/16-02/26/16 mileage	ENVIRON SERVICES F	ADMIN AND GENERAL	13.50
	02/01/16-02/12/16 mileage	ELECTRIC FUND	ADMIN AND GENERAL	90.72
	02/15/16-02/26/16 mileage	ELECTRIC FUND	ADMIN AND GENERAL	20.52
	02/01/16-02/12/16 mileage	STORMWATER FUND	ADMINISTRATION AND GEN	15.12
	02/15/16-02/26/16 mileage	STORMWATER FUND	ADMINISTRATION AND GEN	7.56
			TOTAL:	334.80
MVTL LABORATORIES INC	wwtf nitrates testing	WASTE WATER FUND	SOURCE/TREATMENT	74.60
	wwtf nitrogen testing	WASTE WATER FUND	SOURCE/TREATMENT	89.60
	wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	126.80
	hwe salty discharge testin	WASTE WATER FUND	SOURCE/TREATMENT	126.80
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00
			TOTAL:	458.80
NAPA AUTO PARTS OF ST PETER	#509 seat cover returned &	GENERAL FUND	FIRE	20.40-
	oil & oil filter, oil, hyd	GENERAL FUND	PUBLIC WORKS ADMIN	114.21
	air fresheners	GENERAL FUND	STREETS	11.36
	battery, oil, & fuel filte	GENERAL FUND	STREETS	153.10
	air fresheners	GENERAL FUND	PARKS	11.36
	air filters	GENERAL FUND	PARKS	55.20
	air fresheners	WATER	DISTRIBUTION AND STORA	5.68
	disc brake pads	WATER	CUSTOMER ACCOUNTS	20.60
	hyd dl 5 gal	WASTE WATER FUND	COLLECTOR/LIFT STAT	37.19
	air fresheners	WASTE WATER FUND	SOURCE/TREATMENT	5.68
	disc brake pads	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.61
	air fresheners	ENVIRON SERVICES F	REFUSE DISPOSAL	5.68
	air fresheners	ELECTRIC FUND	POWER DISTRIBUTION	11.36
	wipers, oil, air, & fuel f	ELECTRIC FUND	POWER DISTRIBUTION	185.93
	disc brake pads	ELECTRIC FUND	CUSTOMER ACCOUNTS	20.60
	air fresheners	STORMWATER FUND	TREATMENT	5.69
	seat cover	STORMWATER FUND	TREATMENT	24.49
	fasteners	TRANSIT	TRANSIT/TRANSPORTATION	13.19

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	motor oil, fuel cap,	TRANSIT	TRANSIT/TRANSPORTATION	<u>26.79</u>
			TOTAL:	708.32
NEW ULM QUARTZITE QUARRIES	seal coat rock	GENERAL FUND	STREETS	3,002.45
	seal coat rock	GENERAL FUND	STREETS	584.13
	seal coat chips	GENERAL FUND	STREETS	<u>4,084.73</u>
			TOTAL:	7,671.31
NICOLLET COUNTY RECORDER/ABSTRACTER	mortgage	REVOLVING LOAN FUN	ECONOMIC DEVMT	46.00
	recording	HOUSING DISTRICT #	ECONOMIC DEVMT	<u>46.00</u>
			TOTAL:	92.00
NICOLLET COUNTY BANK	feb ach fees	GENERAL FUND	FINANCE	6.93
	feb ach fees	WATER	ADMIN AND GENERAL	1.73
	feb ach fees	WATER	CUSTOMER ACCOUNTS	13.46
	feb ach fees	WASTE WATER FUND	ADMIN AND GENERAL	1.73
	feb ach fees	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.46
	feb ach fees	ENVIRON SERVICES F	ADMIN AND GENERAL	1.73
	feb ach fees	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.46
	feb ach fees	ELECTRIC FUND	ADMIN AND GENERAL	1.73
	feb ach fees	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>13.47</u>
			TOTAL:	67.70
NORTH CENTRAL BUS SALES	transit bus #915	TRANSIT	TRANSIT/TRANSPORTATION	<u>71,793.00</u>
			TOTAL:	71,793.00
NORTHERN SAFETY TECHNOLOGY, INC.	#116 led done	GENERAL FUND	PARKS	<u>271.26</u>
			TOTAL:	271.26
NORTHLAND BUSINESS SYSTEMS, INC.	voice & video software cont	GENERAL FUND	POLICE	<u>720.00</u>
			TOTAL:	720.00
NUTTER CLOTHING CO	shoes	GENERAL FUND	POLICE	<u>80.00</u>
			TOTAL:	80.00
OFFICEMAX	scanner printer	GENERAL FUND	FINANCE	<u>149.99</u>
			TOTAL:	149.99
ORIENTAL TRADING CO.	paws walk items	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>67.13</u>
			TOTAL:	67.13
OUTDOOR NEWS	1year renewal	LIBRARY FUND	LIBRARY	<u>36.00</u>
			TOTAL:	36.00
PET EXPO DIST.	routine aquarium maint.	LIBRARY FUND	LIBRARY	<u>74.47</u>
			TOTAL:	74.47
POSTER COMPLIANCE CENTER	posters	GENERAL FUND	CITY ADMINISTRATION	10.35
	posters	GENERAL FUND	CITY CLERK	10.35
	posters	GENERAL FUND	FINANCE	6.90
	posters	GENERAL FUND	POLICE	5.52
	posters	GENERAL FUND	BUILDING INSPECTOR	2.76
	posters	GENERAL FUND	PUBLIC WORKS ADMIN	1.38
	labor compliance poster	GENERAL FUND	STREETS	17.25
	labor compliance poster	GENERAL FUND	PARKS	13.80
	posters	GENERAL FUND	ECONOMIC DEVMT	0.69

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	labor compliance poster	COMMUNITY CENTER	COMMUNITY CENTER	69.00
	posters	WATER	ADMIN AND GENERAL	6.21
	labor compliance poster	WATER	ADMIN AND GENERAL	6.90
	labor compliance poster	WATER	ADMIN AND GENERAL	69.00
	posters	WASTE WATER FUND	ADMIN AND GENERAL	6.21
	labor compliance poster	WASTE WATER FUND	ADMIN AND GENERAL	6.90
	labor compliance poster	WASTE WATER FUND	ADMIN AND GENERAL	69.00
	labor compliance poster	ENVIRON SERVICES F	ADMIN AND GENERAL	6.90
	posters	ELECTRIC FUND	ADMIN AND GENERAL	18.63
	labor compliance poster	ELECTRIC FUND	ADMIN AND GENERAL	17.25
			TOTAL:	345.00
POWDER WERKS SANDBLASTING, LLC	platform sand blasting & p	GENERAL FUND	STREETS	172.00
	platform sand blasting & p	GENERAL FUND	PARKS	172.00
	platform sand blasting & p	WATER	DISTRIBUTION AND STORA	86.00
	platform sand blasting & p	WASTE WATER FUND	SOURCE/TREATMENT	86.00
	platform sand blasting & p	ENVIRON SERVICES F	REFUSE DISPOSAL	86.00
	platform sand blasting & p	ELECTRIC FUND	POWER DISTRIBUTION	172.00
	platform sand blasting & p	STORMWATER FUND	TREATMENT	86.00
			TOTAL:	860.00
PROFESSIONAL WATER TECHNOLOGIES	opticlean	WATER	PURIFICATION AND TREAT	869.12
			TOTAL:	869.12
QUILL	mouse pad	GENERAL FUND	FINANCE	5.55
	ink cartridges	LIBRARY FUND	LIBRARY	113.98
	ink cartridges	LIBRARY FUND	LIBRARY	164.94
	mouse pad	PUBLIC ACCESS	PUBLIC ACCESS	10.68
			TOTAL:	295.15
RECREATION SUPPLY COMPANY	pool vac plug	GENERAL FUND	SWIMMING POOL	30.10
			TOTAL:	30.10
ROBINSON APPRAISAL & ASSOCIATES	r.o.w appraisals	GENERAL FUND	STREETS	2,000.00
			TOTAL:	2,000.00
RYAN ELECTRIC OF ST PETER	transit garage maintenance	GENERAL FUND	MUNICIPAL BUILDING	305.00
	power check	WATER	SOURCE OF SUPPLY	75.00
	pretreatment motors	WASTE WATER FUND	SOURCE/TREATMENT	300.00
	solenoid valves	WASTE WATER FUND	SOURCE/TREATMENT	221.83
	thermostat	WASTE WATER FUND	SOURCE/TREATMENT	201.85
			TOTAL:	1,103.68
SAM'S CLUB	forks	GENERAL FUND	SENIOR COORDINATOR	8.98
	concessions supplies	YOUTH CENTER GRANT	YOUTH CENTER	222.30
			TOTAL:	231.28
SERVOCAL INSTRUMENTS INC.	sludge flow calibration	WASTE WATER FUND	SOURCE/TREATMENT	400.00
			TOTAL:	400.00
SEW BOUTIQUE	uniform repair	ELECTRIC FUND	ADMIN AND GENERAL	7.50
			TOTAL:	7.50
SHOPKO STORES OPERATING CO., LLC	job fair at msu	GENERAL FUND	RECREATION/LEISURE SER	8.54
	storage warming house	GENERAL FUND	SKATING RINKS	16.99
			TOTAL:	25.53

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ARTHUR E SIDNER	daddy daughter photo backd	GENERAL FUND	RECREATION/LEISURE SER	300.00
			TOTAL:	300.00
SOUTHWEST MN CHAPTER OF ICC	membership	GENERAL FUND	BUILDING INSPECTOR	160.00
			TOTAL:	160.00
SPRING TOUCH	c & i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	2,286.00
			TOTAL:	2,286.00
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	17.76
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	23.85
	phone bill	WATER	ADMIN AND GENERAL	39.99
	phone bill	WATER	ADMIN AND GENERAL	23.85
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	23.85
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	23.86
			TOTAL:	153.16
SPS COMPANIES, INC. MANKATO	fine screen	WASTE WATER FUND	SOURCE/TREATMENT	84.16
			TOTAL:	84.16
ST PETER HERALD	payroll ad	GENERAL FUND	FINANCE	73.20
	housekeeper ad	COMMUNITY CENTER	COMMUNITY CENTER	89.00
	housing plat	HOUSING DISTRICT #	ECONOMIC DEVMT	346.60
	meeting ad	STORMWATER FUND	ADMINISTRATION AND GEN	63.20
			TOTAL:	572.00
ST PETER LUMBER CO	blue print small	GENERAL FUND	BUILDING INSPECTOR	3.00
	basebox wood	GENERAL FUND	PARKS	228.85
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	24.99
			TOTAL:	256.84
ST PETER PUBLIC SCHOOLS	bid pkg #1	PARK LAND DEDICATI	PARKS	159,886.91
	wastewater/bid pkg #1	PARK LAND DEDICATI	PARKS	115,601.75
	water/bid pkg #1	PARK LAND DEDICATI	PARKS	178,250.38
	storm water/bid pkg #1	PARK LAND DEDICATI	PARKS	53,672.35
	parks/bid pkg #1	PARK LAND DEDICATI	PARKS	358,892.55
	1/2 of land cost for propo	HOUSING PROJECT200	ECONOMIC DEVMT	225,000.00
			TOTAL:	1,091,303.94
ST PETER REGIONAL TREATMENT CENTER	c & i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	606.00
			TOTAL:	606.00
STREICHER'S	uniform	GENERAL FUND	POLICE	44.99
	uniforms	GENERAL FUND	POLICE	312.50
	uniform	GENERAL FUND	POLICE	505.95
	uniform	GENERAL FUND	POLICE	120.97
	uniform	GENERAL FUND	POLICE	23.99
			TOTAL:	1,008.40
JANE TIMMERMAN-PETTY CASH	senior dance supplies 02/2	GENERAL FUND	SENIOR COORDINATOR	16.18
	certified letter 02/12/16	COMMUNITY CENTER	COMMUNITY CENTER	6.74
			TOTAL:	22.92
TLE TRUCKING INC	snow hauling	GENERAL FUND	STREETS	382.50
			TOTAL:	382.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
UNIVERSITY OF MINNESOTA	registration fee for dan k	ENVIRON SERVICES F	ADMIN AND GENERAL	390.00
			TOTAL:	390.00
US AUTO FORCE	tires	GENERAL FUND	POLICE	615.78
			TOTAL:	615.78
US BANK	2004a agent fee	2004 WASH TERR #1	FISCAL AGENT FEES	450.00
	mason st. agent fee	2005A MASON ST TIF	FISCAL AGENT FEES	425.00
	2006c agent fee	ELECTRIC FUND	ADMIN AND GENERAL	450.00
			TOTAL:	1,325.00
USA BLUE BOOK	sds binder	WASTE WATER FUND	SOURCE/TREATMENT	111.96
			TOTAL:	111.96
UTILITY CONSULTANTS, INC.	coliform	WATER	DISTRIBUTION AND STORA	121.00
			TOTAL:	121.00
VISA	natl league conf-reg & hot	GENERAL FUND	CITY ADMINISTRATION	1,501.44
	trt training	GENERAL FUND	POLICE	500.00
	fuel	GENERAL FUND	BUILDING INSPECTOR	21.03
	night to unite meeting & s	GENERAL FUND	RECREATION/LEISURE SER	17.08
	red cross swim lessons fee	GENERAL FUND	SWIMMING POOL	300.00
	coffee makers	GENERAL FUND	SKATING RINKS	63.74
	parking	GENERAL FUND	PARKS	4.00
	networking lunch after s.	GENERAL FUND	ECONOMIC DEVMT	16.38
	library staff mtg supplies	LIBRARY FUND	LIBRARY	54.17
	storytime & misc library s	LIBRARY FUND	LIBRARY	47.05
	schoolastic book fair	LIBRARY FUND	LIBRARY	169.87
	srp decorations & supplies	LIBRARY FUND	LIBRARY	37.05
	new books at author event	LIBRARY FUND	LIBRARY	74.28
	summer reading program pri	LIBRARY FUND	LIBRARY	257.72
	returned power cord	PUBLIC ACCESS	PUBLIC ACCESS	39.99-
	coffee makers	COMMUNITY CENTER	COMMUNITY CENTER	38.74
	treestuff standard throw l	ENVIRON SERVICES F	REFUSE DISPOSAL	108.70
	forest pest first detector	ENVIRON SERVICES F	ADMIN AND GENERAL	50.00
	first detectors workshop	ENVIRON SERVICES F	ADMIN AND GENERAL	50.00
	legislative rally flight	ELECTRIC FUND	ADMIN AND GENERAL	474.20
			TOTAL:	3,745.46
CHRIS VOELTZ	water license renewal	WATER	ADMIN AND GENERAL	23.00
			TOTAL:	23.00
VON ESSEN TOWING	mower tire repair	GENERAL FUND	PARKS	20.00
			TOTAL:	20.00
VOSS LIGHTING	light bulbs	GENERAL FUND	MUNICIPAL BUILDING	105.60
			TOTAL:	105.60
WESCO DISTRIBUTION INC	#830 led 50w head & arrest	ELECTRIC FUND	NON-DEPARTMENTAL	647.13
			TOTAL:	647.13
WESTMAN FREIGHTLINER	radiator #502	GENERAL FUND	FIRE	2,510.92
	#44 front differential	GENERAL FUND	STREETS	2,050.00
			TOTAL:	4,560.92
WILSON DEVELOPMENT SERVICES, LLC	professional services	PERM IMPROVMENT RE	STREETS	408.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	408.00
TOM WINSELL	prescription shooting glas	GENERAL FUND	POLICE	101.60
			TOTAL:	101.60
XCEL ENERGY	hwy 22 bridgelights	GENERAL FUND	STREETS	55.82
			TOTAL:	55.82
CHUCK ZIEMAN	cost to petitlan	GENERAL FUND	MAYOR & COUNCIL	500.00
			TOTAL:	500.00

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

101	GENERAL FUND	114,458.03
201	PROPERTY INSURANCE	5,631.05
211	LIBRARY FUND	4,775.45
213	PUBLIC ACCESS	7.94
217	COMMUNITY CENTER	2,240.39
230	REVOLVING LOAN FUND	81.50
240	TORNADO DISASTER REV LOAN	248.00
392	2004 WASH TERR #15	450.00
395	2005A MASON ST TIF BOND	425.00
401	PERM IMPROVMENT REVOLVING	501.00
404	PARK LAND DEDICATION	867,031.94
450	HOUSING PROJECT2000 #10	225,000.00
460	HOUSING DISTRICT #20	17,534.35
601	WATER	31,511.72
602	WASTE WATER FUND	18,291.47
603	ENVIRON SERVICES FUND	17,312.71
604	ELECTRIC FUND	27,601.79
606	STORMWATER FUND	6,362.59
610	TRANSIT	77,799.41
820	RESTRICTED CONTRIBUTIONS	564.60
824	YOUTH CENTER GRANT	222.30

-----  
 GRAND TOTAL: 1,418,051.24  
 -----

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:

<b><u>VENDOR</u></b>	<b><u>ITEM</u></b>	<b><u>PRICE</u></b>	<b><u>FUNDING</u></b>
Consolidated Water Solutions	Membrane replacement	\$25,010.00	Water
Electric Pump	Dual drum screen	\$36,259.00	Wastewater
Hawkins, Inc.	Polymer chemical	\$14,628.00	Wastewater
Metering and Technology Solution	100 water meters	\$17,000.00	Water
State of Minnesota	Flower watering	\$6,000	Environmental Services

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

**Temporary On Sale Liquor**

Nicollet County Pheasants Forever                      400 Union                      4/9/16

**Temporary Gambling Permit**

Nicollet County Pheasants Forever                      400 Union                      4/9/16

**Temporary Soft Drink License**

St. Peter Baseball Assn.                      400 Skaro                      6/1/16 – 8/29/16

**Temporary On Sale Beer**

St. Peter Baseball Assn.                      400 Skaro                      6/1/16 – 8/29/16

**Temporary Peddler License**

Sweet Shoppe Express LLC                      St. Peter                      5/1/16 – 10/31/16

3. The following advisory board appointment(s) are hereby approved for the terms indicated:

**HERITAGE PRESERVATION COMMISSION**

Edward Johnson (2016-2018)

**CIVIL SERVICE COMMISSION**

Colleen Spike (2016-2018)

4. The following equipment, for which the City no longer has a need, is hereby declared as surplus property and staff is authorized to provide for public sale of the equipment as outlined in the City Code:

2003 Crown Victoria #203	#2FAFP71W73X125983	96,176 miles
2005 Crown Victoria # 205	#FAHP71W65X157153	91,260 miles
S2008 STIHL MS200 chainsaw with 14" bar		

5. The following employee appointment is hereby approved at the wage indicated:

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>WAGE</u></b>
Brandon Paul	High School Work Study Laborer	\$9.50/hour
Diane Frauendienst	PT Payroll Clerk	\$13.75/hour

6. The schedule of disbursements for February 18, 2016 through March 9, 2016 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 14th day of March, 2016.

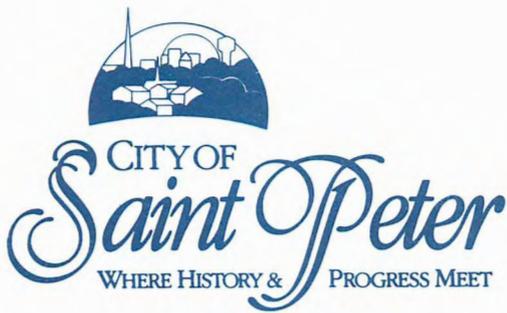
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 3/10/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Lease of Hospital Property (Micro-cell Antenna)

### **ACTION/RECOMMENDATION**

Approve a slight modification to the lease of real estate and facilities for a Verizon cellular telephone micro-antenna which is in place on a parking lot light pole at River's Edge Hospital and Clinic to provide for additional space for a power supply.

### **BACKGROUND**

On July 27, 2015, the City Council approved a request for lease of space at the Hospital property to Verizon Wireless for a micro-cell antenna to be placed on a pole in the parking lot. The antenna provides for enhanced cell service in the immediate area of the Hospital.

Micro-antenna use is a relatively new method and technology being used by cell service providers to meet the needs of their customers and diminish leasing space requirements and aesthetic intrusion in any given area. While the area covered is diminished, this technology is valuable in its ability to enhance areas that may already have coverage in reduced ways and provide for more connection opportunities for their customers.

For the City, it provides an opportunity to gain a bit of revenue in a very unobtrusive way. The lease approved by the City in July of 2015 provided for revenues of \$600 per year over a term of ten years, plus a one-time payment of \$2,000 to cover the cost of legal review and Council action on the lease. This change will result in increased lease revenues to \$1,500 per year. The antenna was placed on a pole in the southerly parking lot near the middle of the site with an antenna about 3-4' in height. Verizon is responsible for all maintenance, repair and liability associated with the placement. Additionally, we have no responsibility to keep the pole in place for them.

This comes before you again following a request by Verizon Wireless to increase the space being used to provide for a power supply for the unit. This is a very small change in the space which will be accompanied by increased revenue to the Hospital.

Approval is recommended.

**FISCAL IMPACT:**

The additional lease revenue will be provided to the Hospital.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Staff will wait for additional direction. A delay is unlikely to have any significant impact on our negotiating position with Verizon.

Denial: No change will be made and Verizon may choose to terminate the lease as this improvement is needed to supply power and make it work.

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

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

TP/bal

**AMENDMENT NO. 1 TO LEASE AGREEMENT**

This Amendment No. 1 to Lease Agreement ("Amendment") is by and between River's Edge Hospital & Clinic ("Lessor") and Alltel Communications, LLC d/b/a Verizon Wireless ("Lessee"), with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404), with reference to the facts set forth in the recitals below:

RECITALS

A. Lessor and Lessee are parties to a Lease Agreement dated August 19, 2015 (the "Agreement") whereby Lessor has leased a portion of its utility pole to Lessee.

B. Lessor and Lessee desire to amend the Agreement to acknowledge and agree that Lessee may install larger radios on the pole and to provide for a revised electrical service payment.

AGREEMENT

NOW, THEREFORE, in consideration of the facts contained in the recitals above, the mutual covenants and conditions below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Revised Electrical Service Consideration. The parties acknowledge and agree that Lessee may install larger radios on the pole. In consideration of the increased cost of electrical service for the larger radios, Paragraph 4 of the Agreement is hereby amended to provide that the consideration for electrical service shall be increased to the revised amount of One Thousand Five Hundred and No/100 Dollars (\$1,500.00) per year as additional rent, commencing on the first day of the month following the date this Amendment is fully executed. The parties acknowledge and agree that the prorated increased payment for the current year may not actually be sent by Lessee until forty-five (45) days after this Amendment is fully executed.

2. Ratification. Except as specifically modified by this Amendment, the parties agree that all of the terms and conditions of the Agreement are in full force and effect and remain unmodified, and the parties hereby ratify and reaffirm the terms and conditions of the Agreement and agree to perform and comply with the same.

*[Remainder of Page Intentionally Blank- Signatures on Following Page]*

IN WITNESS WHEREOF, Lessor and the Lessee have executed this Amendment as of the dates written below.

LESSOR:

River's Edge Hospital & Clinic

By:   
Name: George Rohrich  
Its: CEO

Date: 2.22.16

LESSEE:

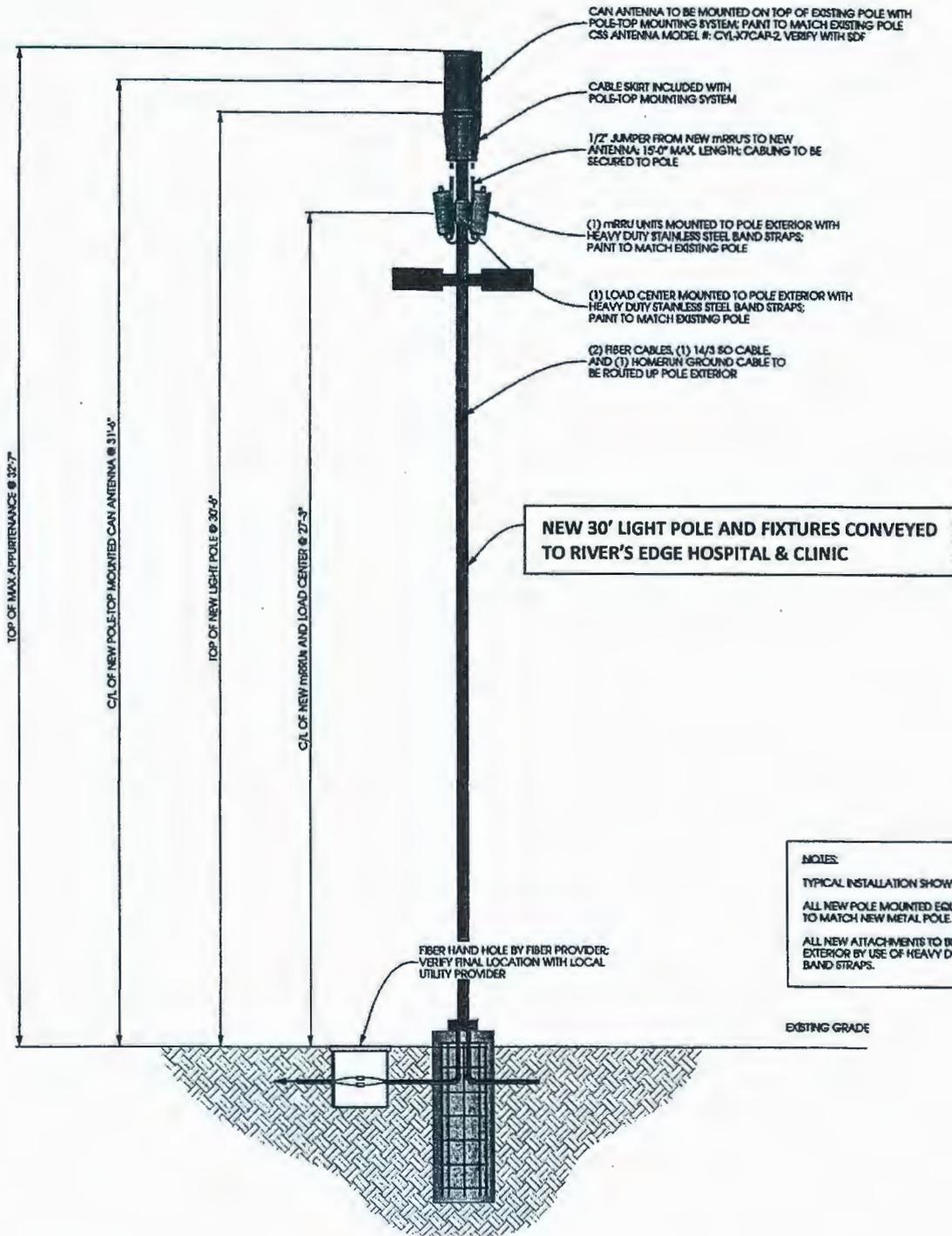
Alltel Communications, LLC d/b/a Verizon  
Wireless

By: \_\_\_\_\_  
Name: Phillip French  
Its: Executive Director - Network

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



**Exhibit B-1  
Personal Property**



**NOTES:**  
 TYPICAL INSTALLATION SHOWN  
 ALL NEW POLE MOUNTED EQUIPMENT TO BE PAINTED TO MATCH NEW METAL POLE  
 ALL NEW ATTACHMENTS TO BE ATTACHED TO POLE EXTERIOR BY USE OF HEAVY DUTY STAINLESS STEEL BAND STRAPS.



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING MODIFICATION TO LEASE AGREEMENT WITH ALLTEL COMMUNICATIONS LLC (DBA VERIZON WIRELESS) FOR CELL ANTENNA ON CITY OWNED PROPERTY AT RIVER'S EDGE HOSPITAL AND CLINIC**

WHEREAS, the City of Saint Peter owns and provides for the operation of River's Edge Hospital and all of its real property; and

WHEREAS, the City Council had previously approved a lease with Alltel Communications, LLC dba Verizon Wireless for a cell antenna to be placed on a City owned light pole in the Hospital parking lot; and

WHEREAS, Verizon Wireless has requested a modification to the lease to include additional space for a power supply; and

WHEREAS, staff recommends approval of the request.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The City Council hereby approved a modification to the Lease Agreement by and between River's Edge Hospital & Clinic (as Lessor) and Alltel Communications, LLC dba Verizon Wireless (as Lessee) as signed by Hospital CEO George Rohrich.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of March, 2016.

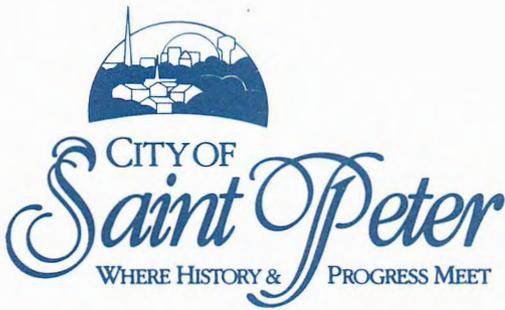
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 3/11/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Fire Department By-Law Modifications

### **ACTION/RECOMMENDATION**

Approve the attached modification to the Fire Department By-Laws.

### **BACKGROUND**

Council has discussed the two proposed changes to the By-Laws on previous occasions.

The first and most significant change relate to an attempt to provide clearer direction to Firefighters and the Board of Fire Officers; both of which are responsible for the following of and enforcement of rules on a day-in/day-out basis within the Department.

As members know, the Department is not autonomous, but has been traditionally been given great ability to recommend changes to its' own operational rules. With that ability comes responsibility for the enforcement of the rules. This is especially true in a "volunteer" setting that we currently see in place within our Department.

Over the last decade or so, substantial changes to the expectations and liabilities of Departments such as yours have taken place. A change in training and service requirements and the need for additional professionalism within service is expected by the larger community. We depend on these great volunteers to be ever ready to save lives and property. It is not only an expectation, but in some ways relates to the positive benefits members receive after many years of service.

The proposed modification, related to alcohol consumption prior to responding to a call or participating in activities of the department, is part and parcel of those changing norms. The goal of the City and the Department, and the reason for the Department's existence, is to help others. Saving lives and property during an emergency and being able to increase the odds of all coming home safely should be a canon of the Department's mission. That mission is hindered when use of alcohol impairs ability to perform. It is hard for me to imagine a scenario that could be worse than finding that one of our Firefighters was impaired leading to injury of themselves or, even worse, the injury or death of another. My hope, through this recommended change, is to reduce the chances of seeing the scenario become real.

This is an issue that I believe is needed to assist all Firefighters and Officers have clearer understanding in following the rules and in enforcement of the rules. It is not a "silver bullet" that can solve all issues related to participation in Fire Department activities, but the change can go a long way to clarify roles and responsibilities.

The change is loosely based on Federal Aviation Administration rules related to being in a cockpit after use of alcohol. That general theory is recommended for application in our by-laws through an eight (8) hour limit. In other words, Firefighters should self-restrict and not participate in Departmental activities or emergency calls within 8 hours after the consumption of alcohol. If they do or attend activities in an impaired state, they can face the same disciplinary process as is in place for other violations of the by-laws.

The previous policy had very similar application but the limits were much less defined. This eight (8) hour application is intended to provide additional clarity which I hope will assist in providing additional self-monitoring on the part of our Firefighters and give Officers better ability to enforce the rules and expectations of the City and the Department.

This modification has not been reviewed for recommendation by the Department but has been discussed with the Board of Fire Officers. This process is a bit unusual as in most instances a direct recommendation of the Board of Fire officers is made through me. This is however, clearly within the rules for modification to the by-laws.

The second or later change relates to a clarification on the annual basis for which benefits will be distributed. This is a change that occurred previously, but was overlooked in the last revision of the by-laws. This is considered a continuity correction.

Both modifications are shown on the attached page from the by-laws.

**FISCAL IMPACT:**

There is no additional impact to the approval of these changes.

**ALTERNATIVES/VARIATIONS:**

Do not act. The Council can act at any time and the timing seems appropriate now or in the near future. A substantive delay will not adversely impact future application.

Negative vote. Staff will continue to work to better enforce the rules you currently have in place.

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

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

## **ARTICLE XII DUTIES AND PRIVILEGES**

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION APPROVING MODIFICATION TO FIRE DEPARTMENT BYLAWS**

WHEREAS, the City of Saint Peter has a Volunteer Fire Department; and

WHEREAS, the Department has written by-laws regulating operation of the Department; and

WHEREAS, the by-laws must be approved by the City Council; and

WHEREAS, the City Administrator recommends modifications to the by-laws providing clarification on standards related to alcohol consumption and timeline for forfeiture of benefits.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: effective immediately, Article XII "Duties and Privileges" of the by-laws of the Saint Peter Fire Department are hereby modified by the replacement of Paragraph 2 as follows:

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

2. *The Fire Chief has the right to impose disciplinary action upon any member for just cause. Just cause includes, but is not limited to, the following:*
  - A. *Incompetence in the performance of job duties;*
  - B. *Failure to report or refusal to work when necessary to keep essential services operating or provide service to the public;*
  - C. *Reporting for work under the influence of alcohol or under the influence of drugs when not under the supervision of a medical doctor; or reporting to a call, training or meeting within 8 hours of the consumption of alcohol.*
  - D. *Use of intoxicating beverages or illegal drugs while on duty including breaks and meals;*
  - E. *Willful misconduct or insubordination;*
  - F. *Carelessness and/or negligence in the handling or control of municipal property;*
  - G. *Discourteous, abusive or insulting conduct toward the public or other members;*
  - H. *Proven dishonesty in the performance of duties;*

- I. *Acceptance of a gift under circumstances from which it could be inferred that the giver expected, hoped for, or received preferential treatment in a municipal function or service;*
- J. *Evidence of failure to observe safety rules and regulations;*
- K. *Failure to observe Federal, state or local laws, Fire Department Policies or ROG;*
- L. *Misconduct;*
- M. *Failing to meet the minimum standards of attendance at meetings, drills, alarms, or training shall require members to appear before the Fire Chief to determine if the member should be subject to disciplinary action. Any member adjudicated to be in violation of these standards shall forfeit his/her annual benefit.*

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of March, 2016.

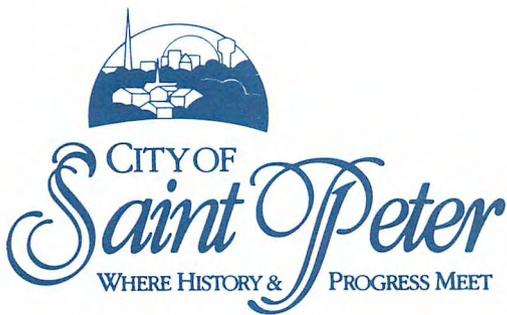
---

Charles Ziemann  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 8, 2016

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

Pete Moulton  
Director of Public Works

**RE:** 2016 Wastewater Budget

### ACTION/RECOMMENDATION

Approve the 2016 Wastewater Fund Budget.

### BACKGROUND

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

The 2016 budget includes the following information and assumptions:

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

2012	264,601,675	
2013	265,967,399	an increase of 1,365,724
2014	257,347,266	a decrease of 8,619,133
2015	253,986,202	a decrease of 3,361,064
- 2015 sales revenue increased \$201,091 from 2014. This increase coincides with the rate increase approved in 2014.
- Previously approved rate increases were completed in January, 2015. There are no other rate changes approved by the Council yet to be implemented.
- Our grant/loans to construct the wastewater treatment plant require us to reserve \$0.10 per thousand gallons treated each year. This is reserved for meeting future capital needs and is identified as the Restricted Reserve in the budget documents.
- Capital projects that are planned total \$874,984 and are funded from reserves (\$370,154), tax increment bond issue (\$273,830), assessments (\$115,500), and parkland dedication funds (\$115,500). The capital coming from our reserves is as follows:

- North Interceptor Phase 3 \$49,500
- GIS Phase 2 engineering (25% of \$48,000) \$12,000
- Misc. engineering \$11,500
- School/City park \$117,354
- AMI Metering \$10,000
- Backhoe replacement (40% of \$50,000) \$20,000
- Jack hammer replacement (50% of \$17,200) \$8,800
- Replace John Deere riding mower \$21,000
- Replace mainline camera \$120,000

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

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

**Current Debt issues:**

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

### **Other Budget information:**

- Wages and benefits are recorded in the areas of work actually performed. For budget purposes, the wage and benefits are allocated based on a percentage. There may be a change in operational cost due to the difference of time spent in water, wastewater or stormwater.
- Approval of the budget does not allow for the purchase of items over \$7,500 without additional City Council approval.
- There are no personnel additions planned, nor do we have new programs or substantial changes in operations. The development of a service line insurance program is pending.
- We have not targeted a reserve amount for this fund. The Wastewater Fund had an unrestricted cash balance (without the restricted funds for plant improvements) of \$274,996 at the end of 2015. With the changes approved in rates, this fund moved into the positive starting in 2015.
- We are hoping to introduce a new idea and discussion about the relationship between the water and sewer funds. One of the easiest opportunities to keep water rates from escalating is to transfer resources from wastewater, which will soon have much of its debt service paid, to the Water Fund to offset increasing debt. If the Wastewater Fund continues in the direction it is going, it will have sufficient funds that could be used to help the water budget. A plan of this type could help diminish a need for rate increases in the Water Fund, again by transferring revenues that had previously been used to pay wastewater debt. This may allow projections to see more continuity in usage, since it appears that consumption is reduced each time a rate increase is put into place. There are a number of philosophical considerations with the discussion and a number of different variations on this overall theme that should be explored. We will continue to spend some more time discussing this during the 2017 wastewater budget meetings.

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

### **FISCAL IMPACT:**

The Wastewater Fund will have a projected ending fund balance of \$994,269 (unrestricted and reserved) at the end of 2016, with a budget of \$3,582,974. This ending fund balance is larger than what was projected during the 2015 budget process due to outside funding on capital (TIF/parkland), and changes to revenue and expenses. We will continue to analyze our cash position, sales, and expenditures to provide an understanding of risk in the future.

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

### **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 us should you have any concerns or questions on this agenda item.

PO/PM

ST PETER WASTEWATER UTILITY  
INCOME STATEMENT on 2016 Budget

INCOME

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

EXPENSE

Personnel			
Biosolids	\$70,220		
Collector	\$142,925		
Treatment	\$361,821		
Administration	\$73,155		
Customer Services	<u>\$28,101</u>	\$676,222	
Office Supplies			
Biosolids	\$55,500		
Collector	\$19,000		
Treatment	\$100,500		
Administration	\$11,800		
Customer Services	<u>\$1,760</u>	\$188,560	
Professional services			
Biosolids	\$58,500		
Collector	\$38,575		
Treatment	\$628,650		
Administration	\$28,525		
Customer Services	<u>\$9,045</u>	\$763,295	
Repair and Maintenance			
Biosolids	\$20,000		
Collector	\$21,250		
Treatment	\$83,100		
Administration	\$18,100		
Customer Services	<u>\$2,600</u>	\$145,050	
Bad Debt			
Customer Services	\$1,000	\$1,000	
Other Expense			
Interest Expense	\$230,585		
Depreciation Expense	\$825,000		
Transfers of Cash and Utilities	<u>\$267,608</u>	\$1,323,193	
Total Expense			<u>\$3,097,320</u>
Revenue Exceeds Expense	<b>51</b>		<u><u>\$962,007</u></u>

	B	C	D	E	F	V	W	X	16enWAST	WR	Z	AA	AB	AC	AD	AE	AF	AG
235					<b>WASTEWATER FUND</b>													
236					<b>Statement of Sources and Applications of</b>													
237								2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
238						2014	2015	Projected	Proposed									
239						Actual	Budget											
240	Sources of Cash:																	
241																		
242					Net Income (loss)	\$624,618	\$889,577	\$1,052,568	\$962,007	\$968,136	\$967,580	\$967,472	\$967,824	\$967,395	\$966,314	\$950,566	\$921,938	
243					Add depreciation	824,228	825,000	817,518	825,000	825,000	825,000	825,000	825,000	825,000	825,000	825,000	825,000	
244					Total	1,448,846	1,714,577	1,870,086	1,787,007	1,793,136	1,792,580	1,792,472	1,792,824	1,792,395	1,791,314	1,775,566	1,746,938	
245																		
246																		
247	Application of cash:																	
248																		
249					Purchase of fixed assets	(306,790)	(582,500)	(339,701)	(485,654)	(146,000)	(98,500)	(154,000)	(102,200)	(43,500)	(64,500)	(95,000)	(49,000)	
250																		
251					Change in assets and liabilities	46,552	0	0	0	0	0	0	0	0	0	0	0	
252																		
253					Bond Proceeds	0	375,000	0	0	0	0	0	0	0	0	0	0	
254																		
255					Principal payments of long-term debt	(1,210,240)	(1,179,250)	(1,179,250)	(1,159,520)	(1,190,520)	(1,214,520)	(1,242,730)	(1,267,730)	(1,253,000)	(545,000)	(50,000)	(50,000)	
256																		
257					Capital contributed by other sources	0	0	0	0	0	0	1	2	3	4	5	6	
258																		
259					Total	(1,470,478)	(1,386,750)	(1,518,951)	(1,645,174)	(1,336,520)	(1,313,020)	(1,396,729)	(1,369,928)	(1,296,497)	(609,496)	(144,995)	(98,994)	
260																		
261					Net increase (decrease) in cash	(21,632)	327,827	351,135	141,833	456,616	479,560	395,743	422,896	495,898	1,181,818	1,630,571	1,647,944	
262																		
263					Cash balance - January 1	522,934	501,302	501,302	852,437	994,269	1,450,885	1,930,446	2,326,188	2,749,084	3,244,982	4,426,801	6,057,372	
264																		
265					restricted reserve	533,955	597,663	577,441	621,441	665,441	710,441	755,441	800,441	845,441	890,441	935,441	980,441	
266					Cash balance - December 31	(\$32,653)	\$231,466	\$274,996	\$372,828	\$785,444	\$1,220,005	\$1,570,747	\$1,948,643	\$2,399,541	\$3,536,360	\$5,121,931	\$6,724,875	
267					Percent of next year operations	-1.1%	7.5%	8.9%	12.0%	25.3%								
268					Percent of same year operations						39.3%	50.6%	62.8%	77.3%	113.9%	164.1%	213.6%	

58

Wastewater Utility Capital Plan

		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>602.48210</b>	<b>Collector Systems</b>										
300	Professional Services	\$27,000	\$10,000	\$10,000	\$11,000	\$12,000	\$12,000	\$12,500	\$12,500	\$12,500	\$12,700
532	North Interceptor	\$42,000									
	North Interceptor			\$60,000							
	North Interceptor					\$60,000					
	STJU Roundabout	\$0			\$107,000						
	Elementary School/City Dev (Traverse Rd Phase 1)	\$273,830									
	St Peter High School/City Park (Fort Road)	\$348,354									
	AMI Metering	\$10,000									
580	Collection System Trash Pumps				\$6,000						
<b>602.48210</b>	<b>Collector Systems Total</b>	<b>\$701,184</b>	<b>\$10,000</b>	<b>\$70,000</b>	<b>\$124,000</b>	<b>\$72,000</b>	<b>\$12,000</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,700</b>
<b>602.48220</b>	<b>Treatment Facilities</b>										
300	Professional Services	\$4,000	\$6,000	\$7,000	\$9,000	\$9,500	\$9,500	\$10,000	\$10,000	\$10,000	\$11,000
520	Equipment Replacement - WWTF	\$0	\$10,000	\$12,500	\$13,000	\$15,000	\$17,000	\$20,000	\$21,000	\$21,000	\$21,000
520	Equipment Replacement - Lab	\$0	\$6,000	\$5,000	\$3,000	\$5,700	\$5,000	\$3,000	\$5,500	\$5,500	\$6,000
<b>602.48220</b>	<b>Treatment Facilities Total</b>	<b>\$4,000</b>	<b>\$22,000</b>	<b>\$24,500</b>	<b>\$25,000</b>	<b>\$30,200</b>	<b>\$31,500</b>	<b>\$33,000</b>	<b>\$36,500</b>	<b>\$36,500</b>	<b>\$38,000</b>
<b>602.48230</b>	<b>General Plant Sewer</b>										
520	Public Works Improvements		\$8,000		\$5,000			\$5,000			\$5,500
540	Backhoe Replacement	\$20,000									
540	Jack hammer Replacement	\$8,800									
550	Replace Unit #26 (2002)		\$30,000						\$31,000		
550	Replace Unit #27 (75%WW-25%SW)										
550	Replace Unit #1 (2003)								\$15,000		
550	Replace Unit #90		\$26,000								
550	Replace Unit #36 (2001 Van)							\$10,000			
550	Replace Unit #68 JD 444H		\$50,000								
550	Mainline Camera Replacement	\$120,000									
580	Riding Lawn Mower with ATT:			\$4,000				\$4,000			
580	#552 John Deere Riding Mower 1435 series II	\$21,000									\$25,000
<b>602.48230</b>	<b>General Plant Sewer Totals</b>	<b>\$169,800</b>	<b>\$114,000</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,000</b>	<b>\$46,000</b>	<b>\$0</b>	<b>\$30,500</b>
	<b>Sub-totals</b>	<b>\$874,984</b>	<b>\$146,000</b>	<b>\$98,500</b>	<b>\$154,000</b>	<b>\$102,200</b>	<b>\$43,500</b>	<b>\$64,500</b>	<b>\$95,000</b>	<b>\$49,000</b>	<b>\$81,200</b>
	<b>Bond Debt Service Payments</b>	<b>\$1,390,105</b>	<b>\$1,394,906</b>	<b>\$1,392,068</b>	<b>\$1,392,582</b>	<b>\$1,389,008</b>	<b>\$1,346,062</b>	<b>\$610,070</b>	<b>\$101,305</b>	<b>\$99,980</b>	<b>\$98,580</b>
	<b>Total Cost</b>	<b>\$2,265,089</b>	<b>\$1,540,906</b>	<b>\$1,490,568</b>	<b>\$1,546,582</b>	<b>\$1,491,208</b>	<b>\$1,389,562</b>	<b>\$674,570</b>	<b>\$196,305</b>	<b>\$148,980</b>	<b>\$179,780</b>

59

Wastewater Utility Capital Plan

		2016					
		RESERVES/ CASH	ASSESS./ Developer	TIF Funding	State Aid	Parkland Fund	
<b>602.48210</b>	<b>Collector Systems</b>						
300	Professional Services	\$27,000					
532	North Interceptor	\$42,000					
532	STJU Roundabout	\$0					
532	Elementary School/City Dev (Traverse Rd Phase 1)			\$273,830		\$0	
532	St Peter High School/City Park (Fort Road)	\$117,354	\$115,500			\$115,500	
532	AMI Metering	\$10,000					
<b>602.48210</b>	<b>Collector Systems Total</b>	<b>\$196,354</b>	<b>\$115,500</b>	<b>\$273,830</b>	<b>\$0</b>	<b>\$115,500</b>	<b>\$701,184</b>
<b>602.48220</b>	<b>Treatment Facilities</b>						
300	Professional Services	\$4,000					
<b>602.48220</b>	<b>Treatment Facilities TOTAL</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>
<b>602.48230</b>	<b>General Plant Sewer</b>						
550	Backhoe Replacement 40% of \$50,000	\$20,000					
550	Jackhammer Replacement (50 % of \$11,000)	\$8,800					
550	Mainline Camera Replacement	\$120,000					
580	#552 John Deere Riding Mower 1435 series II	\$21,000					
<b>602.48230</b>	<b>General Plant Sewer Totals</b>	<b>\$169,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$169,800</b>
<b>Sub-totals</b>		<b>\$370,154</b>	<b>\$115,500</b>	<b>\$273,830</b>	<b>\$0</b>	<b>\$115,500</b>	<b>\$874,984</b>

**Bond Debt Service Payments**

**Total Cost**

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

601-WATER

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

101



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

601-WATER

SOURCE OF SUPPLY  
 EXPENDITURES

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

63



601-WATER  
 DISTRIBUTION AND STORAGE  
 EXPENDITURES

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

65

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

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

99

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

601-WATER  
 CUSTOMER ACCOUNTS  
 EXPENDITURES

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

67

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

601-WATER  
 DEPRECIATION EXPENSE  
 EXPENDITURES

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

89

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

601-WATER  
 INTEREST EXPENSE  
 EXPENDITURES

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

69

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

601-WATER  
 TRANSFERS AND CONTRIBUTIO  
 EXPENDITURES

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

70

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

601-WATER  
 CAPITAL-SOURCE OF SUPPLY  
 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>								
48110-300	CAPITAL-SOURCE OF SUPPLY P	0	0	0	2,000	1,190	2,000	2,000
TOTAL PROFESSIONAL SERVICES		0	0	0	2,000	1,190	2,000	2,000
48110-300	CAPITAL-SOURCE OF SUPPLY P	NEXT YEAR NOTES: Misc Engineering Fees for Well improvements \$2,000						
<u>CAPITAL</u>								
48110-510	CAPITAL-SOURCE OF SUPPLY L	0	0	0	0	0	0	0
48110-520	CAPITAL-SOURCE OF SUPPLY B	0	0	0	0	0	0	0
48110-532	CAPITAL-SOURCE OF SUPPLY U	0	0	0	0	0	0	0
48110-540	CAPITAL-SOURCE OF SUPPLY H	0	0	0	0	0	0	0
TOTAL CAPITAL		0	0	0	0	0	0	0
48110-532	CAPITAL-SOURCE OF SUPPLY U	PERMANENT NOTES: ST JU Well Meter Replacement 2013/2023 Broadway Well Meter Replacement 2017/2027						
TOTAL CAPITAL-SOURCE OF SUPPLY		0	0	0	2,000	1,190	2,000	2,000

12

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

601-WATER  
 CAPITAL-WATER TREATMENT  
 EXPENDITURES

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

72

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

601-WATER  
 CAPITAL-WATER DISTRIBUTI  
 EXPENDITURES

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

73

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

601-WATER  
 CAPITAL-GENERAL PLANT  
 EXPENDITURES

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

nl

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION ADOPTING THE 2016 WASTEWATER FUND BUDGET**

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

Wastewater Fund	\$3,582,974
-----------------	-------------

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of March, 2016.

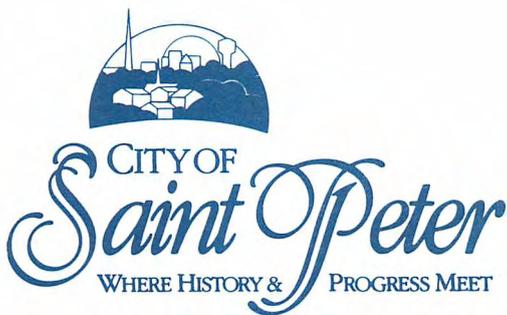
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 8, 2016

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

**RE:** 2016 Water Fund Budget

### ACTION/RECOMMENDATION

Approve the 2016 Water Fund budget.

### BACKGROUND

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

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

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

### 2016 Budget Changes:

- The budgeted revenues do not contemplate any increase in revenue because of increased consumption. Another way of saying that is we do not expect to sell more water to our current customers. The 2016 budget sales of \$3,251,251 includes increased revenue from a 2015 approved rate increase. We believe there is the potential for additional consumption sales due to new construction that is taking place now and through 2016 into the 2017 year. That increase may be reflected in the 2017 budget. Please also note that weather does seem to have an impact on sales.
- Residential irrigation meters continue to be installed and are required in all new construction. Residential irrigation meters will continue to have no monthly base charges applied, but they do include a slightly higher cost per 1,000 gallons than the domestic rate.
- The Water Fund transfers 6.5% of sales to the General Fund (\$211,331 is allocated to

transfer to the General Fund in 2016). This percentage has been in place for a number of years and is based on \$3,251,251 in total 2016 sales. If a reduction in rates is a goal, it is important to remember that lower overall revenues means less transfer to the General Fund. If the transfer changes significantly in any year, the General Fund levy would need to be adjusted to make up for those dollars to keep our overall plan in balance. One of the ideas we have looked at is the option to cap transfers from the Water Fund to the General Fund at the 2015 General Fund budgeted amount of raw dollars which is different than the transfer of 6.5% regardless of the amount. This idea was used in 2015, which means that the utility will retain \$17,987 and the actual percent of transfer at 5.8% of sales. This slight change in philosophy retains funding for the utility while meeting the General Fund budget plan and goals. The 2016 General Fund budget is the same value of \$1,000,000. If this philosophy is acceptable at the end of 2016, the Water Fund is projected to increase its fund balance by \$45,822.

- The water reserve goal has been discussed and set at \$1.4 million. The cash balance is identified in three categories: membrane replacement, bond payments and one without an identifier which is available for use in operations or capital. The two balances have been called out to unofficially earmark funding. The first provides for the large cost of replacement of membranes in the reverse osmosis treatment. The second is bond coverage which is tax increment intended to cover the Highway 169 water improvements from 2010. The 2016 ending cash balance of \$432,032 is available with the idea that we are not fully funding these two unofficial earmarks.
- We have proposed no changes in Water Access Charges (WAC). These charges do not have a significant impact on our budget. They are based on a rate philosophy that newcomers should help pay and catch up a bit for the investment previous rate payers made in infrastructure.
- This 2016 budget anticipates capital costs to be funded from reserves of \$414,024. \$75,000 of the capital plan is for a water meter station which will be funded by the City but repaid by the Regional Treatment Center over a short period of time.

○ Well improvement engineering	\$ 2,000
○ Misc. engineering	\$ 3,000
○ St Julien Filter Plant engineering	\$35,000
○ GIS Phase 2 engineering (25% of \$48,000)	\$12,000
○ School/city park	\$174,224
○ Annual Hydrant Replacements (4)	\$10,000
○ Water Meter Station @ SPRTC (Lower Campus)	\$75,000
○ Exterior Building of Broad/STJU RO	\$40,000
○ AMI Metering System (Split 50% \$20,000)	\$10,000
○ Replace Unit #22 100%	\$24,000
○ Backhoe Replacement (40% of \$50,000)	\$20,000
○ Jackhammer for Backhoe	\$ 8,800

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

dedication fund in the amount of \$359,000. This is part of the revenue stream we have discussed in relation to the School/Park Project.

**Current Debt issues:**

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

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

**Other Budget information:**

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

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

## **FISCAL IMPACT:**

In 2014 we closed the downtown tax increment district which was anticipated to cover as much of the Highway 169 utility improvements as allowed. These funds were transferred to the Water Fund due to the decertification of this district and identified in the unrestricted cash (bond reserve).

The total ending fund balance of the Water Fund in 2016 is projected to be \$432,032.. The 2016 proposed budget is \$3,973,819.

We are hoping to introduce a new idea and discussion about the relationship between the water and sewer funds. One of the easiest opportunities to keep rates from escalating is to transfer resources from wastewater, which will soon have much of its debt service paid to the Water Fund to offset increasing debt. If the Wastewater Fund continues in the direction it is going, it will have sufficient funds that could be used to help the water budget. A plan of this type could help diminish a need for rate increases in the Water Fund again by transferring revenues that had previously been used to pay wastewater debt. This may allow projections to see more continuity in usage, since it appears that consumption is reduced each time a rate increase is put into place. There are a number of philosophical considerations with the discussion and a number of different variations on this overall theme that should be explored. We will continue to spend time discussing this during the 2017 budget discussions.

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

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

The projected years of budgets have a number of assumptions:

1. There is a 1.5% increase in operating expenditures.
2. Revenue doesn't include any additional customers or consumption beyond 2018. It doesn't decrease consumption either. This says....depending on our growth philosophy the fund balances will increase from what we show.
3. The on-going capital continues to be shown for years beyond the 10-year plan.
4. The 10-year capital plan is included.
5. There are no new bond issues.
6. Housing subdivision water improvements would be funded from tax increment.
7. \$550,000 water tower improvements in 2017 and \$450,000 capital improvements in 2023 are funded from reserves.

8. The membrane improvements happen in 2018, 2024 and 2030 in the amount of \$180,000 each. All other years project an annual replacement of \$36,000.

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

**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 us should you have any concerns or questions on this agenda item.

PO/PM

ST PETER WATER UTILITY  
INCOME STATEMENT on 2016 Budget

INCOME

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

EXPENSE

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

	B	C	D	E	F	T	U	V	W	X	Y	Z
239					<b>WATER FUND</b>							
240					<b>Statement of Sources and Applications of Cash</b>							
241											2016	2017
242						2012	2013	2014	2015	2015	Proposed	Proposed
243						Actual	Actual	Actual	Budget	Projected	Budget	Budget
244	Sources of Cash:											
245												
246		Net Income (loss)				(\$817,518)	(\$925,444)	(\$135,188)	(\$318,938)	(\$359,104)	(\$73,289)	(\$86,636)
247		Add depreciation				1,044,931	1,206,620	1,199,708	1,200,000	1,128,658	1,200,000	1,200,000
248												
249			Total			227,413	281,176	1,064,520	881,062	769,554	1,126,711	1,113,364
250												
251	Application of cash:											
252												
253		Purchase of fixed assets				(761,309)	(65,988)	(166,597)	(147,500)	(230,098)	(414,024)	(680,500)
254												
255		Change in assets and liabilities				71,082	(10,599)	4,892	0	0	0	0
256												
257		Bond Proceeds				745,000	0	0	0	0	0	0
258												
259		Principal payments of long-term debt				(520,530)	(623,065)	(594,125)	(905,000)	(905,000)	(918,160)	(935,160)
260												
261		Capital contributed by other sources				0	0	0	0	0	0	0
262												
263			Total			(465,758)	(699,652)	(755,830)	(1,052,500)	(1,135,098)	(1,332,184)	(1,615,660)
264												
265	Net increase (decrease) in cash					(238,345)	(418,476)	308,690	(171,438)	(365,544)	(205,473)	(502,296)
266												
267												
268	Cash balance - January 1					1,351,179	1,112,834	694,358	1,003,048	1,003,048	637,505	432,032
269												
270	Cash balance - December 31											
271		Unrestricted Cash (membrane)				\$225,000	\$264,000	\$339,000	\$414,000	\$360,000	\$360,000	\$339,000
272		Unrestricted Cash (Bond Reserve)				\$0	\$0	\$625,220	\$570,220	\$570,220	\$514,220	\$458,220
273		Unrestricted Cash				\$887,834	\$430,358	\$38,828	(\$152,610)	(\$292,715)	(\$442,188)	(\$867,484)
274				Percent of next year operations		26.7%	12.2%	1.1%	-4.3%	-8.2%		
275				Percent of same year operations							-12.4%	-24.3%

	B	C	D	E	F	AA	AB	AC	AD	AE	AF	AG
239					<b>WATER FUND</b>							
240					<b>Statement of Sources and Applications</b>							
241						2018	2019	2020	2021	2022	2023	2024
242						Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
243						Budget	Budget	Budget	Budget	Budget	Budget	Budget
244	Sources of Cash:											
245												
246		Net Income (loss)				(\$119,911)	(\$302,738)	(\$124,218)	(\$19,162)	(\$113,488)	(\$106,910)	(\$99,629)
247		Add depreciation				1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
248												
249			Total			1,080,089	897,262	1,075,782	1,180,838	1,086,512	1,093,090	1,100,371
250												
251	Application of cash:											
252												
253		Purchase of fixed assets				(191,000)	(186,700)	(98,000)	(125,500)	(137,500)	(560,500)	(91,500)
254												
255		Change in assets and liabilities				0	0	0	0	0	0	0
256												
257		Bond Proceeds				0						
258												
259		Principal payments of long-term debt				(955,160)	(1,221,840)	(1,258,840)	(1,279,000)	(1,320,000)	(1,351,000)	(1,312,000)
260												
261		Capital contributed by other sources				0	0	0	0	0	0	0
262												
263			Total			(1,146,160)	(1,408,540)	(1,356,840)	(1,404,500)	(1,457,500)	(1,911,500)	(1,403,500)
264												
265	Net increase (decrease) in cash					(66,071)	(511,278)	(281,058)	(223,662)	(370,988)	(818,410)	(303,129)
266												
267												
268	Cash balance - January 1					(70,264)	(136,335)	(647,613)	(928,671)	(1,152,333)	(1,523,322)	(2,341,732)
269												
270	Cash balance - December 31											
271		Unrestricted Cash (membrane)				\$360,000	\$255,000	\$294,000	\$333,000	\$372,000	\$411,000	\$450,000
272		Unrestricted Cash (Bond Reserve)				\$401,220	\$344,220	\$286,220	\$227,220	\$168,220	\$108,220	\$47,220
273		Unrestricted Cash				(\$897,555)	(\$1,246,833)	(\$1,508,891)	(\$1,712,553)	(\$2,063,542)	(\$2,860,952)	(\$3,142,081)
274					Percent of next year operations							
275					Percent of same year operations	-25.1%	-33.2%	-42.2%	-49.3%	-57.9%	-80.4%	-88.5%

h8

	B	C	D	E	F	AH	AI	AJ	AK	AL	AM	AN
239					<b>WATER FUND</b>							
240					<b>Statement of Sources and Applications</b>							
241						2025	2026	2027	2028	2029	2030	2031
242						Proposed						
243						Budget						
244	Sources of Cash:											
245												
246		Net Income (loss)				(\$271,591)	(\$83,453)	(\$75,831)	(\$69,523)	(\$61,088)	(\$52,126)	(\$44,716)
247		Add depreciation				1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
248												
249			Total			928,409	1,116,547	1,124,169	1,130,477	1,138,912	1,147,874	1,155,284
250												
251	Application of cash:											
252												
253		Purchase of fixed assets				(67,500)	(60,500)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
254												
255		Change in assets and liabilities				0	0	0	0	0	0	0
256												
257	Bond Proceeds											
258												
259		Principal payments of long-term debt				(1,348,000)	(1,379,000)	(1,421,000)	(1,457,000)	(1,409,000)	0	(61,156)
260												
261		Capital contributed by other sources				0	0	0	0	0	0	0
262												
263			Total			(1,415,500)	(1,439,500)	(1,481,000)	(1,517,000)	(1,469,000)	(60,000)	(121,156)
264												
265	Net increase (decrease) in cash					(487,091)	(322,953)	(356,831)	(386,523)	(330,088)	1,087,874	1,034,128
266												
267												
268	Cash balance - January 1					(2,644,861)	(3,131,952)	(3,454,905)	(3,811,736)	(4,198,260)	(4,528,347)	(3,440,474)
269												
270	Cash balance - December 31											
271		Unrestricted Cash (membrane)				\$345,000	\$384,000	\$423,000	\$462,000	\$501,000	\$540,000	\$435,000
272		Unrestricted Cash (Bond Reserve)				\$0	\$0	\$0	\$0	\$0	\$0	\$0
273		Unrestricted Cash				(\$3,476,952)	(\$3,838,905)	(\$4,234,736)	(\$4,660,260)	(\$5,029,347)	(\$3,980,474)	(\$2,841,346)
274					Percent of next year operations							
275					Percent of same year operations	-93.4%	-108.6%	-120.1%	-132.4%	-143.2%	-113.6%	-81.3%

# Water Utility Capital Plan

Planning Issue:		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>601.48110</b>	<b>Source of Supply</b>										
300	Professional Services	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$3,000
532	STJU Well Meter Replacement								\$12,000		
532	Broadway Well Meter Replacement		\$14,000								
<b>601.48110</b>	<b>TOTAL SOURCE OF SUPPLY</b>	<b>\$ 2,000</b>	<b>\$ 16,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 14,500</b>	<b>\$ 2,500</b>	<b>\$ 3,000</b>
<b>601.48120</b>	<b>Water Treatment</b>										
300	Professional Services	\$35,000	\$5,000	\$5,500	\$5,500	\$5,500	\$6,000	\$6,000	\$6,000	\$6,000	\$6,500
<b>601.48120</b>	<b>TOTAL WATER TREATMENT</b>	<b>\$35,000</b>	<b>\$5,000</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$5,500</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,500</b>
<b>601.48130</b>	<b>Water Distribution and Storage</b>										
300	Professional Services	\$15,000	\$6,000	\$6,000	\$7,000	\$7,000	\$7,000	\$8,000	\$8,000	\$8,000	\$9,000
520	Greenhill Reservoir Improvements				\$6,700						\$7,000
532	Sunrise Drive Elevated Tower		\$50,000						\$450,000		
	Broadway Avenue Water Tower		\$500,000								
	Annual Hydrant Replacements (4)	\$10,000	\$16,000	\$16,000	\$18,000	\$18,000	\$20,000	\$20,000	\$20,000	\$20,000	\$21,000
	STJU Roundabout	\$0			\$88,000						
	St. Peter High School/City Park (Fort Rd)	\$533,224					\$20,000				
	Elementary School/City Dev. (Phase I)	\$385,600	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$17,000	\$17,000	
	Water Meter Station @ SPRTC (Lower Campus)	\$75,000									
	Watermain Upgrades (1 block)		\$16,000	\$17,000	\$16,000	\$18,000	\$15,000	\$16,000	\$18,000	\$18,000	
	Exterior Building of Broad/STJU RO	\$40,000						\$50,000			
	AMI Metering System (Split 50% \$20,000)	\$10,000	\$10,000	\$10,000	\$12,000	\$12,000	\$14,000	\$14,000	\$14,000	\$14,000	\$15,000
533	Water Meters (Meters and Reading System)		\$0	\$0	\$0						
580	Valve Operator - purchased 2002								\$7,000		
<b>601.48130</b>	<b>TOTAL WATER DISTRIBUTION AND STORAGE</b>	<b>\$1,068,824</b>	<b>\$613,000</b>	<b>\$64,000</b>	<b>\$162,700</b>	<b>\$70,000</b>	<b>\$91,000</b>	<b>\$123,000</b>	<b>\$534,000</b>	<b>\$77,000</b>	<b>\$52,000</b>
<b>601.48140</b>	<b>General Plant Water</b>										
300	Professional Services		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
520	Public Works Improvements		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
550	Replace Unit #1(2003) (33% of \$30,000) - 2013		\$10,000	\$80,000							
550	Replace Unit #5 2004 - 2014 100%			\$33,000							
550	Replace Unit #36 (2001); (33% of \$27,000) - 2013										
550	Replace Unit #22 2001 - 2016 100%	\$24,000									
550	Replace Unit #106 2006 - 2017 100%		\$30,000								
550	Replace Light Tower 2010 - 2019				\$10,000						
580	Backhoe Replacement 40% of \$50,000	\$20,000									
580	Jackhammer for Backhoe - 5 years 2004 - 2016	\$8,800				\$14,000					
580	Ferris Mower Replacement						\$20,000				
<b>601.48140</b>	<b>TOTAL GENERAL PLANT WATER</b>	<b>\$52,800</b>	<b>\$46,000</b>	<b>\$119,000</b>	<b>\$16,000</b>	<b>\$20,000</b>	<b>\$26,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>
<b>CAPITAL IMPROVEMENTS TOTAL COST</b>		<b>\$1,158,624</b>	<b>\$680,500</b>	<b>\$191,000</b>	<b>\$186,700</b>	<b>\$98,000</b>	<b>\$125,500</b>	<b>\$137,500</b>	<b>\$560,500</b>	<b>\$91,500</b>	<b>\$67,500</b>
Bond Debt Service Payments		\$1,431,125	\$1,428,134	\$1,421,664	\$1,677,014	\$1,681,430	\$1,674,311	\$1,683,724	\$1,683,724	\$1,683,724	\$1,683,724
Capital Plus Bond Debt		\$2,589,749	\$2,108,634	\$1,612,664	\$1,863,714	\$1,779,430	\$1,799,811	\$1,821,224	\$2,244,224	\$1,775,224	\$1,751,224

29

# Water Utility Capital Plan

		FUNDING SOURCE:				Total	
Planning Issue:		RESERVES/ CASH	ASSESS./ Developer	TIF Funding	Parkland Fund	BOND (Finance)	
601.48110	<b>Source of Supply</b>						
300	Professional Services	\$2,000					
601.48110	<b>TOTAL SOURCE OF SUPPLY</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000</b>
601.48120	<b>Water Treatment</b>						
300	Professional Services	\$35,000					
601.48120	<b>TOTAL WATER TREATMENT</b>	<b>\$35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>
601.48130	<b>Water Distribution and Storage</b>						
300	Professional Services	\$15,000					
532	Annual Hydrant Replacements (4)	\$10,000					
	St. Peter High School/City Park (Fort Rd)	\$174,224	\$0		\$359,000		
	Elementary School/City Dev.			\$385,600		\$0	
	Water Meter Station @ SPRTC (Lower Campus)	\$75,000					
	Exterior Building of Broad/STJU RO	\$40,000					
	AMI Metering System (Split 50% \$20,000)	\$10,000					
601.48130	<b>TOTAL WATER DISTRIBUTION / STORAGE</b>	<b>\$324,224</b>	<b>\$0</b>	<b>\$385,600</b>	<b>\$359,000</b>	<b>\$0</b>	<b>\$ 1,068,824</b>
601.48140	<b>General Plant Water</b>						
550	Replace Unit #22	2001 - 2016	100%	\$24,000			
580	Backhoe Replacement	40% of \$50,000		\$20,000			
580	Jackhammer for Backhoe - 5 years	2004 - 2016		\$8,800			
601.48140	<b>TOTAL GENERAL PLANT WATER</b>	<b>\$52,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 52,800</b>
<b>CAPITAL IMPROVEMENTS TOTAL COST</b>		<b>\$ 414,024</b>	<b>\$ -</b>	<b>\$ 385,600</b>	<b>\$ 359,000</b>	<b>\$ -</b>	<b>\$ 1,158,624</b>

28

602-WASTE WATER FUND

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

L8

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

602-WASTE WATER FUND

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

88

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

602-WASTE WATER FUND  
 BIOSOLIDS  
 EXPENDITURES

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

68

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

602-WASTE WATER FUND  
 COLLECTOR/LIFT STAT  
 EXPENDITURES

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

96

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

602-WASTE WATER FUND  
 SOURCE/TREATMENT  
 EXPENDITURES

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

16



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

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

93

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

602-WASTE WATER FUND  
 DEPRECIATION EXPENSE  
 EXPENDITURES

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

hb

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

602-WASTE WATER FUND  
 INTEREST EXPENSE  
 EXPENDITURES

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

95

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

602-WASTE WATER FUND  
 TRANSFERS AND CONTRIBUTIO  
 EXPENDITURES

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

96

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

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

LB

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

602-WASTE WATER FUND  
 CAPITAL-TREATMENT SYSTEM  
 EXPENDITURES

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

96

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

602-WASTE WATER FUND  
 CAPITAL-GENERAL PLANT  
 EXPENDITURES

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

66

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

RESOLUTION ADOPTING THE 2016 WATER FUND BUDGET

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

Water Fund	\$3,973,819
------------	-------------

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of March, 2016.

---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator

**PROCLAMATION**

**“WOMEN’S HISTORY MONTH”**

WHEREAS, women of Saint Peter of every race, class, and ethnic background have made historic contributions to the growth and strength of our City in countless recorded and unrecorded ways; and

WHEREAS, women of Saint Peter have played and continue to play a critical economic, cultural, and social role in every sphere of the life of the City by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, women of Saint Peter have played a unique role throughout the history of the city by providing a large portion of the volunteer labor force; and

WHEREAS, women of Saint Peter were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our City; and

WHEREAS, women of Saint Peter of every race, class, and ethnic background have helped shape every major progressive social change movement; and

WHEREAS, women of Saint Peter have been leaders for the betterment of the City.

NOW, THEREFORE, I, Charles Zieman, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim March, 2016 as “WOMEN’S HISTORY MONTH” in the City and hereby do call upon the citizens of Saint Peter to participate in Women’s History Month programs, ceremonies and activities including the Women Celebrating Women event with a theme of “Working to Form a More Perfect Union: Honoring Women in Public Service and Government. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 14<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator



**PROCLAMATION**

**“VIETNAM VETERANS DAY”**

WHEREAS, the United States of America began military operations in the country of Vietnam on January 12, 1962; and

WHEREAS, American involvement in the Vietnam War continued until the last American troops were evacuated from Vietnam on March 29, 1973; and

WHEREAS, more than 58,000 American military men and women gave their lives in service to our Nation during the Vietnam War; and

WHEREAS, Veterans of the Vietnam War deserve to be shown the respect and dignity of a grateful nation; and

WHEREAS, Minnesota honors the sacrifice of these Veterans and respects their dedication to the highest traditions of our Armed Forces; and

WHEREAS, our Nation stands stronger for the service of these Veterans and Minnesota stands ready to honor their proud legacy with our deepest gratitude.

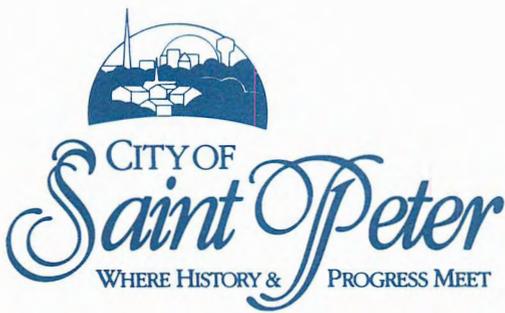
NOW, THEREFORE, I, Charles Zieman, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim March 29, 2016 as “VIETNAM VETERANS DAY” in the City and hereby do encourage Saint Peter residents to honor the sacrifices made by all Veterans of the Vietnam War by attending the Vietnam Veteran’s Day ceremonies. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 14th day of March, 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator





## Memorandum

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

**DATE:** 11/30/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Goal Session Report and takeaways

### **ACTION/RECOMMENDATION**

None needed. For your information and review.

### **BACKGROUND**

The goal of this memo is to provide a basic outline of the principal discussion points and priorities as the Council provided direction as a part of its' Goal Session on February 29, 2016.

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

- Housing – discussed multiple segments including infrastructure and housing components of the proposed subdivision. Additionally reviewed timelines for the work plan, targets, outlined and the multiple actions that the Council will need to take and the risks and risk mitigation efforts. In addition, the Council clarified its' position relative to working with a private developer on the northern 14+ acres and will review a draft RFP in the near future for meeting the goals of additional opportunities for homes in the \$230,000+ range on lots of greater square frontage. Considerable time was spent in review of this proposed project, its goals and challenges, including evolving information on infrastructure and better understanding of opportunities for mortgage products and qualification for target home buyers.
- The Council looked at its' General Fund and all of its' larger Enterprise Funds and discussed thoughts related to reserves and fund balances. The Council directed additional thought and discussion that a policy may be needed for enterprise funds similar to that which is established for the General Fund, but that reserve amounts could be somewhat lower due to the difference in cash flow patterns. In addition, there was an expression that allowing individual funds to dip below positive cash position was against Council views of best practice and that too should be included as a part of any policy in the future. Generally the Council seemed to leave this discussion with a better understanding of the inter-relationship

of the various funds which was applied later in the meeting to review of both Water and Wastewater budgets.

- Water and Wastewater budgets were reviewed at length and very small modifications relative to impact of Park development and fund balances was discussed. No rate modifications are proposed. Maybe most significantly, the Council discussed debt related to both funds and that transfers from Wastewater to Water may be beneficial in the near future to meet goals related to rate stabilization and individual budgets. On a related topic, the Council discussed a new idea of capping transfers to the General Fund based on budgeted needs of the General Fund as compared to actual 6.5% of sales as was used in the past.
- Council discussed modifications to the Fire Department bylaws related to use of alcohol and benefit timelines and directed change to come to a regular meeting.
- The Council also discussed opportunities related to the American Public Power Association (APPA) legislative rally and National League of Cities (NLC) conference in March of 2016
- Communications - Continue to refine web and social media use. Growth of the comfort and level of information put on Facebook, but focusing on direct communication and not growing the amount to time or energy spent on social media. The focus might be better placed on more direct forms of communication. A lighter tone and less critical responses should be strived for. More use of social media that is “of the moment” information.
- Members reviewed their discussion on alternative power and distributed generation and maintained their goals for efforts related to distributed generation development. Staff is looking to research opportunities to develop a community based solar array and continue to complete the study that was authorized in October related to interconnection of distributed generation. Staff indicated that a larger solar array may be more possible with additional assistance through SMMPA.
- Members discussed the opportunities for ensuring that tours of various city facilities were taken again this year. They have found that effort beneficial in the past.
- Community Center leases and changes to use were discussed at length. The Council’s time lie related to Room 211 and its reservation for SPC3 were discussed. And while the Council does wish to see expansion, particularly in the area of infant care the reservation deadline passed and the Council directed staff to discuss Room 211 with other interested parties. SPC3 and Kids corner were also discussed related to changes in the space used by the School District on the 1<sup>st</sup> floor and an RFP process open to them and others was discussed and a tentative time line for that effort reviewed.
- The Council reviewed a preliminary sidewalk effort with a goal to complete connecting sidewalk and trails and ensure “walkability” in areas around specific public amenities such as parks, school, and other publicly accessible spaces. Staff was directed to bring to a future workshop for additional direction.
- Members discussed a supportive effort related to an ArtPlace project with hopes of continuing to support arts and heritage efforts in the community through what is thought to be a community visioning process and working toward more cooperative efforts between the St. Peter Arts Center, Nicollet County Historical Society and the City and broader

Community. The Council indicated that staff should continue to pursue this visioning and funding opportunity as our arts and heritage assets are significant community assets that differentiate us from others.

- Not all items on the agenda were covered.
- Location and food were good and no additional or outside facilitator was recommended at this time.

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

TP/bal