

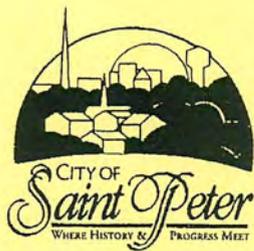
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, May 12, 2014
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
 - A. Nicollet Avenue Electric Materials Bid Award
 - B. 2014 Electric Fund Budget/Rate Increase
- VII. NEW BUSINESS**
 - A. 2014 Water Fund Budget
 - B. 2014 Wastewater Fund Budget
 - C. Housing Study Update
 - D. Administrative Lot Split/Land Sale
 - E. Request for City Assistance: Bluesfest
 - F. Request for City Assistance: Relay For Life
 - G. Standard Details Correction
- VIII. REPORTS**
 - A. MAYOR**

 - B. CITY ADMINISTRATOR**
 - 1. Downtown Snow Emergency Policy Timeline
 - 2. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

Mayor pro tem Brand will call the meeting to order and lead the Pledge of Allegiance.

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the April 28, 2014 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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 April 24, 2014 through May 7, 2014 are attached. Please see the attached staff reports and RESOLUTION.

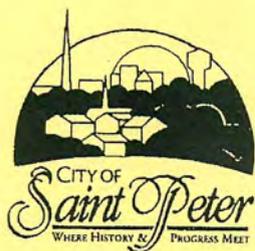
VI. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION AWARDED BID FOR NICOLLET AVENUE ELECTRIC PROJECT MATERIALS**

Staff has prepared a resolution related to award of bids for the Nicollet Avenue Electric Project. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF RESOLUTIONS APPROVING 2014 ELECTRIC FUND BUDGET AND RATE INCREASE**

Staff recommends approval of the 2014 Electric Fund budget and related rate increase. Please see the attached staff reports and RESOLUTIONS.



VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING 2014 WATER FUND BUDGET

Staff recommends adoption of the 2014 Water Fund budget. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING 2014 WASTEWATER FUND BUDGET

Staff recommends adoption of the 2014 Wastewater Fund budget. Please see the attached staff reports and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF CONTRACT FOR HOUSING STUDY UPDATE

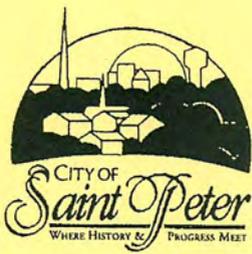
Staff recommends authorization be provided for execution of a contract to provide a new update to the City's housing study. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING ADMINISTRATIVE LOT SPLIT AND SALE OF CITY OWNED LAND

The owners of Hendrickson Organ Company, which was heavily damaged by fire, wish to rebuild the non-conforming use. Rebuilding nonconforming uses is allowed in the City Code under certain conditions. However, it has been discovered that the original building was constructed on a portion of City owned land. To rectify this situation, and provide a means for Hendrickson to rebuild, Hendrickson wishes to purchase a five foot (5') strip of City owned land to the south of their location. This could be accomplished using an Administrative Lot Split process and by authorizing sale of the 5' strip of land to Hendrickson. of Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR BLUESFEST

Staff recommends approval be provided for City assistance for the St. Peter Ambassadors Bluesfest event. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR RELAY FOR LIFE EVENT

Staff recommends approval be provided for City assistance for the American Cancer Society Relay for Life event. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION CORRECTING PREVIOUS COUNCIL ACTION RELATED TO CONSTRUCTION STANDARDS DETAILS

The Council previously took action to adopt updated construction standard details for public improvements. That action contained a clerical error regarding numbering of the detail standard plates. Staff recommends a correction be made. Please see the attached staff report and RESOLUTION.

IX. REPORTS

A. MAYOR PRO TEM

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

B. CITY ADMINISTRATOR

1. REPORT ON DOWNTOWN SNOW EMERGENCY POLICY TIMELINE

A report will be provided at this time on the timeline for the downtown snow emergency policy

2. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
APRIL 28, 2014**

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 April 28, 2014.

A quorum present, Mayor Strand called the meeting to order at 7:08 p.m. The following members were present: Councilmembers Grams, Zieman, Brand, Kvamme, Parras and Mayor Strand. Absent was Councilmember Carlin. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

Approval of Agenda – A motion was made by Parras, 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 Zieman, to approve the minutes of the April 14, 2014 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the April 14, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

A motion was made by Parras, seconded by Kvamme, to approve the minutes of the April 15, 2014 Board of Appeal and Equalization meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the April 15, 2014 Board of Appeal and Equalization meeting is contained in the City Administrator's book entitled Council Proceedings 18.

A motion was made by Brand, seconded by Zieman, to approve the minutes of the April 21, 2014 special City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the April 21, 2014 special City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Kvamme, seconded by Brand, Resolution No. 2014-54 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-54 is contained in the City Administrator's book entitled Council Resolutions 20.

St. Peter Community Childcare Revolving Loan Extension – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation for approval of a one year extension on the due date for a balloon payment related to the revolving loan provided to St. Peter Community Childcare Center. Wille noted that a one year extension was previously approved in 2013 and the Center financials show enrollments are increasing, there is a waiting list, the Center is doing increased publicity and fundraising for the business, and the new Board members are making progress on decreasing their debts while working to collect unpaid enrollment fees from parents. Wille reported the business is current on its monthly payments. Councilmember Parras questioned if the Center's rates were comparable to other day cares. Councilmember Kvamme responded that the rates are higher than a North Mankato daycare that is subsidized by the company that runs the daycare, but is comparable to all other center based day cares in the area.

Mayor Strand asked if the board would request an additional balloon payment extension in another year and if so, suggested the extension be for two years. Wille reported the EDA members felt it was important to continue to touch base on at least a yearly basis with loan recipients requesting an extension of their balloon payment and one year was the recommended extension. In motion by Parras, seconded by Grams, Resolution No. 2014-55 entitled "Resolution Extending Balloon Payment Of Revolving Loan Previously Provided To Saint Peter Community Childcare Center", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-55 is contained in the City Administrator's book entitled Council Resolutions 20.

West St. Julien Street/Old Minnesota Avenue Intersection Land Purchase – Community Development Director Wille requested authorization for execution of purchase agreements and temporary construction easement agreements with Skrove Automotive (\$493.95) and Northern Con-Agg (\$28,473.35) and a temporary construction easement with Ryan Wenner (no cost) that would facilitate development of a roundabout or other traffic improvements at the intersection of West St. Julien Street and Old Minnesota Avenue. Wille reported that staff had also had initial discussions with engineers and other representatives of Car Quest related to the project. Councilmember Parras questioned why staff would propose acquiring land from Mr. Skrove that was further back from the intersection and expressed his belief that there was no logical reason to acquire the property other than construction of a roundabout and based on that belief, he would not vote for the resolution. In motion by Zieman, seconded by Kvamme, Resolution No. 2014-56 entitled "Resolution Approving Temporary Construction Easements And/Or Purchase Road Right-Of-Way From Northern Con-Agg, Michael Skrove (Skrove Automotive) And Ryan Wenner", was introduced. Upon roll call, Councilmembers Zieman, Grams, Kvamme, Brand and Mayor Strand voting aye, Councilmember Parras voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-56 is contained in the City Administrator's book entitled Council Resolutions 20.

2014 Electric Fund Budget and Rate Increase – Finance Director O'Connell presented the proposed 2014 electric fund budget and proposed electric rate increase. O'Connell reviewed the proposed budget which included a 6.5% transfer to the General Fund; the 10 year capital plan for the fund; debt service requirements; and the proposed rate increase. O'Connell noted the rate increase would generate an additional \$75,000 in revenue this year and \$150,000 each year thereafter which would help increase the fund reserve balance to an adequate amount. City Administrator Prafke indicated that the goal of the rate increase is to eliminate the deficit in operations and while the proposed increase does not eliminate the whole amount, it provides a basis for moving in the right direction. Prafke also noted that 85% of the electric budget is for purchased power costs.

Councilmember Kvamme stated that based on the additional information that was presented by staff, he would be more comfortable if action on the electric fund was tabled so the Council could have additional discussion at a workshop. A motion was made by Kvamme, seconded by Brand, to table action on the electric fund budget and rate increase for two weeks to allow additional discussion at a workshop. Councilmember Zieman expressed his belief that it was counterintuitive to ask customers to conserve electricity and then "reward" them by raising rates. With all in favor, the motion to table action for two weeks was approved.

2014 Street Maintenance Program – Public Works Director Giesking requested approval for the 2014 street maintenance program in the amount of \$417,000 which would include seal coating (90 blocks), crack sealing, full depth patching, handicap sidewalks, sidewalk replacement on South Third Street, sealing of trails, and installation of a trail along Traverse Road from Sunrise Drive to Edgerton Street. Giesking pointed out that the budget did not include seal coat rock and staff felt there were adequate amounts of rock swept up from previous years to use for 2014. City Administrator Prafke noted that should the Council choose

to include Gardner Road work in the 2014 program, other things (i.e. seal coating) would need to be removed. Prafke also reminded Councilmembers that the program is a plan and may be changed depending on material prices and other issues. In motion by Kvamme, seconded by Zieman, Resolution No. 2014-57 entitled "Resolution Approving The Street Maintenance Program For 2014", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-57 is contained in the City Administrator's book entitled Council Resolutions 20.

Jari USA Compressor – Community Development Director Wille recommended the City accept a 15 kw air compressor from Jari USA in lieu of their April 2014 rent payment (\$3,282). Wille indicated Jari was no longer in business and the air compressor was not encumbered by any liens. Wille also noted the current tenant of the building, Quality Products, had need for the air compressor and had offered to purchase it from the City for \$5,000 which would result in a profit of \$1,712. In motion by Grams, seconded by Parras, Resolution No. 2014-58 entitled "Resolution Approving Acceptance Of 15KW Air Compressor From Jari, USA And Authorizing Sale Of The Compressor", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-58 is contained in the City Administrator's book entitled Council Resolutions 20.

Transit Bus Purchase – Finance Director O'Connell requested approval for the purchase of two replacement transit buses (2014 Ford E450 Eldorado Aerotech) from Teiin Transportation Group, Inc. in the amount of \$139,048 with 80% of the cost being funded by the State of Minnesota. O'Connell indicated the new business would provide improved passenger safety and comfort and easier access for staff to maintain parts on the bus. O'Connell stated the City's Mechanic would review the existing buses to determine which two would be sold once the new buses arrived. O'Connell also noted the State of Minnesota was requesting all buses be equipped with an internal camera system which was included in the new buses and staff was recommending a destination signage system also be purchased to help passengers identify the dial-a-ride bus versus the route bus. Councilmember Parras expressed his belief that unless the camera system had audio capabilities, the camera system was not worth the cost. City Administrator Prafke indicated the new buses would offer two wheelchair tie downs versus the one that the current buses offer. In motion by Zieman, seconded by Brand, Resolution No. 2014-59 entitled "Resolution Authorizing Purchase Of Two New Transit Buses", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-59 is contained in the City Administrator's book entitled Council Resolutions 20.

Transit Fee Modification – Finance Director O'Connell recommended a \$1.00 per ride fare on the underutilized route bus be established for youth age 5-17 for the period June 9, 2014 through August 29, 2014. O'Connell reported the fee would provide more opportunity for area youth to get to summer activities and would help familiarize youth with the transit system. In motion by Kvamme, seconded by Parras, Resolution No. 2014-60 entitled "Resolution Authorizing Reduced Youth Transit Fares On The Route Bus For Non-School Months", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-60 is contained in the City Administrator's book entitled Council Resolutions 20.

Business License Application – City Administrator Prafke recommended approval for a Tree Worker License for Ross Pettit. Prafke noted the background investigation found nothing that would prohibit issuance of the license. In motion by Zieman, seconded by Parras, Resolution No. 2014-61 entitled "Resolution Approving New Tree Worker License", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-61 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

“Police Officer Memorial Day/Week” Proclamation – Mayor Strand proclaimed May 15th as Police Officer Memorial Day and the week of May 11-17, 2014 as Police Officer Memorial Week. Strand noted that as per Federal law, all flags will be lowered to half-staff on May 15th in honor of those Police Officers who have given their lives in service to their communities.

Mayor’s Report – Mayor Strand reported on his recent activities which included attending a Region Nine Development Commission committee meeting; the annual Board of Appeals and Equalization meeting; and a meeting with the City’s Auditors.

City/County Meeting Schedule – City Administrator Prafke reminded Councilmembers Zieman and Parras of the April 30th City/County meeting at 3:30 p.m. at City Hall.

Park Opening – City Administrator Prafke reported the City’s parks facilities would officially open on May 1st.

Real Estate Listing Agreement – City Administrator Prafke directed Councilmembers to the report contained in the Council packet on the commission being paid for a realtor to market the 430 Ritt Street building.

Workshop Location – City Administrator Prafke also reported that the May 5th Council workshop would be held in the meeting room at River’s Edge Hospital and Clinic and the workshop would include a tour of the Hospital.

Closed Session – Land Purchase Negotiations – City Administrator Prafke requested a closed session to discuss land purchase negotiations as allowed under State Statute. In motion by Zieman, seconded by Parras, Resolution No. 2014-62 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. 2014-62 is contained in the City Administrator’s book entitled Council Resolutions 20. Prafke stated the closed session would take place in the Nicollet Room of the Community Center and the Council would come back into session only to adjourn.

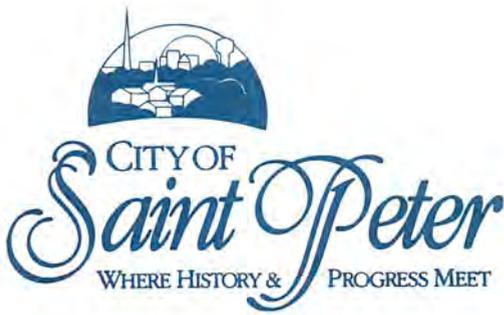
The Council adjourned to closed session in the Nicollet Room at 8:25 p.m. The Council returned to open session at 8:43 p.m.

There being no further business, a motion was made by Zieman, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:44 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/09/14

FROM: Lewis Giesking
Public Works Director

RE: Electric Distribution System Conduit Installation Blanket Purchase Orders

ACTION/RECOMMENDATION

Authorize issuance of blanket purchase orders to Geldner Underground Inc. for three categories of work: 1) installing two inch interduct in an amount not to exceed \$40,000; 2) installing four inch interduct in an amount not to exceed \$30,000; and 3) installing single and/or three phase bases in an amount not to exceed \$4,000.

BACKGROUND

The Electric crew installs new underground wiring and replacement wiring throughout the city every summer. There are numerous locations where installing conduit (interduct) by boring is necessary to avoid disturbing surface items such as streets and alleys or private property. Installing electric distribution wire in conduit is also cost-effective where we anticipate future surface items to be installed. It is also cost-effective to install conduit by boring rather than open cutting and restoring surface structures. The City does not own a boring machine; therefore, we contract work each year. Three contractors were contacted to provide quotes; however, only two responded with quotes for the work as follows:

Geldner Underground Inc.	2" boring with City supplied interduct 5,000' & sod & water	\$7.00 per ft
	2" boring with City supplied interduct 5,000' no sod & water	\$6.50 per ft
	2-2" boring with City supplied interduct 2,000' & sod & water	\$7.35 per ft
	2-2" boring with City supplied interduct 3,000' no sod & water	\$7.00 per ft
Drilling Solutions	2" boring with City supplied interduct 5,000' & sod & water	\$7.25 per ft
	2" boring with City supplied interduct 5,000' no sod & water	\$7.00 per ft
	2-2" boring with City supplied interduct 2,000' & sod & water	\$7.35 per ft
	2-2" boring with City supplied interduct 3,000' no sod & water	\$7.10 per ft

Geldner Underground Inc.	4" boring with city supplied interduct 3,000' & sod & water	\$8.00 per ft
	4" boring with city supplied interduct 3,000' no sod & water	\$7.50 per ft
Drilling Solutions	4" boring with city supplied interduct 3,000' & sod & water	\$10.00 per ft
	4" boring with city supplied interduct 3,000' no sod & water	\$9.50 per ft

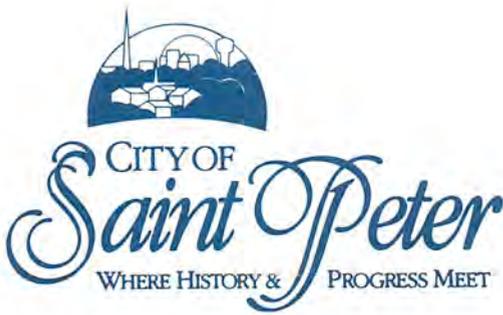
Geldner Underground Inc.	set single phase transformer base estimated amounts of 10	\$175.00 each
	set three phase transformer base estimated amounts of 3	\$300.00 each
	set single phase feed through base estimated amount of 5	\$150.00 each
	set three phase feed through base estimated amount of 5	\$200.00 each
Drilling Solutions	set single phase transformer base estimated amounts of 10	\$110.00 each
	set three phase transformer base estimated amounts of 3	\$120.00 each
	set single phase feed through base estimated amount of 5	\$100.00 each
	set three phase feed through base estimated amount of 5	\$150.00 each

Geldner Underground submitted the low quote for the two inch interduct boring and four inch interduct boring. Drilling Solutions has indicated to staff that they are unwilling to complete only one portion of the quoted work (the bases) and as such, staff recommends that the quote for the base work also be accepted from Geldner.

Funding for this work will be from the Electric Utility Fund.

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

LGG/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: May 2, 2014

FROM: Lewis Giesking
Director of Public Works

RE: 2014 Street Maintenance Program Materials Purchase

ACTION/RECOMMENDATION

Approve two bulk purchase orders for \$120,000 worth of asphalt materials from SMC and \$10,000 worth of asphalt materials from Sibley Aggregates for the 2014 street maintenance program.

BACKGROUND

The 2014 street maintenance program identifies \$130,000 for asphalt material to be used for patching on City roadways for full-depth patching. This year \$120,000 worth of materials will be purchased from the SMC Riverbend Plant and \$10,000 in materials will be purchased from the Sibley Plant for full-depth patching for the prices indicated below.

Staff is recommending using the SMC Plant for the majority of the material purchase to save on fuel and labor costs because the distance to the Sibley Plant is approximately 40 miles further away which isn't as cost effective. If the SMC Plant is busy or down for repairs, staff will reschedule or plan accordingly for the drive to the Sibley Plant. This option of two plants has worked well in the past by allowing flexibility in our workload each week.

SMC River Bend of Kasota	\$59.00per ton plus tax
Sibley Aggregates of Belle Plaine	\$55.75 per ton plus tax

The purchases are funded from the 2014 streets maintenance budget

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

LGG



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/05/14

FROM: Jane Timmerman 
Director of Recreation & Leisure Services

RE: Seasonal Employee Appointments

ACTION/RECOMMENDATION

Approve the appointments of the candidates listed below as Lifeguards at the Roy T. Lindenburg Memorial Outdoor Pool pending a successful background check and pre-employment drug test.

Approve the appointment of the candidate listed below as Recreation Leader in the Recreation and Leisure Services summer programs pending a successful background check.

BACKGROUND

Recently appointed Lifeguard Grant Germscheid has notified us that he will be unavailable for employment at the outdoor pool this summer. Also, two WSI/Lifeguards, Alissa Lager and Julia Putz, will now only be available on weekends and evenings. I recommend appointment of the candidates listed below to help fill the vacated positions. They recently completed their lifeguard training class and now have the necessary certifications for employment.

Two Recreation Leaders, Gary Cooper and Michael Zellar, have withdrawn from their recent appointment. Staff recommends appointing the candidate below to replace one of the vacated positions.

All the recommended candidates are on our eligibility list and have applications on file and been interviewed during the recruitment process.

Please appoint the following candidates to the position and wage rate listed.

Connor Prafke	Lifeguard	\$7.00
Maggie Lehtinen	Lifeguard	\$7.00
Rachel Burlet	Recreation Leader	\$7.25

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

JT/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AFFILIATED CREDIT SERVICES	april 2014 collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	170.72
			TOTAL:	170.72
ALL AMERICA PRESSURE WASHER MFG., INC.	dual wand	WASTE WATER FUND	SOURCE/TREATMENT	60.00
			TOTAL:	60.00
ALPHA WIRELESS COMMUNICATIONS CO	may ltr radio maintenance	GENERAL FUND	MUNICIPAL BUILDING	59.32
	may ltr radio maintenance	GENERAL FUND	PUBLIC WORKS ADMIN	83.04
	may ltr radio maintenance	WATER	ADMIN AND GENERAL	56.83
	may ltr radio maintenance	WASTE WATER FUND	ADMIN AND GENERAL	51.40
	may ltr radio maintenance	ELECTRIC FUND	ADMIN AND GENERAL	51.41
			TOTAL:	302.00
AMAZON	ink cartridges	GENERAL FUND	FINANCE	103.75
	library materials	LIBRARY FUND	LIBRARY	230.79
	ink cartridges	WATER	ADMIN AND GENERAL	25.94
	ink cartridges	WATER	CUSTOMER ACCOUNTS	25.88
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	25.94
	ink cartridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	25.88
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	25.92
	ink cartridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	25.86
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	25.94
	ink cartridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	25.88
			TOTAL:	541.78
AUDIO EDITIONS	library materials	LIBRARY FUND	LIBRARY	156.22
			TOTAL:	156.22
BERG BAG COMPANY	woven poly sand bags	GENERAL FUND	STREETS	49.67
	woven poly sand bags	GENERAL FUND	PARKS	49.67
	woven poly sand bags	WATER	DISTRIBUTION AND STORA	24.83
	woven poly sand bags	WASTE WATER FUND	SOURCE/TREATMENT	24.83
	woven poly sand bags	ENVIRON SERVICES F	REFUSE DISPOSAL	24.83
	woven poly sand bags	ELECTRIC FUND	POWER DISTRIBUTION	49.67
	woven poly sand bags	STORMWATER FUND	TREATMENT	24.83
			TOTAL:	248.33
BGMN, INC	fuel kit cleaner grease	GENERAL FUND	STREETS	55.19
	fuel kit cleaner grease	GENERAL FUND	PARKS	55.19
	fuel kit cleaner grease	WATER	DISTRIBUTION AND STORA	27.60
	fuel kit cleaner grease	WASTE WATER FUND	SOURCE/TREATMENT	27.60
	fuel kit cleaner grease	ENVIRON SERVICES F	REFUSE DISPOSAL	27.60
	fuel kit cleaner grease	ELECTRIC FUND	POWER DISTRIBUTION	55.19
	fuel kit cleaner grease	STORMWATER FUND	TREATMENT	27.58
			TOTAL:	275.95
BORDER STATES ELECTRIC SUPPLY	clear cement	ELECTRIC FUND	POWER DISTRIBUTION	145.31
			TOTAL:	145.31
BRANDT LAW OFFICE TRUST	deed tax northern con-agg	PERM IMPROVMENT RE	STREETS	93.96
	land purchase northern con	PERM IMPROVMENT RE	STREETS	28,573.35
	recording fees northern co	PERM IMPROVMENT RE	STREETS	46.00
			TOTAL:	28,713.31
C & S SUPPLY CO INC	tool bag,foam pipe	GENERAL FUND	STREETS	25.97
	flashlight&pump	GENERAL FUND	PARKS	155.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	doug k boots	WASTE WATER FUND	ADMIN AND GENERAL	92.95
	clothing dan k	ENVIRON SERVICES F	ADMIN AND GENERAL	31.99
	clothing wayne p	ENVIRON SERVICES F	ADMIN AND GENERAL	63.98
			TOTAL:	370.87
CDW GOVERNMENT, INC.	4 laptops	GENERAL FUND	POLICE	14,239.88
			TOTAL:	14,239.88
CENTERPOINT ENERGY MINNEGASCO	mar gas@1724 n 5th st	PERM IMPROVMENT RE	STREETS	25.68
			TOTAL:	25.68
CHARD TILING & EXCAVATING	wash link pay est #2 part	PERM IMPROVMENT RE	STREETS	710,784.93
			TOTAL:	710,784.93
COLE PAPERS INC	bags,clnrs,forks,plates	GENERAL FUND	STREETS	63.47
	boxed towels	GENERAL FUND	STREETS	24.86
	copy paper	GENERAL FUND	RECREATION/LEISURE SER	114.14
	bags,clnrs,forks,plates	GENERAL FUND	PARKS	63.47
	boxed towels	GENERAL FUND	PARKS	24.86
	jefferson tissue disp	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	25.55
	bags,cleaners,towels	LIBRARY FUND	LIBRARY	92.81
	cleaners	LIBRARY FUND	LIBRARY	13.49
	copy paper	LIBRARY FUND	LIBRARY	71.33
	towels,cleaners,mop	LIBRARY FUND	LIBRARY	165.24
	bags,cleaners,towels	COMMUNITY CENTER	COMMUNITY CENTER	371.24
	cleaners	COMMUNITY CENTER	COMMUNITY CENTER	53.97
	copy paper	COMMUNITY CENTER	COMMUNITY CENTER	28.53
	towels,cleaners,mop	COMMUNITY CENTER	COMMUNITY CENTER	660.99
	cloths returned-too many s	COMMUNITY CENTER	COMMUNITY CENTER	103.76
	bags,clnrs,forks,plates	WATER	DISTRIBUTION AND STORA	31.74
	boxed towels	WATER	DISTRIBUTION AND STORA	12.43
	bags,clnrs,forks,plates	WASTE WATER FUND	SOURCE/TREATMENT	31.74
	boxed towels	WASTE WATER FUND	SOURCE/TREATMENT	12.43
	bags,clnrs,forks,plates	ENVIRON SERVICES F	REFUSE DISPOSAL	31.74
	boxed towels	ENVIRON SERVICES F	REFUSE DISPOSAL	12.43
	bags,clnrs,forks,plates	ELECTRIC FUND	POWER DISTRIBUTION	63.47
	boxed towels	ELECTRIC FUND	POWER DISTRIBUTION	24.86
	bags,clnrs,forks,plates	STORMWATER FUND	TREATMENT	31.72
	boxed towels	STORMWATER FUND	TREATMENT	12.45
			TOTAL:	1,935.20
COMPUTER TECHNOLOGY SOLUTIONS, INC.	printer repair	GENERAL FUND	POLICE	309.00
	cat 6 cable	COMMUNITY CENTER	COMMUNITY CENTER	1,000.00
			TOTAL:	1,309.00
CONSTRUCTION MIDWEST INC.	downtown plntrs stone trtm	ENVIRON SERVICES F	REFUSE DISPOSAL	572.04
			TOTAL:	572.04
COPIER BUSINESS SOLUTIONS	copier maint	GENERAL FUND	RECREATION/LEISURE SER	143.74
	copier maint	COMMUNITY CENTER	COMMUNITY CENTER	143.75
			TOTAL:	287.49
CREDIT RIVER TOOLS	air ratchet w/semi sockt s	GENERAL FUND	STREETS	66.59
	air ratchet w/semi sockt s	GENERAL FUND	PARKS	66.59
	air ratchet w/semi sockt s	WATER	DISTRIBUTION AND STORA	33.30
	air ratchet w/semi sockt s	WASTE WATER FUND	SOURCE/TREATMENT	33.30

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	air ratchet w/semi sockt s	ENVIRON SERVICES F	REFUSE DISPOSAL	33.30
	air ratchet w/semi sockt s	ELECTRIC FUND	POWER DISTRIBUTION	66.59
	air ratchet w/semi sockt s	STORMWATER FUND	TREATMENT	33.28
			TOTAL:	332.95
CROP PRODUCTION SERVICES	bug killer rr	GENERAL FUND	PARKS	42.27
			TOTAL:	42.27
CROWNE PLAZA DENVER	appa conf hotel pd with po	GENERAL FUND	NON-DEPARTMENTAL	50.74-
	appa conf hotel pd with po	WATER	NON-DEPARTMENTAL	192.39-
	appa conf hotel pd with po	WASTE WATER FUND	NON-DEPARTMENTAL	185.76-
	appa conf hotel pd with po	ENVIRON SERVICES F	NON-DEPARTMENTAL	390.65-
	reimburse amex annual fee	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00-
	reimburse amex rewards ann	ELECTRIC FUND	ADMIN AND GENERAL	90.00-
	appa conf hotel	ELECTRIC FUND	ADMIN AND GENERAL	924.54
			TOTAL:	0.00
CULLIGAN	solar salt delivered	COMMUNITY CENTER	COMMUNITY CENTER	19.20
			TOTAL:	19.20
DAKOTA COUNTY TECHNICAL COLLEGE	(3)pursuit refresher	GENERAL FUND	POLICE	675.00
			TOTAL:	675.00
DELTA AIRLINES	appa conf flight pd w/ poi	GENERAL FUND	NON-DEPARTMENTAL	17.58-
	appa conf flight pd w/ poi	WATER	NON-DEPARTMENTAL	66.67-
	appa conf flight pd w/ poi	WASTE WATER FUND	NON-DEPARTMENTAL	64.37-
	appa conf flight pd w/ poi	ENVIRON SERVICES F	NON-DEPARTMENTAL	135.38-
	appa conf flight	ELECTRIC FUND	ADMIN AND GENERAL	284.00
			TOTAL:	0.00
DEMCO, INC.	library processing supplie	LIBRARY FUND	LIBRARY	311.52
			TOTAL:	311.52
DGR ENGINEERING	edward jones	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	249.00
	map updates	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,704.50
	2013 distrib. design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	498.00
	bdwy gener catalyst final,	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,920.50
			TOTAL:	4,372.00
EARL F ANDERSEN INC	name plates	GENERAL FUND	STREETS	197.68
	nameplates	GENERAL FUND	STREETS	3,261.72
			TOTAL:	3,459.40
ED'S PLUMBING	mill pond rr replace shwr	GENERAL FUND	PARKS	578.17
			TOTAL:	578.17
ELECTRIC PUMP	sensor sub assembly	WASTE WATER FUND	SOURCE/TREATMENT	906.00
			TOTAL:	906.00
EMERGENCY RESPONSE SOLUTIONS	orifice screw assy	GENERAL FUND	FIRE	94.07
	hose	GENERAL FUND	FIRE	121.11
			TOTAL:	215.18
ENVIRONMENTAL RESOURCE ASSOCIATES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	616.66
	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	544.54
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	480.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,641.20
FASTENAL COMPANY	plow bolts,nuts,washers	GENERAL FUND	STREETS	24.36
	nuts&bolts shop bins stock	GENERAL FUND	STREETS	24.52
	ear muffs	GENERAL FUND	STREETS	17.93
	plow bolts,nuts,washers	GENERAL FUND	PARKS	24.36
	insert bits	GENERAL FUND	PARKS	3.66
	14" cable ties	GENERAL FUND	PARKS	40.16
	nuts&bolts shop bins stock	GENERAL FUND	PARKS	24.52
	ear muffs	GENERAL FUND	PARKS	14.34
	lamps	GENERAL FUND	PARKS	604.22
	screwdrivers	COMMUNITY CENTER	COMMUNITY CENTER	4.24
	blade plug	WATER	PURIFICATION AND TREAT	9.35
	connector	WATER	PURIFICATION AND TREAT	11.43
	plow bolts,nuts,washers	WATER	DISTRIBUTION AND STORA	12.18
	nuts&bolts shop bins stock	WATER	DISTRIBUTION AND STORA	12.26
	ear muffs	WATER	ADMIN AND GENERAL	7.17
	plow bolts,nuts,washers	WASTE WATER FUND	SOURCE/TREATMENT	12.18
	nuts&bolts shop bins stock	WASTE WATER FUND	SOURCE/TREATMENT	12.26
	ear muffs	WASTE WATER FUND	ADMIN AND GENERAL	7.17
	plow bolts,nuts,washers	ENVIRON SERVICES F	REFUSE DISPOSAL	12.18
	inverted stripe wand	ENVIRON SERVICES F	REFUSE DISPOSAL	47.61
	nuts&bolts shop bins stock	ENVIRON SERVICES F	REFUSE DISPOSAL	12.26
	ear muffs	ENVIRON SERVICES F	ADMIN AND GENERAL	7.18
	plow bolts,nuts,washers	ELECTRIC FUND	POWER DISTRIBUTION	24.36
	nuts&bolts shop bins stock	ELECTRIC FUND	POWER DISTRIBUTION	24.52
	ear muffs	ELECTRIC FUND	ADMIN AND GENERAL	17.93
	plow bolts,nuts,washers	STORMWATER FUND	TREATMENT	12.18
	nuts&bolts shop bins stock	STORMWATER FUND	TREATMENT	12.28
			TOTAL:	1,036.81
FINANCE AND COMMERCE	2014 old mn roundabout bid	PERM IMPROVMENT RE	STREETS	73.87
			TOTAL:	73.87
FOUR SEASONS OVERHEAD DOOR, LLC	mrci bldg door service cal	TORNADO DISASTER R	ECONOMIC DEVMT	375.00
			TOTAL:	375.00
GALLS INC	uniform allowance	GENERAL FUND	POLICE	113.98
			TOTAL:	113.98
GENESIS	april fuel	GENERAL FUND	FIRE	36.18
	april fuel	GENERAL FUND	STREETS	4,565.54
	april fuel	GENERAL FUND	PARKS	1,170.93
	april fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	248.42
	april fuel	ELECTRIC FUND	POWER DISTRIBUTION	508.89
	april fuel	STORMWATER FUND	TREATMENT	107.33
	april fuel	TRANSIT	TRANSIT/TRANSPORTATION	688.17
			TOTAL:	7,325.46
LEWIS GIESKING	mileage4/1-4/30/14	GENERAL FUND	STREETS	11.27
	incl hwy 169 coalition mtg	GENERAL FUND	STREETS	59.30
	mileage4/1-4/30/14	GENERAL FUND	PARKS	9.02
	mileage4/1-4/30/14	WATER	ADMIN AND GENERAL	4.51
	mileage4/1-4/30/14	WASTE WATER FUND	ADMIN AND GENERAL	4.51
	mileage4/1-4/30/14	ENVIRON SERVICES F	ADMIN AND GENERAL	4.50
	mileage4/1-4/30/14	ELECTRIC FUND	ADMIN AND GENERAL	11.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	incl smmpa mtg rochest,lit	ELECTRIC FUND	ADMIN AND GENERAL	<u>386.57</u>
			TOTAL:	490.95
GILLUND ENTERPRISES INC	rust trtmnt,clnr,ps cond&t	GENERAL FUND	STREETS	162.00
	rust trtmnt,clnr,ps cond&t	GENERAL FUND	PARKS	162.00
	rust trtmnt,clnr,ps cond&t	WATER	DISTRIBUTION AND STORA	81.00
	rust trtmnt,clnr,ps cond&t	WASTE WATER FUND	SOURCE/TREATMENT	81.00
	rust trtmnt,clnr,ps cond&t	ENVIRON SERVICES F	REFUSE DISPOSAL	81.00
	rust trtmnt,clnr,ps cond&t	ELECTRIC FUND	POWER DISTRIBUTION	162.00
	rust trtmnt,clnr,ps cond&t	STORMWATER FUND	TREATMENT	<u>81.02</u>
			TOTAL:	810.02
GRAINGER	nitrile chemical gloves	GENERAL FUND	STREETS	91.91
	nitrile chemical gloves	GENERAL FUND	PARKS	91.91
	nitrile chemical gloves	WATER	DISTRIBUTION AND STORA	45.95
	nitrile chemical gloves	WASTE WATER FUND	SOURCE/TREATMENT	45.95
	nitrile chemical gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	45.95
	nitrile chemical gloves	ELECTRIC FUND	POWER DISTRIBUTION	91.91
	nitrile chemical gloves	STORMWATER FUND	TREATMENT	<u>45.96</u>
			TOTAL:	459.54
GRAYMONT WESTERN LIME INC.	hi calcium quicklime	WASTE WATER FUND	SOURCE/TREATMENT	<u>4,362.00</u>
			TOTAL:	4,362.00
HACH COMPANY	lab reagents	WATER	PURIFICATION AND TREAT	<u>47.15</u>
			TOTAL:	47.15
JOHN HANK	class c water app&cert fee	WASTE WATER FUND	ADMIN AND GENERAL	<u>55.00</u>
			TOTAL:	55.00
HAWKINS, INC.	sod hypochlorinat,sod hydr	WATER	PURIFICATION AND TREAT	1,003.12
	sod hydro,sod metab	WATER	PURIFICATION AND TREAT	<u>2,131.50</u>
			TOTAL:	3,134.62
HILLYARD/HUTCHINSON	vacuum	COMMUNITY CENTER	COMMUNITY CENTER	629.00
	vacuum batteries,repairs	COMMUNITY CENTER	COMMUNITY CENTER	<u>961.48</u>
			TOTAL:	1,590.48
HOLIDAY COMMERCIAL	april fuel	GENERAL FUND	POLICE	483.85
	april car washes	GENERAL FUND	POLICE	16.01
	april fuel	GENERAL FUND	BUILDING INSPECTOR	145.45
	april fuel	GENERAL FUND	PUBLIC WORKS ADMIN	23.73
	april fuel	GENERAL FUND	STREETS	478.38
	april fuel	GENERAL FUND	PARKS	325.82
	april fuel	COMMUNITY CENTER	COMMUNITY CENTER	82.01
	april fuel	WATER	SOURCE OF SUPPLY	68.39
	april fuel	WATER	PURIFICATION AND TREAT	102.59
	april fuel	WATER	DISTRIBUTION AND STORA	512.93
	apriil fuel	WATER	CUSTOMER ACCOUNTS	72.37
	april fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	197.80
	apriil fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	72.37
	april fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	216.24
	april fuel	ELECTRIC FUND	POWER DISTRIBUTION	493.81
	apriil fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	72.40
	april fuel	STORMWATER FUND	TREATMENT	<u>335.91</u>
			TOTAL:	3,700.06

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HORVICK INC	ports&port kit	GENERAL FUND	STREETS	135.20
			TOTAL:	135.20
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,063.35
			TOTAL:	1,063.35
IYTRON, INC	annual handheld&software m	WATER	CUSTOMER ACCOUNTS	796.22
	annual handheld&software m	WASTE WATER FUND	CUSTOMER ACCOUNTS	796.22
	annual handheld&software m	ELECTRIC FUND	CUSTOMER ACCOUNTS	1,592.45
			TOTAL:	3,184.89
JAVENS MECHANICAL CONTRACTING CO.	water heater & plbg	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	973.75
			TOTAL:	973.75
JETTER CLEAN, INC.	jetted line	COMMUNITY CENTER	COMMUNITY CENTER	221.50
			TOTAL:	221.50
JT SERVICES	250v midget fuses	ELECTRIC FUND	NON-DEPARTMENTAL	451.50
			TOTAL:	451.50
LAGER'S INC	#510strap	GENERAL FUND	POLICE	12.37
	radiatrs,sheild,c/membr312	GENERAL FUND	POLICE	1,025.65
			TOTAL:	1,038.02
LOWE'S	water blaster	GENERAL FUND	PARKS	18.98
			TOTAL:	18.98
MANKATO-SPS COMPANIES, INC.	pipe insulation (repair)	WATER	PURIFICATION AND TREAT	47.97
	elbow w/inserts(pipe repai	WATER	PURIFICATION AND TREAT	2.23
			TOTAL:	50.20
MARCO, INC.	3/23-4/22 contract	GENERAL FUND	CITY ADMINISTRATION	20.88
	3/23-4/22 contract	GENERAL FUND	CITY CLERK	20.88
	3/23-4/22 contract	GENERAL FUND	FINANCE	13.92
	3/23-4/22 contract	GENERAL FUND	POLICE	11.14
	3/23-4/22 contract	GENERAL FUND	BUILDING INSPECTOR	5.57
	3/23-4/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	2.78
	3/23-4/22 contract	GENERAL FUND	ECONOMIC DEVMT	1.39
	3/23-4/22 contract	WATER	ADMIN AND GENERAL	12.53
	3/23-4/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	12.53
	3/23-4/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	37.58
			TOTAL:	139.20
MATHESON TRI-GAS INC	sign truck cylinder rental	GENERAL FUND	STREETS	85.25
			TOTAL:	85.25
MENARDS	summer gloves	GENERAL FUND	STREETS	35.90
	clr&strainer	GENERAL FUND	PARKS	19.90
	shade gault	GENERAL FUND	PARKS	25.97
	summer gloves	GENERAL FUND	PARKS	35.90
	summer gloves	WATER	DISTRIBUTION AND STORA	17.95
	summer gloves	WASTE WATER FUND	SOURCE/TREATMENT	17.95
	summer gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	17.95
	summer gloves	ELECTRIC FUND	POWER DISTRIBUTION	35.90
	summer gloves	STORMWATER FUND	TREATMENT	17.97
			TOTAL:	225.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
METERING & TECHNOLOGY SOLUTIONS	meter w/radio&1-1/2"flange	WATER	NON-DEPARTMENTAL	550.00	
			TOTAL:	550.00	
MISC VENDOR	CRITERION PICTURES USA	movie in park lic fee-sand	GENERAL FUND	RECREATION/LEISURE SER	320.00
	ENTER, JEFF	tourney refund	GENERAL FUND	NON-DEPARTMENTAL	106.88
	MADISON HOSPICE	claire monson memorial	GENERAL FUND	CITY CLERK	75.00
			TOTAL:	501.88	
MN MUNICIPAL UTILITIES ASSOCIATION	2nd qtr safety mgmnt prog	GENERAL FUND	FIRE	133.37	
	2nd qtr safety mgmnt prog	GENERAL FUND	PUBLIC WORKS ADMIN	799.14	
	2nd qtr safety mgmnt prog	GENERAL FUND	STREETS	799.68	
	2nd qtr safety mgmnt prog	GENERAL FUND	PARKS	666.85	
	2nd qtr safety mgmnt prog	COMMUNITY CENTER	COMMUNITY CENTER	400.11	
	2nd qtr safety mgmnt prog	WATER	ADMIN AND GENERAL	533.48	
	2nd qtr safety mgmnt prog	WASTE WATER FUND	ADMIN AND GENERAL	799.68	
	2nd qtr safety mgmnt prog	ENVIRON SERVICES F	ADMIN AND GENERAL	266.74	
	2nd qtr 2014 member dues	ELECTRIC FUND	ADMIN AND GENERAL	3,647.00	
	2nd qtr safety mgmnt prog	ELECTRIC FUND	ADMIN AND GENERAL	666.85	
	2nd qtr electric programs	ELECTRIC FUND	ADMIN AND GENERAL	687.50	
	2nd qtr safety mgmnt prog	STORMWATER FUND	ADMINISTRATION AND GEN	400.11	
			TOTAL:	9,800.51	
MN PIPE & EQUIPMENT	18" lid only	WATER	DISTRIBUTION AND STORA	99.60	
	cb riser rods oil&bushings	WATER	DISTRIBUTION AND STORA	427.89	
	manhole barrier	WASTE WATER FUND	COLLECTOR/LIFT STAT	238.00	
			TOTAL:	765.49	
PETE MOULTON	incl plbg board mtg	WATER	ADMIN AND GENERAL	103.60	
	mileage4/14-4/25/14	WASTE WATER FUND	ADMIN AND GENERAL	24.64	
	mileage4/14-4/25/14	STORMWATER FUND	ADMINISTRATION AND GEN	50.96	
			TOTAL:	179.20	
MUNICIPAL CLERKS & FINANCE OFFICERS AS	membership dues - luker	GENERAL FUND	CITY ADMINISTRATION	35.00	
			TOTAL:	35.00	
MVTL LABORATORIES INC	nitrogen testing	WASTE WATER FUND	SOURCE/TREATMENT	83.00	
	aerobic plate count	WASTE WATER FUND	SOURCE/TREATMENT	31.50	
	salty disc	WASTE WATER FUND	SOURCE/TREATMENT	150.00	
	salty disc	WASTE WATER FUND	SOURCE/TREATMENT	150.00	
			TOTAL:	414.50	
NEW PIG CORPORATION	work wipes	GENERAL FUND	FIRE	51.30	
			TOTAL:	51.30	
NICOLLET COUNTY RECORDER/ABSTRACTER	alley vacation recording	GENERAL FUND	ECONOMIC DEVMT	46.00	
			TOTAL:	46.00	
NIELSEN BLACKTOPPING, LLC	wash link pay est #1 part	PERM IMPROVMENT RE	STREETS	48,151.75	
			TOTAL:	48,151.75	
PET EXPO DIST.	routine aquarium maint&sup	LIBRARY FUND	LIBRARY	82.45	
			TOTAL:	82.45	
MATTHEW PETERS-PETTY CASH	postage	GENERAL FUND	POLICE	35.44	
	meals	GENERAL FUND	POLICE	63.67	
	vehicle registration	GENERAL FUND	POLICE	10.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	109.11
PIONEER	brite stripe white	GENERAL FUND	RECREATION/LEISURE SER	606.00
			TOTAL:	606.00
QUILL	ink cartridges	GENERAL FUND	STREETS	34.51
	ink cartridges	GENERAL FUND	RECREATION/LEISURE SER	152.64
	ink cartridges	GENERAL FUND	PARKS	27.60
	ink cartridges	WATER	ADMIN AND GENERAL	13.80
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	13.80
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	13.80
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	34.51
			TOTAL:	290.66
RECREATION SUPPLY COMPANY	air inlet scan lid gskt or	GENERAL FUND	SWIMMING POOL	61.65
			TOTAL:	61.65
REDMEN	2014 fireworks	RESTRICTED CONTRIB	CITY ADMINISTRATION	4,000.00
			TOTAL:	4,000.00
ROYAL TIRE, INC	#69backhoe svc call tire r	WATER	DISTRIBUTION AND STORA	1,816.55
			TOTAL:	1,816.55
RYAN ELECTRIC OF ST PETER	ballasts,photoeyes,led wal	GENERAL FUND	STREETS	120.96
	ballasts,photoeyes,led wal	GENERAL FUND	PARKS	96.77
	change ballasts	COMMUNITY CENTER	COMMUNITY CENTER	192.50
	ballasts,photoeyes,led wal	WATER	ADMIN AND GENERAL	48.38
	main lift restricter fuse	WASTE WATER FUND	COLLECTOR/LIFT STAT	227.50
	mls both a/c fan motors ba	WASTE WATER FUND	COLLECTOR/LIFT STAT	75.00
	mls pump 3 reset faults	WASTE WATER FUND	COLLECTOR/LIFT STAT	75.00
	ballasts u.v. room	WASTE WATER FUND	SOURCE/TREATMENT	131.25
	rpm setings vfd's for pump	WASTE WATER FUND	SOURCE/TREATMENT	168.75
	alarm floats missing wires	WASTE WATER FUND	SOURCE/TREATMENT	281.25
	ballasts,photoeyes,led wal	WASTE WATER FUND	ADMIN AND GENERAL	48.38
	ballasts,photoeyes,led wal	ENVIRON SERVICES F	ADMIN AND GENERAL	48.38
	ballasts,photoeyes,led wal	ELECTRIC FUND	ADMIN AND GENERAL	120.96
			TOTAL:	1,635.08
SERVOCAL INSTRUMENTS INC.	calibrate ww flow&sludge f	WASTE WATER FUND	SOURCE/TREATMENT	910.00
			TOTAL:	910.00
SHERWIN-WILLIAMS	wall paint	COMMUNITY CENTER	COMMUNITY CENTER	385.05
			TOTAL:	385.05
ST PETER FOOD CO-OP	daddy daughter dance food	GENERAL FUND	RECREATION/LEISURE SER	154.02
			TOTAL:	154.02
ST PETER INSULATED GLASS	lexan map book cover	ELECTRIC FUND	POWER DISTRIBUTION	30.00
			TOTAL:	30.00
STAPLES ADVANTAGE	binders,folders	GENERAL FUND	PUBLIC WORKS ADMIN	47.17
	scissors	GENERAL FUND	STREETS	15.29
	halogen light bulbs	GENERAL FUND	RECREATION/LEISURE SER	21.58
			TOTAL:	84.04
STAR TRIBUNE	adv 15kva switches	ELECTRIC FUND	POWER DISTRIBUTION	141.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	141.25
TIMOTHY STRAND	mmva dc trip expenses	ELECTRIC FUND	ADMIN AND GENERAL	339.97
			TOTAL:	339.97
STREICHER'S	uniform allowance	GENERAL FUND	POLICE	79.98
			TOTAL:	79.98
TELIN TRANSPORTATION GROUP	#12lift cylinder	TRANSIT	TRANSIT/TRANSPORTATION	312.39
			TOTAL:	312.39
USA BLUE BOOK	stream/fog nozzle	WASTE WATER FUND	SOURCE/TREATMENT	115.29
			TOTAL:	115.29
VESSCO, INC	insert	WASTE WATER FUND	SOURCE/TREATMENT	33.93
			TOTAL:	33.93
VISA	council goal session meal	GENERAL FUND	MAYOR & COUNCIL	86.06
	goal sess,hist soc,staff r	GENERAL FUND	CITY ADMINISTRATION	203.96
	server drive replacement	GENERAL FUND	CITY ADMINISTRATION	8.45
	exchange server replacemen	GENERAL FUND	CITY ADMINISTRATION	6.27
	yukon server replacement	GENERAL FUND	CITY ADMINISTRATION	14.42
	mcfoa conf hotel,mtg suppl	GENERAL FUND	CITY ADMINISTRATION	389.76
	swmhp meal for 12	GENERAL FUND	CITY ADMINISTRATION	59.47
	flash drive	GENERAL FUND	FINANCE	53.43
	server drive replacement	GENERAL FUND	FINANCE	30.44
	exchange server replacemen	GENERAL FUND	FINANCE	22.57
	yukon server replacement	GENERAL FUND	FINANCE	51.92
	office2013,windows7 trng s	GENERAL FUND	FINANCE	39.29
	swat conf, lodging & meals	GENERAL FUND	POLICE	253.76
	server drive replacement	GENERAL FUND	POLICE	38.90
	exchange server replacemen	GENERAL FUND	POLICE	28.84
	yukon server replacement	GENERAL FUND	POLICE	66.35
	st cloud conf meals	GENERAL FUND	POLICE	48.66
	server drive replacement	GENERAL FUND	FIRE	5.07
	exchange server replacemen	GENERAL FUND	FIRE	3.76
	yukon server replacement	GENERAL FUND	FIRE	8.65
	river bend mtg meal dean,d	GENERAL FUND	BUILDING INSPECTOR	29.36
	server drive replacement	GENERAL FUND	BUILDING INSPECTOR	5.07
	exchange server replacemen	GENERAL FUND	BUILDING INSPECTOR	3.76
	yukon server replacement	GENERAL FUND	BUILDING INSPECTOR	8.65
	apwa conf hotel & registra	GENERAL FUND	PUBLIC WORKS ADMIN	744.52
	server drive replacement	GENERAL FUND	PUBLIC WORKS ADMIN	11.84
	exchange server replacemen	GENERAL FUND	PUBLIC WORKS ADMIN	8.78
	yukon server replacement	GENERAL FUND	PUBLIC WORKS ADMIN	20.19
	fuel, meal alexandria veh	GENERAL FUND	STREETS	206.71
	server drive replacement	GENERAL FUND	STREETS	3.38
	exchange server replacemen	GENERAL FUND	STREETS	2.51
	yukon server replacement	GENERAL FUND	STREETS	5.77
	server drive replacement	GENERAL FUND	RECREATION/LEISURE SER	21.99
	exchange server replacemen	GENERAL FUND	RECREATION/LEISURE SER	16.30
	yukon server replacement	GENERAL FUND	RECREATION/LEISURE SER	37.50
	pool sunscreen replacement	GENERAL FUND	SWIMMING POOL	179.80
	net nanny	GENERAL FUND	SWIMMING POOL	29.99
	server drive replacement	GENERAL FUND	PARKS	1.69
	exchange server replacemen	GENERAL FUND	PARKS	1.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	yukon server replacement	GENERAL FUND	PARKS	2.88
	spdc monthly mtg meal	GENERAL FUND	ECONOMIC DEVMT	15.89
	server drive replacement	GENERAL FUND	ECONOMIC DEVMT	3.38
	exchange server replacemen	GENERAL FUND	ECONOMIC DEVMT	2.51
	yukon server replacement	GENERAL FUND	ECONOMIC DEVMT	5.77
	tent,paper products	LIBRARY FUND	LIBRARY	61.80
	server drive replacement	LIBRARY FUND	LIBRARY	54.12
	exchange server replacemen	LIBRARY FUND	LIBRARY	40.13
	yukon server replacement	LIBRARY FUND	LIBRARY	92.38
	server drive replacement	PUBLIC ACCESS	PUBLIC ACCESS	1.69
	exchange server replacemen	PUBLIC ACCESS	PUBLIC ACCESS	1.25
	yukon server replacement	PUBLIC ACCESS	PUBLIC ACCESS	2.88
	server drive replacement	COMMUNITY CENTER	COMMUNITY CENTER	1.69
	exchange server replacemen	COMMUNITY CENTER	COMMUNITY CENTER	1.25
	yukon server replacement	COMMUNITY CENTER	COMMUNITY CENTER	2.88
	server drive replacement	WATER	ADMIN AND GENERAL	8.46
	exchange server replacemen	WATER	ADMIN AND GENERAL	6.27
	yukon server replacement	WATER	ADMIN AND GENERAL	14.42
	server drive replacement	WASTE WATER FUND	ADMIN AND GENERAL	5.07
	exchange server replacemen	WASTE WATER FUND	ADMIN AND GENERAL	3.76
	yukon server replacement	WASTE WATER FUND	ADMIN AND GENERAL	8.65
	hww trtmt recert hotel,mea	WASTE WATER FUND	ADMIN AND GENERAL	368.46
	server drive replacement	ENVIRON SERVICES F	REFUSE DISPOSAL	1.69
	exchange server replacemen	ENVIRON SERVICES F	REFUSE DISPOSAL	1.25
	yukon server replacement	ENVIRON SERVICES F	REFUSE DISPOSAL	2.88
	shade tree course meals	ENVIRON SERVICES F	ADMIN AND GENERAL	112.05
	server drive replacement	ELECTRIC FUND	ADMIN AND GENERAL	22.08
	exchange server replacemen	ELECTRIC FUND	ADMIN AND GENERAL	16.37
	yukon server replacement	ELECTRIC FUND	ADMIN AND GENERAL	37.66
	license renewal jeff k	STORMWATER FUND	ADMINISTRATION AND GEN	25.00
	server drive replacement	STORMWATER FUND	ADMINISTRATION AND GEN	3.38
	exchange server replacemen	STORMWATER FUND	ADMINISTRATION AND GEN	2.51
	yukon server replacement	STORMWATER FUND	ADMINISTRATION AND GEN	5.77
	mndot transit ops planing	TRANSIT	TRANSIT/TRANSPORTATION	385.74
	server drive replacement	TRANSIT	TRANSIT/TRANSPORTATION	1.60
	exchange server replacemen	TRANSIT	TRANSIT/TRANSPORTATION	1.18
	yukon server replacement	TRANSIT	TRANSIT/TRANSPORTATION	2.73
			TOTAL:	4,086.57
VON ESSEN TOWING	#554tire repairs	GENERAL FUND	PARKS	50.00
			TOTAL:	50.00
WESCO DISTRIBUTION INC	locate flags	ELECTRIC FUND	POWER DISTRIBUTION	306.99
			TOTAL:	306.99
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	50.39
			TOTAL:	50.39
ZARNOTH BRUSH WORKS INC	replacement brooms	GENERAL FUND	STREETS	4,226.20
			TOTAL:	4,226.20
ZEP SALES & SERVICE	mechanic degreaser	GENERAL FUND	STREETS	21.98
	mechanic degreaser	GENERAL FUND	PARKS	21.98
	mechanic degreaser	WATER	DISTRIBUTION AND STORA	10.99
	mechanic degreaser	WASTE WATER FUND	SOURCE/TREATMENT	10.99
	mechanic degreaser	ENVIRON SERVICES F	REFUSE DISPOSAL	10.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mechanic degreaser	ELECTRIC FUND	POWER DISTRIBUTION	21.98
	mechanic degreaser	STORMWATER FUND	TREATMENT	<u>10.98</u>
			TOTAL:	109.89
ZIEGLER INC	#408 edge cutting	GENERAL FUND	STREETS	<u>254.97</u>
			TOTAL:	254.97

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

101	GENERAL FUND	42,828.65
201	PROPERTY INSURANCE	999.30
211	LIBRARY FUND	2,435.63
213	PUBLIC ACCESS	5.82
217	COMMUNITY CENTER	5,055.63
240	TORNADO DISASTER REV LOAN	375.00
401	PERM IMPROVMENT REVOLVING	787,749.54
601	WATER	8,611.73
602	WASTE WATER FUND	12,562.40
603	ENVIRON SERVICES FUND	1,211.31
604	ELECTRIC FUND	16,153.79
606	STORMWATER FUND	1,241.22
610	TRANSIT	1,391.81
820	RESTRICTED CONTRIBUTIONS	4,000.00

GRAND TOTAL: 884,621.83

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Geldner Underground	Installation of 2" conduit - Blanket purchase order not to exceed...	\$40,000	Electric
	Installation of 4" conduit – blanket purchase order not to exceed....	\$30,000	Electric
	Installation of single and/or three phase bases – blanket purchase order not to exceed....	\$4,000	Electric
SMC	Bulk asphalt materials purchase	\$120,000	General
Sibley Aggregates	Bulk asphalt materials purchase	\$10,000	General

2. The following seasonal employee appointments are hereby approved at the wages indicated:

<u>NAME</u>	<u>POSITION</u>	<u>HOURLY WAGE</u>
Connor Prafke	Lifeguard	\$7.00
Maggie Lehtinen	Lifeguard	\$7.00
Rachel Burlet	Recreation Leader	\$7.25

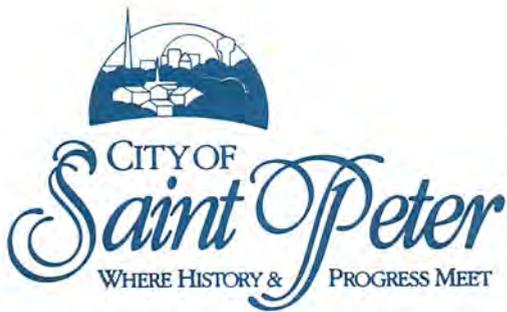
3. The schedule of disbursements for April 24, 2014 through May 7, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 12th day of May, 2014.

Jeffery Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/09/14

FROM: Lewis Giesking
Public Works Director

RE: Nicollet Avenue Electric Materials Bid Award

ACTION/RECOMMENDATION

Award bids number one and three for the Nicollet Avenue Electric Materials Project and reject all bids for bid number two.

BACKGROUND

It is proposed to install a new electric distribution circuit from the Broadway Substation to the new Sunrise Substation, utilizing existing conduit located on Nicollet Avenue. A connecting link of electric distribution circuit would also be constructed on Traverse Road from Nicollet Avenue to the Windsor Pond subdivision. The circuit is necessary to provide redundancy in the area, and to provide reliability, allowing the Broadway and Sunrise Substation transformers to distribute electricity throughout the western part of the city in the event of the loss of a transformer at the Front Street Substation. Wire has already been purchased for this installation and the electric crew will install the necessary materials. Six switches and related vaults, box pads and terminations need to be purchased to have the necessary materials to complete the electrical circuit.

Bids were received on April 30, 2014 for the switchgear, vaults, box pads and terminations for the project. The bidding was split into three components for the receipt of bids as follows:

- Bid No. 1 - six each 15kV solid dielectric switchgear
- Bid No. 2 - switchgear vaults and box pads
- Bid No. 3 - 15kV terminations

The following bids were received:

Bid No. 1 – 15kV solid dielectric switchgear	
WESCO	\$223,617.04
RESCO	\$226,417.00

Bid No. 2 - switchgear vaults and box pads – Staff recommends that both bids (from WESCO and RESCO) are recommended to be rejected as they did not comply with the required material specifications and submitted bids using the wrong size pads and vaults.

Bid No. 3 – 15kV terminations:

WESCO \$5,138.32

RESCO \$5,084.10

Bid No. 2 was estimated to cost \$45,000 therefore, the total cost for these three bid item materials would have been \$273,701.14. The budget allocated \$395,000 for these items. The budget had allowed for all six switches to be placed underground; however, four of them will be installed above ground and only two underground.

If the City Council authorizes the purchase the materials for bid number one and bid number three, staff will obtain quotes for the material items of bid number two. These items are necessary in order to complete the installation of the electric circuit.

Staff recommends the following actions:

1. Award the bid for Bid Number 1 (six each 15kV solid dielectric switchgear units) to WESCO Distribution Incorporated of Fridley, Minnesota, in the amount of \$223,617.04.
2. Award the bid for Bid Number 3 (15kV terminations) to RESCO of Moorhead Minnesota, in the amount of \$5,084.10.
3. Reject all bids received for Bid Number two for failure to comply with the bid specifications.

FISCAL IMPACT:

The purchase of these materials will be funded from the electric utility reserves.

ALTERNATIVES/VARIATIONS:

Do not act: The bids will not be awarded and no further action will be taken without additional direction from the Council.

Negative Votes: The bids will not be awarded and no further action will be taken without additional direction from the Council

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

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

LGG/amg



May 5, 2014

Mr. Ken Kocmick, Electric Foreman
City of Saint Peter
405 West Saint Julien Street
Saint Peter, MN 56082

**RE: Recommendation for Contract Award
Furnishing Switchgear, Vaults, Box Pads, and Terminations
DGR Project No. 415500**

Dear Ken:

Bids were received on electrical materials for the above referenced project by the City of Saint Peter on April 30, 2014. All proposals were reviewed for mathematical accuracy and conformity to the technical specifications. We hereby recommend the following action on the bids:

Bid No. 1 – 15 kV Solid Dielectric Switchgear – Award Contract

Low Bidder: WESCO Distribution Inc.
5151 Industrial Blvd NE
Fridley, MN 55421

Total Bid: \$223,617.04

Bid No. 2 – Switchgear Vaults and Box Pads – Reject All Bids

None of the bids provided met the specifications.

Bid No. 3 – 15 kV Terminations – Award Contract

Low Bidder: RESCO
4100 30TH Ave S
Moorhead, MN 56560

Total Bid: \$5,084.10

Feel free to contact us with any questions that you may have. Please let us know when awards have been made, and we will prepare contracts for signature.

Sincerely,

DGR ENGINEERING

A handwritten signature in black ink that reads 'Chad Rasmussen'.

Chad Rasmussen, P.E.
CAR:car

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AWARDING BIDS FOR NICOLLET AVENUE ELECTRIC MATERIALS
PROJECT**

WHEREAS, the City strives to provide a reliable source of electricity for all of utility customers;
and

WHEREAS, the City planned for installation of a West electric distribution circuit interconnecting
Broadway Substation to the Sunrise Substation; and

WHEREAS, the conduit was installed parallel to the underground transmission line to
accommodate this installation; and

WHEREAS, the underground transmission line has been installed and the Sunrise Substation is
complete and operational; and

WHEREAS, three subdivisions currently are fed electricity from one direction; and

WHEREAS, the south portion of this new circuit would provide a second feed for Welco West,
Westview, and Windsor Pond Subdivisions; and

WHEREAS, the City has redundancy with four substation transformers and three of these
should be able to feed electricity to the entire community; and

WHEREAS, the west electric circuit is required to allow redistribution of electricity depending on
which substation transformers are available; and

WHEREAS, the wire for the proposed circuit has been purchased and is in inventory; and

WHEREAS, bids for number one and number three were received as follows:

Bid No. 1 – 15kV solid dielectric switchgear	WESCO	\$223,617.04
	RESCO	\$226,417.00
Bid No. 3 – 15kV terminations	RESCO	\$5,084.10
	WESCO	\$5,138.32

WHEREAS, both bids received for bid number two for switchgear vaults and box pads failed to
comply with bid specifications; and

WHEREAS, staff recommends both bids received for bid number two be rejected for failing to
comply; and

WHEREAS, the bid amounts are within the project budget.

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

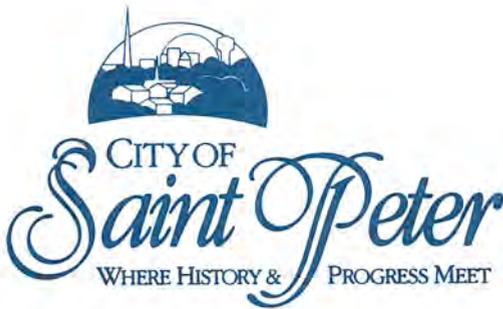
1. Bid Number 1 for 15 kV solid dielectric switchgear is hereby awarded to WESCO Distribution Incorporated, of Fridley, Minnesota, in the amount of \$223,617.04.
2. Bid Number 3 for 15kV terminations – to RESCO, of Moorehead, Minnesota, in the amount of \$5,084.10.
3. All bids received for Bid Number 2 (switchgear vaults and box pads) are hereby rejected for failure to comply with the bid specifications.
4. Funding for the materials shall be from Electric Fund reserves.
5. Staff is authorized to seek quotes for the switchgear vault and box pads necessary to complete this project.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of May, 2014.

Jeffrey Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: May 7, 2014

FROM: Todd Prafke Paula O'Connell Lewis Giesking
City Administrator Director of Finance Director of Public Works

RE: 2014 Electric Enterprise Fund Budget and Rate Modification

ACTION/RECOMMENDATION

Approve the 2014 Electric enterprise fund budget and rate modification.

BACKGROUND

Please find below the issues we have discussed and used for the planning and implementation of the budget for the Electric Fund. We use the budget as a planning and measurement tool in the management of this fund and the operations that are supported by this enterprise or business type fund.

The last rate increase took place in January 2011. That change was a 4% increase to energy sales and coincided with a 4% rate increase from our purchased power supplier. As directed by the City Council, the 2014 budget proposes an increase of \$.0024 per kilowatt hour (kWh) to all large commercial and industrial rate classes. This increase will result in an increase to reserves of \$75,000 in 2014 and \$151,000 in 2015.

Previously the City Council expressed an interest in seeing how an increase would look if the revenue need was weighted on individual customer classes or groupings, as opposed to a general rate increase.

When the Large Commercial class is included with the Industrial class to collect the needed revenue, the increase to their rates would each be \$.0024/kwh. This table shows the revenue needs being met by changes shared by Industrial and Large Commercial classes.

Customer	Current Bill	consumption	current rate/kwh	increase/ kwh	monthly increase	increase/ kwh	monthly increase
Large Commercial	\$ 1,240.13	13,160	\$ 0.0731	\$ 0.0024	\$ 31.58	3.3%	2.5%
Large Commercial	\$ 5,240.30	48,400	\$ 0.0731	\$ 0.0024	\$ 116.16	3.3%	2.2%
Industrial	\$31,434.86	296,100	\$ 0.0573	\$ 0.0024	\$ 710.64	4.2%	2.3%

Below is a sample list of customers and how a rate increase would affect their monthly billing if all customer classes received an increase. This table depicts eleven different customers in four separate rate classifications. It also shows the current rate, the projected increase in rate, and the estimated monthly impact to each of these sample customers. The table also shows rates with all user classifications seeing an equal 2 percent rate increase.

Customer	Current Bill	consumption	current rate/kwh	increase/ kwh	monthly increase	increase/ kwh	monthly increase
Small Commercial	\$ 107.04	727	\$ 0.1225	\$ 0.0025	\$ 1.78	2.0%	1.7%
Residential	\$ 72.49	530	\$ 0.1123	\$ 0.0022	\$ 1.19	2.0%	1.6%
Residential	\$ 154.50	1,260	\$ 0.1123	\$ 0.0022	\$ 2.83	2.0%	1.8%
Residential	\$ 107.31	840	\$ 0.1123	\$ 0.0022	\$ 1.89	2.0%	1.8%
Residential	\$ 170.23	1,400	\$ 0.1123	\$ 0.0022	\$ 3.14	2.0%	1.8%
Residential	\$ 109.56	860	\$ 0.1123	\$ 0.0022	\$ 1.93	2.0%	1.8%
Large Commercial	\$ 1,240.13	13,160	\$ 0.0731	\$ 0.0015	\$ 19.24	2.0%	1.6%
Residential	\$ 74.74	550	\$ 0.1123	\$ 0.0022	\$ 1.24	2.0%	1.7%
Residential	\$ 125.29	1,000	\$ 0.1123	\$ 0.0022	\$ 2.25	2.0%	1.8%
Large Commercial	\$ 5,240.30	48,400	\$ 0.0731	\$ 0.0015	\$ 70.76	2.0%	1.4%
Industrial	\$31,434.86	296,100	\$ 0.0573	\$ 0.0011	\$ 339.33	2.0%	1.1%

There are six Industrial class customers and with the needed revenue collected from that class alone, the Industrial rate would go from \$.0573 to \$.0626, an increase of \$.0053/kwh. This table illustrates the impact of an increase using that premise.

Customer	Current Bill	consumption	current rate/kwh	increase/ kwh	monthly increase	increase/ kwh	monthly increase
Industrial	\$31,434.86	296,100	\$ 0.0573	\$ 0.0053	\$ 1,569.33	9.2%	5.0%

As an additional piece of information, one of our largest Industrial class customers is the Wastewater Treatment Plant. The increase to that budget, and therefore corresponding charges to wastewater users, would mean an increase of \$1,120.95 per month to that user.

Councilmembers have previously asked for a history of the last five rate increases. That information is as follows:

<u>Electric rate history</u>		<u>Residential Rate</u>
January 2011	4%	.1123
August 2010	4%	.1079
2008	6.5%	.1038
2006	22% and base increase \$1.45	.0956
2005	base charge increased \$1.75	
1995		.0783

Current residential rates are \$9.95 base charge, \$3.00 transmission charge and \$.1123 per kilowatt hour charge. All previous changes were made across all rate or user classifications.

Additional information for your added knowledge:

- The load control rebate is proposed to remain at \$4.00/month credit. This credit is given to our load control customers for five months of the year. Load control helps reduce peak demand by cycling air conditioning units. In the past, we have discussed the removal of this credit due to changes in eligibility for the Conservation Incentive Program (CIP). Currently our load control credit is 100% eligible towards the CIP. We pay out about \$37,000 for this program. Remember that this is part of our CIP requirement, so eliminating the program means you will need to spend it on conservation efforts elsewhere. Therefore, a change in this does not help our current situation.
- The current Conservation Improvement Program (CIP) requirements are part of the Next Generation Energy Act that was passed into law in 2007. The energy savings requirement is 1.5% of the utility's 3-year average kWh sales from four years previous. The spending requirement is 1.5% of the utility's gross operating revenue (GOR) from two years previous. The low-income spending requirement is 0.2% of the residential gross operating revenue from two years previous.

The 2014 requirements will be based on:

- 20010-12 average sales for the 1.5% energy savings goal
- 2012 total GOR for the 1.5% spending requirement
- 2012 residential GOR to calculate the % Low Income spending

The penalties are applied if a utility cannot or chooses not to try to achieve their savings and spending requirements. If a utility fails to meet the requirements, the State can come in and implement CIP programs for the utility. The State can also delay or not approve utility requests for new generation resources until the CIP requirements are met. SMMPA works with fifteen SMMPA members to jointly conduct the CIP programs to meet the State requirements.

- It should be noted that fuel for the Broadway Generation Plant (power production) is reimbursed by SMMPA. City staff exercises the generation plant monthly and, in addition, SMMPA calls on the City to operate the plant as necessary during peak electrical usage on the transmission system. One or two of you have asked about this line item. It is an "in and out", meaning it has no net impact to the overall budget.
- Capital purchases of \$1,241,300 are funded from reserves. Approval of the budget does not allow for the purchase of large items without additional City Council approval. Budgeted items over \$7,500 will be presented to the Council for final approval of purchase, as per our purchase policy.

\$ 50,000.00	Planning for Front Street Substation transformer replacement (Depends on failure)
\$113,550.00	Close out Sunrise Substation
\$ 13,000.00	Distribution line - Broadway Substation to Traverse Road (Nicollet Avenue)
\$ 32,000.00	Distribution line - Traverse Road to the Sunrise Substation (Nicollet Avenue)
\$330,000.00	5 new sealed underground switch boxes - Nicollet Avenue (out for bids)

\$ 65,000.00	Replacement underground switch (Catholic Church problem and out for bids)
\$ 40,000.00	Replace 1970 underground distribution wire
\$450,000.00	Install catalytic converters at Broadway generation plant (Project near completion)
\$ 8,000.00	Roof replacement
\$ 29,000.00	Parapet repairs on the Front Street substation equipment room
\$ 15,000.00	10 Traditionaire streetlights at Jefferson Avenue (carryover from 2013)
\$ 56,100.00	22 Black Commercial Streetlights on North Third Street and Old Minnesota Avenue –Union Street to St. Julien Street
\$ 26,000.00	32 LED Traditionaire lights on Washington Avenue Link Project (re-use 21 poles)
\$ 7,650.00	3 Black Commercial LED Lights at Old Minnesota and Union Street
\$ 6,000.00	New line monitor (recorder)

- 6.5% of sales will be transferred to the General Fund.

Current Debt issues: \$1,174,232

- ✓ EDA Public Project Revenue Bond – 2000 (Downtown streetlights)
2014 Debt Service \$67,048; remaining debt \$0; Final payment 2014
- ✓ Electric Revenue Bond – 2004D
2014 Debt Service \$171,554; remaining debt \$335,000; Final payment 2016
- ✓ Electric Revenue Refunding Bond – 2006B (Generation Plant)
2014 Debt Service \$362,597; remaining debt \$3,660,000; Final payment 2027
- ✓ Electric Revenue Refunding Bond – 2006C
2014 Debt Service \$180,400; remaining debt \$685,000; Final payment 2018
- ✓ Taxable Revenue Bond – 2010C (Substation and Transmission)
2014 Debt Service \$392,633; remaining debt \$4,090,000; Final payment 2031

The 2014 projected unrestricted reserve of \$208,533 does not meet our targeted amount of \$1,200,000. The reserve target has been set based on a risk analysis and projections in an effort to cover emergency repairs and to make capital purchases as you see planned via use of cash when possible. Due to the use of reserves for the 2014 capital purchases, it will take a number of years to attain our targeted balance of reserves.

Other considerations:

The goal of this rate change is to moderate our overall negative financial trend line including our net income before capital expenses for the 2014 year. As you review the budget spreadsheet information, you will see a downward trend in that line and we believe that this change in rates is the best way and time to start to reverse that trend. We also believe that generally speaking, smaller incremental rate increases are preferred over fewer but larger increases. While capital improvements come and go and our level of debt is remaining relatively steady, it is not prudent

to allow an operational negative trend line to continue. Capital improvements can be thought of in a number of different ways. Changing the timing of those can impact our cash position, but they do not impact operational cost which is currently the concern. Capital improvements could be considered a cost to system, but they also become an asset to system. While one could argue improvements can make our system too good or "gold plated" as was mentioned, we see them falling into three primary categories:

- Those that are repairs exemplified by changing our 1970's wire that has had a recent and increasing history of faults; and
- Expansion of system to new areas which usually supports additional tax base; and
- Lastly, those that improve redundancy and therefore improve service levels. Our system does have very low outage number compared to any utility in our area. You could make choices to not improve redundancy lowering your service levels. The challenge here is that once you do that it is very difficult and potentially expensive to regain that reliability and service standard. The drop from current standard happens pretty quickly and the push back up is likely to take a longer period of time and more resources.

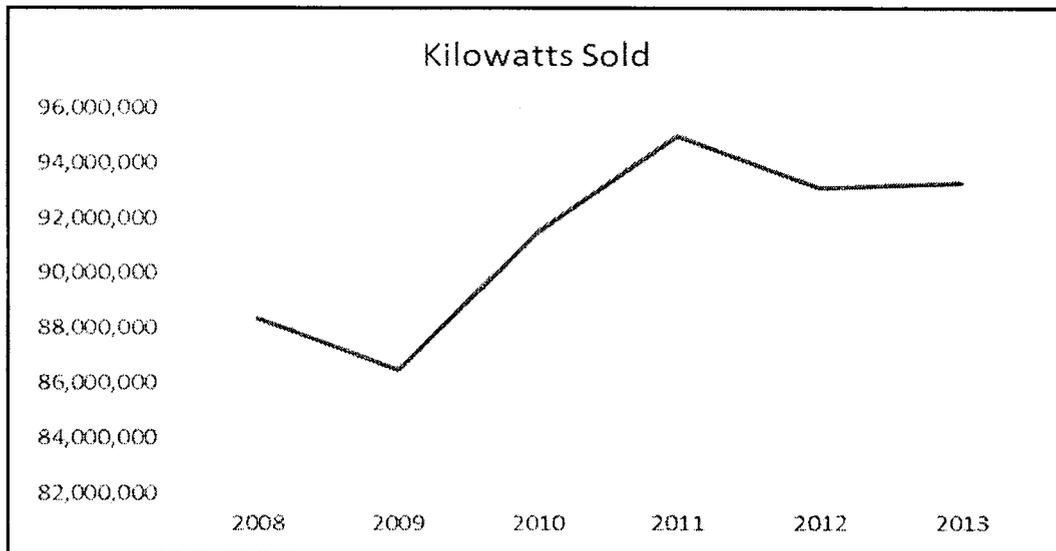
We continue to hover in a rate range that is higher than average in Minnesota, but we have seen increases in rates for other utilities including Investor Owned Utilities (IOUs) and Coop models. A survey from Owatonna and a few other community data points are included for your information. This is not inclusive but gives what we believe to be a representative sample of rates in our area. Members should note that these rates are often reported and shown as energy alone and many of these electric providers also have an "Energy Adjustment" whereby they can change their rates if their supplier costs increase. So what you see from some may not be a true cost per Kw hour. It also means that developing a trend line for each is a bit problematic.

You have continued to invest in improved redundancy, dramatically reducing outages and meeting mandates. Those investments have had an impact on our overall budget and rate needs.

This budget and proposed rate changes do nothing to change any potential disparities in rates and costs among the various rate classifications within your overall system. (That disparity issue was discussed above in the memo.)

Discussion from SMMPA has indicated a possible 2% cost increase in purchased power in 2015 and 2016; therefore, rate changes may also need to be addressed in next year's budget to cover changes in wholesale power costs which have been flat for the last few years.

The chart below illustrates our use trend line. Use can have a dramatic impact on our bottom line, in this case focusing on operational profit or loss. While we have not done a customer by customer analysis, the jump in use from 2009 to 2011 is driven by a few major changes in the community. Those changes include Water plant came on line, the new GAC building, and some multi-family residential development. Again, conservation is having an impact on our operational deficit.



To help the Council explore other ideas we have come up with a list of opportunities that you might wish to review. These are meant to spur your thinking and while not all are viable, anything is possible. They are:

- Do nothing. This could result in a number of outcomes. If our guesses about use and costs are correct you will continue to be in the red operationally. Conversely, if we have a blistering hot summer and see a 2.76% increase in Kw hour sales from the same customers, our profit margin would make up the revenue needed for the 2014 and 2015 years. To expand on that idea, we would need to sell 2.3 million more Kw hours. With conservation and other trends you have discussed, I think the opportunity to rely on that increase is very low. But you could decide to take that chance. Again, your risk is a larger increase in the future.
- Push a number of projects back. That would help your cash position, but does not work to solve your operational deficit which we believe to be the major reason a rate change is needed.
- Change your overall rate structure. This could be done in a number of ways. Some ideas for this could be seasonal rates, changes in specific classification rates in any way you want or relative to class consumption; or change in base vs. energy rates. As you can see there is almost any number of ways to do it. This is good to think about, but it is generally a shifting of costs from one group to another and overall does not solve the current issue which an operational deficit.
- More resources from other funds or cost to other funds. There are many different and logical ways to do this. One you have seen us explore above is a change to the General Fund. Consideration of smaller transfers to the General Fund may likewise mean an increase to our annual tax levy. A decrease in the transfer of \$100,000 and a corresponding increase of \$100,000 to our tax levy would mean that a \$250,000 valued home would pay an additional \$62.89 in taxes, based on the 2014 valuation. This issue is not just a numbers or money issue; rather it is a philosophical issue related to how we derive revenues from both property tax payers and the large number of non-property tax

payers within our community. Some of these changes will impact who pays for what. Without an increase to the tax levy there would have to be cuts made to services. If you want an additional exploration of this we would be happy to outline impacts. Just let us know.

- Outside the box idea may be to sell your system or cede decisions to someone else like a utility commission appointed by the Council. Selling would take a lot of thinking. Selling gets you away from the need to make any decisions about rates, service or use. We don't know that this gets you a better rate nor does the cash you develop likely cover the value generated to other funds. We don't know if there is even a buyer. It certainly solves your operational deficit issue and it is no longer your operation. Many communities have utility commissions but managing your system through another groups or a board has a ton of implications and organizational reconfiguration issues that, frankly, don't seem to be an overall benefit. Again, these are pretty far outside the box and we could do some work on this idea, but likely you would need hire a consultant to do a full evaluation to really figure this one out.

FISCAL IMPACT:

The proposed rate increase to large commercial and industrial classes would be in effect for the energy charge and will generate approximately \$75,000 in 2014 and \$151,000 in 2015.

Based on the proposed budget, we anticipate that our cash position will decrease from a projected \$1,386,606 at the end of 2013, to an estimate of \$208,533 at the end of 2014. The operating expenses for 2014 are \$8,663,935; which puts the reserve at 2% of the current year operating budget.

This budget anticipates using \$1,241,300 of reserves to fund capital purchases. This budget includes place holders for Front Street Substation improvements and for the replacement of a major transformer. This allows us to plan ahead, but frankly, we do not yet know when or exactly to what extent activity will take place.

The approval of the Electric budget (including capital) in the amount of \$12,083,054 will give Staff a working plan. The actual purchase or initiation of large projects and funding sources for any large projects or purchases over \$7,500 will be presented individually to the City Council for authorization.

ALTERNATIVES AND 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 your 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 if you have any questions or concerns on this agenda item.

TP/PO/LGG

		ELECTRIC FUND						
		Electric Revenues						
		2011	2012	2013	2014	2014	2015	
		Actual	Actual	Actual	Budget	Projected	Proposed	
							Budget	
604	37410	Residential Electric Sales	3,689,599	3,667,411	3,661,278	3,769,341	3,769,341	3,919,726
604	37415	less: Load Management Credit	(34,961)	(35,228)	(35,111)	(35,100)	(35,100)	(35,100)
604	37416	less: Load Mgmt Credit-Sm Comm	(960)	(931)	(822)	(930)	(930)	(930)
604	37417	less: Load Mgmt Credit-Lg Comm	(2,296)	(2,320)	(1,028)	(1,100)	(1,100)	(1,100)
604	37419	Water Heating	660	1,056	992	1,060	1,060	1,067
604	37420	Small Commercial Electric	334,411	296,398	320,274	305,000	305,000	307,135
604	37421	Large Commercial Electric	3,094,840	2,924,586	2,967,949	2,967,000	2,967,000	2,987,769
604	37422	Large Commercial Electric Heat Sales	45,597	42,623	45,039	45,000	45,000	45,315
604	37423	Industrial Electric Sales	1,927,759	1,770,897	1,994,009	1,995,000	1,995,000	2,008,965
604	37424	Economic Development Incentive	0	0	0	0	0	0
604	37425	Large Commercial Peak Alert	0	0	0	0	0	0
604	37426	Large Commercial Interruptible	42,801	19,556	32,810	35,000	35,000	35,245
604	37427	Industrial Interruptible	111,342	111,008	107,904	108,000	108,000	108,756
604	37430	Streetlights	92,681	97,110	90,690	91,000	91,000	91,637
604	37431	Security Lights	0	0	0	0	0	0
604	37432	Sirens	288	288	288	288	288	290
604	37435	Customer Generation	(213)	(251)	(2,285)	(2,285)	(2,285)	(2,285)
604	37440	Non Utility City - Small	4,818	5,407	5,349	5,300	5,300	5,337
604	37441	Inter City - Small	2,577	3,513	5,215	3,500	3,500	3,525
604	37442	Non Utility City - Large	52,686	50,289	54,284	54,300	54,300	54,680
604	37443	Inter City - Large	44,404	42,755	48,168	48,000	48,000	48,336
604	37444	Non-Utility- Large Comm./Interruptible	109,755	112,855	113,595	114,000	114,000	114,798
604	37445	Inter-City - Large Comm./Interruptible	122,324	124,356	127,000	127,000	127,000	127,889
604	37446	Non-Utility Lg. Comm./Elec. Heat	6,648	5,926	5,970	6,000	6,000	6,042
604	37447	Inter-City - Industrial	294,148	314,051	190,077	200,000	200,000	201,400
604	37448	Renewable Energy/Wind Power	62	185	200	200	200	201
604	37449	Inter City Lg. Industrial Interruptible	224,984	229,636	239,004	235,000	235,000	236,645
		Sub-Total: Electric Sales	10,163,954	9,781,176	9,970,849	10,070,574	10,070,574	10,265,343
604	36220	Pole Rentals	0	0	0	0	0	0
604	37450	Connection Fees	0	100	0	0	0	0
604	37455	Electric Access Charge	3,900	11,500	27,000	15,000	15,000	12,000
604	37460	Penalty Revenues	71,982	66,706	65,508	66,000	66,000	65,000
604	37470	Miscellaneous	546,549	247,176	145,540	120,000	120,000	60,000
604	36250	Refund & Reimbursments	0	0	0	0	0	0
		Sub-Total: Other Operating Rev.	622,431	325,482	238,048	201,000	201,000	137,000
604	33422	Other State Grants	145,860	1,408	1,408	1,408	1,408	1,408
604	36101	Special Assessments	1,983	0	0	0	0	0
604	36112	Loan Interest Earned	6,289	5,218	3,936	3,000	3,000	4,000
604	36210	Interest Earned	62,952	30,503	18,761	20,000	20,000	25,000
604	39101	Sale of Fixed Assets	18,750	2,345	11,923	0	0	0
604	39200	Transfers from other Funds	0	0	0	0	0	0
604	37471	smmpa reimbursement for gen fuel	140,198	209,932	71,116	82,000	82,000	180,000
604	37480	Excess Equity Dividend	0	0	0	0	0	0
604	37484	SMMPA Generation Contract	432,000	432,000	432,000	432,000	432,000	432,000
		Sub-Total: Non-Operating Revenues	808,032	681,406	539,144	538,408	538,408	642,408
		TOTAL OPERATING REVENUES	10,786,385	10,106,658	10,208,897	10,271,574	10,271,574	10,402,343
		TOTAL REVENUES	11,594,417	10,788,064	10,748,041	10,809,982	10,809,982	11,044,751

			Electric Expenditures						
			2011	2012	2013	2014	2014	2015	
			Actual	Actual	Actual	Budget	Projected	Proposed	
			Power Production					Budget	
604	49550	100	Wages	11,667	12,316	14,767	12,306	12,306	12,429
604	49550	102	Overtime	948	1,845	1,591	366	366	370
604	49550	121	PERA	911	1,020	1,184	919	919	928
604	49550	122	FICA	764	853	973	786	786	794
604	49550	126	Medicare	179	200	228	184	184	186
604	49550	131	Health Insurance	1,985	3,112	2,791	2,625	2,625	2,651
604	49550	132	Dental Insurance	304	159	346	166	166	154
604	49550	133	Life Insurance	4	6	6	5	5	5
604	49550	151	Worker's Compensation	321	325	313	430	430	444
604	49550	210	Operating Supplies	1,833	1,880	298	0	0	0
604	49550	211	Motor Fuels	140,198	209,965	71,116	82,000	82,000	180,000
604	49550	220	Repair and Maintenance Supplies	321	0	0	0	0	0
604	49550	300	Professional Services	0	3,170	7,542	10,000	10,000	5,000
604	49550	360	Insurance	27,677	28,338	32,426	40,000	40,000	40,000
604	49550	380	Utilities	39,406	34,978	37,777	38,000	38,000	38,000
604	49550	401	Repair & Maint. - Buildings	4,202	102	1,032	1,000	1,000	4,000
604	49550	404	Repair & Maint. - Equipment	49,230	59,582	56,799	40,000	40,000	80,000
604	49550	430	Miscellaneous	0	0	0	0	0	0
			Sub-Total: Power Production	279,950	357,851	229,189	228,787	228,787	364,961
			Power Supply						
604	49560	381	Purchased Power (paid to SMMPA)	7,221,284	7,357,680	7,276,105	7,276,200	7,276,200	7,400,000
			Sub-Total: Power Supply	7,221,284	7,357,680	7,276,105	7,276,200	7,276,200	7,400,000
			Power Distribution System						
604	49570	100	Wages	190,362	213,197	247,657	297,653	297,653	300,630
604	49570	102	Overtime	13,829	24,249	13,726	8,563	8,563	8,649
604	49570	121	PERA	20,718	22,046	21,786	22,201	22,201	22,423
604	49570	122	FICA	17,452	18,593	18,303	18,985	18,985	19,175
604	49570	126	Medicare	4,081	4,348	4,281	4,440	4,440	4,484
604	49570	131	Health Insurance	52,996	49,515	52,622	57,832	57,832	58,410
604	49570	132	Dental Insurance	5,195	3,787	4,148	3,984	3,984	3,704
604	49570	133	Life Insurance	110	105	112	115	115	109
604	49570	151	Worker's Compensation	7,652	7,826	7,500	10,384	10,384	10,628
604	49570	210	Operating Supplies	27,198	38,498	25,610	28,000	28,000	32,000
604	49570	211	Motor Fuels	11,187	11,215	10,670	11,000	11,000	10,000
604	49570	220	Repair and Maintenance Supplies	1,635	325	517	1,000	1,000	1,000
604	49570	300	Professional Services	61,076	13,524	7,345	10,000	10,000	5,000
604	49570	310	Contractual Labor	0	0	0	0	0	0
604	49570	360	Insurance	10,247	10,232	15,146	19,000	19,000	19,000
604	49570	380	Utilities	5,268	10,841	11,324	11,000	11,000	10,000
604	49570	401	Repair & Maint. - Buildings	0	0	750	1,000	1,000	1,020
604	49570	402	Repair & Maint. - Substations	19,959	2,780	139	5,000	5,000	5,000
604	49570	404	Repair & Maint. - Equipment	9,937	10,082	10,360	10,000	10,000	5,000
604	49570	405	Repair & Maint. - Underground Lines	29,003	19,203	58,540	30,000	30,000	22,000
604	49570	406	Repair & Maint. - Overhead Lines	0	0	0	0	0	0
604	49570	407	Repair & Maint. - Meters	289	2,468	1,807	10,000	10,000	4,000
604	49570	408	Repair & Maint. - Transformers	2,438	871	(5,312)	2,000	2,000	1,000
604	49570	409	Repair & Maint. - Streetlights	13,610	23,754	29,430	20,000	20,000	12,000
604	49570	410	Repair & Maint. - SCADA & Load Mgt.	14,529	23,672	16,425	18,000	18,000	10,000
604	49570	415	Equipment Rental	1,578	2,406	0	2,000	2,000	2,000
604	49570	430	Miscellaneous	0	0	0	0	0	0
			Sub-Total: Power Distribution	520,349	513,537	552,886	602,157	602,157	567,232

			2011	2012	2013	2014	2014	2015	
			Actual	Actual	Actual	Budget	Projected	Proposed	
								Budget	
			Administrative and General						
604	49580	100	Wages	185,691	189,578	191,881	198,956	198,956	200,946
604	49580	102	Overtime	438	732	930	1,058	1,058	1,069
604	49580	112	Car Allowance	2,160	2,160	1,215	0	0	0
604	49580	121	PERA	13,381	13,662	13,687	14,462	14,462	14,607
604	49580	122	FICA	10,881	11,099	11,125	12,401	12,401	12,525
604	49580	126	Medicare	2,545	2,596	2,602	2,900	2,900	2,929
604	49580	131	Health Insurance	48,961	47,854	49,203	56,656	56,656	57,223
604	49580	132	Dental Insurance	2,727	4,393	3,662	3,007	3,007	2,796
604	49580	133	Life Insurance	80	76	82	87	87	83
604	49580	151	Worker's Compensation	1,888	1,920	1,825	2,323	2,323	2,586
604	49580	200	Office Supplies	8,185	7,693	6,226	5,700	5,700	5,700
604	49580	205	Misc. Employee Expenses	14,139	13,351	12,780	15,000	15,000	15,000
604	49580	210	Operating Supplies	804	726	693	1,000	1,000	1,000
604	49580	211	Motor Fuels	14	0	0	0	0	0
604	49580	220	Repair & Maint. Supplies	2,959	7,121	2,603	3,000	3,000	3,000
604	49580	300	Professional Services	18,887	15,756	10,986	28,000	28,000	28,000
604	49580	310	Contract Labor	0	0	0	0	0	0
604	49580	321	Telephone	4,276	4,066	3,852	4,300	4,300	4,300
604	49580	322	Postage	224	134	185	200	200	200
604	49580	331	Travel & Training	18,005	23,734	22,432	12,500	12,500	15,000
604	49580	340	Advertising	0	0	0	0	0	0
604	49580	351	Legal Notices & Publications	6	0	0	100	100	100
604	49580	354	Printing & Binding	0	0	0	0	0	0
604	49580	360	Insurance	14,515	12,806	5,016	22,000	22,000	22,000
604	49580	380	Utilities	8,053	7,082	8,235	9,000	9,000	9,000
604	49580	401	Repair & Maint. - Buildings	3,194	2,857	3,529	5,000	5,000	4,000
604	49580	404	Repair & Maint. - Equipment	7,318	5,854	9,264	3,500	3,500	4,500
604	49580	430	Miscellaneous	72	0	0	0	0	0
604	49580	433	Dues and Subscriptions	26,662	25,986	27,420	26,100	26,100	26,100
			Sub-Total: Administration	396,065	401,236	389,433	427,250	427,250	432,662
			Customer Accounts						
604	49585	100	Wages	67,203	80,687	66,770	66,381	66,381	67,045
604	49585	102	Overtime	590	979	29	1,896	1,896	1,915
604	49585	121	PERA	4,854	4,782	4,740	4,950	4,950	5,000
604	49585	122	FICA	3,934	4,047	3,870	4,233	4,233	4,275
604	49585	126	Medicare	920	946	905	990	990	1,000
604	49585	131	Health Insurance	20,073	18,817	21,072	21,448	21,448	21,662
604	49585	132	Dental Insurance	1,251	966	1,427	996	996	926
604	49585	133	Life Insurance	27	27	30	29	29	27
604	49585	151	Worker's Compensation	387	398	378	430	430	535
604	49585	200	Office Supplies	438	1,433	1,845	1,500	1,500	1,500
604	49585	205	Misc. Employee Expenses	0	0	0	0	0	0
604	49585	211	Motor Fuels	454	407	650	288	288	425
604	49585	300	Professional Services	4,265	2,822	2,851	3,500	3,500	3,500
604	49585	322	Postage	5,174	5,262	5,354	4,750	4,750	5,300
604	49585	331	Travel & Training	0	0	13	50	50	50
604	49585	354	Printing & Binding	3,193	3,737	3,109	3,000	3,000	3,500
604	49585	360	Insurance	652	552	1,376	1,200	1,200	1,200
604	49585	404	Repair & Maint. - Equipment	1,353	1,772	3,291	2,100	2,100	2,100
604	49585	430	Miscellaneous	338	116	235	1,800	1,800	200
604	49585	433	Dues and Subscriptions	0	0	0	0	0	0
604	49585	904	Bad Debt Expense	(1,861)	40,523	11,717	10,000	10,000	10,000
			Sub-Total: Customer Accounts	113,245	168,273	129,662	129,541	129,541	130,160
			Operating Expenses	8,530,893	8,798,577	8,577,275	8,663,935	8,663,935	8,895,015
			Operating Income (loss):	2,255,492	1,308,081	1,631,622	1,607,639	1,607,639	1,507,329
			Depreciation						
604	49970	420	Depreciation	799,871	839,876	850,000	850,000	850,000	840,000
			Interest Payments						
604	49980	611	Bond Interest Payments	499,763	474,241	446,828	419,232	419,232	446,828
			Transfers						
604	49990	720	Operating Transfer - Cash to General	686,259	669,647	676,343	654,587	654,587	667,247
604	49990	722	Contributed Utility Services	251,414	254,818	253,957	254,000	254,000	255,000
			Sub-Total: Transfers & Contributions	937,673	924,465	930,300	908,587	908,587	922,247
			Other Expenditures	2,237,307	2,238,582	2,227,128	2,177,819	2,177,819	2,209,075
			NET INCOME (Loss):	826,217	(249,095)	(56,362)	(31,773)	(31,773)	(59,339)

Capital - Distribution System									
604	48410	100	Wages	83,336	68,682	43,989	0	0	0
604	48410	300	Professional/Engineering Services	53,295	38,221	36,939	50,000	50,000	140,000
604	48410	510	Land Acquisition	0	0	0	0	0	0
604	48410	520	Building/Structural Improvements	740,435	431,310	(22,684)	37,000	37,000	0
604	48410	532	Utility Infrastructure	1,152,285	246,888	186,527	1,043,550	1,043,550	40,000
604	48410	540	Heavy Machinery	0	0	0	0	0	0
604	48410	550	Motor Vehicles	0	0	0	0	0	0
604	48410	580	Other Equipment	0	0	224,910	6,000	6,000	0
				2,029,351	785,101	469,681	1,136,550	1,136,550	180,000
Capital - General Plant									
604	48420	520	Building/Structural Improvements	0	0	0	0	0	0
604	48420	536	Streetlights	261,547	74,345	8,058	104,750	104,750	0
604	48420	540	Heavy Machinery	0	0	0	0	0	0
604	48420	550	Motor Vehicles	0	0	5,451	0	0	0
604	48420	580	Other Equipment	24,135	14,040	8,463	0	0	18,000
				285,682	88,385	21,972	104,750	104,750	18,000
Bond Principal Payments									
			Principal Payments on Bonds	500,000	525,000	725,000	755,000	755,000	720,000
ELECTRIC FUND									
Statement of Sources and Applications of Cash									
				2011	2012	2013	2014	2014	2015
				Actual	Actual	Actual	Budget	Projected	Proposed
									Budget
Sources of Cash:									
			Net Income (loss)	\$826,217	(\$249,095)	(\$56,362)	(\$31,773)	(\$31,773)	(\$59,339)
			Add depreciation	799,871	839,876	850,000	850,000	850,000	840,000
			Total	1,626,088	590,781	793,638	818,227	818,227	780,661
Application of cash:									
			Purchase of fixed assets	(2,315,033)	(873,486)	(491,653)	(1,241,300)	(1,241,300)	(198,000)
			Change in assets and liabilities	(192,829)	257,532	100,000	0	0	0
			Proceeds received	0	0	0	0	0	0
			Principal payments of long-term debt	(500,000)	(525,000)	(725,000)	(755,000)	(755,000)	(720,000)
			Capital contributed by other sources	0	0	0	0	0	0
			Total	(3,007,862)	(1,140,954)	(1,116,653)	(1,996,300)	(1,996,300)	(918,000)
			Net increase (decrease) in cash	(1,381,774)	(550,173)	(323,015)	(1,178,073)	(1,178,073)	(137,339)
			Cash - January 1	4,702,996	3,321,222	2,771,049	2,448,034	2,448,034	1,269,961
			Required Bond Reserve	\$1,061,428	\$1,061,428	\$1,061,428	\$1,061,428	\$1,061,428	\$1,061,428
			Unrestricted Cash - December 31	\$2,259,794	\$1,709,621	\$1,386,606	\$208,533	\$208,533	\$71,195

Electric Utility Capital Plan		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Distribution System											
604.48410.300	Professional/Engineering Services										
	Staff Wages										
	Design Front St Substation/Transmission		\$ 140,000								
	Design transformer	\$ 50,000				\$ 50,000					
604.48410.520	Building/Structural Improvements										
	Replacemnt Transformer - Front Street Substation						\$ 500,000				
	Roof Replacement - Front Street Substation	\$ 8,000									
	Parapet repairs - Front Street Substation	\$ 29,000									
604.48410.532	Utility Infrastructure										
	Services to new customers		\$ 10,000		\$ 10,000	\$ 10,000					
	Future subdivision development			\$ 90,000				\$ 120,000			\$ 100,000
	Direct read meter program							\$200,000	\$200,000	\$ 200,000	\$ 200,000
	Generation catalyst	\$ 450,000									
	Five new underground switch/Nicollet Avenue	\$ 330,000									
	Replacement underground switch	\$ 65,000									
	Front St Substation Upgrade		\$ 500,000								
	Southwest Housing Development		\$ 90,000								
	New Sunrise Substation distribution/Nicollet Ave	\$ 113,550									
	Distribution of line Broadway Substation to Traverse Rd. (Nicollet Ave.)	\$ 13,000									
	Distribution of line Traverse Road to Sunnise Substation (Nicollet Ave.)	\$ 32,000									
	Replace 1970's underground	\$ 40,000	\$ 40,000	\$ 40,000							
604.48410.580	Other Equipment										
	Line monitor (recorder)	\$ 6,000									
TOTALS - CAPITAL DISTRIBUTION SYSTEMS		\$ 1,136,550	\$ 180,000	\$ 640,000	\$ 90,000	\$ 10,000	\$ 60,000	\$ 820,000	\$ 200,000	\$ 200,000	\$ 300,000
General Plant											
604.48420.520	Building/Structural Improvements										
604.48420.536	Streetlights										
	New subdivision lighting		\$ 20,000	\$ 20,000			\$ 20,000				
	22 Black commercial Streetlights (Old Minnesota Avenue Street Lights)	\$ 56,100									
	10 Traditionaire replacements Jefferson Avenue (carryover from 2013)	\$ 15,000	\$ 15,000		\$ 15,000						
	32 LED Traditionaire lights - reuse 21 (Washington Avenue)	\$ 26,000									
	3 black commercial LED Lights (Union Street/Old Minnesota Avenue)	\$ 7,650									
604.48420.580	Other Equipment										
	Black box Computer for Generattion		\$ 18,000								
TOTALS - CAPITAL GENERAL PLANT		\$ 104,750	\$ 18,000	\$ 35,000	\$ 20,000	\$ 15,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Capital Totals		\$ 1,241,300	\$ 198,000	\$ 675,000	\$ 110,000	\$ 25,000	\$ 60,000	\$ 840,000	\$ 200,000	\$ 200,000	\$ 300,000
Annual Debt Service		\$ 1,174,232	\$ 1,111,535	\$ 1,113,733	\$ 937,485	\$ 932,934	\$ 745,443	\$ 745,300	\$ 748,808	\$ 736,143	\$ 737,364
Total Debt and Capital		\$ 2,415,532	\$ 1,309,535	\$ 1,788,733	\$ 1,047,485	\$ 957,934	\$ 805,443	\$ 1,585,300	\$ 948,808	\$ 936,143	\$ 1,037,364

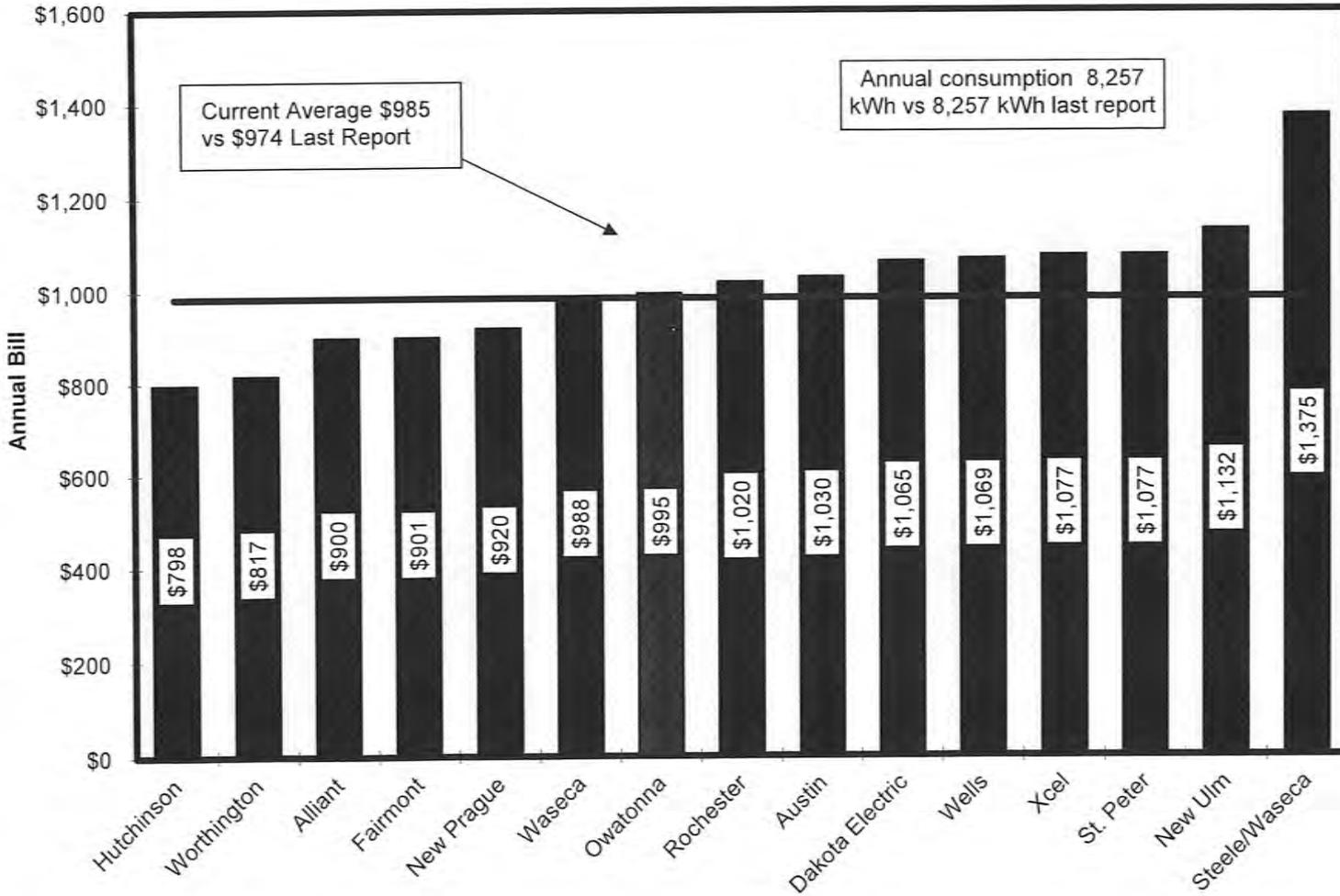
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Rate Comparison Study
January 2013 through December 2013

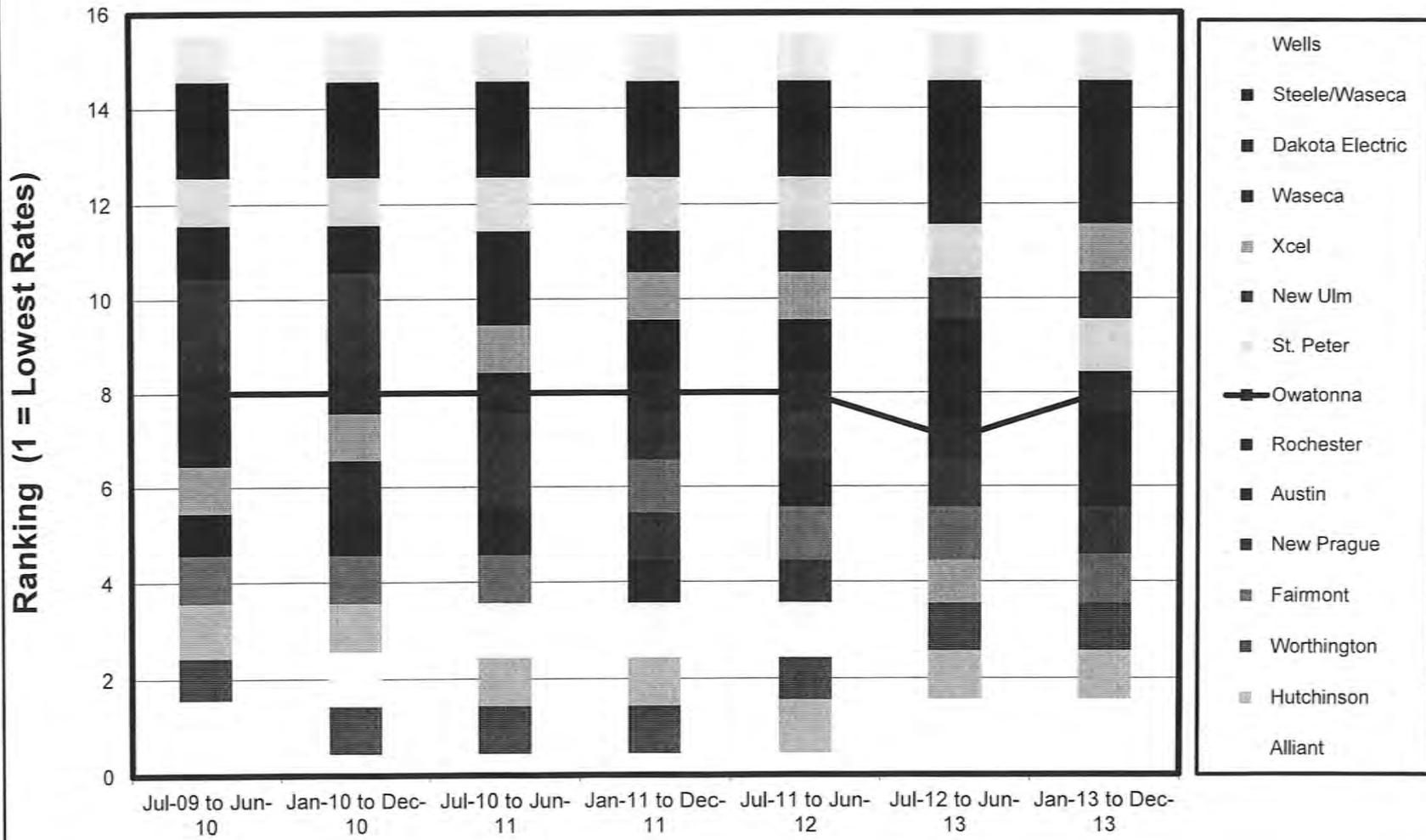
OPU Residential Class Electric Rate Comparison

(Jan '13 through Dec '13)



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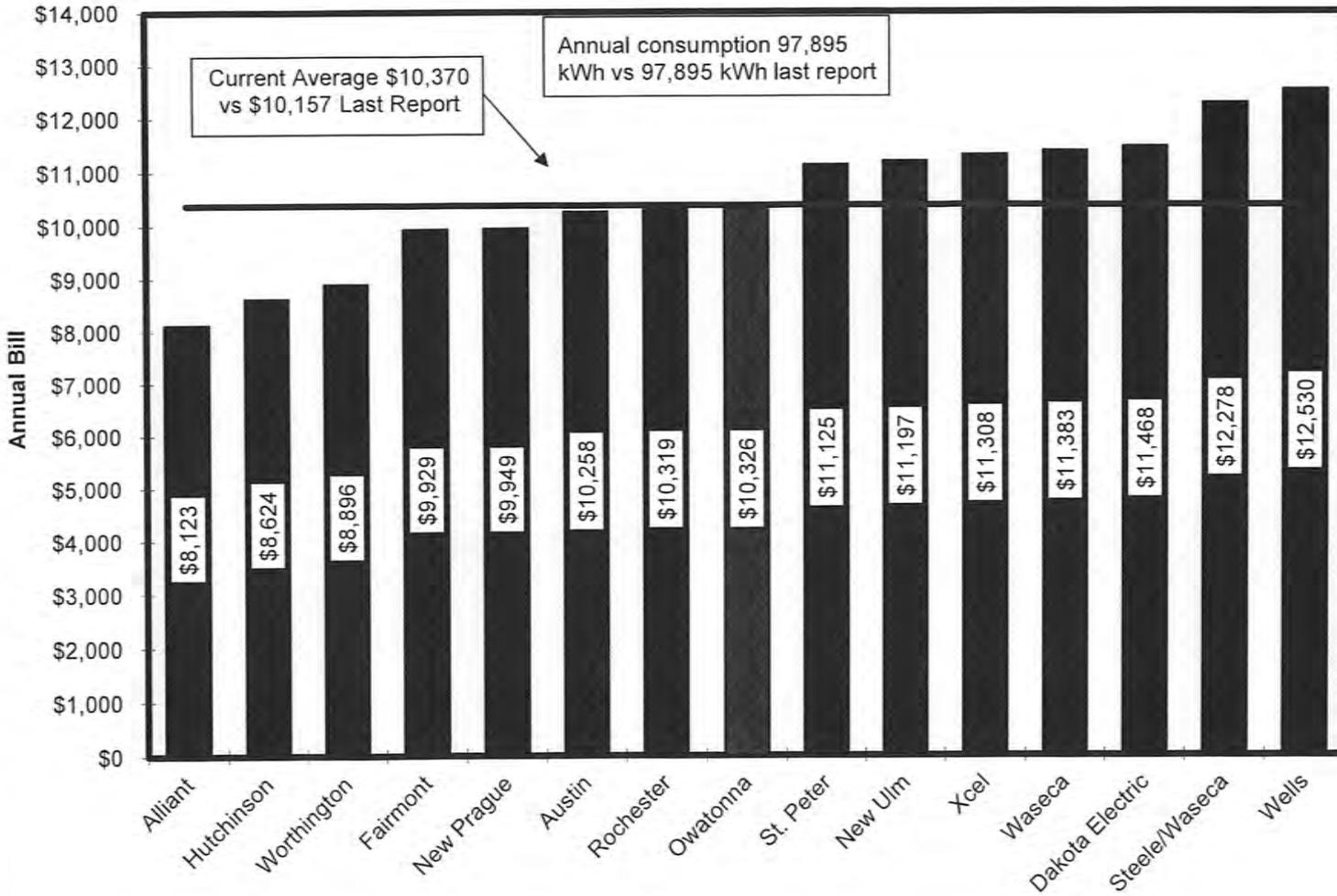
OPU Commercial Class Electric Rate Rankings



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OPU Commercial Class Electric Rate Comparison

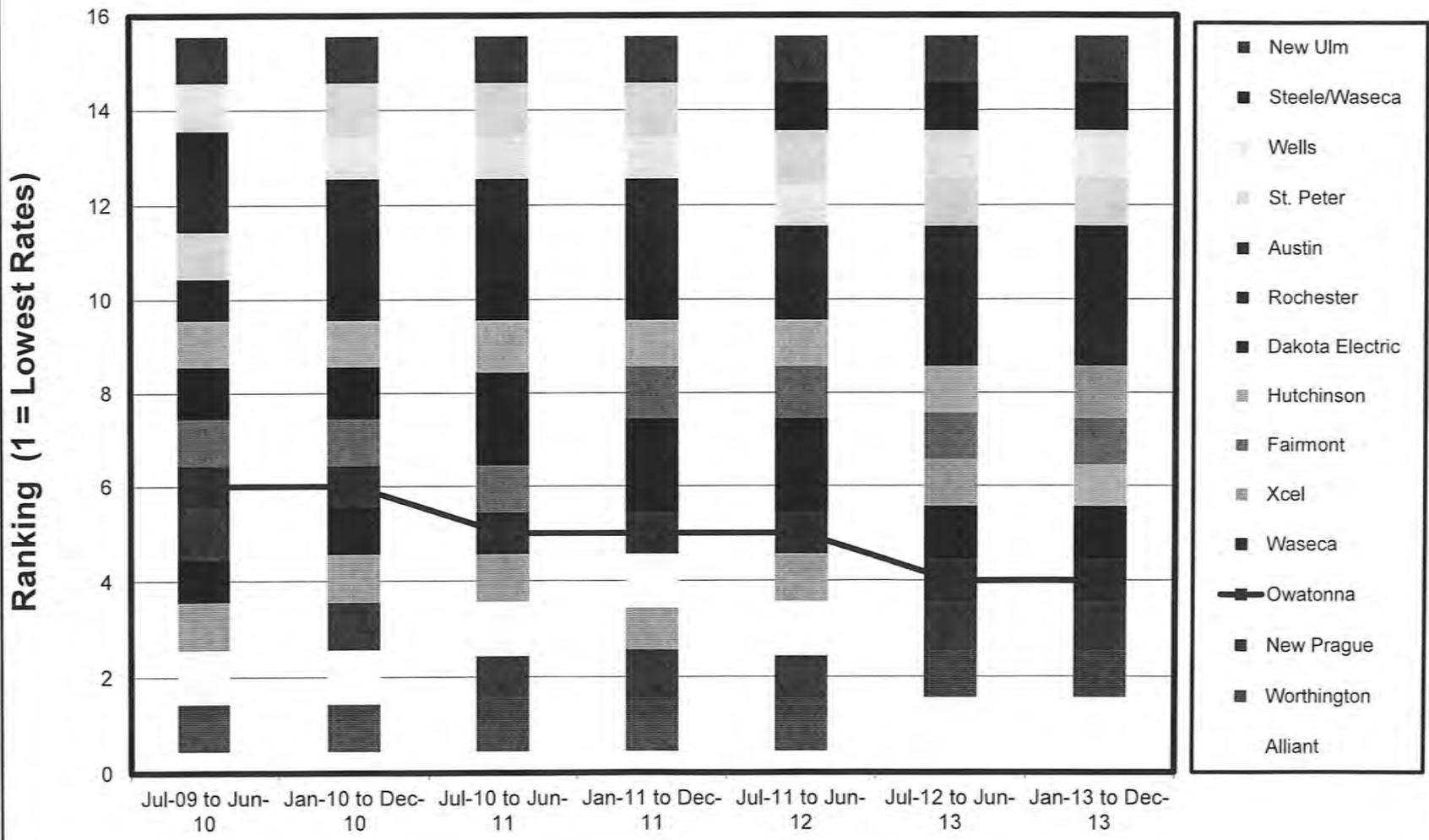
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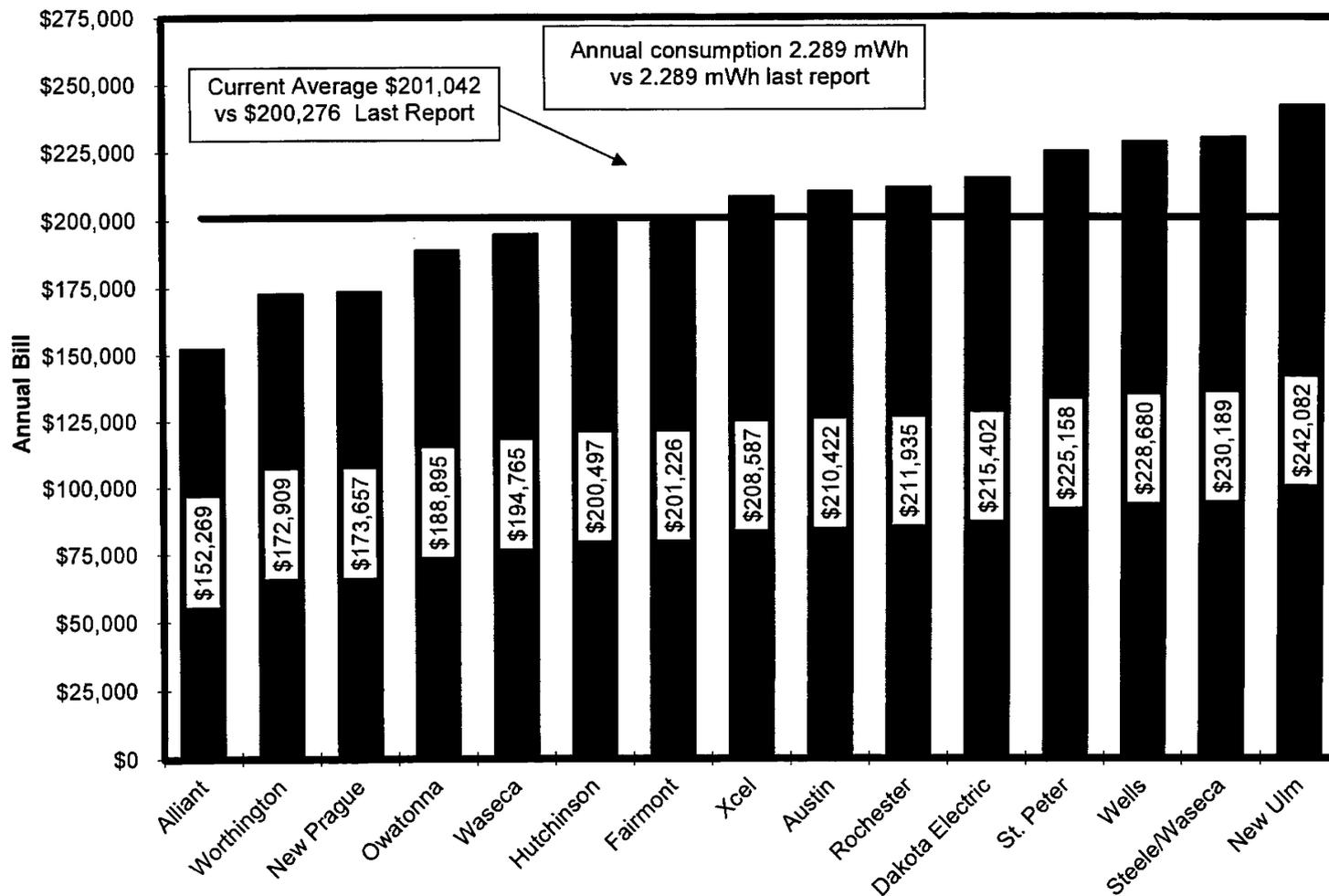
OPU Industrial Class Electric Rate Rankings

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OPU Industrial Class Electric Rate Comparison

(Jan '13 through Dec '13)



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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING ELECTRIC RATES

WHEREAS, staff has identified the many services provided to the residents of Saint Peter under this fund; and

WHEREAS, the 2014 capital budget is reducing the fund balance by \$1,241,300; and

WHEREAS, all other rates will remain the same except were indicated; and

WHEREAS, the rate increase of \$.0024 per kilowatt hour is effective for large commercial and industrial users; and

WHEREAS, the additional revenues that are generated from the increased rates are necessary to maintain a positive fund balance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following rate schedules be approved for the cost of services provided in the Electric Fund effective for service from June 2014 to July 2014, bills due August 15, 2014:

ELECTRIC RATE SCHEDULE

	<u>Current</u>	<u>Effective June 2014</u>
RATE NO. E-1 – RESIDENTIAL		
Criteria:		
Available in the City of Saint Peter service area to any residential customer used primarily for domestic purposes only, where single phase electric service is used through one meter.		
Customer Charge:	\$9.95/month	
Transmission Charge	\$3.00/month	
Energy Charge:		
All Kilowatt hours per month	\$0.1123/KWH	
Demand Charge	None	

RATE NO. E-2 – UNCONTROLLED ELECTRIC WATER HEATING SERVICE – CLOSED TO NEW CUSTOMERS)

Criteria:

Available in the City of Saint Peter to any water heating installation currently supplied through a separate electric meter. No new water heating installation will be served under this rate.

Customer Charge:	\$6.60/month
Energy Charge:	
For all kilowatt hours each month	\$0.0996/KWH
Demand Charge	None

RATE NO. E-3A – SMALL COMMERCIAL

Criteria:

Available in the City of Saint Peter service area to any nonresidential customer for single or three phase service supplied through one meter. A nonresidential customer will remain in this rate category until electrical use exceeds 2,500 KWH for four consecutive months. During the fifth month a demand meter will be installed. Effective the fifth month, Rate No. E-3B will become the basis for electrical charges.

Customer Charge:	\$12.25/month
Transmission Charge	\$5.70/month
Energy Charge:	
For all kilowatt hours per month	\$0.1225/KWH
Demand Charge:	None

RATE NO. E-3B – LARGE COMMERCIAL

Criteria:

Available in the City of Saint Peter service area to any nonresidential customer for single or three phase service supplied through one meter. Customers in this category typically use more than 2,500 KWH's per month but the metered peak demand is less than 400 KW. Those customers having 400 KW or more of peak demand for four consecutive months will, for the fifth month and thereafter, be billed according to Rate No. E-4. If customers in this rate class do not exceed 2,500 KWH's for 12 consecutive months, for the 13th month and thereafter the customer will be billed according to Rate No. E-3A.

Customer Charge:	\$12.25/month
Transmission Charge	\$32.07/month
Energy Charge:	
For all kilowatt hours per month	\$0.0731/KWH \$0.0755/KWH
Demand Charge:	
Peak demand for the month	\$9.00/KW

RATE NO. E-4 – INDUSTRIAL

Criteria:

Available in the City of Saint Peter service area to any nonresidential (commercial, industrial or institutional) customers as single business establishments when all service hereunder is provided through one meter at a single point of delivery. Service will be rendered at the utility system standard secondary voltage, single or three phase, or at primary voltage designated by the utility system as the service voltage available in the area for the size of the load to be served. For secondary and primary voltage customers, all primary distribution wire, equipment and transformers shall be owned and maintained by the electric utility.

Customer Charge:

For all connected kilovolt-ampere (KVA) load per month
\$0.15/KVA

Transmission Charge \$1,588.74/month

Energy Charge:

For all kilowatt hours per month \$0.0573/KWH \$0.0597/KWH

Demand Charge:

Peak demand for the month \$14.25/KW

RATE NO. E-5 – SECURITY LIGHTING

Criteria:

Available in the City of Saint Peter service area to any customer for illumination of areas. City shall own, operated and maintain the lighting unit including the fixture (100 watt high pressure sodium), lamp ballast, photoelectric control, mounting brackets and all necessary wiring. City shall furnish all electric energy required for operation of the unit. The light shall be installed on an existing pole. If a special pole must be installed the customer shall pay the cost of installation of the pole and removal of the pole upon the termination of the service. If the security light is removed within 12 months of installation there will be a charge of \$40.00

Customer Charge: \$ 9.50/month

Energy Charge: Included in the customer charge.

Demand Charge: None

RATE NO. - LOAD CONTROL REBATE

Criteria:

Available in the City of Saint Peter service area to any residential unit customer used primarily for domestic purposes only or to any nonresidential customer who meets the qualifications for Rate No. E-3A or E-3B, where electric service is used through one meter and the customer's central or direct wired air conditioner and/or electric water heater is controlled by the utility load management system through a load control unit. The load control unit will be provided and installed by the utility.

Air conditioner control -effective for consumption during the five month period of May through September
\$4.00/month

Water Heater control-effective for the entire year \$2.00/month

RATE NO. E-3AH – TRIAL ELECTRIC HEATING –LARGE COMMERCIAL (CLOSED TO NEW CUSTOMERS)

Criteria:

Available in the City of Saint Peter service area to customers who are qualified for Rate No. E-3A and who have full requirements for electric heating. (Established in 2009)

Customer Charge:	\$12.25/month	
Transmission Charge	\$32.07/month	
Energy Charge:		
For all kilowatt hours per month	\$0.0496/KWH	\$0.0520/KWH
Demand Charge:		
Peak demand for the month	\$9.00/KW	

RATE NO. E-3BH – ELECTRIC HEATING – LARGE COMMERCIAL

Criteria:

Available in the City of Saint Peter service area to customers who are qualified for Rate No. E-3B and who have full requirements for electric heating. The sum of all customers' loads in this class will be limited to a total of 600 KW demand, subject to periodic review and adjustment for changing utility load profile.

Customer Charge:	\$12.25/month	
Transmission Charge	\$32.07/month	
Energy Charge:		
For all kilowatt hours per month	\$0.0731/KWH	\$0.0755/KWH
Demand Charge:		
Peak demand for the month (May through September)	\$9.00/KW	
Peak demand for the month (October through April)	\$4.50/KW	

RATE NO. E-23A – INTERRUPTIBLE SMALL COMMERCIAL

Criteria:

Available in the City of Saint Peter service area to any nonresidential customer for service supplied through one meter. This rate is for customers taking service concurrently under Rate No. E-3A. This rate is for interruptible service to interruptible loads which are remotely controlled by the utility. The customer is to use this service for the connected loads when not being interrupted. Service under this schedule will typically be interrupted no more than 200 hours per year and no more than 10 hours on any day during utility system peak periods as established by the utility. The total of customers' loads permitted in all interruptible rate classes will be limited to 1,500 KW, subject to possible increase with changing utility load profile. The utility will provide the meter and the load control unit to monitor and control the load. The customer will be

responsible for the cost of installing the meter and control unit.

Customer Charge:	\$12.25/month
Transmission Charge	\$5.70/month
Energy Charge:	
For all kilowatt hours per month for base load	\$0.1225/KWH
For all kilowatt hours per month for interruptible load	\$0.0916/KWH
Demand Charge:	None

RATE NO. E-23B – INTERRUPTIBLE LARGE COMMERCIAL

Criteria:

Available in the City of Saint Peter service area to any nonresidential customer for service supplied through one meter. This rate is for customers taking service concurrently under Rate No. E-3B. This rate is for interruptible service to interruptible loads which are remotely controlled by the utility. The customer is to use this service for the connected loads when not being interrupted. Service under this schedule will typically be interrupted no more than 200 hours per year and no more than 10 hours per any day during utility system peak periods as established by the utility. The total of customers' loads permitted in all interruptible rate classes will be limited to 1,500 KW, subject to possible increase with changing utility load profile. The utility will provide the meter and the load control unit to monitor and control the load. The customer will be responsible for the cost of installing the meter and control unit.

Customer Charge:	\$12.25/month
Transmission Charge	\$32.07/month
Energy Charge:	
For all kilowatt hours per month	\$0.0599/KWH \$0.0623/KWH
Demand Charge:	
Peak demand for the base load for the month	\$9.00/KW
Peak demand for the interruptible load for the month	\$4.50/KW

RATE NO. E-24 – INTERRUPTIBLE INDUSTRIAL (Coincident Summer Billing)

Criteria:

Available in the City of Saint Peter service area to any nonresidential customers as a single business establishment when all service hereunder is provided through meters at a single point of delivery. Customers may begin using this rate on June first of each year for a twelve month period, renewable annually:

This rate is for customers taking service concurrently under Rate No. E-4. This rate is for interruptible service to specific interruptible loads which are remotely controlled by the utility. The customer is to use this service for the connected loads when not being interrupted. Service under this schedule will typically be interrupted no more than 200

hours per year and no more than 10 hours on any day during utility system peak periods as established by the utility. The total of customers' loads permitted in this rate class will be limited to 1,500 KW, subject to possible increase with changing utility load profile. The utility will provide the meter and the load control unit to monitor and control the load. The customer will be responsible for the cost of installing the meter and control unit. Failure of the customer to provide the identified load interruption for the utility's annual billing peak hour (coincident with SMMPA's demand peak) will be cause for the customer to revert to the Rate Number E-4, Industrial, beginning in the month of failure and effective through June first of the following year.

Customer Charge:

For all connected kilovolt-ampere (KVA) load per month
\$0.15/KVA

Transmission Charge \$786.38/month

Energy Charge:

For all kilowatt hours per month **\$0.0573/KWH** **\$0.0597/KWH**

Demand Charge:

Summer rate (during the months of June, July, August, and September) Customer's billable demand for the month (peak demand metered during the period of the utility's monthly coincident demand peak) \$14.25/KW

Winter rate (during the months of January, February, March, April, May, October, November, and December) Peak demand for the base load for the month (customer's peak demand for the month less the identified interrupted electric load which occurred during the utility's pervious annual coincident demand peak) \$14.25/KW

Monthly charge each month for the identified interruptible load which was removed from the system during the utility's annual coincident demand hour. \$7.25/KW

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of May 2014.

Jeffery Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING 2014 ELECTRIC ENTERPRISE FUND BUDGET

BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following budget amount for the Electric Enterprise Fund of the City of Saint Peter is adopted for 2014:

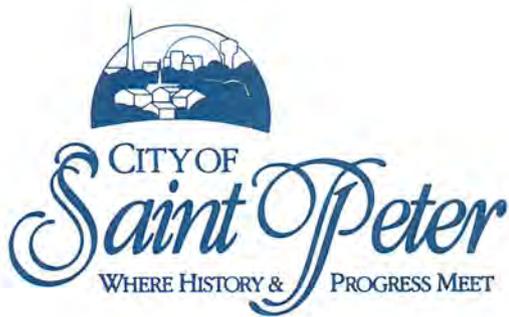
Electric Fund	\$12,083,054
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of May, 2014.

Jeffrey Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: May 6, 2014

FROM: Todd Prafke
City Administrator

Paula O'Connell
Director of Finance

Lewis Giesking
Director of Public Works

RE: 2014 Water Fund Budget

ACTION/RECOMMENDATION

Approve the 2014 Water Fund Budget.

BACKGROUND

The Water Fund provides for the operation of the wells/aquifers, water treatment facilities, two water towers and two ground storage reservoirs, as well as the distribution systems throughout Saint Peter.

With the addition of reverse osmosis treatment in 2011, there is increased use of cash for maintenance and operation of the new water plants. We will need to continue the review and modification of rates to support our operations and debt obligations.

In 2013, the City Council approved rate changes. The \$1.00 rate for a customer's first one thousand gallons was phased out (meeting the declining block rules) and we have an additional rate increase of \$.50 per thousand to be put into effect August 2014. The modified commercial base charge was put in place based on the hydraulic flow capacity.

Current and approved rate increase are:

MONTHLY BASE CHARGE - DOMESTIC SERVICES

		Current
5/8" X 3/4"	Meters	\$ 11.24
1"	Meters	\$ 11.24
1 1/4"	Meters	\$ 20.07
1 1/2 "	Meters	\$ 32.52
2"	Meters	\$ 68.64
3"	Meters	\$ 191.88
4"	Meters	\$ 360.48
6"	Meters	\$ 611.78
8"	Meters	\$ 690.46
10"	Meters	\$ 712.13

12" Meters \$ 718.56

MONTHLY BASE CHARGE - IRRIGATION SERVICES

Residential 5/8 meters No Charge

All meters except residential 5/8 meters :

	Current
5/8" X 3/4" Meters	\$ 11.24
1" Meters	\$ 11.24
1 1/4" Meters	\$ 20.07
1 1/2 " Meters	\$ 32.52
2" Meters	\$ 68.64
3" Meters	\$191.88
4" Meters	\$360.48
6" Meters	\$611.78
8" Meters	\$690.46
10" Meters	\$712.13
12" Meters	\$718.56

COMMODITY OUTPUT CHARGE - 5/8" X 3/4" METERS **current** **8/1/14**

(all residential housing, and Commercial 5/8" x 3/4")

10,000 gallons and under used each month	\$5.70k	\$6.20k
Over 10,000 Gallons used each month \$4.75 per 1,000 gallons	\$6.00k	\$6.50k

COMMODITY OUTPUT CHARGE - 1" AND LARGER METERS

First 10,000 Gallons used each month \$4.45 per 1,000 gallons	\$5.70k	\$6.20k
Over 10,000 Gallons used each month \$4.75 per 1,000 gallons	\$6.00k	\$6.50k

IRRIGATION OUTPUT CHARGE - All METERS

\$4.65 per 1,000 Gallons	\$5.90k	\$6.40k
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HYDRANT OUTPUT CHARGE

\$5.70 per 1,000 Gallons	\$6.50k	\$7.00k
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The City is in compliance with Minnesota Department of Natural Resources (DNR) guidelines related to a conservation rate structure.

2014 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 2014 budget includes sales of \$2,471,175 (including the above recommendations).
- 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.
- The Water Fund transfers 6.5% of sales to the General Fund (\$160,626 is allocated to

transfer to the General Fund in 2014). This percentage has been in place for a number of years which is based on \$2,471,175 in total 2014 sales.

- The water reserve goal has been discussed and set at \$1.4 million. We will not reach this goal for 2014, but it is projected to have a reserve balance of \$122,981 at the end of 2014. *This is different situation than in the Electric Fund where we have an operational deficit.*
- 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 2014 budget anticipates capital costs to be funded from reserves of \$364,400 which include
 - ✓ \$59,000 engineering (Sunrise Tower, 2015 repainting of Broadway Tower, miscellaneous)
 - ✓ \$45,000 Union Street Improvements
 - ✓ \$88,000 St Julien Water line Improvements
 - ✓ \$1,500 Greenhill Reservoir warranty inspection
 - ✓ \$10,000 annual hydrant replacement
 - ✓ \$144,400 Washington Avenue Link Project share beyond the MSA eligible
 - ✓ \$16,500 Water's share of replacement of an Operator's truck in the Stormwater utility and the Mechanic's truck

Current Debt issues:

- G.O. WATER & SEWER REVENUE BOND, 2004C (Nicollet Avenue)
 - 2014 Debt Service \$47,834; remaining debt \$0; Final payment 2014
- G.O. Water Revenue Refunding Bonds, 2011B (water tower)
 - 2014 Debt Service \$118,668; remaining debt \$1,225,000; Final payment 2026
- G.O. Water Revenue Refunding Bonds, 2012C
 - 2014 Debt Service \$75,562; remaining debt \$615,000; Final payment 2023
- PFA G.O. Water Revenue Bonds (2009 treatment facilities)
 - 2014 Debt Service \$700,989; remaining debt \$14,832,000; Final payment 2029
- PFA G.O. Water Revenue Bonds (2009 wells)
 - 2014 Debt Service \$90,848; remaining debt \$1,059,000; Final payment 2028
- \$870,000 Taxable GO utility revenue and TIF Bonds, Series 2010B (2009 improvements)
 - 2014 Debt Service \$4,743; remaining debt \$14,355; Final payment 2020

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. This budget model has no net impact on our fund.
- The approved rate changes are reflected in the 2014 budget for revenues.
- Approval of the budget does not allow for purchases over \$7,500 to be made without additional City Council approval.
- This budget does not include any revenues or expenses for the development of a service line insurance program.

FISCAL IMPACT:

Our base charges provide income of approximately \$546,000. During construction of the water plant we developed a goal to increase base charges to collect revenues to include 60% of the new debt. The 2014 customer service budget and 60% of our debt is \$690,861, which means we still have an increase of \$144,861 in base charges (\$4.33 per month per customer) to attain that goal. This will be the focus of any future rate increase proposal. The reason for this goal is to reduce volatility in use or per gallon rates. A further explanation can be provided if you wish.

The ending fund balance of the Water Fund in 2014 is projected to be \$122,981 and, as indicated earlier, our goal fund balance is \$1,400,000. We will continue to monitor this fund closely with the onset of greater debt service and continued fine-tuning of our new operations. In 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.

Attached to this memo please find copies of the water budget and capital improvement information.

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

ALTERNATIVES AND 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 await recommendation from the City 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.

TP/PO/LG

14entWATER

	B	C	D	E	F	S	T	U	V	W	X
2					WATER FUND						
3											
4					Water Revenues						
5						2011	2012	2013	2013	2014	2015
6						Actual	Actual	Budget	Actual	Proposed Budget	Proposed Budget
7	601	37110			Residential/Commercial Sales	1,265,406	1,341,400	1,701,838	1,455,394	1,656,635	1,788,356
8	601	37120			Bulk Sales	641	799	700	474	540	540
9	601	37130			Industrial Sales	0	0	0	0	0	0
10	601	37131			Private Sales - GAC	225,683	284,214	323,872	275,109	313,149	342,026
11	601	37132			Institutional Sales - RTC	126,699	134,968	157,708	157,737	179,548	193,870
12	601	37140			Sales to Other Public Authorities	47,341	69,106	89,800	87,990	100,157	105,157
13	601	37141			Interdepartmental Sales	278,052	205,823	216,400	184,576	210,098	220,098
14	601	37180			Fire Service Line	8,978	9,181	2,295	9,327	10,617	10,617
15	601	37181			Fire Service Line to Public Authority	288	288	72	288	288	288
16	601	37182			Interdepartmental Fire Service	144	144	36	144	144	144
17					Sub-Total: Water Sales	1,953,232	2,045,923	2,492,720	2,171,039	2,471,175	2,661,095
18											
19	601	37145			Service Fees	1,000	1,000	1,000	1,000	1,000	1,000
20	601	37150			Connection Fees	325	275	500	500	500	500
21	601	37155			Water Access Charge	19,900	26,000	15,000	97,650	50,000	50,000
22	601	37157			Leases	0	34,842	32,000	34,737	35,000	35,000
23	601	37160			Penalty Revenues	11,649	11,316	10,500	12,687	12,000	12,000
24	601	37170			Miscellaneous	128,684	33,076	28,000	105,250	28,000	28,000
25	601	36250			Refunds & Reimbursements	0	0	0	0	0	0
26					Sub-Total: Other Oper. Rev.	161,558	106,509	87,000	251,824	126,500	126,500
27											
28	601	33422			Other State Grants & Aids	756	10,651	756	756	756	756
29	601	36101			Special Assessments	19,399	55,004	25,000	23,651	25,000	25,000
30	601	36102			Special Assessments - Interest	0	0	0	0	0	0
31	601	36210			Interest Earned	20,769	10,848	16,000	4,549	6,000	6,000
32	601	39101			Sale of Fixed Assets	(138,624)	(2,736)	0	1,371	0	0
33	601	39200			Transfers from other funds	0	0	0	0	0	0
34					Sub-Total: Non-Operating Rev.	(97,700)	73,767	41,756	30,327	31,756	31,756
35											
36					TOTAL OPERATING REVENUES	2,114,790	2,152,432	2,579,720	2,422,863	2,597,675	2,787,595
37											
38					TOTAL REVENUES	2,017,090	2,226,199	2,621,476	2,453,190	2,629,431	2,819,351
39											
40					Water Expenditures						
41						2011	2012	2013	2013	2014	2015
42					Source of Supply	Actual	Actual	Budget	Actual	Proposed Budget	Proposed Budget
43	601	49400	100		Wages	15,522	20,575	19,307	20,089	19,973	20,273
44	601	49400	101		Temporary Wages	1,078	4,769	2,050	2,646	2,050	2,081
45	601	49400	102		Overtime	394	0	246	0	256	260
46	601	49400	112		Car Allowance	360	360	450	90	0	0
47	601	49400	121		PERA	1,239	1,452	1,418	1,326	1,467	1,489
48	601	49400	122		FICA	1,144	1,551	1,339	1,289	1,381	1,402
49	601	49400	126		Medicare	268	363	313	302	323	328
50	601	49400	131		Health Insurance	2,756	3,376	3,619	2,896	3,853	3,911
51	601	49400	132		Dental Insurance	223	185	232	223	249	253
52	601	49400	133		Life Insurance	6	6	7	6	7	7
53	601	49400	151		Worker's Compensation	709	723	867	612	869	882
54	601	49400	210		Operating Supplies	0	78	3,000	0	2,000	2,030
55	601	49400	211		Motor Fuels	1,463	2,837	4,000	2,371	3,000	3,045
56	601	49400	220		Repair and Maintenance Supp.	0	0	2,000	0	2,000	2,030
57	601	49400	300		Professional Services	0	3,060	1,500	2,006	1,500	1,523
58	601	49400	310		Contractual Labor	0	0	200	0	200	203
59	601	49400	360		Insurance	3,679	2,742	6,000	9,133	10,162	10,314
60	601	49400	380		Utilities	18,637	21,455	35,000	20,942	20,000	20,300
61	601	49400	401		Repair & Maint. - Buildings	0	0	1,000	0	1,000	1,015
62	601	49400	404		Repair & Maint.-Equip. & Mach.	31	614	500	0	1,000	1,015
63	601	49400	405		Repair & Maint. - Wells	808	5,316	5,000	2,922	20,000	20,300
64	601	49400	415		Equipment Rental	0	4	500	46	500	508
65	601	49400	430		Miscellaneous	0	0	500	0	500	508
66	601	49400	433		Dues and Subscriptions	3,400	4,660	5,000	5,816	5,000	5,075
67					Sub-Total: Source	51,717	74,126	94,048	72,715	97,290	98,749

14entWATER

	B	C	D	E	F	S	T	U	V	W	X
68										2014	2015
69						2011	2012	2013	2013	Proposed	Proposed
70					Purification & Treatment	Actual	Actual	Budget	Actual	Budget	Budget
71	601	49420	100		Wages	102,403	112,759	142,191	114,629	147,717	149,933
72	601	49420	101		Temporary Wages	887	0	2,050	116	2,050	2,081
73	601	49420	102		Overtime	6,317	8,252	11,235	6,156	11,389	11,560
74	601	49420	112		Car Allowance	360	360	280	90	0	0
75	601	49420	121		PERA	8,004	8,702	11,123	8,530	11,535	11,708
76	601	49420	122		FICA	6,668	7,235	9,640	7,073	9,992	10,142
77	601	49420	126		Medicare	1,560	1,692	2,254	1,654	2,337	2,372
78	601	49420	131		Health Insurance	25,134	28,164	38,358	27,443	40,707	41,318
79	601	49420	132		Dental Insurance	1,306	1,485	2,045	1,465	2,199	2,232
80	601	49420	133		Life Insurance	47	50	60	49	64	65
81	601	49420	151		Worker's Compensation	1,977	2,036	6,115	5,440	6,158	6,250
82	601	49420	210		Operating Supplies	154,127	123,780	125,000	126,064	125,000	126,875
83	601	49420	211		Motor Fuels	4,283	1,484	2,000	2,523	2,000	2,030
84	601	49420	220		Repair & Maintenance Supplies	0	127	5,000	0	5,000	5,075
85	601	49420	300		Professional Services	9,930	4,776	5,000	6,791	5,000	5,075
86	601	49420	310		Contractual Labor	0	0	500	0	500	508
87	601	49420	360		Insurance	1,172	994	2,500	5,811	8,132	8,254
88	601	49420	380		Utilities	514,854	390,288	350,000	471,723	390,000	395,850
89	601	49420	401		Repair & Maint. - Buildings	2,737	2,271	4,500	3,445	4,500	4,568
90	601	49420	404		Repair & Maint.-Equip. & Mach.	26,241	29,533	26,000	21,670	82,000	83,230
91	601	49420	410		Repair & Maint.-SCADA System	(211)	0	2,000	0	2,000	2,030
92	601	49420	415		Equipment Rental	14	0	1,000	0	1,000	1,015
93	601	49420	430		Miscellaneous	0	0	500	0	500	508
94					Sub-Total: Treatment	867,810	723,988	749,351	810,672	859,780	872,677
95					Distribution & Storage						
96	601	49430	100		Wages	122,833	112,505	85,602	136,387	88,402	89,728
97	601	49430	101		Temporary Wages	11,669	895	2,050	2,529	2,050	2,081
98	601	49430	102		Overtime	4,463	3,538	2,083	2,190	2,156	2,188
99	601	49430	112		Car Allowance	360	360	360	90	0	0
100	601	49430	121		PERA	9,537	8,298	6,357	9,562	6,565	6,663
101	601	49430	122		FICA	8,569	6,958	5,564	8,066	5,742	5,828
102	601	49430	126		Medicare	2,004	1,627	1,301	1,887	1,343	1,363
103	601	49430	131		Health Insurance	31,691	23,999	18,905	29,855	20,174	20,477
104	601	49430	132		Dental Insurance	858	1,663	1,158	1,824	1,245	1,264
105	601	49430	133		Life Insurance	53	43	34	56	36	37
106	601	49430	142		Unemployment-Direct Pay	0	0	0	0	0	0
107	601	49430	151		Worker's Compensation	5,221	5,121	3,588	2,532	3,596	3,650
108	601	49430	210		Operating Supplies	8,022	8,215	10,000	8,906	10,000	10,150
109	601	49430	211		Motor Fuels	9,512	8,807	9,000	8,830	9,000	9,135
110	601	49430	220		Repair & Maintenance Supplies	2,334	4,678	5,000	7,901	5,000	5,075
111	601	49430	300		Professional Services	3,888	3,806	2,500	1,231	12,500	12,688
112	601	49430	310		Contractual Labor	3,650	0	2,500	0	2,500	2,538
113	601	49430	360		Insurance	2,385	2,021	4,000	2,187	4,210	4,273
114	601	49430	380		Utilities	86,901	40,400	40,000	81,022	80,000	81,200
115	601	49430	401		Repair & Maint-Building	10	75	500	318	500	508
116	601	49430	402		Repair & Maint-storage Facilities	1,140	4,481	5,000	3,480	5,000	5,075
117	601	49430	404		Repair & Maint-Equip. & Mach.	5,737	4,970	5,000	8,518	14,000	14,210
118	601	49430	406		Repair & Maint - Mains	8,488	13,084	14,000	25,078	14,000	14,210
119	601	49430	407		Repair & Maint - Meters	18,378	14,755	14,000	26,399	40,000	40,600
120	601	49430	408		Repair & Maint - Hydrants	784	2,110	24,000	40,768	40,000	40,600
121	601	49430	410		Repair & Maint.-SCADA System	13	0	1,000	0	2,500	2,538
122	601	49430	430		Miscellaneous	0	0	500	0	500	508
123					Sub-Total: Dist & Storage	348,500	272,409	264,002	409,616	371,019	376,584
124										2014	2015

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14entWATER

	B	C	D	E	F	S	T	U	V	W	X
125						2011	2012	2013	2013	Proposed	Proposed
126					Administrative and General	Actual	Actual	Budget	Actual	Budget	Budget
127	601	49440	100		Wages	39,130	43,135	43,718	44,795	44,865	45,538
128	601	49440	101		Temporary Wages	0	0	0	0	0	0
129	601	49440	102		Overtime	716	142	279	225	288	292
130	601	49440	112		Car Allowance	363	363	370	206	0	0
131	601	49440	121		PERA	3,019	3,096	3,183	3,143	3,267	3,316
132	601	49440	122		FICA	2,410	2,494	2,728	2,519	2,799	2,841
133	601	49440	126		Medicare	563	583	638	589	655	665
134	601	49440	131		Health Insurance	12,413	12,560	13,264	13,151	14,624	14,843
135	601	49440	132		Dental Insurance	682	1,097	696	925	748	759
136	601	49440	133		Life Insurance	21	19	21	21	22	22
137	601	49440	151		Worker's Compensation	317	555	749	529	709	720
138	601	49440	200		Office Supplies	3,787	4,741	4,000	4,457	4,000	4,060
139	601	49440	205		Misc. Employee Expenses	5,796	8,367	6,500	5,609	6,500	6,598
140	601	49440	210		Operating Supplies	1,161	827	1,500	1,194	1,500	1,523
141	601	49440	211		Motor Fuels	393	71	205	103	205	208
142	601	49440	220		Repair & Maint. Supplies	1,184	2,849	2,500	1,041	2,500	2,538
143	601	49440	300		Professional Services	33,020	49,304	25,000	13,619	12,000	12,180
144	601	49440	321		Telephone	5,456	5,478	5,400	5,841	5,400	5,481
145	601	49440	322		Postage	228	110	550	201	550	558
146	601	49440	331		Travel & Training	3,721	6,184	7,000	6,883	7,000	7,105
147	601	49440	340		Advertising	1,058	368	1,100	147	1,100	1,117
148	601	49440	351		Legal Notices & Publications	6	0	100	0	100	102
149	601	49440	354		Printing & Binding	2,094	0	1,000	150	1,000	1,015
150	601	49440	360		Insurance	6,369	5,805	15,000	2,242	15,789	16,026
151	601	49440	380		Utilities	3,224	2,735	4,000	3,192	4,000	4,060
152	601	49440	401		Repair & Maint. - Buildings	1,278	1,137	1,500	1,412	1,500	1,523
153	601	49440	404		Repair & Maint. - Equipment	2,531	1,891	2,200	2,253	6,000	6,090
154	601	49440	430		Miscellaneous	0	0	50	0	50	51
155	601	49440	433		Dues and Subscriptions	1,380	1,291	1,450	1,213	1,450	1,472
156					Sub-Total: Administration	132,320	155,202	144,701	115,660	138,621	140,700
157					Customer Accounts						
158	601	49445	100		Wages	15,032	16,695	16,011	14,683	15,573	15,807
159	601	49445	102		Overtime	98	163	332	5	316	321
160	601	49445	121		PERA	1,122	953	1,185	1,022	1,152	1,169
161	601	49445	122		FICA	929	874	1,013	857	985	1,000
162	601	49445	126		Medicare	217	204	237	201	230	233
163	601	49445	131		Health Insurance	3,345	3,136	3,389	3,512	3,575	3,629
164	601	49445	132		Dental Insurance	209	161	154	238	166	168
165	601	49445	133		Life Insurance	5	5	5	5	5	5
166	601	49445	151		Worker's Compensation	83	85	115	81	101	103
167	601	49445	200		Office Supplies	313	1,024	1,225	1,353	1,225	1,243
168	601	49445	211		Motor Fuels	454	407	371	648	650	660
169	601	49445	300		Professional Services	2,016	1,886	3,000	2,089	3,000	3,045
170	601	49445	322		Postage	5,189	5,235	5,100	5,354	5,100	5,177
171	601	49445	331		Travel & Training	0	0	100	13	100	102
172	601	49445	354		Printing & Binding	742	977	1,000	0	1,000	1,015
173	601	49445	360		Insurance	165	140	683	298	719	730
174	601	49445	404		Repair & Maint. - Equipment	1,353	1,772	2,000	2,520	2,800	2,842
175	601	49445	430		Miscellaneous	0	0	0	0	0	0
176	601	49445	904		Bad Debt Expense	0	245	200	100	200	203
177					Sub-Total: Customer Accounts	31,272	33,962	36,120	32,979	36,897	37,450
178											
179					Operating Expenses	1,431,619	1,259,687	1,288,222	1,441,642	1,503,607	1,526,161
180											
181					Operating Income (loss):	683,171	892,745	1,291,498	981,221	1,094,068	1,261,434
182											
183					Depreciation						
184	601	49970	420		Depreciation	523,904	1,044,931	980,000	1,205,631	1,200,000	1,200,000
185					Interest Payments						
186	601	49980	611		Bond Interest Payments	511,856	529,059	498,678	511,653	495,815	483,004
187											
188					Transfers						
189	601	49990	720		Operating Transfer -	131,693	146,288	162,027	149,670	160,626	172,971
190	601	49990	722		Contributed Utility Services	49,240	63,752	34,000	91,882	70,000	71,050
191					Sub-Total: Transfers & Contrib.	180,933	210,040	196,027	241,552	230,626	244,021
192											
193					Expenditure Total for Income Statement:	2,648,312	3,043,717	2,962,927	3,400,478	3,430,048	3,453,186
194											
195					NET INCOME:	(631,222)	(817,518)	(341,451)	(947,288)	(800,617)	(633,835)
196											
197										2014	2015

14entWATER

	B	C	D	E	F	S	T	U	V	W	X
198						2011	2012	2013	2013	Proposed	Proposed
199					Capital - Source of Supply	Actual	Actual	Budget	Actual	Budget	Budget
200	601	48110	300		Professional Services	0	0	2,000	0	2,000	2,500
201	601	48110	510		Land Acquisition	0	0	0	0	0	0
202	601	48110	520		Building & Structural Improvement	962	0	0	0	0	0
203	601	48110	540		Heavy Machinery	0	0	0	0	0	0
204	601	48110	532		Utility Infrastructure	0	14,371	10,000	0	0	0
205						962	14,371	12,000	0	2,000	2,500
206					Capital - Water Treatment						
207	601	48120	300		Professional Services	11,474	16,640	4,500	0	2,000	5,000
208	601	48120	510		Land Acquisition	0	0	0	0	0	0
209	601	48120	520		Building & Structural Improvement	364,020	5,755	61,300	0	0	0
210	601	48120	580		Other Equipment	0	0	2,500	0	0	0
211						375,494	22,395	68,300	0	2,000	5,000
212					Capital - Water Distribution						
213	601	48130	300		Professional Services	6,388	47,076	10,000	0	55,000	6,000
214	601	48130	520		Building & Structural Improvement	0	655,061	0	0	1,500	0
215	601	48130	532		Infrastructure: Water Mains	21,062	0	74,000	14,542	287,400	575,700
216	601	48130	533		Infrastructure: Customer Services	16,351	9,836	34,000	34,622	0	0
217	601	48130	540		Heavy Machinery	0	0	0	0	0	0
218	601	48130	580		Other Equipment	0	3,835	2,000	1,702	0	0
219						43,801	715,808	120,000	50,866	343,900	581,700
220					Capital - General Plant						
221	601	48140	520		Building/Structural Improvements	0	0	5,000	0	0	5,000
222	601	48140	540		Heavy Machinery	0	0	0	0	0	0
223	601	48140	550		Motor Vehicles	0	0	0	5,452	16,500	19,000
224	601	48140	580		Other Equipment	8,407	8,735	14,500	9,671	0	44,000
225						8,407	8,735	19,500	15,123	16,500	68,000
226											
227											
228					Bond Principal Payments						
229					Principal Payments on Bonds	269,010	1,925,530	623,065	623,065	594,125	892,125
230											
231											
232											
233											
234					WATER FUND						
235					Statement of Sources and Applications of Cash						
236										2014	2015
237						2011	2012	2013	2013	Proposed	Proposed
238						Actual	Actual	Budget	Actual	Budget	Budget
239					Sources of Cash:						
240											
241					Net Income (loss)	(\$631,222)	(\$817,518)	(\$341,451)	(\$947,288)	(\$800,617)	(\$633,835)
242					Add depreciation	523,904	1,044,931	980,000	1,205,631	1,200,000	1,200,000
243											
244					Total	(107,318)	227,413	638,549	258,343	399,383	566,165
245											
246					Application of cash:						
247											
248					Purchase of fixed assets	(428,664)	(761,309)	(219,800)	(65,989)	(364,400)	(657,200)
249											
250					Change in assets and liabilities	(78,193)	71,082	0	0	0	0
251											
252					Bond Proceeds	600,627	745,000	55,000	0	0	0
253											
254					Principal payments of long-term debt	(269,010)	(520,530)	(623,065)	(623,065)	(594,125)	(892,125)
255											
256					Capital contributed by other sources	0	0	0	0	0	0
257											
258					Total	(175,240)	(465,758)	(787,865)	(689,054)	(958,525)	(1,549,325)
259											
260					Net increase (decrease) in cash	(282,558)	(238,345)	(149,316)	(430,711)	(559,142)	(983,160)
261											
262											
263					Cash balance - January 1	1,633,737	1,351,179	1,112,834	1,112,834	682,123	122,981
264											
265					Cash balance - December 31						
266					Restricted Cash (Bond Reserve & Project)	\$150,000	\$225,000	\$264,000	\$264,000	\$339,000	\$318,000
267					Unrestricted Cash	\$1,201,179	\$887,834	\$699,518	\$418,123	(\$216,019)	(\$1,178,180)
268					Percent of next year operations	39.5%	26.1%	20.4%	12.2%		
269					Percent of same year operations					-6.3%	-34.1%

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Water Utility Capital Plan

Planning Issue:		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
601.48110	Source of Supply										
300	Professional Services	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
532	STJU Well Meter Replacement										\$12,000
532	Broadway Well Meter Replacement						\$14,000				
601.48110	TOTAL SOURCE OF SUPPLY	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 16,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 14,500
601.48120	Water Treatment										
300	Professional Services	\$2,000	\$5,000	\$5,000	\$5,000	\$5,500	\$5,500	\$5,500	\$6,000	\$6,000	\$6,000
601.48120	TOTAL WATER TREATMENT	\$2,000	\$5,000	\$5,000	\$5,000	\$5,500	\$5,500	\$5,500	\$6,000	\$6,000	\$6,000
601.48130	Water Distribution and Storage										
300	Professional Services	\$55,000	\$6,000	\$6,000	\$6,000	\$6,000	\$7,000	\$7,000	\$7,000	\$8,000	\$8,000
520	Greenhill Reservoir Improvements	\$1,500									
532	Sunrise Drive Elevated Tower		\$50,000								\$450,000
532	Broadway Avenue Water Tower		\$450,000		\$20,000						
532	Annual Hydrant Replacements (4)	\$10,000	\$16,000	\$16,000	\$16,000	\$16,000	\$18,000	\$18,000	\$20,000	\$20,000	\$20,000
532	STJU Roundabout	\$88,000									
532	Union Street	\$45,000									
532	Subdivision/Over sizing Construction		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$17,000
532	GAC 12" Loop \$236,800 (\$207,100 - GAC)		\$29,700								
532	Watermain Upgrades (1 block)		\$15,000	\$16,000	\$16,000	\$17,000	\$16,000	\$18,000	\$15,000	\$16,000	\$18,000
532	Washington Avenue Link	\$144,400									
532	School District/ Park Property Development				\$0	\$0	\$0				
533	Water Meters (Meters and Reading System)			\$7,000							\$7,000
580	Valve Operator - purchased 2002										
601.48130	TOTAL WATER DISTRIBUTION AND STORAGE	\$343,900	\$581,700	\$60,000	\$73,000	\$54,000	\$56,000	\$58,000	\$57,000	\$59,000	\$520,000
601.48140	General Plant Water										
300	Professional Services <i>Master Planning</i>			\$22,000							
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									
550	Replace Unit #5 2004 - 2014					\$33,000					
550	Replace Unit #36 (2001); (33% of \$27,000) - 2013		\$9,000								
550	Replace Unit #22 2001 - 2014			\$24,000							
550	Replace Unit #106 2006 - 2016				\$30,000						
550	Replace Light Tower 2010 - 2015		\$10,000								
580	Replace Unit #64 - 94 F250 Truck (10% - \$65,000)	\$6,500									
580	Backhoe Replacement		\$20,000								
580	Jackhammer for Backhoe - 5 years		\$11,000					\$14,000			
580	Fernis Mower Replacement		\$13,000						\$20,000		
601.48140	TOTAL GENERAL PLANT WATER	\$16,500	\$68,000	\$51,000	\$35,000	\$38,000	\$5,000	\$19,000	\$25,000	\$5,000	\$5,000
CAPITAL IMPROVEMENTS TOTAL COST		\$364,400	\$657,200	\$118,500	\$115,500	\$100,000	\$83,000	\$85,000	\$90,500	\$72,500	\$545,500
Bond Debt Service Payments		\$1,127,714	\$1,434,184	\$1,431,125	\$1,428,134	\$1,421,664	\$1,677,014	\$1,681,430	\$1,674,311	\$1,683,724	\$1,683,724
Capital Plus Bond Debt		\$1,492,114	\$2,091,384	\$1,549,625	\$1,543,634	\$1,521,664	\$1,760,014	\$1,766,430	\$1,764,811	\$1,756,224	\$2,229,224

103

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING THE 2014 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 2014:

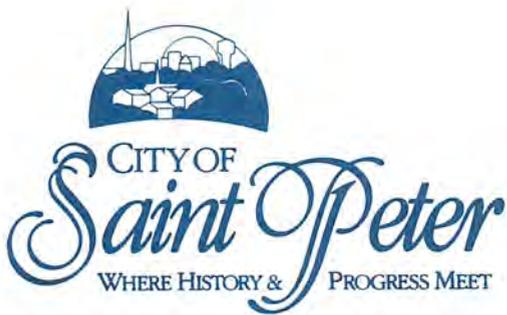
Water Fund	\$3,794,448
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of May 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: May 7, 2014

FROM: Todd Prafke Paula O'Connell Lewis Giesking
City Administrator Director of Finance Director of Public Works

RE: 2014 Wastewater Budget

ACTION/RECOMMENDATION

Approve the Wastewater Fund budget.

BACKGROUND

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

The 2014 budget includes the following:

- Wastewater gallons sold for 2012 (excluding reverse osmosis #3) were 264,601,675 and the 2013 gallons sold (excluding reverse osmosis #3) were 265,967,399 - an increase of 1,365,724.
- 2013 sales revenue increased \$149,652 from 2012. This increase is due to the rate increases approved in 2013.
- Approved rate increases are included in the budget. \$1.00 per thousand increase in January 2014 and again on January 2015. Again, this has been previously approved by the Council.
- 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.
- Capital projects that are planned include \$559,100 and are funded from reserves as follows:
 - Washington Avenue Link \$235,600
 - North Interceptor Phase 2 \$116,000

- St. Julien line improvements \$107,000
 - Union Street Intersection \$33,000
 - Highway 169 adjust structures \$2,000
 - \$16,500 wastewater's share of replacement of an Operator's truck in the stormwater utility and the Mechanic's truck
- The Wastewater Fund transfers out 6.5% of gross sales to the General Fund (\$235,074 for 2014). The 2014 budget includes sales of \$3,616,524.

Current Debt issues:

- ✓ G.O. Water & Sewer Revenue Bond, 2004C (Nicollet Avenue)
2014 Debt Service \$16,284; remaining debt \$0; Final payment 2014
- ✓ \$870,000 Taxable GO utility revenue and TIF Bonds, Series 2010B (Fine Screener/Improvements)
2014 Debt Service \$27,553; remaining debt \$279,270; Final payment 2020
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2001 (WWTF)
2014 Debt Service \$734,650; remaining debt \$4,750,000; Final payment 2021
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2002 (WWTF)
2014 Debt Service \$341,773; remaining debt \$2,498,000; Final payment 2022
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2004 (WWTF)
2014 Debt Service \$171,275; remaining debt \$1,175,000; Final payment 2022
- ✓ G.O. Sewer Revenue Refunding Bonds 2012A (WWTF)
2014 Debt Service \$98,508; remaining debt \$1,790,000; 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. This has no net impact on operational cost.
- 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 \$84,613 at the end of 2012. Without the changes approved in rates, this fund would move into the red (negative cash balance) starting in 2014 and continue to go further into the red until changes are made to cost expenses or revenues. Including sales revenue from the rate increases, the unrestricted cash balance is projected to return to the black in 2016. We believe this is a reasonable, stepped approach to the need for revenues to meet increasing

cost related to plant maintenance and delivery of services. *This is a different situation than Electric in that this fund has an operational trend line that is trending black.*

FISCAL IMPACT:

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

The Wastewater Fund will have a projected ending fund balance of \$253,121 at the end of 2014, with a budget of \$3,760,067. Rates are currently at \$10.23/thousand gallons and a \$14.65 base charge.

Recent rate changes and the corresponding changes were as follows:

August 1, 2013	Increase of \$0.79
November 1, 2013,	Increase of \$0.50
January 1, 1014.	Increase of \$1.00

January 1, 2015 is also going to see a \$1.00 per thousand gallons increase to build a manageable fund balance.

No additional rate change during this time frame is being recommended.

ALTERNATIVES AND 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 await recommendation from the City 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.

TP/PO/LG

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
2					WASTEWATER FUND																		
3																							
4					Wastewater Revenues																		
5																							
6	602	37210			Residential Sewer Charges	2,073,623	2,014,765	2,081,448	2,074,267	2,391,817	2,622,369												
7	602	37220			Commercial Sewer Rental	0	0	0	0	0	0												
8	602	37230			Industrial Sewer Rental	0	0	0	0	0	0												
9	602	37231			Private Sales - Gac	211,390	214,178	242,978	232,483	262,978	262,978												
10	602	37232			Institutional Sales - RTC	350,668	262,399	275,487	273,735	327,592	353,444												
11	602	37233			R.O. Discharge	107,932	184,278	184,278	155,364	184,278	184,278												
12	602	37234			Governmental Sales - Kasota	90,044	76,715	80,595	74,648	96,859	105,063												
13	602	37240			Sales to Other Public Authorities	20,851	24,991	24,990	32,033	33,000	33,000												
14	602	37241			Interdepartmental Sales	170,180	158,124	160,000	172,941	175,000	175,000												
15	602	37245			Contract Effluent Treatment	325,062	155,480	145,000	225,111	145,000	145,000												
16					Sub-Total: Sewer Rental Charges	3,349,750	3,090,930	3,194,776	3,240,582	3,616,524	3,881,132												
18	602	37250			Connection Fees	0	340	160	0	160	160												
19	602	37255			Sewer Access Charge	11,700	20,100	18,000	79,100	20,000	20,000												
20	602	37256			Nutrient Trading	22,881	0	0	0	0	0												
21	602	37260			Penalty Revenues	22,138	21,179	21,179	20,857	21,200	21,200												
22	602	37270			Miscellaneous	88,783	114,953	80,000	87,695	80,000	80,000												
23	602	36250			Refunds & Reimbursements	0	0	0	0	0	0												
24					Sub-Total: Other Operating Rev.	145,502	156,572	119,339	187,652	121,360	121,360												
26	602	33422			Other State Grants	21,000	1,048	1,048	1,504	1,048	1,048												
27	602	36101			Special Assessments	8,590	6,214	20,000	52,798	20,000	20,000												
28	602	36102			Special Assessments - Interest	0	0	0	0	0	0												
29	602	36210			Interest Earned	3,151	8,526	5,000	3,103	3,000	3,000												
30	602	39101			Sale of Fixed Assets	0	200	0	14,561	0	0												
31	602	39200			Transfers from other Funds	0	0	0	0	0	0												
32					Sub-Total: Non-Operating Revenues	32,741	15,988	26,048	71,966	24,048	24,048												
34					TOTAL OPERATING REVENUES	3,495,252	3,247,502	3,314,115	3,428,234	3,737,884	4,002,492												
36					TOTAL REVENUES	3,527,993	3,263,490	3,340,163	3,500,200	3,761,932	4,026,540												
38					Wastewater Expenditures																		
55					BioSolids																		
56	602	49460	100		Wages	26,049	30,516	15,121	39,992	16,255	16,499												
57	602	49460	101		Temporary Wages	48	0	0	152	0	0												
58	602	49460	102		Overtime	704	555	451	2,392	485	492												
59	602	49460	112		Car Allowance	0	0	0	0	0	0												
60	602	49460	121		PERA	1,968	2,235	1,129	3,043	1,214	1,232												
61	602	49460	122		FICA	1,667	1,854	965	2,511	1,038	1,054												
62	602	49460	126		Medicare	390	434	226	587	243	247												
63	602	49460	131		Medical Insurance	5,844	7,371	4,132	11,838	4,455	4,522												
64	602	49460	132		Dental Insurance	170	404	232	805	249	253												
65	602	49460	133		Life Insurance	12	12	7	19	7	7												
66	602	49460	142		Unemployment - Direct Pay	0	0	0	0	0	0												
67	602	49460	151		Workers Compensation	1,209	1,244	622	439	649	659												
68	602	49460	210		Operating Supplies	43,778	53,574	48,000	73,485	54,000	54,810												
69	602	49460	211		Motor Fuels	0	0	0	0	900	914												
70	602	49460	220		Repair & Maintenance Supplies	2,772	443	443	365	2,000	2,030												
71	602	49460	300		Professional Services	1,885	2,501	2,501	2,460	2,000	2,030												
72	602	49460	360		Insurance	830	705	1,100	1,312	1,600	1,624												
73	602	49460	380		Utilities	43,907	42,740	42,740	50,184	40,000	40,600												
74	602	49460	404		Repair & Maint. - Equip. & Pumps	8,310	18,893	15,000	27,145	75,000	76,125												
75	602	49460	405		Repair & Maint. - Ponds	0	0	0	0	0	0												
76	602	49460	415		Equipment Rental	0	0	0	0	0	0												
77	602	49460	433		Dues and Subscriptions(Permits)	0	0	0	0	0	0												
78					Sub-Total: Biosolids	139,543	163,481	132,669	216,729	200,095	203,096												

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	B	C	D	E	F	14	ent	WAS	TWR	T	U	V	W	X
79														
80						2011		2012		2013	2013	2014	2015	
81						Actual		Actual		Budget	Projected	Proposed	Proposed	
82					Collector System/Lift Stations									
83	602	49470	100		Wages	93,078		95,363		146,428	82,957	157,438	159,800	
84	602	49470	101		Temporary Wages	2,724		11,408		2,050	2,722	2,050	2,081	
85	602	49470	102		Overtime	3,420		2,917		11,073	3,662	11,388	11,559	
86	602	49470	112		Car Allowance	540		540		540	135	0	0	
87	602	49470	121		PERA	7,374		6,855		11,419	6,150	12,240	12,424	
88	602	49470	122		FICA	6,526		6,672		9,892	5,334	10,594	10,753	
89	602	49470	126		Medicare	1,526		1,561		2,313	1,248	2,478	2,515	
90	602	49470	131		Medical Insurance	15,245		15,955		34,514	17,847	37,188	37,746	
91	602	49470	132		Dental Insurance	961		1,120		2,103	1,252	2,261	2,295	
92	602	49470	133		Life Insurance	42		39		62	35	65	66	
93	602	49470	142		Unemployment - Direct Pay	0		0		0	575	584	592	
94	602	49470	151		Workers Compensation	2,971		3,042		6,281	4,432	6,539	6,637	
95	602	49470	210		Operating Supplies	1,303		6,564		3,000	648	3,000	3,045	
96	602	49470	211		Motor Fuels	14,861		15,522		13,000	12,983	13,000	13,195	
97	602	49470	220		Repair & Maintenance Supplies	2,624		1,592		3,000	1,041	3,000	3,045	
98	602	49470	300		Professional Services	1,991		4,122		4,122	2,637	6,000	6,090	
99	602	49470	360		Insurance	1,311		1,111		2,000	2,260	3,000	3,045	
100	602	49470	380		Utilities	32,298		30,080		30,080	32,799	31,000	31,465	
101	602	49470	401		Repair & Maint. - Buildings	19		554		1,000	15	1,000	1,015	
102	602	49470	402		Repair & Maint. - Lift Stations	2,359		14,657		4,000	955	4,000	4,060	
103	602	49470	404		Repair & Maint-Equipment & Mach	48,082		50,380		50,380	32,608	62,000	62,930	
104	602	49470	406		Repair & Maint. - Mains	14,225		11,472		5,000	6,621	7,000	7,105	
105	602	49470	410		Repair & Maint. - SCADA System	0		0		2,500	0	500	508	
106	602	49470	430		Miscellaneous	0		0		0	0	0	0	
107					Sub-Total: Collection	253,480		281,526		344,757	218,916	376,325	381,969	
108					Source/Treatment									
109	602	49480	100		Wages	180,342		225,606		183,561	217,599	196,809	199,761	
110	602	49480	101		Temporary Wages	1,351		695		695	11,169	2,734	2,775	
111	602	49480	102		Overtime	3,035		4,408		4,981	4,439	5,362	5,442	
112	602	49480	112		Car Allowance	540		540		540	135	0	0	
113	602	49480	121		PERA	13,589		16,419		13,669	15,781	14,657	14,877	
114	602	49480	122		FICA	11,583		13,663		11,859	13,720	12,704	12,895	
115	602	49480	126		Medicare	2,709		3,196		2,773	3,209	2,971	3,016	
116	602	49480	131		Medical Insurance	44,180		49,708		47,329	51,350	51,029	51,794	
117	602	49480	132		Dental Insurance	1,826		3,265		2,643	3,826	2,842	2,885	
118	602	49480	133		Life Insurance	81		92		78	88	82	83	
119	602	49480	151		Workers Compensation	6,784		7,002		7,641	5,392	7,949	8,068	
120	602	49480	210		Operating Supplies	122,898		117,550		115,000	83,809	88,000	89,320	
121	602	49480	211		Motor Fuels	9,042		19,263		22,000	10,214	15,000	15,225	
122	602	49480	220		Repair & Maintenance Supplies	9,727		317		10,000	1,617	5,000	5,075	
123	602	49480	300		Professional Services	87,780		82,689		82,689	89,356	70,000	71,050	
124	602	49480	360		Insurance	18,449		18,046		30,000	24,215	30,000	30,450	
125	602	49480	380		Utilities	438,558		410,915		415,000	497,799	470,000	477,050	
126	602	49480	401		Repair & Maint. - Bldgs	11,002		3,535		10,000	132	10,000	10,150	
127	602	49480	404		Repair & Maint. - Equip. & Pumps	32,427		44,463		44,463	47,558	113,000	114,695	
128	602	49480	405		Repair & Maint. - Ponds	0		0		0	0	0	0	
129	602	49480	415		Equipment Rental	7		5		50	0	50	51	
130	602	49480	433		Dues and Subscriptions	0		0		50	0	50	51	
131					Sub-Total: Source/Trmt	995,910		1,021,377		1,005,021	1,081,408	1,098,239	1,114,713	

	B	C	D	E	F	2011	2012	2013	2013	2014	2015
						Actual	Actual	Budget	Projected	Proposed	Proposed
									Budget	Budget	Budget
132											
133						2011	2012	2013	2013	2014	2015
134						Actual	Actual	Budget	Budget	Proposed	Proposed
135					Administrative and General						
136	602	49490	100		Wages	35,945	42,864	47,774	44,012	49,041	49,777
137	602	49490	101		Temporary Wages	0	0	0	0	0	0
138	602	49490	102		Overtime	56	104	301	159	310	315
139	602	49490	112		Car Allowance	363	363	365	206	365	370
140	602	49490	121		PERA	2,990	3,071	3,479	3,149	3,571	3,625
141	602	49490	122		FICA	2,414	2,491	2,981	2,535	3,060	3,106
142	602	49490	126		Medicare	564	583	697	593	716	727
143	602	49490	131		Medical Insurance	12,591	12,920	14,012	13,694	16,488	16,735
144	602	49490	132		Dental Insurance	586	1,021	784	894	844	857
145	602	49490	133		Life Insurance	20	20	23	22	24	24
146	602	49490	151		Workers Compensation	472	711	960	677	927	941
147	602	49490	200		Office Supplies	3,110	2,870	2,500	6,272	2,500	2,538
148	602	49490	205		Misc. Employee Expenses	7,001	9,027	7,300	8,094	7,300	7,410
149	602	49490	210		Operating Supplies	750	647	1,500	683	1,500	1,523
150	602	49490	211		Motor Fuels	95	18	18	103	0	0
151	602	49490	220		Repair & Maintenance Supplies	1,184	2,849	700	1,041	700	711
152	602	49490	300		Professional Services	7,663	38,303	10,000	8,249	10,000	10,150
153	602	49490	321		Telephone	3,790	4,330	4,330	4,398	4,600	4,669
154	602	49490	322		Postage	238	48	200	141	200	203
155	602	49490	331		Travel & Training	5,599	5,160	8,000	3,137	8,000	8,120
156	602	49490	340		Advertising	472	335	400	167	400	406
157	602	49490	351		Legal Notices & Publications	6	0	50	0	50	51
158	602	49490	354		Printing & Binding	0	0	50	0	50	51
159	602	49490	360		Insurance	1,484	1,303	3,000	2,155	3,000	3,045
160	602	49490	380		Utilities	3,793	3,382	4,200	3,815	4,500	4,568
161	602	49490	401		Repair & Maint. - Buildings	1,278	1,135	2,000	1,412	2,000	2,030
162	602	49490	404		Repair & Maint.-Equip. & Mach.	4,100	3,874	2,000	4,193	2,000	2,030
163	602	49490	430		Miscellaneous	0	0	50	0	50	51
164	602	49490	433		Dues and Subscriptions	6,543	6,839	12,050	6,535	12,050	12,231
165					Sub-Total: Administration	103,107	144,268	129,724	116,336	134,246	136,260
166											
167					Customer Accounts						
168	602	49495	100		Wages	13,786	16,699	16,011	14,525	15,573	15,807
169	602	49495	102		Overtime	98	163	332	5	316	321
170	602	49495	121		PERA	1,122	953	1,185	1,022	1,152	1,169
171	602	49495	122		FICA	929	874	1,013	857	985	1,000
172	602	49495	126		Medicare	217	205	237	201	230	233
173	602	49495	131		Health Insurance	3,346	3,136	3,389	3,512	5,375	5,456
174	602	49495	132		Dental Insurance	209	161	154	238	166	168
175	602	49495	133		Life Insurance	5	5	5	5	5	5
176	602	49495	151		Worker's Compensation	83	85	115	81	101	103
177	602	49495	200		Office Supplies	313	1,156	1,156	1,353	1,160	1,177
178	602	49495	211		Motor fuels	454	407	400	648	600	609
179	602	49495	300		Professional Services	2,016	1,886	1,886	1,890	2,000	2,030
180	602	49495	322		Postage	5,174	5,235	4,900	5,354	5,400	5,481
181	602	49495	331		Travel & Training	0	0	0	17	100	102
182	602	49495	354		Printing & Binding	0	0	0	0	0	0
183	602	49495	360		Insurance	162	137	450	292	450	457
184	602	49495	404		Repair & Maint. - Equipment & Mach.	1,353	1,702	1,700	2,512	1,400	1,421
185	602	49495	430		Miscellaneous	0	0	0	0	0	0
186	602	49495	904		Bad Debt Expense	0	446	1,300	100	1,000	1,015
187					Sub-Total: Customer Accounts	29,267	33,250	34,233	32,612	36,013	36,553
188											
189					Operating Expenses	1,521,307	1,643,902	1,646,404	1,666,001	1,844,918	1,872,591
190											
191					Operating Income (loss):	1,973,945	1,603,600	1,667,711	1,762,233	1,892,966	2,129,901
192											
193					Depreciation						
194	602	49970	420		Depreciation	809,504	801,198	801,198	823,589	825,000	825,000
195					Interest Payments						
196	602	49980	611		Bond Interest Payments	379,444	350,901	321,803	321,803	275,472	256,594
197											
198					Transfers						
199	602	49990	720		Operating Transfer	217,340	216,232	207,661	216,888	235,074	252,274
200	602	49990	722		Contributed Utility Services	19,016	23,095	20,000	20,200	20,503	20,811
201					Sub-Total: Transfers & Contributions	236,356	239,327	227,661	237,088	255,577	273,084
202											
203					Expenditure Total for Income Statement:	2,946,611	3,035,328	2,997,066	3,048,481	3,200,967	3,227,270
204											
205					NET INCOME:	581,382	228,162	343,097	451,719	560,965	799,270
206											
207									2013	2014	2015
208						2011	2012	2013	Projected	Proposed	Proposed

	B	C	D	E	F	14	ent	WAS	TWR	T	U	V	W	X
209					Capital - Collector System	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	
210	602	48210	300		Professional Services	172	15,950	7,000	0	47,000	10,000			
211	602	48210	520		Building/Structural Improvements	4,426	27,753	7,000	34,467	0	0			
212	602	48210	532		Utility Infrastructure: Mains	31,504	23,904	248,000	62,402	493,600	5,000			
213	602	48210	580		Other Equipment	0	3,835	1,000	0	0	120,000			
214						36,102	71,442	263,000	96,869	540,600	135,000			
220					Capital - Treatment System									
221	602	48220	300		Professional Services	2,581	6,720	5,000	155	2,000	4,000			
222	602	48220	510		Land	0	0	0	0	0	0			
223	602	48220	520		Building/Structural Improvements	38,462	62,319	125,200	38,336	0	10,000			
224	602	48220	580		Other Equipment	20,548	0	3,000	0	0	0			
225						61,591	69,039	133,200	38,491	2,000	14,000			
226					Capital - General Plant									
227	602	48230	520		Building/Structural Improvements	0	0	0	0	0	5,000			
228	602	48230	540		Heavy Machinery	0	0	0	0	0	20,000			
229	602	48230	550		Motor Vehicles	0	0	0	5,451	16,500	244,000			
230	602	48230	580		Other Equipment	12,590	9,877	13,000	14,448	0	0			
231						12,590	9,877	13,000	19,899	16,500	269,000			
232					Bond Principal Payments									
233	602				Principal Payments on Bonds	1,119,730	2,947,960	1,230,240	1,230,240	1,114,570	1,179,250			
234														
235														
236														
237					WASTEWATER FUND									
238					Statement of Sources and Applications of Cash									
239														
240						2011	2012	2013	2013	2014	2015			
241						Actual	Actual	Budget	Projected	Proposed	Proposed			
242					Sources of Cash:									
243														
244					Net Income (loss)	\$581,382	\$228,162	\$343,097	\$451,719	\$560,965	\$799,270			
245					Add depreciation	809,504	801,198	801,198	823,589	825,000	825,000			
246														
247					Total	1,390,886	1,029,360	1,144,295	1,275,308	1,385,965	1,624,270			
248														
249					Application of cash:									
250														
251					Purchase of fixed assets	(110,283)	(150,358)	(409,200)	(155,259)	(559,100)	(418,000)			
252														
253					Change in assets and liabilities	63,719	58,330	0	58,330	0	0			
254														
255					Bond Proceeds	0	1,890,000	200,000	0	0	235,000			
256														
257					Principal payments of long-term debt	(1,119,730)	(2,947,960)	(1,230,240)	(1,230,240)	(1,114,570)	(1,179,250)			
258														
259					Capital contributed by other sources	0	0	0	0	0	0			
260														
261					Total	(1,166,294)	(1,149,988)	(1,439,440)	(1,327,169)	(1,673,670)	(1,362,250)			
262														
263					Net increase (decrease) in cash	224,592	(120,628)	(295,145)	(51,861)	(287,705)	262,020			
264														
265					Cash balance - January 1	488,723	713,315	592,687	592,687	540,826	253,121			
266														
267					restricted reserve	464,507	508,074	477,074	485,506	529,506	573,506			
268					Cash balance - December 31	\$248,808	\$84,613	(\$179,532)	\$55,319	(\$276,385)	(\$58,365)			
269					Percent of next year operations	8.2%		-5.9%						
270					Percent of same year operations		2.8%		1.8%	-8.6%	-1.8%			

Wastewater Utility Capital Plan

		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Totals
602.48210	Collector Systems											
300	Professional Services	\$47,000	\$10,000	\$10,000	\$10,000	\$10,000	\$11,000	\$12,000	\$12,000	\$12,500	\$12,500	\$147,000
532	Washington Avenue Link	\$235,600										\$235,600
532	North Interceptor Phase 1											\$0
532	North Interceptor Phase 2	\$116,000										\$116,000
532	North Interceptor Phase 3	\$0			\$68,000							\$68,000
532	North Interceptor Phase 4					\$60,000						\$60,000
532	North Interceptor Phase 5						\$60,000					\$60,000
532	STJU Roundabout	\$107,000										\$107,000
532	Union Street Intersection	\$33,000										\$33,000
532	Hwy 169 adjust structures	\$2,000										\$2,000
532	Subdivision Development		\$5,000	\$6,000	\$7,000	\$8,000	\$6,000	\$8,000	\$7,000	\$8,000	\$10,000	\$65,000
580	Mainline Camera Replacement		\$120,000									\$120,000
580	Collection System Trash Pumps						\$6,000					\$6,000
602.48210	Collector Systems Total	\$540,600	\$135,000	\$16,000	\$85,000	\$78,000	\$83,000	\$20,000	\$19,000	\$20,500	\$22,500	\$1,019,600
602.48220	Treatment Facilities											Totals
300	Professional Services	\$2,000	\$4,000	\$5,000	\$6,000	\$7,000	\$9,000	\$9,500	\$9,500	\$10,000	\$10,000	\$72,000
520	Equipment Replacement - WWTF		\$5,000	\$7,000	\$10,000	\$12,500	\$13,000	\$15,000	\$17,000	\$20,000	\$21,000	\$120,500
520	Equipment Replacement - Lab		\$5,000	\$2,000	\$6,000	\$5,000	\$3,000	\$5,700	\$5,000	\$3,000	\$5,500	\$40,200
602.48220	Treatment Facilities Total	\$2,000	\$14,000	\$14,000	\$22,000	\$24,500	\$25,000	\$30,200	\$31,500	\$33,000	\$36,500	\$232,700
602.48230	General Plant Sewer											Totals
520	Public Works Improvements		\$5,000		\$8,000		\$5,000		\$5,000			\$23,000
540	Backhoe Replacement		\$20,000									\$20,000
550	Replace Unit #64 (10% of \$65,000)	\$6,500										\$6,500
550	Replace Unit #26 (2002) One ton			\$30,000							\$31,000	\$61,000
550	Replace Unit #27 (75%WW-25%SW)		\$235,000									\$235,000
550	Replace Unit #1 (2003) (33% of \$36,000) -	\$10,000									\$15,000	\$25,000
550	Replace Unit #90				\$26,000							\$26,000
550	Replace Unit #36 (2001) (33% of \$27,000) -		\$9,000							\$10,000		\$19,000
550	Replace Unit #68 JD 444H				\$50,000							\$50,000
580	Riding Lawn Mower with ATT:					\$4,000				\$4,000		\$8,000
580	#552 John Deere Riding Mower 1435 series II			\$21,000								\$21,000
602.48230	General Plant Sewer Totals	\$16,500	\$269,000	\$51,000	\$84,000	\$4,000	\$5,000	\$0	\$5,000	\$14,000	\$46,000	\$494,500
	Sub-totals	\$559,100	\$418,000	\$81,000	\$191,000	\$106,500	\$113,000	\$50,200	\$55,500	\$67,500	\$105,000	
	Bond Debt Service Payments	\$1,439,960	\$1,421,407	\$1,382,690	\$1,387,745	\$1,385,158	\$1,385,434	\$1,382,162	\$1,346,062	\$610,070	\$610,070	
	Total Cost	\$1,999,060	\$1,839,407	\$1,463,690	\$1,578,745	\$1,491,658	\$1,498,434	\$1,432,362	\$1,401,562	\$677,570	\$715,070	

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING THE 2014 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 2014:

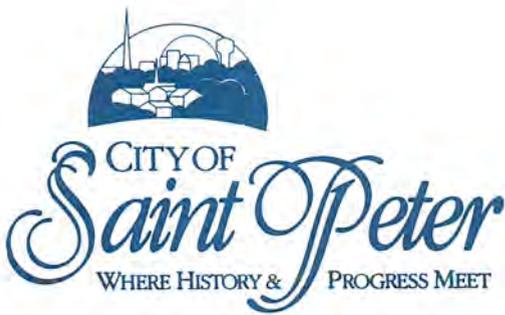
Wastewater Fund	\$3,760,067
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of May 2014.

Jeffery Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/06/14

FROM: Russ Wille
Community Development Director

RE: 2014 Housing Study Update

ACTION/RECOMMENDATION

Authorize execution of an agreement by and between the City of Saint Peter and Community Partners Research (CPR) for the completion of an update to the 2012 Housing Study.

BACKGROUND

In 1999, the City of Saint Peter executed a contract with Community Partners Research for the production of a comprehensive study of the Saint Peter housing market. The 1999 study was updated by CPR in 2002, 2005 and once again in 2012. At this time, staff recommends that the City enter into a contract with CPR to develop an update to the 2012 analysis of the Saint Peter housing market.

Previous housing studies have proven to be instrumental in helping the Council make informed housing policy decisions. The proposed study would be expected to guide the City Council as they determine the acceptable municipal role in residential development. Past City Council's have used the results in determining the need for additional single family home ownership opportunities which were then addressed through the development and sale of lots within Nicollet Meadows and then Washington Terrace.

The update would focus on household incomes, employment data, home sales and residential lots available for construction. The intent of the update is to determine the impact of the significant regional job growth on the demand for various types of housing

FISCAL IMPACT:

CPR proposes to complete the update at a cost of \$5,600. The cost of the update could be funded by the professional services line-item within the Community Development departmental budget.

ALTERNATIVES/VARIATIONS:

Do not act: No further action would be contemplated.

Negative Votes: Community Partners Research will be notified.

Modification of the Resolution: Any modification to the proposal would need to be acceptable to Community Partners Research.

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

RW



Community Partners Research, Inc.

10865 32nd Street North

Lake Elmo, MN 55042

Phone: 651-777-1813 Fax: 651-204-0019

May 2, 2014

Russ Wille, Executive Director
St. Peter EDA
Municipal Building
227 South Front Street
St. Peter, MN 56082

Dear Russ:

Thank you for the opportunity to submit a proposal to update portions of the 2012 St. Peter Housing Study. Based on my understanding of your plans, this would be a targeted update focused on affordable home ownership issues. As a result, not all of the sections in the previous study would be revisited.

We would propose the following work plan:

Basic Demographic Data

The 2012 Study had included information from the 2010 Census. For some demographic variables, this would still represent the most recent reliable information. As a result, we would only review and update select items, such as population and household growth through the year 2013. If the most recent estimates indicate that some changes are needed in the previous projections, we would modify them accordingly.

Household Income

We will examine household income estimates. Due to data lag, it is probable that the most recent estimates will be for the year 2012.

Employment and Economic Data

We would intend to update the section on employment, unemployment, average wage and commuting patterns.

May 2, 2014
page 2

Home Value/Home Sales Data

We would research and incorporate any new information that is available on home values, sales prices, and home foreclosures.

Lot Availability

We will collect information on the supply of improved residential lots that already exist or are in the planning stages in St. Peter.

Regional Competition

Much of the research in 2014 will be focused on market conditions within a larger region, including Mankato, North Mankato, Eagle Lake and Le Sueur. We will attempt to gain information on market conditions in those communities, including the supply of residential lots, as well as building permit issuance trends.

Findings and Recommendations

The information would be used to form an opinion on the demand for entry-level home ownership and the need for affordable lots in St. Peter.

Timing

As discussed in our email exchanges, work on this project could begin in July, with completion by September.

Cost

The proposed cost for this project would be \$5,600, inclusive of all direct expenses.

Again, thank you for this opportunity to submit a proposal. If you have any questions, please contact me at (651) 777-1813.

Sincerely,



Scott L. Knudson
Community Partners Research, Inc.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT WITH COMMUNITY PARTNERS
RESEARCH, INC. FOR UPDATE TO 2012 HOUSING STUDY**

WHEREAS, in 1999, 2002, 2005 and 2012, the City of Saint Peter and Community Partners Research, Inc. entered into contracts for the completion of a study of the Saint Peter housing market; and

WHEREAS, the completed studies provided recommendations regarding the need for various types of housing developments; and

WHEREAS, access to the most recent housing data is essential as the community makes future decisions regarding public investments in housing; and

WHEREAS, Community Partners Research, Inc. has proposed to undertake an update to the 2012 Housing Study at a cost of \$5,600.00; and

WHEREAS, the completed update would assist the City Council as they make future decisions regarding the appropriate municipal role in the promotion of life cycle housing options; and

WHEREAS, the city is seeking justification and documentation of the needs for future housing developments serving the various housing markets within Saint Peter.

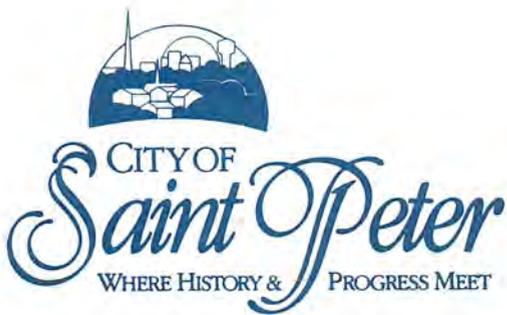
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to enter into a contract in an amount not to exceed \$5,600 with Community Partners Research, Inc. for the completion of an update to the 2012 comprehensive study of the Saint Peter housing market.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this the 12th day of May, 2014.

Jeffery Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/09/14

FROM: Russ Wille
Community Development Director

RE: Administrative Lot Split – Sale of Land

ACTION/RECOMMENDATION

Approve an Administrative Lot Split (ALS) of Lot 1, Block 1, Swift Park Subdivision No. 2 and authorizing sale of the resulting Parcel A to Hendrickson Organ Company.

BACKGROUND

On November 15, 2013, Hendrickson Organ Company experienced a fire at their manufacturing/production facility located at 1403 North Fifth Street. The structure was consumed by the fire and destroyed. Hendrickson Organ Company intends to reconstruct the manufacturing/production facility to resume their regular business activities.

The original review of the property suggested that the Hendrickson building was non-conforming in that it did not meet the required twenty-five (25) foot setback from the adjoining property to the south. Hendrickson was asked to have a survey prepared to determine the existing setback in anticipation of reconstructing the destroyed building.

The reconstruction of non-conforming structures is addressed in the Saint Peter Zoning Code. Additionally, Minnesota Statutes §462.357, Subd. 1(e) reads,

“Nonconformities. (a) Except as otherwise provided by law, any nonconformity, including the lawful use or occupation of land or premises existing at the time of adoption of an additional control under this chapter, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:

- (1) the nonconformity or occupancy is discontinued for a period of more than one year; or***
- (2) any nonconforming use is destroyed by fire or other peril to the extent of greater than 50 percent of its estimated market value, as indicated in the records of the county assessor at the time of damage, and no building permit has been applied for within 180 days of when the property is damaged.”***

The prepared survey determined that the Hendrickson Organ Company structure destroyed by the fire are partially constructed on the neighboring property owned by the City of Saint Peter. The survey suggests that the Hendrickson building is approximately 22 inches over the property line. As such, the building is considered to be nonconforming and no permit can be issued to allow for the reconstruction.

To remedy the matter and to allow for the reconstruction of the Hendrickson Organ facility, it has been proposed that Hendrickson purchase a five foot (5') strip of land from the City property abutting Hendrickson's southern property line. The City property was acquired at the time that the Public Works operations was relocated to the St. Julien Street facility. The property is currently vacant and there are no existing plans for the City to further develop the parcel.

To provide for the sale of the five foot (5') strip, the property would need to be appropriately split into two separate parcels. To that end, an Administrative Lot Split has been prepared. The split would create "Parcel A" and "Parcel B". Parcel "A" would be legally described as:

The North 5.00 feet of the West 209.67 feet of Lot 1, Block 1, Swift Park Subdivision No. 2, according to the plat thereof on file and of record with the Nicollet County Recorder.

It would be proposed that upon acceptance of the Administrative Lot Split, that Parcel A would be sold to Hendrickson Organ Company at a price of \$1.05/square foot. At 1,048 square feet, the parcel would have a price of \$1,100.40. The \$1.05/square foot cost would mirror the price set for lots within the North Industrial Park.

Once the ALS is accepted and the parcel transferred to Hendrickson, "Parcel A" could be administratively combined with the existing Hendrickson property to create a single parcel for zoning purposes. Once combined, a permit could be issued to Hendrickson for the reconstruction of the building.

FISCAL IMPACT:

"Parcel A" would be sold to Hendrickson Organ Company at a price of \$1.05/square foot or \$1,100.40. Hendrickson has consented to pay all the costs of the project, including but not limited to, survey preparation, legal consultation, closing costs and recording fees.

ALTERNATIVES/VARIATIONS:

Do not act: Hendrickson will be notified and will need to complete the clearing of the destroyed building and would need to meet the required setbacks to allow reconstruction.

Negative Vote: Hendrickson will be notified and will need to complete the clearing of the destroyed building and would need to meet the required setbacks to allow for reconstruction.

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

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

RW



Hosted by Vanguard Appraisals, Inc

Parcel Number: 19.804.0010

Deed Holder: ST PETER (CITY OF)

Property Address:

Map Area: EXEMPT

Legal Description:

BLOCK 1 LOT 1 SUBDIVISIONCD 19804 SUBDIVISIONNAME SWIFT PARK SUBD # 2

Property Report: [PROPERTY REPORT \(PDF FILE\)](#)

No image to display



Current value as of January 02, 2014 - Taxes payable 2015

Land Value	Dwelling Value	Improvement Value	Total Value
\$60,300	\$0	\$0	\$60,300

Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2013	\$60,300	\$0	\$0	\$60,300
2012	\$60,300	\$0	\$0	\$60,300

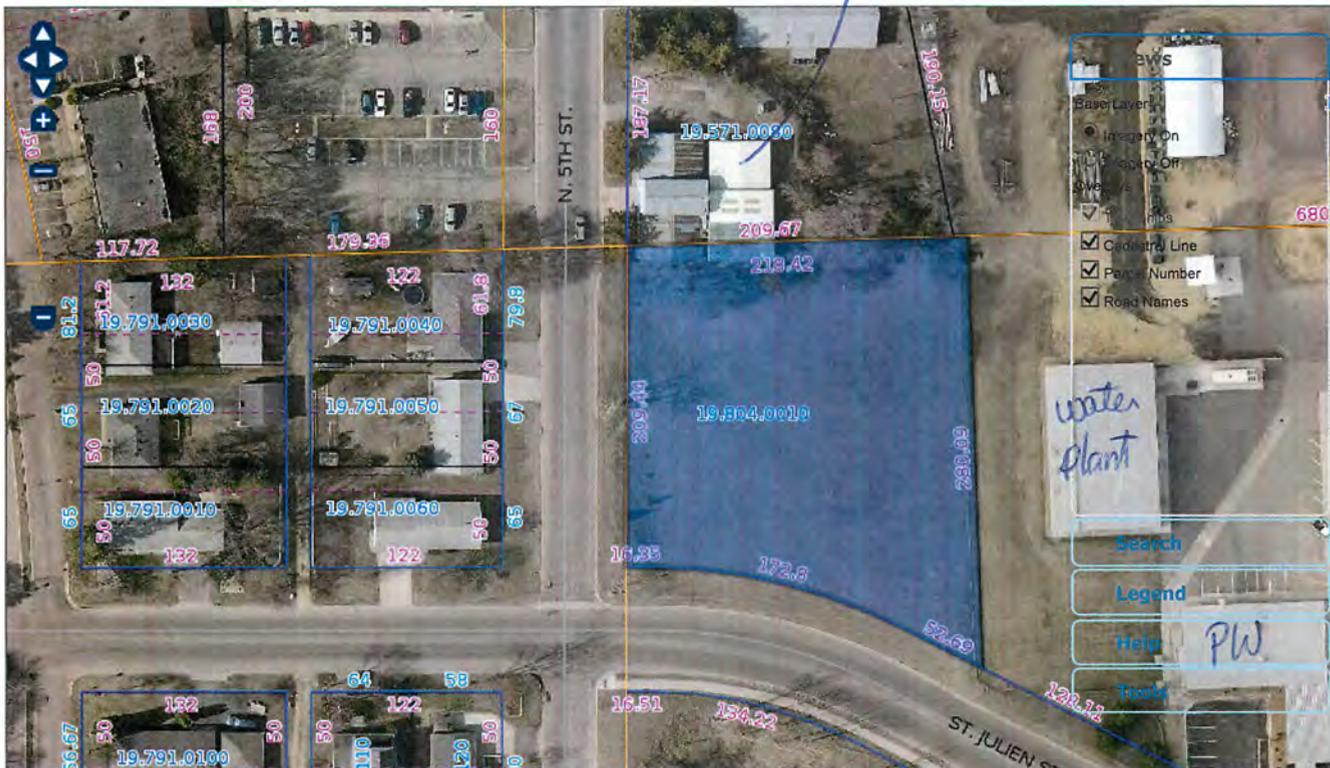
More Years...

Land Information

Lot Type	Square Feet	Acres
Lump Sum	51,063	1.172

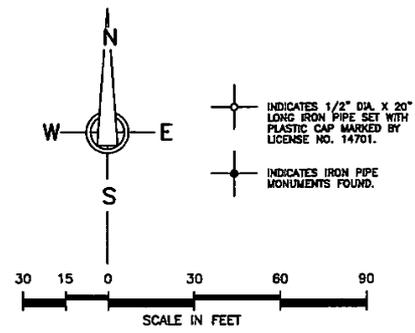
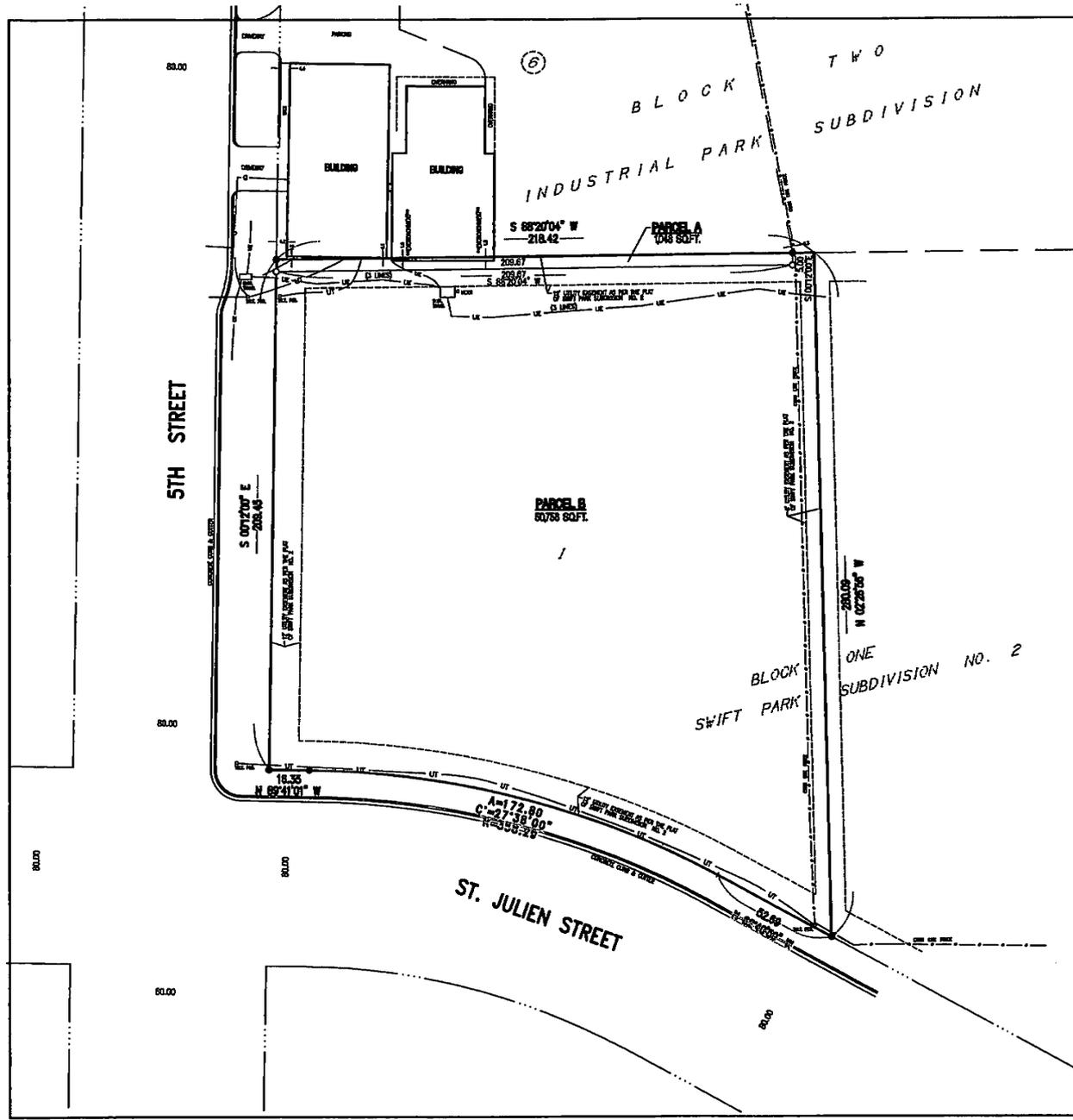
GIS Map Information

Hendrickson Oregon



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Parcel A
 The North 5.00 feet of the West 209.67 feet of Lot 1, Block One, Swift Park Subdivision No. 2, according to the plot thereof on file and of record with the Nicollet County Recorder.
 Said Parcel A contains 1,048 square feet.

Parcel B
 Lot 1, Block One, Swift Park Subdivision No. 2, according to the plot thereof on file and of record with the Nicollet County Recorder, EXCEPTING therefrom the North 5.00 feet of the West 209.67 feet of said Lot 1.
 Said Parcel B contains 50,758 square feet, subject to any and all easements of record.

CITY ACKNOWLEDGMENT
 This Lot Split has been reviewed and approved by the City of St. Peter.
 Signed this ___ day of _____ 2014.

 City Clerk/Administrator
 Signed this ___ day of _____ 2014.

 Community Development Director

I hereby certify that this survey, plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Signature: _____
 Print Name: **WARREN P. SMITH**
 Date: _____ License No. **14701**

HENDRICKSON SURVEYING INC.
 151 ST. ANDREWS COURT
 SUITE 400
 MINNETONKA, MN 55001
 PHONE: 957-345-1003

ADMINISTRATIVE LOT SPLIT
 ST. PETER, MINNESOTA

LOT 1, BLOCK ONE, SWIFT PARK SUBDIVISION NO. 2

FOR: HENDRICKSON ORGAN CO.
 SCALE: 1"=30' DATE: MAY, 2014 F.B.: FILE 14604

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION ACCEPTING ADMINISTRATIVE LOT SPLIT OF LOT 1, BLOCK 1, SWIFT
PARK SUBDIVISION NO. 2 AND SALE OF CITY OWNED LAND TO HENDRICKSON
ORGAN COMPANY**

WHEREAS, Hendrickson Organ Company was partially destroyed by fire on November 15, 2013; and

WHEREAS, the company intends to reconstruct the fire damaged building to production and manufacturing to resume; and

WHEREAS, prior to issuance of a building permit, a survey of the property determined that the destroyed building was partially constructed upon the neighboring property which is owned by the City; and

WHEREAS, a building permit cannot be issued for reconstruction of a building that is on a neighboring property; and

WHEREAS, to allow the reconstruction upon the existing building footprint, Hendrickson would need to purchase a strip of property from the abutting parcel owned by the City of Saint Peter; and

WHEREAS, an Administrative Lot Split (ALS) has been prepared to create "Parcel A" which consists of a five foot (5') wide strip of land along the northern property line of the City's property; and

WHEREAS, once the ALS is accepted by the City staff recommends sale of "Parcel A" to Hendrickson Organ Company at a price of \$1.05/square foot; and

WHEREAS, once the sale is completed, a building permit may be issued to Hendrickson Organ Company to allow for reconstruction.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Administrative Lot Split of Lot 1, Block 1, Swift Park Subdivision No. 2 is hereby accepted and sale of the resulting "Parcel A" to Hendrickson Organ Company at a price of \$1,100.40 is approved contingent upon Hendrickson Organ Company bearing all costs related to the Administrative Lot Split and sale of the land.

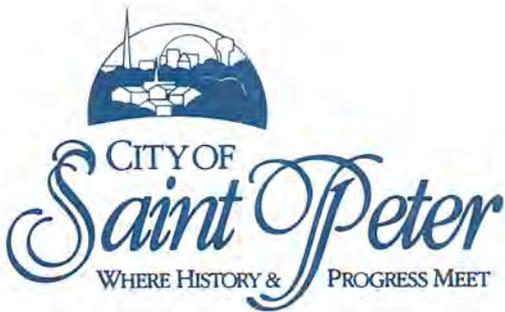
Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of May, 2014.

Jeffery Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator

82



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 5/9/2014

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Blues Fest

ACTION/RECOMMENDATION

Approve a request by the Saint Peter Ambassadors' for City assistance for a Blues Fest in Minnesota Square Park.

BACKGROUND

Organizers of a Blues Fest have requested City assistance for their event to be held in Minnesota Square Park on June 14, 2014. The request includes:

- Use of Minnesota Square Park for set up, take down and operation of the event from June 12, 2014 – June 15, 2014.
- Use of City electricity for the event.
- Use of picnic tables in Minnesota Square Park.
- Installation of a tent in the park contingent upon the organizer's compliance with Gopher State One Call regulations and procedures.
- Use of the park restroom facilities, including supplies and use of a restroom key.
- Use of a gate key.
- The City acting as fiscal agent for a Blues Fest grant application to be applied for by the Saint Peter Ambassador's, Inc.
- Use of Police Reserves for on-site security/checking ID's on June 14th from 12:00 noon-9:00 p.m. with all costs for the Reserves being paid by organizers.

Staff recommends approval of the request contingent upon the following:

- All publicity for the event including notice that dogs are not allowed in Minnesota Square Park.
- All food vendors for the event being notified by the organizer's that all applicable City, County and State permits must be obtained prior to May 27th (the organizers had indicated June 14th, but that would not provide enough time for approval of the license applications by the City Council, State and/or County).
- Limited access to the Public Works site during normal business hours only. Should the organizers need access after-hours or on weekends, the Ambassador's would be responsible for all employee call-out costs.

- Organizers limiting vehicles in the park as directed by City staff. This was not done in 2013 and we have met with the organizers to stress the need to comply with this regulation.
- Organizers providing for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Return of the park to pre-event condition.
- Prior to the event the Ambassador's providing the City with a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City as an additional insured.

This is the sixth year for this event and staff will once again will monitor activities surrounding preparation for the event, activities on the day of the event including parking issues in the park and take down activities in the park to ensure compliance with the approval provided.

FISCAL IMPACT:

The expected cost for the requested assistance will be \$4,500 including staff time, materials, and ongoing fiscal agent assistance.

ALTERNATIVES/VARIATIONS:

Do Not Act: Staff will provide no assistance without additional direction from the Council.

Denial: No City assistance will be provided without additional direction from the Council.

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

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

TP/bal

ST. PETER AMBASSADORS, INC.
P. O. BOX 301
ST. PETER, MN 56082

March 26, 2014



Todd Prafke, City Administrator
St. Peter City Council
227 S. Front Street
St. Peter, MN 56082

Re: St. Peter Ambassadors Blues Fest
June 14, 2014

Greetings:

The proposed 6th annual Blues Fest is hopefully going to be scheduled for Saturday, June 14, 2014, from 12:00 noon until 10:00 p.m. in Minnesota Square Park. We wish to thank the City for its past cooperation and assistance in helping with this community event.

The St. Peter Ambassadors once again respectfully requests the assistance of the City of St. Peter and the City Council for this year's Blues Fest. Our request for support and assistance would include the following:

1. Set up festival equipment, stage etc. beginning Thursday, June 12, 2014. Take down will take place as expediently as possible following the festival.
2. We request the use of City electricity during the Blues Fest and assistance by the City Electrical Department should the need arise.
3. We request use of City picnic tables.
4. We request permission to install a tent in the park and will follow all Gopher State one-call regulations.
5. We request use of the park restroom facilities, including supplies and use of a restroom key.
6. We request the use of a gate key for access to the park.
7. We request to be allowed to use police reserves for on-site security, or checking IDs beginning Saturday, June 14th at 12 noon until 9 p.m. All costs associated with providing police security shall be paid by the Ambassadors Blue Fest Organization.

8. We request permission to utilize the City as the fiscal agent for the Blues Fest grant application and any grant funds received.
9. We understand and agree that the City requires us to follow certain reasonable regulations. Our understanding is that they include the following:
 - a. Any publicity concerning the event shall include a notice that pets are not allowed in the park for the Blues Fest.
 - b. That we shall notify all food vendors at the event of their need to obtain a City permit prior to June 14, 2014.
 - c. Any vehicles in the park will be limited as much as possible and will be supervised by Blues Fest organizers and/or city staff.
 - d. We understand any access to the Public Works Site in St. Peter shall be limited to normal business hours. Should we need access to the site during non-business hours, we will pay any required call out charges for city staff.
 - e. St. Peter Ambassadors will arrange for appropriate garbage capacity, additional restroom facilities as directed or required, and disposal of any and all waste and debris resulting from the festival.
 - f. We will obtain any necessary permits, including a liquor license and event permit.
10. We would respectfully request being able to meet with City staff at a time convenient to address logistics and any additional concerns the City may have.

On behalf of the St. Peter Ambassadors, I wish to thank you for any positive response you may give to this request.

Sincerely,



Michael K. Riley, Sr.
Committee Member

MKR:hb

cc: Mark Leagjeld
David Detlefsen
John Mayer

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR “BLUES FEST”

WHEREAS, the St. Peter Ambassadors have requested City assistance for the “Blues Fest” community event at Minnesota Square Park; and

WHEREAS, 2014 is the sixth year the event has taken place; and

WHEREAS, the organizers have requested City assistance for their event to be held in Minnesota Square Park; and

WHEREAS, City staff has met with representatives of the Ambassadors to address issues related to concerns from the 2013 event such as vehicles being allowed into the park during the event; and

WHEREAS, the City Council has previously approved City assistance for this event.

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

1. The request for City assistance for the “Blues Fest” to be sponsored by St. Peter Ambassador’s, Inc. is hereby approved as follows:
 - Use of Minnesota Square Park for set up, take down and operation of the event from June 12, 2014 – June 15, 2014.
 - Use of City electricity for the event.
 - Use of picnic tables in Minnesota Square Park.
 - Installation of a tent in the park contingent upon the organizer’s compliance with Gopher State One Call regulations and procedures.
 - Use of the park restroom facilities, including supplies and use of a restroom key.
 - Use of a gate key.
 - The City acting as fiscal agent for a Blues Fest grant application to be applied for by the Saint Peter Ambassador’s, Inc.
 - Use of Police Reserves for on-site security/checking ID’s on June 14th from 12:00 noon-9:00 p.m. with all costs for the Reserves being paid by organizers.

2. City assistance is being provided contingent upon the following conditions being met and adhered to:
 - All publicity for the event including notice that dogs are not allowed in Minnesota Square Park and organizers reminding visitors to the event of this requirement periodically throughout the day.
 - All food vendors for the event being notified by the organizer’s that all applicable City, County and State permits must be obtained prior to May 27, 2014.

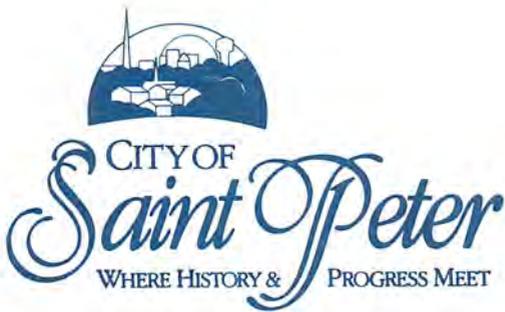
- Limited access to the Public Works site during normal business hours only. Any access requested at other than normal business hours will require the Ambassador's to pay employee call out charges.
- Organizers limiting vehicles in the parks as directed by City staff.
- Organizers providing for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Return of the park to pre-event condition.
- Prior to the event providing the City with a certificate of insurance in an amount not less than \$1,500,000 naming the City as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of May, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 5/9/2014

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Relay For Life

ACTION/RECOMMENDATION

Provide approval for City assistance for the American Cancer Society Relay For Life event.

BACKGROUND

The American Cancer Society sponsors a "Relay For Life" event each year. The event is open to the entire community and hundreds of people participate each year. As in past years, the organizers have requested City assistance to provide for this event. One change from previous years is that the event will end at 1:00 a.m. which eliminates the need for closure of area roadways and makes the issue of campers in the park moot. The organizers wish to erect two large tents and several smaller pop-up type tents in the park, and use of park restrooms.

City staff has met with representatives of the Nicollet County Relay For Life Committee to discuss their request and recommends approval as follows:

- Authorized to use Gorman Park for the "Relay For Life" event June 13, 2014 through the morning of June 14, 2014 as follows:
 - Approval for erection of two tents for the event provided appropriate Gopher State One Call procedures are completed.
 - Use of a restroom key for restocking restroom paper products.
 - Use of City electricity in the park.
 - Use of the Community Center lobby, gym, concession stand and restrooms on June 13-14th. In the event of inclement weather the entire event will be held indoors at the Community Center.

Relay For Life organizers must be responsible for the following:

- Contacting Gopher State One Call 48 hours prior to placing stakes for tents as required by State law.
- Removal of all refuse from the park and Community Center.
- Ensuring that no pets or glass containers are in the park or Community Center.
- Ensuring there is no smoking and no alcohol use in the park or Community Center.

- Ensuring that no vehicles are allowed in the park with the exception of the ATV that will be used for distribution of the luminaria on the walk around and in the park.
- Ensuring that any and all vendors at the event are properly licensed by the City and/or Nicollet County by no later than June 9, 2014.
- Providing to the City Administrator's Office prior to the event a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured.

FISCAL IMPACT:

Estimated cost of the assistance provided is \$3,500.

ALTERNATIVES/VARIATIONS:

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

Denial: No assistance will be provided by the City.

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



May 5, 2014

Dear City Administration,

The Relay For Life of Nicollet County committee is in the planning stage of their annual fundraiser to help fight cancer. Once again, we would like to submit a proposal for the schedule and location of our event which will be held on Friday, June 13, 2014. Note that this is the second weekend in June, rather than our typical third weekend in June. This is due to a family wedding on the weekend of June 21st in the Wenner family. Another change is that the event will be ending at 1:00 a.m. Saturday, rather than the typical 6:00 a.m. followed by clean-up. We would like to hold this event at Gorman Park, as well as in the St. Peter Community Center.

Please review the attached outline of our event and I will attend the meeting of your choice to discuss it in detail and make changes as necessary.

Thank you again for the wonderful Community Center and parks that we have in St. Peter. As a fourth generation family in St. Peter, I am proud to call this my hometown and certainly enjoy the great accommodations we have here.

Sincerely,

Ann Wenner Volk
Relay For Life of Nicollet County, Co-Chair

Nicollet County Relay For Life Timeline and Schedule of Events St. Peter Community Center Venue

Thursday, June 12:

- City of St. Peter marks electrical lines before 5:00 p.m. on this day
- Gopher State marks additional lines before Thursday (Margaret Wenner contacts them)
- Upon approval, City officials provide keys to replace paper towels and toilet paper in public restrooms
- City crew potentially able to provide picnic tables and the small bleacher by the edge of patio area by door leading from Gorman Park to Library.
- On Thursday evening, the Mankato Knights of Columbus sets up two tents in the park

Friday, June 13:

- 9:00 a.m. – Ann and committee begin set-up of registration (out under tent OR lobby by library, depending on weather), auction (lobby along windows) and food stand (kitchen). Team members start placing pop-up tents around the park in designated areas (ball outfield).
- 9:30 a.m. – Volunteers assist with arranging picnic tables in centralized areas.
- 12:00 p.m. – Volunteers begin filling and distributing luminaria from the trailer of sand. This includes an adult driving the six-wheeler and wagon around to set-up the luminaria.
- 5:00-10:00 p.m. – Food stand (license obtained), activities and musical entertainment (Quiet time begins at 10 p.m.)
- 6:00 p.m. – Survivor's Ceremony (with honor guard and gun salute)
- 9:00 p.m. – Luminaria Lighting followed by Luminaria Ceremony
- Electricity Needs:
 - Pavilion electricity: PA, keyboard, and lights
 - A few campsites may use the outlets around the park

Saturday, June 14:

- 1:00 a.m. – Closing Relay Ceremony (by building door at the stage)
- 2:00 a.m. – Clean up ends

In case of inclement weather early on, the Relay will be relocated completely indoors at the St. Peter Community Center. Ann Volk has Weather Alert radio on site to notify participants of inclement weather. Once message received, campsites and walkers would be notified to take shelter inside the Community Center to the lower level (as indicated by signage on site).

Rental Fee: Will settle a rental fee with Jane Timmerman, per invoice received from her.

Contact Person: **Ann Wenner Volk**
Cell: 327-6534 / Work: 933-7577 / Home: 931-5816
42565 387th Avenue, St. Peter, MN 56082

GORMAN PARK



RELAY FOR LIFE 2014 – June 13th

The stage is placed at the landing outside of North facing doors (orange arrow).
The red block is where the two Knights of Columbus tents are set up.
The blue block is where tent campsites would be set up, if any participate.

The luminaria are set up on all sidewalks throughout Gorman Park only North of the Community Center (never crossing driveways or doorways).

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR RELAY FOR LIFE EVENT

WHEREAS, the American Cancer Society "Relay For Life" event is a community event; and

WHEREAS, the organizers have requested City assistance for this event; and

WHEREAS, City staff has met with the organizers to discuss their request and recommends approval with certain contingencies.

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

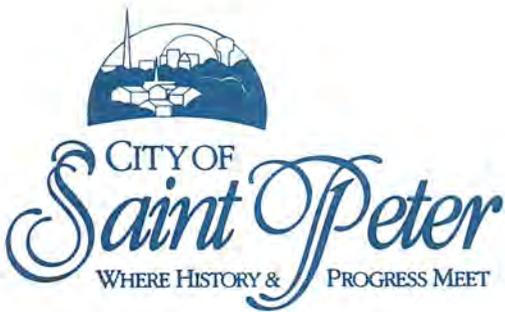
1. The American Cancer Society is authorized to use Gorman Park and the Community Center for the "Relay For Life" event June 13, 2014 through the morning of June 14, 2014 as follows:
 - Approval for erection of two tents and several smaller pop-up type tents for the event provided appropriate Gopher State One Call procedures are completed.
 - Use of a restroom key for restocking restroom paper products.
 - Use of City electricity in the park.
2. Relay For Life organizers shall be responsible for the following:
 - Contacting Gopher State One Call 48 hours prior to placing stakes for tents as required by State law.
 - Removal of all refuse from the park and Community Center.
 - Ensuring that no pets or glass containers are in the park or Community Center.
 - Ensuring there is no smoking and no alcohol use in the park or Community Center.
 - Ensuring that no vehicles are allowed in the park with the exception of the ATV that will be used for distribution of the luminaire on the walk around and in the park.
 - Ensuring that any and all vendors at the event are properly licensed by the City and/or Nicollet County by no later than June 9, 2014.
 - Providing to the City Administrator's Office prior to the event a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of May, 2014.

Jeffery Brand
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 05/07/14

FROM: Lewis Giesking *Lewis*
Director of Public Works

RE: Correction to Standard Detail Updates for
2014

ACTION/RECOMMENDATION

Authorize a correction to the updates of the City's Construction Standard Detail Plates approved by City Council on April 14, 2014.

BACKGROUND

The City Council on April 14, 2014 reviewed updates to the cities standard details. All of the information provided in the memo of explanation and reviews to the City Council was accurate. The resolution; however, had the wrong standard detail number or approval. The two standard detail plates incorrectly identified are listed below. The City Council is requested to adopt these revised standard detail plates so each detail plate has been confirmed by the City Council.

The correct plate numbers are as follows:

Standard Detail Number

Modification

1003 – Concrete Walk Typical Section

Added: or recycled concrete or bituminous

7017 – Pedestrian Curb Ramp with Truncated
Dome area

Reworded Note #11 – The construction of a new or reconstruction of an existing pedestrian ramp will not be allowed unless a pedestrian ramp meeting city standards is located on the opposite side of the street from the ramp being proposed. In the event no ramp exists a new ramp meeting city standards shall be constructed (See detail 7017B)

Added: Note #13

Added: Note #14

Added: Note #15

Added: Note #16

Added: Legend – These longitudinal slope ranges shall be the starting point. If site conditions warrant, longitudinal slopes up to 8.3% for flatter are allowed

Added: Note S

Added: Note F

Water Utilities Superintendent Moulton assisted with the preparation of this memo.

FISCAL IMPACT:

There is no direct cost to the City for these changes.

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

LGG/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION APPROVING REVISED CONSTRUCTION STANDARD DETAIL PLATES

WHEREAS, the American with Disabilities Act requirements have been revised and updated;
and

WHEREAS, some City construction standards need to have details added to clarify intent for
contractors; and

WHEREAS, a correction of the approved standard details needed to be made from April 14, due
to the additional #1003 and updated code from #7010 to #7017.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT
PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following new and modified
construction standard detail plates are hereby adopted:

- #1003 – Concrete Walk Typical Section
- #7017 – Pedestrian Curb Ramp and Truncated Dome area

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 5th day of
May, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator