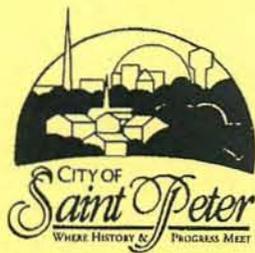


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 27, 2014
Community Center Governors' Room - 7:00 p.m.
600 South Fifth Street

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARING**
 - 1. Highway 22 Project Final Layout
- IV. **APPROVAL OF MINUTES**
- V. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
 - 1. American Legion Post #37
 - 2. Others
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**

None scheduled.
- VIII. **NEW BUSINESS**
 - A. Highway 22 Project Layout and Land Exchange
 - B. 2015 Stormwater Fund Budget
 - C. 2015 Environmental Services Fund Budget
 - D. 2015 Wastewater Fund Budget
 - E. Hospital Equipment Certificates Bid Award
 - F. Assessment of Unpaid Utility Charges
 - G. Assessment of Unpaid Miscellaneous Charges
 - H. Revolving Loan Subordination Request: Inspire Bridal
 - I. Temporary Street Closure Request
- IX. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
- X. **EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
ADJOURN TO CLOSED SESSION IN TDS ROOM
 - B. Union Negotiations
 - 1. 2015 Police Officer Contract Negotiations
 - 2. 2015 Communications Technicians Contract Negotiations**RETURN TO OPEN SESSION**
- Xi. **ADJOURNMENT**



I. CALL TO ORDER

Mayor Strand 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. PUBLIC HEARING

A. **PUBLIC HEARING ON MNDOT HIGHWAY 22 FINAL LAYOUT**

A public hearing has been scheduled at this time to receive comment on the proposed final layout of a Minnesota Department of Transportation project along Highway 22 east in Saint Peter. Notice of the hearing has been duly published in the *St. Peter Herald*. Action on the proposed project layout is scheduled under NEW BUSINESS.

IV. APPROVAL OF MINUTES

A copy of the minutes of the October 13, 2014 regular meeting is attached for approval. A MOTION is in order.

V. VISITORS

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

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

B. **General Visitor Comments**

1. **AMERICAN LEGION POST #37 PRESENTATION**

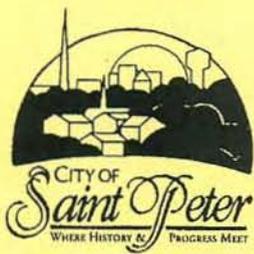
Representatives from American Legion Post #37 will be in attendance to make a flag presentation to the City.

2. **OTHERS**

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

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for October 9, 2014 through October 22, 2014, is attached. Please see the attached staff reports and RESOLUTION.



VII. UNFINISHED BUSINESS

None scheduled.

VIII. NEW BUSINESS

A. **ADOPTION OF RESOLUTIONS APPROVING MnDOT HIGHWAY 22 PROJECT DESIGN AND LAND EXCHANGE**

Staff recommends approval of two resolutions related to the MnDOT Highway 22 bridge project providing for approval of the project design and a land exchange of City and MnDOT land. Please see the attached staff report and RESOLUTIONS.

B. **ADOPTION OF A RESOLUTION APPROVING 2015 STORMWATER FUND BUDGET**

Staff recommends approval of the 2015 stormwater fund budget. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION APPROVING 2015 ENVIRONMENTAL SERVICES FUND BUDGET**

Staff recommends approval of the 2015 environmental services fund budget. Please see the attached staff report and RESOLUTION.

D. **ADOPTION OF A RESOLUTION APPROVING 2015 WASTEWATER FUND BUDGET**

Staff recommends approval of the 2015 wastewater fund budget. Please see the attached staff report and RESOLUTION.

E. **ADOPTION OF A RESOLUTION APPROVING AWARD OF HOSPITAL EQUIPMENT CERTIFICATES**

As previously approved by the City Council, the City has received bids for issuance of Hospital Equipment Certificates. Staff recommends accepting the low bid from Nicollet County Bank. Please see the attached staff report and RESOLUTION.

F. **ADOPTION OF RESOLUTIONS APPROVING INITIATION OF PROCESS FOR ASSESSMENT OF UNPAID UTILITY CHARGES**

Staff recommends approval be provided for initiation of the process to assess unpaid utility charges. Please see the attached staff report and RESOLUTIONS.



G. ADOPTION OF RESOLUTIONS APPROVING INITIATION OF PROCESS FOR UNPAID MISCELLANEOUS CHARGES

Staff recommends approval be provided for initiation of the process for assessment of unpaid miscellaneous charges such as fire service calls, weed mowing, and snow removal. Please see the attached staff report and RESOLUTIONS.

H. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN SUBORDINATION REQUEST FOR INSPIRE BRIDAL

The owner of Inspire Bridal has requested modifications to the term of a revolving loan previously provided. The EDA recommends approval of the request. Please see the attached staff report and RESOLUTION.

I. ADOPTION OF A RESOLUTION APPROVING TEMPORARY STREET CLOSURE REQUEST

Staff recommends approval of a request by the Gustavus Residential Life Department for closure of South Seventh Street between West Elm and West St. Paul Streets for the period 6:00 p.m. – 9:00 p.m. on October 29th for a public/private Zombie Crawl event. Please see the attached staff report and RESOLUTION.

IX. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

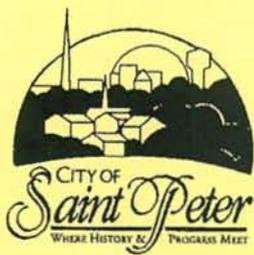
Any reports by the City Administrator will be provided at this time.

X. EXECUTIVE SESSION

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

State law allows for public meetings to be closed to discuss union contract negotiations. Staff recommends the meeting be closed at this time to discuss negotiations with the Police Officer and Communications Technician unions. Please see the attached RESOLUTION.

ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX ROOM



B. DISCUSSION OF UNION CONTRACT NEGOTIATIONS

Discussion will take place at this time regarding negotiations with the Police Officer and Communications Technicians unions.

RETURN TO OPEN SESSION

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
OCTOBER 13, 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 October 13, 2014.

A quorum present, Mayor Strand called the meeting to order at 7:01 p.m. The following members were present: Councilmembers Zieman, Kvamme, Brand, Parras, Grams, and Mayor Strand. Absent was Councilmember Carlin. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

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

Approval of Minutes – A motion was made by Grams, seconded by Parras, to approve the minutes of the September 22, 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 September 22, 2014 regular 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. 2014-143 entitled "Resolution Approving Consent Agenda" was introduced. A complete copy of Resolution No. 2014-143 is contained in the City Administrator's book entitled Council Resolutions 20.

Councilmember Carlin arrived at 7:05 p.m.

Washington Terrace Subdivision No. 2 Preliminary Plat – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of the preliminary plat of Washington Terrace Subdivision No. 2. Wille indicated the Council has always intended to develop Outlot C as a multi-family development as required by the Building Better Neighborhoods program under which the subdivision was developed. Wille reminded Councilmembers they have already approved the sale of the parcel for development of a market rate multi-family housing development. Wille also noted that the housing study indicated a 0.7% vacancy rate in multi-family housing which was considered unhealthy in that it doesn't allow for growth in the community and that it takes away an incentive for landlords to maintain their property and keep rents affordable. Wille indicated a petition had been submitted by property owners in the Washington Terrace Subdivision expressing concerns about increased parking on the streets, increased traffic; a decrease in their property values; and over population of the neighborhood if the multi-family unit was constructed.

Councilmember Brand asked about a question raised during the Planning Commission public hearing concerning overcrowding on the school bus and children having to sit on the floor. City Administrator Prafke indicated staff had contacted the School District regarding the complaint and as the entity contracting for the bus service, the District would need to address any issues with bus overcrowding.

Nathan Tish, 2111 Stark Street, spoke on behalf of the property owners in Washington Terrace Subdivision to express opposition to the multi-family development. Tish expressed his belief that homeowners bought homes in a "secluded upper middle class neighborhood" and stated he and his neighbors felt "deceived and ripped off" that the Council would consider allowing a multi-family facility there. Tish also stated that many homeowners are scrambling to sell their homes before the apartments are constructed to save as much resale value as possible. Tish encouraged the Council to consider the "ethical consequences" for the current property owners and to put a stop to the development "before this goes too far".

Mayor Strand commented that the Council has never hid the plan to develop the Outlot as multi-family housing.

Councilmember Parras stated he was looking at purchasing a home in Washington Terrace Subdivision and he was more bothered by the single family homes that are not maintained or the one with a couch on the front porch than he is by the thought of a multi-family development in the corner of the subdivision.

Councilmember Carlin cautioned that "change is hard", but said the City needs to meet the needs of everyone in the community and pointed out that no neighborhood is the same as it was 20 years ago. Carlin also noted that in regard to the residents' concerns regarding decreasing property values, that the rent at the new complex would be quite high and property values of the single family homes may actually increase.

Community Development Director Wille indicated he personally sold all 87 single family lots in the subdivision and each buyer was told about the development of multi-family housing on the Outlot. Wille also pointed out that 95% of the individuals who initially bought property in Washington Terrace Subdivision qualified for reduced lot prices based on their incomes and reminded the Council that the City would be in default of the Tapper development agreement if the Outlot was not replatted.

Councilmember Kvamme also reminded everyone that the development agreement required the housing complex to participate in the Crime Free Multi-Family Housing Program which would require criminal, rental, and credit background investigations on the tenants.

In motion by Zieman, seconded by Kvamme, Resolution No. 2014-144 entitled "Resolution Approving Preliminary Plat Of Washington Terrace Subdivision No. 2", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-144 is contained in the City Administrator's book entitled Council Resolutions 20.

Washington Terrace Subdivision No. 2 Final Plat – Community Development Director Wille presented the Planning Commission recommendation for approval of the final plat of Washington Terrace Subdivision No. 2. Wille also noted that "Bunker Street", which was shown on the plat, would be changed to indicate the correct street name of "Bunker Lane". In motion by Zieman, seconded by Kvamme, Resolution No. 2014-145 entitled "Resolution Approving Final Plat Of Washington Terrace Subdivision No. 2", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-145 is contained in the City Administrator's book entitled Council Resolutions 20.

Registered Land Survey #67 – Community Development Director Wille presented the Planning Commission recommendation for acceptance of a registered land survey submitted by

Greg and Denise Engels that would allow the twin homes constructed on the property to become a zero lot line development that could be sold individually and would correct encroachment by a neighbors deck onto the Engels' property. In motion by Brand, seconded by Grams, Resolution No. 2014-146 entitled "Resolution Accepting Registered Land Survey #67, Creating Three Parcels Upon The Split Of Lot 7, Block 1, Martinson's Subdivision", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-146 is contained in the City Administrator's book entitled Council Resolutions 20.

Library Policies Update – City Administrator Prafke presented the revised Library policies as recommended by the Library Board. Prafke noted that changes requested by the City Council had been incorporated. Councilmember Kvamme questioned language in the policy regarding reappointment of Board members and the Chair having the power to appoint committees and asked for action to be tabled until the policy received additional review and clarification. A motion was made by Zieman, seconded by Kvamme, to table action on a resolution entitled "Resolution Approving Modifications And Revisions To Library Policies And Procedures" until additional clarification could be made. With Councilmembers Grams, Zieman, Kvamme, Carlin, Parras and Mayor Strand voting aye, Councilmember Brand voting nay, the motion carried and action was tabled.

Child Care Fee Waiver – City Administrator Prafke presented a recommendation by the Child Care Study Group for the City to waive the fire inspection fee (\$45) and for the City to reimburse the County for the County licensing fee (\$150) for up to ten new home based child care businesses through 2015. Prafke reminded Councilmembers the original recommendation from the Study Group was to ask the County to waive their fee, but the County had declined to participate in the program. Councilmember Zieman stated his belief that Nicollet County needs to "step up" and support this token effort to encourage new home based day care businesses. Councilmembers asked for periodic reports on the number of individuals taking advantage of the fee waivers. In motion by Carlin, seconded by Brand, Resolution No. 2014-147 entitled "Resolution Approving Temporary Waiver Of City Inspection Fee And Reimbursement For County License Fee For New Home Based Day Care Businesses", was introduced with modifications to the resolution language to clarify the fee waiver was only for home based child care start-ups. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2014-147 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

Mayor's Report – Mayor Strand reported on his recent activities which included the joint City Council/School District #508 Board meeting; a Chamber luncheon; and Oktoberfest. Strand thanked Councilmember Brand for serving as Mayor pro tem during the Park Row Crossing open house.

Joint City Council/School Board Meeting – City Administrator Prafke reported it was likely that an additional joint committee of the whole meeting of the City Council and School Board would be scheduled to continue discussion on the joint property development.

Board Vacancies – City Administrator Prafke provided information on the various advisory board vacancies along with information on how residents can apply.

Nixle Community Notification System – City Administrator Prafke encouraged anyone who has not yet signed up for the Nixle community notification system to sign up before winter arrives. Prafke noted that Nixle participants receive notifications about snow emergencies.

There being no further business, a motion was made by Carlin, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:19 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	ryan eberhart patch	GENERAL FUND	POLICE	10.00
	valley vollyball shirts	GENERAL FUND	RECREATION/LEISURE SER	477.14
	jersey's reimbursed thru p	GENERAL FUND	RECREATION/LEISURE SER	1,066.54
	clothing embroidery	WASTE WATER FUND	ADMIN AND GENERAL	36.00
			TOTAL:	1,589.68
A. H. HERMEL WHOLESAL	vending machine product	COMMUNITY CENTER	COMMUNITY CENTER	410.97
			TOTAL:	410.97
AMAZON	5D disc cone set	GENERAL FUND	RECREATION/LEISURE SER	37.48
	materials for library	LIBRARY FUND	LIBRARY	758.50
	fun run grandprize	RESTRICTED CONTRIB	RECREATION/LEISURE SER	209.09
			TOTAL:	1,005.07
AMERICAN WATER WORKS ASSOCIATION	membership dues	WATER	ADMIN AND GENERAL	310.00
			TOTAL:	310.00
ARROW ACE HARDWARE INC	drill bit, bolt eye, link	GENERAL FUND	POLICE	38.31
	gate antenna connectors	GENERAL FUND	STREETS	5.00
	ext bar, wipper line, coup	GENERAL FUND	PARKS	116.10
	gate antenna connectors	GENERAL FUND	PARKS	4.00
	pvc weedwhip line, adapter	WATER	PURIFICATION AND TREAT	77.27
	pvc coupling	WATER	DISTRIBUTION AND STORA	36.39
	gate antenna connectors	WATER	ADMIN AND GENERAL	2.00
	gate antenna connectors	WASTE WATER FUND	ADMIN AND GENERAL	2.00
	gate antenna connectors	ENVIRON SERVICES F	ADMIN AND GENERAL	1.99
	seal tape, vinyl tubing, m	ENVIRON SERVICES F	ADMIN AND GENERAL	102.14
	casters for shop vac	ELECTRIC FUND	POWER PRODUCTION	11.98
	bulb	ELECTRIC FUND	POWER DISTRIBUTION	3.99
	gate antenna connectors	ELECTRIC FUND	ADMIN AND GENERAL	5.00
	treemendous supplies	RESTRICTED CONTRIB	PARKS	48.56
			TOTAL:	454.73
AUDIO EDITIONS	replacement cd disc	LIBRARY FUND	LIBRARY	8.00
	new adult audio books	LIBRARY FUND	LIBRARY	244.79
			TOTAL:	252.79
BATTERIES PLUS	24v battery & kit mn sub s	ELECTRIC FUND	POWER DISTRIBUTION	64.99
			TOTAL:	64.99
BOLTON & MENK INC	staff mtgs, mods to region	GENERAL FUND	STREETS	75.00
	roadway class modification	GENERAL FUND	STREETS	120.00
	trav trail lager sidewalk	GENERAL FUND	STREETS	1,172.00
	staff mtgs, mods to region	GENERAL FUND	PARKS	60.00
	ramsey park	GENERAL FUND	PARKS	420.00
	riverside park	GENERAL FUND	PARKS	300.00
	school site	GENERAL FUND	PARKS	520.00
	washington av link pt 1&2	PERM IMPROVMENT RE	STREETS	32,070.15
	2014 old mn 169 btwn union	PERM IMPROVMENT RE	STREETS	2,457.50
	2014 old mn & st julien	PERM IMPROVMENT RE	STREETS	11,441.33
	staff mtgs, mods to region	WATER	ADMIN AND GENERAL	30.00
	staff mtgs, mods to region	WASTE WATER FUND	ADMIN AND GENERAL	30.00
	staff mtgs, mods to region	ENVIRON SERVICES F	ADMIN AND GENERAL	30.00
	staff meetings	ELECTRIC FUND	ADMIN AND GENERAL	75.00
			TOTAL:	48,800.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BORDER STATES ELECTRIC SUPPLY	2 din 20 ft pvc conduit	ELECTRIC FUND	NON-DEPARTMENTAL	663.30
			TOTAL:	663.30
C. EMERY NELSON, INC.	waer pre-filters	WATER	PURIFICATION AND TREAT	4,572.00
			TOTAL:	4,572.00
TAMI CALDWELL	uniform pants	GENERAL FUND	POLICE	107.99
			TOTAL:	107.99
CENTERPOINT ENERGY MINNEGASCO	gas charges	GENERAL FUND	FIRE	50.37
	gas charges	GENERAL FUND	STREETS	54.68
	gas charges	GENERAL FUND	SWIMMING POOL	597.25
	gas charges	GENERAL FUND	PARKS	43.74
	gas charges	LIBRARY FUND	LIBRARY	405.36
	gas charges	COMMUNITY CENTER	COMMUNITY CENTER	958.80
	430 ritt st	TORNADO DISASTER R	ECONOMIC DEVMT	102.43
	gas charges	WATER	PURIFICATION AND TREAT	75.23
	gas charges	WATER	PURIFICATION AND TREAT	17.12
	gas charges	WATER	ADMIN AND GENERAL	21.87
	gas charges	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.59
	gas charges	WASTE WATER FUND	SOURCE/TREATMENT	73.91
	gas charges	WASTE WATER FUND	ADMIN AND GENERAL	21.87
	gas charges	ENVIRON SERVICES F	ADMIN AND GENERAL	21.87
	gas charges	ELECTRIC FUND	ADMIN AND GENERAL	54.68
			TOTAL:	2,511.77
CHEMSEARCH	fuel tank water sock	GENERAL FUND	STREETS	27.17
	fuel tank water sock	GENERAL FUND	PARKS	21.73
	fuel tank water sock	WATER	ADMIN AND GENERAL	10.87
	fuel tank water sock	WASTE WATER FUND	ADMIN AND GENERAL	10.87
	fuel tank water sock	ENVIRON SERVICES F	ADMIN AND GENERAL	10.85
	fuel tank water sock	ELECTRIC FUND	ADMIN AND GENERAL	27.17
			TOTAL:	108.66
CINTAS CORPORATION #754	uniform svc	ELECTRIC FUND	ADMIN AND GENERAL	493.25
			TOTAL:	493.25
CITY OF MANKATO	2014 mdc-cis annual cost	GENERAL FUND	POLICE	1,350.00
	2014 shared records system	GENERAL FUND	POLICE	6,711.00
			TOTAL:	8,061.00
COLE PAPERS INC	icemelt pail	GENERAL FUND	CITY ADMINISTRATION	7.59
	icemelt pail	GENERAL FUND	CITY CLERK	7.59
	icemelt pail	GENERAL FUND	FINANCE	5.06
	icemelt pail	GENERAL FUND	POLICE	4.05
	icemelt pail	GENERAL FUND	BUILDING INSPECTOR	2.02
	icemelt pail	GENERAL FUND	PUBLIC WORKS ADMIN	1.01
	paper plates, towels, glas	GENERAL FUND	STREETS	79.80
	vinyl exam	GENERAL FLND	STREETS	16.90
	vinyl gloves XL	GENERAL FUND	STREETS	16.90
	lysol, dish soap, grbg bag	GENERAL FUND	STREETS	108.16
	paper plates, towels, glas	GENERAL FUND	PARKS	79.80
	vinyl exam	GENERAL FUND	PARKS	16.90
	vinyl gloves XL	GENERAL FUND	PARKS	16.90
	lysol, dish soap, grbg bag	GENERAL FUND	PARKS	86.53
	icemelt pail	GENERAL FUND	ECONOMIC DEVMT	0.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cleaning supplies, tp, han	LIBRARY FUND	LIBRARY	185.56
	cleaning supplies, tp, han	COMMUNITY CENTER	COMMUNITY CENTER	742.27
	paper plates, towels, glas	WATER	DISTRIBUTION AND STORA	39.90
	vinyl exam	WATER	DISTRIBUTION AND STORA	8.45
	vinyl gloves XL	WATER	DISTRIBUTION AND STORA	8.45
	icemelt pail	WATER	ADMIN AND GENERAL	4.55
	lysol, dish soap, grbg bag	WATER	ADMIN AND GENERAL	43.27
	paper plates, towels, glas	WASTE WATER FUND	SOURCE/TREATMENT	39.90
	vinyl exam	WASTE WATER FUND	SOURCE/TREATMENT	8.45
	vinyl gloves XL	WASTE WATER FUND	SOURCE/TREATMENT	8.45
	icemelt pail	WASTE WATER FUND	ADMIN AND GENERAL	4.54
	lysol, dish soap, grbg bag	WASTE WATER FUND	ADMIN AND GENERAL	43.27
	paper plates, towels, glas	ENVIRON SERVICES F	REFUSE DISPOSAL	39.90
	vinyl exam	ENVIRON SERVICES F	REFUSE DISPOSAL	8.45
	vinyl gloves XL	ENVIRON SERVICES F	REFUSE DISPOSAL	8.45
	lysol, dish soap, grbg bag	ENVIRON SERVICES F	ADMIN AND GENERAL	43.26
	paper plates, towels, glas	ELECTRIC FUND	POWER DISTRIBUTION	79.80
	vinyl exam	ELECTRIC FUND	POWER DISTRIBUTION	16.90
	vinyl gloves XL	ELECTRIC FUND	POWER DISTRIBUTION	16.90
	icemelt pail	ELECTRIC FUND	ADMIN AND GENERAL	13.66
	lysol, dish soap, grbg bag	ELECTRIC FUND	ADMIN AND GENERAL	108.16
	paper plates, towels, glas	STORMWATER FUND	TREATMENT	39.91
	vinyl exam	STORMWATER FUND	TREATMENT	8.45
	vinyl gloves XL	STORMWATER FUND	TREATMENT	8.44
			TOTAL:	1,979.06
COMPUTER TECHNOLOGY SOLUTIONS, INC.	3 wireless access pts cc n	COMMUNITY CENTER	COMMUNITY CENTER	360.00
			TOTAL:	360.00
COURT SPORTS AND MORE	raoul embroidered safety v	ENVIRON SERVICES F	REFUSE DISPOSAL	10.00
			TOTAL:	10.00
CRYSTAL LAWN, INC	downtown blvd watering sys	ENVIRON SERVICES F	REFUSE DISPOSAL	366.61
			TOTAL:	366.61
DGR ENGINEERING	distrib. design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	166.00
	broadway gen plant const.	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	117.50
	hospital & xcel	ELECTRIC FUND	ADMIN AND GENERAL	747.00
			TOTAL:	1,030.50
LANCE DLOOBY	fun run signs/banners	RESTRICTED CONTRIB	RECREATION/LEISURE SER	335.45
			TOTAL:	335.45
EARL F ANDERSEN INC	9" nameplates	GENERAL FUND	STREETS	710.30
	9" nameplates	GENERAL FUND	STREETS	710.30
			TOTAL:	1,420.60
ECKERT PLUMBING & HEATING, INC.	repair water line from inj	WATER	PURIFICATION AND TREAT	611.20
			TOTAL:	611.20
FAMILY FRESH MARKET	tide/bleach op supplies	GENERAL FUND	FIRE	22.95
	donna's retirement cake	GENERAL FUND	PUBLIC WORKS ADMIN	52.99
	pw staff meeting	GENERAL FUND	STREETS	7.67
	foam cups, wafers, senior	GENERAL FUND	SENIOR COORDINATOR	56.52
	pw staff meeting	GENERAL FUND	PARKS	6.14
	pw staff meeting	WATER	ADMIN AND GENERAL	3.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	distilled water for lab ma	WASTE WATER FUND	SOURCE/TREATMENT	2.97
	pw staff meeting	WASTE WATER FUND	ADMIN AND GENERAL	3.07
	pw staff meeting	ENVIRON SERVICES F	ADMIN AND GENERAL	3.06
	pw staff meeting	ELECTRIC FUND	ADMIN AND GENERAL	7.67
	fol storytime grant jul 08	RRSTRICTED CONTRIB	LIBRARY	55.67
			TOTAL:	221.78
FASTENAL COMPANY	eyeware for extracation	GENERAL FUND	FIRE	96.16
	gasket electric air compre	GENERAL FUND	STREETS	4.39
			TOTAL:	100.55
FREEDOM VALUE CENTERS, INC.	monthly fuel	WATER	DISTRIBUTION AND STORA	157.95
	monthly fuel	STORMWATER FUND	TREATMENT	191.42
			TOTAL:	349.37
GRAYBAR ELECTRIC COMPANY INC	2" 90 pvc, 2" coupling pvc	ELECTRIC FUND	NON-DEPARTMENTAL	30.82
			TOTAL:	30.82
GREAT NORTHERN ENVIRONMENTAL, LLC	limeaway	WASTE WATER FUND	SOURCE/TREATMENT	118.21
			TOTAL:	118.21
GREATER MANKATO GROWTH	4th quarter dues	GENERAL FUND	ECONOMIC DEVMT	6,373.00
			TOTAL:	6,373.00
HACH COMPANY	lab test tube	WASTE WATER FUND	SOURCE/TREATMENT	295.47
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	81.95
	lab supplies - test tubes	WASTE WATER FUND	SOURCE/TREATMENT	140.72
			TOTAL:	518.14
HANCOCK CONCRETE PRODUCTS, INC.	48" 2' steps, man hole	WASTE WATER FUND	COLLECTOR/LIPT STAT	264.00
	mastic, ring	WASTE WATER FUND	COLLECTOR/LIPT STAT	245.16
	3' 48" riser, 48" gasket m	WASTE WATER FUND	SOURCE/TREATMENT	396.00
			TOTAL:	905.16
HAWKINS, INC.	azone, sodium hydroxide	WATER	PURIFICATION AND TREAT	1,641.67
	chlorine cylinders, bulk	WATER	PURIFICATION AND TREAT	1,858.50
	bulk sodium bisulfite	WATER	PURIFICATION AND TREAT	4,723.50
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	110.78
	bulk ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	4,355.28
	aqua hawk	WASTE WATER FUND	SOURCE/TREATMENT	3,680.85
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	258.47
			TOTAL:	16,629.05
HOLIDAY INN HOTEL & SUITES	ma crime prevention conv A	GENERAL FUND	POLICE	334.82
			TOTAL:	334.82
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	159.32
	postage	WATER	CUSTOMER ACCOUNTS	368.05
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	159.32
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	368.05
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	159.32
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	368.05
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	159.30
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	169.40
	smpa inserts-reimbursed	ELECTRIC FUND	CUSTOMER ACCOUNTS	37.45
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	368.05

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	2,316.31
INGRAM BOOK COMPANY	new library material	LIBRARY FUND	LIBRARY	561.84
	81097336-81012111	LIBRARY FUND	LIBRARY	350.58
	new adult and jr materials	LIBRARY FUND	LIBRARY	1,661.50
			TOTAL:	2,573.92
JAVENS MECHANICAL CONTRACTING CO.	stainless steel nipples w/	WATER	PURIFICATION AND TREAT	202.24
	fall prevent maint wwp &	WATER	PURIFICATION AND TREAT	1,410.00
	fall prevent maint wwp &	WASTE WATER FUND	SOURCE/TREATMENT	885.00
			TOTAL:	2,497.24
LT SERVICES	alum pole base, bolt desig	ELECTRIC FUND	NON-DEPARTMENTAL	5,100.00
			TOTAL:	5,100.00
KATO GLASS INC	windshield repair	GENERAL FUND	POLICE	50.00
			TOTAL:	50.00
KIND VETERINARY CLINIC PA	pound svc sept	GENERAL FUND	COMMUNITY SERVICE	601.30
	PAWS vaccs, neuter adopt,	RESTRICTED CONTRIB	COMMUNITY SERVICE	546.98
			TOTAL:	1,148.28
LAGER'S INC	rept#277936 9/16 \$150 refu	STORMWATER FUND	NON-DEPARTMENTAL	150.00
			TOTAL:	150.00
LE SUEUR NEWS-HERALD	annual subscription	LIBRARY FUND	LIBRARY	49.40
			TOTAL:	49.40
LEAGUE OF MINNESOTA CITIES	membership renewal, mayor	GENERAL FUND	MAYOR & COUNCIL	30.00
	annual membership	GENERAL FUND	MEMBERSHIPS-UNALLOCATE	9,884.00
			TOTAL:	9,914.00
LCP ENTERPRISES INC	marsh - sept	ENVIRON SERVICES F	REFUSE DISPOSAL	1,422.33
	sept refuse pickup & dispo	ENVIRON SERVICES F	REFUSE DISPOSAL	18,724.35
			TOTAL:	20,146.68
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	22.66
	welding supplies	GENERAL FUND	STREETS	26.93
	cylinder rental	GENERAL FUND	PARKS	18.13
	welding supplies	GENERAL FUND	PARKS	21.55
	cylinder rental	WATER	ADMIN AND GENERAL	9.07
	welding supplies	WATER	ADMIN AND GENERAL	10.77
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	9.07
	welding supplies	WASTE WATER FUND	ADMIN AND GENERAL	10.77
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	9.06
	welding supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	10.78
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	22.66
	welding supplies	ELECTRIC FUND	ADMIN AND GENERAL	26.93
			TOTAL:	198.38
METERING & TECHNOLOGY SOLUTIONS	3" compound series gallon	WATER	DISTRIBUTION AND STORA	639.95
			TOTAL:	639.95
MALINDA MEYER	black asics shoes	GENERAL FUND	POLICE	139.99
			TOTAL:	139.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MILLER'S REFRIGERATION	drinking fountain repair	GENERAL FUND	STREETS	15.19	
	drinking fountain repair	GENERAL FUND	PARKS	12.15	
	drinking fountain repair	WATER	ADMIN AND GENERAL	6.08	
	drinking fountain repair	WASTE WATER FUND	ADMIN AND GENERAL	6.08	
	drinking fountain repair	ENVIRON SERVICES F	ADMIN AND GENERAL	6.07	
	drinking fountain repair	ELECTRIC FUND	ADMIN AND GENERAL	15.19	
			TOTAL:	60.76	
MISC VENDOR	BUD BERHOW	BUD BERHOW: senior dance 1	GENERAL FUND	SENIOR COORDINATOR	135.00
	CONSTRUCTION MATERIALS	concrete repair patch	GENERAL FUND	STREETS	110.64
	HANSEN SIDING & WINDOW	overprt 428 nichols bldg p	GENERAL FUND	NON-DEPARTMENTAL	28.40
	L&W FARM PARTNERSHIP	ramsey field/park till ren	GENERAL FUND	PARKS	300.00
	NEW PRAGUE AREA COMMUN	valley vb tournament parti	GENERAL FUND	RECREATION/LEISURE SER	115.00
	PISCHKE PUBLICATIONS	book purchase, women of bi	RESTRICTED CONTRIB	LIBRARY	19.20
	PLAY&PARK STRUCTURES	swing set rails mnsq, vets	GENERAL FUND	PARKS	1,544.16
	S&K PALLET JACK REPAIR	floor jack repair	GENERAL FUND	FIRE	292.44
			TOTAL:	2,544.84	
MN DEPT OF HUMAN SERVICES	507 w elm mow	GENERAL FUND	NON-DEPARTMENTAL	50.00	
	water dwntr: flowers	ENVIRON SERVICES F	REFUSE DISPOSAL	312.50	
			TOTAL:	362.50	
MN DEPT OF LABOR & INDUSTRY	pressure vessel x 5	GENERAL FUND	STREETS	12.50	
	city pool boilers/pressure	GENERAL FUND	SWIMMING POOL	20.00	
	pressure vessel x 5	GENERAL FUND	PARKS	10.00	
	annual boiler registration	LIBRARY FUND	LIBRARY	10.00	
	pressure vessel x 5	WATER	ADMIN AND GENERAL	5.00	
	pressure vessel x 5	WASTE WATER FUND	ADMIN AND GENERAL	5.00	
	pressure vessel x 5	ENVIRON SERVICES F	ADMIN AND GENERAL	5.00	
	pressure vessel x 5	ELECTRIC FUND	ADMIN AND GENERAL	12.50	
			TOTAL:	80.00	
MN DEPT OF TRANSPORTATION	testing washington av link	PERM IMPROVMENT RE	STREETS	828.50	
			TOTAL:	828.50	
MN MUNICIPAL UTILITIES ASSOCIATION	ww foreman, 1st line suprv	WASTE WATER FUND	ADMIN AND GENERAL	585.00	
			TOTAL:	585.00	
MN PIPE & EQUIPMENT	100' & 60' roll copper	WATER	NON-DEPARTMENTAL	3,280.00	
	coupling	WATER	NON-DEPARTMENTAL	94.72	
	2" end cap	WATER	DISTRIBUTION AND STORA	27.00	
	brass plug rods, clamps wa	WATER	DISTRIBUTION AND STORA	192.00	
	hydrnat oil	WATER	DISTRIBUTION AND STORA	130.42	
	27" cap & seal 36" ext. ch	WASTE WATER FUND	COLLECTOR/LIFT STAT	978.33	
	27" cap & seal	WASTE WATER FUND	COLLECTOR/LIFT STAT	138.29	
			TOTAL:	4,840.76	
MN VALLEY ACTION COUNCIL INC.	cip evaluation	ELECTRIC FUND	ADMIN AND GENERAL	50.00	
			TOTAL:	50.00	
PETE MOULTON	mileage PW operations	WATER	ADMIN AND GENERAL	71.68	
	mileage PW operations	WATER	ADMIN AND GENERAL	12.32	
	lions dues	WASTE WATER FUND	ADMIN AND GENERAL	80.00	
	mileage PW operations	ELECTRIC FUND	ADMIN AND GENERAL	17.36	
	mileage PW operations	ELECTRIC FUND	ADMIN AND GENERAL	10.64	
	mileage PW operations	STORMWATER FUND	ADMINISTRATION AND GEN	10.08	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mileage PW operations	STORMWATER FUND	ADMINISTRATION AND GEN	9.52
	mileage PW operations	STORMWATER FUND	ADMINISTRATION AND GEN	12.32
	mileage PW operations	STORMWATER FUND	ADMINISTRATION AND GEN	8.96
	mileage PW operations	STORMWATER FUND	ADMINISTRATION AND GEN	11.76
	mileage PW operations	STORMWATER FUND	ADMINISTRATION AND GEN	9.52
			TOTAL:	254.16
MVTL LABORATORIES INC	laboratory chemicals	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	43.20
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	59.20
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	150.40
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	43.20
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	77.00
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	59.20
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	59.20
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	43.20
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	59.20
	lab chemicals wwtp	WASTE WATER FUND	SOURCE/TREATMENT	59.20
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	phosphorus lab chemical ww	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	chem series fecal coliform	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	chem series lab fecal coli	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	phos, nitrogen, amonia wwt	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	chem series wwtp	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	chem series, fecal, phos w	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	chem series phos, fecal, c	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	phos wwtp	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	chem series, ww testing	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	phosphorus nitrogen ammoni	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	phosphorus nitrogen amonon	WASTE WATER FUND	SOURCE/TREATMENT	28.00
	chem series, phosphorus fe	WASTE WATER FUND	SOURCE/TREATMENT	118.40
	phosphorus wwtp	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	chem series, phos, fecal t	WASTE WATER FUND	SOURCE/TREATMENT	118.40
			TOTAL:	2,995.40
NAPA AUTO PARTS OF ST PETER	op supplies - spray	GENERAL FUND	FIRE	3.75
	bulb, sim grn	GENERAL FUND	FIRE	14.29
	sim green	GENERAL FUND	FIRE	16.99
	spark plug, tune up, clean	GENERAL FUND	FIRE	33.11
	val cap, carb cle, washer	GENERAL FUND	FIRE	12.89
	air filter, trk air comp	GENERAL FUND	FIRE	9.69
	bulb	GENERAL FUND	FIRE	2.70
	water seperator	GENERAL FUND	FIRE	63.35
	pliers, starter fulid, bra	GENERAL FUND	STREETS	10.58
	filters	GENERAL FUND	STREETS	35.13
	pliers, starter fulid, bra	GENERAL FUND	PARKS	10.58
	filters	GENERAL FUND	PARKS	24.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	door handle	GENERAL FUND	PARKS	14.02
	pliers, starter fulid, bra	WATER	DISTRIBUTION AND STORA	5.29
	filters	WASTE WATER FUND	COLLECTOR/LIFT STAT	28.13
	pliers, starter fulid, bra	WASTE WATER FUND	SOURCE/TREATMENT	5.29
	pliers, starter fulid, bra	ENVIRON SERVICES F	REFUSE DISPOSAL	5.29
	filters	ENVIRON SERVICES F	REFUSE DISPOSAL	6.65
	pliers, starter fulid, bra	ELECTRIC FUND	POWER DISTRIBUTION	10.58
	pliers, starter fulid, bra	STORMWATER FUND	TREATMENT	5.27
	filters	STORMWATER FUND	TREATMENT	110.65
	bulb	TRANSIT	TRANSIT/TRANSPORTATION	4.44
	brushing, camshaft, joints	TRANSIT	TRANSIT/TRANSPORTATION	543.09
			TOTAL:	976.61
NBS CALIBRATIONS	labratory scale	WASTE WATER FUND	SOURCE/TREATMENT	164.00
			TOTAL:	164.00
NELSON PRINTING COMPANY	youth FB packet	GENERAL FUND	RECREATION/LEISURE SER	3.30
	card stock, legal paper, e	LIBRARY FUND	LIBRARY	29.79
	ups	WASTE WATER FUND	SOURCE/TREATMENT	15.77
	ups	ELECTRIC FUND	ADMIN AND GENERAL	35.26
			TOTAL:	84.12
NICOLLET CTY PUBLIC HEALTH	sept sr center prog coord,	GENERAL FUND	SENIOR COORDINATOR	2,458.00
			TOTAL:	2,458.00
NICOLLET COUNTY BANK	ach transfers	GENERAL FUND	FINANCE	7.19
	ach transfers	WATER	ADMIN AND GENERAL	1.79
	ach transfer	WATER	CUSTOMER ACCOUNTS	12.71
	ach transfers	WASTE WATER FUND	ADMIN AND GENERAL	1.79
	ach transfer	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.71
	ach transfers	ENVIRON SERVICES F	ADMIN AND GENERAL	1.79
	ach transfer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.71
	ach transfers	ELECTRIC FUND	ADMIN AND GENERAL	1.79
	ach transfer	ELECTRIC FUND	CUSTOMER ACCOUNTS	12.72
			TOTAL:	65.20
PET EXPO DIST.	aquarium maintenance	LIBRARY FUND	LIBRARY	88.84
	routine aquarium mainten	LIBRARY FUND	LIBRARY	77.09
			TOTAL:	165.93
TODD PRAFKE	meals	GENERAL FUND	BUILDING INSPECTOR	26.38
	meals, parking	GENERAL FUND	ECONOMIC DEVMT	63.00
	parking	ELECTRIC FUND	ADMIN AND GENERAL	7.00
	car wash	ELECTRIC FUND	CUSTOMER ACCOUNTS	8.00
			TOTAL:	104.38
QUALITY ELEVATOR PRODUCTS, INC.	knox boxes	GENERAL FUND	FIRE	356.46
			TOTAL:	356.46
QUICK MART ST PETER	fuel sept	GENERAL FUND	POLICE	654.05
	sept fuel	GENERAL FUND	FIRE	208.77
	sept fuel	GENERAL FUND	STREETS	25.59
			TOTAL:	888.41
QUILL	ink cartridges	GENERAL FUND	CITY CLERK	55.74
	cd sleeves	GENERAL FUND	POLICE	11.79

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	GENERAL FUND	FIRE	69.60
	ink cartridges	GENERAL FUND	FIRE	30.21
	dvd's	GENERAL FUND	STREETS	23.20
	dvd's	GENERAL FUND	PARKS	18.56
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	119.53
	ink cartridges	LIBRARY FUND	LIBRARY	142.98
	ink cartridges	LIBRARY FUND	LIBRARY	60.42
	ink cartridges	PUBLIC ACCESS	PUBLIC ACCESS	23.01
	sppa air duster	PUBLIC ACCESS	PUBLIC ACCESS	8.61
	dvd cases	PUBLIC ACCESS	PUBLIC ACCESS	16.33
	dvd's	WATER	ADMIN AND GENERAL	9.28
	ink cartridges	WATER	CUSTOMER ACCOUNTS	36.96
	dvd's	WASTE WATER FUND	ADMIN AND GENERAL	9.28
	ink cartridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	36.96
	dvd's	ENVIRON SERVICES F	ADMIN AND GENERAL	9.28
	ink cartridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	36.95
	dvd's	ELECTRIC FUND	ADMIN AND GENERAL	23.20
	ink cartridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	36.96
			TOTAL:	778.85
RED WING SHOE STORE	work boots m. weicherdin	GENERAL FUND	MUNICIPAL BUILDING	165.74
	work boots m. mccarthy	GENERAL FUND	STREETS	178.49
	work boots r. blackman	ENVIRON SERVICES F	ADMIN AND GENERAL	216.74
			TOTAL:	560.97
THE RETROFIT COMPANIES, INC.	fall cip oct 2014	ELECTRIC FUND	POWER DISTRIBUTION	164.00
			TOTAL:	164.00
RIVER'S EDGE HOSPITAL & CLINIC	pre employ dot drug screen	GENERAL FUND	POLICE	41.50
	pre employ dot drug screen	TRANSIT	TRANSIT/TRANSPORTATION	29.00
			TOTAL:	70.50
ROYAL TIRE, INC	tires #276 forestry & fire	GENERAL FUND	FIRE	235.04
	2 tires	GENERAL FUND	STREETS	100.00-
	#94 scrap tires	GENERAL FUND	STREETS	12.50
	2 tires	GENERAL FUND	PARKS	80.00-
	#94 scrap tires	GENERAL FUND	PARKS	10.00
	2 tires	WATER	ADMIN AND GENERAL	40.00-
	#94 scrap tires	WATER	ADMIN AND GENERAL	5.00
	2 tires	WASTE WATER FUND	ADMIN AND GENERAL	40.00-
	#94 scrap tires	WASTE WATER FUND	ADMIN AND GENERAL	5.00
	tires #276 forestry & fire	ENVIRON SERVICES F	REFUSE DISPOSAL	235.04
	2 tires	ENVIRON SERVICES F	ADMIN AND GENERAL	40.00-
	#94 scrap tires	ENVIRON SERVICES F	ADMIN AND GENERAL	5.00
	2 tires	ELECTRIC FUND	ADMIN AND GENERAL	100.00-
	#94 scrap tires	ELECTRIC FUND	ADMIN AND GENERAL	12.50
	stormwater truck tires x4	STORMWATER FUND	ADMINISTRATION AND GEN	446.44
			TOTAL:	566.52
RYAN ELECTRIC OF ST PETER	disconnected outlet	GENERAL FUND	STREETS	78.00
			TOTAL:	78.00
SAM'S CLUB	coffee, sugar packets	COMMUNITY CENTER	COMMUNITY CENTER	61.70
	vending product	COMMUNITY CENTER	COMMUNITY CENTER	48.40
			TOTAL:	110.10

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SHERWIN-WILLIAMS	paint hallways	COMMUNITY CENTER	COMMUNITY CENTER	320.76
			TOTAL:	320.76
CAROL SOLBERG	july 8 training, primary	GENERAL FUND	ELECTIONS	148.75
			TOTAL:	148.75
SOUTHERN MN CONSTRUCTION CO INC	pothole patching	GENERAL FUND	STREETS	177.00
	gravel stock pile	GENERAL FUND	STREETS	177.18
	gravel stock pile	GENERAL FUND	PARKS	141.74
	asphalt ritt st & n 5th s	WATER	DISTRIBUTION AND STORA	750.48
	gravel stock pile	WATER	ADMIN AND GENERAL	70.87
	gravel stock pile	WASTE WATER FUND	ADMIN AND GENERAL	70.87
	gravel stock pile	ENVIRON SERVICES F	ADMIN AND GENERAL	70.86
	gravel stock pile	ELECTRIC FUND	ADMIN AND GENERAL	177.18
	asphalt ritt st & n 5th s	STORMWATER FUND	COLLECTIONS/LEFT STATE	769.36
			TOTAL:	2,405.54
SPRINT SOLUTIONS, INC.	fire cell phones	GENERAL FUND	FIRE	16.63
	on call phones	COMMUNITY CENTER	COMMUNITY CENTER	24.32
	connect card data plan	WATER	ADMIN AND GENERAL	39.99
	on call phones	WATER	ADMIN AND GENERAL	24.32
	on call phones	WASTE WATER FUND	ADMIN AND GENERAL	25.72
	on call phones	ELECTRIC FUND	ADMIN AND GENERAL	24.32
			TOTAL:	155.30
ST PETER HERALD	hwy 22s 169 to bridge bear	GENERAL FUND	MAYOR & COUNCIL	101.80
	payroll clerk ad	GENERAL FUND	FINANCE	28.68
	public access assistant ad	PUBLIC ACCESS	PUBLIC ACCESS	57.40
	wash terr notice plat	WASH TERRACE HOUSI	ECONOMIC DEVMT	58.60
	payroll clerk ad	WATER	ADMIN AND GENERAL	7.18
	payroll clerk ad	WASTE WATER FUND	ADMIN AND GENERAL	7.18
	payroll clerk ad	ENVIRON SERVICES F	ADMIN AND GENERAL	7.18
	payroll clerk ad	ELECTRIC FUND	ADMIN AND GENERAL	7.18
			TOTAL:	275.20
ST PETER LUMBER CO	msh tub	ELECTRIC FUND	POWER DISTRIBUTION	23.27
	courthouse/st lights	ELECTRIC FUND	POWER DISTRIBUTION	19.04
			TOTAL:	42.31
STAPLES ADVANTAGE	perf pads, pens white	GENERAL FUND	CITY ADMINISTRATION	40.92
	perf pads, pens white	GENERAL FUND	CITY CLERK	40.92
	staples credit duplicate	GENERAL FUND	FINANCE	77.84
	staples, white out	GENERAL FUND	FINANCE	77.84
	staples, folders jackets	GENERAL FUND	FINANCE	42.29
	perf pads, pens white	GENERAL FUND	FINANCE	27.28
	staples credit duplicate	GENERAL FUND	MUNICIPAL BUILDING	652.92
	ltr jacket, staples pad, p	GENERAL FUND	MUNICIPAL BUILDING	652.92
	staples credit duplicate	GENERAL FUND	POLICE	15.95
	legal paper	GENERAL FUND	POLICE	15.95
	perf pad	GENERAL FUND	POLICE	15.96
	perf pads, pens white	GENERAL FUND	POLICE	21.83
	perf pads, pens white	GENERAL FUND	BUILDING INSPECTOR	10.91
	perf pads, pens white	GENERAL FUND	PUBLIC WORKS ADMIN	5.46
	letter files, desk pad, we	GENERAL FUND	STREETS	23.20
	office supplies	GENERAL FUND	SENIOR COORDINATOR	20.67
	office supplies	GENERAL FUND	RECREATION/LEISURE SER	121.67

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	letter files, desk pad, wo	GENERAL FUND	PARKS	18.56
	letter files, desk pad, wo	GENERAL FUND	PARKS	22.99
	perf pads, pens white	GENERAL FUND	ECONOMIC DEVMT	2.73
	office supplies	LIBRARY FUND	LIBRARY	38.69
	staples, folders jackets,	WATER	ADMIN AND GENERAL	10.57
	perf pads, pens white	WATER	ADMIN AND GENERAL	24.55
	letter files, desk pad, we	WATER	ADMIN AND GENERAL	9.28
	staples, folders jackets,	WASTE WATER FUND	ADMIN AND GENERAL	10.57
	perf pads, pens white	WASTE WATER FUND	ADMIN AND GENERAL	24.57
	letter files, desk pad, wo	WASTE WATER FUND	ADMIN AND GENERAL	9.28
	staples, folders jackets,	ENVIRON SERVICES F	ADMIN AND GENERAL	10.57
	letter files, desk pad, wo	ENVIRON SERVICES F	ADMIN AND GENERAL	9.28
	staples, folders jackets,	ELECTRIC FUND	ADMIN AND GENERAL	10.57
	perf pads, pens white	ELECTRIC FUND	ADMIN AND GENERAL	73.66
	letter files, desk pad, we	ELECTRIC FUND	ADMIN AND GENERAL	23.20
	office supplies	YOUTH CENTER GRANT	YOUTH CENTER	21.79
			TOTAL:	691.97
STREICHER'S	uniform	GENERAL FUND	POLICE	62.50
	patches, holster, vest, cu	GENERAL FUND	POLICE	209.98
	patches, cuffs, hats, pant	GENERAL FUND	POLICE	735.79
	patches, cuffs	GENERAL FUND	POLICE	86.98
	ear plugs, ammo box	GENERAL FUND	POLICE	51.96
			TOTAL:	1,147.21
TIGERDIRECT.COM	cat 5 in-line couplers to	GENERAL FUND	FINANCE	33.84
			TOTAL:	33.84
JANE TIMMERMAN	no library assoc conf meal	LIBRARY FUND	LIBRARY	43.68
			TOTAL:	43.68
TIRE ASSOCIATES	alignment bus #11	TRANSIT	TRANSIT/TRANSPORTATION	78.39
	alignment bus #12	TRANSIT	TRANSIT/TRANSPORTATION	78.39
			TOTAL:	156.78
TRAVERSE DES TOUX LIBRARY SYSTEM	replacement payment for lo	LIBRARY FUND	LIBRARY	65.00
			TOTAL:	65.00
USA BLUE BOOK	4" measuring wheel kesson	STORMWATER FUND	COLLECTIONS/LIFT STATI	110.44
			TOTAL:	110.44
VERIZON WIRELESS	police wireless	GENERAL FUND	POLICE	340.71
	jet packs	GENERAL FUND	BUILDING INSPECTOR	70.06
	scada laptop wireless	WATER	ADMIN AND GENERAL	35.01
			TOTAL:	445.78
VON ESSEN TOWING	mount 4 tires, brake lines	GENERAL FUND	STREETS	140.30
	mount & balance 4 tires	STORMWATER FUND	TREATMENT	70.00
	mount 2 trailer tires	STORMWATER FUND	TREATMENT	36.00
			TOTAL:	246.30
VOSS LIGHTING	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	334.20
			TOTAL:	334.20
WESCO DISTRIBUTION INC	9" heat shrink tubing, 8"	ELECTRIC FUND	NON-DEPARTMENTAL	632.92
	3 rolls of 15kv wire #250'	ELECTRIC FUND	NON-DEPARTMENTAL	20,410.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	21,043.75
WRITE ON	police anniv recognition g	GENERAL FUND	POLICE	91.94
			TOTAL:	91.94
ZAHL EQUIPMENT SERVICE	unit #411 new fuel tank ho	GENERAL FUND	PARKS	82.00
			TOTAL:	82.00
ZIEGLER INC	grader #48 repair mcldbd,	GENERAL FUND	STREETS	12,028.98
			TOTAL:	12,028.98

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

101	GENERAL FUND	55,717.28
211	LIBRARY FUND	4,782.02
213	PUBLIC ACCESS	105.35
217	COMMUNITY CENTER	3,261.42
240	TORNADO DISASTER REV LOAN	102.43
401	PERM IMPROVMENT REVOLVING	46,797.48
459	WASH TERRACE HOUSING #15	58.60
601	WATER	21,875.16
602	WASTE WATER FUND	16,852.21
603	ENVIRON SERVICES FUND	22,251.38
604	ELECTRIC FUND	30,307.43
606	STORMWATER FUND	2,009.54
610	TRANSIT	733.31
920	RESTRICTED CONTRIBUTIONS	1,214.95
824	YOUTH CENTER GRANT	21.79

 GRAND TOTAL: 206,089.35

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

RESOLUTION APPROVING CONSENT AGENDA

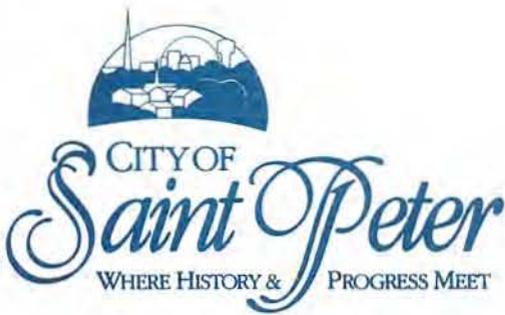
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The schedule of disbursements for October 9, 2014 through October 22, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 27th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/23/2014

FROM: Todd Prafke
City Administrator

RE: MnDOT Highway 22 Project Layout and Land
Transfer

ACTION/RECOMMENDATION

Approve the proposed project layout for the Minnesota Department of Transportation (MnDOT) Highway 22 project and a second resolution directing the Mayor and City Administrator to provide the appropriate documentation for the receipt and transfer of land.

BACKGROUND

MnDOT has requested municipal consent for a flood mitigation project along Highway 22 from the intersection with Highway 169 to the Minnesota River Bridge.

The public hearing scheduled for earlier in the Council meeting is required by M.S. 161.164. Following receipt of comments on the proposed plan, MnDOT requests approval of the final layout for the project which is scheduled to begin in May of 2015.

As a part of flood mitigation, this project will elevate the roadway resulting in the roadway being much less susceptible to flooding in the future, allowing traffic, when in previous years traffic would have been detoured.

As a part of the project, MnDOT has asked to receive ownership of about 2.76 acres of land located on both the north and south side of the current bridge and roadway. That land would be sold to MnDOT at the appraised value of slightly under \$10,000. In addition, the City will receive approximately 34 acres of natural, flood plain area as an exchange. The exchange is needed based on the rules related to how the 2.76 acres was acquired through use of the Land and Water Conservation Fund Act, and added to Riverside Park. Staff views this as a positive effort and exchange meeting the rules that are in place. The land acquired would be generally east and south of the "Welcome to Saint Peter" sign on the west side of the Minnesota River. The property is largely flood plain and undevelopable. It is substantially similar to the park land you own abutting it and is considered floodplain forest. A map showing the 34 acres will be provided on Monday evening.

Additional information on the project is included in the attached report from MnDOT Project Engineer Zachary Tess.

FISCAL IMPACT:

There is no cost to the City for this action. Funding for the project will be 100% from MnDOT.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for additional action and/or MnDOT could use an alternative process to gain authorization for construction of the project.

Negative vote: Staff will inform MnDOT of your decisions and they will likely pursue alternative processes to get authorizations for this work.

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

HIGHWAY 22 CONSTRUCTION PROJECT
A Report in Support of the 'Hwy 22 South of Saint Peter' (SP 4012-36)
Final Geometric Layout
Submitted by the Minnesota Department of Transportation
To the City of Saint Peter
September 17, 2014

The Minnesota Department of Transportation (MnDOT) has developed the final geometric layout depicting proposed construction of Highway 22 from Highway 169 in Saint Peter to the Minnesota River Bridge. This report summarizes the decisions that went into the layout development and presents the next steps toward constructing the project. This report is submitted as part of a package requesting approval of the final 'Highway 22 South of Saint Peter' layout by the City as required by Minnesota Statutes 161.164.

Background

As part of an overall goal to reduce the frequency of roadway closures during flooding in Saint Peter, MnDOT is moving forward with construction of an overflow bridge structure and reconstruction of Highway 22 on the south side of Saint Peter. The project will raise the roadway 1-foot above the 100-year flood elevation from US Highway 169 to the Minnesota River Bridge. Currently, the roadway overtops at an elevation of 761.1, which corresponds with the 25-year flood elevation. To achieve 1-foot of freeboard over the 100-year flood elevation, the driving lanes will be constructed above an elevation of 762.8 in conjunction with the overflow bridge structure.

This segment of Highway 22 has overtopped with flood waters from the Minnesota River three times since 2004, with the most recent event occurring in June 2014. This principal arterial provides a critical connection from Saint Peter to Kasota and the east side of Mankato, accommodating an average daily traffic volume of 8,300 vehicles. Not only does closure of this roadway restrict regular user movement and disrupt the transportation of goods and services, it also creates the need for additional maintenance due to washouts. This project will provide improvements that ensure a safe, reliable, and efficient connection between Saint Peter and the east side of Mankato when flooding occurs. While the roadway is being reconstructed, MnDOT is also taking the opportunity to improve traffic operations at the signalized intersection of Highway 22/US Highway 169. MnDOT will also address right-of-way (R/W) needs with the project.

MnDOT is now seeking approval of the final layout by the Saint Peter City Council. MnDOT requests the city schedule a public hearing for **October 27, 2014** to vote on approval of the final layout consistent with Minnesota Statutes 161.164.

This project is scheduled to begin in May of 2015 and be completed by November of 2015.

Highway 22 South of Saint Peter Layout Details

The construction project on Highway 22 (State Project number 4012-36) begins at the Highway 22 Bridge over the Minnesota River and extends north to the US Highway 169/Highway 22 intersection, a length of 0.44 miles. In addition to having 1-foot of freeboard over the 100-year flood elevation, a 105'6" long new bridge will be constructed

as an overflow structure to accommodate additional water during flood events. The roadway will be raised approximately 6.2 feet at the proposed bridge location which is the largest elevation change between the existing and proposed roadways.

The roadway will be designed at a 60 mph design speed for the majority of this project, consistent with the corridor to the south, except for a 45 mph design speed on the horizontal curve approaching the stop condition at Highway 169. This is also consistent with the existing condition. While the roadway is being reconstructed, MnDOT will revise the Highway 22/US Highway 169 intersection. Westbound Highway 22 traffic turning left (south) onto US Highway 169 experiences moderate delays during the evening peak hours from 4-6 P.M. During this peak traffic demand, vehicles queuing in the right turn lane can limit access to the left turn lane which results in delays for vehicles travelling to southbound US Highway 169. Dual right turn lanes to US Highway 169 Northbound from Highway 22 westbound will be constructed to eliminate these delays. This will eliminate left-turning vehicles from being blocked by queuing vehicles in the right lane. The existing center left turn lane to the Riverside Park access will also be perpetuated.

R/W is also depicted on the plan-view of the layout. A previous MnDOT project in the late 1990's involved the construction of roadway embankment and a spur dike near the Minnesota River Bridge which encroached into the Riverside Park property that was not MnDOT owned. Proper review and approval of this work was completed, but the process to convert the impacted property to highway R/W was never completed. As a result, portions of existing Highway 22 (embankment, ditches, driving surface and Minnesota River Bridge) are located on the City of Saint Peter property. This will be resolved with the project.

Cost Estimate

The City has no share of the cost for the construction work of this project.

Contact

The primary point of contact at MnDOT regarding the final layout is the project manager:

Zachary Tess, P.E.
2151 Basset Drive
Mankato, MN 56001
507-304-6199
Zachary.Tess@state.mn.us

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER

**RESOLUTION APPROVING FINAL LAYOUT FOR MINNESOTA DEPARTMENT OF
TRANSPORTATION HIGHWAY 22 PROJECT WITHIN THE CITY OF SAINT PETER**

WHEREAS, the Commissioner of Transportation has prepared a final layout for the improvement of Highway 22 within the City of Saint Peter from the Minnesota River Bridge to Highway 169 and seeks the approval thereof; and

WHEREAS, said final layouts are on file in the Minnesota Department of Transportation office, in Mankato, Minnesota, being marked, labeled and identified as Layout No. 1 S.P. 4012-46 (TH 169) from R.P. 63.61 to 64.03; and

WHEREAS, improvements to City streets and appurtenances have been included in said final layouts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: said final layouts for the improvement of said Trunk Highway within the corporate limits be and are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION PROVIDING FOR THE SALE AND RECEIPT OF LAND IN AND AROUND
RIVERSIDE PARK**

WHEREAS, the City owns property known as Riverside Park; and

WHEREAS, the property was acquired by the City through the use of Land and Water Conservation Fund Act (LAWCON) dollars; and

WHEREAS, the rules established as a part of the receipt of those funds required "like" replacement should the City wish to use or transfer any or all of the property or provide for an alternative use; and

WHEREAS, the City Council wishes to work with the Minnesota Department of Transportation (MnDOT) in the flood mitigation project that is planned for Minnesota River Bridge No. 40002 which requires additional MnDOT right-of-way; and

WHEREAS, the City Council agrees to sell 2.76 acres of LAWCON property located in Riverside Park; and

WHEREAS, to meet LAWCON requirements, the City agrees to receive, at no cost, land abutting Riverside Park which is of the same or substantially similar recreational value.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator and directed to provide for execution of any and all required documents for the sale to the Minnesota Department of Transportation of 2.76 acres of City owned land at a price of \$9,500 and to receive approximately 34 acres of land located adjacent to the southern boundary of Riverside Park from the Minnesota Department of Transportation.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: October 22, 2014

FROM: Paula O'Connell
Director of Finance

A handwritten signature in blue ink, appearing to read "PO", is written over the name Paula O'Connell.

RE: 2015 Stormwater Fund Budget

ACTION/RECOMMENDATION

Approve the 2015 Stormwater Fund Budget.

BACKGROUND

The attached documents provide background on the recommended budget for the Stormwater Enterprise Fund for the 2015 year. This fund is used for services that include:

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

The fund is supported through revenue based on a utility charge that is billed to all properties within the City based on size.

The operations for 2015 are very similar to the plan that was approved in 2014 and there is no change recommended in the rates, however a rate increase will very likely be necessary to cover a projected deficit in 2016. The current rates, implemented in 2007, are \$7.50 for single family residential and multi-unit dwellings up to five units. Parcels with greater than 5 units and business dwellings are charged at a rate of \$22.50/acre. To give you a bit of a feel for the order of magnitude, a 10% increase to the rate would generate an additional \$44,100; an increase of \$.50 to each rate would generate an additional \$14,856 for residential and \$5,800 for parcels charged by size. This is just for your information, there is no additional revenue in the 2015 sales budget.

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

Stormwater also continues to contribute 6.5% of sales to the general fund in the 2015 budget.

With the issuance of the new National Pollution Discharge Elimination System (NPDES) permit, the City can expect to see additional stormwater requirements imposed. A mandatory change is required to City Code regulations which will require measurable and enforceable standards to maintain water quality in City stormwater discharges. In addition, maintenance requirements will need to increase in an effort to lower levels of nitrogen, total suspended solids (TSS) and phosphorus.

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

- Rebuild the Madison Street and North Fourth Street intersection to enhance stormwater structures (estimated at \$60,000). Over the past 5 to 7 years we have done one or two intersection rebuilds in each year.
- \$25,000 is planned to complete non-reimbursed stormwater improvements related to the Washington Avenue Link project. This was contemplated as part of the overall project plan.
- Improve stormwater treatment and conveyance for new City/School development.
- Maintenance Equipment:
 - Replace 2001 Vector Truck (25% of \$340,000)
 - Replace 2001 Dodge Van (33% of \$27,000)
 - Backhoe replacement (20% of \$50,000)
 - Jack hammer replacement (50% of \$11,000)
 - Replace 2009 Ferris Mower (50% of \$26,000)
 - Mowing trailer \$3,500

Debt service attributable to this Fund is:

- \$870,000 Taxable G.O. Utility Revenue and TIF Bonds, 2010B;
 - 2015 debt service \$45,554; remaining debt \$100,750; final payment 2020.

FISCAL IMPACT:

Based on the proposed budget, it is anticipated that the cash position will decrease from a projected \$417,274 at the end of 2014, to an estimated \$216,424 at the end of 2015. The cash on hand for this fund does reflect 39% of operation, but due to the fact of the potential capital improvements that look to be necessary in the future, does mean that consideration of a rate increase is likely. There is potential that some of the infrastructure improvements can be covered by tax increment or development fees, but we will monitor development and the stormwater needs that go with it.

This budget anticipates using \$192,500 of reserves to fund capital purchases and bonding (likely use of an equipment certificate) to purchase a vector truck and other capital items. According to the 10 year capital plan and after the 2015 purchases, annual capital costs will range between \$126,000 and \$1,897,200. This is going to continue to reduce the reserves of this fund without a future rate adjustment. The 2016 budget will be a reasonable time to review these rates and our future plans for stormwater improvements. The challenges we face in this fund are driven by cost of additional development and changes in rules and regulations related to stormwater treatment and how developments could occur. This budget includes lots of place

holders that allow us to plan ahead, but frankly, we do not yet know when or exactly to what extent activity will take place.

The approval of the Stormwater budget (including capital) in the amount of \$940,468 will give Staff a working plan. The actual purchase or initiation of large projects and funding sources for any large projects or purchases will be presented individually to the City Council for authorization. There is no proposal to change the rate structure or rates for the 2015 year.

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. Rate increase could be considered as a 2015 adjustment instead of waiting for the 2016 review.

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

			Stormwater Revenues					2015
			2011	2012	2013	2014	2014	Proposed
			Actual	Actual	Actual	Budget	Projected	Budget
606	37610	Residential Charges-Single Family	217,927	217,850	219,773	219,000	219,000	219,000
606	37615	Residential Charges-< 5 mult units	7,427	7,423	7,399	8,000	8,000	8,000
606	37618	Residential Charges-> 5 mult units	12,046	12,056	12,128	13,000	13,000	13,000
606	37620	Commercial Charges	77,016	78,269	79,280	79,000	79,000	79,000
606	37625	Manufactured Homes	6,697	6,697	6,697	6,700	6,700	6,700
606	37630	Industrial Charges	18,668	18,671	18,671	18,700	18,700	18,700
606	37640	Schools/RTC	59,912	59,912	59,912	59,700	59,700	59,700
606	37645	Church/Government	37,163	36,816	36,512	37,600	37,600	37,600
Sub-Total: Stormwater Charges			436,856	437,694	440,372	441,700	441,700	441,700
606	37650	Connection Fees	0	0	0	0	20,500	0
606	37656	Erosion Control Permit	34,410	28,025	34,025	30,000	30,000	30,000
606	37660	Penalty Revenues	3,224	2,998	3,189	3,000	3,000	3,000
606	37670	Miscellaneous	6,963	12,541	11,008	22,000	10,000	22,000
Sub-Total: Other Operating Rev.			44,597	43,564	48,220	55,000	63,500	55,000
606	33422	Other State Grants	16,493	43	499	43	43	43
606	36101	Special Assessments	20,840	7,364	545	3,000	3,000	3,000
606	36210	Interest Earned	5,242	3,688	2,354	3,500	3,500	3,500
606	39200	Transfer from other Funds	0	0	0	0	0	0
Sub-Total: Non-Operating Revenues			42,575	11,095	3,398	6,543	6,543	6,543
TOTAL OPERATING REVENUES			481,453	481,258	488,592	496,700	505,200	496,700
TOTAL REVENUES			524,028	492,353	491,990	503,243	511,743	503,243
Stormwater Expenditures								
Collections/Lift Stations								
606	49700	100 Wages	64,422	72,064	79,398	37,666	66,000	124,452
606	49700	101 Temporary Wages	1,783	9,142	7,861	1,367	1,367	1,528
606	49700	102 Overtime	53	378	329	1,006	1,006	3,591
606	49700	112 Car Allowance	120	120	30	120	120	0
606	49700	121 PERA	3,804	5,169	6,793	2,804	2,804	9,603
606	49700	122 FICA	3,248	4,824	6,050	2,482	2,482	8,033
606	49700	126 Medicare	760	1,128	1,415	581	581	1,879
606	49700	131 Medical Insurance	2,516	5,852	10,103	596	596	13,183
606	49700	132 Dental Insurance	138	1,192	1,037	41	41	1,193
606	49700	133 Life Insurance	23	30	38	14	14	51
606	49700	142 Unemployment - Direct Pay	0	0	0	0	0	0
606	49700	151 Workers Compensation	2,345	1,148	1,097	1,554	1,554	5,912
606	49700	210 Operating Supplies	4	574	848	2,000	2,000	2,000
606	49700	211 Motor Fuels	0	0	0	600	300	500
606	49700	220 Repair & Maintenance Supplies	4,925	895	1,914	1,700	2,000	2,000
606	49700	300 Professional Services	3,845	12,716	5,566	3,000	3,500	3,000
606	49700	360 Insurance	424	909	1,610	1,200	1,665	1,665
606	49700	406 Repair & Maint. - Mains	3,159	1,043	3,353	12,000	12,000	14,000
606	49700	430 Miscellaneous	0	0	0	1,000	500	500
606	49700	433 Dues and Subscriptions	0	0	0	0	0	0
			91,569	117,184	127,442	69,731	98,530	193,090
Source/Treatment								
606	49710	100 Wages	27,274	24,686	30,163	9,944	30,000	43,006
606	49710	101 Temporary Wages	1,559	178	1,006	1,367	1,367	1,528
606	49710	102 Overtime	0	159	0	183	183	1,247
606	49710	112 Car Allowance	120	120	30	120	120	0
606	49710	121 PERA	1,137	1,747	2,055	734	734	3,319
606	49710	122 FICA	1,042	1,465	1,746	713	713	2,838
606	49710	126 Medicare	244	343	406	167	167	664
606	49710	131 Medical Insurance	1,474	2,964	4,000	434	434	5,556
606	49710	132 Dental Insurance	121	197	313	41	41	447
606	49710	133 Life Insurance	5	10	12	4	4	18
606	49710	151 Workers Compensation	716	332	317	447	447	2,089
606	49710	210 Operating Supplies	1,713	6,981	7,944	8,000	9,000	9,000
606	49710	211 Motor Fuels	5,622	7,556	8,120	7,000	8,000	8,000
606	49710	220 Repair & Maintenance Supplies	1,048	586	1,022	2,000	1,500	2,000
606	49710	300 Professional Services	644	176	176	6,000	6,000	6,000
606	49710	360 Insurance	348	291	564	875	626	630
606	49710	380 Utilities	5,673	4,859	2,187	3,500	3,500	3,500
606	49710	404 Repair & Maint. - Equip. & Pumps	1,233	2,611	3,058	900	5,000	5,500
606	49710	405 Repair & Maint. - Ponds	0	0	449	15,000	2,000	12,000
606	49710	406 Repair & Maint. - Mains	0	0	0	4,000	4,000	4,000
606	49710	415 Equipment Rental	0	5	0	50	50	50
606	49710	430 Miscellaneous	0	0	0	50	50	50
606	49710	433 Dues and Subscriptions	0	0	0	20	20	20
			49,973	55,266	63,570	61,549	73,956	111,462

				2011	2012	2013	2014	2014	2015
				Actual	Actual	Actual	Budget	Projected	Proposed
			Administrative and General						Budget
606	49720	100	Wages	63,159	79,566	71,132	128,630	78,000	78,000
606	49720	101	Temporary Wages	474	1,497	1,193	0	0	0
606	49720	102	Overtime	618	298	246	4,032	4,032	303
606	49720	112	Car Allowance	354	354	197	354	354	144
606	49720	121	PERA	4,295	5,736	5,119	12,149	12,149	2,992
606	49720	122	FICA	3,504	4,728	4,214	10,395	10,395	2,479
606	49720	126	Medicare	821	1,105	986	2,431	2,431	580
606	49720	131	Medical Insurance	10,164	13,343	12,346	29,716	29,716	9,597
606	49720	132	Dental Insurance	632	1,304	941	2,252	2,252	626
606	49720	133	Life Insurance	24	32	30	74	74	17
606	49720	151	Workers Compensation	1,046	3,907	3,792	5,441	5,441	529
606	49720	200	Office Supplies	1,201	174	183	500	300	500
606	49720	205	Misc. Employee Expenses	2,856	3,183	2,963	2,500	3,300	3,300
606	49720	210	Operating Supplies	1,037	381	304	1,000	500	1,550
606	49720	211	Motor Fuels	52	0	0	150	1,000	500
606	49720	220	Repair & Maintenance Supplies	0	0	0	150	150	150
606	49720	300	Professional Services	1,161	872	775	1,200	1,000	1,200
606	49720	321	Telephone	998	3,069	2,603	500	2,500	2,700
606	49720	322	Postage	0	7	0	2,000	1,000	2,000
606	49720	331	Travel & Training	3,421	3,982	2,703	4,000	4,000	4,000
606	49720	340	Advertising	133	0	0	1,500	1,000	1,000
606	49720	351	Legal Notices & Publications	52	53	43	100	100	100
606	49720	354	Printing & Binding	0	0	0	200	200	200
606	49720	360	Insurance	442	375	1,005	800	1,145	1,150
606	49720	380	Utilities	0	0	0	0	0	0
606	49720	401	Repair & Maint. - Buildings	438	0	0	100	100	100
606	49720	404	Repair & Maint.-Equip. & Mach.	352	417	603	1,000	1,000	1,000
606	49720	430	Miscellaneous	0	0	0	1,000	1,000	0
606	49720	433	Dues and Subscriptions	1,090	840	785	2,300	2,300	2,300
				98,324	125,223	112,163	214,474	165,439	117,017
			Customer Accounts						
606	49725	100	Wages	11,111	11,859	9,449	8,809	8,809	8,985
606	49725	102	Overtime	98	163	5	316	316	322
606	49725	121	PERA	653	719	674	662	662	698
606	49725	122	FICA	519	575	539	566	566	577
606	49725	126	Medicare	121	135	126	132	132	135
606	49725	131	Health Insurance	3,345	3,136	3,511	3,575	3,575	3,544
606	49725	132	Dental Insurance	209	161	238	166	166	175
606	49725	133	Life Insurance	5	5	5	5	5	5
606	49725	151	Worker's Compensation	55	57	54	57	57	68
606	49725	200	Office Supplies	0	0	0	185	185	185
606	49725	211	Motor Fuels	0	0	0	0	0	0
606	49725	300	Professional Services	4	5	5	300	300	300
606	49725	322	Postage	0	0	0	35	35	35
606	49725	331	Travel & Training	27	2,000	600	50	510	50
606	49725	354	Printing & Binding	0	0	0	125	125	125
606	49725	360	Insurance	74	63	152	200	175	175
606	49725	404	Repair & Maint. - Equipment & Mach.	0	0	0	260	260	260
606	49725	430	Miscellaneous	0	0	0	0	0	0
606	49725	904	Bad Debt Expense	-9	88	27	120	120	120
			Sub-Total: Customer Accounts	16,212	18,966	15,365	15,563	15,998	15,759
			Depreciation						
606	49970	420	Depreciation	192,442	196,573	201,577	192,000	192,000	192,000
			Interest Payments						
606	49980	611	Bond Interest Payments	12,281	10,595	8,540	6,744	6,744	4,929
			Transfers						
606	49990	720	Operating Transfer	30,102	29,804	28,624	28,711	28,711	28,711
606	49990	722	Contributed Utility Services	0	0	0	0	0	0
			Sub-Total: Transfers & Contributions	30,102	29,804	28,624	28,711	28,711	28,711
			Expenditure Total for Income Statement:	490,903	553,611	557,301	588,772	581,378	662,968
			NET INCOME:	33,125	-81,258	-65,311	-85,529	-69,635	-159,725

			2011	2012	2013	2014	2014	2015	
			Actual	Actual	Actual	Budget	Projected	Proposed	
								Budget	
Capital - Collector System/Lift Stations									
606	48610	300	Professional Services	21,440	29,815	20,738	9,500	22,000	7,500
606	48610	520	Building/Structural Improvements	0	49	0	0	0	0
606	48610	532	Utility Infrastructure: Mains	84,903	105,110	48,122	1,235,000	0	64,500
				106,343	134,974	68,860	1,244,500	22,000	72,000
Capital - Treatment									
606	48620	300	Professional Services	0	0	0	2,500	2,500	77,500
606	48620	520	Building/Structural Improvements	0	0	0	1,000	0	1,000
606	48620	532	Utility Infrastructure: Treatment Basins	0	0	0	250,000	0	0
606	48620	580	Other Equipment	0	0	17,350	0	0	0
				0	0	17,350	253,500	2,500	78,500
Capital - General Plant									
606	48630	520	Building/Structural Improvements	0	0	0	1,000	0	1,000
606	48630	550	Motor Vehicles	0	0	0	86,500	9,599	94,000
606	48630	580	Other Equipment	0	10,482	59,053	58,000	45,454	32,000
				0	10,482	59,053	145,500	55,053	127,000
Bond Principal Payments									
606			Principal Payments on Bonds	56,050	74,150	76,000	77,625	77,625	40,625
STORMWATER 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)	\$33,125	(\$61,258)	(\$65,311)	(\$85,529)	(\$69,635)	(\$159,725)
			Add depreciation	192,442	196,573	201,577	192,000	192,000	192,000
			Total	225,567	135,315	136,266	106,472	122,366	32,276
Application of cash:									
			Purchase of fixed assets	(106,343)	(145,456)	(145,263)	(1,643,500)	(79,553)	(277,500)
			Change in assets and liabilities	28,916	10,967	9,212	0	0	0
			Principal payments of long-term debt	(56,050)	(74,150)	(76,000)	(77,625)	(77,625)	(40,625)
			Bond Proceeds/State Aid for Capital	0	0	0	1,400,000	0	85,000
			Total	(133,477)	(208,619)	(212,051)	(321,125)	(157,178)	(233,125)
			Net increase (decrease) in cash	92,090	(73,304)	(75,786)	(214,654)	(34,813)	(200,850)
			Unrestricted Cash - January 1	548,661	640,751	567,447	491,661	491,661	456,849
			restricted reserve	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575
			Unrestricted Cash balance - December 31	\$601,176	\$527,872	\$452,086	\$237,433	\$417,274	\$216,424

Stormwater Utility Capital Plan

			2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTALS
606.48610 Collector System/Lift Station													
300	Engineering			\$ 11,700	\$ 12,000	\$ 12,300	\$ 12,300	\$ 12,800	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 116,100
	North 4th & Madison Intersection Reprint Design		\$ 7,500										\$ 7,500
532	Utility Infrastructure												\$ -
	North 4th & Chatham Intersection Correction		\$ 60,000	\$ 62,000	\$ 63,000	\$ 66,000	\$ 65,000	\$ 65,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 75,000	\$ 659,000
532	Subdivision Development		\$ 1,500	\$ 15,000	\$ 16,000	\$ 17,000	\$ 19,500	\$ 21,000	\$ 22,300	\$ 23,600	\$ 23,600	\$ 23,600	\$ 183,100
532	Saint Julien Roundabout	MSA	\$ 3,000										\$ 3,000
606.48610 Collector System/Lift Station Totals			\$ 72,000	\$ 88,700	\$ 91,000	\$ 94,300	\$ 96,800	\$ 98,800	\$ 101,300	\$ 105,600	\$ 107,600	\$ 112,600	\$ 968,700
606.48620 Stormwater Treatment													
300	Professional Services / Engineering		\$ 77,500	\$ 52,500	\$ 6,000	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 7,700	\$ 7,700	\$ 7,700	\$ 186,100
520	Building/Structural Improvements		\$ 1,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,600	\$ 6,600	\$ 6,600	\$ 55,800
532	New subdivision west of Nicollet Ave City / School Development		\$ -	\$ 100,000	\$ 400,000								\$ 400,000
532	Old Minn Development:	land/const/connection	\$ -	\$ 250,000	\$ 25,000			\$ 25,000					\$ 300,000
532	HWY 169 N Basin	land/const/connection	\$ -	\$ 550,000									\$ 550,000
532	Brown Street Basin	land/const/connection	\$ -	\$ 750,000									\$ 750,000
606.48620 Stormwater Treatment Totals			\$ 78,500	\$ 1,707,500	\$ 437,000	\$ 12,000	\$ 12,500	\$ 38,000	\$ 13,500	\$ 14,300	\$ 14,300	\$ 14,300	\$ 2,341,900
606.48630 General Plant													
520	Building / Structure Improvements		\$ 1,000		\$ 5,000			\$ 6,000				\$ 7,000	\$ 19,000
520	Public Works Improvements	(33% of \$ Total Imp.)	\$ 5,000	\$ 7,000	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,500	\$ 7,700	\$ 7,700	\$ 7,700	\$ 7,700	\$ 61,600
550	Replace Unit #1- '03 F150	(33% of \$36,000)							\$ 12,000				\$ 12,000
550	Replace Unit #714- '14 F150	(33% of \$36,000)										\$ 12,000	\$ 12,000
550	Replace Unit #27- '01 Sterling Vector Truck	(25% of \$340,000)	\$ 85,000										\$ 85,000
550	Replace Unit #36- '01 Dodge Caravan	(33% of \$27,000)	\$ 9,000						\$ 9,500				\$ 18,500
550	Replace Unit #92- '92 GMC 1500 Truck			25,000						\$ 25,000			\$ 50,000
550	Replace Unit #308- '08 F150 Truck				\$ 31,000								\$ 31,000
550	Replace Unit #406- '02 Blazer	(SURPLUS)		\$ 31,000									\$ 31,000
580	Backhoe Replacement	(20% of \$50,000)	\$ 10,000										\$ 10,000
580	Jack hammer Replacement	(50 % of \$11,000)	\$ 5,500										\$ 5,500
580	Replace # 84 - '98 5410 John Deere	(100% of \$35,000)	\$ 35,000										\$ 35,000
580	Rotary Mower					\$ 6,000							\$ 6,000
580	Side Mower										\$ 8,700		\$ 8,700
580	Flail Mower		\$ 5,000					\$ 5,000					\$ 10,000
580	Aerator	2012			\$ 3,000								\$ 3,000
580	Ferris Mower	2009 (50% Water)	\$ 13,000							\$ 14,000			\$ 27,000
580	Harper DewEze Mower	2014							\$ 45,000				\$ 45,000
580	John Deere 540 #113	(33% of \$12,000)					\$ 4,000						\$ 4,000
580	Hydromulcher											\$ 22,000	\$ 22,000
580	8" Godwin Pump #1	Unit 613										\$ 40,000	\$ 40,000
580	8" Godwin Pump #2	Unit 75			\$ 40,000								\$ 40,000
580	Mowing Trailer		\$ 3,500										\$ 3,500
606.48630 General Plant TOTALS			\$ 127,000	\$ 101,000	\$ 43,000	\$ 48,000	\$ 17,000	\$ 13,000	\$ 67,000	\$ 58,700	\$ 23,400	\$ 81,700	\$ 579,800
TOTALS - CAPITAL STORMWATER SYSTEMS			\$ 277,500	\$ 1,897,200	\$ 571,000	\$ 154,300	\$ 126,300	\$ 148,800	\$ 181,800	\$ 178,600	\$ 145,300	\$ 208,600	\$ 3,890,400

35

Stormwater Utility Capital Funding Plan

2016

		FUNDING SOURCE:	RESERVES/ CASH	ASSESS./ Developer	TIF Funding	State Aid	BOND (Finance)	
606.48510	Collector System/Lift Station							
300	Engineering							
	North 4th & Madison intersection Reprint Design	\$	7,500					
532	Utility Infrastructure							
	North 4th & Chatham intersection Correction	\$	60,000					
532	Subdivision Development	\$	1,500					
532	Saint Julien Roundabout	\$	3,000					
606.48610	Collector System/Lift Station Totals	\$	72,000	\$ -	\$ -	\$ -	\$ -	\$ 72,000
606.48520	Stormwater Treatment							
300	Professional Services / Engineering	\$	77,500					
520	Building/Structural Improvements	\$	1,000					
532	City / School Development							
	Land Purchases for Old Minn Development							
	HWY 169 N Basin							
	Brown Street Basin							
606.48620	Stormwater Treatment Totals	\$	78,500	\$ -	\$ -	\$ -	\$ -	\$ 78,500
606.48630	General Plant							
520	Building / Structure Improvements	\$	1,000					
550	Replace Unit #27- '01 Sterling Vector Truck					\$	85,000	
550	Replace Unit #36- '01 Dodge Caravan	\$	9,000					
580	Backhoe Replacement	\$	10,000					
580	Jack hammer Replacement	\$	5,500					
580	Fernis Mower	\$	13,000					
580	Mowing Trailer	\$	3,500					
606.48630	General Plant TOTALS	\$	42,000	\$ -	\$ -	\$ -	\$ 85,000	\$ 127,000
Total Stormwater		\$	192,500	\$ -	\$ -	\$ -	\$ 85,000	\$ 277,500

36

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING 2015 STORMWATER 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 Stormwater Enterprise Fund of the City of Saint Peter is adopted for 2015:

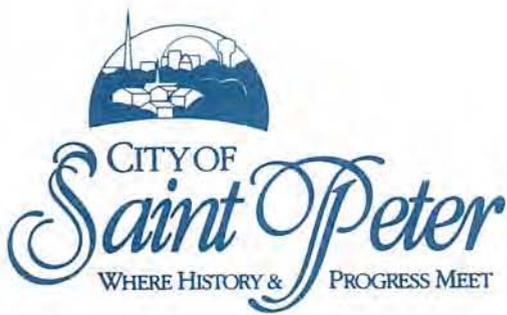
Stormwater Fund \$940,468

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27TH day of October 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 15, 2014

FROM: Paula O'Connell
Director of Finance

RE: 2015 Environmental Services Fund Budget

ACTION/RECOMMENDATION

None needed. For your input and discussion only.

BACKGROUND

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

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

This fund receives revenues through charging for three levels of refuse collection services. A 60 gallon cart for recycling (90 gallon recycling carts are available upon request) is provided along with any of these services.

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

*plus applicable tax

As of 2013, changes were made that provide for charging businesses and multi-family units that have access to and, in most cases, use or benefit from city service numbers 2, 3, 4 and 5 from the list above. The charges are shown in the table below.

	<u>Enviro (Environmental) Fee</u>
Detached family unit (included in above rate)	\$8.63
Single Business	\$8.63
Multiple unite 5 and under per unit	\$2.16
Multiple unit over 5 on house account	\$21.58
Industrial/Institutional on house account	\$25.89

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

Here are some highlights for this fund in 2015:

- Operations, and services provided as a part of this fund are proposed to be the same as in the past few years, except for the addition of the downtown flower baskets in 2014. Services such as curb-side yard waste and leaf pick up; Christmas tree pick up; and a drop off site are continuing. There is one potential caveat to this which includes additional assistance on downtown tree holiday lighting. This service is not budgeted for, but our expanding participation is likely part of our future work in cooperation with the Chamber of Commerce.
- Garbage and disposal expense is 51% of the operating budget, and is provided by two contracts. Our current contract for the pickup and hauling of garbage/recycling became effect on March 1, 2014 with LJP Enterprises. Before the contract comes to an end we will approach the contractor to extend the end date to the summer months so that any potential change over is done during warm weather rather than the extreme cold temperatures we experienced last time.
- 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.
- The 2015 capital needs include \$3,000 for computer and software upgrades to track the type and location of trees. After 2000, the City had an inventory of trees done, funded by a grant. This information is in a data base that isn't compatible with any software we currently have. Converting this data to a new software will allow staff to track emerald ash bore information, the percent of tree types that the city has in our urban forest, and much more maintenance data.
- 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.

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

The Refuse fund has no debt obligations.

The fund balance is projected to be \$86,839 at the end of 2015. Based on operations, cash flow and risk needs, I believe a target reserve should be in the area of \$300,000. This fund does not have large, higher priced equipment attached, therefore funding replacement/failures of equipment should not be difficult once the target reserve is achieved. A tandem truck is an example of a large replacement cost at \$200,000+ (2006 purchase amount) in the Environmental Fund. (To be clear, we are not proposing such a purchase as a part of this

budget.)

With minimal capital improvements/equipment in the 10-year plan, our current revenue doesn't allow for an increase in reserves under this plan. We are suggesting that the Council review the value of increasing our environmental service fee. To give you a bit of a feel for the order of magnitude, a \$1.00 per month increase generates about \$30,000. This doesn't have to be implemented in this budget, but there is a need going forward to address how we can increase reserves instead of showing a steady decline. An increase is not part of the plan for this budget and is not included in these numbers.

There is ongoing research of capital needs at the tree and brush site related to meeting stormwater rules on the gravel and dirt surface with the anticipation that work to create additional hard surface at the Swift Street location may be necessary in 2016.

Recycle, Recycle, Recycle. The single sort recycling program has been operating well. We'll continue to promote and educate residents of Saint Peter to increase our recycling and lower our disposal amounts.

The approval of the Environmental Services budget in the amount of \$795,510 will give Staff a working plan. The actual purchase or initiation of large projects and the funding source for those projects will be presented individually to the City Council for authorization in accordance with Council policies

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

PO

	B	C	D	E	F	15 S	16 T	17 U	18 V	19 W	20 X
3					Revenues	2011	2012	2013	2014	2014	2015
4						Actual	Actual	Actual	Proposed	Projected	Proposed
5						Budget	Budget	Budget	Budget	Budget	Budget
6	603	33422			Other State Grants	326	326	326	326	326	326
7	603	34403			Refuse Collection Fees	715,582	714,861	728,944	730,000	730,000	735,000
8	603	34404			Garbage Bag Sales	2,200	1,819	2,809	2,100	2,100	2,100
9	603	34406			Refuse Change-Outs	0	0	0	0	0	0
10	603	36101			Special Assessments	4,661	-52,250	-17,014	3,100	3,100	3,100
11	603	36102			Special Assessments - Interest	0	0	0	0	0	0
12	603	36210			Interest Earned	1,078	1,810	1,385	1,600	1,600	1,600
13	603	36250			Refunds & Reimbursements	0	0	0	0	0	0
14	603	37360			Penalty Revenues	10,222	9,890	9,554	9,500	9,500	9,500
15	603	37370			Miscellaneous Revenue	2,123	8,910	3,320	2,000	2,000	2,000
16	603	39101			Sale of Fixed Assets	0	495	0	0	0	0
17	603	39200			Transfer from other Funds	0	0	0	0	0	0
18					Total Revenues	736,192	685,861	729,324	748,626	748,626	753,626
19											
20					Expenditures						
21											
22					Operations						
23	603	49510	100		Wages	86,708	97,494	95,222	104,719	104,719	106,412
24	603	49510	101		Temporary Wages	5,088	7,319	7,674	17,896	8,000	8,000
25	603	49510	102		Overtime	104	403	992	3,149	3,149	3,238
26	603	49510	121		PERA	6,258	7,252	6,992	7,801	7,801	8,201
27	603	49510	122		FICA	5,527	6,386	6,203	777	777	8,035
28	603	49510	126		Medicare	1,293	1,493	1,451	1,824	1,824	1,879
29	603	49510	131		Health	21,842	24,440	23,623	29,910	25,000	25,000
30	603	49510	132		Dental	905	1,285	1,741	1,826	1,826	1,930
31	603	49510	133		Life	43	51	53	53	53	53
32	603	49510	151		Workers Comp	3,679	3,719	3,607	5,474	5,474	6,678
33	603	49510	205		Misc. Employee Expenses	113	0	0	5,663	5,100	5,680
34	603	49510	208		Garbage Bag Purchases	565	352	0	500	500	500
35	603	49510	210		Operating Supplies	20,283	17,788	19,749	19,400	22,000	30,700
36	603	49510	211		Motor Fuel	10,392	16,380	13,147	14,000	10,000	14,000
37	603	49510	220		Repair and Maintenance Supp.	879	1,917	435	1,000	1,000	1,000
38	603	49510	300		Prof. Services & Collection	394,768	391,652	395,265	401,103	401,103	405,000
39	603	49510	331		Travel & Training	0	0	0	500	500	500
40	603	49510	340		Advertising	0	0	0	100	100	100
41	603	49510	351		Legal Notices & Publications	0	0	0	0	0	0
42	603	49510	360		Insurance	2,875	2,434	4,915	4,750	5,590	5,600
43	603	49510	404		Repair & Maint - Equipment	9,908	31,652	4,790	10,000	6,000	10,000
44	603	49510	405		Repair & Maint - Site	0	259	440	1,000	750	1,000
45	603	49510	415		Equipment Rental	0	5	0	8,000	8,000	17,000
46	603	49510	430		Miscellaneous	0	0	0	0	0	0
47					Sub-Total: Operations	571,230	612,281	586,299	639,445	619,266	660,504

	B	C	D	E	F	S	T	U	V	W	X
48									2014	2014	2015
49						2011	2012	2013	Proposed	Projected	Proposed
50					Administrative and General	Actual	Actual	Actual	Budget	Budget	Budget
51	603	49520	100		Wages	34,216	33,882	34,533	36,517	36,517	37,745
52	603	49520	102		Overtime	54	114	108	89	89	91
53	603	49520	112		Car Allowance	780	780	623	761	761	761
54	603	49520	121		PERA	2,498	2,520	2,512	2,647	2,647	2,831
55	603	49520	122		FICA	2,080	2,093	2,090	2,270	2,270	2,346
56	603	49520	126		Medicare	486	490	489	531	531	549
57	603	49520	131		Health Insurance	9,115	8,777	8,992	10,318	10,318	8,984
58	603	49520	132		Dental Insurance	503	545	845	501	501	530
59	603	49520	133		Life Insurance	14	13	14	14	14	14
60	603	49520	151		Workers Comp.	702	714	329	447	447	539
61	603	49520	200		Office Supplies	812	1,044	1,682	800	800	800
62	603	49520	205		Misc. Employee Expenses	4,502	3,382	3,526	4,992	4,992	4,992
63	603	49520	210		Operating Supplies	117	219	423	500	500	500
64	603	49520	220		Repair & Maint. Supplies	687	1,760	521	1,000	1,000	1,000
65	603	49520	300		Professional Services	6,764	12,107	1,939	20,000	15,000	20,000
66	603	49520	321		Telephone	1,072	1,089	1,002	1,030	1,030	1,030
67	603	49520	322		Postage	3	0	3	0	0	0
68	603	49520	331		Travel & Training	1,387	1,049	1,550	800	1,190	1,190
69	603	49520	340		Advertising	0	0	0	0	0	0
70	603	49520	351		Legal Notices & Publications	6	0	107	0	0	0
71	603	49520	354		Printing & Binding	0	0	0	0	0	0
72	603	49520	360		Insurance	746	664	1,071	1,500	1,351	1,355
73	603	49520	380		Utilities	3,164	6,837	6,701	4,400	4,400	4,400
74	603	49520	401		Repair & Maint. - Buildings	1,277	1,521	1,412	1,400	1,040	1,400
75	603	49520	404		Repair & Maint. - Equipment	2,831	2,299	2,035	2,000	2,300	2,500
76	603	49520	430		Miscellaneous	0	0	0	0	0	0
77	603	49520	433		Dues & Subscriptions	520	269	203	300	625	475
78					Sub-Total: Admin. & General	74,346	82,168	72,710	92,817	88,323	94,032
80					Customer Account						
81	603	49525	100		Wages	8,960	11,619	9,273	8,809	8,809	8,985
82	603	49525	102		Overtime	98	163	5	316	316	322
83	603	49525	121		PERA	653	719	674	662	662	698
84	603	49525	122		FICA	519	575	539	566	566	577
85	603	49525	126		Medicare	121	134	126	132	132	135
86	603	49525	131		Health Insurance	3,346	3,136	3,512	3,575	3,575	3,544
87	603	49525	132		Dental Insurance	209	161	238	166	166	175
88	603	49525	133		Life Insurance	5	5	5	5	5	5
89	603	49525	151		Worker's Compensation	55	57	54	57	57	68
90	603	49525	200		Office Supplies	308	940	1,353	1,400	1,400	1,400
91	603	49525	300		Professional Services	1,575	1,850	1,882	2,000	2,000	2,000
92	603	49525	322		Postage	5,174	5,235	5,354	5,100	5,100	5,100
93	603	49525	331		Travel and Training	0	0	13	50	50	50
94	603	49525	354		Printing & Binding	0	0	0	750	750	750
95	603	49525	360		Insurance	124	105	238	440	365	365
96	603	49525	404		Repair & Maint. - Equipment	1,353	1,633	1,617	1,700	1,700	1,700
97	603	49525	430		Miscellaneous	0	0	0	0	0	0
98	603	49525	904		Bad Debt Expense	0	133	0	100	100	100
99					Sub-Total: Customer Accounts	22,500	26,465	24,883	25,828	25,753	25,974
100					Depreciation						
102	603	49970	420		Depreciation	5,885	4,033	17,627	6,500	17,000	17,000
103					Interest Payments						
104					Interest Payments						
105	603	49980	611		Bond Interest Payments	0	0	0	0	0	0
106					Transfers						
107					Transfers						
108	603	49990	720		Operating Transfer	2,945	3,486	466	0	0	0
109					TOTAL EXPENDITURES:	676,906	728,433	701,985	764,590	750,342	797,510
110					NET ENVIRONMENTAL SERVICES OPERATION:	59,286	-42,572	27,339	-15,964	-1,716	-43,884
111					Capital - General Plant						
112					Capital - General Plant						
118	603	48310	300		Professional Services	0	449	7,788	0	280	0
118	603	48310	550		Motor Vehicles	0	0	0	25,000	25,000	0
119	603	48310	580		Equipment	300	2,647	90,774	12,000	1,200	3,000
120					Equipment	300	3,096	98,562	37,000	26,480	3,000
121					Bond Principal Payments						
122					Bond Principal Payments						
123					Principal Payments on Bonds	0	0	0	0	0	0

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Environmental Services Capital Plan

General Plant
 603.48310.300 Professional/Engineering Services
 Replace used 1 Ton
 603.48310.550 Motor Vehicles
 #47 Replacement '98 Int'l Tandem Truck
 603.48310.580 Equipment/Site
 Pave entire Tree & Brush drop off Site
 computer w/gis software
 Compost Screener
 Wall for leaf drop off
 Add 2nd leaf vacuum
 Replace wood chipper
 #28 - Replace '93 F700 bucket truck used
 Add tree spade pull type
 Replace mosquito sprayer
TOTALS - General Plant

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
											\$55,000
					\$250,000						
	\$0	\$0	\$48,000	\$0							
	\$3,000						\$110,000				
			\$15,000							\$60,000	
				\$90,000		\$45,000					
								\$40,000			
									\$10,000		
TOTALS - General Plant	\$3,000	\$0	\$63,000	\$90,000	\$250,000	\$45,000	\$110,000	\$40,000	\$10,000	\$60,000	\$55,000
Boulevard Trees (Expensed)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Bond Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Environmental Services
 Capital Funding Plan**

2015

FUNDING SOURCE:

Reserves/
Cash ASSESS/
Developer GRANT
or State Aid BOND
(Finance)

603.48310 General Plant

300 Engineering

\$ - \$ - \$ - \$ -

550 Motor Vehicles

\$ - \$ - \$ - \$ -

580 Equipment

\$ - \$ - \$ - \$ -

Pave entire Tree & Brush drop off Site
 computer w/gis software

\$ - \$ - \$ - \$ -
 \$ 3,000 \$ - \$ - \$ -
 \$ - \$ - \$ - \$ -

TOTALS - CAPITAL Environmental Services

\$ 3,000 \$ - \$ - \$ -

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING 2015 ENVIRONMENTAL SERVICES 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 Environmental Services Enterprise Fund of the City of Saint Peter IS adopted for 2015:

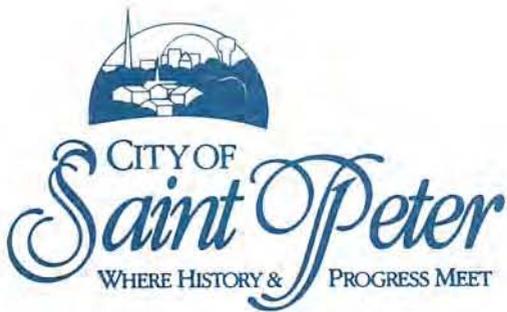
Environmental Service Fund	\$800,510
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 22, 2014

FROM: Paula O'Connell
Director of Finance

RE: 2015 Wastewater Budget

ACTION/RECOMMENDATION

Approve the 2015 Wastewater Fund Budget.

BACKGROUND

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

The 2015 budget includes the following:

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

2012	264,601,675	
2013	265,967,399	an increase of 1,365,724
- 2013 sales revenue increased \$149,652 from 2012. This increase is driven by the rate increases approved in 2013.
- Previously approved rate increase of \$1.00 per thousand in January 1, 2015 is included in the 2015 budget. Again, this was previously approved by the City 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 and is identified as the Restricted Reserve in the budget documents
- Capital projects that are planned include \$582,500 and are funded from reserves as follows:
 - North Interceptor Phase 3 \$57,000
 - St. Julien line improvements \$107,000
 - Backhoe replacement (40% of \$50,000)
 - Jack hammer replacement (50% of \$11,000)
 - Replace Vactor truck (75% of \$340,000)

- Replace mainline camera \$120,000
- The Wastewater Fund transfers 6.5% of gross sales to the General Fund (\$250,966 for 2015). The 2015 budget includes sales of \$3,861,016.

Current Debt issues:

- ✓ \$870,000 Taxable GO utility revenue and TIF Bonds, Series 2010B
(Fine Screener/Improvements)
2015 Debt Service \$89,988; remaining debt \$199,020; Final payment 2020
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2001 (WWTF)
2015 Debt Service \$734,900; remaining debt \$4,112,000; Final payment 2021
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2002 (WWTF)
2015 Debt Service \$341,959; remaining debt \$2,207,000; Final payment 2022
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2004 (WWTF)
2015 Debt Service \$170,890; remaining debt \$1,045,000; Final payment 2022
- ✓ G.O. Sewer Revenue Refunding Bonds 2012A (WWTF)
2015 Debt Service \$98,108; remaining debt \$1,750,000; Final payment 2043

Other Budget information:

- Wages and benefits are recorded in the areas of work actually performed. For budget purposes, the wage and benefits are allocated based on a percentage. There may be a change in operational cost due to the difference of time spent in water, wastewater or stormwater.
- Approval of the budget does not allow for the purchase of items over \$7,500 without additional City Council approval.
- There are no personnel additions planned, nor do we have new programs or substantial changes in operations. The development of a service line insurance program is pending.
- We have not targeted a reserve amount for this fund. The Wastewater Fund had an unrestricted cash balance (without the restricted funds for plant improvements) of \$14,860 at the end of 2013. Even with the changes approved in rates, this fund is projected to move into the red (negative cash balance) starting in 2014. Including sales revenue from the rate increases, the unrestricted cash balance is projected to return to the black in 2015. As this Fund trend line is positive, and our 2016 projections seem positive, we are not recommending a rate increase at this time. We do however continue to be concerned about the very low cash flow position. We believe that today, this is a reasonable, stepped approach to managing your resources and increasing costs related to plant maintenance and delivery of services.

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 \$733,444 (unrestricted and reserved) at the end of 2015, with a budget of \$3,692,147. The unrestricted amount of cash on hand for this fund (\$135,781) is less than desired for the risk of failures and replacements of operational equipment. We will continue to analyze our cash position, sales, and expenditures to provide an understanding of risk in the future.

Rates are currently at \$10.23/thousand gallons and a \$14.65 base charge. Recent rate changes and the corresponding changes are as follows:

August 1, 2013	Increase of \$0.79
November 1, 2013	Increase of \$0.50
January 1, 2014	Increase of \$1.00
January 1, 2015	Increase of \$1.00

No additional rate change during the 2015 budget cycle 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 me should you have any concerns or questions on this agenda item.

PO/

	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																						2014	2015	
4					Wastewater Revenues				2011	2012	2013	2014	2014	2015									Projected	Proposed
5								Actual	Actual	Actual	Budget	Budget	Budget											
6	602	37210			Wastewater Charges			2,073,623	2,014,765	2,074,267	2,391,817	2,391,817	2,548,878											
7	602	37231			Private Sales - Gac			211,390	214,178	232,483	262,978	219,000	245,021											
8	602	37232			Institutional Sales - RTC			350,668	262,399	273,735	327,592	327,592	353,510											
9	602	37233			R.O. Discharge			107,932	184,278	155,364	184,278	184,278	261,784											
10	602	37234			Governmental Sales - Kasota			90,044	76,715	74,648	96,859	96,859	104,527											
11	602	37240			Sales to Other Public Authorities			20,851	24,991	32,033	33,000	33,000	36,702											
12	602	37241			Interdepartmental Sales			170,180	158,124	172,941	175,000	175,000	195,594											
13	602	37245			Contract Effluent Treatment			325,062	155,480	225,111	145,000	115,000	115,000											
14					Sub-Total: Sewer Rental Charges			3,349,750	3,090,930	3,240,582	3,616,524	3,542,546	3,861,016											
16	602	37250			Connection Fees			0	340	0	160	160	160											
17	602	37255			Sewer Access Charge			11,700	20,100	79,100	20,000	29,440	20,000											
18	602	37256			Nutrient Trading			22,881	0	0	0	0	0											
19	602	37260			Penalty Revenues			22,138	21,179	20,857	21,200	24,000	23,000											
20	602	37270			Miscellaneous			88,783	114,953	87,695	80,000	65,000	70,000											
21	602	36250			Refunds & Reimbursements			0	0	0	0	0	0											
22					Sub-Total: Other Operating Rev.			145,502	156,572	187,652	121,360	118,600	113,160											
24	602	33422			Other State Grants			21,000	1,048	1,504	1,048	1,048	1,048											
25	602	36101			Special Assessments			8,590	6,214	25,289	20,000	20,000	20,000											
26	602	36102			Special Assessments - Interest			0	0	0	0	0	0											
27	602	36210			Interest Earned			3,151	8,526	3,103	3,000	3,900	3,000											
28	602	39101			Sale of Fixed Assets			0	200	19,995	0	1,000	1,000											
29	602	39200			Transfers from other Funds			0	0	0	0	0	0											
30					Sub-Total: Non-Operating Revenues			32,741	15,988	49,891	24,048	25,948	25,048											
32					TOTAL OPERATING REVENUES			3,495,252	3,247,502	3,428,234	3,737,884	3,661,146	3,974,176											
34					TOTAL REVENUES			3,527,993	3,263,490	3,478,125	3,761,932	3,687,094	3,999,224											
36					Wastewater Expenditures																			
53					BioSolids																			
54	602	49460	100		Wages			26,049	30,516	39,992	16,255	20,000	42,841											
55	602	49460	101		Temporary Wages			48	0	152	0	0	0											
56	602	49460	102		Overtime			704	555	2,392	485	485	1,278											
57	602	49460	112		Car Allowance			0	0	0	0	0	0											
58	602	49460	121		PERA			1,968	2,235	3,043	1,214	1,214	3,309											
59	602	49460	122		FICA			1,667	1,854	2,511	1,038	1,038	2,735											
60	602	49460	126		Medicare			390	434	587	243	243	640											
61	602	49460	131		Medical Insurance			5,844	7,371	11,838	4,455	4,455	12,872											
62	602	49460	132		Dental Insurance			170	404	805	249	249	746											
63	602	49460	133		Life Insurance			12	12	19	7	7	20											
64	602	49460	142		Unemployment - Direct Pay			0	0	0	0	0	0											
65	602	49460	151		Workers Compensation			1,209	1,244	439	649	649	2,012											
66	602	49460	210		Operating Supplies			43,778	53,574	73,485	54,000	54,000	54,000											
67	602	49460	211		Motor Fuels			0	0	0	900	500	500											
68	602	49460	220		Repair & Maintenance Supplies			2,772	443	365	2,000	2,000	2,000											
69	602	49460	300		Professional Services			1,885	2,501	2,460	2,000	2,000	2,000											
70	602	49460	360		Insurance			830	705	1,312	1,600	1,495	1,500											
71	602	49460	380		Utilities			43,907	42,740	50,184	40,000	46,000	47,000											
72	602	49460	404		Repair & Maint. - Equip. & Pumps			8,310	18,893	27,145	75,000	75,000	28,000											
73	602	49460	405		Repair & Maint. - Ponds			0	0	0	0	0	0											
74	602	49460	415		Equipment Rental			0	0	0	0	0	0											
75	602	49460	433		Dues and Subscriptions(Permits)			0	0	0	0	0	0											
76					Sub-Total: Biosolids			139,543	163,481	216,729	200,095	209,335	201,453											
77																						2014	2015	
78								2011	2012	2013	2014	2014	2015									Projected	Proposed	
79								Actual	Actual	Actual	Budget	Budget	Budget											
80					Collector System/Lift Stations																			
81	602	49470	100		Wages			93,078	95,363	82,957	157,438	80,000	85,999											
82	602	49470	101		Temporary Wages			2,724	11,408	2,722	2,050	2,050	2,291											
83	602	49470	102		Overtime			3,420	2,917	3,662	11,388	11,388	9,095											
84	602	49470	112		Car Allowance			540	540	135	0	0	0											
85	602	49470	121		PERA			7,374	6,855	6,150	12,240	12,240	7,132											
86	602	49470	122		FICA			6,526	6,672	5,334	10,594	10,594	6,038											
87	602	49470	126		Medicare			1,526	1,561	1,248	2,478	2,478	1,412											
88	602	49470	131		Medical Insurance			15,245	15,955	17,847	37,188	37,188	18,608											
89	602	49470	132		Dental Insurance			961	1,120	1,252	2,261	2,261	1,285											
90	602	49470	133		Life Insurance			42	39	35	65	65												

	B	C	D	E	F	15entW&STWP1	T	U	V	W	X
93	602	49470	210		Operating Supplies	1,303	6,564	647	3,000	4,500	5,000
94	602	49470	211		Motor Fuels	14,861	15,522	12,983	13,000	10,000	11,000
95	602	49470	220		Repair & Maintenance Supplies	2,624	1,592	1,041	3,000	2,000	3,000
96	602	49470	300		Professional Services	1,991	4,122	2,637	6,000	6,000	6,000
97	602	49470	360		Insurance	1,311	1,111	2,260	3,000	2,575	2,575
98	602	49470	380		Utilities	32,298	30,080	32,799	31,000	31,000	31,000
99	602	49470	401		Repair & Maint. - Buildings	19	554	15	1,000	500	750
100	602	49470	402		Repair & Maint. - Lift Stations	2,359	14,657	955	4,000	2,000	3,000
101	602	49470	404		Repair & Maint-Equipment & Mach	48,082	50,380	33,683	62,000	40,000	50,000
102	602	49470	406		Repair & Maint. - Mains	14,225	11,472	6,621	7,000	3,000	7,000
103	602	49470	410		Repair & Maint. - SCADA System	0	0	0	500	500	500
104	602	49470	430		Miscellaneous	0	0	0	0	0	0
105					Sub-Total: Collection	253,480	281,526	219,990	376,325	267,462	256,650
106					Source/Treatment						
107	602	49480	100		Wages	180,342	225,606	217,599	196,809	216,809	227,485
108	602	49480	101		Temporary Wages	1,351	695	11,169	2,734	11,000	3,055
109	602	49480	102		Overtime	3,035	4,408	4,439	5,362	5,362	6,270
110	602	49480	112		Car Allowance	540	540	135	0	0	0
111	602	49480	121		PERA	13,589	16,419	15,781	14,657	14,657	17,532
112	602	49480	122		FICA	11,583	13,663	13,720	12,704	12,704	14,682
113	602	49480	126		Medicare	2,709	3,196	3,209	2,971	2,971	3,434
114	602	49480	131		Medical Insurance	44,180	49,708	51,350	51,029	51,029	59,082
115	602	49480	132		Dental Insurance	1,826	3,265	3,826	2,842	2,842	3,689
116	602	49480	133		Life Insurance	81	92	88	82	82	101
117	602	49480	151		Workers Compensation	6,784	7,002	5,392	7,949	7,949	10,810
118	602	49480	210		Operating Supplies	122,898	117,550	83,809	88,000	88,000	88,000
119	602	49480	211		Motor Fuels	9,042	19,263	10,214	15,000	15,000	15,000
120	602	49480	220		Repair & Maintenance Supplies	9,727	317	1,617	5,000	5,000	5,000
121	602	49480	300		Professional Services	87,780	82,689	89,356	70,000	70,000	70,000
122	602	49480	360		Insurance	18,449	18,046	24,215	30,000	23,619	23,650
123	602	49480	380		Utilities	438,558	410,915	497,799	470,000	470,000	470,000
124	602	49480	401		Repair & Maint. - Bldgs	11,002	3,535	132	10,000	4,000	8,000
125	602	49480	404		Repair & Maint. - Equip. & Pumps	32,427	44,463	47,558	113,000	113,000	100,000
126	602	49480	405		Repair & Maint. - Ponds	0	0	0	0	0	0
127	602	49480	415		Equipment Rental	7	5	0	50	525	50
128	602	49480	433		Dues and Subscriptions	0	0	0	50	50	50
129					Sub-Total: Source/Tmrt	995,910	1,021,377	1,081,408	1,098,239	1,114,599	1,125,890
130										2014	2015
131						2011	2012	2013	2014	Projected	Proposed
132						Actual	Actual	Actual	Budget	Budget	Budget
133					Administrative and General						
134	602	49490	100		Wages	35,945	42,864	44,012	49,041	49,041	47,522
135	602	49490	101		Temporary Wages	0	0	0	0	0	0
136	602	49490	102		Overtime	56	104	159	310	310	316
137	602	49490	112		Car Allowance	363	363	206	365	365	365
138	602	49490	121		PERA	2,990	3,071	3,149	3,571	3,571	3,581
139	602	49490	122		FICA	2,414	2,491	2,535	3,060	3,060	2,966
140	602	49490	126		Medicare	564	583	593	716	716	694
141	602	49490	131		Medical Insurance	12,591	12,920	13,694	16,488	16,488	13,370
142	602	49490	132		Dental Insurance	586	1,021	894	844	844	804
143	602	49490	133		Life Insurance	20	20	22	24	24	22
144	602	49490	151		Workers Compensation	472	711	677	927	927	928
145	602	49490	200		Office Supplies	3,110	2,870	6,272	2,500	2,500	2,500
146	602	49490	205		Misc. Employee Expenses	7,001	9,027	8,094	7,300	7,300	7,300
147	602	49490	210		Operating Supplies	750	647	708	1,500	1,000	1,000
148	602	49490	211		Motor Fuels	95	18	103	0	650	0
149	602	49490	220		Repair & Maintenance Supplies	1,184	2,849	1,041	700	1,000	1,000
150	602	49490	300		Professional Services	7,663	38,303	8,249	10,000	10,000	10,000
151	602	49490	321		Telephone	3,790	4,330	4,398	4,600	4,600	4,600
152	602	49490	322		Postage	238	48	141	200	200	200
153	602	49490	331		Travel & Training	5,599	5,160	3,137	8,000	9,000	9,000
154	602	49490	340		Advertising	472	335	167	400	400	400
155	602	49490	351		Legal Notices & Publications	6	0	0	50	50	50
156	602	49490	354		Printing & Binding	0	0	0	50	50	50
157	602	49490	360		Insurance	1,484	1,303	2,155	3,000	2,320	2,325
158	602	49490	380		Utilities	3,793	3,382	3,815	4,500	4,500	4,500
159	602	49490	401		Repair & Maint. - Buildings	1,278	1,135	1,412	2,000	2,000	2,000
160	602	49490	404		Repair & Maint.-Equip. & Mach.	4,100	3,874	4,193	2,000	5,000	4,000
161	602	49490	430		Miscellaneous	0	0	0	50	50	50
162	602	49490	433		Dues and Subscriptions	6,543	6,839	6,532	12,050	12,050	12,050
163					Sub-Total: Administration	103,107	144,268	116,358	134,246	138,016	131,593
164										10/22/2014	

50

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
165					Customer Accounts																			
166	602	49495	100		Wages			13,786		16,699		14,525		15,573		15,573							18,673	
167	602	49495	102		Overtime			98		163		5		316		316							322	
168	602	49495	121		PERA			1,122		953		1,022		1,152		1,152						1,152	1,425	
169	602	49495	122		FICA			929		874		857		985		985						985	1,178	
170	602	49495	126		Medicare			217		205		201		230		230						230	275	
171	602	49495	131		Health Insurance			3,346		3,136		3,512		5,375		5,375						5,375	5,518	
172	602	49495	132		Dental Insurance			209		161		238		166		166						166	175	
173	602	49495	133		Life Insurance			5		5		5		5		5						5	5	
174	602	49495	151		Worker's Compensation			83		85		81		101		101						101	142	
175	602	49495	200		Office Supplies			313		1,156		1,353		1,160		1,160						1,160	1,160	
176	602	49495	211		Motor fuels			454		407		648		600		600						600	600	
177	602	49495	300		Professional Services			2,016		1,886		1,890		2,000		2,000						2,000	2,000	
178	602	49495	322		Postage			5,174		5,235		5,354		5,400		5,400						5,400	5,400	
179	602	49495	331		Travel & Training			0		0		17		100		100						100	100	
180	602	49495	354		Printing & Binding			0		0		0		0		0						0	0	
181	602	49495	360		Insurance			162		137		292		450		425						425	425	
182	602	49495	404		Repair & Maint. - Equipment & Mach.			1,353		1,702		2,512		1,400		2,600						2,600	2,600	
183	602	49495	430		Miscellaneous			0		0		0		0		0						0	0	
184	602	49495	904		Bad Debt Expense			0		446		(14)		1,000		1,000						1,000	1,000	
185					Sub-Total: Customer Accounts			29,267		33,250		32,498		36,013		37,188							40,998	
187					Operating Expenses			1,521,307		1,643,902		1,666,983		1,844,918		1,766,600							1,756,584	
189					Operating Income (loss):			1,973,945		1,603,600		1,761,251		1,892,966		1,894,546							2,217,592	
191					Depreciation																			
192	602	49970	420		Depreciation			809,504		801,198		826,203		825,000		825,000						825,000	825,000	
193					Interest Payments																			
194	602	49980	611		Bond Interest Payments			379,444		350,901		302,912		275,472		275,472						275,472	256,594	
196					Transfers																			
197	602	49990	720		Operating Transfer			217,340		216,232		216,888		235,074		230,265						230,265	250,966	
198	602	49990	722		Contributed Utility Services			19,016		23,095		20,200		20,503		20,503						20,503	20,503	
199					Sub-Total: Transfers & Contributions:			236,356		239,327		237,088		255,577		250,768						250,768	271,469	
200																								
201					Expenditure Total for Income Statement:			2,946,611		3,035,328		3,033,186		3,200,967		3,117,841							3,109,647	
202																								
203					NET INCOME:			581,382		228,162		444,939		560,965		569,253							889,577	
205																								
206								2011		2012		2013		2014		2014						2014	2015	
207					Capital - Collector System			Actual		Actual		Actual		Budget		Projected						Budget	Proposed	
208	602	48210	300		Professional Services			172		15,950		0		47,000		30,000						30,000	15,000	
209	602	48210	520		Building/Structural Improvements			4,426		27,753		34,467		0		0						0	0	
210	602	48210	532		Utility Infrastructure: Mains			31,504		23,904		62,402		493,600		350,000						350,000	154,000	
211	602	48210	580		Other Equipment			0		3,835		0		0		0						0	0	
212								36,102		71,442		96,869		540,600		380,000						380,000	169,000	
218					Capital - Treatment System																			
219	602	48220	300		Professional Services			2,581		6,720		155		2,000		500						500	4,000	
220	602	48220	510		Land			0		0		0		0		0						0	0	
221	602	48220	520		Building/Structural Improvements			38,462		62,319		38,336		0		0						0	0	
222	602	48220	580		Other Equipment			20,548		0		0		0		0						0	0	
223								61,591		69,039		38,491		2,000		500						500	4,000	
224					Capital - General Plant																			
225	602	48230	520		Building/Structural Improvements			0		0		0		0		0						0	0	
226	602	48230	540		Heavy Machinery			0		0		0		0		0						0	25,500	
227	602	48230	550		Motor Vehicles			0		0		5,451		16,500		16,500						16,500	384,000	
228	602	48230	580		Other Equipment			12,590		9,877		14,448		0		0						0	0	
229								12,590		9,877		19,899		16,500		16,500							16,500	409,500
230					Bond Principal Payments																			
231	602				Principal Payments on Bonds			1,119,730		2,947,960		1,210,240		1,114,570		1,114,570							1,179,250	
232																								
233																								

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Wastewater Utility Capital Plan

				2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Totals
602.48210	Collector Systems													
300	Professional Services			\$15,000	\$10,000	\$10,000	\$10,000	\$11,000	\$12,000	\$12,000	\$12,500	\$12,500	\$12,500	\$117,500
532	North Interceptor	Phase 3	2014	\$42,000										\$42,000
532	North Interceptor	Phase 4	2016		\$60,000									\$60,000
532	North Interceptor	Phase 5	2018				\$60,000							\$60,000
532	STJU Roundabout			\$107,000										\$107,000
532	City / School Development			\$5,000	\$420,000									\$420,000
532	Subdivision Development			\$5,000	\$6,000	\$7,000	\$8,000	\$6,000	\$8,000	\$7,000	\$8,000	\$10,000	\$10,000	\$75,000
580	Collection System Trash Pumps							\$6,000						\$6,000
602.48210	Collector Systems Total			\$169,000	\$496,000	\$17,000	\$78,000	\$23,000	\$20,000	\$19,000	\$20,500	\$22,500	\$22,500	\$887,500
602.48220	Treatment Facilities													Totals
300	Professional Services			\$4,000	\$5,000	\$6,000	\$7,000	\$9,000	\$9,500	\$9,500	\$10,000	\$10,000	\$10,000	\$80,000
520	Equipment Replacement - WWTF				\$7,000	\$10,000	\$12,500	\$13,000	\$15,000	\$17,000	\$20,000	\$21,000	\$21,000	\$136,500
520	Equipment Replacement - Lab				\$2,000	\$6,000	\$5,000	\$3,000	\$5,700	\$5,000	\$3,000	\$5,500	\$5,500	\$40,700
602.48220	Treatment Facilities Total			\$4,000	\$14,000	\$22,000	\$24,500	\$25,000	\$30,200	\$31,500	\$33,000	\$36,500	\$36,500	\$257,200
602.48230	General Plant Sewer													Totals
520	Public Works Improvements					\$8,000		\$5,000		\$5,000				\$18,000
540	Backhoe Replacement	(40% of \$50,000)		\$20,000										\$20,000
540	Jack hammer Replacement	(50 % of \$11,000)		\$5,500										
550	Replace Unit #26 (2002)	One ton	2014		\$30,000							\$31,000		\$61,000
550	Replace Unit #27 (75%WW-25%SW)			\$255,000										\$255,000
550	Replace Unit #1 (2003)	(33% of \$36,000) - 2014										\$15,000		\$15,000
550	Replace Unit #90					\$26,000								\$26,000
550	Replace Unit #36 (2001 Van)	(33% of \$27,000) - 2014		\$9,000							\$10,000			\$19,000
550	Replace Unit #68 JD 444H		2017			\$50,000								\$50,000
580	Mainline Camera Replacement		2015	\$120,000										\$120,000
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			\$409,500	\$51,000	\$84,000	\$4,000	\$5,000	\$0	\$5,000	\$14,000	\$46,000	\$0	\$618,500
	Sub-totals			\$582,500	\$561,000	\$123,000	\$106,500	\$53,000	\$50,200	\$55,500	\$67,500	\$105,000	\$59,000	
	Bond Debt Service Payments			\$1,421,407	\$1,382,690	\$1,387,745	\$1,385,168	\$1,385,434	\$1,382,162	\$1,346,062	\$610,070	\$610,070	\$610,070	
	Total Cost			\$2,003,907	\$1,943,690	\$1,510,745	\$1,491,658	\$1,438,434	\$1,432,362	\$1,401,562	\$677,570	\$715,070	\$669,070	

53

Wastewater Utility Capital Plan

				2015					
				RESERVES/ CASH	ASSESS./ Developer	TIF Funding	State Aid	BOND (Finance)	
602.48210	Collector Systems								
300	Professional Services			\$15,000					
532	North Interceptor	Phase 3	2015	\$42,000					
532	STJU Roundabout			\$107,000					
532	Subdivision Development			\$5,000					
532	City / School Development		\$500,000					\$0	
602.48210	Collector Systems Total			\$169,000	\$0	\$0	\$0	\$0	\$169,000
602.48220	Treatment Facilities								
300	Professional Services			\$4,000					
602.48220	Treatment Facilities TOTAL			\$4,000	\$0	\$0	\$0	\$0	\$4,000
602.48230	General Plant Sewer								
550	Backhoe Replacement	40% of \$50,000		\$20,000					
550	Jack hammer Replacement	(50 % of \$11,000)		\$5,500					
550	Replace Unit #27 (75%WW-25%SW)							\$255,000	
550	Replace Unit #36 (2001)	(33% of \$27,000) - 2014		\$9,000					
550	Mainline Camera Replacement							\$120,000	
602.48230	General Plant Sewer Totals			\$34,500	\$0	\$0	\$0	\$375,000	\$409,500
	Sub-totals			\$207,500	\$0	\$0	\$0	\$375,000	\$682,500
	Bond Debt Service Payments			\$1,439,960					
	Total Cost			\$2,022,460					

HS

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION ADOPTING THE 2015 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 2015:

Wastewater Fund	\$3,692,147
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

RIVER'S EDGE

Hospital & Clinic

Merging Streams of Health Care

TO: Todd Prafke
City Administrator

DATED: October 21, 2014

FROM: George Rohrich
CEO, River's Edge Hospital and Clinic

RE: 2014 Hospital Equipment Certificate Bids

ACTION/RECOMMENDATION

Approve the attached resolution accepting the 2014 Hospital Equipment Certificate Bid from Nicollet County Bank.

BACKGROUND

At the September 22, 2014 City Council meeting solicitation of the 2014 \$664,947 Hospital equipment certificate was approved to fund the following purchases:

<u>Equipment</u>	<u>Amount</u>
Steris Sterilizers	\$320,823
Surgery Improvements	\$123,300
Surgery Equipment-2 Neptunes & Docking Station	\$36,000
Surgery Equipment-Orthopedic Saws, Drills	\$39,305
Pharmacy Equipment-Medication Management	<u>\$145,519</u>
Total	\$664,947

Bid forms were sent to three local banks and advertised as per State statute for a \$664,947 Equipment Certificate payable over a five year period. Bids have been received from First National Bank, Nicollet County Bank, and Hometown Bank.

Nicollet County Bank submitted the lowest bid, with interest rates of 1.3% – 1.90%, and is recommended to receive the bid award. The following amounts represent the total interest, which would be paid on each bid:

Nicollet County Bank	\$33,912.30
Hometown Bank	\$36,572.09
First National Bank	\$56,786.47

FISCAL IMPACT:

The impact to the Hospital is anticipated to average \$140,000 per year for a five-year period.

While the Hospital has the cash for this effort, it is believed that this is an appropriate step in cash management and matching payment to the increase in use and services that have started related to the growth of the Orthopedic and Fracture Clinic (OFC) and our Hospitalist program. This will be repaid through Hospital revenues.

ALTERNATIVES AND VARIATIONS:

Do not act: Funding for purchases will use cash rather than utilizing a cash management strategy.

Negative vote: Purchases in the 2014 Equipment Certificate will use cash.

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.

GR

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 - _____

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

**RESOLUTION AWARDING THE SALE OF \$664,947 GENERAL OBLIGATION HOSPITAL
EQUIPMENT CERTIFICATES OF INDEBTEDNESS OF 2014; FIXING THE FORM AND
SPECIFICATIONS THEREOF; AND PROVIDING FOR THEIR PAYMENT**

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

SECTION 1. Findings.

1.01 The City is authorized by Minnesota Statutes 412.301 (Act) to issue and sell its certificates of indebtedness on such terms and in such manner as the City determines to provide funds to finance the purchase of certain capital equipment subject to certain limitations contained in the Act.

1.02 It is hereby determined that River's Edge Hospital and Clinic (the "Hospital") is in need of various items of capital equipment ("Equipment"), which items and the estimated cost thereof are listed on Exhibit 1, attached hereto and made a part hereof. It is declared to be the intention of the Hospital to purchase the items of Equipment for the estimated costs listed on Exhibit 1, but the Hospital reserves the right to substitute other items of Equipment for those listed, when in its judgment, such factors as availability of the Equipment, competitive bidding considerations, and the desirability of obtaining alternate Equipment so dictate.

1.03 It is further found and determined as required by the Act that the principal amount of obligations to be issued will not exceed 0.25 percent of the market valuation of the taxable property in the City.

1.04 The City shall therefore issue and sell its General Obligation Hospital Equipment Certificates of Indebtedness of 2014 ("Certificates") pursuant to the Act to finance the purchase of the Equipment. Pursuant to Resolution No. 2014-134, quotes were solicited from local financial institutions.

SECTION 2. Sale of Certificates

2.01 The quote from Nicollet County Bank ("Purchaser") to purchase the Certificates is hereby found and determined to be a reasonable offer and shall be and is hereby accepted, such bid being to purchase the Certificates at a price of par, the Certificates bearing interest at the following rates:

Certificate No. 1 – 1.30 percent per annum
Certificate No. 2 – 1.45 percent per annum
Certificate No. 3 – 1.60 percent per annum
Certificate No. 4 – 1.75 percent per annum

Certificate No. 5 -- 1.90 percent per annum

The Mayor, City Clerk/Administrator, and City Treasurer are directed to enter into a purchase contract for the Certificates with the Purchaser.

The Certificates may be prepaid in whole or in part by the City on any date at a price of the par amount to be redeemed plus accrued interest to the date of redemption. Prepayments shall be applied first to interest due and then to principal, and no prepayment shall relieve the City of the obligation to pay the remaining outstanding principal amount of the Certificates.

2.02 The City shall forthwith issue and sell the Certificates in the principal amount of \$664,947 dated as of the date of delivery, the Certificates being in the form of five typewritten certificates fully registered in the name of the Purchaser, bearing interest as set forth above, and which Certificates mature serially in the years and amounts as follows:

Certificate No. 1 in the principal amount of \$132,989.40 shall mature November 1, 2015.

Certificate No. 2 in the principal amount of \$132,989.40 shall mature November 1, 2016.

Certificate No. 3 in the principal amount of \$132,989.40 shall mature November 1, 2017.

Certificate No. 4 in the principal amount of \$132,989.40 shall mature November 1, 2018.

Certificate No. 5 in the principal amount of \$132,989.40 shall mature November 1, 2019.

SECTION 3. Form: Execution.

3.01 Registered Form. The Certificates shall be issued in fully registered form. The interest thereon and, upon surrender of the Certificates, the principal amount thereof shall be payable by check or draft issued by the City Treasurer.

3.02 Dates: Interest Payment Dates. The interest on the Certificates is payable to the registered owner thereon on November 1st, commencing on November 1, 2014.

3.03 Registration. The City shall appoint a Certificate Registrar ("Registrar").

[a] Appointment of Initial Registrar. The City hereby appoints the Purchaser as the Initial Registrar.

[b] Registrar. The Registrar shall keep at his or her principal office a Certificate Register in which the Registrar shall provide for registration of ownership of Certificates.

[c] Transfer of Certificates. Upon surrender for transfer of the Certificates, duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof by an attorney duly authorized by the owner in writing, the Registrar shall note the name of the new owner in the Certificate Register and upon the Registration Certificate on the Certificates.

[d] Persons Deemed Owners. The City and the Registrar may treat the person in whose name the Certificates are at any time registered in the Certificate Register as the absolute

owner of such Certificates, whether the Certificates shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Certificates, and for all other purposes, and so made to such registered owner or upon the owner's order shall be valid and effectual to discharge the liability upon such Certificates to the extent of the sum or sums so paid.

3.04 Execution, Authentication, and Delivery. The Certificates shall be prepared under the direction of the City Treasurer and shall be executed on behalf of the City by the manual signatures of the Mayor and the City Clerk/Administrator. In case any officer whose signature or a facsimile of whose signature shall appear on the Certificates shall cease to be such officer before the delivery of the Certificates, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery. When the Certificates have been so prepared, executed and authenticated, the City Treasurer shall deliver the same to the Purchaser thereof upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

3.05 Form of the Certificates. The Certificates shall be prepared in substantially the following form:

**UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER
GENERAL OBLIGATION HOSPITAL EQUIPMENT CERTIFICATE OF 2014**

No. ____

\$ 132,989.40

The City of Saint Peter, a duly organized and existing municipal corporation in Nicollet County, Minnesota acknowledges itself to be indebted and, for the value received, hereby promises to pay Nicollet County Bank, Minnesota or registered assigns, the principal sum of One hundred thirty-two thousand nine hundred eighty-nine dollars and forty cents (\$132,989.40) on November 1, 2015, with interest thereon from the date hereof at the annual rate of 1.30 percent per annum for certificate No.1, 1.45 percent per annum for certificate No. 2, 1.60 percent per annum for certificate No. 3, 1.75 percent per annum for certificate No. 4, 1.90 percent per annum for certificate No. 5, payable November 1st, in each year, commencing November 1, 2014, to the person in whose name this Certificate is registered. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft at the office of the City Treasurer in Saint Peter, Minnesota. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

This Certificate may be prepaid in whole or in part by the City on any date at the price of the par amount to be redeemed plus accrued interest to the date of redemption. Prepayments shall be applied first to interest due, and then to principal and no prepayment shall relieve the City of the obligation to pay the remaining outstanding principal amount of this Certificate.

This Certificate is one of an issue in the total amount of \$664,947, issued pursuant to a resolution adopted by the City Council on September 22, 2014 (the "Resolution") for the purpose of providing money to defray the expenses incurred and to be incurred in purchasing various

items of capital equipment, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes 412.301, but constitutes a general obligation of the City and, to provide monies for the prompt and full payment of said principal and interest as the same become due, the full faith and credit of the City is hereby irrevocable pledged, and the City Council has duly levied ad valorem taxes on all taxable property in the City for the payment of principal and interest of this Certificate, and will levy on all the taxable property in the City without limitation as to the rate or amount. As provided in the Resolution and subject to certain limitations set forth therein, this Certificate is transferable on the books of the Certificate Registrar by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Certificate Registrar, duly executed by the registered owner or the owner's attorney.

The City and Certificate Registrar may deem and treat the person in whose name this Certificate is registered as the absolute owner hereof, whether this Certificate is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Certificate Registrar shall be affected by notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions, and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Certificate in order to make it a valid and binding obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Certificate does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Saint Peter, Nicollet County, Minnesota, by its City Council has caused this Certificate to be executed on its behalf by the facsimile signatures of the Mayor and City Clerk/Administrator and has caused this Certificate to be dated as of the date set forth below.

Dated: _____

CITY OF SAINT PETER, MINNESOTA

City Clerk/Administrator

Mayor

Registration Certificate
(to be attached to the Certificate)

3.06 The City Treasurer shall obtain a copy of the proposed approving legal opinion of the City Attorney, which shall be complete. The City Treasurer is hereby authorized and directed to execute the Certificates in the name of the City upon receipt of such opinion and to file the opinion in the City offices.

SECTION 4. Security

4.01 There is hereby created a separate debt service fund (Fund) for the Certificates, which shall be used for no other purpose than to pay the principal of and interest on the Certificates, provided that if any payment of principal or interest shall become due when there is

not sufficient money in the Fund to pay the same, the Director of Finance shall pay such principal or interest from the Operating Fund of the Hospital and the Operating Fund shall be reimbursed for such advances out of monies appropriated by the Hospital for such purpose.

4.02 The net proceeds of the Certificates shall be paid into a special 2014 Equipment Certificate account ("Account") hereby created in the Fund. Expenditures from the Account shall be made only for capital costs of the Equipment financed by the Certificates. Records of expenditures from the Account shall be kept of such nature as are adequate to enable the Director of Finance to determine the following:

- [a] the date on which five percent (5%) of the Net Proceeds of the Certificates will have been expended;
- [b] the date on which final payment for all Equipment shall have been made;
- [c] the date on which an amount of money equal to the Net Proceeds of the Certificates, from whatever source derived, shall have been expended for the acquisition of the Equipment.

The City Treasurer shall at the request of any Certificate holder or of bond counsel approving issuance of the Certificates, furnish certificates regarding the status of the monies in the Account. Sums in the Account may be invested as permitted by law and will be invested in accordance with and subject to the conditions expressed in Section 5.02.

SECTION 5. Transcription: Miscellaneous

5.01 The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Certificates, certified copies of proceedings and records of the City relating to the Certificates, and to the financial condition and affairs of the City, and such certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Certificates, and such instruments, including any heretofore furnished, shall be deemed representations of the City as to the facts stated therein.

5.02 The City covenants and agrees with the holder of the Certificates from time to time that it will not take or permit to be taken by any of its officers, employees, or agents, any action which would cause the interest on the Certificates to become subject to taxation under the Internal Revenue Code of 1954, as amended (the "Code"), and the Treasury Regulations promulgated there under, and that it will comply with all provisions of H.R. 3838 in the form in which it was adopted by the United States House of Representatives on 18 December 1985 to maintain the tax exempt status of interest on the Certificates. The Certificates are hereby designated by the City as "qualified tax exempt obligations" and a part of its \$10,000,000 limitation of such obligations within the meaning of and for purposes of Section 902(e)(3) of H.R. 3838, adopted by the United States House of Representatives on 18 December 1985. In the event H.R. 3838 is not adopted in the form referred to above, or in any form, the covenants in this section and in Section 4.03 will be of no further force or effect.

5.03 It is hereby determined that no comprehensive official statement or prospectus has been prepared or circulated by the City in connection with the sale of the Certificates and that the Purchaser has made its own investigation concerning the City as set forth in investment letter.

5.04 The actions of the officers and employees of the City in contacting prospective purchasers for the Certificates are ratified and confirmed in all respects.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October, 2014.

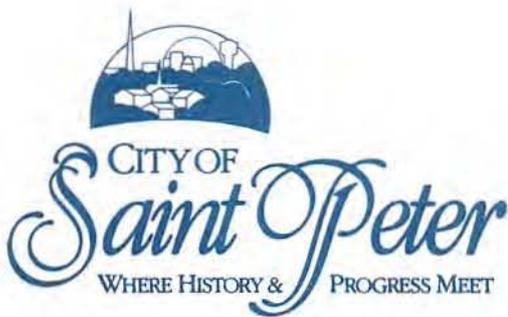
Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

**EXHIBIT 1
2014 EQUIPMENT CERTIFICATE**

<u>Equipment</u>	<u>Amount</u>
Steris Sterilizers	\$320,823
Surgery Improvements	\$123,300
Surgery Equipment-2 Neptunes & Docking Station	\$36,000
Surgery Equipment-Orthopedic Saws, Drills	\$39,305
Pharmacy Equipment-Medication Management	<u>\$145,519</u>
Total	\$664,947



Memorandum

TO: Todd Prafke
City Administrator

DATED: October 16, 2014

FROM: Paula O'Connell
Finance Director

RE: Assessment of Delinquent Utility Accounts

ACTION/RECOMMENDATION

Approve the resolutions ordering the preparation of assessments and calling for a public hearing on delinquent utility accounts.

BACKGROUND

Annually the City Council considers the delinquent utilities for assessment to the County Auditor. It is appropriate at this time to declare unpaid charges for municipal utilities to be assessed, order preparation of proposed assessments and call for a public hearing on assessment of delinquent utility accounts.

History of past delinquent amounts:

	Sales (1,000)	# of delinquent Accounts	Assessable charges	Non- assessable charges	Total Charges	Non- assessable % of Sales
2005	\$11,243	59	\$ 4,699.41	\$ 8,142.46	\$12,841.87	.072%
2006	\$13,283	93	\$ 8,140.11	\$ 8,904.27	\$17,044.38	.067%
2007	\$14,695	76	\$14,800.87	\$ 7,142.00	\$21,942.87	.049%
2008	\$14,097	84	\$15,350.66	\$15,516.27	\$30,866.93	.110%
2009	\$14,093	85	\$14,031.43	\$19,626.86	\$33,658.29	.139%
2010	\$14,943	95	\$14,115.13	\$13,387.85	\$27,502.98	.090%
2011	\$15,907	74	\$15,324.54	\$17,408.77	\$32,733.31	.109%
2012	\$16,613	91	\$16,867.21	\$23,541.19	\$40,408.40	.141%
2013	\$16,512	81	\$22,058.51	\$13,986.35	\$36,044.86	.085%
2014	\$16,889	66	\$ 8,556.89	\$ 9,880.53	\$18,437.42	.059%

Assessable amounts are all amounts billed to our customers except tenant electrical charges, balances under \$10, discharged bankruptcies, and death.

Our first step for collection is when an account is one month delinquent and the customer is sent a notice. The notice includes a date of disconnection, at which point they would be two months past due (if no payments had been made). Those occupants that move out of town and don't pay their final bill still receive a final notice of the amount due. A tenant account is submitted to

the collection agency after 3 months of non-payment, and an owner account is collected at the transfer of ownership or through our assessment process.

There are two resolutions included. One calls for the preparation of the assessments and one sets a public hearing for November 24, 2014.

FISCAL IMPACT:

Delinquent utility customer accounts as of May 15, 2014 have been compiled for review. The amount of \$18,437.42 is the amount of unpaid utility accounts within this time period. The total amount is down substantially from last year. The 2005 to 2014 total delinquent trend line goes up and down and the last number of years have included business accounts that ranged between \$8,000-\$10,000.

ALTERNATIVES/VARIATIONS:

Do not act: Charges will remain with our current collection process.

Negative Vote: Charges cannot be assessed until a public hearing is set and future action is taken by 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.

PO

SCHEDULE FOR ASSESSMENTS

- Oct 27TH Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments.
- Oct 28TH Property owners are sent a notification of the hearing date and the amount of their assessment by mail.
- Nov 6TH and 13th Notice of a public hearing is published in the St. Peter Herald.
- Nov 24th Public Hearing - Approve the resolution adopting assessments for unpaid utility accounts.
- Nov 25th Notice of assessment is mailed to property owners.
- Dec 26th Certification of the assessment is given to the County Auditor for assessment to affected property owners.

Property owners have thirty (30) days from the day the assessment was adopted to pay the assessment without interest.

If after 30 days the assessment has not been paid, interest will be charged from the day the assessment was adopted to December 31st of the succeeding year.

NAME	TOTAL
ARNOLD, RUTH A.	108.71
BLACK, SHADEONNA R.	27.38
BLACK, SHANA L.	199.57
CABARCAS, ARACELI	326.16
CARDENA, BIANCA C.	352.03
CARLSTED, LEE ANN	27.04
CHAVEZ, ERICA M.	275.77
CHICOS, JILL F.	376.47
COLTER, DEBRA D.	124.60
DAHANE, OTHMAN	587.31
DETTMER, TYLER J.	351.20
DIEDRICH, BETSY J.	834.80
DUOOS, DONALD G.	478.50
ESPINOSA, LATASHA M.	471.27
FLORES, LIZETH	280.61
FLOWERS, SHERRY J.	1,541.82
FOSS, PATRICIA M.	187.35
FRYE, PAUL R.	203.49
GARIBAY, AMY LOU	110.17
GEISLER, MEGAN J.	62.53
GERHARDSON, KAREN J.	493.83
GESSNER, MICHAEL A.	539.67
GIBSON, STEPHANY J.	98.37
GOMEZ, RAMIRO	403.01
GONZALEZ, JOSE	709.46
GOULD, MATTHEW M.	83.22
GOULD, MATTHEW M.	12.54
HARRISON, JACOB B.	189.60
HAUSER, TAMMY J.	581.26
HOPPE, JAMES G.	82.21
JIRIK, SADIE M.	539.64
KEATON, STEPHANIE D.	63.82
KEPNER, CHRISTINA	35.95
KNAAK, JOSHUA T.	172.37
LARA, SANDRA ANN	87.90
LIRA SANCHEZ, PEDRO A.	41.81
LUNA, JESENIA J.	241.29
MANSFIELD, CHRISTI M.	596.61
MAPLEWOOD PROP. OF ST PETER	167.42
MARTINEZ, JUAN M.	62.79
MEIER, LUKE D.	176.08
MILLER, EMILEE G.	194.26
MODROW, MICHAEL R.	155.27
MOORE, JOHN P.	83.92
MUELLERLEILE, PAMELA A.	356.12
MURRAY, LEON E.	34.64
NELSON, CASAUNDR A.	332.62
NICHOLS, JORDAN L.	48.64
OHOTTO, TIA M.	969.66
ORCHARD RIDGE	51.04
PARKS, SHAQUITA	524.39
PATTEN, TIFFANY R.	346.71
PATTEN, TIFFANY R.	68.31
REGENSCHEID, JENNA L.	60.65
RIVER VALLEY RENTALS, LLC	47.91
ROBINSON, SHARAY L.	45.36
SANFORD, SHAWN E.	296.98
SCHATZ, ANNETTE M.	152.28
SEIVERT, PEGGY S.	114.25
SHAW, JEANETTE M.	198.06
SKILLMAN, CHRISTOPHER M.	858.42
SMITH, TIANA L.	122.02
TELSHAW, AMBER M.	433.98
VOLMARY, JOHN & LISA	93.94
WATSON, DOUGLAS E.	37.35
WILSON, REGINA W.	505.01
	<u>18,437.42</u>

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

**RESOLUTION DECLARING UNPAID CHARGES FOR MUNICIPAL UTILITIES TO BE
ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT**

WHEREAS, various charges levied by the City for furnishing municipal utilities to residents and owners of property have not been paid and after having been properly billed to the occupant and owners of the premises served, are more than thirty (30) days past due; and

WHEREAS, said charges can be certified by the Director of Finance/Treasurer to the County Auditor. Charges to be extended on the tax rolls against the premises receiving the benefit of said utilities in the same manner as taxes and collected by the County Treasurer and paid to the City along with other taxes.

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

1. The cost for charges levied by the City should be assessed against the property in accordance with the procedures authorizing such assessment.
2. The Director of Finance/Treasurer shall calculate the proper amount of unpaid charges due to the City for municipal utilities against every assessable lot, piece or parcel of land within the City, without regard to cash value, as provided by law, as well as the names of the property owners. The Director of Finance/Treasurer shall file a copy of such proposed assessment in the administrator's office for public inspection.
3. The Director of Finance/Treasurer shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION CALLING FOR A PUBLIC HEARING DECLARING UNPAID CHARGES FOR
MUNICIPAL UTILITIES TO BE ASSESSED**

WHEREAS, by resolution passed by the City Council on October 27, 2014, the Director of Finance/Treasurer was directed to prepare a proposed assessment of the unpaid cost of services rendered for municipal utilities provided by the City to various property owners in the City; and

WHEREAS, the Director of Finance/Treasurer has notified the Council that such proposed assessment has been completed and filed in the administrator's office for public inspection.

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

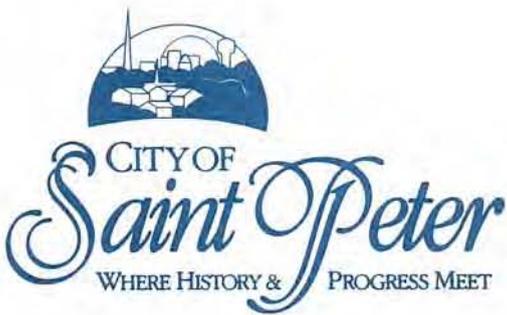
1. The City Council will consider the assessment of unpaid utility bills as of May 15, 2014.
2. A hearing shall be held on the 24th day of November, 2014, in the Governor's Room of the Saint Peter Community Center at 7:00 P.M. to pass upon such proposed assessments and at such time and place all persons owning property affected by such charges will be given an opportunity to be heard with reference to such assessment.
3. The Director of Finance/Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, which notice shall state the property proposed for assessment and the cost of providing such services. The Director of Finance/Treasurer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two (2) weeks prior to the hearing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: October 23, 2014

FROM: Paula O'Connell
Finance Director

RE: Assessment of Miscellaneous Charges

ACTION/RECOMMENDATION

Approve the resolutions ordering the preparation of assessments, and calling for a public hearing on unpaid miscellaneous charges.

BACKGROUND

The miscellaneous charges listed for consideration at the November 24th public hearing include unpaid mowing and assessable improvements. These past due sums have been billed out to the appropriate landowners and have not been paid. The one assessable improvement has a signed waiver of assessment form from the property owner.

Past due amounts that stem from material sales, transit, services, and Community Center fees that have gone unpaid are proposed to be written off as a part of this request. We will continue with collections on these accounts, however, I believe it is best to remove them from our accounts receivable due to the uncertainty of collection.

	<u>Assess</u>	<u>Write Off</u>
Materials/Services	\$ 2,654.37	\$ 2,025.00
Community Center fee	\$.00	\$ 32.06
Preschool Transit	\$.00	\$ 321.75
Lawn Mowing	\$ 600.00	\$.00
TOTALS	\$3,254.37	\$ 2,378.81

It is appropriate at this time to declare unpaid charges to be assessed, order preparation of proposed assessment, and call for a public hearing to assess these unpaid miscellaneous charges on November 24th at 7 p.m.

FISCAL IMPACT:

The terms of the assessment will follow the City's assessment policy and will be determined upon acceptance of the assessment role on November 24th.

ALTERNATIVES AND VARIATIONS:

Do not Act: Staff will pursue other methods of collection.

Negative vote: Charges cannot be assessed until a public hearing is set.
Modification of the resolution: This is always an option of the Council.

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

PO

DATE OF LI	PROJECT	ASSESS	WRITE OFF	OWNER LAST	OWNER FIRST
12/31/2012	salt		575.00	C J Yard Care	Chris Forbrook
02/26/2013	salt		1,325.00	C J Yard Care	Chris Forbrook
03/09/2013	add'l hour rental at spcc		16.03	Kortuem	Wendy
03/14/2013	frozen meter charge		125.00	Farias-Martinez	Samuel
04/20/2013	add'l hour rental at spcc		16.03	Reyes	Gloria
04/24/2013	preschool transit		273.00	Pribyl	Ryan and Misti
04/24/2013	preschool transit		48.75	Bock	Jill and Chad
06/12/2014	lawn mowing	150.00		Duocs	Donald G.
07/09/2014	lawn mowing	150.00		Duocs	Donald G.
07/30/2014	lawn mowing	150.00		Duocs	Donald G.
07/01/2014	lawn mowing	150.00		Hunter	Keith
10/15/2014	Drainage Improvements	2,654.37		Roggow	Thomas & Diane
		<u>3,254.37</u>	<u>2,378.81</u>		

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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

**RESOLUTION DECLARING UNPAID CHARGES TO BE ASSESSED AND ORDERING
PREPARATION OF PROPOSED ASSESSMENT OF MISCELLANEOUS CHARGES**

WHEREAS, various charges levied by the City for furnishing services and after having been properly billed to the occupant and owners of the premises served, are more than thirty (30) days past due; and

WHEREAS, said charges can be certified by the Director of Finance/Treasurer to the County Auditor to be extended on the tax rolls against the premises receiving the benefit of said charges in the same manner as taxes and collected by the County Treasurer and paid to the City along with other taxes.

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

1. The cost for charges levied by the City should be assessed against the property in accordance with the procedures authorizing such assessment.
2. The Director of Finance/Treasurer shall forthwith calculate the proper amount of unpaid charges due to the City for services, and removal of snow/weeds against every assessable lot, piece or parcel of land within the City, without regard to cash value, as provided by law, as well as the names of the property owners, and the Director of Finance/Treasurer shall file a copy of such proposed assessment in the administrator's office for public inspection.
3. The Director of Finance/Treasurer shall, upon completion of such proposed assessment, notify the Council thereof.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014-

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

RESOLUTION CALLING FOR PUBLIC HEARING ON ASSESSMENT OF MISCELLANEOUS CHARGES

WHEREAS, by a resolution passed by the City Council on October 27, 2014, the City Finance Director was directed to prepare a proposed assessment for unpaid charges for removal of snow and weeds, Community Center charges, transit charges, unpaid City service charges, and unpaid materials purchased from the City; and

WHEREAS, the City Administrator has notified the City Council that such proposed assessment has been completed and filed in his office for public inspection.

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

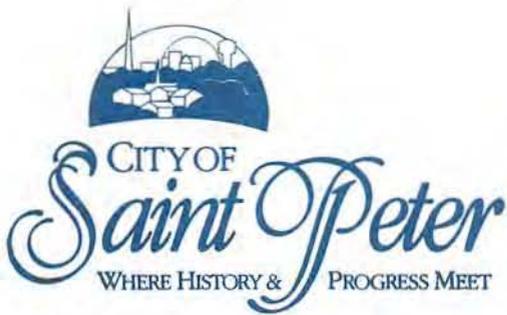
1. A public hearing shall be held on such proposed assessments on November 24, 2014, in the Governor's Room of the St. Peter Community Center at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the assessment. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15, or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/23/14

FROM: Russ Wille
Community Development Director

RE: Inspire Bridal – Modification of Loan Terms

ACTION/RECOMMENDATION

Adopt the attached resolution approving a modification to the terms of a revolving loan previously provided to Julie Larson to partially finance the start-up of Inspire Bridal Boutique.

BACKGROUND

In June, 2012, the City provided a \$37,800 revolving loan to Julie Larson to partially finance \$78,663 in start-up costs required to open Inspire Bridal Boutique at 204 South Minnesota Avenue. Without exception, Ms. Larson has provided for payment each month as due, and in the amount due. Following receipt of the scheduled October 1st payment, the balance of the note is \$30,254.13.

The EDA note was amortized on a ten (10) year schedule, but is due and payable at the conclusion of the fifth year (July 1, 2017). The note is secured by a personal guarantee and a first security position on the fixtures, furniture, equipment, accounts receivable and inventory of the boutique.

Additional start-up financing was provided by Hometown Bank. The bank's \$47,000 loan established interest only payments and is secured by a second mortgage on the Larson's residence in New Ulm.

Since opening the boutique in the autumn of 2012, the business has been leasing the 204 South Minnesota Avenue property from John Elbert. Most recently, Ms. Larson and Mr. Elbert have negotiated the sale/purchase of the property via contract-for-deed.

At the same time as the negotiated purchase, Ms. Larson is experiencing a change in her marital status. As such, attempts are being undertaken to allow for a settlement of the Larson joint assets while allowing Inspire Bridal to remain profitable and operational.

In consultation with Ms. Larson and Hometown Bank it is proposed that the terms of the loan be amended.

Upon the refinancing of the private residence, Ms. Larson would pay off all but \$17,000 of the Hometown Bank note secured by the mortgage. Under such a scenario, Hometown Bank would

no longer have the option to secure the note via mortgage. Rather, Hometown Bank would request that the City subordinate its first security position to a new \$17,000 note provided by the bank.

In addition to the subordination, Ms. Larson has also requested that the \$30,254.13 balance of her EDA note be amortized on a new 10 year schedule. Such action would also establish a new 5 year balloon and the note would then be due and payable in full on November 1, 2019.

A review of the financial records of Inspire Bridal Boutique show the business has been operating profitably. Reported sales are in line with the three year projections identified in the 2012 loan application and business plan. As previously noted, all EDA loan payments have been made as per the terms of the note.

A review of the roster of fixtures, furnishing, equipment and inventory suggests that the EDA note would remain adequately collateralized if the first position is relinquished to Hometown Bank. The following would be subject to the UCC filing perfecting the security agreement:

Bridal Gowns	\$124,852
Maiden/Prom Dresses	10,000
Wedding Reception Décor	20,348
Desk/Computer	1,000
Furniture	2,500
Furnishings	<u>1,000</u>
TOTAL:	\$159,700

(October, 2014)

It is the recommendation of the Economic Development Authority that the terms of the loan be amended as requested by Julie Larson and Hometown Bank. A resolution providing for the loan modification is included in the agenda packet for Council review, consideration and approval.

FISCAL IMPACT:

The balance of the Julie Larson loan (\$30,254.13) would be re-amortized on a new 10 year schedule. The loan would continue to bear interest at a rate of 3%. The note would be due and payable via balloon payment after 5 years on November 1, 2019.

The security agreement and first secured position on the fixtures, furnishing, equipment, inventory and accounts receivable of Inspire Bridal Boutique would be subordinated to a new \$17,000 note provided to Ms. Larson by Hometown Bank.

ALTERNATIVES/VARIATIONS:

Do not act: No action will be taken until the Council acts on the matter.

Negative Votes: Ms. Larson and Hometown Bank will be notified of the Council's rejection.

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.

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION AMENDING TERMS OF A REVOLVING LOAN PREVIOUSLY PROVIDED TO
JULIE LARSON (dba INSPIRE BRIDAL BOUTIQUE)**

WHEREAS, the Economic Development Authority (EDA) administers the City Revolving Loan Funds; and

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan program; and

WHEREAS, in 2012, the City provided a \$37,800 loan to Julie Larson to partially finance the start-up of Inspire Bridal Boutique; and

WHEREAS, without exception, Ms. Larson has paid every loan installment as due and in the amount due; and

WHEREAS, the balance of the note has been calculated to be \$30,254 following receipt of the October 1, 2014 payment; and

WHEREAS, at this time, Ms. Larson is negotiating the purchase of the 204 South Minnesota Avenue property via contract for deed; and

WHEREAS, the negotiated purchase would necessitate a modification of the financing provided by the primary project lender (Hometown Bank); and

WHEREAS, to accommodate the private lender, Ms. Larson has asked that the City subordinate its' security interest to a new note payable to Hometown Bank; and

WHEREAS, to ensure sufficient operating cash flow, Ms. Larson has requested that the balance of the 2012 note be renewed with a ten (10) year amortization and a balloon payment due after five (5) years; and

WHEREAS, the project is an eligible activity of the revolving loan fund; and

WHEREAS, the EDA has reviewed Ms. Larson's request and the EDA recommends that the City Council provide for the re-amortization of the loan and the subordination of its' security interest to the new note provided by Hometown Bank.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the revolving loan previously provided to Julie Larson (dba Inspire Bridal Boutique) is hereby amended as follows:

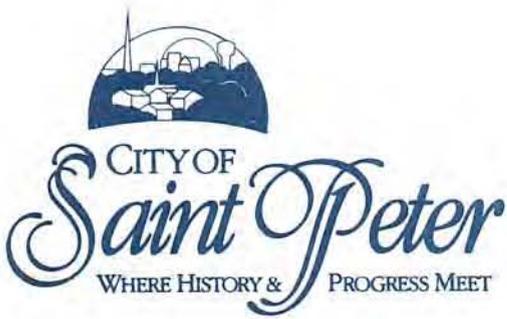
1. The balance of the loan shall be re-amortized on a new ten (10) year schedule and the note shall be repaid in full via balloon payment after five (5) years.
2. The annual interest rate of the loan shall remain at 3.0%.
3. The note shall be secured via UCC filing against the fixtures, furnishings, equipment, machinery, inventory and accounts receivable of Inspire Bridal Boutique which may be subordinated to a new note provided by Hometown Bank in an amount not to exceed \$17,500.
4. The new EDA note shall be secured by a personal guarantee executed by Julie Larson.
5. The City will waive the 1% origination fee for the re-amortized note.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/23/2014

FROM: Todd Prafke
City Administrator

RE: Temporary Street Closure Request

ACTION/RECOMMENDATION

Provide approval for temporary closure of South Seventh Street from West Elm to West St. Paul Street.

BACKGROUND

The Residential Life Department of Gustavus has requested permission to close one block of South Seventh Street from 6:00 p.m. – 9:00 p.m. on October 29th for a “Zombie Crawl” event. The event will be open to the public between 6-7 p.m. and then open to Gustavus students for the remainder of the period. The organizers have requested the street closure to ensure the safety of event participants.

Staff has met with the organizers and approval is recommended contingent upon the following:

- Each Gustavus controlled house abutting the street closure area must make restroom facilities available to the public.
- No alcohol will be allowed within the street closure area.
- Gustavus will be responsible for putting the street closure barricades in place and removing the barricades at 9:00 p.m.
- Gustavus must provide notice of the event and the street closure to area private property owners prior to October 29th.
- Should food or beverages be sold to the public, Gustavus must ensure that all sales are properly licensed by the City and/or Nicollet County.

The Public Works Department will deliver street barricades the afternoon of October 29th and collect the equipment on October 30th and staff will notify the Police Department, Ambulance Service and Fire Department of the temporary road closure.

FISCAL IMPACT:

The cost to the City will be minimal and will only be for staff time to deliver and collect the barricades.

ALTERNATIVES/VARIATIONS:

Do not act: Should the Council not take action concerning this request, staff will notify the organizers of the need for the roadway to remain open to traffic.

Negative vote: The organizers would be notified their request for the road closure has been denied.

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.

October 22, 2014

Mr. Prafke,

My name is Jordan Zahrte and I am a staff member in Residential Life at Gustavus. As part of my position, I oversee the college houses (we call them ILS Houses) on 7th street by campus. We are working very hard this year to increase the houses positive influence and presence on campus and in the community. As a part of that, the ILS Houses are planning a "Zombie Crawl" where students will be able to dress up in their costumes and come participate in activities in each of the 5 houses (haunted house, photo booth, food, games etc...). Currently, the event is planned for October 29th from 6pm-9pm. The 6:00-7:00pm time is reserved for ILS House neighbors and community members to come and meet the house residents and see the houses - the students that live there will have candy for the kids too. 7:00-9:00pm is when activities will commence and students will be welcome.

My purpose in telling you this is that the students would very much like to close the street the houses are located on (7th street, between St. Paul and Elm) for the duration of the event to ensure the safety of all community members and students that attend.

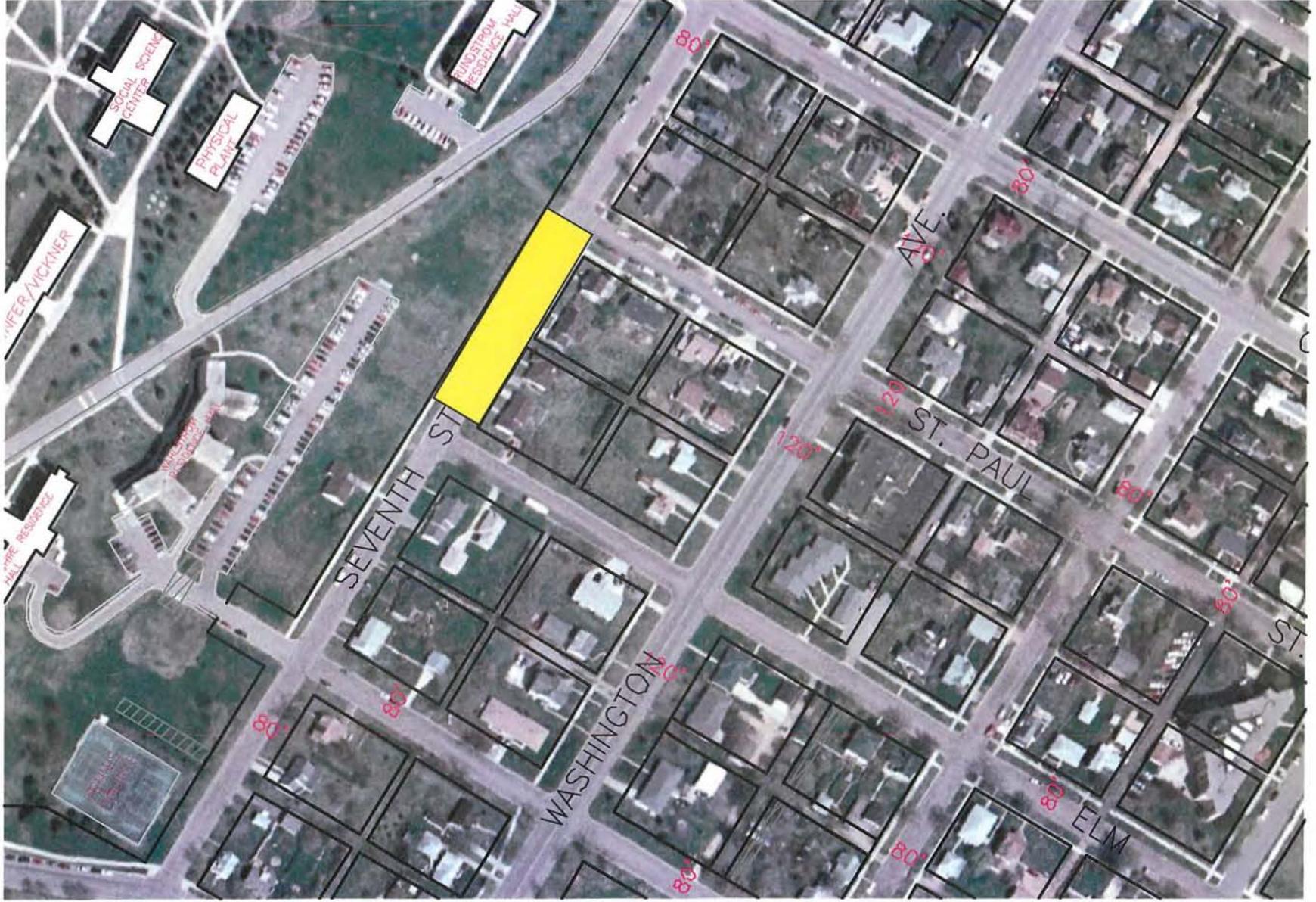
Our Director of Campus Safety contacted the St. Peter Chief of Police and he indicated that I needed to send a written request to you with the following information:

Reason for street closure: ILS House Zombie Crawl
Number of people expected: 150
Restroom facilities: Each house will have 1 restroom available to guests
Alcohol present: No. This will be a substance free event.

Please let me know if you have any questions or need any additional information. Thank you for your consideration!

Jordan Zahrte

VS



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

STATE OF MINNESOTA
COUNTY OF NICOLLET
CITY OF SAINT PETER

RESOLUTION APPROVING TEMPORARY STREET CLOSURE REQUEST

WHEREAS, the Gustavus Adolphus College Residential Life Department has submitted a request to close a portion of South Seventh Street for a "Zombie Crawl" event on October 29, 2014; and

WHEREAS, the event will be open to the public for a portion of the evening; and

WHEREAS, the request to temporarily close South Seventh Street from West St. Paul Street to West Elm Street has been made to ensure the safety of the public and students during the event; and

WHEREAS, staff has met with the organizers regarding the request and recommends approval.

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

1. The request by Gustavus Adolphus College Residential Life Department to temporarily close South Seventh Street from West St. Paul to West Elm Streets on October 29th from 6:00 p.m. – 9:00 p.m. is hereby approved contingent upon the following:
 - Each Gustavus Adolphus College controlled house abutting the street closure area must make restroom facilities available to the public.
 - No alcohol will be allowed within the street closure area.
 - Gustavus will be responsible for putting the street closure barricades in place and removing the barricades at 9:00 p.m.
 - Gustavus must provide notice of the event and the street closure to area private property owners prior to October 29th.
 - Should food or beverages be sold to the public, Gustavus must ensure that all sales are properly licensed by the City and/or Nicollet County.
2. The Public Works Department shall deliver street barricades the afternoon of October 29th and collect the equipment on October 30th.
3. City staff will notify the Police Department, Ambulance Service and Fire Department of the temporary road closure.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

RESOLUTION CALLING FOR CLOSED SESSION

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

WHEREAS, staff is currently in negotiations with the Police Officer and Communications Technicians unions; and

WHEREAS, staff recommends a closed session be called.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session in the Traverse des Sioux Room as provided for under Minnesota Statutes for discussion of union negotiations with LELS Local No. 240 (Police Officers) and Local No. 241 (Communication Technicians).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator