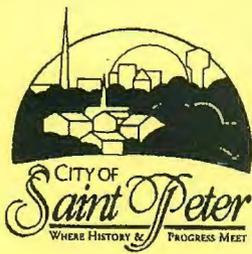


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, September 26, 2016  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
  - A. Purchase of Replacement Vehicle: Electric
  - B. Purchase of Replacement Vehicle: Stormwater
- VII. NEW BUSINESS**
  - A. 2016 Levy Payable in 2017
  - B. Front Street Substation Project
  - C. Purchase of Replacement Vehicle: Water
  - D. Broadway Water Tower Refurbishment Project Engineering
  - E. Consolidated Communications Cable TV Franchise Agreement
  - F. Business License Applications
  - G. Park Name Designations
  - H. Public Works Job Description Modifications
- VIII. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. Staff Training
    - 2. Oktoberfest
    - 3. Brush and Garden Waste Collection
    - 4. Joint Transit System
    - 5. Others
- IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



**I. CALL TO ORDER**

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

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF MINUTES**

A copy of the minutes of the September 12, 2016 regular Council meeting is attached for approval. A MOTION is in order.

**IV. VISITORS**

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

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

**B. General Visitor Comments**

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

**V. APPROVAL OF CONSENT AGENDA ITEMS**

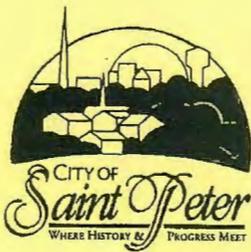
The consent agenda, including approval of the schedule of disbursements for September 8, 2016 through September 21, 2016, is attached. Please see the attached staff reports and RESOLUTION.

**VI. UNFINISHED BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF REPLACEMENT VEHICLE FOR ELECTRIC UTILITY**

On September 12th, the City Council tabled action on the proposed purchase of a replacement pickup for the Electric Utility to provide an opportunity for other dealers, including the local auto dealership, to submit a quote for the purchase. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF REPLACEMENT VEHICLE FOR STORMWATER UTILITY**



On September 12th, the City Council tabled action on the proposed purchase of a replacement pickup for the Stormwater Utility to provide an opportunity for other dealers, including the local auto dealership, to submit a quote for the purchase. Please see the attached staff report and RESOLUTION.

**VII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING 2016 PRELIMINARY LEVY PAYABLE IN 2017**

Staff recommends approval of the preliminary 2016 levy. Councilmembers should note that the final levy, when adopted, can be the same as the preliminary levy or lower, but cannot be increased. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY ENGINEERING WORK FOR 2016-2017 FRONT STREET SUBSTATION PROJECT**

Staff recommends DeWild, Grant and Reckert Engineers provide preliminary engineering work for a project to make improvements at the Front Street Substation. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF REPLACEMENT VEHICLE FOR WATER UTILITY**

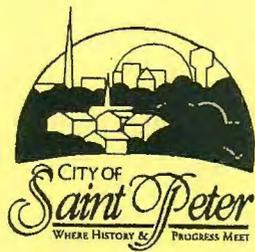
Staff recommends purchase of a replacement vehicle for the Water Utility. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING PROJECT ENGINEERING FOR A PROJECT TO REFURBISH THE BROADWAY WATER TOWER**

Staff recommends preliminary engineering work be authorized for a project to refurbish the Broadway Water Tower. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF FRANCHISE AGREEMENT WITH CRYSTAL COMMUNICATIONS DBA CONSOLIDATED COMMUNICATIONS**

Special City Attorney Robert Vose had concluded negotiations with Crystal Communications (dba Consolidated Communications) for renewal of the cable television franchise agreement. This was previously done via



Ordinance, but changes in the law now allow for execution of an agreement by Resolution. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSES**

Applications have been received for two new Soft Drink licenses. As is our practice, new licenses are brought as a separate Council action, while renewal applications are included on the consent agenda. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF RESOLUTIONS DESIGNATING NAMES FOR NEW CITY PARKS**

The Parks Board has made their final recommendation for two options for names for each of the two new City parks. Two resolutions have been prepared with spaces for the Council to include their chosen names. Please see the attached staff report and RESOLUTIONS.

**H. ADOPTION OF A RESOLUTION APPROVING AND MODIFICATION TO JOB DESCRIPTIONS MODIFICATIONS AND TO PUBLIC WORKS DEPARTMENT STAFFING (PARKS/FORESTRY)**

A resolution has been prepared that will slightly modify job descriptions, changing reporting and, in turn, organizational structure of the Parks/Forestry sections of the Public Works Department. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

**A. MAYOR**

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

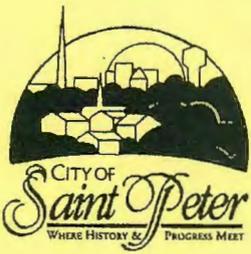
**B. CITY ADMINISTRATOR**

**1. REPORT ON STAFF TRAINING**

City offices will be closed until 1:30 p.m. on Tuesday, October 4th so staff can participate in a training session. A report will be provided at this time.

**2. REPORT ON OKTOBERFEST**

A report will be provided at this time on the Oktoberfest event held in Municipal Lot #5.



**3. REPORT ON THE FALL BRUSH AND GARDEN WASTE COLLECTION**

A report will be provided at this time on the fall brush and garden waste collection which begins September 29th.

**4. REPORT ON JOINT TRANSIT SYSTEM PLANNING**

A report will be provided at this time on planning for the joint transit system with the City of Le Sueur.

**5. OTHERS**

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

**IX. ADJOURNMENT**

Office of the City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
SEPTEMBER 12, 2016**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on September 12, 2016.

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

**Approval of Agenda** – Councilmember Pfeifer made a motion to remove the purchase of two trucks for the Public Works Department from the agenda to provide for a “bid process restructuring” and to allow the local car dealer to provide a quote for the vehicles. The motion died for lack of a second. A motion was made by Kvamme, seconded by Carlin, to approve the agenda. With all in favor, the motion carried.

**Public Hearing: Temporary Family Health Care Dwellings** – Mayor Zieman opened the public hearing on modification to the City Code to opt out of Temporary Family Health Care Dwelling legislation at 7:05 p.m. Community Development Director Wille provided background information on the Planning and Zoning Commission recommendation to “opt out” of the State law that would allow temporary family health care dwellings on residential lots. Wille noted the Commission recommendation was based on Commission member concerns about the City having to maintain personal medical information; the temporary facilities having problems with freezing water lines; and the R15 insulation specified in the State legislation being insufficient for Minnesota winters. Councilmember Parras questioned the Commission’s interpretation of the State law and indicated his belief that applicants would not be required to provide private medical information. Wille noted his interpretation was that the applicants would have to provide extensive documentation on the reason for their physical or mental issues which required them to be in a temporary dwelling. There being no further speakers, the hearing was declared closed at 7:12 p.m.

**Approval of Minutes** – A motion was made by Brand, seconded by Parras, to approve the minutes of the August 22, 2016 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the August 22, 2016 regular City Council meeting is contained in the City Administrator’s book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Kvamme, seconded by Carlin, Resolution No. 2016-130 entitled, “Resolution Approving Consent Agenda”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-130 is contained in the City Administrator’s book entitled Council Resolutions 21.

**Traverse Road Sanitary Sewer/Watermain Project Acceptance** – Public Works Director Moulton requested acceptance of the Traverse Road Sanitary Sewer And Watermain Project which had been completed by Chard Tiling and Excavating as per the plans and specifications. Moulton also requested authorization to make final payment to the contractor in the amount of

\$11,582.90 and stated the total project cost of \$211,582.90 was over \$7,000 less than the bid amount. In motion by Pfeifer, seconded by Parras, Resolution No. 2016-131 entitled "Resolution Accepting Traverse Road Sanitary Sewer And Water Improvements Project And Authorizing Final Payment To Chard Tiling And Excavating" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-131 is contained in the City Administrator's book entitled Council Resolutions 21.

**Revolving Loan Fund Request: Bushaw** – Community Development Director Wille presented the Economic Development Authority recommendation to approve a \$20,000 Central Business District Renovation/Accessibility Enhancement revolving loan to David and Tressa Bushaw for improvements to their property at 401 South Minnesota Avenue. Wille indicated improvements included regrading/paving of the parking lot, tuck pointing of the brick, and painting the east and south walls; all of which were approved by the Heritage Preservation Commission as the building is on the National Register of Historic Places in addition to being in the City's Heritage Preservation District. Wille also reported the loan would be amortized over ten (10) years, at zero percent (0%) interest and secured by a second mortgage on the property. Councilmember Parras questioned why the improvements, which didn't appear to enhance accessibility to the property, would be funded from the Central Business District Renovation/Accessibility Enhancement revolving loan program. Wille noted the newly established program was for renovation projects and/or accessibility enhancement work and it would also provide for forgiveness of up to \$5,000 of the principle amount. Councilmember Kvamme expressed his hope that staff would "push" the accessibility enhancement portion of the program on loan applicants. In motion by Kvamme, seconded by Parras, Resolution No. 2016-132 entitled "Resolution Approving \$20,000 Central Business District Renovation/Accessibility Enhancement Revolving Loan To David And Tressa Bushaw To Partially Finance The Renovation And Repair Of 401 South Minnesota Avenue" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-132 is contained in the City Administrator's book entitled Council Resolutions 21.

**SMMPA Agency Agreement Amendment** – City Administrator Prafke presented an amendment to the Southern Minnesota Municipal Power Agency (SMMPA) agency agreement which had been requested by SMMPA. Prafke reminded Councilmembers that the City had retained and met with a special City Attorney, Michael Krikava of Briggs and Morgan, to review the requested modification which would revise the rules for current SMMPA members and identify any future relationship (i.e. joint projects) with current SMMPA members who may be leaving the organization. Prafke noted that Mr. Krikava had analyzed all aspects of the changes to the agreement, but had not provided a recommendation as to whether it should be executed and indicated it was up to the Council to make that decision. In motion by Carlin, seconded by Parras, Resolution No. 2016-133 entitled "Resolution Approving Execution Of Southern Minnesota Municipal Power Agency Amendment No. 1 To Agency Agreement" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-133 is contained in the City Administrator's book entitled Council Resolutions 21.

**Public Access Equipment Purchase/Contract For Production Services** – City Administrator Prafke recommended purchase of an equipment bundle from B & H Photo Video in the amount of \$19,104.84 that would replace much of the public access equipment with newer technology, high definition equipment that would eventually allow for streaming of City Council meetings on the internet. Prafke noted the current equipment was failing and quotes were obtained for replacement that would be funded by the Public Access fund. Prafke also recommended execution of a contract with Ryan Sturgis dba True Façade Pictures, to provide for public

access production services at the rate of \$25 per hour. Prafke noted that True Façade employs paid interns from Minnesota State Mankato to perform the services which have worked out well for the City. In motion by Carlin, seconded by Kvamme, Resolution No. 2016-134 entitled "Resolution Authorizing Purchase Of Public Access Recording Equipment And Execution Of Production Services Contract Between The City And Ryan Sturgis dba True Façade Pictures" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-134 is contained in the City Administrator's book entitled Council Resolutions 21.

**Temporary Family Health Care Dwellings Opt-Out** – Community Development Director Wille presented the Planning and Zoning Commission recommendation for the City to opt out of State regulations concerning temporary family health care dwellings. Wille indicated the law went into effect at the beginning of September, but there are no pending applications for the dwellings which allows the City the option of opting out of the rules. Wille also noted that the Commission's recommendation included asking staff to develop regulations that would allow for the dwellings in Saint Peter and be specific to City zoning and utility regulations.

Councilmember Brand spoke against the proposed ordinance citing the following issues: the State law not requiring the City to gather personal medical information; the lack of housing for seniors with medical issues and the affordability or lack thereof of other options; people fighting to stay in their own homes rather than go to nursing homes; the overwhelming legislative support for the State law; and his belief that Saint Peter was unique and the law was an opportunity for the City to meet the demands of community members by following the State law.

A motion was made by Brand, seconded by Parras to table the proposed ordinance until further discussion. Councilmember Brand indicated he would like public discussion to determine the actual needs and wants of the community. Councilmember Parras expressed his belief that at \$9,000 a month for nursing homes, the temporary dwellings would be cheaper for individuals who need the housing.

Upon voice vote of the Council, with Councilmembers Carlin, Brand, and Parras voting aye; Councilmembers Kvamme, Pfeifer and Mayor Zieman voting nay, the motion failed.

Councilmember Brand then made a motion to modify the proposed ordinance to include a sunset clause of one year to allow time for development of a "Saint Peter friendly" regulation. The motion died for lack of a second.

Councilmember Brand encouraged the Council to vote down the proposed ordinance and expressed his belief that allowing the temporary dwellings was important for hospice patients and people want to end their lives at home; and to prevent creating an "unfair situation" for those who don't want to be in a nursing home.

Councilmember Parras commented that approving the ordinance was "taking away people's choice".

Councilmember Kvamme expressed his belief that the ordinance should be approved and by next spring an alternative will be developed that will work in Saint Peter.

In motion by Pfeifer, seconded by Kvamme, Ordinance No. 30, Third Series entitled "An Ordinance Amending City Code Chapter 24 "Land Use Regulations And Zoning" Section 24-14 "General Description Of Residential Use Types" To Opt Out Of The Requirements Of Minnesota Statutes Section 462.3593 And Adopting By Reference Saint Peter City Code Chapter 1 Section

1-6, Which, Among Other Things, Contain Penalty Provisions" was introduced. Upon roll call, Councilmembers Pfeifer, Kvamme, Carlin and Mayor Zieman voting aye, Councilmembers Parras and Brand voting nay, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 30, Third Series is contained in the City Administrator's book entitled Council Resolutions 21.

**City Assistance Request: Halloween Hayride** – City Administrator Prafke recommended approval of a request by the Nicollet County Trails Association to hold their second annual haunted hayride event on two weekends in October in Riverside Park. Prafke noted the request and the recommended approval were very similar to the previous year's event with the exception of being expanded to two weekends (October 20-22 and 28-29, 2016) and allowing the event to be held until 11:00 p.m. Prafke also noted that the route the hayride would take may be modified due to higher than normal water levels in the park. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-135 entitled "Resolution Approving Request For City Assistance For Nicollet County Trails Association Haunted Hayrides" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-135 is contained in the City Administrator's book entitled Council Resolutions 21.

**City Assistance Request: Oktoberfest** – City Administrator Prafke recommended approval of a request by the St. Peter Ambassador's for City assistance for their Oktoberfest event to be held in Municipal Lot #5 the weekend of September 23-24, 2016. Prafke noted staff had met with the organizers to address any issues from the 2015 event and approval was recommended as outlined in the proposed resolution. Councilmember Parras questioned why the expected fiscal impact to the City (\$4,000) was so much higher than the impact of the assistance provided for the Hayride event (\$1,000). Prafke noted that the staff time involved in Oktoberfest for both Police and Public Works staff, was substantially higher and the amounts were the best estimates based on the time and materials provided for the event. In motion by Carlin, seconded by Parras, Resolution No. 2016-136 entitled "Resolution Approving City Assistance For St. Peter Ambassador's Oktoberfest Event" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-136 is contained in the City Administrator's book entitled Council Resolutions 21.

**Donation Acceptance: Girls Fast Pitch Association** – Public Works Director Moulton requested acceptance of a \$6,175 donation from the St. Peter Girls Fast Pitch Association for improvements to the fence and dugouts at Stones Park. Councilmember Kvamme questioned why proposed improvements to a park had not been reviewed by the Parks and Recreation Advisory Board before Council action. Kvamme indicated his belief that any donations to the park should be reviewed by the Board to determine if the improvements fit with the comprehensive parks plan and stated that taking out a berm and reshaping a park should be part of a bigger plan.

City Administrator Prafke suggested that modification of the donation policy to direct such donations to the Parks Board first is something the Council could provide for, but stated the comprehensive parks plan does not include the level of detail that would be necessary to include all possible modifications to a park. A motion was made by Kvamme, seconded by Carlin, to table action on acceptance of the donation to allow the request to be considered by the Parks Board for compliance with the comprehensive parks plan. With Councilmembers Kvamme and Carlin voting aye; Councilmembers Pfeifer, Brand, Parras and Mayor Zieman voting nay, the motion failed.

In motion by Pfeifer, seconded by Kvamme, Resolution No. 2016-137 entitled "Resolution Accepting Donation From Saint Peter Girls Fast Pitch Association For Improvements To Stones Park" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-137 is contained in the City Administrator's book entitled Council Resolutions 21.

City Administrator Prafke indicated he would schedule a review of the City's donation policy on an upcoming workshop agenda.

**Electric Budgeted Pick-Up Purchase** – Public Works Director Moulton requested approval for the purchase of a 2017 Ford 4 x 4, three-quarter ton, Super Cab truck through the State bid process from Wolf Motors for the price of \$33,596.55 to replace the Electric Foreman vehicle. Moulton reported that only the Ford truck offered under the State bid process included an eight foot (8') box and the dual cab configuration that staff felt was necessary for hauling sensitive electric materials to and from job sites. Moulton also requested that upon receipt of the new truck, the current 2001 Dodge pickup driven by the Electric Foreman be declared as surplus and offered for public sale. Councilmember Pfeifer made a motion to table action on the purchase until the next meeting to provide staff with an opportunity to review the specifications for the truck and to find other dealers, including the local auto dealership, to bid on the purchase. After extensive discussion on the process used to obtain bids/quotes/proposals for City purchases Councilmember Brand seconded the motion to table action. With Councilmembers Pfeifer, Brand, Parras and Kvamme voting aye; Councilmember Carlin and Mayor Zieman voting nay, the motion carried and action was tabled.

**Stormwater Budgeted Pick-Up Purchase** – Public Works Director Moulton requested approval for the purchase of a 2017 Ford 4 x 4, half-ton, Super Cab truck through the State bid process from Midway Ford of Roseville for the price of \$32,579.72 to replace the 2002 GMC Blazer that had been used by the Stormwater Foreman and been transferred to the Building Department. Councilmember Parras questioned whether there was anything special about the vehicle that did not allow consideration of other makes and models of trucks. Moulton responded there was nothing special about the vehicle. Councilmember Pfeifer made a motion, seconded by Councilmember Kvamme to table action on the purchase until the next meeting to provide other dealers, including the local dealership, to bid on the purchase. With Councilmembers Pfeifer, Brand, Parras and Carlin voting aye; Councilmember Kvamme and Mayor Zieman voting nay, the motion carried and action was tabled.

## **Reports**

**Mayor's Report** – Mayor Zieman reported on his recent activities which included attending a Patriot's (9/11) Day ceremony sponsored by American Legion Post #37.

**Boomers and Beyond Expo** - City Administrator Prafke reminded the public of the Boomers and Beyond expo to be held on September 15th at the Community Center.

**Rock Bend Folk Festival** – City Administrator Prafke reported the Rock Bend Folk Festival had been very well attended and the park had held up well to all the activity even after the extensive rain in the days prior to the event.

**Goal Session Discussion Recap** – City Administrator Prafke directed the Council's attention to the memo recapping discussion at the August 29th goal session that had been included in the Council packet.

Councilmember Pfeifer left the meeting at 8:45 p.m.

There being no further business, a motion was made by Brand, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:46 p.m.

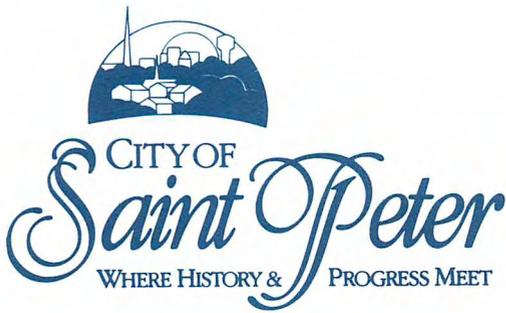
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9/22/2016

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Temporary License Application

### **ACTION/RECOMMENDATION**

Provide approval of temporary license.

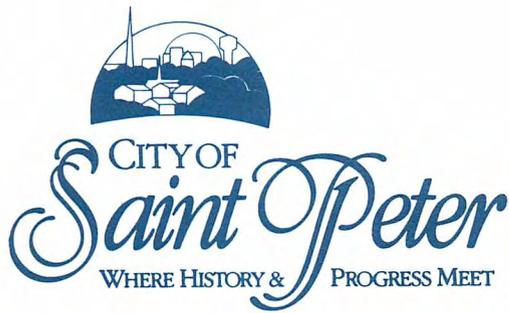
### **BACKGROUND**

The Knights of Columbus are holding their annual Fish Boil on October 28, 2016 from 5:00 – 7:30 p.m. at the Church of St. Peter, 1801 Broadway Avenue. They have applied for a Temporary On Sale Beer license for this event.

Please place consideration of this temporary license renewal on the September 12, 2016 City Council consent agenda.

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

CKM



## Memorandum

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

**DATE:** 9/22/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointments

### **ACTION/RECOMMENDATION**

Provide for appointment of an additional advisory board members.

### **BACKGROUND**

School District #508 has requested a replacement appointment to the Library Board. Mayor Zieman has recommended the appointment as follows:

#### **LIBRARY BOARD**

Karen Snay

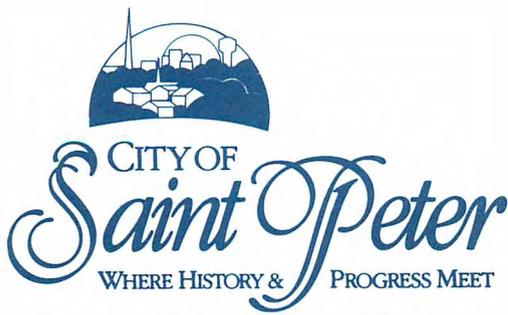
The appointment of the School District #508 representative has historically been with no end date as the appointment is at the recommendation of the District.

Councilmember Brand has been unable to attend the regularly scheduled meetings of the Tourism and Visitors Bureau and has asked to have someone else appointed to the Board. Mayor Zieman has indicated he wishes to be appointed in Councilmember Brand's place.

Please include consideration of this advisory board appointment as part of the consent agenda.

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

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 14, 2016

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

Jeff Knutson  
Water Resources Superintendent

**RE:** Declaration of Surplus Materials

### ACTION/RECOMMENDATION

Declare ductile iron pipe (DIP) as surplus property.

### BACKGROUND

The Water Utility has pipe that has not been used in over 20 years. Twenty feet (20') of 4"-12" pipe will be retained for emergency use, however, the following materials are recommended to be declared as surplus and disposed of as authorized in the City Code:

INVENTORY #	DESCRIPTION	AMOUNT TO SURPLUS
#257	8" DIP	50'
#258	10" DIP	239'
#259	12" DIP	44'
#260	16" DIP	35'



Any proceeds from the sale of these materials will be returned to the Water Fund.

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

PM/JK/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ACTIVE NETWORK, LLC	credit card pin pad	GENERAL FUND	RECREATION/LEISURE SER	146.25
	credit card pin pad	COMMUNITY CENTER	COMMUNITY CENTER	<u>146.25</u>
			TOTAL:	292.50
AFFILIATED CREDIT SERVICES	august collection	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>40.07</u>
			TOTAL:	40.07
ALPHA WIRELESS COMMUNICATIONS CO	maintenance on ltr radios	GENERAL FUND	MUNICIPAL BUILDING	59.51
	maintenance on ltr radios	GENERAL FUND	PUBLIC WORKS ADMIN	83.31
	maintenance on ltr radios	WATER	ADMIN AND GENERAL	57.02
	maintenance on ltr radios	WASTE WATER FUND	ADMIN AND GENERAL	51.57
	maintenance on ltr radios	ELECTRIC FUND	ADMIN AND GENERAL	51.59
	radio repairs	STORMWATER FUND	ADMINISTRATION AND GEN	<u>51.20</u>
		TOTAL:	354.20	
AMERICAN RED CROSS	training for lg staff	GENERAL FUND	SWIMMING POOL	<u>186.00</u>
			TOTAL:	186.00
MIRIAM ANDREE	uniform allow/ shoes	GENERAL FUND	POLICE	<u>55.24</u>
			TOTAL:	55.24
AQUA SOLUTIONS, INC	pressure gauge	WASTE WATER FUND	SOURCE/TREATMENT	<u>52.00</u>
			TOTAL:	52.00
ARROW ACE HARDWARE INC	station air line cement fo	GENERAL FUND	FIRE	14.18
	flashlight and batteries	GENERAL FUND	FIRE	63.95
	carpet tape, sprayer adapt	GENERAL FUND	STREETS	8.27
	paint	GENERAL FUND	STREETS	24.00
	supplies for summer	GENERAL FUND	RECREATION/LEISURE SER	4.99
	cleaning supplies	GENERAL FUND	SWIMMING POOL	9.99
	bungee, rope, hose, paint	GENERAL FUND	PARKS	67.96
	carpet tape, sprayer adapt	GENERAL FUND	PARKS	8.27
	supplies	LIBRARY FUND	LIBRARY	8.03
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	32.12
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	4.99
	supplies for fixing leak i	COMMUNITY CENTER	COMMUNITY CENTER	43.96
	nipples, tube cutter, bulb	WATER	PURIFICATION AND TREAT	40.96
	bulb	WATER	PURIFICATION AND TREAT	24.99
	carpet tape, sprayer adapt	WATER	DISTRIBUTION AND STORA	4.13
	weed whip string	WATER	DISTRIBUTION AND STORA	7.96
	nipples for curb stop exte	WATER	DISTRIBUTION AND STORA	8.17
	carpet tape, sprayer adapt	WASTE WATER FUND	SOURCE/TREATMENT	4.13
	weed whip string,	WASTE WATER FUND	SOURCE/TREATMENT	7.96
	pvc	WASTE WATER FUND	SOURCE/TREATMENT	27.57
	carpet tape, sprayer adapt	ENVIRON SERVICES F	REFUSE DISPOSAL	4.13
	carpet tape, sprayer adapt	ELECTRIC FUND	POWER DISTRIBUTION	8.27
	carpet tape, sprayer adapt	STORMWATER FUND	TREATMENT	4.14
	rain gauge, weed whip stri	STORMWATER FUND	TREATMENT	18.17
	ntu supplies	RESTRICTED CONTRIB	POLICE	<u>185.54</u>
			TOTAL:	636.83
	BARNES & NOBLE INC	new juvenile materials	LIBRARY FUND	LIBRARY
			TOTAL:	105.49
BGMN, INC	compression performance re	GENERAL FUND	STREETS	9.42
	compression performance re	GENERAL FUND	PARKS	9.42

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	compression performance re	WATER	DISTRIBUTION AND STORA	4.71
	compression performance re	WASTE WATER FUND	SOURCE/TREATMENT	4.71
	compression performance re	ENVIRON SERVICES F	REFUSE DISPOSAL	4.71
	compression performance re	ELECTRIC FUND	POWER DISTRIBUTION	9.42
	compression performance re	STORMWATER FUND	TREATMENT	4.71
			TOTAL:	47.10
BOBCAT OF MANKATO	#908 lights	GENERAL FUND	PARKS	96.99
			TOTAL:	96.99
BOLTON & MENK INC	triangle property	GENERAL FUND	CITY ADMINISTRATION	1,413.00
	2016 gardner road improv.	GENERAL FUND	STREETS	1,270.50
	staff mtg.	GENERAL FUND	STREETS	142.50
	2014 th 169 n. flood mit	GENERAL FUND	STREETS	420.00
	broadway ave & gardner rd	GENERAL FUND	STREETS	1,540.00
	staff mtg.	GENERAL FUND	PARKS	114.00
	round-a-bout	PERM IMPROVMENT RE	STREETS	210.00
	round-a-bout land	PERM IMPROVMENT RE	STREETS	210.00
	trail & sidewalk	PARK LAND DEDICATI	PARKS	1,050.00
	2016 traverse green ph1	HOUSING DISTRICT #	ECONOMIC DEVMT	11,343.00
	2016 gardner road improv.	WATER	CAPITAL-WATER DISTRIBU	4,936.00
	gis implementation ph.2	WATER	CAPITAL-WATER DISTRIBU	3,711.87
	staff mtg.	WATER	ADMIN AND GENERAL	57.00
	gis implementation ph.2	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	3,711.87
	staff mtg.	WASTE WATER FUND	ADMIN AND GENERAL	57.00
	staff mtg.	ENVIRON SERVICES F	ADMIN AND GENERAL	57.00
	gis implementation ph.2	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	3,711.88
	staff mtg.	ELECTRIC FUND	ADMIN AND GENERAL	142.50
	boundary map	ELECTRIC FUND	ADMIN AND GENERAL	1,179.00
	gis implementation ph.2	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	3,711.88
	welco west	STORMWATER FUND	TREATMENT	490.00
			TOTAL:	39,479.00
BOOKPAGE	1year renewal	LIBRARY FUND	LIBRARY	480.00
			TOTAL:	480.00
BORDER STATES ELECTRIC SUPPLY	hallway light fixture cove	GENERAL FUND	MUNICIPAL BUILDING	153.30
			TOTAL:	153.30
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	3,255.50
	criminal	GENERAL FUND	LEGAL SERVICES	6,382.25
	legals	GENERAL FUND	STREETS	422.75
	legals	GENERAL FUND	STREETS	422.00
	loan guide lines	REVOLVING LOAN FUN	ECONOMIC DEVMT	62.00
	round-a-bout	PERM IMPROVMENT RE	STREETS	93.00
	cunningham	STORMWATER FUND	TREATMENT	31.00
			TOTAL:	10,668.50
BRIGGS AND MORGAN	traverse housing legal	HOUSING DISTRICT #	ECONOMIC DEVMT	8,023.79
			TOTAL:	8,023.79
CARQUEST AUTO PARTS STORES	permapoxy	GENERAL FUND	STREETS	1.68
	carb cleaner, cb	GENERAL FUND	STREETS	133.49
	permapoxy	GENERAL FUND	PARKS	1.68
	v-belts	WATER	PURIFICATION AND TREAT	26.78
	permapoxy	WATER	DISTRIBUTION AND STORA	0.84

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	permapoxy	WASTE WATER FUND	SOURCE/TREATMENT	0.84
	permapoxy	ENVIRON SERVICES F	REFUSE DISPOSAL	0.84
	permapoxy	ELECTRIC FUND	POWER DISTRIBUTION	1.68
	permapoxy	STORMWATER FUND	TREATMENT	0.83
			TOTAL:	168.66
CDW GOVERNMENT, INC.	video monitor replacement	GENERAL FUND	POLICE	475.06
			TOTAL:	475.06
CINTAS CORPORATION #754	aug. uniform cleaning	GENERAL FUND	STREETS	1.33
	aug. uniform cleaning	GENERAL FUND	PARKS	1.33
	aug. uniform cleaning	WATER	DISTRIBUTION AND STORA	0.67
	aug. uniform cleaning	WASTE WATER FUND	SOURCE/TREATMENT	0.67
	aug. uniform cleaning	ENVIRON SERVICES F	REFUSE DISPOSAL	0.67
	aug. uniform cleaning	ELECTRIC FUND	POWER DISTRIBUTION	1.33
	aug. uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	765.70
	aug. uniform cleaning	STORMWATER FUND	TREATMENT	0.65
			TOTAL:	772.35
COALITION OF GREATER MN CITIES	labor & ee relations semin	GENERAL FUND	CITY ADMINISTRATION	60.00
			TOTAL:	60.00
COLE PAPERS INC	supplies	GENERAL FUND	CITY ADMINISTRATION	60.95
	purell gel	GENERAL FUND	CITY ADMINISTRATION	15.21
	supplies	GENERAL FUND	CITY CLERK	60.95
	purell gel	GENERAL FUND	CITY CLERK	15.21
	supplies	GENERAL FUND	FINANCE	40.63
	purell gel	GENERAL FUND	FINANCE	10.14
	supplies	GENERAL FUND	POLICE	32.50
	purell gel	GENERAL FUND	POLICE	8.11
	supplies	GENERAL FUND	FIRE	62.71
	supplies	GENERAL FUND	BUILDING INSPECTOR	16.25
	purell gel	GENERAL FUND	BUILDING INSPECTOR	4.06
	supplies	GENERAL FUND	PUBLIC WORKS ADMIN	8.13
	purell gel	GENERAL FUND	PUBLIC WORKS ADMIN	2.03
	towels, wipes, tissue, bag	GENERAL FUND	STREETS	113.06
	insect repellent	GENERAL FUND	STREETS	7.97
	floor cleaner	GENERAL FUND	STREETS	41.81
	office supplies & copy pap	GENERAL FUND	RECREATION/LEISURE SER	97.21
	towels, wipes, tissue, bag	GENERAL FUND	PARKS	113.06
	insect repellent	GENERAL FUND	PARKS	6.38
	floor cleaner	GENERAL FUND	PARKS	41.81
	tissue & detergent	GENERAL FUND	PARKS	87.20
	supplies	GENERAL FUND	ECONOMIC DEVMT	4.06
	purell gel	GENERAL FUND	ECONOMIC DEVMT	1.01
	office supplies & copy pap	LIBRARY FUND	LIBRARY	35.80
	towels, wipes, tissue, bag	WATER	DISTRIBUTION AND STORA	56.53
	floor cleaner	WATER	DISTRIBUTION AND STORA	20.90
	supplies	WATER	ADMIN AND GENERAL	36.57
	purell gel	WATER	ADMIN AND GENERAL	9.13
	insect repellent	WATER	ADMIN AND GENERAL	3.19
	tissue & detergent	WATER	ADMIN AND GENERAL	84.05
	towels, wipes, tissue, bag	WASTE WATER FUND	SOURCE/TREATMENT	56.53
	floor cleaner	WASTE WATER FUND	SOURCE/TREATMENT	20.90
	supplies	WASTE WATER FUND	ADMIN AND GENERAL	36.56
	purell gel	WASTE WATER FUND	ADMIN AND GENERAL	9.14

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	insect repellent	WASTE WATER FUND	ADMIN AND GENERAL	3.19
	towels, wipes, tissue, bag	ENVIRON SERVICES F	REFUSE DISPOSAL	56.53
	floor cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	20.90
	insect repellent	ENVIRON SERVICES F	ADMIN AND GENERAL	3.19
	towels, wipes, tissue, bag	ELECTRIC FUND	POWER DISTRIBUTION	113.06
	floor cleaner	ELECTRIC FUND	POWER DISTRIBUTION	41.81
	supplies	ELECTRIC FUND	ADMIN AND GENERAL	109.70
	purell gel	ELECTRIC FUND	ADMIN AND GENERAL	27.38
	insect repellent	ELECTRIC FUND	ADMIN AND GENERAL	7.97
	towels, wipes, tissue, bag	STORMWATER FUND	TREATMENT	56.53
	floor cleaner	STORMWATER FUND	TREATMENT	20.91
			TOTAL:	1,680.92
CONSOLIDATED COMMUNICATIONS	aug. phone bill	GENERAL FUND	CITY ADMINISTRATION	61.06
	aug. phone bill	GENERAL FUND	CITY CLERK	12.08
	aug. phone bill	GENERAL FUND	FINANCE	95.04
	aug. phone bill	GENERAL FUND	MUNICIPAL BUILDING	5.65
	aug. phone bill	GENERAL FUND	POLICE	276.23
	aug. phone bill	GENERAL FUND	FIRE	125.14
	aug. phone bill	GENERAL FUND	BUILDING INSPECTOR	35.44
	aug. phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	68.58
	aug. phone bill	GENERAL FUND	STREETS	41.07
	aug. phone bill	GENERAL FUND	SENIOR COORDINATOR	4.78
	aug. phone bill	GENERAL FUND	RECREATION/LEISURE SER	168.30
	aug. phone bill	GENERAL FUND	SWIMMING POOL	35.24
	aug. phone bill	GENERAL FUND	PARKS	74.65
	aug. phone bill	GENERAL FUND	ECONOMIC DEVMT	23.36
	aug. phone bill	LIBRARY FUND	LIBRARY	70.16
	aug. phone bill	PUBLIC ACCESS	PUBLIC ACCESS	12.07
	aug. phone bill	COMMUNITY CENTER	COMMUNITY CENTER	107.44
	aug. phone bill	WATER	ADMIN AND GENERAL	162.94
	aug. phone bill	WASTE WATER FUND	ADMIN AND GENERAL	157.30
	aug. phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	26.09
	aug. phone bill	ELECTRIC FUND	POWER PRODUCTION	26.24
	aug. phone bill	ELECTRIC FUND	ADMIN AND GENERAL	130.65
	aug. phone bill	TRANSIT	TRANSIT/TRANSPORTATION	40.57
			TOTAL:	1,760.08
CREATIVE SYNERGY	night to unite donation	RESTRICTED CONTRIB	NON-DEPARTMENTAL	1,000.00-
	flyers&FB post night to un	RESTRICTED CONTRIB	POLICE	96.00
	design & mktg svc	RESTRICTED CONTRIB	POLICE	1,000.00
			TOTAL:	96.00
CROP PRODUCTION SERVICES	yard spraying pw	GENERAL FUND	STREETS	207.30
			TOTAL:	207.30
CRYSTAL LAWN, INC	water tower sprinkler repa	WATER	DISTRIBUTION AND STORA	144.89
			TOTAL:	144.89
CRYSTAL VALLEY	power plant fuel	ELECTRIC FUND	POWER PRODUCTION	12,815.79
			TOTAL:	12,815.79
CYBER MARKETING INC.	brock boots	STORMWATER FUND	ADMINISTRATION AND GEN	114.74
			TOTAL:	114.74
DEMCO, INC.	misc programming supplies	LIBRARY FUND	LIBRARY	316.97

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	316.97
DITCH WITCH	finance charge	ELECTRIC FUND	ADMIN AND GENERAL	5.99
			TOTAL:	5.99
EATON/CANNON TECHNOLOGIES, INC.	#827 water nodes	WATER	NON-DEPARTMENTAL	7,490.88
			TOTAL:	7,490.88
ENVIRONMENTAL RESOURCE ASSOCIATES	coliform microbe	WASTE WATER FUND	SOURCE/TREATMENT	146.52
			TOTAL:	146.52
FAHRNER ASPHALT SEALERS, LLC	2016 crack sealing	GENERAL FUND	STREETS	36,076.89
			TOTAL:	36,076.89
FAMILY FRESH MARKET	cleaner for trucks	GENERAL FUND	FIRE	15.96
	senior dance supplies	GENERAL FUND	SENIOR COORDINATOR	32.50
	vip night supplies	GENERAL FUND	RECREATION/LEISURE SER	2.98
	vip supplies	GENERAL FUND	RECREATION/LEISURE SER	4.29
	supplies for cooking at su	GENERAL FUND	RECREATION/LEISURE SER	23.31
	vip supplies	GENERAL FUND	RECREATION/LEISURE SER	11.77
	vip supplies	GENERAL FUND	RECREATION/LEISURE SER	50.53
	pool supplies	GENERAL FUND	SWIMMING POOL	35.11
	flowers for library staff	LIBRARY FUND	LIBRARY	23.99
	return	LIBRARY FUND	LIBRARY	11.91-
	summer reading supplies	LIBRARY FUND	LIBRARY	41.26
	red food dye	WASTE WATER FUND	SOURCE/TREATMENT	3.79
	ntu gift card	RESTRICTED CONTRIB	POLICE	50.00
			TOTAL:	283.58
FASTENAL COMPANY	earmuffs	GENERAL FUND	STREETS	20.41
	cable ties	GENERAL FUND	STREETS	4.90
	cable ties	GENERAL FUND	STREETS	2.45
	bandsaw cutter weld shop	GENERAL FUND	STREETS	82.14
	rotary barrel pump	GENERAL FUND	STREETS	12.87
	saw weld shop	GENERAL FUND	STREETS	4.12
	earmuffs	GENERAL FUND	PARKS	16.33
	cable ties	GENERAL FUND	PARKS	4.90
	cable ties	GENERAL FUND	PARKS	2.45
	bits & rivets	GENERAL FUND	PARKS	33.03
	bandsaw cutter weld shop	GENERAL FUND	PARKS	82.14
	rotary barrel pump	GENERAL FUND	PARKS	12.87
	saw weld shop	GENERAL FUND	PARKS	4.12
	swivel snaps for flags	GENERAL FUND	PARKS	79.98
	cable ties	WATER	DISTRIBUTION AND STORA	2.45
	cable ties	WATER	DISTRIBUTION AND STORA	1.22
	bandsaw cutter weld shop	WATER	DISTRIBUTION AND STORA	41.07
	rotary barrel pump	WATER	DISTRIBUTION AND STORA	6.43
	saw weld shop	WATER	DISTRIBUTION AND STORA	2.06
	earmuffs	WATER	ADMIN AND GENERAL	8.17
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	2.45
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	1.22
	nuts, bolts	WASTE WATER FUND	SOURCE/TREATMENT	3.23
	bandsaw cutter weld shop	WASTE WATER FUND	SOURCE/TREATMENT	41.07
	rotary barrel pump	WASTE WATER FUND	SOURCE/TREATMENT	6.43
	saw weld shop	WASTE WATER FUND	SOURCE/TREATMENT	2.06
	earmuffs	WASTE WATER FUND	ADMIN AND GENERAL	8.17

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	2.45
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	1.22
	bandsaw cutter weld shop	ENVIRON SERVICES F	REFUSE DISPOSAL	41.07
	rotary barrel pump	ENVIRON SERVICES F	REFUSE DISPOSAL	6.43
	saw weld shop	ENVIRON SERVICES F	REFUSE DISPOSAL	2.06
	earmuffs	ENVIRON SERVICES F	ADMIN AND GENERAL	8.16
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	4.90
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	2.45
	bandsaw cutter weld shop	ELECTRIC FUND	POWER DISTRIBUTION	82.14
	rotary barrel pump	ELECTRIC FUND	POWER DISTRIBUTION	12.87
	saw weld shop	ELECTRIC FUND	POWER DISTRIBUTION	4.12
	ear muffs	ELECTRIC FUND	ADMIN AND GENERAL	20.41
	cable ties	STORMWATER FUND	TREATMENT	2.43
	cable ties	STORMWATER FUND	TREATMENT	1.23
	bandsaw cutter weld shop	STORMWATER FUND	TREATMENT	41.05
	rotary barrel pump	STORMWATER FUND	TREATMENT	6.43
	saw weld shop	STORMWATER FUND	TREATMENT	2.08
			TOTAL:	730.24
FLEETPRIDE	#473 clutch	ENVIRON SERVICES F	REFUSE DISPOSAL	1,458.56
	#59 reseal cylinder	ELECTRIC FUND	POWER DISTRIBUTION	290.01
			TOTAL:	1,748.57
FRONTIER PRECISION, INC	trimble gps sw update	GENERAL FUND	STREETS	191.25
	trimble gps sw update	GENERAL FUND	PARKS	153.00
	trimble gps sw update	WATER	ADMIN AND GENERAL	76.50
	trimble gps sw update	WASTE WATER FUND	ADMIN AND GENERAL	76.50
	trimble gps sw update	ENVIRON SERVICES F	ADMIN AND GENERAL	76.50
	trimble gps sw update	ELECTRIC FUND	ADMIN AND GENERAL	191.25
			TOTAL:	765.00
GILLUND ENTERPRISES INC	fuel additives	GENERAL FUND	STREETS	35.56
	fuel additives	GENERAL FUND	PARKS	35.56
	fuel additives	WATER	DISTRIBUTION AND STORA	17.78
	fuel additives	WASTE WATER FUND	SOURCE/TREATMENT	17.78
	fuel additives	ENVIRON SERVICES F	REFUSE DISPOSAL	17.78
	fuel additives	ELECTRIC FUND	POWER DISTRIBUTION	35.56
	fuel additives	STORMWATER FUND	TREATMENT	17.78
			TOTAL:	177.80
GOODTIMES MANUFACTURING	youth valley volleyball sh	GENERAL FUND	RECREATION/LEISURE SER	97.50
	youth valley volleyball sh	RESTRICTED CONTRIB	RECREATION/LEISURE SER	97.50
			TOTAL:	195.00
GOPHER SPORT	return	GENERAL FUND	RECREATION/LEISURE SER	141.48
	program supplies	GENERAL FUND	RECREATION/LEISURE SER	120.66
	program supplies	GENERAL FUND	RECREATION/LEISURE SER	194.80
	volleyball supplies	GENERAL FUND	RECREATION/LEISURE SER	75.68
	program supplies	COMMUNITY CENTER	COMMUNITY CENTER	8.58
	program supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	120.68
	program supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	40.66
			TOTAL:	419.58
GOPHER STATE ONE-CALL INC	locates	WATER	DISTRIBUTION AND STORA	103.14
	locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	103.14
	locates	ELECTRIC FUND	POWER DISTRIBUTION	103.27

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	309.55
GRAYBAR ELECTRIC COMPANY INC	#610 fuseholder	ELECTRIC FUND	NON-DEPARTMENTAL	399.80
	end caps	ELECTRIC FUND	POWER DISTRIBUTION	192.60
			TOTAL:	592.40
GREAT NORTHERN ENVIRONMENTAL LLC	uv lamps	WASTE WATER FUND	SOURCE/TREATMENT	340.71
			TOTAL:	340.71
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage	GENERAL FUND	CITY ADMINISTRATION	16.36
	postage	GENERAL FUND	CITY CLERK	0.52
	postage	GENERAL FUND	ELECTIONS	26.78
	postage	GENERAL FUND	FINANCE	139.51
	postage	GENERAL FUND	POLICE	43.17
	postage	GENERAL FUND	BUILDING INSPECTOR	9.40
	postage	GENERAL FUND	PUBLIC WORKS ADMIN	0.52
	postage	GENERAL FUND	STREETS	7.71
	postage	GENERAL FUND	RECREATION/LEISURE SER	134.39
	postage	GENERAL FUND	SWIMMING POOL	17.00
	postage	GENERAL FUND	PARKS	37.05
	postage	GENERAL FUND	ECONOMIC DEVMT	29.67
	postage	LIBRARY FUND	LIBRARY	3.61
	postage	PUBLIC ACCESS	PUBLIC ACCESS	0.52
	postage	COMMUNITY CENTER	COMMUNITY CENTER	8.06
	postage	WATER	ADMIN AND GENERAL	4.02
	postage	WATER	CUSTOMER ACCOUNTS	98.11
	postage	WASTE WATER FUND	ADMIN AND GENERAL	1.04
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	98.11
	postage	ENVIRON SERVICES F	ADMIN AND GENERAL	1.03
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	98.11
	postage	ELECTRIC FUND	ADMIN AND GENERAL	3.38
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	98.11
	postage	STORMWATER FUND	ADMINISTRATION AND GEN	6.70
	postage	TRANSIT	TRANSIT/TRANSPORTATION	7.73
			TOTAL:	890.61
HD SUPPLY FACILITIES MAINTENANCE	urinal flush valve	COMMUNITY CENTER	COMMUNITY CENTER	125.10
			TOTAL:	125.10
DIV OF ALAMO SALES CORP	#607f cutting edges/ plow	GENERAL FUND	STREETS	670.44
			TOTAL:	670.44
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	162.75
	postage	WATER	CUSTOMER ACCOUNTS	373.29
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	162.75
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	373.29
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	162.75
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	373.27
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	162.73
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	373.29
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	283.89
			TOTAL:	2,428.01
INGRAM BOOK COMPANY	credit for books	LIBRARY FUND	LIBRARY	5.99-
	new library materials	LIBRARY FUND	LIBRARY	336.46
	new library materials	LIBRARY FUND	LIBRARY	255.24

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	585.71
JAVENS MECHANICAL CONTRACTING CO.	refrigerant	WASTE WATER FUND	SOURCE/TREATMENT	169.65
			TOTAL:	169.65
JOHNSON AGGREGATES	pearock levee park	GENERAL FUND	PARKS	172.34
			TOTAL:	172.34
KATO ROOFING INC	crane serv. pump @ n. mn.	WASTE WATER FUND	COLLECTOR/LIFT STAT	843.75
			TOTAL:	843.75
KEELEY FARM DRAINAGE	replace rock	COMMUNITY CENTER	COMMUNITY CENTER	63.70
			TOTAL:	63.70
KENNEDY & GRAVEN	shafer contracting v city	STORMWATER FUND	TREATMENT	495.00
			TOTAL:	495.00
KUECHLE UNDERGROUND, INC.	pay est #4 trav. green	HOUSING DISTRICT #	ECONOMIC DEVMT	241,851.95
			TOTAL:	241,851.95
KWIK TRIP INC	fuel	GENERAL FUND	POLICE	1,081.32
	aug. fuel	GENERAL FUND	FIRE	20.17
	aug. fuel	GENERAL FUND	BUILDING INSPECTOR	61.69
	aug. fuel	GENERAL FUND	PARKS	131.04
			TOTAL:	1,294.22
THE LAFAYETTE-NICOLLET LEDGER	1yr renewal	LIBRARY FUND	LIBRARY	35.00
			TOTAL:	35.00
MARY LAGER	refund for cancelled pool	GENERAL FUND	NON-DEPARTMENTAL	91.23
	refund for cancelled pool	GENERAL FUND	NON-DEPARTMENTAL	6.27
			TOTAL:	97.50
LEAGUE OF MINNESOTA CITIES	dues-zieman mayors assoc	GENERAL FUND	MAYOR & COUNCIL	30.00
	annual membership dues	GENERAL FUND	MEMBERSHIPS-UNALLOCATE	10,935.00
			TOTAL:	10,965.00
LEAGUE OF MN CITIES INSURANCE TRUST	insurance claim #19455	WATER	ADMIN AND GENERAL	741.00
			TOTAL:	741.00
LJP ENTERPRISES INC	aug. waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	aug. waste & recycle	WATER	PURIFICATION AND TREAT	99.43
	aug. waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	aug. waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	1,351.95
	refuse pickup & disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	19,546.96
			TOTAL:	21,571.11
LOCATORS & SUPPLIES, INC.	saftey vests, gloves, mask	GENERAL FUND	STREETS	81.95
	saftey vests, gloves, mask	GENERAL FUND	PARKS	65.56
	saftey vests, gloves, mask	WATER	ADMIN AND GENERAL	32.78
	saftey vests, gloves, mask	WASTE WATER FUND	ADMIN AND GENERAL	32.78
	saftey vests, gloves, mask	ENVIRON SERVICES F	ADMIN AND GENERAL	32.76
	saftey vests, gloves, mask	ELECTRIC FUND	ADMIN AND GENERAL	81.95
			TOTAL:	327.78
BARBARA A LUKER	mcfoa hotel. meal, mileage	GENERAL FUND	CITY ADMINISTRATION	220.37

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	220.37	
MARCO, INC.	copier contract	GENERAL FUND	CITY ADMINISTRATION	26.36	
	contract maint. for copier	GENERAL FUND	CITY CLERK	26.36	
	contract maint. for copier	GENERAL FUND	FINANCE	17.57	
	contract maint. for copier	GENERAL FUND	POLICE	14.06	
	contract maint. for copier	GENERAL FUND	BUILDING INSPECTOR	7.03	
	contract maint. for copier	GENERAL FUND	PUBLIC WORKS ADMIN	3.51	
	contract maint. for copier	GENERAL FUND	ECONOMIC DEVMT	1.76	
	contract maint. for copier	WATER	ADMIN AND GENERAL	15.82	
	contract maint. for copier	WASTE WATER FUND	ADMIN AND GENERAL	15.82	
	contract maint. for copier	ELECTRIC FUND	ADMIN AND GENERAL	47.45	
			TOTAL:	175.74	
MATHESON TRI-GAS INC	nitrogen	GENERAL FUND	STREETS	65.41	
	nitrogen	GENERAL FUND	PARKS	65.41	
	nitrogen	WATER	DISTRIBUTION AND STORA	32.71	
	nitrogen	WASTE WATER FUND	SOURCE/TREATMENT	32.71	
	nitrogen	ENVIRON SERVICES F	REFUSE DISPOSAL	32.71	
	nitrogen	ELECTRIC FUND	POWER DISTRIBUTION	65.41	
	nitrogen	STORMWATER FUND	TREATMENT	32.71	
			TOTAL:	327.07	
MENARDS	paint	GENERAL FUND	PARKS	306.40	
			TOTAL:	306.40	
METRO JANITORIAL SUPPLY INC.	floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	336.58	
			TOTAL:	336.58	
MISC VENDOR	BANK OF AMERICA	subpoena reimbursement	GENERAL FUND	POLICE	26.08
	BEARING & PT COMPONENT	sheave, belt, & bushing	WASTE WATER FUND	SOURCE/TREATMENT	206.01
	BORHOW, BUD	senior dance	GENERAL FUND	SENIOR COORDINATOR	150.00
	BRAND ADVANTAGE GROUP	util. bill forms:	WATER	CUSTOMER ACCOUNTS	138.58
	BRAND ADVANTAGE GROUP	util. bill forms:	WASTE WATER FUND	CUSTOMER ACCOUNTS	138.58
	BRAND ADVANTAGE GROUP	util. bill forms:	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	138.59
	BRAND ADVANTAGE GROUP	util. bill forms:	ELECTRIC FUND	CUSTOMER ACCOUNTS	138.58
	DZINE LLC.	gorman & levy sandblast gr	GENERAL FUND	PARKS	66.00
	NIEBUHR, JILL	oct.book fair reading	LIBRARY FUND	LIBRARY	25.00
	ROMERO, MARIPSA	translating services	GENERAL FUND	RECREATION/LEISURE SER	45.00
	SCHAFFER, JILL	refund for cancelled pool	GENERAL FUND	NON-DEPARTMENTAL	91.23
	SCHAFFER, JILL	refund for cancelled pool	GENERAL FUND	NON-DEPARTMENTAL	6.27
	SCHOOL SPECIALTY	youth flag football mouthg	GENERAL FUND	RECREATION/LEISURE SER	148.00
	ST. PETER FOOTBALL	youth football camp	GENERAL FUND	RECREATION/LEISURE SER	765.00
			TOTAL:	2,082.92	
MN DEPT OF COMMERCE	2nd qtr 2017 fy ind assess	ELECTRIC FUND	ADMIN AND GENERAL	438.93	
	2nd qtr 2017 fy ind assess	ELECTRIC FUND	ADMIN AND GENERAL	1,651.98	
			TOTAL:	2,090.91	
MN FALL MAINTENANCE EXPO	registration for mn fall e	GENERAL FUND	PUBLIC WORKS ADMIN	25.00	
	registration for mn fall e	GENERAL FUND	STREETS	125.00	
			TOTAL:	150.00	
MN IRON & METAL COMPANY	#48 blade metal	GENERAL FUND	STREETS	73.06	
			TOTAL:	73.06	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN WASTE PROCESSING	aug. disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	19,433.08
			TOTAL:	19,433.08
PETE MOULTON	08/15/16-08/26/16 milage	GENERAL FUND	PUBLIC WORKS ADMIN	8.64
	08/29/16-08/31/16 milage	GENERAL FUND	PUBLIC WORKS ADMIN	157.14
	08/15/16-08/26/16 milage	GENERAL FUND	PARKS	21.06
	08/15/16-08/26/16 milage	WATER	ADMIN AND GENERAL	21.60
	08/15/16-08/26/16 milage	ELECTRIC FUND	ADMIN AND GENERAL	91.80
	08/15/16-08/26/16 milage	STORMWATER FUND	ADMINISTRATION AND GEN	9.18
	08/15/16-08/26/16 milage	STORMWATER FUND	ADMINISTRATION AND GEN	9.18
			TOTAL:	318.60
MTI DISTRIBUTING CO	#554 repair mower old toro	GENERAL FUND	PARKS	5,460.67
			TOTAL:	5,460.67
MVTL LABORATORIES INC	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	74.60
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	74.60
			TOTAL:	149.20
NAPA AUTO PARTS OF ST PETER	ems rotors, disc pads, wip	GENERAL FUND	POLICE	431.54
	whl bearings, alternator,	GENERAL FUND	FIRE	705.31
	stands, brush, floor dry	GENERAL FUND	FIRE	105.92
	air freshners, bulb, oil,	GENERAL FUND	STREETS	71.22
	gloves	GENERAL FUND	STREETS	239.80
	hydraulic filter, fuel, ai	GENERAL FUND	STREETS	217.47
	air freshners, bulb, oil,	GENERAL FUND	PARKS	71.22
	gloves	GENERAL FUND	PARKS	191.84
	bolt, starter	GENERAL FUND	PARKS	153.93
	air freshners, bulb, oil,	WATER	DISTRIBUTION AND STORA	35.61
	reman alternator, oil filt	WATER	DISTRIBUTION AND STORA	143.76
	gloves	WATER	ADMIN AND GENERAL	95.92
	reman starter	WASTE WATER FUND	COLLECTOR/LIFT STAT	131.68
	air freshners, bulb, oil,	WASTE WATER FUND	SOURCE/TREATMENT	35.61
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	95.92
	air freshners, bulb, oil,	ENVIRON SERVICES F	REFUSE DISPOSAL	35.61
	battery	ENVIRON SERVICES F	REFUSE DISPOSAL	100.54
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	95.92
	air freshners, bulb, oil,	ELECTRIC FUND	POWER DISTRIBUTION	71.22
	idle valve	ELECTRIC FUND	POWER DISTRIBUTION	51.44
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	239.80
	air freshners, bulb, oil,	STORMWATER FUND	TREATMENT	35.60
	disc brake pad, hanger, so	TRANSIT	TRANSIT/TRANSPORTATION	189.28
			TOTAL:	3,546.16
NELSON PRINTING COMPANY	envelopes	GENERAL FUND	CITY ADMINISTRATION	140.04
	envelopes	GENERAL FUND	CITY CLERK	140.04
	envelopes	GENERAL FUND	FINANCE	93.36
	envelopes	GENERAL FUND	POLICE	74.69
	envelopes	GENERAL FUND	BUILDING INSPECTOR	37.34
	orange paper	GENERAL FUND	BUILDING INSPECTOR	19.75
	envelopes	GENERAL FUND	PUBLIC WORKS ADMIN	18.67
	envelopes	GENERAL FUND	ECONOMIC DEVMT	9.34
	envelopes	WATER	ADMIN AND GENERAL	84.02
	ups aug.	WATER	ADMIN AND GENERAL	109.71
	envelopes	WASTE WATER FUND	ADMIN AND GENERAL	84.03
	envelopes	ELECTRIC FUND	ADMIN AND GENERAL	252.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	clip boards	TRANSIT	TRANSIT/TRANSPORTATION	6.54
	ticket books	TRANSIT	TRANSIT/TRANSPORTATION	566.00
			TOTAL:	1,635.60
NICOLLET COUNTY BANK	aug. ach fee	GENERAL FUND	FINANCE	9.34
	aug. ach fee	WATER	ADMIN AND GENERAL	2.34
	aug ach fee	WATER	CUSTOMER ACCOUNTS	13.68
	aug. ach fee	WASTE WATER FUND	ADMIN AND GENERAL	2.34
	aug ach fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.68
	aug. ach fee	ENVIRON SERVICES F	ADMIN AND GENERAL	2.34
	aug ach fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	13.68
	aug. ach fee	ELECTRIC FUND	ADMIN AND GENERAL	2.34
	aug ach fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	13.66
			TOTAL:	73.40
NICOLLET CTY PUBLIC HEALTH	july 2016 senior center co	GENERAL FUND	SENIOR COORDINATOR	2,535.65
	aug. 2016 sr. center contr	GENERAL FUND	SENIOR COORDINATOR	2,535.65
	sr. newsletter	GENERAL FUND	SENIOR COORDINATOR	163.61
			TOTAL:	5,234.91
NICOLLET COUNTY RECORDER/ABSTRACTER	vacation skaro & evensons	GENERAL FUND	ECONOMIC DEVMT	46.00
			TOTAL:	46.00
NUSS TRUCK & EQUIPMENT	cutting edges	GENERAL FUND	STREETS	856.69
			TOTAL:	856.69
NUTTER CLOTHING CO	uniform alterations	GENERAL FUND	POLICE	96.00
			TOTAL:	96.00
OFFICE DEPOT	replacement black toner ca	GENERAL FUND	FINANCE	65.54
	replacement black toner ca	STORMWATER FUND	ADMINISTRATION AND GEN	65.54
			TOTAL:	131.08
OFFICEMAX	computer switch	GENERAL FUND	FINANCE	34.99
			TOTAL:	34.99
PET EXPO DIST.	routine aquarium mainten	LIBRARY FUND	LIBRARY	82.49
			TOTAL:	82.49
MATTHEW PETERS-PETTY CASH	postage	GENERAL FUND	POLICE	150.08
	training reimbursement	GENERAL FUND	POLICE	13.76
	paws walk supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	3.67
			TOTAL:	167.51
PONGRATZ FENCE&FAB	poles soccer rink	GENERAL FUND	PARKS	2,716.80
			TOTAL:	2,716.80
TODD PRAFKE-PETTY CASH	lic. tabs	GENERAL FUND	RECREATION/LEISURE SER	16.00
	meals	GENERAL FUND	ECONOMIC DEVMT	88.00
	postage	GENERAL FUND	ECONOMIC DEVMT	4.08
	quit claim record	GENERAL FUND	ECONOMIC DEVMT	1.65
	poastage	PUBLIC ACCESS	PUBLIC ACCESS	6.45
	meal & parking	WASTE WATER FUND	ADMIN AND GENERAL	14.15
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	0.47
	meals	STORMWATER FUND	ADMINISTRATION AND GEN	9.08
	ticket refund	TRANSIT	NON-DEPARTMENTAL	23.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wellness summer heat bars	RESTRICTED CONTRIB	NON-DEPARTMENTAL	3.69
	wellness event supp golf	RESTRICTED CONTRIB	CITY ADMINISTRATION	19.55
	wellness prizes	RESTRICTED CONTRIB	CITY ADMINISTRATION	16.00
			TOTAL:	202.87
RONALD D. QUADE	active 911 response member	GENERAL FUND	FIRE	399.50
			TOTAL:	399.50
QUALITY FLOW SYSTEMS, INC	sensor transducer	WASTE WATER FUND	COLLECTOR/LIFT STAT	900.00
	sensor transducer	WASTE WATER FUND	SOURCE/TREATMENT	900.00
			TOTAL:	1,800.00
QUICK MART ST PETER	fuel	GENERAL FUND	POLICE	659.76
	aug. fuel	GENERAL FUND	FIRE	54.69
			TOTAL:	714.45
RAMY TURF PRODUCTS	parks seed	GENERAL FUND	PARKS	920.00
	seed	GENERAL FUND	PARKS	214.25
	seed	WATER	DISTRIBUTION AND STORA	214.25
			TOTAL:	1,348.50
RED WING SHOE STORE	boots	WATER	ADMIN AND GENERAL	184.49
	boots	WASTE WATER FUND	ADMIN AND GENERAL	348.48
	boots	ELECTRIC FUND	ADMIN AND GENERAL	169.99
			TOTAL:	702.96
RESCO	#832 1500 kva 3ph transfor	ELECTRIC FUND	NON-DEPARTMENTAL	20,997.00
			TOTAL:	20,997.00
ROYAL TIRE, INC	#140 tires	TRANSIT	TRANSIT/TRANSPORTATION	669.18
	#915 tires	TRANSIT	TRANSIT/TRANSPORTATION	669.18
			TOTAL:	1,338.36
SAINTS BUS SERVICE	create-a-camp fieldtrip	GENERAL FUND	RECREATION/LEISURE SER	182.00
			TOTAL:	182.00
AMBER SCHOTT	uniform allow/ shoes	GENERAL FUND	POLICE	74.99
			TOTAL:	74.99
SCHWICKERT'S, INC.	repair leaks in building	LIBRARY FUND	LIBRARY	361.00
	repair leaks in building	COMMUNITY CENTER	COMMUNITY CENTER	361.00
			TOTAL:	722.00
SERVOCAL INSTRUMENTS INC.	semi annual calb. flow met	WASTE WATER FUND	SOURCE/TREATMENT	590.00
			TOTAL:	590.00
SHOPKO STORES OPERATING CO., LLC	backpacks for camp & vip o	GENERAL FUND	RECREATION/LEISURE SER	89.40
	flag football supplies	GENERAL FUND	RECREATION/LEISURE SER	15.94
			TOTAL:	105.34
SOUTHERN MN MUNICIPAL POWER AGENCY	smpa purchased power	ELECTRIC FUND	POWER SUPPLY	801,054.16
			TOTAL:	801,054.16
SOUTHWEST MINNESOTA HOUSING PARTNERSHI	maplewood housing improvem	HOUSING REVOLVING	ECONOMIC DEVMT	36,147.00
			TOTAL:	36,147.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER AREA CHAMBER OF COMMERCE	anniversary program chambe	WASTE WATER FUND	ADMIN AND GENERAL	75.00
	anniversary program chambe	STORMWATER FUND	ADMINISTRATION AND GEN	25.00
	TOTAL:			100.00
ST PETER COMMUNITY & FAMILY EDUCATION	move furniture-pd by rent	COMMUNITY CENTER	COMMUNITY CENTER	313.52
	TOTAL:			313.52
ST PETER HERALD	aug. ads for traverse gree	GENERAL FUND	MAYOR & COUNCIL	720.00
	subscription	GENERAL FUND	POLICE	62.40
	aug. ads for traverse gree	GENERAL FUND	ECONOMIC DEVMT	219.00
	TOTAL:			1,001.40
ST PETER LUMBER CO	lumber gorman bench repair	GENERAL FUND	PARKS	12.31
	fix leak into bldg	COMMUNITY CENTER	COMMUNITY CENTER	25.99
	TOTAL:			38.30
STAPLES ADVANTAGE	labels	GENERAL FUND	CITY ADMINISTRATION	64.64
	tape, pagoda 4070 seri	GENERAL FUND	POLICE	1,462.15
	office supplies	GENERAL FUND	RECREATION/LEISURE SER	26.04
	office supplies	LIBRARY FUND	LIBRARY	44.99
	calculator	WATER	CUSTOMER ACCOUNTS	22.25
	calculator	WASTE WATER FUND	CUSTOMER ACCOUNTS	22.25
	calculator	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	22.24
	calculator	ELECTRIC FUND	CUSTOMER ACCOUNTS	22.25
	TOTAL:			1,686.81
STREICHER'S	uniform	GENERAL FUND	POLICE	166.00
	TOTAL:			166.00
TRAFFIC MARKING SERVICE, INC.	yellow & white striping pa	GENERAL FUND	STREETS	2,892.15
	TOTAL:			2,892.15
TRAVERSE DES SIOUX LIBRARY SYSTEM	2nd half 2016 contracted s	LIBRARY FUND	LIBRARY	11,551.97
	TOTAL:			11,551.97
TRUE FACADE PICTURES	sppa jul-aug, mtgs, equip	PUBLIC ACCESS	PUBLIC ACCESS	1,025.00
	TOTAL:			1,025.00
USA BLUE BOOK	gauges	WATER	DISTRIBUTION AND STORA	147.28
	TOTAL:			147.28
UTILITY CONSULTANTS, INC.	coliform	WATER	DISTRIBUTION AND STORA	242.00
	TOTAL:			242.00
VERIZON WIRELESS	phone bill	GENERAL FUND	POLICE	341.96
	jet packs	GENERAL FUND	BUILDING INSPECTOR	70.04
	jet packs	GENERAL FUND	STREETS	8.75
	jet packs	GENERAL FUND	PARKS	7.00
	aug. phone bill	COMMUNITY CENTER	COMMUNITY CENTER	15.03
	aug. phone bill	WATER	ADMIN AND GENERAL	15.03
	jet packs	WATER	ADMIN AND GENERAL	3.50
	jet packs	WATER	ADMIN AND GENERAL	35.01
	aug. phone bill	WASTE WATER FUND	ADMIN AND GENERAL	15.04
	jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	aug. phone bill	ELECTRIC FUND	ADMIN AND GENERAL	15.03

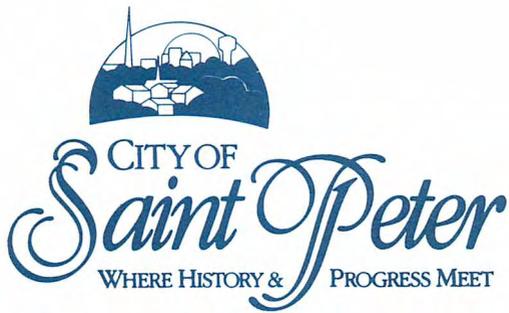
VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	jet packs	ELECTRIC FUND	ADMIN AND GENERAL	8.75
			TOTAL:	542.15
WATCH GUARD VIDEO	warranty software protect	GENERAL FUND	POLICE	1,900.00
			TOTAL:	1,900.00
WELDON,WILLIAMS & LICK, INC.	parking passes	GENERAL FUND	NON-DEPARTMENTAL	143.87
			TOTAL:	143.87
WESCO DISTRIBUTION INC	#445 secondary peds	ELECTRIC FUND	NON-DEPARTMENTAL	652.20
	#445 secondary peds	ELECTRIC FUND	NON-DEPARTMENTAL	652.20
	#378 15kv wire	ELECTRIC FUND	NON-DEPARTMENTAL	6,084.50
	#405 15kv elbow arresters	ELECTRIC FUND	NON-DEPARTMENTAL	2,495.50
	locating flags	ELECTRIC FUND	POWER DISTRIBUTION	207.92
			TOTAL:	10,092.32
WOLF MOTOR COMPANY, INC.	#5 cover & contact	WATER	DISTRIBUTION AND STORA	212.01
	#5 horn & knob	WATER	DISTRIBUTION AND STORA	383.98
			TOTAL:	595.99

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

101	GENERAL FUND	101,014.71
211	LIBRARY FUND	13,759.56
213	PUBLIC ACCESS	1,044.04
217	COMMUNITY CENTER	2,036.78
230	REVOLVING LOAN FUND	62.00
261	HOUSING REVOLVING LOANS	36,147.00
401	PERM IMPROVMENT REVOLVING	513.00
404	PARK LAND DEDICATION	1,050.00
460	HOUSING DISTRICT #20	261,218.74
601	WATER	20,813.93
602	WASTE WATER FUND	10,538.69
603	ENVIRON SERVICES FUND	43,233.34
604	ELECTRIC FUND	856,957.41
606	STORMWATER FUND	5,263.75
610	TRANSIT	2,172.23
820	RESTRICTED CONTRIBUTIONS	633.29

-----  
 GRAND TOTAL: 1,356,458.47  
 -----





## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 19, 2016

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

**RE:** Electric Utility Truck Purchase: 2017 Ford 3/4 ton Super Cab 4X4

### **ACTION/RECOMMENDATION**

Authorize the purchase of a 2017 Ford 3/4 ton, 4x4, Super Cab, from Wolf Motors of Le Sueur, Minnesota in the amount of \$33,596.55. Declare the existing Unit #66 as surplus and authorize staff to dispose of the vehicle.

### **BACKGROUND**

Public Works staff has worked with the "state bid" to identify truck suppliers who can furnish and deliver a 3/4ton extended cab vehicle to replace Unit #66 in the Electric Utility. Staff identified that only one could meet this criteria and that is the Ford Motor Company.

The current truck is a 2001 Dodge 2500 RAM Unit #66 with a full sized box. This Unit was purchased used and has 98,763 miles. It's currently being used by the Electric Foreman and by the Electric crew during construction activities. This past summer it was repaired frequently is 15 years old and starting to show its age and needs to be replaced. Staff proposes to use the new vehicle as a replacement for this Unit where it will serve basically the same purpose. The existing Unit #66 will be sold as per city policy.

City staff re-evaluated truck options per direction from the Council. This direction included providing an opportunity to Lager's Inc. of St. Peter to provide a price of a somewhat comparably outfitted Ram. It should be noted that the exact chassis, box, cab and other option configurations are unable to be exactly compared due to production and manufacturer choices related to options. Staff researched trucks with an 8' box that could be supplied if there was an addition to the cab options. Lager's price was slightly over \$500 more. Warranty is the same for both vehicles at three years, 30,000 miles, bumper to bumper and 5 years, 60,000 miles on the powertrain.

Staff recommends that Wolf Motors, with the lowest cost proposal be authorized to supply the specified vehicle. If approved, the truck would be delivered in about 75 days.

### **FISCAL IMPACT:**

Money is budgeted in the 2016 Electric Utility for this purchase.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will not to proceed with this purchase.

Negative Vote: Staff will explore other options based on City Council direction.

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.

## Electric Utility Truck

State Bid -

2017 Ford F-250 Super Cab 4x4 8' box

<b>Base Price</b>	\$35,792.00
<b>Options</b>	
6.2 V8 Engine	\$0.00
Vinyl 40/20/40	\$0.00
Brake Controller	\$249.00
Pref Equip Package	\$0.00
Rear View Camera	\$341.00
Power Group Equip	\$841.00
3.73 E-locking axle	\$359.00
Engine Block heater	\$0.00
Skid Plates	\$92.00
Plate Running Board	\$341.00
Daytime Running Lights	\$41.00
Tough Bed	\$456.00
Remote Start	\$180.00
Splash Gaurds Front/Back	\$119.00
Upfitter Switch	\$152.00
HD alternator	\$0.00
Electric Sof	\$171.00
XL Value Package	\$663.00
110V/400W Outlet	\$69.00
Fuel Charge	\$14.16
<b>Professional Fee</b>	\$400.00
<b>Net Inv.</b>	\$7.00
<b>Delivery/Destination Fee</b>	\$1,195.00
Credits	-\$10,057.00
Total	\$31,425.16
Sales Tax 6.5%	\$2,042.64
Plate Fees/Doc Fees	\$128.75
<b>Grand Total</b>	<b>\$33,596.55</b>

Lager's of St. Peter -

2017 Ram Tradesman 2500 Crew Cab 4x4 8' box

<b>Base Price</b>	\$36,437.00
<b>Options</b>	
5.7 V8 Engine	\$0.00
Vinyl 40/20/40	\$0.00
Trailer Brake Control	\$238.00
Power Black Trailer Tow Mirrors	\$166.00
ParkView Backup Camera	\$208.00
Park Rear View Assist	\$251.00
<b>Standard</b>	
Anti-Spin Differential Rear Axle	\$336.00
Engine Block Heater	\$81.00
Skid Plate	\$43.00
Chrome Tubular Side Steps	\$446.00
Daytime Running Lights	\$34.00
Spray in Bedliner	\$421.00
Remote Start	\$505.00
<b>Standard</b>	
Auxilliary Switches	\$123.00
180 Amp Alternator	\$72.00
Electric Shift on the Fly	\$230.00
Chrome Appearance Group	\$761.00
110V inverter(add on)	\$265.00
5.2 Additional Gallons of Gas	\$11.00
<b>Professional Fees</b>	\$400.00
<b>Delivery/Destination Fee</b>	\$1,195.00
<b>Credits</b>	-\$10,314.00
Total	\$31,909.00
Sales Tax 6.5%	\$2,074.09
Plate Fees/Doc Fees	\$132.75
<b>Grand Total</b>	<b>\$34,115.84</b>

**Warranty: 3 yr. 30,000 miles bumper to bumper 5 yr. 60,000 miles powertrain**

**Warranty: 3 yr. 30,000 miles bumper to bumper 5 yr. 60,000 miles powertrain**

**Difference \$33,596.55 - \$34,115.84 = - \$519.29**

Current Unit #66



New 2017 Truck

2017 Super Duty  
F-250 XL



**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION AUTHORIZING THE PURCHASE OF A FORD 4X4 SUPER CAB FOR THE  
ELECTRIC UTILITY**

WHEREAS, in 2001 the City purchased a Dodge 2500 Ram truck to be used in the Electric Utility department of Public Works; and

WHEREAS, the vehicle, which has served the City well, has over 98,000 miles and is in need of replacement; and

WHEREAS, the City wishes to be able to provide customer service support functions by completing electric utility services without the City; and

WHEREAS, the City wishes to support construction activities for electric infrastructure; and

WHEREAS, an eight foot (8') box size is needed for this vehicle and only one vendor in the State is able to accommodate this specifications within the State Bid process; and

WHEREAS, the State Bid proposal was received from Wolf Motors of Le Sueur, Minnesota; and

WHEREAS, the purchase is budgeted in the 2016 Electric Fund..

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

1. Staff is directed to proceed with the budgeted purchase of a 2017 Ford 4X4, ¾ ton super cab truck from Wolf Motors of Le Sueur, Minnesota in the amount of \$33,596.55.
2. The purchase shall be funded from the Electric budget.
3. The existing 2001 Dodge Ram 2500 truck, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to dispose of the vehicle through public sale as outlined in the City Code upon receipt of the replacement vehicle

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of September, 2016.

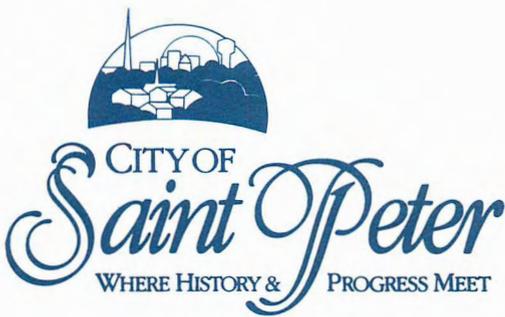
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 19, 2016

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

**RE:** Stormwater Truck Purchase: 2017 Ram 1500 Tradesman Quad Cab 4X4

### **ACTION/RECOMMENDATION**

Authorize the purchase of a 2017 Ram 1500 Tradesman, 4x4, Quad Cab, from Lager's Inc. of Saint Peter, Minnesota in the amount of \$29,593.85.

### **BACKGROUND**

The current vehicle used by the Stormwater Utility is a 2002 GMC Blazer Unit #406. This Unit was purchased used and has 136,111 miles. This vehicle was most recently transferred to the Building Department for use by an inspector when their vehicle was declared surplus.

Public Works staff has worked with the State bid process to identify truck suppliers who can furnish and deliver a half-ton extended cab vehicle to replace Unit #406 in the Stormwater Utility. The truck proposed for purchase includes a standard warranty of 3 years or 36,000 miles bumper to bumper and 5 years 60,000 miles power train warranty. Staff originally proposed a State bid from Midway Ford Commercial. Staff worked with Lager's Inc. of Saint Peter following Council recommendation.

City staff re-evaluated truck options per direction from the Council. This direction included providing an opportunity to Lager's Inc of Saint Peter to provide a price of a somewhat comparably outfitted Ram. It should be noted that exact chassis, box, cab and other option configurations are unable to be exactly compared due to production and manufacturer choices related to options. Lager's price was about \$800 less. Warranty is the same for both vehicles Three year 36,000 miles bumper to bumper and 5 year 60,000 on powertrain.

Staff is recommending that the purchase of a replacement vehicle be made from Lager's Inc. of Saint Peter as lowest quote in the amount of \$29,593.85. If approved, the truck would be delivered in about 75 days.

### **FISCAL IMPACT:**

Money is budgeted in the 2016 Stormwater Utility for this purchase.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will not to proceed with this purchase.

Negative Vote: Staff will explore other options based on City Council direction.

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.

PTM/amg

## Stormwater Utility Truck

State Bid -  
2017 Ford F-150 Super Cab 4x4

Lager's of St. Peter -  
2017 Ram 1500 Tradesman Quad Cab 4x4

<b>Base Price</b>	\$23,587.76
<b>Options</b>	
5.0L V8	\$1,468.00
Vinyl Seats Bench 40/20/40	\$0.00
Block Heater	\$83.00
Chrome bumpers	\$161.00
Fog lights(required for bumpers)	\$128.00
Trailer Brake Control	\$253.00
Step boards	\$231.00
Class IV Hitch	\$88.00
Skid plates	\$148.00
Spray in Bed Liner	\$456.00
Rear View Camera	\$231.00
E-Locking 3.73 Axles	\$525.00
Power group	\$1,077.00
<b>Delivery/Destination Fee</b>	\$0.00
<hr/>	
<b>Total</b>	\$28,436.76
<b>Sales Tax 6.5%</b>	\$1,848.39
<b>Transit Fees/Tax Lic Fee/Doc Fee</b>	\$114.75
<b>Grand Total</b>	<b>\$30,399.90</b>

<b>Warranty: 3 yr. 36,000 bumper to bumper 5 yr 60,000 powertrain</b>
---

<b>Base Price</b>	\$32,526.00
<b>Options</b>	
5.7L V8	\$1,063.00
8 spd auto transmission	\$425.00
Vinyl Seats Bench 40/20/40	\$0.00
Block Heater	\$81.00
Chrome appearance group	\$506.00
Trailer Tow Mirrors & Brake Control	\$391.00
Remote keyless entry	\$162.00
Wheel to Wheel Side Steps	\$510.00
Class IV Hitch	\$0.00
Protection group	\$191.00
Spray in Bed Liner	\$0.00
Park View Rear Back-up Camera	\$336.00
3.92 Rear Axle	\$81.00
Anti-Spin Differential Rear Axle	\$336.00
Daytime Running Lights	\$34.00
5 Additional Gallons of Gas	\$10.00
<b>Professional Fee</b>	\$400.00
<b>Delivery/Destination Fee</b>	\$1,195.00
<b>Credits</b>	-\$10,584.00
<hr/>	
<b>Total</b>	\$27,663.00
<b>Sales Tax 6.5%</b>	\$1,798.10
<b>Transit Fees/Tax Lic Fee/Doc Fee</b>	\$132.75
<b>Grand Total</b>	<b>\$29,593.85</b>

<b>Warranty: 3 yr. 36,000 bumper to bumper 5 yr 60,000 powertrain</b>
---

<b>Difference \$30,399.90 - \$29,593.85 = \$806.05</b>
--

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION AUTHORIZING THE BUDGETED PURCHASE OF A RAM 1500  
TRADESMAN QUAD CAB 4x4 FOR THE STORMWATER UTILITY**

WHEREAS, in 2002 the City purchased a used GMC Blazer to be used in the Stormwater utility division of Public Works; and

WHEREAS, the vehicle, which has served the City well, has over 133,111 miles and is in need of replacement; and

WHEREAS, the City provides customer service support functions by completing locates in the water, wastewater and stormwater utilities; and

WHEREAS, the City also provides support construction activities for water, wastewater and stormwater infrastructure; and

WHEREAS, using the State Bid program staff was able to find a replacement for the GMC Blazer from qualified truck dealers; and

WHEREAS, the City Council directed staff to work with Lager's Inc. of Saint Peter; and

WHEREAS, a quote was received from Lager's Inc. of Saint Peter, Minnesota; and

WHEREAS, purchase of a 2017 Ram 1500 Tradesman, Quad Cab truck in the amount of \$29,593.85 is a budgeted purchase from the 2016 Stormwater budget.

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

1. Staff is directed to proceed with the budgeted purchase of a 2017 Ram 1500 Tradesman 4X4, quad cab truck from Lager's Inc. of Saint Peter, Minnesota in the amount of \$29,593.85.
2. The purchase shall be funded from the 2016 stormwater budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of September, 2016.

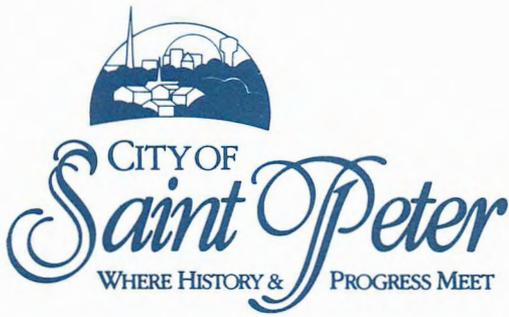
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 09/21/16

**FROM:** Todd Prafke  
City Administrator

Paula O'Connell  
Finance Director

**RE:** 2017 Preliminary Levy

### ACTION/RECOMMENDATION

Approve the attached resolution setting the Preliminary Levy for the 2017 year.

### BACKGROUND

Under State law the Council must take action to set a Preliminary Levy before the end of September.

Since the Levy is in many ways directly related to your budget, the Council has discussed both the Levy and Budget for 2017. Our recommendation and your plan for that budget and levy have been incorporated into the information that is provided below.

We continue to work to provide a budget that is based on Council priorities for our customers and taxpayers while providing the financial resources needed to maintain the quality and quantity of staff that provide those services.

We are proposing a budget and suggesting a Levy that will increase your projected tax rate from 47.27 to 50.85 based on a gross levy increase of \$259,029 or 11.34%. Continuing evolution of the tax capacity numbers will happen until the 2017 tax notices are distributed by Nicollet County. The projected 2017 tax capacity is based on a 3.5% increase, and again we will get a County determination of this value closer to December. Previous tax rates looked like this:

<u>Year</u>	<u>Rate</u>
2012	49
2013	50.67
2014	51.13
2015	46.79
2016	47.27
2017	50.85 (estimated)

What this means is, if a homeowner's property valuation hasn't changed from 2016, their City share of the tax bill on a \$150,000 home would increase approximately \$45.20 from the 2016 tax year. The preliminary levy certified to the County Auditor in September may be lowered, but not increased when the final levy is approved in December.

**Goals for this discussion are:**

- Provide an update on the 2016 projections and budget modifications.
- Provide information on the 2017 budget progress.
- Provide information that allows you to work towards a reasoned decision relative to the levy.
- This budget and levy, the means by which you provide for the policies you have in place, is a substantial opportunity for you to provide input in making this the Council budget and not the Staff budget.

This discussion will include a summary explanation of the budgets that we hope will enhance your understanding of the big picture of the budget. We hope to not get into the minutia of the budget exemplified by how many stamps we use or the number of handcuff keys we purchase, but rather to focus on the way this budget supports your wants and policies.

We continue to look at the General Fund and Special Revenue Fund budgets as a portion of a larger business and believe we are very cognizant of the impact that modification in any of these areas has on other portions of the City business. The 2017 budget is based on the ideas expressed below.

The changes within the budget, as compared to 2016, are highlighted below:

- LED crossing signals on Jefferson Avenue \$10,640.
- Ameresco is doing a study to determine if there are utility savings that can fund improvements to various City buildings. We should have a report back to determine if additional capital improvements will be made in 2017.
- Municipal Building maintenance in 2017 is proposed to include security issues, garage door replacement, paint, ceiling tiles, carpet, plumbing, and fixtures (\$53,600).
- The sidewalk replacement plan that has been discussed with the City Council includes \$100,000 in 2017 as well as \$100,000 to be planned for in 2018 and 2019 each. The change from the 2 year plan of \$150,000 to a 3 year plan of \$100,000 is a result of lower Local Government Aid (LGA) that we had projected and discussed at the budget workshop.
- Reconfiguring of a building at Public Works to house the Mechanic's shop. The anticipated budget for 2016 is \$86,013 and \$85,005 for 2017. This will be allocated between all funds and has an impact of \$68,407 to the General Fund over both years.
- Street maintenance for 2017 is planned for an additional funding of \$37,000 over your 2016 budget. Your ongoing street program provides maintenance on one of your biggest investments that is very expensive to replace. This number represents our best guess of inflationary impacts.
- Gardner Road intersections at Broadway and Jefferson will have additional work of \$350,000, which is anticipated to be funded with Municipal State Aid (MSA) funds. Gardner Road between the two intersections will have the majority of the funding coming from a Township grant. There could be a shortfall of the Township grant; however the remaining project cost would be eligible for MSA.
- Township Road 361 improvements are dependent on the State legislation opening up a township grant program again. No dollars are planned for this budget year on this project
- Broadway Avenue improvements funded by State, Federal and MSA are also anticipated for 2017. This project will include the use of MSA in the amount of \$400,000 (20% match plus 100% engineering).
- AED replacements and repairs are addressed for most of our facilities.

- Parks staffing is proposed to increase with an additional Groundskeeper starting in March as planned. There is also an additional revenue stream for this position which will be paid, in part, by an anticipated contract with School District 508 should that agreement come together.
- Members discussed and directed staff to work toward the completion of a gravel trail around Hallett's Pond. This was funded out of the 2016 Parks maintenance budget, but there is an anticipated additional cost of \$16,000 to address wetland credits in 2017.
- Working with Damon Farber Consulting to address park planning, signage and branding is budgeted at \$15,000 in 2017 and another \$15,000 in 2018.
- In the proposed 2017 Parks budget we are also recommending experimenting with providing additional "shade sail" units at various parks (\$18,000).
- Asphaltting the Jefferson Park parking lot (\$26,000) and adding ADA sidewalks (\$20,000) at Jefferson Park is also included in the General Fund budget.
- ADA sidewalk improvements at Warren Park (\$34,000).
- The Fire Department budget includes \$7,500 which will contribute a third year to a replacement fund for equipment items that have certification expiration needs. This is part of the plan you put in place about 3 years ago.
- The 2017 budget includes an allocation of \$2,500 for The Third Floor Youth Center. This is very much a wild card as School District 508 reconfigures their space midway through our fiscal year.
- The insurance fund doesn't have any contributions funding for the 2017 year. The projected 2016 ending fund balance is \$240,000. You may recall our target here is \$300,000, but it will deplete without further funding.
- The 2016 and 2017 revenue budgets also include the anticipated building inspection revenues spread over 3 years instead of collecting it all in 2016.
- The 2016 and 2017 expenditures reflect the use of \$405,000 in reserves to cover the expense of Magner Subdivision improvements. (This is in addition to the \$465,000 you previously designated for this use.) This was part of your plan for this development.
- Certified LGA increased \$17,505 for 2017.
- Health insurance renewal has been determined to be 15.9% increase.
- Senior Center staffing will be changing in the future, but the services are scheduled as in the past.

For 2017, we will use the same philosophy we have over the past years. We do not look at the total levy and then make cuts or additions. We look at the divisional budgets line by line and think about needs and priorities you have set, make changes, and then look at how that would influence the total.

The philosophy in the past was to bring you budgets based on the programs and service standards we have had in place without puffing it up needlessly, simply to be cut later in October or November to show how great a job we can do budget cutting. That is to say, we bring a budget that will provide for the operation you have told us you want. Reserves are used for emergencies or efforts that are unknown to us at this time. In some past years we have used reserves for a deal that is too good to pass up or to pay an unexpected costs. We do not believe that additional information about costs projected in a month or two will substantially impact our thoughts on needs and/or priorities so we don't plan to come back to you multiple times between now and December and modify the budget. It may be important to note that once the legislative session starts in 2017 there is always the potential for a change in the ground rules. Election results and budget surpluses or deficiencies at the State level all

influence those issues and right now, we do not have any supernatural ability to predict future outcomes.

We also believe the results from past budgets speak for themselves and that our budgeting philosophy has shown very positive results both from a financial and a service perspective. The positive results are measured by the deviation from budget at the end of each year. That deviation has been very, very small, except for the projected building inspections in 2016, as reported by the City's auditors. Further, the Council does not see a flurry of purchases at the end of each year based on the theory of, "if we don't spend it we won't get it next year." We just don't do that.

Lastly, based on State funding changes over the past eleven years, local property taxes are more heavily depended upon to make your operations go. Also, LGA continues to make up a large portion of our General Fund budget.

**Our Financial Position Today** - The City, as reported by our auditors, is in very good financial shape. The General Fund ended the 2015 year with revenues over expenditures by \$11,714 and reserves increasing to \$3,485,369. The projected change to fund balance in 2016 shows an anticipated decrease of \$63,948. Building permit revenue collected over three years instead of in 2016 contributed to this change.

**Working Plan Thus far** - The 2017 budget is not balanced. Expenditures will be greater than revenues. This is not a good or bad thing it is just the plan and we are happy that our understanding of these issues has evolved over the last number of years. Based on your Fund Balance Policy for the General Fund, which says the reserve should be "35% to 50% of the following years budgeted expenditures", we believe this is acceptable.

Based on the proposed budget, we will have a projected fund balance of \$3,207,198 at the end of budget year 2017. Based on our current projections, the reserve percentage for the end of 2016 will likely be approximately 46.8%, and end in 2017 at 44%. This doesn't include the restricted balance shown for Fire equipment (\$22,500).

It is important to note that wage changes, increases in insurance and small adjustments to fuel and other consumable items in your budget mean that each year, assuming no other changes take place, you will see an increase in cost somewhere between \$130,000 and \$160,000 in a \$7.2 million budget. If the State chooses to provide no additional revenue (LGA) and you choose no increase in revenue (Levy) or decrease in programs or services in any given year, you will have to make up that amount in future years. Our belief is that steady, moderate change over a number of years is better than large increases or decrease from year to year.

General Fund expenditures are planned for an increase of \$385,241 over the 2016 Budget driven by personnel costs, park improvements, City Hall maintenance, and capital. Alternatives to this increase are discussed later in the memo. Major changes have been made in the past due to the LGA reductions and trying to maintain reasonableness in our tax levy. The 2017 LGA was certified at the calculated rate instead of the additional amount discussed during the legislative session. This LGA calculation will give Saint Peter an additional \$17,505 instead of the \$75,000 that was originally projected in 2017.

Some of the tools used to provide the 2017 budget year include:

- Enterprise Funds transfers have been estimated based on projected sales for the 2016 year. This is a very conservative approach, but we have seen consumption reductions after an

initial rate increase in the past. Transfers will remain at 6.5% of sales for the Electric, Water, Wastewater, and Stormwater budgets. Please know that the transfers are based on percentage of gross revenue, so even though they are likely to change, we believe this assumption is appropriate as a starting point.

- Wage modifications for all union and non-union are about 3%.
- The Streets Division still operates with an Equipment Operator position going unfilled.
- We will continue to make operational changes that we hope will reduce overtime and may mean changes when and how some activities are undertaken. Except for the Police budget, we budgeted hours of overtime at the levels we have seen for 2011-2013. For Police this is the same methodology used in the 2016 Budget.
- Fire Relief Association levy remains at \$0 for the 2017 year. This is based on needs driven by investment income for the Association managed fund.
- We continue to self-fund a higher deductible for Property/Casualty Insurance coverage across all funds. We do not plan to transfer any funds to the insurance pool as the budget premium no longer offers a saving from the initial creation of this fund. After the claim deductibles are closed, the 2016 fund balance will be approximately \$240,000.
- 2017 Local Government Aid is not planned to be reduced from the anticipated amount. We plan to receive \$17,505 over the 2016 allocation.

**Projects in 2017 that are being planned include:**

- Equipment Certificate for \$398,462. These potential purchases will be discussed closer to the final budget approval and are not prioritized.

Parks: \$45,000 – replace 1998 GMC  
\$12,500 – add a Polaris ATV  
\$6,500 – 50% share of a zero turn mower  
Streets: \$225,000 – replace 1995 Tandem truck  
\$20,000 - add rubber tire roller  
\$18,000 - replace cold planer mill  
Fire: \$23,640 - Fire pagers (could be funded by grant)  
\$7,822 - Replacement of MSA Cylinders  
Elections: \$40,000 – election voting equipment

Below are items that we discussed earlier and some items we just think you should have an opportunity to understand and discuss.

- Gardner Road intersections will have \$350,000 of improvements.
- Additional parks improvements.
- There is no funding in the budget for Pavilion work. Our planning, thus far, has been to work to solicit other people's money (OPM) once a scope is determined. We will continue to pursue bonding and other grant opportunities more vigorously.
- Magner Subdivision development for City/School facilities- includes \$321,100 in 2016 and \$83,900 in 2017 to transfer to the parkland dedication fund. This is an amount to add to the 2015 transfer of \$465,000 for improvements that we will likely see in 2016 and 2017 of approximately \$1.2 million. Proceeds from the sale of the ponds east of Saint Peter are also anticipated to fund this project.
- There will be other small modifications to fees, which are insignificant to the budget, but more reflective of actual costs.
- The budget includes Coalition of Greater Minnesota Cities membership (\$19,000).

- You have also discussed other long term projects for the future that are not funded as a part of this budget. Minnesota Square Pavilion, Fire Hall (we have included some professional service money for this as directed by Council), City Hall, Township Road 361, are probably the most notable. Transit cooperation with the City of Le Sueur is in progress to combine services. We will know more about any additional financial needs as we start operations.
- Enterprise Funds may see changes to costs including an anticipated 2% increase in 2017 by Southern Minnesota Municipal Power Agency (SMMPA). A preliminary look at your Wastewater budget points to no change in rates and the Water budget is still a bit up in the air. We will also have discussion on the philosophy of increasing water rates or transfers from wastewater to fund future debt service. This discussion likely occurs as a part of those Water and Wastewater budget discussions.

### **Special Revenue Funds:**

The Library fund has been allocated the same tax levy as it has for the last four years. The fund balance is projected at 19.6% and is continuing the same programming as in 2016. The State requires a minimum maintenance of effort, which means they regulate how much is required to be contributed to library systems by cities and counties. The amount for 2017 is \$235,561 and we will be in compliance when in-kind costs are included in the calculation. With 2013-2017 showing a planned decrease in fund balance, we are going have to either make a change to programming, increase revenues, or increase property tax levy to maintain a reasonable fund balance in the future. That future can be now or over the next year. No levy increase is planned for the 2017 year.

Operations of the Community Center have not been funded by tax levy, but the remaining debt is being covered 100% by tax levy. The "Conduit Agreement" that is in place to fund Community Center operations will end May 2017. This decline in revenue, along with the decline in leases, contributes to a negative operations in 2017. With the approval of a new conduit agreement, the fund balance could be restored. However, the Council may need to make changes from the current plan. Again, those changes can come between now and 2018. Some options may include a levy for operations in 2020 when the debt service is repaid, or revenues from a new conduit agreement made after the expiration in 2017.

### **Miscellaneous things to consider -**

- As always, our goal is to construct a budget that meets your goals and priorities. We have provided additional information so that the Council might be able to determine if this budget does that.
- There are many, many requests that go unfilled; a large number of those are removed at the Department or the Administrative level. We continue to under-fund depreciation on assets and road maintenance. That is not only the case in Saint Peter, but in just about every community in the state.
- Our dependence on Local Government Aid remains significant.
- This budget delays some capital equipment wishes that in past years we may have funded. Some of these reductions are made because our needs have changed and others because we continue to work to be good stewards of the resources. Some are done with the hope that we can limp to another year based on cost of money or serviceability. Others are done because we believe strongly in the idea of budget responding to our customers and the services you wish to see provided.

- We will be prioritizing things like weed control and repairs throughout our various facilities and our efforts will be focused on areas with customer needs as the driving force behind the prioritization.
- You can change how you look at resource balance between tax driven and Enterprise Funds. In the past we have maintained a very specific percentage of gross revenues of Enterprise Fund transfers to the General Fund. This budget anticipates no change in that balance. The Council could change that area if you wished. We will have the ability to discuss the general impact of changes in that balance if you wish. A slight twist to that may be the additional use of Enterprise Funds in a more targeted way. We can discuss this now, but it may be a more valuable discussion during your Enterprise Fund workshops that will come up in the near future.
- We have also assembled a list of some of the “outside the box” ideas that may assist us in our budget balancing. All of these need more discussion prior to any implementation because most represent a policy change and, frankly, a large shift in what our operations model has been in the past. Some of those are:
  - Additional modification to fees. (Yearly adjustments are always done)
  - Payment in lieu of taxes from other entities that are not taxed now. (This is an effort that may take a number of years to execute.)
  - Modification to assessment policies that put more burden on individual taxpayers rather than the General Fund. The last changes you made put additional cost on the General Fund by transferring alley skirting from being assessable to being paid by the City.
  - When to take savings from the Insurance Fund.
  - Additional Enterprise Funds contributing to the General Fund.
  - Targeted utility increases.
  - Franchise fees (as exemplified by a natural gas fee).
  - Sales Tax targeted towards specific capital improvements.
  - Use of other funds to transfer in revenues.
  - Any others you may have or we may come up with.
- It is important to understand that our reserves are within our fund balance policy, but there are still areas of volatility that could substantially influence the final 2017 outcome. Those items that are our highest concerns include:
  - State aids; LGA in particular. A bigger picture discussion and plan may be needed in this area. That discussion could focus on alternative sources of revenue and what should or could be done to limit our dependence on LGA.
  - Natural or manmade events. A great example might be a relatively small natural disaster or a major crime against persons. These have the potential to tip the budget off plan with overtime and other costs. Our plan continues to contemplate that reserve funds will have to meet those needs should a disaster occur. We will continue to worry about people first and money second.
  - Supply costs and, in particular, fuel. This is just a very difficult area to project as are all energy costs. Energy and fuel affects all aspects of our operations.

Attached are some summary sheets for budgets supported by the property tax levy. These funds are reviewed and discussed by the City Council during the course of our budget process.

## **Fiscal Impact:**

The preliminary tax capacities for the payable 2017 year have been projected at a 3.5% increase. We will have the actual numbers from the County for the final levy in December.

We have proposed operation budgets for the General Fund of \$7,283,575 and a transfer to Parkland Dedication of \$83,900, Special Revenue Funds of \$1,787,001, Debt Service Funds of \$1,599,163, Capital Funds of \$1,296,462, and Agency Funds of \$6,815. All purchases and projects must again be approved by the City Council if they exceed the amounts in the purchase policy.

Another important consideration is reserves. Our General Fund reserves have increased from 37.4% to 46.8% since the end of 2008 to the projected 2016 year. This has been planned so that we can meet some of the financial challenges that we face each year. This was done through cost savings and the budget modifications that you have reviewed and implemented. In addition, due in part to substantially reduced reserves in your largest Enterprise Funds, this level of reserve helps in meeting your cash flow needs.

Generally speaking, an increase in your levy of \$10,000 means an increase in your tax rate of .20. A decrease in your levy of \$10,000 means a decrease in your tax rate of .20.

## **Alternatives and Variations**

There are so many variations that we could review and frankly, we would not know where to start. Here are a few that may help you think in different ways.

- Lower the gross levy to meet any Tax Rate or other goals you may wish to put in place. This provides opportunity to say we are reducing the levy. There may be value to that symbolism, but that value is a Council decision.
- Additional cuts. This would mean changes in service levels compared to the 2016 year. That is something we can review, but again our mission here has been to tell you the cost to provide services as you have directed.
- Put more capital purchases on the equipment certificate, which would lower this year's levy but increase future year levies. There is \$335,000 of capital equipment remaining in the General Fund budget. The converse of that is to spend reserve rather than issuance of Equipment Certificate. There are some interesting things we could do here, but all certainly fall within the realm of Council sense of what is best.
- Add new or reinstate previously cut services into the budget with additional levy or with the use of reserves. Again, this is a call for the Council to make. One caution here...if we believe that changes to LGA and other funding sources is not just a one or two or three year blip, then changes to service levels or changes in taxes seem inevitable. If that is true, we are unsure of the value of providing services on a year-by-year basis. By that, we mean it seems strange to provide a service in 2016 and then in 2017 we discontinue it and then in 2018 we provide that service again. It is confusing to our citizens. Again, we are not sure that helps the quality of life for the members of our community. It is also costly in both money (start and stop costs) and morale to be on again/off again. Those too are real costs.

- Restrict or assign reserves within the fund balance policy to a building fund or further lower existing debt with higher interest rates. You did this with the Community Center in 2013 and could do it again or plan for a future project.
- There are many, many more.

The attached resolution adopts the preliminary levy and identifies the regularly scheduled Council meeting at which the budget and levy will be discussed and the final levy determined.

In summary, we are proposing a budget and suggesting a Levy that will increase your projected tax rate from 47.27 to 50.85 based on a gross levy increase of \$259,029 or 11.34%. The 2017 budget is not balanced. Expenditures will be greater than revenues. Based on the proposed budget we will have a projected fund balance of \$3,207,198 at the end of budget year 2017. Our current projections show the reserve percentage for the end of 2016 will likely be approximately 46.8%, and end in 2017 at 44%. Again, what this means is if a homeowner's property valuation hasn't changed from 2016, their City share of the tax bill on a \$150,000 home would increase approximately \$45.20 from the 2016 tax year.

Please let us know if we can provide any additional information or clarify anything before your Council meeting on Monday. We will have the usual graphs, charts and other visuals that you have seen in previous years.

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

TP/PO

## 17GFSummary

<b>General Fund Revenue Summary</b>
---

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Proposed Budget
Property Taxes	1,282,135	1,333,157	1,345,824	1,416,614	1,416,614	1,494,614
Other Taxes	82,647	87,652	89,114	81,700	81,700	88,800
Licenses & Permits	191,506	316,846	244,556	1,463,480	463,966	467,140
State Grants and Aids	3,025,225	3,054,414	3,088,096	3,070,681	3,139,285	3,096,786
Administrative Fees	57,502	141,058	116,540	103,690	206,030	104,210
Police & Fire	134,344	138,727	141,386	123,200	129,306	137,200
Streets /Refuse Sales	20,064	21,010	18,840	14,800	14,800	14,800
Recreation	186,909	167,181	190,393	166,500	168,078	211,500
Fines & Penalties	75,969	67,015	56,279	69,000	52,500	52,500
Interest & Misc Income	141,708	112,604	154,372	41,752	66,449	51,202
Transfer from other Funds	0	0	10,053	0	0	25,000
Utility Fund Transfers	1,340,239	1,397,660	1,299,239	1,300,000	1,300,000	1,447,000
<b>Total Revenues</b>	<b>6,538,248</b>	<b>6,837,324</b>	<b>6,754,692</b>	<b>7,851,417</b>	<b>7,038,728</b>	<b>7,190,752</b>
% increase (decrease) over prior year:	0.28%	4.57%	3.60%	14.83%	2.95%	2.16%
% increase (decrease) over prior year budget:						-8.41%

<b>General Fund Expenditure Summary</b>
---

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Proposed Budget
Mayor and Council	37,163	38,177	43,258	56,148	56,156	58,672
City Administrator	169,953	179,621	196,934	197,767	198,399	203,022
City Clerk	61,058	62,688	62,750	69,112	69,580	71,774
Elections	22,443	14,134	26,590	30,442	30,607	30,986
Finance Department	221,268	233,813	238,418	272,910	274,629	296,455
Legal Services	130,006	140,406	130,880	141,000	141,000	141,000
Municipal Building	91,866	97,651	166,248	115,280	115,566	158,473
Police Department	1,973,503	2,072,157	2,056,752	2,153,503	2,141,028	2,308,264
Fire Department	563,372	317,252	332,053	374,375	445,307	392,780
Building Inspections	181,748	194,430	204,507	205,771	208,227	212,355
Emergency Management	2,411	1,018	1,039	7,772	7,772	7,137
Community Service	80,620	80,295	80,215	89,552	89,316	93,360
Public Works Administration	79,340	89,949	85,594	88,148	85,657	89,301
Streets	1,091,035	1,085,857	1,100,222	1,345,804	1,136,535	1,218,342
Street Lighting	98,428	87,112	104,225	130,000	130,000	120,260
Senior Coordinator	31,580	33,578	31,108	35,470	34,970	35,371
Recreation and Leisure Services	338,531	349,293	391,101	405,822	409,484	423,119
Swimming Pool	193,456	173,231	157,331	185,190	187,887	196,956
Skating Rinks	14,093	16,233	16,446	16,743	16,448	17,056
Parks	630,008	671,087	668,953	773,051	754,490	1,003,890
Community Development	187,287	150,815	158,229	167,924	167,568	172,502
Unallocated - Insurance	7,327	7,880	8,733	5,650	50	0
Unallocated - Memberships	25,524	27,357	28,892	28,400	28,400	30,000
Unallocated - Miscellaneous	0	289,560	2,500	2,500	52,500	2,500
<b>Total Expenditures</b>	<b>6,232,020</b>	<b>6,413,594</b>	<b>6,292,978</b>	<b>6,898,334</b>	<b>6,781,576</b>	<b>7,283,575</b>
Other Transfers Out (In)	273,308	466,069	450,000	405,000	321,100	83,900
<b>NET OPERATIONS:</b>	<b>32,920</b>	<b>(42,339)</b>	<b>11,714</b>	<b>548,083</b>	<b>(63,948)</b>	<b>(176,723)</b>
% increase (decrease) over prior year:	3.04%	2.91%	0.98%	7.56%	5.74%	7.40%
% increase (decrease) over prior year budget:						5.58%
Beginning Fund Balance	3,483,074	3,515,994	3,473,655	3,485,369	3,485,369	3,406,421
Restricted			7,500	15,000	15,000	22,500
Ending Fund Balance	<b>3,515,994</b>	<b>3,473,655</b>	<b>3,485,369</b>	<b>4,033,452</b>	<b>3,406,421</b>	<b>3,207,198</b>
Percent of next year budget	54.8%	50.4%	51.4%	55.4%	46.8%	
Percent of same year budget						44.0%

CITY OF ST. PETER LIBRARY

	2013 Actual	2014 Actual	2015 Actual	2016 Current Budget	2016 Projected Year End	2017 Proposed Budget	2018 Proposed Budget
Property Taxes	220,133	220,133	220,133	220,133	220,133	<b>220,133</b>	220,133
State Grants and Aids	45,131	45,265	45,838	45,047	45,047	<b>46,000</b>	46,000
Administrative Fees	0	0	0	0	0	<b>0</b>	0
Fines & Penalties	10,456	3,737	3,930	2,200	3,129	<b>3,300</b>	3,300
Interest & Misc Income	67,422	60,551	71,901	58,500	60,500	<b>58,800</b>	58,800
Transfer from other Funds	0	0	0	0	0	<b>0</b>	0
<b>TOTAL REVENUES</b>	<b>343,142</b>	<b>329,686</b>	<b>341,802</b>	<b>325,880</b>	<b>328,809</b>	<b>328,233</b>	<b>328,233</b>
Personnel Services	202,079	212,411	220,666	232,028	232,028	<b>230,603</b>	230,603
Office Expenses	16,027	15,059	26,019	21,500	21,500	<b>22,800</b>	22,800
Professional Services	68,646	73,110	72,509	72,350	71,804	<b>76,570</b>	76,570
Repair & Maintenance	50,151	33,165	28,658	28,525	28,541	<b>28,575</b>	28,575
Capital	45,383	35,238	40,916	50,830	54,207	<b>50,025</b>	50,025
<b>TOTAL EXPENDITURES</b>	<b>382,286</b>	<b>368,983</b>	<b>388,768</b>	<b>405,233</b>	<b>408,080</b>	<b>408,573</b>	<b>408,573</b>
<b>NET OPERATIONS</b>	<b>-39,144</b>	<b>-39,297</b>	<b>-46,966</b>	<b>-79,353</b>	<b>-79,271</b>	<b>-80,340</b>	<b>-80,340</b>
<b>BEGINNING FUND BALANCE</b>	<b>388,516</b>	<b>349,372</b>	<b>310,075</b>	<b>263,109</b>	<b>263,109</b>	<b>183,838</b>	<b>103,498</b>
ENDING FUND BALANCE-Restricted	30,576	28,365	23,524	23,524	23,524	<b>23,524</b>	23,524
ENDING FUND BALANCE-Unrestricted	318,796	281,710	239,585	160,232	160,314	<b>79,974</b>	-366
				39.5%	39.3%	<b>19.6%</b>	-0.1%

additional review in 2017

sh

CITY OF ST. PETER COMMUNITY CENTER

	2013 Actual	2014 Actual	2015 Actual	2016 Current Budget	2016 Projected Year End	2017 Proposed Budget	2018 Proposed Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget
Property Taxes	0	0	0	0	0	0	0	0	180,000	180,000
State Grants and Aids	131	131	131	130	130	130	130	130	130	130
Interest & Misc Income	25,298	25,746	25,885	21,600	27,056	22,700	24,400	24,400	24,400	24,400
Daily/advertising/term Rents	209,287	166,056	185,916	193,244	200,900	210,359	210,359	210,359	210,359	210,359
Transfer from other Funds	145,219	144,071	142,669	91,500	91,500	50,000	36,500	0	0	0
Utility Fund Transfers	54,261	51,625	54,564	52,000	52,000	55,503	52,000	52,000	52,000	52,000
<b>TOTAL REVENUES</b>	<b>434,196</b>	<b>387,629</b>	<b>409,165</b>	<b>358,474</b>	<b>371,586</b>	<b>338,692</b>	<b>323,389</b>	<b>286,889</b>	<b>466,889</b>	<b>466,889</b>
Personnel Services	127,663	132,446	140,365	142,373	142,373	147,676	150,630	153,642	156,715	159,849
Office Expenses	46,739	47,201	40,633	48,300	48,300	48,600	48,600	48,600	48,600	48,600
Professional Services	128,827	130,934	130,350	137,320	136,920	145,075	145,075	145,075	145,075	145,075
Repair & Maintenance	20,512	21,328	22,544	31,000	24,000	32,000	32,000	32,000	32,000	32,000
Transfer to Other Funds	11,017	12,834	0	0	0	0	0	0	0	0
Capital	27,438	20,212	21,457	98,974	80,069	29,700	10,000	50,000	8,500	8,500
<b>TOTAL EXPENDITURES</b>	<b>362,196</b>	<b>364,955</b>	<b>355,349</b>	<b>457,967</b>	<b>431,662</b>	<b>403,051</b>	<b>386,305</b>	<b>429,317</b>	<b>390,890</b>	<b>394,024</b>
<b>NET OPERATIONS</b>	<b>72,000</b>	<b>22,674</b>	<b>53,816</b>	<b>-99,493</b>	<b>-60,076</b>	<b>-64,359</b>	<b>-62,916</b>	<b>-142,428</b>	<b>75,999</b>	<b>72,865</b>
<b>BEGINNING FUND BALANCE</b>	<b>273,842</b>	<b>345,842</b>	<b>368,516</b>	<b>422,332</b>	<b>422,332</b>	<b>362,256</b>	<b>297,897</b>	<b>234,981</b>	<b>92,553</b>	<b>168,552</b>
<b>ENDING FUND BALANCE</b>	<b>345,842</b>	<b>368,516</b>	<b>422,332</b>	<b>322,839</b>	<b>362,256</b>	<b>297,897</b>	<b>234,981</b>	<b>92,553</b>	<b>168,552</b>	<b>241,417</b>
						<b>73.9%</b>			<b>43.1%</b>	

bh

**CITY OF SAINT PETER  
TAX THEORY  
TAX LEVY: CERTIFY IN 2016, COLLECTIBLE IN 2017**

	BUDGET		PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
Certified:	2012	2013	2014	2015	2016	2017	2018	2019	2020
Payable:	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Fund	1,275,614	1,305,614	1,308,614	1,416,614	1,494,614	1,644,614	1,794,614	1,944,614	2,094,614
\$ increase (decrease) in General Fund	0	30,000	3,000	108,000	78,000	150,000	150,000	150,000	150,000
% increase (decrease) in General Fund	0.00%	2.35%	0.23%	8.25%	5.51%	10.04%	9.12%	8.36%	7.71%
Public Library	220,133	220,133	220,133	220,133	220,133	231,140	242,697	254,831	267,573
Community Center				0	0	0	0	180,000	180,000
Park Enhancement fund				0	0	0	0	106,903	106,903
N Firefighter's Relief	10,000	10,000	8,000	0	0	0	0	0	0
Special Levies:									
A Bonded Indebtedness									
09 Public Project Revenue Bond(SPCC)	294,277	284,053	284,055	283,593	284,025	286,275	286,903	0	0
B Certificates of Indebtedness									
Expired Equipment Certificates	0	0	0	0	0	0	0	0	0
08 Equipment Certificate	0	0	0	0	0	0	0	0	0
'09 Equipment Certificate	63,977	62,049	0	0	0	0	0	0	0
'10 Equipment Certificate	33,400	32,500	31,132	0	0	0	0	0	0
'11 Equipment Certificate	21,425	20,850	20,235	19,590	0	0	0	0	0
'12 Equipment Certificate	48,900	53,000	47,500	47,500	47,500	0	0	0	0
'13 Equipment Certificate - Fire Truck	87,780	79,133	105,206	101,148	100,435	99,390	98,345	96,920	0
'14 Equipment Certificate		40,678	67,979	67,980	67,980	67,980			
'15 Equipment Certificate			57,500	50,250	50,250	50,250	49,980		
'16 Equipment Certificate				57,500	81,400	81,400	81,400	81,400	
'17 Equipment Certificate					80,000	80,000	80,000	80,000	80,000
'18 Equipment Certificate			0			56,000	56,000	56,000	56,000
'19 Equipment Certificate							56,000	56,000	56,000
'20 Equipment Certificate								56,000	56,000
C Bonds of another local unit of Gov't									
J Pera Employer rate inc. after 6/30/01	0	0	0	0	0	0	0	0	0
Unallotment --	0	0	0	0	0	0	0	0	0
Allocation for Sidewalk improvements		0	0	0	100,000	100,000	100,000	0	0
Abatement for ISJ Clinic	23,000	23,000	20,000	20,000	17,000	17,000	17,000	17,000	17,000
<b>Special Levies:</b>	<b>572,759</b>	<b>595,263</b>	<b>633,607</b>	<b>647,561</b>	<b>828,590</b>	<b>838,295</b>	<b>825,628</b>	<b>443,321</b>	<b>265,001</b>
Levy applicable to levy limits:	na	1,535,747	na	na	1,714,747	1,875,754	2,037,311	2,486,348	2,649,090
<b>TOTAL GROSS LEVY:</b>	<b>2,078,506</b>	<b>2,131,010</b>	<b>2,170,354</b>	<b>2,284,308</b>	<b>2,543,337</b>	<b>2,714,049</b>	<b>2,862,938</b>	<b>2,929,669</b>	<b>2,914,091</b>
% increase(decrease) over prior levy	1.84%	2.53%	1.85%	5.25%	11.34%	6.71%	5.49%	2.33%	(0.53%)
Tax Rate: City	50.67	51.13	46.79	47.27	50.85	53.72	56.11	56.85	55.99
Tax Rate: Total									
Taxable Market Value	424,206,500	428,488,400	459,425,700	474,894,400					
Exempt Market Value	277,106,400	277,106,400	277,106,400	277,106,400					
Net Tax Capacity	4,102,084	4,167,947	4,638,662	4,832,749	5,001,895	5,051,914	5,102,433	5,153,458	5,204,992
					<b>48.85 without \$100,000</b>				
City	50.673	51.13	46.79	47.278					
County	52.001	51.24	49.357	52.64					
School	16.752	17.175	17.003	36.628					
Region 9	0.188	0.172	0.153	0.165					
Multi-County	0.352	0.322	0.301	0.315					
Total extension rate	119.966	120.039	113.604	137.026					

50

**City Tax Comparison (not total tax bill)  
3.5% increase in tax capacity**

2017 tax capacity	5,001,895	2017 levy	\$2,543,337	City extension rate =	0.50847
2016 tax capacity	4,832,749	2016 levy	\$2,284,308	City extension rate =	0.47267

If, your taxable Market Value is .....	2017 tax	2016 final tax	Annual change if MV stays the same	If, your taxable Market value increased 5%	2017 tax	Annual Change from 2016
<b>Homestead value with MV exclusion =</b>						
\$ 60,000	183.05	170.16	12.89	63,000	192.20	22.04
\$ 76,000	231.86	215.54	16.33	79,800	243.46	27.92
\$ 100,000	364.88	339.19	25.69	105,000	392.59	53.40
<b>\$ 150,000</b>	<b>642.00</b>	<b>596.80</b>	<b>45.20</b>	157,500	683.57	86.77
\$ 250,000	1,196.24	1,112.01	84.23	262,500	1,265.52	153.51
\$ 413,800	2,104.08	1,955.93	148.15	434,490	2,218.75	262.82
<b>4+ rental housing =</b>						
\$ 110,000	699.15	649.92	49.23	115,500	734.11	84.19
\$ 150,000	953.39	886.26	67.13	157,500	1,001.06	114.80
\$ 200,000	1,271.19	1,181.68	89.51	210,000	1,334.75	153.06
\$ 250,000	1,588.98	1,477.10	111.88	262,500	1,668.43	191.33
<b>Commercial/Industrial =</b>						
\$ 150,000	1,144.07	1,063.51	80.55	157,500	1,220.34	156.83
\$ 175,000	1,398.31	1,299.85	98.46	183,750	1,487.29	187.44
\$ 200,000	1,652.54	1,536.19	116.36	210,000	1,754.24	218.05
\$ 250,000	2,161.02	2,008.86	152.16	262,500	2,288.14	279.28
\$ 1,000,000	9,788.14	9,098.95	689.19	1,050,000	10,296.61	1,197.67

57

101-GENERAL FUND

REVENUES		(----- 2016 -----) (----- 2017 -----)							
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET	
<b>TAXES</b>									
31010	CURRENT PROPERTY TAX	1,282,135	1,333,157	1,345,824	1,416,614	726,522	1,416,614	1,416,614	1,494,614
TOTAL TAXES		1,282,135	1,333,157	1,345,824	1,416,614	726,522	1,416,614	1,416,614	1,494,614
<b>OTHER TAXES</b>									
31410	HOTEL/MOTEL TAX	1,795	1,857	1,855	1,700	1,396	1,700	1,800	1,800
31810	CABLE TV FRANCHISE TAX	80,853	85,795	87,260	80,000	46,188	80,000	87,000	87,000
TOTAL OTHER TAXES		82,647	87,652	89,114	81,700	47,584	81,700	88,800	88,800
<b>LICENSES &amp; PERMITS</b>									
32111	ON-SALE LIQUOR	16,692	16,413	14,557	13,000	13,050	13,000	13,000	13,000
32112	CLUB LICENSES	0	0	0	0	0	0	0	0
32113	SUNDAY ON-SALE	2,250	2,167	1,900	1,800	2,000	2,000	1,800	1,800
32114	BOTTLE CLUB LICENSES	0	0	0	0	0	0	0	0
32115	WINE LICENSES	650	295	265	265	265	265	265	265
32116	OFF-SALE LIQUOR	1,150	900	825	750	900	900	900	900
32117	ON-SALE 3.2 BEER-ANNUAL	795	680	530	530	530	530	530	530
32118	ON-SALE 3.2 BEER-TEMPORARY	625	550	250	300	285	300	250	250
32119	OFF-SALE 3.2 BEER-ANNUAL	600	605	750	750	750	750	750	750
32163	TREE WORKERS	200	355	660	500	510	510	500	500
32164	PEDDLERS	825	275	275	250	550	550	250	250
32165	HOME OCCUPATION	0	0	0	0	0	0	0	0
32166	WASTE HAULERS	360	360	360	360	0	360	360	360
32171	AMUSEMENT DEVICES	45	60	105	45	0	45	45	45
32172	JUKE BOX	0	0	0	0	0	0	0	0
32173	BOWLING	0	0	0	0	0	0	0	0
32174	GAMBLING	275	325	275	200	305	225	200	200
32175	DANCE	165	210	45	180	90	180	180	180
32176	FIRE WORKS	0	0	0	0	0	0	0	0
32177	SHOWS	265	315	505	250	80	250	250	250
32180	TOBACCO	1,250	1,000	1,450	900	350	900	1,300	1,300
32181	SOFT DRINK	920	950	950	950	235	950	850	850
32182	RENTAL HOUSING PERMITS	22,450	28,956	19,409	30,000	7,696	30,000	29,000	29,000
32184	MOBILE HM INSTALLATION PERM	45	0	350	0	0	0	0	0
32186	FIRE INSPECTIONS	360	330	150	200	180	200	200	200
32211	BUILDING/DEMOLITION PERMITS	117,828	236,282	170,711	1,400,000	284,526	389,583	200,000	400,000
32212	STATE SURCHARGES	8,828	11,538	4,896	4,500	10,498	8,000	4,500	4,500
32213	PLUMBER PERMIT/LIGENSE	3,654	6,482	3,110	3,000	3,934	3,743	3,000	3,000
32214	MECHANICAL PERMITS	2,770	4,741	15,448	2,000	8,609	7,964	2,000	2,000
32215	SIGN PERMIT	1,310	1,210	400	800	860	800	600	600
32241	DOG LICENSES	6,498	303	5,981	300	397	305	6,000	6,000
32242	CAT LICENSE	60	1,123	55	1,200	1,241	1,206	60	60
32243	PUBLICATION FEE	125	0	0	0	0	0	0	0
32250	PARKING PERMITS	410	370	345	400	175	400	300	300
32260	EXCAVATION PERMITS	0	0	0	0	0	0	0	0
32261	MOVING PERMITS	100	51	0	50	0	50	50	50
TOTAL LICENSES & PERMITS		191,506	316,846	244,556	1,463,480	338,015	463,966	267,140	467,140

101-GENERAL FUND

REVENUES		(----- 2016 -----) (----- 2017 -----)						
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
32211	BUILDING/DEMOLITION PERMITS							
	NEXT YEAR NOTES: 1M over the 2016-2017 years w/review fee. Gustavus moved from 2016 to 2017; Traverse Green housing. RTC moved out to 2018.							
<b>STATE AID/GRANTS</b>								
33401	LOCAL GOVERNMENT AID	2,616,126	2,908,508	2,945,981	2,945,981	1,478,928	2,945,981	3,020,981
33402	HOMESTEAD CREDIT	0	0	0	0	0	0	0
33403	EQUALIZATION AID/LPA	0	0	0	0	0	0	0
33416	POLICE TRAINING REIMBURSEMENT	4,443	4,505	4,665	4,700	4,377	4,700	4,700
33418	MUNICIPAL STATE AID-STREET	22,740	22,740	22,741	22,000	22,680	22,680	22,600
33421	POLICE AID	98,322	106,624	104,348	90,000	90,000	90,000	98,000
33422	OTHER STATE GRANTS & AID	283,594	12,037	10,363	8,000	75,924	75,924	8,000
33423	CRIMINAL PREVENTION GRANTS	0	0	0	0	0	0	0
33426	COPS	0	0	0	0	0	0	0
	<b>TOTAL STATE AID/GRANTS</b>	<b>3,025,225</b>	<b>3,054,414</b>	<b>3,088,096</b>	<b>3,070,681</b>	<b>1,581,909</b>	<b>3,139,285</b>	<b>3,154,281</b>
<b>FEEES</b>								
34103	ZONING & SUBDIVISIONS FEES	1,325	580	2,990	600	725	725	600
34104	PLAN CHECKING FEES	46,522	134,896	103,933	98,000	172,240	200,000	98,000
34105	SALES OF MAPS & PUBLICATION	196	88	146	60	146	65	80
34107	ASSESSMENT SEARCHES	9,385	5,495	6,965	5,000	5,090	5,000	5,500
34109	REQUEST FOR MUNICIPAL FINANCE	0	0	2,276	0	0	0	0
34110	RETURNED CHECK FEES	60	0	180	0	150	210	0
34111	ELECTION FILING FEES	14	0	50	30	0	30	30
	<b>TOTAL FEES</b>	<b>57,502</b>	<b>141,058</b>	<b>116,540</b>	<b>103,690</b>	<b>178,352</b>	<b>206,030</b>	<b>104,210</b>
<b>POLICE &amp; FIRE</b>								
34203	POLICE REPORT	677	792	803	700	434	700	700
34211	INVESTIGATIONS	700	605	430	400	150	400	400
34213	ANIMAL CONTROL FEES	0	0	0	0	0	0	0
34214	OTHER POLICE CHARGES	64,216	64,410	68,644	62,000	67,616	67,866	66,000
34215	IMPOUND FEES	150	210	80	0	80	80	0
34216	BICYCLE FEES	11	14	16	50	13	50	50
34217	DMV RECORDS	75	35	25	50	15	50	50
34221	FIRE CONTRACTS	68,286	72,436	71,088	60,000	19,000	60,000	70,000
34222	OTHER FIRE CHARGES	230	225	300	0	160	160	0
	<b>TOTAL POLICE &amp; FIRE</b>	<b>134,344</b>	<b>138,727</b>	<b>141,386</b>	<b>123,200</b>	<b>87,468</b>	<b>129,306</b>	<b>133,200</b>
<b>STREETS/REFUSE SALES</b>								
34301	STREET, SIDEWALK, CURB REPAIR	17,595	16,690	17,730	14,000	15,625	14,000	14,000
34303	MATERIAL SALES	399	965	0	0	1,600	0	0
34304	EQUIPMENT RENTALS	0	0	310	0	0	0	0
34305	R-O-W INSPECTIONS	0	500	0	0	0	0	0
34402	STREET SANITATION CHARGES	0	580	0	0	0	0	0
34405	WEED/SNOW REMOVAL CHARGES	2,070	2,275	800	800	780	800	800
	<b>TOTAL STREETS/REFUSE SALES</b>	<b>20,064</b>	<b>21,010</b>	<b>18,840</b>	<b>14,800</b>	<b>18,005</b>	<b>14,800</b>	<b>14,800</b>

101-GENERAL FUND

REVENUES	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	(----- 2016 -----) CURRENT BUDGET	(----- 2017 -----) Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>RECREATION</b>								
34700 CULTURE-REC CHARGES FOR SERVIC	103,609	94,144	101,660	95,000	75,583	90,000	95,000	95,000
34710 SENIOR REVENUES	1,614	2,163	4,915	2,500	3,134	4,535	2,500	2,500
34720 SWIMMING POOL FEES	46,391	44,713	48,368	45,500	48,849	48,000	45,500	45,500
34740 PARK & RECREATION CONCESSIONS	12,022	12,124	14,583	11,000	14,312	12,125	11,000	11,000
34780 PARK FEES	2,174	3,256	2,503	2,500	3,910	3,418	2,500	47,500
34791 CAMPGROUND FEES	8,099	7,781	15,365	7,000	9,578	7,000	7,000	7,000
34900 OTHER RECREATION REVENUES	13,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
<b>TOTAL RECREATION</b>	<b>186,909</b>	<b>167,181</b>	<b>190,393</b>	<b>166,500</b>	<b>158,366</b>	<b>168,078</b>	<b>166,500</b>	<b>211,500</b>
<b>FINES &amp; PENALTIES</b>								
35101 COURT FINES	73,073	63,637	54,079	65,000	29,195	50,000	50,000	50,000
35102 PARKING FINES	2,896	3,378	2,200	4,000	1,153	2,500	4,000	2,500
35103 FINES AND PENALTIES	0	0	0	0	0	0	0	0
35104 TOBACCO ADMIN. PENALTY	0	0	0	0	0	0	0	0
<b>TOTAL FINES &amp; PENALTIES</b>	<b>75,969</b>	<b>67,015</b>	<b>56,279</b>	<b>69,000</b>	<b>30,348</b>	<b>52,500</b>	<b>54,000</b>	<b>52,500</b>
<b>MISCELLANEOUS</b>								
36101 SPECIAL ASSESSMENT PRINCIPAL	7,347	7,182	2,054	2,000	1,173	2,000	2,000	2,000
36102 SPECIAL ASSESSMENT INTEREST	0	0	0	0	0	0	0	0
36111 <b>HS</b> LOAN PRINCIPAL PAYMENTS	0	0	0	0	0	0	0	0
36112 <b>HS</b> LOAN INTEREST PAYMENTS	0	0	0	0	0	0	0	0
36200 MISCELLANEOUS REVENUES	20,555	20,576	14,880	4,500	3,143	4,500	4,500	4,500
<b>TOTAL MISCELLANEOUS</b>	<b>27,902</b>	<b>27,757</b>	<b>16,934</b>	<b>6,500</b>	<b>4,316</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>INTEREST INCOME</b>								
36210 INTEREST EARNINGS	2,858	17,576	18,391	17,000	9,471	17,000	17,000	17,000
36215 MISCELLANEOUS RENTALS	667	101	303	252	3,869	202	252	202
<b>TOTAL INTEREST INCOME</b>	<b>3,525</b>	<b>17,677</b>	<b>18,694</b>	<b>17,252</b>	<b>13,340</b>	<b>17,202</b>	<b>17,252</b>	<b>17,202</b>
<b>RENTAL INCOME</b>								
36223 RENT- AG LAND	0	0	0	0	0	0	0	0
<b>TOTAL RENTAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DONATIONS &amp; REFUNDS</b>								
36230 CONTRIBUTION & DONATIONS FROM	2,100	300	600	0	22,500	22,500	7,500	7,500
36231 RECREATION CONTRIBUTIONS	0	0	0	0	0	0	0	0
36241 VENDING MACHINE COMMISSIONS	0	0	0	0	0	0	0	0
36250 REFUNDS & REIMBURSEMENTS	94,116	60,936	111,026	18,000	8,113	18,000	20,000	20,000
<b>TOTAL DONATIONS &amp; REFUNDS</b>	<b>96,216</b>	<b>61,236</b>	<b>111,626</b>	<b>18,000</b>	<b>30,613</b>	<b>40,500</b>	<b>27,500</b>	<b>27,500</b>

36230 CONTRIBUTION & DONATIONS FROM NEXT YEAR NOTES:  
 Soccer assoc for rink

101-GENERAL FUND

REVENUES	(----- 2016 -----) (----- 2017 -----)							
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>FIXED ASSET DISPOSAL</u>								
39101 SALE OF GENERAL FIXED ASSET	14,065	5,934	7,118	0	2,247	2,247	0	0
39102 COMPENSATION FOR LOSS OF GENER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL FIXED ASSET DISPOSAL	14,065	5,934	7,118	0	2,247	2,247	0	0
<u>TRANSFER FROM OTHER FUND</u>								
39200 TRANSFERS FROM OTHER FUNDS	<u>0</u>	<u>0</u>	<u>10,053</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
TOTAL TRANSFER FROM OTHER FUND	0	0	10,053	0	0	0	0	25,000
<u>TRANSFER</u>								
39221 CASH TRANSFER	1,028,461	1,081,678	1,000,000	1,000,000	774,604	1,000,000	1,000,000	1,138,000
39222 UTILITY CHARGE REIMBURSEMENT	<u>311,778</u>	<u>315,982</u>	<u>299,240</u>	<u>300,000</u>	<u>215,652</u>	<u>300,000</u>	<u>309,000</u>	<u>309,000</u>
TOTAL TRANSFER	1,340,239	1,397,660	1,299,239	1,300,000	990,255	1,300,000	1,309,000	1,447,000
TOTAL REVENUES	6,538,250	6,837,325	6,754,692	7,851,417	4,207,339	7,038,728	6,759,797	7,190,752

5

101-GENERAL FUND  
 MAYOR & COUNCIL  
 EXPENDITURES

	(----- 2016 -----) (----- 2017 -----)								
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET	
<b>PERSONNEL SERVICES</b>									
41110-100	MAYOR & COUNCIL WAGES	29,913	30,188	29,913	44,000	29,333	44,000	44,000	44,000
41110-121	MAYOR & COUNCIL PERA CONTR	882	888	882	1,300	667	1,300	1,000	1,000
41110-122	MAYOR & COUNCIL FICA CONTR	761	771	761	1,116	992	1,116	1,488	1,488
41110-126	MAYOR & COUNCIL MEDICARE C	433	438	434	638	425	638	638	638
41110-131	MAYOR & COUNCIL HEALTH INS	0	0	0	0	0	0	0	0
41110-133	MAYOR & COUNCIL LIFE INSUR	0	0	0	0	0	0	0	0
41110-151	MAYOR & COUNCIL WORKERS CO	52	74	84	164	137	164	178	188
TOTAL PERSONNEL SERVICES		32,042	32,358	32,074	47,218	31,555	47,218	47,304	47,314
<b>OFFICE EXPENSES</b>									
41110-200	MAYOR & COUNCIL OFFICE SUP	211	72	283	200	174	200	200	200
41110-210	MAYOR & COUNCIL OPERATING	5	0	394	100	159	200	100	100
TOTAL OFFICE EXPENSES		215	72	677	300	334	400	300	300
<b>PROFESSIONAL SERVICES</b>									
41110-300	MAYOR & COUNCIL PROFESSION	50	0	1,788	2,500	0	2,500	2,500	2,500
41110-321	MAYOR & COUNCIL TELEPHONE	0	0	0	0	0	0	0	0
41110-322	MAYOR & COUNCIL POSTAGE	6	2	374	0	0	0	0	0
41110-331	MAYOR & COUNCIL TRAVEL & T	2,779	3,815	6,243	4,000	2,038	4,000	6,500	6,500
41110-351	MAYOR & COUNCIL LEGAL NOTI	0	0	152	0	0	0	0	0
41110-354	MAYOR & COUNCIL PRINTING &	0	0	0	0	0	0	0	0
41110-360	MAYOR & COUNCIL INSURANCE	333	379	331	380	288	288	380	308
TOTAL PROFESSIONAL SERVICES		3,168	4,196	8,888	6,880	2,326	6,788	9,380	9,308
<b>REPAIR &amp; MAINTENANCE</b>									
41110-430	MAYOR & COUNCIL MISCELLANE	85	0	0	0	0	0	0	0
41110-433	MAYOR & COUNCIL DUES & SUB	1,652	1,552	1,619	1,750	1,601	1,750	1,750	1,750
TOTAL REPAIR & MAINTENANCE		1,737	1,552	1,619	1,750	1,601	1,750	1,750	1,750
41110-430	MAYOR & COUNCIL MISCELLANENEXT YEAR NOTES:	no amount budgeted for the expense for the Traverser Green subd incentive of \$2500/new home buyer that is an employee.							
<b>CAPITAL</b>									
41110-570	MAYOR & COUNCIL EQUIPMENT	0	0	0	0	0	0	0	0
TOTAL CAPITAL		0	0	0	0	0	0	0	0
TOTAL MAYOR & COUNCIL		37,163	38,177	43,258	56,148	35,816	56,156	58,734	58,672

52

101-GENERAL FUND  
 CITY ADMINISTRATION  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
41320-100	CITY ADMIN WAGES	103,993	109,361	119,657	128,558	89,088	128,558	131,776	131,776
41320-102	CITY ADMIN WAGES-OVERTIME	4,132	4,399	4,778	4,689	2,097	4,689	4,822	4,822
41320-112	CITY ADMIN CAR ALLOWANCE	2,160	2,160	2,160	2,178	1,620	2,178	2,178	2,178
41320-121	CITY ADMIN PERA CONTRIBUTI	7,853	8,137	9,286	9,994	6,772	9,994	10,245	10,245
41320-122	CITY ADMIN FICA CONTRIBUTI	6,578	6,856	7,572	8,261	5,521	8,261	8,469	8,469
41320-126	CITY ADMIN MEDICARE CONTRI	1,538	1,603	1,771	1,932	1,291	1,932	1,981	1,981
41320-131	CITY ADMIN HEALTH INSURANC	16,929	17,238	16,905	19,128	14,441	19,128	21,227	21,932
41320-132	CITY ADMIN DENTAL INSURANC	891	1,055	1,035	1,498	800	1,498	1,498	1,498
41320-133	CITY ADMIN LIFE INSURANCE	37	37	34	35	26	35	35	35
41320-134	CITY ADMIN DISABILITY INSU	0	0	0	0	0	0	0	0
41320-142	CITY ADMIN UNEMPLOYMENT-DI	0	0	0	0	0	0	0	0
41320-151	CITY ADMIN WORKERS COMPENS	605	571	657	1,024	858	1,024	941	997
<b>TOTAL PERSONNEL SERVICES</b>		<b>144,716</b>	<b>151,416</b>	<b>163,855</b>	<b>177,297</b>	<b>122,513</b>	<b>177,297</b>	<b>183,172</b>	<b>183,933</b>
<b>OFFICE EXPENSES</b>									
41320-200	CITY ADMIN OFFICE SUPPLIES	3,303	2,002	2,387	2,750	3,031	3,031	2,750	2,750
41320-210	CITY ADMIN OPERATING SUPPL	1,769	180	724	350	917	908	350	350
41320-211	CITY ADMIN MOTOR FUELS	0	0	0	0	0	0	0	0
41320-220	CITY ADMIN REPAIR & MAINT	0	0	0	300	0	300	300	300
<b>TOTAL OFFICE EXPENSES</b>		<b>5,072</b>	<b>2,182</b>	<b>3,111</b>	<b>3,400</b>	<b>3,948</b>	<b>4,239</b>	<b>3,400</b>	<b>3,400</b>
<b>PROFESSIONAL SERVICES</b>									
41320-300	CITY ADMIN PROFESSIONAL SE	2,981	1,460	13,216	6,000	4,124	6,000	4,000	4,000
41320-321	CITY ADMIN TELEPHONE	1,513	1,621	1,360	1,800	760	1,800	1,800	1,800
41320-322	CITY ADMIN POSTAGE	380	306	278	700	170	700	700	700
41320-331	CITY ADMIN TRAVEL & TRAINI	10,884	4,215	4,741	4,000	3,906	4,000	5,000	5,000
41320-340	CITY ADMIN ADVERTISING	1,701	1,116	0	750	0	750	750	750
41320-351	CITY ADMIN LEGAL NOTICES	0	0	393	500	0	500	500	500
41320-354	CITY ADMIN PRINTING & BIND	0	0	0	100	0	100	100	100
41320-360	CITY ADMIN INSURANCE	1,932	2,198	2,221	2,420	1,906	1,906	2,420	2,039
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>19,390</b>	<b>10,916</b>	<b>22,210</b>	<b>16,270</b>	<b>10,867</b>	<b>15,756</b>	<b>15,270</b>	<b>14,889</b>
41320-331	CITY ADMIN TRAVEL & TRAININ	NEXT YEAR NOTES: impact of Nat'l League of Cities and American Public Power Assoc.							
<b>REPAIR &amp; MAINTENANCE</b>									
41320-404	CITY ADMIN EQUIP-REP&MAINT	459	926	308	500	807	807	500	500
41320-415	CITY ADMIN EQUIPMENT RENTA	0	0	0	0	0	0	0	0
41320-430	CITY ADMIN MISCELLANEOUS	0	12,796	7,109	0	0	0	0	0
41320-433	CITY ADMIN DUES & SUBSCRIP	315	255	341	300	190	300	300	300
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>774</b>	<b>13,976</b>	<b>7,758</b>	<b>800</b>	<b>997</b>	<b>1,107</b>	<b>800</b>	<b>800</b>

57

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 CITY ADMINISTRATION  
 EXPENDITURES

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016			2017	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>CAPITAL</b>								
41320-570 CITY ADM OFFICE EQUIP&FURN	0	1,131	0	0	0	0	0	0
TOTAL CAPITAL	0	1,131	0	0	0	0	0	0
<b>TOTAL CITY ADMINISTRATION</b>	<b>169,953</b>	<b>179,621</b>	<b>196,934</b>	<b>197,767</b>	<b>138,326</b>	<b>198,399</b>	<b>202,642</b>	<b>203,022</b>

58

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 CITY CLERK  
 EXPENDITURES

			2016			2017			
			CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED		
			BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET		
2013	2014	2015							
ACTUAL	ACTUAL	ACTUAL							
<u>PERSONNEL SERVICES</u>									
41400-100	CITY CLERK WAGES	43,736	45,092	45,615	49,672	32,574	49,672	51,088	51,088
41400-102	CITY CLERK OVERTIME WAGES	0	39	0	0	0	0	0	0
41400-121	CITY CLERK PERA CONTRIBUTI	3,172	3,277	3,423	3,725	2,444	3,725	3,832	3,832
41400-122	CITY CLERK FICA CONTRIBUTI	2,587	2,693	2,707	3,080	1,963	3,080	3,167	3,167
41400-126	CITY CLERK MEDICARE CONTRI	605	630	633	720	459	720	741	741
41400-131	CITY CLERK HEALTH INSURANC	7,072	7,018	6,962	8,027	6,086	8,027	8,806	9,067
41400-132	CITY CLERK DENTAL INSURANC	0	0	0	0	0	0	0	0
41400-133	CITY CLERK LIFE INSURANCE	22	23	21	22	16	22	22	22
41400-134	CITY CLERK DISABILITY INSU	0	0	0	0	0	0	0	0
41400-151	CITY CLERK WORKERS COMPENS	258	246	286	386	323	386	356	377
<u>TOTAL PERSONNEL SERVICES</u>		57,453	59,017	59,645	65,632	43,866	65,632	68,012	68,294
<u>OFFICE EXPENSES</u>									
41400-200	CITY CLERK OFFICE SUPPLIES	1,422	1,646	1,312	1,800	721	1,800	1,800	1,800
41400-210	CITY CLERK OPERATING SUPPL	1,137	342	430	300	173	300	300	300
<u>TOTAL OFFICE EXPENSES</u>		2,559	1,988	1,742	2,100	894	2,100	2,100	2,100
<u>PROFESSIONAL SERVICES</u>									
41400-300	CITY CLERK PROFESSIONAL SE	331	239	243	240	685	683	240	240
41400-321	CITY CLERK TELEPHONE	185	471	174	190	87	190	190	190
41400-322	CITY CLERK POSTAGE	276	191	229	250	87	250	250	250
41400-331	CITY CLERK TRAVEL & TRAINI	0	0	0	500	0	500	500	500
41400-351	CITY CLERK LEGAL NOTICES &	248	181	717	200	203	200	200	200
41400-354	CITY CLERK PRINTING & BIND	0	0	0	0	0	0	0	0
41400-360	CITY CLERK INSURANCE	0	0	0	0	0	0	0	0
<u>TOTAL PROFESSIONAL SERVICES</u>		1,040	1,082	1,363	1,380	1,062	1,823	1,380	1,380
<u>REPAIR &amp; MAINTENANCE</u>									
41400-404	CITY CLERK EQUIP-REP&MAINT	6	0	0	0	19	25	0	0
41400-430	CITY CLERK MISCELLANEOUS	0	0	0	0	0	0	0	0
41400-433	CITY CLERK DUES & SUBSCRIP	0	0	0	0	0	0	0	0
<u>TOTAL REPAIR &amp; MAINTENANCE</u>		6	0	0	0	19	25	0	0
<u>CAPITAL</u>									
41400-570	CITY CLERK OFFICE EQUIPMEN	0	600	0	0	0	0	0	0
<u>TOTAL CAPITAL</u>		0	600	0	0	0	0	0	0
<u>TOTAL CITY CLERK</u>		61,058	62,688	62,750	69,112	45,841	69,580	71,492	71,774

59

101-GENERAL FUND  
 ELECTIONS  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
41410-100	ELECTIONS WAGES	12,432	12,174	15,519	15,000	2,350	15,000	15,375	15,375
41410-121	ELECTIONS PERA CONTRIBUTIO	88	93	220	120	111	120	225	225
41410-122	ELECTIONS FICA CONTRIBUTIO	72	77	175	95	90	95	180	180
41410-126	ELECTIONS MEDICARE CONTRIB	17	18	41	25	21	25	45	45
41410-131	ELECTIONS HEALTH INSURANCE	161	135	341	200	128	200	345	345
41410-132	ELECTIONS DENTAL INSURANCE	2	11	15	2	1	2	15	15
41410-133	ELECTIONS LIFE INSURANCE	0	1	1	0	0	1	1	1
	<b>TOTAL PERSONNEL SERVICES</b>	<b>12,771</b>	<b>12,509</b>	<b>16,311</b>	<b>15,442</b>	<b>2,701</b>	<b>15,442</b>	<b>16,186</b>	<b>16,186</b>
41410-100	ELECTIONS WAGES	NEXT YEAR NOTES: Proposed 2.5% increase to \$10.25							
<b>OFFICE EXPENSES</b>									
41410-210	ELECTIONS OPERATING SUPPLI	1,666	736	499	600	230	600	600	600
	<b>TOTAL OFFICE EXPENSES</b>	<b>1,666</b>	<b>736</b>	<b>499</b>	<b>600</b>	<b>230</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>PROFESSIONAL SERVICES</b>									
41410-300	ELECTIONS PROFESSIONAL SER	5,927	857	4,553	6,700	0	6,700	6,700	6,700
41410-331	ELECTIONS TRAVEL & TRAININ	44	31	29	100	265	265	100	100
41410-351	ELECTIONS LEGAL NOTICES &	392	0	738	5,000	0	5,000	5,000	5,000
41410-354	ELECTIONS PRINTING & BINDI	1,643	0	4,460	1,600	0	1,600	1,600	1,600
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>8,006</b>	<b>889</b>	<b>9,780</b>	<b>13,400</b>	<b>265</b>	<b>13,565</b>	<b>13,400</b>	<b>13,400</b>
<b>REPAIR &amp; MAINTENANCE</b>									
41410-416	ELECTIONS REPAIR & MAINT C	0	0	0	1,000	727	1,000	800	800
	<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>727</b>	<b>1,000</b>	<b>800</b>	<b>800</b>
<b>CAPITAL</b>									
41410-570	ELECTIONS OFFICE EQUIPMENT	0	0	0	0	0	40,000	0	0
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>
41410-570	ELECTIONS OFFICE EQUIPMENT	NEXT YEAR NOTES: Voting Equipment replacement moved to equip cert.							
<b>TOTAL ELECTIONS</b>		<b>22,443</b>	<b>14,134</b>	<b>26,590</b>	<b>30,442</b>	<b>3,923</b>	<b>30,607</b>	<b>70,986</b>	<b>30,986</b>

69

101-GENERAL FUND  
 FINANCE  
 EXPENDITURES

			2016			2017			
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
41520-100	FINANCE WAGES	124,145	131,670	136,163	150,641	99,639	150,641	157,878	157,878
41520-102	FINANCE WAGES - OVERTIME	47	0	0	0	12	0	0	0
41520-121	FINANCE PERA CONTRIBUTIONS	9,015	9,548	10,213	11,230	7,462	11,230	11,773	11,773
41520-122	FINANCE FICA CONTRIBUTIONS	7,247	7,745	8,069	9,340	5,878	9,340	9,788	9,788
41520-126	FINANCE MEDICARE CONTRIBUT	1,695	1,811	1,887	2,184	1,375	2,184	2,289	2,289
41520-131	FINANCE HEALTH INSURANCE	38,914	39,445	39,034	45,517	32,897	45,517	50,512	52,190
41520-132	FINANCE DENTAL INSURANCE	2,352	2,706	2,563	2,379	1,905	2,379	2,379	2,379
41520-133	FINANCE LIFE INSURANCE	56	59	51	55	38	55	55	55
41520-151	FINANCE WORKERS COMPENSATI	711	674	864	1,164	975	1,164	1,094	1,159
<b>TOTAL PERSONNEL SERVICES</b>		<b>184,182</b>	<b>193,658</b>	<b>198,843</b>	<b>222,510</b>	<b>150,179</b>	<b>222,510</b>	<b>235,768</b>	<b>237,511</b>
<b>OFFICE EXPENSES</b>									
41520-200	FINANCE OFFICE SUPPLIES	4,303	2,132	1,426	2,500	1,030	2,500	2,500	2,500
41520-210	FINANCE OPERATING SUPPLIES	1,475	801	1,393	1,000	714	1,000	1,000	1,000
<b>TOTAL OFFICE EXPENSES</b>		<b>5,778</b>	<b>2,933</b>	<b>2,819</b>	<b>3,500</b>	<b>1,744</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>PROFESSIONAL SERVICES</b>									
41520-300	FINANCE PROFESSIONAL SERVI	19,994	22,091	24,932	32,000	19,727	32,000	36,000	36,000
41520-321	FINANCE TELEPHONE	1,855	1,905	1,771	2,000	951	2,000	2,000	2,000
41520-322	FINANCE POSTAGE	1,523	1,849	1,920	1,950	1,014	1,950	1,950	1,950
41520-331	FINANCE TRAVEL & TRAINING	946	428	951	1,620	554	1,620	1,620	1,620
41520-340	FINANCE ADVERTISING	0	53	80	400	0	400	400	400
41520-351	FINANCE LEGAL NOTICES & PU	0	59	0	1,000	420	1,000	1,000	1,000
41520-354	FINANCE PRINTING & BINDING	0	0	0	100	0	100	100	100
41520-360	FINANCE INSURANCE	1,712	1,947	2,025	2,230	1,588	2,230	2,230	1,699
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>26,029</b>	<b>28,332</b>	<b>31,679</b>	<b>41,300</b>	<b>24,254</b>	<b>41,300</b>	<b>45,300</b>	<b>44,769</b>
41520-300	FINANCE PROFESSIONAL SERV	NEXT YEAR NOTES: \$6000 (all budgets) upgrade the website. Update existing website to be mobile responsive. Update existing website to a newer version of Drupal secure. Drupal version 6 is our current version and it has been discontinued and our site should be upgraded to maintain site security.							
<b>REPAIR &amp; MAINTENANCE</b>									
41520-404	FINANCE EQUIP-REP&MAINT	5,216	8,830	4,956	5,500	7,144	7,144	5,500	5,500
41520-430	FINANCE MISCELLANEOUS	1	1	1	0	( 1)	0	0	0
41520-433	FINANCE DUES & SUBSCRIPTIO	60	60	120	100	175	175	175	175
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>5,277</b>	<b>8,891</b>	<b>5,078</b>	<b>5,600</b>	<b>7,318</b>	<b>7,319</b>	<b>5,675</b>	<b>5,675</b>

19

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 FINANCE  
 EXPENDITURES

		(----- 2016 -----)			(----- 2017 -----)				
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>CAPITAL</u>									
41520-570	FINANCE OFFICE EQUIPMENT &	0	0	0	0	0	0	5,000	5,000
TOTAL CAPITAL		0	0	0	0	0	0	5,000	5,000
41520-570	FINANCE OFFICE EQUIPMENT &	NEXT YEAR NOTES:							
		finance software (TOP)							
<hr/>									
TOTAL FINANCE		221,268	233,813	238,418	272,910	183,495	274,629	295,243	296,455

62

101-GENERAL FUND  
 LEGAL SERVICES  
 EXPENDITURES

	(----- 2016 -----) (----- 2017 -----)							
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>PERSONNEL SERVICES</u>								
41610-131 LEGAL SERVICES HEALTH INSU	0	0	0	0	0	0	0	0
41610-132 LEGAL SERVICES DENTAL INSU	0	0	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	0	0	0	0	0	0	0	0
<u>PROFESSIONAL SERVICES</u>								
41610-300 LEGAL - PROFESSIONAL CIVIL	34,873	28,781	30,206	25,000	20,537	25,000	25,000	25,000
41610-301 LEGAL -PROFESSIONAL - CRIM	95,133	111,626	100,675	115,000	65,105	115,000	115,000	115,000
41610-331 LEGAL SERVICES TRAVEL & TR	0	0	0	0	0	0	0	0
TOTAL PROFESSIONAL SERVICES	130,006	140,406	130,880	140,000	85,642	140,000	140,000	140,000
<u>REPAIR &amp; MAINTENANCE</u>								
41610-433 LEGAL SERVICES DUES & SUBS	0	0	0	1,000	0	1,000	1,000	1,000
TOTAL REPAIR & MAINTENANCE	0	0	0	1,000	0	1,000	1,000	1,000
<u>CAPITAL</u>								
41610-570 LEGAL FURNITURE & FIXTURES	0	0	0	0	0	0	0	0
TOTAL CAPITAL	0	0	0	0	0	0	0	0
TOTAL LEGAL SERVICES	130,006	140,406	130,880	141,000	85,642	141,000	141,000	141,000

63

101-GENERAL FUND  
 MUNICIPAL BUILDING  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)		
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
41940-100	MUNI BLDG WAGES	25,255	25,845	28,193	26,576	19,032	26,576	27,833	27,833
41940-102	MUNI BLDG WAGES-OVERTIME	0	0	27	236	14	236	254	254
41940-121	MUNI BLDG PERA CONTRIBUTIO	1,831	1,876	2,117	2,011	1,428	2,011	2,107	2,107
41940-122	MUNI BLDG FICA CONTRIBUTIO	1,403	1,412	1,565	1,662	1,051	1,662	1,741	1,741
41940-126	MUNI BLDG MEDICARE CONTRIB	328	330	366	389	246	389	407	407
41940-131	MUNI BLDG HEALTH INSURANCE	11,965	11,801	12,588	12,864	9,969	12,864	14,368	14,874
41940-132	MUNI BLDG DENTAL INSURANCE	804	785	839	655	595	655	655	655
41940-133	MUNI BLDG LIFE INSURANCE	17	17	17	15	12	15	15	15
41940-151	MUNI BLDG WORKERS COMPENSA	801	987	1,145	1,542	1,291	1,542	1,408	1,492
<b>TOTAL PERSONNEL SERVICES</b>		<b>42,403</b>	<b>43,053</b>	<b>46,857</b>	<b>45,950</b>	<b>33,639</b>	<b>45,950</b>	<b>48,788</b>	<b>49,378</b>

<b>OFFICE EXPENSES</b>									
41940-200	MUNI BLDG OFFICE SUPPLIES	45	51	28	250	0	250	250	250
41940-210	MUNI BLDG OPERATING SUPPLI	5,023	1,885	5,603	2,200	2,837	2,704	2,200	2,200
41940-211	MUNI BLDG MOTOR FUELS	0	0	0	0	25	0	0	0
41940-220	MUNI BLDG REP&MAINT SUPPLI	0	0	80	0	0	0	0	0
<b>TOTAL OFFICE EXPENSES</b>		<b>5,068</b>	<b>1,935</b>	<b>5,711</b>	<b>2,450</b>	<b>2,862</b>	<b>2,954</b>	<b>2,450</b>	<b>2,450</b>

<b>PROFESSIONAL SERVICES</b>									
41940-300	MUNI BLDG PROFESSIONAL SER	295	112	165	500	13	500	500	1,500
41940-321	MUNI BLDG TELEPHONE	821	860	1,198	900	570	900	900	900
41940-331	MUNI BLDG TRAVEL&TRAINING	0	45	0	0	0	0	0	0
41940-340	MUNI BLDG ADVERTISING	0	0	0	0	0	0	0	0
41940-354	MUNI BLDG PRINTING&BINDING	0	0	0	0	0	0	0	0
41940-360	MUNI BLDG INSURANCE	786	879	891	980	762	762	980	815
41940-380	MUNI BLDG UTILITIES	37,112	40,058	40,995	41,500	26,961	41,500	41,500	38,830
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>39,015</b>	<b>41,953</b>	<b>43,249</b>	<b>43,880</b>	<b>28,305</b>	<b>43,662</b>	<b>43,880</b>	<b>42,045</b>

41940-300 MUNI BLDG PROFESSIONAL SER  
 NEXT YEAR NOTES:  
 Furniture move in/out for carpet in officers room: \$1000

<b>REPAIR &amp; MAINTENANCE</b>									
41940-401	MUNI BLDG-BLDG REP&MAINT	337	7,947	66,179	18,000	1,465	18,000	7,000	20,000
41940-404	MUNI BLDG EQUIP-REP&MAINT	5,044	2,193	4,252	5,000	8,283	5,000	5,000	34,600
41940-430	MUNI BLDG MISC	0	0	0	0	0	0	0	0
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>5,381</b>	<b>10,139</b>	<b>70,431</b>	<b>23,000</b>	<b>9,748</b>	<b>23,000</b>	<b>12,000</b>	<b>54,600</b>

41940-401 MUNI BLDG-BLDG REP&MAINT  
 NEXT YEAR NOTES:  
 add'l maintenance of ceiling tiles, plumbing and fixtures, paint.

41940-404 MUNI BLDG EQUIP-REP&MAINT  
 NEXT YEAR NOTES:  
 Move hallway door: \$4,600  
 Improve security at PD entrance: replace sliding window with

69

101-GENERAL FUND  
 MUNICIPAL BUILDING  
 EXPENDITURES

		(----- 2016 -----)			(----- 2017 -----)			
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
slotted window, etc.			\$10,000					
Replace PD garage doors:			\$15,000					
<b>CAPITAL</b>								
41940-570	MUNI BLDG OFFICE EQUIP&FUR	0	0	0	0	0	0	10,000
41940-580	MUNICIPAL BUILDING OTHER E	0	570	0	0	0	49,500	0
<b>TOTAL CAPITAL</b>		<b>0</b>	<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,500</b>	<b>10,000</b>
41940-570	MUNI BLDG OFFICE EQUIP&FURNEXT YEAR NOTES:							
	Carpet Officer Room and stairs:		\$10,000					
41940-580	MUNICIPAL BUILDING OTHER ENEXT YEAR NOTES:							
	Replace HVAC on south end of City Hall (if included in ameresco analysis)\$49,500.							
<hr/>								
<b>TOTAL MUNICIPAL BUILDING</b>		<b>91,866</b>	<b>97,651</b>	<b>166,248</b>	<b>115,280</b>	<b>74,554</b>	<b>115,566</b>	<b>156,618</b>
							<b>156,618</b>	<b>158,473</b>

65

101-GENERAL FUND  
 POLICE  
 EXPENDITURES

			2016			2017			
			CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED		
			BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET		
2013	2014	2015							
ACTUAL	ACTUAL	ACTUAL							
<b>PERSONNEL SERVICES</b>									
42100-100	POLICE WAGES	1,159,926	1,192,032	1,192,503	1,266,836	831,967	1,266,836	1,327,992	1,327,992
42100-102	POLICE WAGES - OVERTIME	72,016	112,860	107,576	69,305	65,391	69,305	73,351	73,351
42100-103	POLICE OVERTIME-COP GRANT	0	0	0	0	0	0	0	0
42100-121	POLICE PERA CONTRIBUTIONS	157,458	171,813	184,531	189,813	127,696	189,813	199,460	199,460
42100-122	POLICE FICA CONTRIBUTIONS	16,522	17,070	17,449	18,986	11,848	18,986	19,639	19,639
42100-126	POLICE MEDICARE CONTRIBUTI	16,173	17,397	18,224	18,237	12,481	18,237	19,075	19,075
42100-131	POLICE HEALTH INSURANCE	301,624	307,108	293,297	334,937	253,831	334,937	372,919	385,688
42100-132	POLICE DENTAL INSURANCE	19,170	19,461	18,515	17,785	14,101	17,785	17,785	17,785
42100-133	POLICE LIFE INSURANCE	438	439	407	413	310	413	413	413
42100-142	POLICE UNEMPLOYMENT	0	0	0	0	0	0	0	0
42100-151	POLICE WORKERS COMPENSATIO	24,563	25,894	30,260	40,176	33,645	40,176	47,263	50,070
<b>TOTAL PERSONNEL SERVICES</b>		<b>1,767,890</b>	<b>1,864,075</b>	<b>1,862,761</b>	<b>1,956,488</b>	<b>1,351,271</b>	<b>1,956,488</b>	<b>2,077,897</b>	<b>2,093,473</b>
<b>OFFICE EXPENSES</b>									
42100-200	POLICE OFFICE SUPPLIES	2,412	1,741	2,063	3,200	1,372	3,200	3,200	3,200
42100-210	POLICE OPERATING SUPPLIES	8,517	6,129	10,609	9,000	7,386	9,000	22,160	22,300
42100-211	POLICE MOTOR FUELS	38,763	34,656	22,982	35,000	11,064	25,000	35,000	35,000
42100-220	POLICE REPAIR & MAINT. SUP	6,497	2,649	3,671	4,500	2,518	4,500	4,500	4,500
42100-222	POLICE UNIFORMS	17,471	21,377	18,828	19,300	11,886	19,300	24,160	24,160
<b>TOTAL OFFICE EXPENSES</b>		<b>73,660</b>	<b>66,553</b>	<b>58,152</b>	<b>71,000</b>	<b>34,226</b>	<b>61,000</b>	<b>89,020</b>	<b>89,160</b>
42100-210	POLICE OPERATING SUPPLIES	NEXT YEAR NOTES:							
		4 cases of FoF Blue Marking 500 rds @\$267.75 = \$1071							
		2 cases of FoF Blanks 500 rds per case \$230 = \$460							
		AR500 1/2" steel 12x20 target \$140							
		6 RED LED Stop Signs: brdwy/sunrise (4) & traverse/nicollet							
		(2)@\$1520 Total \$9120							
		2 Yellow LED Ped crossing signs at Jefferson/arborview @1520							
		Total \$3040							
42100-222	POLICE UNIFORMS	NEXT YEAR NOTES:							
		Personal Protection Equipment:							
		4 Force on Force vests w/groin protectors @\$89.99= \$360							
		14 Armour Plates and carriers \$4,500							
<b>PROFESSIONAL SERVICES</b>									
42100-300	POLICE PROFESSIONAL SERVIC	2,934	7,515	7,212	7,000	959	7,000	10,000	9,000
42100-321	POLICE TELEPHONE	14,028	12,583	12,635	16,500	8,232	16,500	16,500	16,500
42100-322	POLICE POSTAGE	1,130	768	779	1,200	187	1,200	1,200	1,200
42100-331	POLICE TRAVEL & TRAINING	16,811	20,797	17,584	22,530	10,611	22,530	25,330	25,330
42100-340	POLICE ADVERTISING	223	0	0	500	0	500	500	500
42100-351	POLICE LEGAL NOTICES & PUB	0	9	0	350	0	350	350	350
42100-354	POLICE PRINTING & BINDING	2,476	2,241	298	3,000	401	3,000	3,000	3,000
42100-360	POLICE INSURANCE	18,941	21,069	21,530	23,600	18,893	18,893	23,600	20,216
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>56,543</b>	<b>64,982</b>	<b>60,038</b>	<b>74,680</b>	<b>39,283</b>	<b>69,973</b>	<b>80,480</b>	<b>76,096</b>

99

101-GENERAL FUND  
 POLICE  
 EXPENDITURES

					2016			2017	
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
42100-300	POLICE PROFESSIONAL SERVICE								
	NEXT YEAR NOTES:								
	NEW admin fee for records management: \$2000								
	moved to municipal bldg budget:								
	Furniture move in/out for carpet in officers room: \$1000								
42100-331	POLICE TRAVEL & TRAINING								
	NEXT YEAR NOTES:								
	Force on Force "active shooter training": 14@\$200/per \$2800								
<u>REPAIR &amp; MAINTENANCE</u>									
42100-404	POLICE EQUIP-REP&MAINT	16,794	15,454	16,012	7,025	10,948	9,257	36,615	7,015
42100-416	POLICE REPAIR & MAINT CONT	10,941	13,403	4,866	8,000	5,754	8,000	8,000	8,000
42100-430	POLICE MISCELLANEOUS	0	0	0	0	0	0	0	0
42100-433	POLICE DUES & SUBSCRIPTION	22,578	21,836	31,750	30,000	23,256	30,000	30,000	30,000
	TOTAL REPAIR & MAINTENANCE	50,313	50,693	52,628	45,025	39,958	47,257	74,615	45,015
42100-404	POLICE EQUIP-REP&MAINT								
	NEXT YEAR NOTES:								
	moved to municipal bldg budget:								
	Move hallway door: \$4,600								
	Improve security at PD entrance: replace sliding window with								
	slotted window, etc. \$10,000								
	Replace PD garage doors: \$15,000								
<u>CAPITAL</u>									
42100-550	POLICE MOTOR VEHICLES	0	0	0	0	0	0	0	0
42100-570	POLICE OFFICE EQUIPMENT &	25,097	25,854	23,172	6,310	3,307	6,310	10,470	4,520
	TOTAL CAPITAL	25,097	25,854	23,172	6,310	3,307	6,310	10,470	4,520
42100-570	POLICE OFFICE EQUIPMENT &								
	NEXT YEAR NOTES:								
	Dispatch printer: \$2000								
	Radio Headsets (TCI or Silyn) 2@ \$900 total \$1800								
	2 Avon C50 Pro Mask 2@ \$359.99 total \$720								
	moved to municipal bldg budget:								
	Carpet Officer Room and stairs: \$10,000								
<hr/>									
TOTAL POLICE		1,973,503	2,072,157	2,056,752	2,153,503	1,468,045	2,141,028	2,332,482	2,308,264

67

101-GENERAL FUND

FIRE  
 EXPENDITURES

(----- 2016 -----) (----- 2017 -----)

	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET

PERSONNEL SERVICES

42200-100	FIRE WAGES	51,329	51,245	58,025	56,269	13,720	56,269	57,827	57,827
42200-102	FIRE WAGES - OVERTIME	0	829	586	0	317	0	0	0
42200-121	FIRE PERA CONTRIBUTIONS	2,301	5,126	2,864	2,648	1,053	2,648	2,720	2,720
42200-122	FIRE FICA CONTRIBUTIONS	3,098	3,165	3,548	3,489	818	3,489	3,585	3,585
42200-126	FIRE MEDICARE CONTRIBUTION	724	740	830	816	191	816	838	838
42200-131	FIRE HEALTH INSURANCE	143,803	150,342	150,592	175,336	141,065	175,336	192,672	198,492
42200-132	FIRE DENTAL INSURANCE	1,076	730	904	749	385	749	749	749
42200-133	FIRE LIFE INSURANCE	20	16	18	17	8	17	17	17
42200-142	FIRE UNEMPLOYMENT	0	0	0	0	0	0	0	0
42200-151	FIRE WORKERS COMPENSATION	14,476	17,454	23,830	24,600	39,989	24,600	27,105	28,715
<b>TOTAL PERSONNEL SERVICES</b>		<b>216,827</b>	<b>229,647</b>	<b>241,196</b>	<b>263,924</b>	<b>197,546</b>	<b>263,924</b>	<b>285,513</b>	<b>292,943</b>

OFFICE EXPENSES

42200-200	FIRE OFFICE SUPPLIES	212	210	140	250	24	250	250	250
42200-210	FIRE OPERATING SUPPLIES	10,161	8,525	7,896	12,000	3,595	12,000	11,000	11,000
42200-211	FIRE MOTOR FUELS	4,676	4,742	2,166	4,000	1,298	4,000	4,000	4,000
42200-220	FIRE REPAIR & MAINT. SUPPL	0	0	0	500	0	500	500	500
<b>TOTAL OFFICE EXPENSES</b>		<b>15,049</b>	<b>13,478</b>	<b>10,203</b>	<b>16,750</b>	<b>4,917</b>	<b>16,750</b>	<b>15,750</b>	<b>15,750</b>

PROFESSIONAL SERVICES

42200-300	FIRE PROFESSIONAL SERVICES	6,183	6,075	3,759	5,500	4,098	5,500	6,000	21,000
42200-321	FIRE TELEPHONE	2,046	2,019	2,009	2,000	1,331	2,000	2,200	2,200
42200-322	FIRE POSTAGE	193	121	( 42)	200	24	200	200	200
42200-331	FIRE TRAVEL & TRAINING	5,807	6,669	5,220	10,000	5,380	10,000	10,000	10,000
42200-340	FIRE ADVERTISING	539	35	121	500	0	500	500	500
42200-351	FIRE LEGAL NOTICES & PUBLI	0	0	0	0	0	0	0	0
42200-354	FIRE PRINTING & BINDING	0	0	0	0	0	0	0	0
42200-360	FIRE INSURANCE	6,527	6,458	6,667	7,500	5,488	5,488	7,500	5,872
42200-380	FIRE UTILITIES	9,851	11,571	9,536	12,000	6,026	12,000	12,000	9,790
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>31,146</b>	<b>32,947</b>	<b>27,270</b>	<b>37,700</b>	<b>22,347</b>	<b>35,688</b>	<b>38,400</b>	<b>49,562</b>

42200-300 FIRE PROFESSIONAL SERVICESNEXT YEAR NOTES:  
 \$15,000 consulting new fire hall.

REPAIR & MAINTENANCE

42200-401	FIRE BLDG- REP&MAINT	7,160	473	19,108	1,000	160	1,000	1,000	1,000
42200-404	FIRE EQUIP- REP&MAINT	12,254	14,737	9,418	18,000	8,396	18,000	16,000	16,000
42200-430	FIRE MISCELLANEOUS	0	0	0	0	0	0	0	0
42200-433	FIRE DUES & SUBSCRIPTIONS	760	1,021	1,538	3,000	1,779	3,000	3,000	3,000
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>20,174</b>	<b>16,231</b>	<b>30,064</b>	<b>22,000</b>	<b>10,335</b>	<b>22,000</b>	<b>20,000</b>	<b>20,000</b>

42200-404 FIRE EQUIP- REP&MAINT NEXT YEAR NOTES:  
 \$2,348 replace 10 pieces of hose for 511 and 512

87

101-GENERAL FUND  
 FIRE  
 EXPENDITURES

		(----- 2016 -----) (----- 2017 -----)							
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
42200-433	FIRE DUES & SUBSCRIPTIONS	NEXT YEAR NOTES:							
		BE Cty Fire Chiefs air truck \$100							
		MN State Fire Chief Assoc (7 members)\$435							
		MN State Fire Dept Assoc \$350							
		MN Valley Reg'l Firefighters \$100							
		Nicollet Fire Dept radio dues \$800							
<u>CAPITAL</u>									
42200-570	FIRE OFFICE EQUIPMENT & FU	<u>280,175</u>	<u>24,949</u>	<u>23,320</u>	<u>34,001</u>	<u>106,945</u>	<u>106,945</u>	<u>57,687</u>	<u>14,525</u>
	TOTAL CAPITAL	280,175	24,949	23,320	34,001	106,945	106,945	57,687	14,525
42200-570	FIRE OFFICE EQUIPMENT & FUNEXT	YEAR NOTES:							
		1. \$7,500 transferred to dedicated fund to replace future gear (10 year plan)							
		2. \$0 moved to equip cert. \$23,640 Pagers (40)							
		3. changed to \$0 - \$11,700 repair driveway apron							
		4. \$0 moved to equip cert. \$7,822 Replace 8 MSA cylinder's due to expire and unable to continue to hydro test and certify.							
		5. \$4,525 replace 3 AED units							
		6. \$2,500 starting a fire dept tool box and tools							
<hr/>									
TOTAL FIRE		563,372	317,252	332,053	374,375	342,091	445,307	417,350	392,780

69

101-GENERAL FUND  
 BUILDING INSPECTOR  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
42400-100	BUILDING WAGES	102,293	111,195	117,425	118,222	83,876	118,222	119,682	119,682
42400-102	BUILDING WAGES-OVERTIME	10	0	0	0	0	0	0	0
42400-121	BUILDING PERA CONTRIBUTION	7,417	7,849	8,807	8,867	6,291	8,867	8,976	8,976
42400-122	BUILDING FICA CONTRIBUTION	5,438	6,278	6,736	7,330	4,827	7,330	7,420	7,420
42400-126	BUILDING MEDICARE CONTRIBU	1,272	1,468	1,575	1,714	1,129	1,714	1,735	1,735
42400-131	BUILDING HEALTH INSURANCE	37,915	37,166	39,063	43,712	32,977	43,712	47,666	49,370
42400-132	BUILDING DENTAL INSURANCE	3,233	2,525	2,620	2,378	1,955	2,378	2,322	2,322
42400-133	BUILDING LIFE INSURANCE	55	54	52	51	39	51	50	50
42400-134	BUILDING DISABILITY INSURA	0	0	0	0	0	0	0	0
42400-151	BUILDING WORKERS COMPENSAT	422	549	672	951	796	951	651	690
	<b>TOTAL PERSONNEL SERVICES</b>	<b>158,055</b>	<b>167,084</b>	<b>176,950</b>	<b>183,225</b>	<b>131,890</b>	<b>183,225</b>	<b>188,502</b>	<b>190,245</b>
<b>OFFICE EXPENSES</b>									
42400-200	BUILDING OFFICE SUPPLIES	1,183	1,070	5,329	1,600	356	1,600	1,600	1,600
42400-210	BUILDING OPERATING SUPPLIE	809	339	328	1,500	595	1,500	1,500	1,500
42400-211	BUILDING MOTOR FUELS	2,014	1,765	1,378	1,910	676	1,910	1,910	1,910
42400-220	BUILDING REP & MAINT SUPPL	4	27	1,032	629	539	629	629	629
	<b>TOTAL OFFICE EXPENSES</b>	<b>4,009</b>	<b>3,200</b>	<b>8,066</b>	<b>5,639</b>	<b>2,166</b>	<b>5,639</b>	<b>5,639</b>	<b>5,639</b>
<b>PROFESSIONAL SERVICES</b>									
42400-300	BUILDING PROFESSIONAL SERV	3,323	663	6,177	1,640	1,403	1,640	1,640	1,640
42400-321	BUILDING TELEPHONE	1,768	1,950	2,624	1,800	1,499	1,800	1,800	1,800
42400-322	BUILDING POSTAGE	206	236	239	837	128	837	837	837
42400-331	BUILDING TRAVEL & TRAINING	1,625	2,104	916	2,250	1,642	2,250	2,250	2,250
42400-340	BUILDING ADVERTISING	0	24	0	100	0	100	100	100
42400-351	BUILDING LEGAL NOTICES & P	0	0	0	200	0	200	200	200
42400-354	BUILDING PRINTING & BINDIN	0	0	0	500	3	500	500	500
42400-360	BUILDING INSURANCE	1,577	1,759	1,892	2,080	1,536	1,536	2,080	1,644
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>8,498</b>	<b>6,736</b>	<b>11,849</b>	<b>9,407</b>	<b>6,210</b>	<b>8,863</b>	<b>9,407</b>	<b>8,971</b>
<b>REPAIR &amp; MAINTENANCE</b>									
42400-404	BUILDING EQUIP- REP&MAINT	2,224	3,419	1,904	2,500	2,680	2,500	2,500	2,500
42400-430	BUILDING MISCELLANEOUS	0	0	0	0	0	0	0	0
42400-433	BUILDING DUES&SUBSCRIPTION	285	125	325	500	135	500	500	500
42400-491	BUILDING STATE SURCHARGE P	8,678	10,962	4,737	4,500	6,583	7,500	4,500	4,500
	<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>11,186</b>	<b>14,506</b>	<b>6,967</b>	<b>7,500</b>	<b>9,398</b>	<b>10,500</b>	<b>7,500</b>	<b>7,500</b>
<b>CAPITAL</b>									
42400-570	BUILDING OFFICE EQUIP&FURN	0	2,904	675	0	0	0	0	0
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>2,904</b>	<b>675</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUILDING INSPECTOR</b>		<b>181,748</b>	<b>194,430</b>	<b>204,507</b>	<b>205,771</b>	<b>149,664</b>	<b>208,227</b>	<b>211,048</b>	<b>212,355</b>

70

101-GENERAL FUND  
 EMERGENCY MGMT  
 EXPENDITURES

	2013	2014	2015	(----- 2016 -----)			(----- 2017 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>OFFICE EXPENSES</u>								
42500-200 EMERGENCY MGMT OFFICE SUPP	0	0	0	0	0	0	0	0
42500-210 EMERGENCY MGMT OPERATING S	0	0	0	1,200	0	1,200	1,200	1,200
TOTAL OFFICE EXPENSES	0	0	0	1,200	0	1,200	1,200	1,200
<u>PROFESSIONAL SERVICES</u>								
42500-300 EMERGENCY MGMT PROFESSIONA	0	0	0	0	0	0	0	0
42500-331 EMERGENCY MGMT TRAVEL & TR	0	0	0	1,200	0	1,200	1,200	1,200
42500-360 EMERGENCY MGMT INSURANCE	9	10	9	12	7	12	12	7
42500-380 EMERGENCY MGMT UTILITIES	1,050	1,008	1,031	1,060	254	1,060	1,060	430
TOTAL PROFESSIONAL SERVICES	1,059	1,018	1,039	2,272	261	2,272	2,272	1,637
<u>REPAIR &amp; MAINTENANCE</u>								
42500-404 EMERGENCY MGMT EQUIP-REP&M	1,352	0	0	4,000	0	4,000	4,000	4,000
42500-433 EMERGENCY MGMT DUES & SUBS	0	0	0	300	0	300	300	300
TOTAL REPAIR & MAINTENANCE	1,352	0	0	4,300	0	4,300	4,300	4,300
<u>CAPITAL</u>								
42500-570 EMERGENCY MGMT OFFICE EQUI	0	0	0	0	0	0	0	0
TOTAL CAPITAL	0	0	0	0	0	0	0	0
TOTAL EMERGENCY MGMT	2,411	1,018	1,039	7,772	261	7,772	7,772	7,137

12

101-GENERAL FUND  
 COMMUNITY SERVICE  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<u>PERSONNEL SERVICES</u>									
42700-100	COMMUNITY SERVICE WAGES	47,270	47,991	48,966	50,366	34,660	50,366	51,802	51,802
42700-102	COMMUNITY SERVICE WAGES -	0	0	0	0	0	0	0	0
42700-121	COMMUNITY SERVICE PERA CON	3,427	3,483	3,672	3,777	2,600	3,777	3,885	3,885
42700-122	COMMUNITY SERVICE FICA CON	2,650	2,535	2,667	3,123	1,939	3,123	3,212	3,212
42700-126	COMMUNITY SERVICE MEDICARE	620	593	624	730	453	730	751	751
42700-131	COMMUNITY SERVICE HEALTH I	16,195	16,065	15,988	17,621	13,889	17,621	19,472	20,093
42700-132	COMMUNITY SERVICE DENTAL I	1,568	1,097	1,098	936	824	936	936	936
42700-133	COMMUNITY SERVICE LIFE INS	24	24	22	22	16	22	22	22
42700-134	COMMUNITY SERVICE DISABILI	0	0	0	0	0	0	0	0
42700-151	COMMUNITY SERVICE WORKERS	1,154	1,234	1,403	407	341	407	272	288
	TOTAL PERSONNEL SERVICES	72,907	73,022	74,439	76,982	54,722	76,982	80,352	80,989
<u>OFFICE EXPENSES</u>									
42700-200	COMMUNITY SERVICE OFFICE S	0	0	0	0	0	0	0	0
42700-210	COMMUNITY SERVICE OPERATIN	0	743	43	250	0	250	250	250
42700-211	COMMUNITY SERVICE MOTOR FU	0	0	0	0	0	0	0	0
42700-220	COMMUNITY SERVICE REPAIR &	0	0	0	0	0	0	0	0
42700-222	COMMUNITY SERVICE UNIFORMS	412	183	284	350	186	350	350	350
	TOTAL OFFICE EXPENSES	412	925	326	600	186	600	600	600
<u>PROFESSIONAL SERVICES</u>									
42700-300	COMMUNITY SERVICE PROFESSI	6,411	5,619	4,607	10,500	1,813	10,500	10,500	10,500
42700-321	COMMUNITY SERVICE TELEPHON	0	0	0	0	0	0	0	0
42700-322	COMMUNITY SERVICE POSTAGE	0	0	0	0	0	0	0	0
42700-331	COMMUNITY SERVICE TRAVEL &	250	0	50	250	0	250	250	250
42700-340	COMMUNITY SERVICE ADVERTIS	0	0	0	0	0	0	0	0
42700-351	COMMUNITY SERVICE LEGAL NO	0	0	0	0	0	0	0	0
42700-354	COMMUNITY SERVICE PRINTING	0	0	96	100	0	100	100	100
42700-360	COMMUNITY SERVICE INSURANC	640	728	696	770	534	534	770	571
42700-380	COMMUNITY SERVICE UTILITIE	0	0	0	0	0	0	0	0
	TOTAL PROFESSIONAL SERVICES	7,300	6,347	5,449	11,620	2,348	11,384	11,620	11,421
<u>REPAIR &amp; MAINTENANCE</u>									
42700-404	COMMUNITY SERVICE EQUIP-RE	0	0	0	250	0	250	250	250
42700-430	COMMUNITY SERVICE MISCELLA	0	0	0	50	0	50	50	50
42700-433	COMMUNITY SERVICE DUES & S	0	0	0	50	0	50	50	50
	TOTAL REPAIR & MAINTENANCE	0	0	0	350	0	350	350	350
<u>CAPITAL</u>									
42700-570	COMMUNITY SERVICE OFFICE E	0	0	0	0	0	0	0	0
	TOTAL CAPITAL	0	0	0	0	0	0	0	0
TOTAL COMMUNITY SERVICE		80,620	80,295	80,215	89,552	57,256	89,316	92,922	93,360

72

101-GENERAL FUND  
 PUBLIC WORKS ADMIN  
 EXPENDITURES

		(----- 2016 -----) (----- 2017 -----)							
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
43050-100	PUBLIC WORKS ADMIN WAGES	47,227	58,476	56,659	54,658	42,688	54,658	57,947	57,947
43050-102	PUBLIC WORKS ADMIN WAGES-O	69	122	303	63	( 205)	63	66	66
43050-112	PUBLIC WORKS ADMIN CAR ALL	225	0	0	0	0	0	0	0
43050-121	PUBLIC WORKS ADMIN PERA CO	3,403	3,962	4,135	4,104	3,190	4,104	4,351	4,351
43050-122	PUBLIC WORKS ADMIN FICA CO	2,828	3,333	3,385	3,393	2,597	3,393	3,597	3,597
43050-126	PUBLIC WORKS ADMIN MEDICAR	662	779	792	793	607	793	841	841
43050-131	PUBLIC WORKS ADMIN HEALTH	10,618	8,011	5,174	6,361	6,844	6,361	6,996	7,209
43050-132	PUBLIC WORKS ADMIN DENTAL	862	914	870	786	693	786	786	786
43050-133	PUBLIC WORKS ADMIN LIFE I ( 13)	0	19	17	18	14	18	18	18
43050-134	PUBLIC WORKS ADMIN DISABIL	0	0	0	0	0	0	0	0
43050-142	PUBLIC WORKS ADMIN UNEMPLO	0	0	0	0	0	0	0	0
43050-151	PUBLIC WORKS ADMIN WORKERS	641	724	989	1,222	1,023	1,222	1,134	1,201
<b>TOTAL PERSONNEL SERVICES</b>		<b>66,520</b>	<b>76,341</b>	<b>72,323</b>	<b>71,398</b>	<b>57,451</b>	<b>71,398</b>	<b>75,736</b>	<b>76,016</b>
<b>OFFICE EXPENSES</b>									
43050-200	PUBLIC WORKS ADMIN OFFICE	898	351	234	800	487	800	800	800
43050-205	PUBLIC WORKS ADMIN MISC. E	3,922	3,921	2,797	4,000	2,539	2,000	3,000	3,000
43050-210	PUBLIC WORKS ADMIN OPERATI	380	206	823	2,900	367	950	1,000	1,000
43050-211	PUBLIC WORKS ADMIN MOTOR F	595	399	157	400	53	200	200	200
43050-220	PUBLIC WORKS ADMIN-SUPPLIES	0	0	50	100	0	75	75	75
<b>TOTAL OFFICE EXPENSES</b>		<b>5,796</b>	<b>4,877</b>	<b>4,061</b>	<b>8,200</b>	<b>3,446</b>	<b>4,025</b>	<b>5,075</b>	<b>5,075</b>
<b>PROFESSIONAL SERVICES</b>									
43050-300	PUBLIC WORKS ADMIN PROFESS	68	19	264	300	99	300	300	300
43050-321	PUBLIC WORKS ADMIN TELEPHO	2,926	3,022	3,272	3,200	2,083	3,200	3,200	3,200
43050-322	PUBLIC WORKS ADMIN POSTAGE	576	418	42	550	34	550	550	550
43050-331	PUBLIC WORKS ADMIN TRAVEL/	1,464	1,196	1,891	2,000	364	2,000	2,000	2,000
43050-340	PUBLIC WORKS ADMIN ADVERTI	231	382	0	200	64	200	200	200
43050-351	PUBLIC WORKS ADMIN LEGAL N	0	0	0	0	0	0	0	0
43050-354	PUBLIC WORKS ADMIN PRINTIN	0	0	48	0	0	0	0	0
43050-360	PUBLIC WORKS ADMIN INSURAN	650	739	779	900	570	570	900	610
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>5,915</b>	<b>5,778</b>	<b>6,296</b>	<b>7,150</b>	<b>3,213</b>	<b>6,820</b>	<b>7,150</b>	<b>6,860</b>
<b>REPAIR &amp; MAINTENANCE</b>									
43050-401	PUBLIC WORKS ADMIN BLDG-RE	0	0	151	200	0	150	150	150
43050-404	PUBLIC WORKS ADMIN EQUIP-R	948	2,749	2,544	1,000	956	1,000	1,000	1,000
43050-430	PUBLIC WORKS ADMIN MISCELL	0	44	0	0	0	0	0	0
43050-433	PUBLIC WORKS ADMIN DUES&SU	160	160	220	200	0	200	200	200
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>1,108</b>	<b>2,953</b>	<b>2,915</b>	<b>1,400</b>	<b>956</b>	<b>1,350</b>	<b>1,350</b>	<b>1,350</b>

73

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 PUBLIC WORKS ADMIN  
 EXPENDITURES

	2013	2014	2015	(----- 2016 -----)	(----- 2017 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>CAPITAL</b>								
43050-550 PUBLIC WORKS ADMIN MOTOR V	0	0	0	0	0	0	100,000	0
43050-570 PUBLIC WORKS ADMIN OFFICE	0	0	0	0	2,064	2,064	0	0
TOTAL CAPITAL	0	0	0	0	2,064	2,064	100,000	0
<b>TOTAL PUBLIC WORKS ADMIN</b>	<b>79,340</b>	<b>89,949</b>	<b>85,594</b>	<b>88,148</b>	<b>67,129</b>	<b>85,657</b>	<b>189,311</b>	<b>89,301</b>

hl

101-GENERAL FUND

STREETS  
 EXPENDITURES

		(----- 2016 -----) (----- 2017 -----)							
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
43100-100	STREETS WAGES	302,425	306,352	291,044	310,724	210,884	310,724	323,054	323,054
43100-101	STREETS WAGES - TEMPORARY	12,494	11,898	11,486	10,720	10,179	10,720	10,452	10,452
43100-102	STREETS WAGES -OVERTIME	14,462	26,656	14,790	18,475	9,862	18,475	19,237	19,237
43100-112	STREETS CAR ALLOWANCE	1,200	1,200	1,200	1,200	900	1,200	1,200	1,200
43100-121	STREETS PERA CONTRIBUTION	22,864	24,182	22,917	24,690	16,534	24,690	25,672	25,672
43100-122	STREETS FICA CONTRIBUTION	19,930	20,967	19,309	21,075	14,006	21,075	21,870	21,870
43100-126	STREETS MEDICARE CONTRIBUT	4,661	4,904	4,516	4,929	3,276	4,929	5,115	5,115
43100-131	STREETS HEALTH INSURANCE	76,767	81,122	71,057	73,226	71,302	73,226	81,342	84,070
43100-132	STREETS DENTAL INSURANCE	5,573	6,140	5,134	5,485	4,087	5,485	5,485	5,485
43100-133	STREETS LIFE INSURANCE	141	163	126	127	97	127	127	127
43100-142	STREETS UNEMPLOYMENT-DIREC	0	0	0	0	0	0	0	0
43100-151	STREETS WORKERS COMPENSATI	15,797	18,103	21,211	27,252	22,822	27,252	27,745	29,393
<b>TOTAL PERSONNEL SERVICES</b>		<b>476,313</b>	<b>501,688</b>	<b>462,791</b>	<b>497,903</b>	<b>363,949</b>	<b>497,903</b>	<b>521,299</b>	<b>525,675</b>

43100-101 STREETS WAGES - TEMPORARY NEXT YEAR NOTES:  
 Three seasonal workers

**OFFICE EXPENSES**

43100-200	STREETS OFFICE SUPPLIES	2,270	2,027	1,329	2,000	1,148	1,800	1,500	1,500
43100-205	STREETS MISC EMPLOYEE SUPP	8,387	7,844	10,519	10,500	5,407	9,500	10,684	10,684
43100-210	STREETS OPERATING SUPPLIES	31,749	24,246	20,236	35,000	16,363	30,200	30,000	30,000
43100-211	STREETS MOTOR FUEL	47,115	53,678	29,061	55,000	15,347	25,000	30,000	30,000
43100-220	STREETS SUPPLIES REP&MAINT	159	1,273	944	1,000	659	850	900	900
43100-224	STREETS-STREET MAINT MATER	183,426	147,018	241,298	202,911	185,374	202,000	234,947	234,947
<b>TOTAL OFFICE EXPENSES</b>		<b>273,106</b>	<b>236,086</b>	<b>303,387</b>	<b>306,411</b>	<b>224,298</b>	<b>269,350</b>	<b>308,031</b>	<b>308,031</b>

43100-205 STREETS MISC EMPLOYEE SUPP NEXT YEAR NOTES:  
 Safety equipment 5 employees (3 pairs of safety boots per crew member allowed per year); Boot purchases \$3,000; Driver's Licenses-endorsements \$80; Drug testing 6 @ \$134 = \$804; Drug testing for temporary labor 2 @ \$134 = \$268; Boots for temporary labor 2 @ \$150 = \$300; Replacement of PPE as needed per OSHA: safety vests, rain gear, hard hats, ear plugs, ear muffs, sunscreen \$1200; Uniforms for the crew 5 @ \$325 = \$1,625; First Aid Kits \$300; MMUA Safety Coordinator 5 @ \$585.48 = \$2927.40; Hearing test \$180

43100-224 STREETS-STREET MAINT MATER NEXT YEAR NOTES:  
 2017 Maintenance Program  
 #1 Winter Salt \$12,000  
 #1s Winter Sand \$2,800  
 #2 Cold Mix \$1,496  
 #3 Gravel \$1,004  
 #4 Quartzite Stone \$35,250

75

101-GENERAL FUND  
 STREETS  
 EXPENDITURES

			2016			2017		
			CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
			BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
2013	2014	2015						
ACTUAL	ACTUAL	ACTUAL						
#5 Stone Delivery In-House #7 Crosswalk Paint \$11,575 #8 Asphalt Full Depth Patching \$86,800 #9 Asphalt Full Block Replacement \$75,454 (S 7th: College to South Elementary) #15 Weed Spray \$1,750 #17 Sign Replacement Program \$6,818								
<b>PROFESSIONAL SERVICES</b>								
43100-300	STREETS PROFESSIONAL SERVI	22,039	15,962	36,792	51,280	41,620	46,000	65,100
43100-321	STREETS TELEPHONE	1,355	2,735	1,791	1,950	2,146	1,900	1,950
43100-322	STREETS POSTAGE	33	43	41	50	44	50	50
43100-331	STREETS TRAVEL&TRAINING	4,496	2,685	1,417	2,900	808	2,900	2,900
43100-340	STREETS ADVERTISING	150	297	0	200	0	200	100
43100-351	STREETS LEGAL NOTICES&PUBL	0	0	159	300	0	200	200
43100-354	STREETS PRINTING & BINDING	0	0	0	0	0	0	0
43100-360	STREETS INSURANCE	11,504	11,625	12,836	13,020	9,565	10,565	13,000
43100-380	STREETS UTILITIES	11,478	12,248	9,588	13,000	5,737	9,000	10,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>51,055</b>	<b>45,595</b>	<b>62,624</b>	<b>82,700</b>	<b>59,920</b>	<b>70,815</b>	<b>93,300</b>
43100-300	STREETS PROFESSIONAL SERV	NEXT YEAR NOTES:						
		Engineering, meetings, mapping, surveys and research \$						
		Fire extinguisher annual testing \$10,000						
		Cartegraph Licenses \$800						
		2017 Maintenance Program						
		#8m Milling - Asphalt Patching \$0						
		#9m Milling - Asphalt Full Block Replacement \$13,500 (S 7th from College to South Elementary)						
		#10 Crack Sealing \$40,800						
<b>REPAIR &amp; MAINTENANCE</b>								
43100-401	STREETS BLDG-REP&MAINT	3,529	3,175	1,524	2,500	4,558	2,855	1,500
43100-403	STREETS INFRASTRUCTURE-REP	205,919	184,003	188,224	197,190	200,923	197,190	201,300
43100-404	STREETS EQUIP- REP&MAINT	70,375	95,987	61,625	66,600	58,764	60,000	60,000
43100-415	STREETS EQUIP RENTALS	0	1,571	12,387	15,000	8,550	15,000	12,000
43100-430	STREETS MISC	200	200	200	300	200	300	300
43100-433	STREETS DUES & SUBSCRIPTIO	1,502	1,594	1,568	2,200	1,548	2,000	2,000
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>281,525</b>	<b>286,529</b>	<b>265,528</b>	<b>283,790</b>	<b>274,543</b>	<b>277,345</b>	<b>277,100</b>
43100-403	STREETS INFRASTRUCTURE-REP	NEXT YEAR NOTES:						
		2017 Streets Maintenance Program						
		#6 Seal Coat (100BL) \$138,000						
		#11 Alley Entrance Replacement \$24,500						
		#12 Sidewalk & Handicap Apr. \$22,750						
		#13 Curb & Gutter \$13,800						
		#14 Excavation Permits \$2,250						

7L

101-GENERAL FUND  
 STREETS  
 EXPENDITURES

		(----- 2016 -----)			(----- 2017 -----)				
		2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
43100-404	STREETS EQUIP- REP&MAINT	NEXT YEAR NOTES: 2017 Tire Replacement Program \$10,000 Annual Cartegraph License \$1,600 Normal Routine Maintenance \$48,400							
43100-415	STREETS EQUIP RENTALS	NEXT YEAR NOTES: Roller \$1,500; Milling Machine \$10,500							
<u>CAPITAL</u>									
43100-520	CAPITAL-GENERAL PLANT BUIL	0	0	0	0	0	17,203	0	17,001
43100-550	STREETS MOTOR VEHICLES	0	0	0	0	0	0	225,000	0
43100-570	STREETS OFFICE EQUIPMENT	0	0	0	175,000	1,944	1,944	350,000	0
43100-580	STREETS OTHER EQUIP	9,037	15,959	5,892	0	1,975	1,975	38,000	0
TOTAL CAPITAL		9,037	15,959	5,892	175,000	3,919	21,122	613,000	17,001
43100-520	CAPITAL-GENERAL PLANT BUIL	NEXT YEAR NOTES: Mechanic's Shop 2016 \$17,203 share of \$86,013 Mechanic's Shop 2017 \$17,001 share of \$85,005 both split between = water, wastewater, stormwater & Enviro 10% each; electric 15%; streets & Parks 20% each, transit 5%.							
43100-550	STREETS MOTOR VEHICLES	NEXT YEAR NOTES: moved to equip cert -Replace Unit#38 '95 Tandem Dump Truck \$225,000							
43100-570	STREETS OFFICE EQUIPMENT	NEXT YEAR NOTES: moved to fund 401: costs not covered under MSA will be covered by general fund. Gardner Rd/Jefferson engineering and construction \$100,000 Broadway Ave Round-A-Bout \$500,000 w/school dist paying 50%; Broadway Avenue improvements (Front St. to MN Ave.) \$250,000							
43100-580	STREETS OTHER EQUIP	NEXT YEAR NOTES: moved to equip cert: Add Rubber-tire Roller \$20,000 Replace Unit #408A Replace 16" Cold Planer Mill \$18,000							
TOTAL STREETS		1,091,035	1,085,857	1,100,222	1,345,804	926,629	1,136,535	1,812,730	1,218,342

7

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 STREET LIGHTING  
 EXPENDITURES

	2013	2014	2015	2016			2017	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>PROFESSIONAL SERVICES</u>								
43160-380 STREET LIGHTING UTILITIES	98,428	87,112	104,225	130,000	70,978	130,000	130,000	120,260
TOTAL PROFESSIONAL SERVICES	98,428	87,112	104,225	130,000	70,978	130,000	130,000	120,260
<u>REPAIR &amp; MAINTENANCE</u>								
43160-409 STREET LIGHTING STREETLIGH	0	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE	0	0	0	0	0	0	0	0
TOTAL STREET LIGHTING	98,428	87,112	104,225	130,000	70,978	130,000	130,000	120,260

86

101-GENERAL FUND  
 SENIOR COORDINATOR  
 EXPENDITURES

		(----- 2016 -----) (----- 2017 -----)							
		2013	2014	2015	CURRENT	2016	2017		
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	APPROVED	
						ACTUAL	YEAR END	BUDGET	
								BUDGET	
<u>PERSONNEL SERVICES</u>									
44100-100	SENIOR COORDINATOR WAGES	0	0	0	0	0	0	0	0
44100-121	SENIOR COORDINATOR PERA CO	0	0	0	0	0	0	0	0
44100-122	SENIOR COORDINATOR FICA CO	0	0	0	0	0	0	0	0
44100-126	SENIOR COORDINATOR MEDICAR	0	0	0	0	0	0	0	0
44100-131	SENIOR COORDINATOR HEALTH	0	0	0	0	0	0	0	0
44100-132	SENIOR COORDINATOR DENTAL	0	0	0	0	0	0	0	0
44100-133	SENIOR COORDINATOR LIFE IN	0	0	0	0	0	0	0	0
44100-151	SENIOR COORDINATOR WORKERS	0	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	0	0	0	0	0	0	0	0
<u>OFFICE EXPENSES</u>									
44100-200	SENIOR COORDINATOR OFFICE	0	21	0	0	0	0	0	0
44100-210	SENIOR COORDINATOR OPERATI	2,742	2,729	2,882	3,500	1,704	3,000	3,500	3,500
	TOTAL OFFICE EXPENSES	2,742	2,750	2,882	3,500	1,704	3,000	3,500	3,500
44100-210	SENIOR COORDINATOR OPERATINEXT YEAR NOTES:								
	Senior dance refreshments & entertainment; Senior Expo supplies								
<u>PROFESSIONAL SERVICES</u>									
44100-300	SENIOR COORDINATOR PROFESS	27,600	29,496	26,905	30,400	17,655	30,400	30,400	30,400
44100-312	SENIOR COORDINATOR TRIPS	0	0	0	0	0	0	0	0
44100-321	SENIOR COORDINATOR TELEPHO	70	67	70	75	37	75	75	75
44100-322	SENIOR COORDINATOR POSTAGE	848	992	960	975	624	975	975	975
44100-331	SENIOR COORDINATOR TRAVEL	0	0	0	50	0	50	50	50
44100-340	SENIOR COORDINATOR ADVERTI	79	0	0	150	0	150	150	150
44100-354	SENIOR COORDINATOR PRINTIN	0	0	0	0	0	0	0	0
44100-360	SENIOR COORDINATOR INSURAN	240	273	291	320	207	320	320	221
	TOTAL PROFESSIONAL SERVICES	28,838	30,828	28,226	31,970	18,523	31,970	31,970	31,871
<u>REPAIR &amp; MAINTENANCE</u>									
44100-430	SENIOR COORDINATOR MISCELL	0	0	0	0	0	0	0	0
44100-433	SENIOR COORDINATOR DUES &	0	0	0	0	0	0	0	0
	TOTAL REPAIR & MAINTENANCE	0	0	0	0	0	0	0	0
TOTAL SENIOR COORDINATOR		31,580	33,578	31,108	35,470	20,226	34,970	35,470	35,371

67

101-GENERAL FUND  
 RECREATION/LEISURE SERVIC  
 EXPENDITURES

			(----- 2016 -----)			(----- 2017 -----)			
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
45100-100	REC/LEISURE SVC WAGES	128,430	126,876	131,715	135,478	93,899	135,478	143,752	143,752
45100-101	REC/LEISURE SVC WAGES-TEMP	77,864	73,509	93,254	94,542	88,144	94,542	94,542	94,542
45100-102	REC/LEISURE SVC WAGES-OVER	0	308	0	100	1,190	1,100	100	100
45100-121	REC/LEISURE SVC PERA CONTR	10,231	9,157	9,879	10,161	6,999	10,161	10,615	10,615
45100-122	REC/LEISURE SVC FICA CONTR	11,996	11,903	13,436	14,082	10,980	14,082	14,595	14,595
45100-126	REC/LEISURE SVC MEDICARE C	2,806	2,784	3,142	3,293	2,568	3,293	3,413	3,413
45100-131	REC/LEISURE SVC HEALTH INS	36,048	36,132	46,004	50,970	39,485	50,970	56,540	58,411
45100-132	REC/LEISURE SVC DENTAL INS	2,093	2,157	2,032	2,668	1,524	2,668	2,668	2,668
45100-133	REC/LEISURE SVC LIFE INSUR	62	63	62	62	46	62	62	62
45100-134	REC/LEISURE SVC DISABILITY	0	0	0	0	0	0	0	0
45100-142	REC/LEISURE SVC UNEMPLOYME	0	0	0	0	0	0	0	0
45100-151	REC/LEISURE SVC WORKERS CO	3,636	4,292	6,457	5,060	4,238	5,060	5,735	6,075
<b>TOTAL PERSONNEL SERVICES</b>		<b>273,166</b>	<b>267,183</b>	<b>305,981</b>	<b>316,416</b>	<b>249,074</b>	<b>317,416</b>	<b>332,022</b>	<b>334,233</b>
<b>OFFICE EXPENSES</b>									
45100-200	REC/LEISURE SVC OFFICE SUP	2,845	1,020	614	2,500	1,118	2,500	2,500	2,500
45100-210	REC/LEISURE SVC OPERATING	21,231	15,496	16,272	28,000	11,931	25,000	28,000	28,000
45100-211	REC/LEISURE SVC MOTOR FUEL	0	0	0	0	0	0	0	0
45100-220	REC/LEISURE SVC SUPPLIES R	0	0	0	0	0	0	0	0
<b>TOTAL OFFICE EXPENSES</b>		<b>24,076</b>	<b>16,516</b>	<b>16,886</b>	<b>30,500</b>	<b>13,049</b>	<b>27,500</b>	<b>30,500</b>	<b>30,500</b>
<b>PROFESSIONAL SERVICES</b>									
45100-300	REC/LEISURE SVC PROFESSION	400	321	781	350	85	350	350	350
45100-310	REC/LEISURE SVC CONTRACTUA	19,194	26,201	31,476	25,000	23,796	30,000	25,000	25,000
45100-312	REC/LEISURE SVC TRIPS	896	1,657	2,538	1,000	1,989	2,000	1,000	1,000
45100-321	REC/LEISURE SVC TELEPHONE	3,144	3,551	4,207	3,100	2,566	3,500	3,100	3,100
45100-322	REC/LEISURE SVC POSTAGE	1,247	1,516	1,452	1,300	517	1,300	1,300	1,300
45100-331	REC/LEISURE SVC TRAVEL&TRA	272	854	1,755	2,100	1,082	2,100	2,100	2,100
45100-340	REC/LEISURE SVC ADVERTISIN	111	0	0	100	64	64	100	100
45100-351	REC/LEISURE SVC LEGAL NOTI	0	0	0	0	0	0	0	0
45100-354	REC/LEISURE SVC PRINTING&B	3,580	2,992	3,868	3,700	3,402	3,700	3,700	3,700
45100-360	REC/LEISURE SVC INSURANCE	2,644	3,007	3,026	3,306	2,604	2,604	3,306	2,786
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>31,489</b>	<b>40,099</b>	<b>49,101</b>	<b>39,956</b>	<b>36,105</b>	<b>45,618</b>	<b>39,956</b>	<b>39,436</b>
<b>REPAIR &amp; MAINTENANCE</b>									
45100-404	REC/LEISURE SVC EQUIP- REP	7,917	9,146	7,485	7,250	7,766	7,250	7,250	7,250
45100-412	REC/LEISURE SVC RENTALS-SC	1,300	800	0	0	0	0	0	0
45100-430	REC/LEISURE SVC MISC.	0	0	0	0	0	0	0	0
45100-433	REC/LEISURE SVC DUES&SUBSC	583	11,673	11,648	11,700	614	11,700	11,700	11,700
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>9,801</b>	<b>21,619</b>	<b>19,134</b>	<b>18,950</b>	<b>8,380</b>	<b>18,950</b>	<b>18,950</b>	<b>18,950</b>

08

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 RECREATION/LEISURE SERVIC  
 EXPENDITURES

	2013	2014	2015	(----- 2016 -----)			(----- 2017 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>CAPITAL</u>								
45100-570 REC/LEISURE SVC OFFICE EQU	0	3,877	0	0	0	0	0	0
TOTAL CAPITAL	0	3,877	0	0	0	0	0	0
TOTAL RECREATION/LEISURE SERVIC	338,531	349,293	391,101	405,822	306,608	409,484	421,428	423,119

18

101-GENERAL FUND  
 SWIMMING POOL  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)	
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>								
45124-100	SWIMMING POOL WAGES	0	0	0	0	0	0	0
45124-101	SWIMMING POOL WAGES - TEMP	73,829	73,044	82,034	91,805	87,246	91,805	91,805
45124-102	SWIMMING POOL WAGES - OVER	561	283	771	500	2,040	500	500
45124-122	SWIMMING POOL FICA CONTRIB	4,612	4,553	5,156	5,723	5,558	5,723	5,723
45124-126	SWIMMING POOL MEDICARE CON	1,079	1,065	1,206	1,338	1,300	1,338	1,338
45124-151	SWIMMING POOL WORKERS COMP	2,607	3,122	3,851	5,314	4,450	4,634	4,910
	<b>TOTAL PERSONNEL SERVICES</b>	<b>82,688</b>	<b>82,067</b>	<b>93,018</b>	<b>104,680</b>	<b>100,595</b>	<b>104,000</b>	<b>104,276</b>
<b>OFFICE EXPENSES</b>								
45124-200	SWIMMING POOL OFFICE SUPPL	7,100	7,065	9,150	7,300	8,707	8,000	8,000
45124-210	SWIMMING POOL OPERATING SU	18,752	16,263	17,413	23,000	16,896	24,500	24,500
45124-220	SWIMMING POOL REPAIR & MAI	0	20	931	0	396	0	0
	<b>TOTAL OFFICE EXPENSES</b>	<b>25,852</b>	<b>23,348</b>	<b>27,494</b>	<b>30,300</b>	<b>25,999</b>	<b>32,500</b>	<b>32,500</b>
45124-210	SWIMMING POOL OPERATING SUNEXT YEAR NOTES:	Replace old AED (1500); rescue pole (100); backboard (75); 2 rescue tubes (110); 3 guard chair umbrellas (180); water toys (75); noodles (50); deck chairs (200); picnic table umbrella (250); 2 basketballs and nets (65);						
<b>PROFESSIONAL SERVICES</b>								
45124-300	SWIMMING POOL PROFESSIONAL	2,507	3,105	2,383	2,500	1,501	2,500	2,500
45124-321	SWIMMING POOL TELEPHONE	403	497	488	500	363	525	525
45124-322	SWIMMING POOL POSTAGE	35	34	39	20	17	40	40
45124-331	SWIMMING POOL TRAVEL & TRA	27	879	144	900	434	775	900
45124-340	SWIMMING POOL ADVERTISING	12	0	0	75	64	64	75
45124-354	SWIMMING POOL PRINTING & B	53	414	67	100	67	75	75
45124-360	SWIMMING POOL INSURANCE	5,907	5,625	5,558	6,115	4,734	6,115	5,065
45124-380	SWIMMING POOL UTILITIES	35,284	51,510	26,366	35,000	24,532	35,000	35,000
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>44,229</b>	<b>62,064</b>	<b>35,044</b>	<b>45,210</b>	<b>31,710</b>	<b>45,230</b>	<b>44,180</b>
<b>REPAIR &amp; MAINTENANCE</b>								
45124-401	SWIMMING POOL BUILDING-REP	32,844	2,728	373	2,000	998	2,000	2,000
45124-404	SWIMMING POOL EQUIP- REP&M	2,976	3,025	1,402	3,000	206	9,000	9,000
45124-430	SWIMMING POOL MISCELLANEOU	0	0	0	0	0	0	0
45124-433	SWIMMING POOL DUES & SUBSC	0	0	0	0	0	0	0
	<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>35,820</b>	<b>5,753</b>	<b>1,775</b>	<b>5,000</b>	<b>1,204</b>	<b>11,000</b>	<b>11,000</b>
45124-404	SWIMMING POOL EQUIP- REP&MNEXT YEAR NOTES:	Rebuild 2 pumps (6,000)						

52

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 SWIMMING POOL  
 EXPENDITURES

		(----- 2016 -----) (----- 2017 -----)							
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>CAPITAL</b>									
45124-530	SWIMMING POOL IMPROVEMENTS	0	0	0	0	3,052	3,052	5,000	5,000
45124-570	SWIMMING POOL OFFICE EQUIP	0	0	0	0	0	0	0	0
45124-580	SWIMMING POOL OTHER EQUIPM	4,868	0	0	0	0	0	6,000	0
<b>TOTAL CAPITAL</b>		<b>4,868</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,052</b>	<b>3,052</b>	<b>11,000</b>	<b>5,000</b>
45124-530	SWIMMING POOL IMPROVEMENTS	NEXT YEAR NOTES: Resurface parking lot. Last done in 2007.							
45124-580	SWIMMING POOL OTHER EQUIPM	NEXT YEAR NOTES: Replace heater for wading pool \$6000 - changed to \$0.							
<b>TOTAL SWIMMING POOL</b>		<b>193,456</b>	<b>173,231</b>	<b>157,331</b>	<b>185,190</b>	<b>162,559</b>	<b>187,887</b>	<b>203,730</b>	<b>196,956</b>

23

101-GENERAL FUND  
 SKATING RINKS  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)	
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>								
45127-100	SKATING RINKS WAGES	0	0	0	0	0	0	0
45127-101	SKATING RINKS WAGES - TEMP	2,443	2,350	2,399	2,600	1,591	1,900	2,600
45127-122	SKATING RINKS FICA CONTRIB	151	146	149	161	99	161	161
45127-126	SKATING RINKS MEDICARE CON	35	34	35	38	23	38	38
45127-142	SKATING RINKS UNEMPLOYMENT	0	0	0	0	0	0	0
45127-151	SKATING RINKS WORKERS COMP	64	74	84	114	95	114	139
<b>TOTAL PERSONNEL SERVICES</b>		<b>2,694</b>	<b>2,604</b>	<b>2,666</b>	<b>2,913</b>	<b>1,809</b>	<b>2,213</b>	<b>2,931</b>
<b>OFFICE EXPENSES</b>								
45127-200	SKATING RINKS OFFICE SUPPL	0	0	0	0	0	0	0
45127-210	SKATING RINKS OPERATING SU	281	119	67	150	583	250	250
45127-211	SKATING RINKS MOTOR FUELS	0	0	0	0	0	0	0
45127-220	SKATING RINKS SUPPLIES - R	0	0	0	0	0	0	0
<b>TOTAL OFFICE EXPENSES</b>		<b>281</b>	<b>119</b>	<b>67</b>	<b>150</b>	<b>583</b>	<b>250</b>	<b>250</b>
45127-210	SKATING RINKS OPERATING SUNEXT YEAR NOTES: Replace open/close signs							
<b>PROFESSIONAL SERVICES</b>								
45127-300	SKATING RINKS PROFESSIONAL	0	0	0	0	0	0	0
45127-321	SKATING RINKS TELEPHONE	0	0	0	0	0	0	0
45127-322	SKATING RINKS POSTAGE	3	5	0	0	0	0	0
45127-331	SKATING RINKS TRAVEL & TRA	0	0	0	0	0	0	0
45127-340	SKATING RINKS ADVERTISING	0	0	0	0	0	0	0
45127-354	SKATING RINKS PRINTING & B	0	0	0	0	0	0	0
45127-360	SKATING RINKS INSURANCE	73	83	141	180	110	180	118
45127-380	SKATING RINKS UTILITIES	11,042	13,421	13,573	13,500	9,393	13,500	13,750
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>11,118</b>	<b>13,510</b>	<b>13,714</b>	<b>13,680</b>	<b>9,503</b>	<b>13,680</b>	<b>13,868</b>
<b>REPAIR &amp; MAINTENANCE</b>								
45127-401	SKATING RINKS BUILDINGS- R	0	0	0	0	0	0	0
45127-404	SKATING RINKS EQUIP- REP&M	0	0	0	0	0	0	0
45127-430	SKATING RINKS MISCELLANEOU	0	0	0	0	0	0	0
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL</b>								
45127-570	SKATING RINKS OFFICE EQUIP	0	0	0	0	0	0	0
45127-580	SKATING RINKS OTHER EQUIPM	0	0	0	0	0	0	0
<b>TOTAL CAPITAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SKATING RINKS</b>		<b>14,093</b>	<b>16,233</b>	<b>16,446</b>	<b>16,743</b>	<b>11,894</b>	<b>16,448</b>	<b>17,056</b>

h8

101-GENERAL FUND  
 PARKS  
 EXPENDITURES

			(----- 2016 -----)			(----- 2017 -----)			
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
45200-100	PARKS WAGES	213,602	230,721	239,443	260,428	160,484	260,428	306,376	306,376
45200-101	PARKS WAGES - TEMPORARY	20,909	18,550	23,995	26,800	28,785	26,800	26,800	26,800
45200-102	PARKS WAGES - OVERTIME	10,223	13,006	10,954	10,037	10,991	10,037	11,961	11,961
45200-112	PARKS CAR ALLOWANCE	720	720	720	720	540	720	720	720
45200-121	PARKS PERA CONTRIBUTIONS	16,249	17,927	18,681	20,285	12,851	20,285	23,875	23,875
45200-122	PARKS FICA CONTRIBUTIONS	14,541	15,877	16,551	18,430	12,075	18,430	21,398	21,398
45200-126	PARKS MEDICARE CONTRIBUTIO	3,401	3,713	3,871	4,310	2,824	4,310	5,004	5,004
45200-131	PARKS HEALTH INSURANCE	71,200	70,498	65,254	78,155	52,954	78,155	107,774	111,513
45200-132	PARKS DENTAL INSURANCE	6,325	5,292	5,680	5,083	3,791	5,083	6,019	6,019
45200-133	PARKS LIFE INSURANCE	118	115	113	118	77	118	140	140
45200-142	PARKS UNEMPLOYMENT-DIRECT	0	0	0	0	0	0	0	0
45200-151	PARKS WORKERS COMPENSATION	8,223	10,255	11,993	12,145	10,171	12,145	16,284	17,252
TOTAL PERSONNEL SERVICES		365,512	386,675	397,254	436,511	295,543	436,511	526,351	531,058

45200-101 PARKS WAGES - TEMPORARY NEXT YEAR NOTES:  
 2017 The parks will use six summer temporary help. changed to 5.

**OFFICE EXPENSES**

45200-200	PARKS OFFICE SUPPLIES	1,947	1,655	735	1,200	919	1,200	1,200	1,200
45200-205	PARKS MISC. EMPLOYEE EXPEN	7,436	6,681	9,690	10,250	5,746	9,000	28,382	28,382
45200-210	PARKS OPERATING SUPPLIES	29,172	25,055	39,272	34,500	17,187	32,000	33,000	33,000
45200-211	PARKS MOTOR FUELS	18,292	20,386	11,050	20,000	8,353	18,000	18,000	18,000
45200-220	PARKS REPAIR & MAINT. SUPP	3,498	17,484	3,986	20,000	8,152	17,000	14,000	14,000
45200-222	PARKS UNIFORMS	0	0	0	0	0	0	0	0
TOTAL OFFICE EXPENSES		60,346	71,262	64,733	85,950	40,357	77,200	94,582	94,582

45200-205 PARKS MISC. EMPLOYEE EXPENNEXT YEAR NOTES:  
 Uniform allowance for 6 employees \$325 per year = \$1,950;  
 boots (3 pairs of safety boots per crew member allowed per year) for 6 employees \$7,200; Safety equipment PPE per OSHA standards hard hats, gloves,rain gear, ear muffs, ear plugs, sun glasses, vests = \$600; MMUA safety training coordinator 6 @ \$532.48 = \$3,504.12; first aid kits \$300; boots for seasonal help \$780; drivers licenses \$60; drug testing 9 @ \$134 = \$1206 plus 10%;drug testing summer employees \$732; Hearing test \$150; AED replacements \$12,000

45200-210 PARKS OPERATING SUPPLIES NEXT YEAR NOTES:  
 TREEmendous Play Structure maint.(Stain & materials) \$3,000

45200-220 PARKS REPAIR & MAINT. SUPPNEXT YEAR NOTES:  
 2017 Includes such things as aglime, seed, pea rock, wood chips and other general repair items \$3,000. General Bldg

85

101-GENERAL FUND

PARKS  
 EXPENDITURES

			2016			2017		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
repair \$6,000; Misc \$5,000.								
<b>PROFESSIONAL SERVICES</b>								
45200-300	PARKS PROFESSIONAL SERVICE	17,143	23,642	27,213	43,500	27,367	30,000	42,000
45200-321	PARKS TELEPHONE	2,161	2,121	2,225	3,000	2,407	3,000	2,500
45200-322	PARKS POSTAGE	26	75	43	40	51	40	40
45200-331	PARKS TRAVEL & TRAINING	501	890	724	1,200	1,272	1,200	1,400
45200-340	PARKS ADVERTISING	0	0	0	0	73	73	150
45200-351	PARKS LEGAL NOTICES & PUBL	0	0	0	0	0	0	0
45200-354	PARKS PRINTING & BINDING	0	0	0	0	635	0	0
45200-360	PARKS INSURANCE	26,724	25,211	25,539	28,100	22,513	22,513	28,100
45200-380	PARKS UTILITIES	122,493	112,943	110,297	108,000	63,437	108,000	112,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>169,047</b>	<b>164,883</b>	<b>166,039</b>	<b>183,840</b>	<b>117,755</b>	<b>164,826</b>	<b>182,190</b>

45200-300 PARKS PROFESSIONAL SERVICE NEXT YEAR NOTES:  
 2017 Herbicide/weed spraying/weed control with fertilizer for downtown/trails, parks, fencelines, sports fields, etc. \$32,000; boat landing cleanout (in-house); engineering services & map updates (Damon Farber) \$10,000;

**REPAIR & MAINTENANCE**

45200-401	PARKS BUILDING- REP&MAINT	3,078	11,116	1,553	7,000	4,850	6,500	7,000	7,000
45200-404	PARKS EQUIP - REP&MAINT	10,384	13,796	27,626	25,000	13,956	19,500	22,000	22,000
45200-415	PARKS EQUIPMENT RENTAL	1,108	3,366	2,704	4,500	1,377	2,500	4,500	4,500
45200-430	PARKS MISCELLANEOUS	0	0	0	0	0	0	0	0
45200-433	PARKS DUES & SUBSCRIPTIONS	255	278	327	250	316	250	250	250
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>14,826</b>	<b>28,557</b>	<b>32,209</b>	<b>36,750</b>	<b>20,500</b>	<b>28,750</b>	<b>33,750</b>	<b>33,750</b>

45200-415 PARKS EQUIPMENT RENTAL NEXT YEAR NOTES:  
 2017 Roll athletic fields \$1,500;  
 Rent lift for ballfield light bulb replacement \$3,000

**CAPITAL**

45200-520	CAPITAL-GENERAL PLANT BUIL	0	0	0	0	0	17,203	0	17,001
45200-550	PARKS MOTOR VEHICLES	1,414	0	0	0	0	0	45,000	0
45200-570	PARKS OFFICE EQUIPMENT & F	0	0	0	0	1,555	0	0	0
45200-580	PARKS OTHER EQUIPMENT	18,864	19,711	8,718	30,000	16,300	30,000	233,320	145,320
<b>TOTAL CAPITAL</b>		<b>20,278</b>	<b>19,711</b>	<b>8,718</b>	<b>30,000</b>	<b>17,855</b>	<b>47,203</b>	<b>278,320</b>	<b>162,321</b>

45200-520 CAPITAL-GENERAL PLANT BUIL NEXT YEAR NOTES:  
 Mechanic's Shop 2016 \$17,203 share of \$86,013  
 Mechanic's Shop 2017 \$17,001 share of \$85,005  
 both split between = water, wastewater, stormwater & Enviro 10% each; electric 15%; streets & Parks 20% each, transit 5%.

45200-550 PARKS MOTOR VEHICLES NEXT YEAR NOTES:

MS

101-GENERAL FUND  
 PARKS  
 EXPENDITURES

					2016		2017		
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
		moved to equip cert- Replace #6 Truck '98 GMC w/new \$45,000							
45200-580	PARKS OTHER EQUIPMENT	NEXT YEAR NOTES:							
		#316 mower broom and sod cutter attachments \$3,320							
		AeraVator aerator \$10,000							
		Add one set of portable bleachers \$3,000							
		Parks Master Plan:							
		Signage for Parks(Damon Farber designing)\$31k changed to 15k							
		Hallett's Trail credits \$16,000							
		Add light at Dog Park \$3,000 changed to \$0							
		Gault Park/MVED/Other parks Shade \$18,000							
		Jefferson Park Complete Asphalt Parking Lot \$26,000							
		Jefferson Park ADA sidewalk from parking stall to main entrance \$20,000							
		Warren Park ADA sidewalk/trail system \$34,000							
		Veteran's Memorial at MN Square \$(unsure)							
		Future Park - moved to #404 parkland Traverse Green \$50,000.							
		moved to equip cert: Add 2017 Polaris ATV \$12,500 and							
		Replace Ferris Mower (Surplus) with new 2017 Hustler 72"							
		zero turn \$6,500 (split 50% with Stormwater).							
TOTAL PARKS		630,008	671,087	668,953	773,051	492,009	754,490	1,115,193	1,003,890

47

101-GENERAL FUND  
 ECONOMIC DEVMT  
 EXPENDITURES

			(----- 2016 -----)			(----- 2017 -----)			
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
46500-100	ECONOMIC DEVMT WAGES	66,684	68,676	74,011	76,128	52,237	76,128	78,071	78,071
46500-102	ECONOMIC DEVMT WAGES - OVE	0	0	0	0	0	0	0	0
46500-112	ECONOMIC DEVMT CAR ALLOWAN	3,000	3,000	3,000	3,000	2,250	3,000	3,000	3,000
46500-121	ECONOMIC DEVMT PERA CONTRI	4,835	4,984	5,551	5,710	3,918	5,710	5,855	5,855
46500-122	ECONOMIC DEVMT FICA CONTRI	4,132	4,267	4,617	4,720	3,300	4,720	4,840	4,840
46500-126	ECONOMIC DEVMT MEDICARE CO	966	998	1,080	1,104	772	1,104	1,132	1,132
46500-131	ECONOMIC DEVMT HEALTH INSU	16,641	16,641	15,988	18,502	13,757	18,502	20,702	21,442
46500-132	ECONOMIC DEVMT DENTAL INSU	818	1,097	1,098	936	824	936	936	936
46500-133	ECONOMIC DEVMT LIFE INSURA	24	24	22	22	16	22	22	22
46500-142	ECONOMIC DEVMT UNEMPLOYMEN	0	0	0	0	0	0	0	0
46500-151	ECONOMIC DEVMT WORKERS COM	375	356	414	592	496	592	544	576
<b>TOTAL PERSONNEL SERVICES</b>		<b>97,475</b>	<b>100,044</b>	<b>105,781</b>	<b>110,714</b>	<b>77,569</b>	<b>110,714</b>	<b>115,102</b>	<b>115,874</b>
<b>OFFICE EXPENSES</b>									
46500-200	ECONOMIC DEVMT OFFICE SUPP	817	664	897	500	705	500	500	500
46500-210	ECONOMIC DEVMT OPERATING S	216	347	( 610)	300	217	300	300	300
46500-211	ECONOMIC DEVMT MOTOR FUELS	0	0	0	0	0	0	0	0
46500-220	ECONOMIC DEVMT SUPPLIES- R	0	0	0	0	0	0	0	0
<b>TOTAL OFFICE EXPENSES</b>		<b>1,032</b>	<b>1,011</b>	<b>287</b>	<b>800</b>	<b>922</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>PROFESSIONAL SERVICES</b>									
46500-300	ECONOMIC DEVMT PROFESSIONA	80,630	40,746	42,189	50,000	31,598	50,000	50,000	50,000
46500-321	ECONOMIC DEVMT TELEPHONE	1,156	1,193	1,136	800	703	800	800	800
46500-322	ECONOMIC DEVMT POSTAGE	666	415	571	500	403	500	500	500
46500-331	ECONOMIC DEVMT TRAVEL & TR	883	688	2,635	750	318	750	750	750
46500-340	ECONOMIC DEVMT ADVERTISING	434	0	627	500	0	500	500	500
46500-351	ECONOMIC DEVMT LEGAL NOTIC	1,957	633	498	1,000	0	1,000	1,000	1,000
46500-354	ECONOMIC DEVMT PRINTING &	0	0	100	0	0	0	0	0
46500-360	ECONOMIC DEVMT INSURANCE	1,122	1,276	1,306	1,410	1,054	1,054	1,410	1,128
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>86,849</b>	<b>44,951</b>	<b>49,062</b>	<b>54,960</b>	<b>34,076</b>	<b>54,604</b>	<b>54,960</b>	<b>54,678</b>
<b>REPAIR &amp; MAINTENANCE</b>									
46500-404	ECONOMIC DEVMT EQUIP- REP&	316	617	46	0	277	0	0	0
46500-430	ECONOMIC DEVMT MISCELLANEO	0	0	0	0	0	0	0	0
46500-433	ECONOMIC DEVMT DUES & SUBS	1,150	1,150	1,150	1,150	150	1,150	1,150	1,150
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>1,466</b>	<b>1,767</b>	<b>1,196</b>	<b>1,150</b>	<b>427</b>	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>
<b>CAPITAL</b>									
46500-510	ECONOMIC DEVMT LAND ACQUIS	0	3,043	0	0	0	0	0	0
46500-570	ECONOMIC DEVMT OFFICE EQUI	465	0	1,903	300	0	300	0	0
<b>TOTAL CAPITAL</b>		<b>465</b>	<b>3,043</b>	<b>1,903</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>0</b>
<b>TOTAL ECONOMIC DEVMT</b>		<b>187,287</b>	<b>150,815</b>	<b>158,229</b>	<b>167,924</b>	<b>112,994</b>	<b>167,568</b>	<b>172,012</b>	<b>172,502</b>

CITY OF ST. PETER  
APPROVED BUDGET  
AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
INSURANCE-UNALLOCATED  
EXPENDITURES

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016			2017	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<hr/>								
<u>PROFESSIONAL SERVICES</u>								
49240-360 INSURANCE-UNALLOCATED INSU	7,327	7,880	8,733	5,650	21	50	0	0
TOTAL PROFESSIONAL SERVICES	7,327	7,880	8,733	5,650	21	50	0	0
<hr/>								
TOTAL INSURANCE-UNALLOCATED	7,327	7,880	8,733	5,650	21	50	0	0

68

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 MEMBERSHIPS-UNALLOCATED  
 EXPENDITURES

	(----- 2016 -----) (----- 2017 -----)							
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>REPAIR &amp; MAINTENANCE</u>								
49250-433 MEMBERSHIPS-UNALLOCATED DU	25,524	27,364	28,892	28,400	18,294	28,400	30,000	30,000
TOTAL REPAIR & MAINTENANCE	25,524	27,364	28,892	28,400	18,294	28,400	30,000	30,000
49250-433 MEMBERSHIPS-UNALLOCATED DUNEXT YEAR NOTES: lmc \$10,000; cogs \$19,000								
TOTAL MEMBERSHIPS-UNALLOCATED	25,524	27,364	28,892	28,400	18,294	28,400	30,000	30,000

96

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
 MISCELLANEOUS-UNALLOCATED  
 EXPENDITURES

		(----- 2016 -----) (----- 2017 -----)							
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>REPAIR &amp; MAINTENANCE</u>									
49260-420	MISCELLANEOUS-UNALLOCATED	0	0	0	0	0	0	0	0
49260-430	MISCELLANEOUS-UNALLOCATED	0	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE		0	0	0	0	0	0	0	0
<u>BAD DEBT</u>									
49260-905	MISCELLANEOUS-UNALLOCATED	0	0	0	0	0	0	0	0
TOTAL BAD DEBT		0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS-UNALLOCATED		0	0	0	0	0	0	0	0

41

CITY OF ST. PETER  
APPROVED BUDGET  
AS OF: SEPTEMBER 21, 2016

101-GENERAL FUND  
TRANSFERS-OUT  
EXPENDITURES

	(----- 2016 -----) (----- 2017 -----)							
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>TRANSFERS</u>								
49300-720 TRANSFERS-OUT OPERATING TR	273,308	755,629	452,500	407,500	2,500	373,600	2,500	86,400
TOTAL TRANSFERS	273,308	755,629	452,500	407,500	2,500	373,600	2,500	86,400
49300-720 TRANSFERS-OUT OPERATING TRNEXT YEAR NOTES:	youth center \$2,500; balance of 2016 transfer to parkland fund \$83,900.							
TOTAL TRANSFERS-OUT	273,308	755,629	452,500	407,500	2,500	373,600	2,500	86,400
TOTAL EXPENDITURES	6,505,327	6,879,670	6,742,979	7,303,334	4,776,754	7,102,676	8,187,524	7,367,475
REVENUE OVER/(UNDER) EXPENDITURES	32,923	( 42,345)	11,713	548,083	( 569,415)	( 63,948)	( 1,427,727)	( 176,723)

reb

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

211-LIBRARY FUND

REVENUES				(----- 2016 -----)			(----- 2017 -----)	
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>TAXES</u>								
31010 CURRENT PROPERTY TAX	220,133	220,133	220,133	220,133	110,066	220,133	220,133	220,133
TOTAL TAXES	220,133	220,133	220,133	220,133	110,066	220,133	220,133	220,133
<u>STATE AID/GRANTS</u>								
33422 OTHER STATE GRANTS & AID	45,131	45,265	45,838	45,047	33,955	45,047	46,000	46,000
TOTAL STATE AID/GRANTS	45,131	45,265	45,838	45,047	33,955	45,047	46,000	46,000
<u>FEES</u>								
34110 RETURNED CHECK FEES	0	0	0	0	0	0	0	0
TOTAL FEES	0	0	0	0	0	0	0	0
<u>FINES &amp; PENALTIES</u>								
35103 FINES AND PENALTIES	10,456	3,737	3,930	2,200	3,728	3,129	3,300	3,300
TOTAL FINES & PENALTIES	10,456	3,737	3,930	2,200	3,728	3,129	3,300	3,300
<u>MISCELLANEOUS</u>								
36200 MISCELLANEOUS REVENUES	0	0	57	0	10	0	0	0
TOTAL MISCELLANEOUS	0	0	57	0	10	0	0	0
<u>INTEREST INCOME</u>								
36210 INTEREST EARNINGS	1,889	1,802	1,838	1,500	768	1,500	1,800	1,800
TOTAL INTEREST INCOME	1,889	1,802	1,838	1,500	768	1,500	1,800	1,800
<u>DONATIONS &amp; REFUNDS</u>								
36230 CONTRIBUTION & DONATIONS FROM	63,874	57,244	67,574	57,000	48,372	57,000	57,000	57,000
36250 REFUNDS & REIMBURSEMENTS	1,659	1,505	2,430	0	596	2,000	1,500	0
TOTAL DONATIONS & REFUNDS	65,533	58,749	70,003	57,000	48,968	59,000	58,500	57,000
36230 CONTRIBUTION & DONATIONS FROM NEXT YEAR NOTES:	Schmidt Foundation, Friends of the Library, ACHF grants, SRP donations							
<u>TRANSFER FROM OTHER FUND</u>								
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0	0
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>343,142</b>	<b>329,686</b>	<b>341,800</b>	<b>325,880</b>	<b>197,497</b>	<b>328,809</b>	<b>329,733</b>	<b>328,233</b>

93

211-LIBRARY FUND  
 LIBRARY  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<b>PERSONNEL SERVICES</b>									
45500-100	LIBRARY WAGES	157,139	165,244	172,700	182,070	121,836	182,070	177,991	177,991
45500-101	LIBRARY WAGES - TEMPORARY	654	532	1,541	1,674	1,753	1,674	1,674	1,674
45500-102	LIBRARY WAGES - OVERTIME	741	1,287	1,625	840	399	840	875	875
45500-121	LIBRARY PERA CONTRIBUTIONS	10,712	11,544	11,870	8,583	8,577	8,583	8,849	8,849
45500-122	LIBRARY FICA CONTRIBUTIONS	9,771	10,306	10,773	11,444	7,462	11,444	11,194	11,194
45500-126	LIBRARY MEDICARE CONTRIBUT	2,285	2,411	2,519	2,676	1,745	2,676	2,618	2,618
45500-131	LIBRARY HEALTH INSURANCE	18,348	18,758	16,863	20,591	23,365	20,591	22,664	23,359
45500-132	LIBRARY DENTAL INSURANCE	1,218	1,085	1,296	2,106	1,335	2,106	2,106	2,106
45500-133	LIBRARY LIFE INSURANCE	52	53	43	49	37	49	49	49
45500-142	LIBRARY UNEMPLOYMENT-DIREC	18	39	( 1)	0	0	0	0	0
45500-151	LIBRARY WORKERS COMPENSATI	1,140	1,152	1,437	1,995	1,685	1,995	1,782	1,888
	TOTAL PERSONNEL SERVICES	202,079	212,411	220,666	232,028	168,193	232,028	229,802	230,603
<b>OFFICE EXPENSES</b>									
45500-200	LIBRARY OFFICE SUPPLIES	992	1,944	2,075	1,500	1,699	1,500	1,500	1,500
45500-210	LIBRARY OPERATING SUPPLIES	14,894	13,115	23,944	20,000	15,409	20,000	21,300	21,300
45500-220	LIBRARY REPAIR & MAINT. SU	140	0	0	0	0	0	0	0
	TOTAL OFFICE EXPENSES	16,027	15,059	26,019	21,500	17,108	21,500	22,800	22,800
45500-210	LIBRARY OPERATING SUPPLIES								
	NEXT YEAR NOTES:								
	Attention to SRP incentive for boys and teens; replace artwork								
<b>PROFESSIONAL SERVICES</b>									
45500-300	LIBRARY PROFESSIONAL SERVI	29,953	29,394	31,666	34,000	25,134	34,000	34,000	34,000
45500-321	LIBRARY TELEPHONE	1,134	1,292	1,110	1,200	572	1,200	1,200	1,200
45500-322	LIBRARY POSTAGE	114	156	61	200	70	125	125	125
45500-331	LIBRARY TRAVEL & TRAINING	254	541	484	500	310	1,250	2,000	2,000
45500-340	LIBRARY ADVERTISING	519	389	414	200	47	47	200	200
45500-351	LIBRARY LEGAL NOTICES & PU	0	0	0	0	0	0	0	0
45500-354	LIBRARY PRINTING & BINDING	0	0	99	0	0	0	0	0
45500-360	LIBRARY INSURANCE	6,181	6,240	6,062	6,250	5,182	5,182	6,250	5,545
45500-380	LIBRARY UTILITIES	28,573	32,812	32,613	30,000	18,469	30,000	30,000	33,500
	TOTAL PROFESSIONAL SERVICES	66,727	70,824	72,509	72,350	49,784	71,804	73,775	76,570
<b>REPAIR &amp; MAINTENANCE</b>									
45500-401	LIBRARY REPAIR & MAINT.-BU	27,859	8,598	11,317	9,000	1,655	9,000	9,000	9,000
45500-404	LIBRARY REPAIR & MAINT.-EQ	8,158	9,292	2,452	4,425	3,219	4,425	4,425	4,425
45500-415	LIBRARY EQUIPMENT RENTAL	7,422	7,616	7,510	7,600	7,616	7,616	7,650	7,650
45500-430	LIBRARY MISCELLANEOUS	0	0	0	0	0	0	0	0
45500-433	LIBRARY DUES & SUBSCRIPTIO	6,712	7,660	7,379	7,500	6,384	7,500	7,500	7,500
45500-493	LIBRARY M.V.R.L. FEES/CONT	0	0	0	0	0	0	0	0
	TOTAL REPAIR & MAINTENANCE	50,151	33,165	28,658	28,525	18,873	28,541	28,575	28,575

hb

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

211-LIBRARY FUND  
 LIBRARY  
 EXPENDITURES

		(----- 2016 -----)					(----- 2017 -----)		
		2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>CAPITAL</b>									
45500-520	LIBRARY BUILDING/STRUCTURE	0	0	0	12,230	0	12,230	4,895	0
45500-560	LIBRARY FURNITURE AND FIXT	2,638	0	0	0	0	0	8,300	0
45500-570	LIBRARY OFFICE EQUIPMENT &	7,200	2,080	4,215	0	3,377	3,377	11,425	11,425
45500-580	LIBRARY OTHER EQUIPMENT	0	0	0	0	0	0	0	0
45500-590	LIBRARY BOOKS	35,545	33,158	36,701	38,600	20,866	38,600	38,600	38,600
<b>TOTAL CAPITAL</b>		<b>45,383</b>	<b>35,238</b>	<b>40,916</b>	<b>50,830</b>	<b>24,244</b>	<b>54,207</b>	<b>63,220</b>	<b>50,025</b>
45500-520	LIBRARY BUILDING/STRUCTURE	NEXT YEAR NOTES: Cleaning Kasota Stone (less if we provide a lift) changed to \$0.							
45500-560	LIBRARY FURNITURE AND FIXT	NEXT YEAR NOTES: Upgrade lighting to LED include if/when there is an ameresco project \$8,300.							
45500-570	LIBRARY OFFICE EQUIPMENT &	NEXT YEAR NOTES: Provide & install Schneider Electric Automated Server network computer with Web UI to replace existing Schneider Eletric Global Control Modual. With the age of our current system there is limited to no support available.							
45500-590	LIBRARY BOOKS	NEXT YEAR NOTES: Books, media, materials for children, youth, and adults							
<b>TOTAL LIBRARY</b>		<b>380,367</b>	<b>366,697</b>	<b>388,766</b>	<b>405,233</b>	<b>278,201</b>	<b>408,080</b>	<b>418,172</b>	<b>408,573</b>

95

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

211-LIBRARY FUND  
 TRANSFERS-OUT  
 EXPENDITURES

	(----- 2016 -----) (----- 2017 -----)							
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>TRANSFERS</u>								
49300-720 TRANSFERS-OUT OPERATING TR	1,919	2,286	0	0	0	0	0	0
TOTAL TRANSFERS	1,919	2,286	0	0	0	0	0	0
<hr/>								
TOTAL TRANSFERS-OUT	1,919	2,286	0	0	0	0	0	0
<hr/>								
TOTAL EXPENDITURES	382,287	368,984	388,766	405,233	278,201	408,080	418,172	408,573
<hr/>								
REVENUE OVER/(UNDER) EXPENDITURES	( 39,145)	( 39,297)	( 46,966)	( 79,353)	( 80,705)	( 79,271)	( 88,439)	( 80,340)

916

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

217-COMMUNITY CENTER

REVENUES	(----- 2016 -----) (----- 2017 -----)							
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>TAXES</b>								
31010 CURRENT PROPERTY TAX	0	0	0	0	0	0	0	0
TOTAL TAXES	0	0	0	0	0	0	0	0
<b>STATE AID/GRANTS</b>								
33422 OTHER STATE GRANTS & AID	131	131	131	130	65	130	130	130
TOTAL STATE AID/GRANTS	131	131	131	130	65	130	130	130
<b>MISCELLANEOUS</b>								
36200 MISCELLANEOUS REVENUES	7,260	8,980	7,221	6,100	358	10,756	6,100	7,000
TOTAL MISCELLANEOUS	7,260	8,980	7,221	6,100	358	10,756	6,100	7,000
<b>INTEREST INCOME</b>								
36210 INTEREST EARNINGS	1,268	1,431	1,957	800	1,430	1,600	800	1,000
TOTAL INTEREST INCOME	1,268	1,431	1,957	800	1,430	1,600	800	1,000
<b>RENTAL INCOME</b>								
36221 DAILY RENTALS	22,971	18,755	16,358	20,000	17,047	16,500	16,500	16,500
36222 ADVERTISING LEASES	4,400	5,834	6,400	7,200	6,800	6,800	7,200	7,200
36224 TERM RENTS AND LEASES	181,916	141,467	163,158	166,044	132,113	177,600	182,000	186,659
TOTAL RENTAL INCOME	209,287	166,056	185,916	193,244	155,959	200,900	205,700	210,359
<b>DONATIONS &amp; REFUNDS</b>								
36230 CONTRIBUTIONS & DONATIONS	0	540	0	0	0	0	0	0
36241 VENDING MACHINE COMMISSIONS	11,039	9,977	10,789	10,200	6,065	10,200	10,200	10,200
36250 REFUNDS & REIMBURSEMENTS	5,730	4,510	5,768	4,500	664	4,500	4,500	4,500
TOTAL DONATIONS & REFUNDS	16,770	15,027	16,557	14,700	6,728	14,700	14,700	14,700
<b>FIXED ASSET DISPOSAL</b>								
39101 SALE OF GENERAL FIXED ASSETS	0	308	150	0	448	0	0	0
TOTAL FIXED ASSET DISPOSAL	0	308	150	0	448	0	0	0
<b>TRANSFER FROM OTHER FUND</b>								
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0	0
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0	0	0
<b>TRANSFER</b>								
39221 CASH TRANSFER	145,219	144,071	142,669	91,500	0	91,500	91,500	50,000
39222 UTILITY CHARGE REIMBURSEMENT	54,261	51,625	54,564	52,000	37,609	52,000	52,000	55,503
TOTAL TRANSFER	199,480	195,696	197,232	143,500	37,609	143,500	143,500	105,503
<b>TOTAL REVENUES</b>	<b>434,196</b>	<b>387,629</b>	<b>409,163</b>	<b>358,474</b>	<b>202,598</b>	<b>371,586</b>	<b>370,930</b>	<b>338,692</b>

47

217-COMMUNITY CENTER  
 COMMUNITY CENTER  
 EXPENDITURES

RI

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

4

(----- 2016 -----) (----- 2017 -----)

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<b>PERSONNEL SERVICES</b>								
44940-100	86,549	90,530	95,193	93,295	65,922	93,295	94,255	94,255
44940-101	0	0	133	0	471	0	0	0
44940-102	0	0	530	1,890	305	1,890	2,035	2,035
44940-121	5,960	6,349	6,908	5,687	4,499	5,687	6,013	6,013
44940-122	5,078	5,283	5,703	5,901	3,934	5,901	5,970	5,970
44940-126	1,188	1,236	1,334	1,380	920	1,380	1,396	1,396
44940-131	24,558	24,593	25,441	28,194	21,980	28,194	31,155	32,148
44940-132	1,725	1,645	1,757	1,498	1,320	1,498	1,498	1,498
44940-133	35	35	35	35	26	35	35	35
44940-134	0	0	0	0	0	0	0	0
44940-142	351	63	0	0	0	0	0	0
44940-151	2,219	2,712	3,332	4,493	3,763	4,493	4,083	4,326
TOTAL PERSONNEL SERVICES	127,663	132,446	140,365	142,373	103,140	142,373	146,440	147,676
<b>OFFICE EXPENSES</b>								
44940-200	477	672	9	300	( 25)	300	300	300
44940-210	46,262	46,529	40,604	48,000	25,926	48,000	48,000	48,000
44940-211	0	0	21	0	30	0	300	300
44940-220	0	0	0	0	238	0	0	0
TOTAL OFFICE EXPENSES	46,739	47,201	40,633	48,300	26,169	48,300	48,600	48,600
44940-210	COMMUNITY CENTER OPERATINGNEXT YEAR NOTES: AED alarm cabinet and replacement AED; VB nets							
44940-211	COMMUNITY CENTER MOTOR FUENEXT YEAR NOTES: Fuel for truck							
<b>PROFESSIONAL SERVICES</b>								
44940-300	18,677	19,927	22,522	22,000	16,361	22,000	27,400	27,400
44940-310	0	0	0	0	0	0	0	0
44940-321	836	1,420	2,015	1,200	1,713	2,700	2,800	2,800
44940-322	65	122	85	100	94	100	100	100
44940-331	279	105	39	300	1,228	200	200	200
44940-340	294	0	199	220	89	220	220	220
44940-354	0	413	89	0	0	0	0	0
44940-360	11,983	11,376	11,260	11,500	9,678	9,700	11,500	10,355
44940-380	96,692	97,570	94,141	102,000	58,503	102,000	102,000	104,000
TOTAL PROFESSIONAL SERVICES	128,827	130,934	130,350	137,320	87,667	136,920	144,220	145,075
44940-300	COMMUNITY CENTER PROFESSIONNEXT YEAR NOTES: Preventive maintenance for SPCC heating/cooling control system (5410)							

86

CITY OF ST. PETER  
 APPROVED BUDGET  
 AS OF: SEPTEMBER 21, 2016

217-COMMUNITY CENTER  
 COMMUNITY CENTER TFR  
 EXPENDITURES

	2013	2014	2015	(----- 2016 -----)			(----- 2017 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>TRANSFERS</u>								
49300-720 TRANSFERS-OUT OPERATING TR	11,017	12,834	0	0	0	0	0	0
TOTAL TRANSFERS	11,017	12,834	0	0	0	0	0	0
TOTAL COMMUNITY CENTER TFR	11,017	12,834	0	0	0	0	0	0
TOTAL EXPENDITURES	362,196	364,955	355,350	457,967	245,330	431,662	405,960	403,051
REVENUE OVER/(UNDER) EXPENDITURES	72,001	22,674	53,813	( 99,493)	( 42,732)	( 60,076)	( 35,030)	( 64,359)

100

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 –**

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

**RESOLUTION ADOPTING PRELIMINARY 2016 TAX LEVY COLLECTIBLE IN 2017**

WHEREAS, the Legislature of the State of Minnesota has enacted a Truth in Taxation law requiring cities with populations of more than 2,500 to certify a proposed tax levy for 2016, payable in 2017 to the County Auditor on or before September 30, 2016; and

WHEREAS, in 2009 the Legislature of the State of Minnesota repealed the Truth in Taxation law requiring cities to publish notices and hold public hearings on the levy and budgets proposed; and

WHEREAS, the final tax levy of 2016, payable in 2017, must be certified to the County Auditor on or before December 30, 2016, and cannot exceed the amounts herein proposed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following sums of money, totaling \$2,543,337, be certified to the County Auditor of Nicollet County, Minnesota, as the proposed tax levy for 2016, collectible in 2017, upon the taxable property in said City of Saint Peter, Nicollet County, Minnesota:

- 1) for the purpose of paying the general expenses of the City of Saint Peter for the fiscal year commencing January 1, 2017, a tax of \$ 1,594,614 be levied on all of the taxable property in the City of Saint Peter for the year 2017.
- 2) for the purpose of defraying the cost of operating the Saint Peter Public Library for the year commencing January 1, 2017, a tax of \$ 220,133 be levied on all of the taxable property in the City of Saint Peter for the year 2017.
- 3) for the purpose of defraying the cost of the 2012 Equipment Certificates of Indebtedness for the year commencing January 1, 2017, a tax of \$ 47,500 be levied on all taxable property in the City of Saint Peter for the year 2017.
- 4) for the purpose of defraying the cost of the 2013 Fire Truck Equipment Certificates of Indebtedness for the year commencing January 1, 2017, a tax of \$ 100,435 be levied on all taxable property in the City of Saint Peter for the year 2017.
- 5) for the purpose of defraying the cost of the 2014 Equipment Certificates of Indebtedness for the year commencing January 1, 2017, a tax of \$ 67,980 be levied on all taxable property in the City of Saint Peter for the year 2017.
- 6) for the purpose of defraying the cost of the 2015 Equipment Certificates of Indebtedness for the year commencing January 1, 2017, a tax of \$ 50,250 be levied on all taxable property in the City of Saint Peter for the year 2017.

- 7) for the purpose of defraying the cost of the 2016 Equipment Certificates of Indebtedness for the year commencing January 1, 2017, a tax of \$ 81,400 be levied on all taxable property in the City of Saint Peter for the year 2017.
- 8) for the purpose of defraying the cost of the 2017 Equipment Certificates of Indebtedness for the year commencing January 1, 2017, a tax of \$ 80,000 be levied on all taxable property in the City of Saint Peter for the year 2017.
- 9) for the purpose of defraying the cost of the 2009A Public Project Revenue Bond (St. Peter Community Center) for the year commencing January 1, 2017, a tax of \$ 284,025 be levied on all taxable property in the City of Saint Peter for the year 2017.
- 10) for the purpose of tax abatement for the fiscal year commencing January 1, 2017, a tax of \$ 17,000 be levied on all of the taxable property in the City of Saint Peter for the year 2017.

BE IT FURTHER RESOLVED that the budget and levy will be discussed and the final levy determined at the regularly scheduled City Council meeting, held in the Governor's Room in the Saint Peter Community Center, at 7:00 PM on Monday, December 12, 2016.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of September 2016.

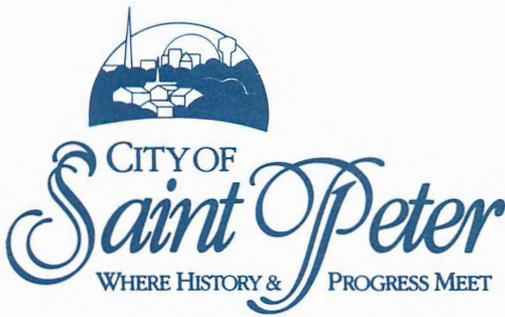
---

Chuck Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9/21/2016

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

**RE:** 2016-2017 Front Street Substation Project Preliminary Engineering

### **ACTION/RECOMMENDATION**

Authorize DeWild Grant Reckert and Associates (DGR Engineering) of Rock Rapids, Iowa to conduct stage one preliminary engineering design work for the 2016-2017 Front Street (City Hall) Substation Project in the amount of \$52,500.

### **BACKGROUND**

In today's electronic age, the reliability of the electric energy supply is the key factor in customer service for the citizens (customers) of Saint Peter. The City's goal has been to create a very reliable electric distribution system, which has included the construction of two new substations to improve the supply to, and the voltage of, the electric distribution system.

The Electric Utility has an operating Supervisory Control And Data Access (SCADA) system in place to monitor the electric distribution system. The new substations are fully electronic for compatibility with the SCADA system for monitoring and obtaining alarms for potential problems.

The original Front Street Substation was last fully reconstructed in 1968, and was installed with mechanical systems and outside bus work. These old mechanical systems are susceptible to age failure, the weather and to animals resulting in an unreliable component to the electric distribution system. There are two substation transformers at the Front Street Substation including one that failed and was replaced in 2011. The remaining transformer, originally installed in 1968, is operating with a reduced electric load and is being closely monitored for signs of imminent failure. A replacement transformer will cost \$600,000-\$650,000 and take six to eight months from the time of order until delivery.. (We should allow one full year for the replacement of the transformer).

The electric distribution system can effectively operate using three of the four substation transformers available. Depending on City growth staff estimates the need for a a fifth new substation transformer in approximately ten years. Replacement during this ten year time period would result in minimal impact on the supply of electricity to the city.

City staff has consulted with DGR Engineering of Rock Rapids, Iowa to develop an approach to upgrades for the Front Street Substation. A total project to upgrade the Front Street Substation with electronic gear, enclosed and protected, is estimated to cost \$1,600,000. This includes the cost of replacing the very old substation transformer. City staff would be closely involved in all of

the work done in the substation and staff would recommend the project be done in two stages as follows.

**Stage One:** The first stage would include work to upgrade all the equipment and bus work related to the new transformer in the substation. Some of the equipment would be moved into the building and outside components would be enclosed to protect them from the weather and animals. The work would include:

- Metal clad 15 KV switchgear with a main breaker, 3 feeder breakers, and one tie breaker.
- Control enclosure modifications.
- Manhole construction and foundation removals.
- 13.8 KV power cable. Duct banks, grounding, raceways, control cabling.
- Removal of related existing outside equipment and bus work.

The stage one cost estimate is:

Estimated material and construction cost	\$340,000
<u>Estimated contingency and engineering cost</u>	<u>\$ 85,000</u>
Total stage one project cost	\$425,000

**Stage Two:** Stage two project costs include all work related to the replacement of the old transformer (south transformer). The existing concrete transformer foundation has settled and tipped and would need to be replaced. The work would include:

- A new replacement substation transformer and foundation.
- Metal clad 15 KV switchgear with a main breaker and four feeder breakers.
- 13.8 KV power cable.
- Duct banks, grounding, raceways, control cabling.
- Removal of related existing outdoor equipment and bus work.

The stage two cost estimates is:

Estimated replacement substation transformer	\$600,000
Estimated material and construction cost	\$343,000
<u>Estimated contingency and engineering cost</u>	<u>\$170,000</u>
The total of the stage two project cost is	\$1,113,000

The cost estimate for the replacement of the substation transformer has increased \$200,000 in the last five years. The cost to replace all of the switchgear and bus work has doubled in the last five years. The cost estimate for the project is based on today's costs and an escalator needs to be included if this project is planned for some time in the more distant future.

Staff recommends DeWild Grant and Reckert be retained to provide preliminary engineering work for Stage One of the 2016-2017 Front Street Substation Project at a cost not to exceed \$52,500.

The goals for this recommended action are to develop the best data about the work to be done, its cost and value to the City and our customers, and to develop the most appropriate method to make changes that are or will be needed.

**FISCAL IMPACT:**

Funds are allocated in the Electric Utility Budget for this \$52,500 expenditure for engineering. In 2016 only the Engineering cost will be realized. As is our policy, any additional work would require more action on the part of the City Council.

**ALTERNATIVES/VARIATIONS:**

Do not act: No further action will be taken without additional direction from the Council.

Negative Vote: Staff will explore other options based on City Council direction.

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

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

PTM/amg

## TASK ORDER

Task Order No. 002

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

### Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services

DGR Engineering (Consultant) agrees to provide to: City of Saint Peter, Minnesota (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 9th day of November, 2015.

**TASK ORDER PROJECT NAME:** Main Substation Improvements – 2016/2017

**TASK ORDER PROJECT DESCRIPTION:** The project covered by this engineering services agreement includes a system improvement which was identified as a Phase 2 task of the *Electric Utility System Master Plan Update* dated July 2007. This improvement consists of replacement of the aged 13.8 kV outdoor reclosers associated with the north substation transformer at the Main Substation with new 13.8 kV indoor metalclad switchgear, similar to that which was recently installed at the new Sunrise Substation. The following items will be included on the project:

- New metalclad 15 kV switchgear with a main breaker, three feeder breakers, and one tie breaker.
- Control enclosure modifications.
- Manhole construction and foundation removals.
- 13.8 kV power cabling and connections.
- Ductbanks, grounding, raceways, control cabling.
- Removal of related existing outdoor equipment and buswork.

**DGR CONTACT PERSON:** Chad Rasmussen, Asst Dept Head – Electric Power

**CLIENT CONTACT PERSON:** Pete Moulton, Director of Public Works

#### SCOPE OF WORK:

##### Preliminary Phase:

- Conduct fieldwork to ascertain the required facilities necessary to develop the proposed improvements, including development of a work scope definition by all parties.

- Prepare preliminary drawings and concepts to review with City staff prior to starting final design. We will develop a general project timing plan that establishes the unfolding of the various project components, along with updated cost estimates.

#### Design Phase:

- Prepare specifications and bidding documents for the metalclad switchgear and distribute to interested suppliers.
- Prepare plans and specifications for the substation work, including manhole, control building modifications, switchgear installation, raceways, interconnection cabling, control wiring, removals, and associated items. The Owner will be involved in selection of system components in order to meet their expectations.
- Develop controls and relaying design for the metalclad switchgear to be integrated with the existing substation relaying design.
- Develop a sequence of construction to minimize equipment outages.
- Produce details, drawings, sketches, elevations, schematics, diagrams, and descriptions.

#### Bidding Phase:

- Provide bidding documents to interested bidders, issue planholder lists, and respond to bidder questions.
- Assist the City in receiving bids, analyze bids, develop spreadsheets detailing bid results, and make recommendations of award of contracts.

#### Construction Phase:

- Organize and attend a preconstruction conference.
- Review shop drawings.
- Assist in construction administration and scheduling.
- Make periodic site visits at intervals appropriate to the stage of construction, to observe construction and measure work completed. Resident project observation will be provided by the Owner.
- Respond to Contractor questions.
- Process pay requests.
- Develop relay settings for each of the new electronic relays; coordinate settings with other relays and sectionalizing equipment on the City's electric system.
- Aid the City in developing a SCADA points list for the new equipment.
- Develop communication processor settings and program the said equipment to integrate with the City's SCADA system.
- Assist with and/or observe commissioning of substation equipment.
- Assist with SCADA testing and checkout.

#### Final Phase:

- Conduct project walk-throughs, and develop Contractor work "punch lists".
- Develop close-out documents for signatures.
- Assemble construction record drawings.

**PROJECT BUDGET:** The following is the initial project budget:

Estimated material and construction cost	\$360,000
Contingency provision	\$37,500
Engineering	\$52,500
	Total: \$450,000

**FEE ARRANGEMENT:** The fee structure for this project is shown below:

We propose the following fee arrangement for this work:

<u>Component</u>	<u>Fee Type</u>	<u>Fee</u>
Preliminary Phase	Lump Sum	\$4,000
Design	Lump Sum	\$30,500
Bidding	Lump Sum	\$3,500
Construction Administration	Hourly Estimate	\$12,500
Final	Hourly Estimate	<u>\$2,000</u>
	Total:	\$52,500

The lump sum fee includes all expenses including mileage, subsistence and deliverables costs through bidding.

All hourly work will be billed at the Hourly Fee schedule in effect at the time the work is performed. The 2016 Hourly Fee Schedule A is attached as Appendix I. In addition, expenses associated with travel and vehicle mileage at IRS rates will be charged while personnel are onsite.

**SPECIAL TERMS AND CONDITIONS:** None

<p><u>City of Saint Peter, Minnesota</u> (Client)</p> <p>By: _____</p> <p>Title: _____ (Authorized signature and Title)</p> <p>Address: _____</p> <p>City: _____</p> <p>Date: _____</p>	<p><b>DeWild Grant Reckert and Associates Company</b> <u>d/b/a DGR Engineering</u> (Consultant)</p> <p>By: _____</p> <p>Title: _____ (Authorized signature and Title)</p> <p>Address: <u>1302 South Union Street</u></p> <p>City: <u>Rock Rapids, IA 51246</u></p> <p>Date: _____</p>
---	---

APPENDIX I

**DGR ENGINEERING**

Rock Rapids, IA – Sioux Falls, SD – Sioux City, IA – Ankeny, IA

JANUARY 2016

**HOURLY FEE SCHEDULE A**

<b>Personnel Grade</b>	<b>Engineer Hourly Rate</b>	<b>Technician Hourly Rate</b>	<b>Administrative Hourly Rate</b>
01	\$80	\$47	\$43
02	\$86	\$51	\$45
03	\$91	\$56	\$47
04	\$97	\$60	\$50
05	\$105	\$64	\$54
06	\$114	\$68	\$58
07	\$124	\$72	\$62
08	\$134	\$77	\$66
09	\$144	\$81	\$71
10	\$154	\$85	\$77
11	\$164	\$90	\$84
12	\$176	\$95	\$93
13	\$189	\$102	\$110
14	\$194	\$109	\$137
15	\$199	\$117	\$179

Reimbursable Expenses:

1. Company vehicles, all at the IRS standard mileage rate in effect at the time.
2. Other travel, subsistence, lodging at actual out-of-pocket cost.
3. GPS Survey Equipment (when used) at \$31.25 per hour.
4. ATV and UTV Equipment (when applicable) at \$12.50 per hour.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION 2016 -

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

**RESOLUTION AUTHORIZING DGR ENGINEERING TO PROVIDE PRELIMINARY  
ENGINEERING WORK FOR THE 2016-2017 FRONT STREET SUBSTATION PROJECT**

WHEREAS, DeWild, Grant and Reckert (DGR) Engineering has been the City's electrical engineer and has previously designed upgrades to the Front Street Substation; and

WHEREAS, the 2007 Electric Master Plan identifies a need to upgrade the electrical equipment in two stages; and

WHEREAS the ages and previously identified concerns about performance of the equipment necessitates planning for upgrades, and

WHEREAS the preliminary engineering will assist in developing data related to cost, sequencing and appropriate work to be completed, and

WHEREAS, staff recommends the preliminary engineering be completed for this proposed work.

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

1. DeWild, Grant and Reckert is hereby authorized to provide for preliminary engineering for the 2016-2017 Front Street Substation Project for a fee not to exceed \$52,500 comprising the following work:

<b><u>Engineering Summary</u></b>	
Preliminary Phase	\$ 4,000
Design Phase	\$30,500
Bidding Phase	\$ 3,500
Construction Phase	\$12,500
Final Phase	\$ 2,000
Amount for Engineering	\$52,500

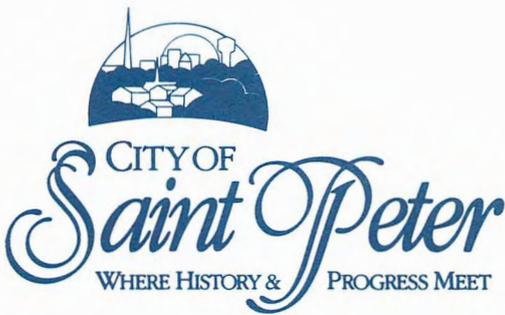
2. Funding for the preliminary engineering work shall be from the Electric Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of September 2016.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 19, 2016

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

**RE:** Water Utility Truck Purchase: 2017 Ford ½ Ton Regular Cab 4X4

### **ACTION/RECOMMENDATION**

Authorize the purchase of a 2017 Ford ½ ton, 4x4, Regular Cab, from Midway Ford Commercial of Roseville, Minnesota in the amount of \$24,604.17.

### **BACKGROUND**

The current vehicle used by the Water Utility is a 2001 Dodge Ram 2500 Unit #22. This Unit was purchased new and has 90,029 miles.

Public Works staff has worked with the State bid process to identify truck suppliers who can furnish and deliver a half-ton regular cab vehicle to replace Unit #22 in the Water Utility. Unit #22 has had many expensive maintenance replacements such as the fuel pump and alternator. The truck proposed for purchase also comes with a standard warranty of 3 years or 30,000 miles bumper to bumper and a 5 years 60,000 miles powertrain warranty is included in the sale price. Staff identified that only one manufacturer could meet this criteria and that is the Ford Motor Company.

City staff re-evaluated truck options per direction from the Council. This direction included providing an opportunity to Lager's Inc of Saint Peter to provide a price of a somewhat comparably outfitted Ram. It should be noted that exact chassis, box, cab and other option configurations are unable to be exactly compared due to production and manufacturer choices related to options. Lager's price was slightly over \$500 more. Warranty is the same for both vehicles at three years, 30,000 miles, bumper to bumper and five years, 60,000 on the powertrain.

Staff recommends that purchase of a replacement vehicle be made from Midway Ford Commercial of Roseville in the amount of \$24,604.17. If approved, the truck would be delivered in about 75 days.

### **FISCAL IMPACT:**

Money is budgeted in the 2016 Water Utility budget for this purchase.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will not to proceed with this purchase.

Negative Vote: Staff will explore other options based on City Council direction.

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.

PTM/amg

### Water Utility Truck

State Bid - 2017 Ford F-150 Regular Cab 4x4	Lager's of St. Peter - 2017 Ram Tradesman 1500 Regular Cab 4x4
<b>Base</b> \$21,345.76	<b>Base</b> \$29,610.00
<b>Options</b>	<b>Options</b>
3.5L V-6 \$0.00	3.5L V-6 \$0.00
Vinyl 40/20/40 \$0.00	Vinyl 40/20/40 \$0.00
XL power Equip. Group \$893.00	Power and Remote \$625.00
E-Locking 3.73 axle \$525.00	Daytime Running Lights \$34.00
Rear View Camera \$231.00	3.55 Rear Axle \$81.00
<b>Professional Fees</b> \$0.00	Anti-Spin Rear Axle \$336.00
<b>Delivery Destination Fee</b> (included in State Contract) \$0.00	ParkView Back Up Camera \$336.00
<b>Total</b> \$22,994.76	5 Additional Gallons of Gas \$10.00
<b>Credits</b> \$0.00	<b>Professional Fees</b> \$400.00
<b>Total</b> \$22,994.76	<b>Delivery Destination Fee</b> \$1,195.00
<b>6.5% Sales Tax</b> \$1,494.66	<b>Total</b> \$32,627.00
<b>Document Fees/Tax Exp/Lic Fee</b> \$114.75	<b>Credits</b> -\$9,170.00
<b>Grand Total</b> <b>\$24,604.17</b>	<b>Total</b> \$23,457.00
	<b>6.5% Sales Tax</b> \$1,524.71
	<b>Document Fees/Tax Exp/Lic Fee</b> \$132.75
	<b>Grand Total</b> <b>\$25,114.46</b>

Warranty: 3 year, 30,000 bumper to bumper  
5 year, 60,000 powertrain

Warranty: 3 year, 30,000 bumper to bumper  
5 year, 60,000 powertrain

Difference \$24,604.17 - \$25,114.46 = - \$510.29

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION AUTHORIZING THE BUDGETED PURCHASE OF A FORD ½ TON REGULAR  
CAB 4x4 FOR THE WATER UTILITY**

WHEREAS, in 2001 the City purchased a new Dodge Ram 2500 to be used in the Water Utility division of Public Works; and

WHEREAS, the vehicle, which has served the City well, has over 90,029 miles and is in need of replacement; and

WHEREAS, the City provides customer service support functions through the completion of utility locates; and

WHEREAS, the City also provides for construction activities for water, wastewater and stormwater infrastructure; and

WHEREAS, the State Bid program includes 2017 Ford 4 x 4, half-ton regular cab trucks from Midway Ford Commercial of Roseville, Minnesota; and

WHEREAS, purchase of a replacement vehicle is included in the 2016 Water budget.

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

1. Staff is directed to proceed with the budgeted purchase of a 2017 Ford 4X4, half ton regular cab truck from Midway Ford of Roseville, Minnesota in the amount of \$24,604.17.
2. The purchase shall be funded from the Water budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of September, 2016.

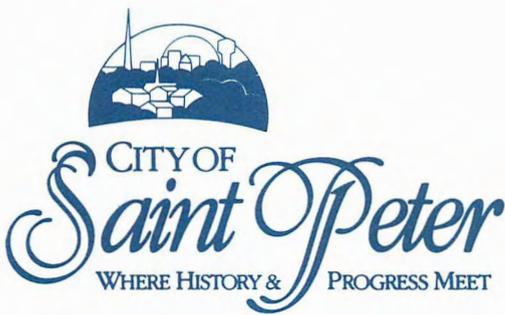
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 15, 2016

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

Jeff Knutson  
Water Resource Superintendent

**RE:** 2017 Broadway Water Tower Refurbishing

### **ACTION/RECOMMENDATION**

Authorize Bolton and Menk, Inc. (BMI), of Mankato, Minnesota to provide engineering services to include development of plans, specifications and to receive bids for a cost not to exceed \$19,300 for refurbishing of the Broadway Water Tower.

### **BACKGROUND**

The Broadway Tower is an elevated 500,000 gallon steel hydro-pillar constructed in 1984. It was completely refurbished inside and outside in 2001 with a 15-year coating. Typically, a water tower painting will last up to 10-15 years, bringing the tower's paint life to our current year. With the current coating reaching the end of its' life cycle, the structure is exposed to scaling and corrosion.

Most recently the City used a method of selecting as contractor to complete the repairs using the process "Best Value Contract" which is an evaluation process that assists the City in determining prospective contractor's qualifications. This process is allowed under State Law. Review of contractor's previous jobs, reputation, timeliness, customer's satisfaction, and work experience are all used and evaluated to help determine the contractor's proficiency in completing the scope of work and to award the contract. The City previously used this process when completing the Greenhill Reservoir refurbishing in 2013 and the contractor who supplied the "best value" completed the work successfully based on the predetermined scope.

The selection method uses information supplied by the contractor to determine their qualifications to complete the work as it allows for access to resources that were clear indicators of the contractors past performance. A project like ours is a rather specialized process and the City would like to ensure the contractor has the capability to complete the work in the manner and timeframe necessary.

Staff is proposing to complete the engineering review and evaluation process this fall and to advertise and collect bids for this work in January. The bids would be brought for Council review in February. If approved, the work would begin in May and be completed in August of 2017.

Bolton and Menk has identified the following scope of work needed to prepare plans, specifications and to receive and evaluate bids for this project. They are:

**Service Fee Estimate:**

• Interior and Exterior Tank Inspection.....	\$1,200
• Prepare Tank Inspection Report.....	\$3,300
• Determine Repair and Painting Options.....	\$3,000
• Prepare Cost Estimates for Repair and Repainting Options.....	\$2,800
• Prepare Life Cycle Cost Analysis of Polibrid vs Standard Epoxy Coating..	\$1,200
• Review Inspection Report, Repainting Options and Cost Estimates.....	\$1,500
• Prepare Construction Plans and Specs.....	\$4,500
• Bidding Services.....	<u>\$1,800</u>
	Total \$19,300

It may be important to note that while this action does not mean that we will refurbish the tower in the 2017 year, it puts us on a track to do so. Based on the current tower condition we are very likely to recommend the refurbishment as previously discussed. The City Councilmembers may also recall that this refurbishing is a part of the capital plan in the Water Fund. If the engineering is approved and we do not move forward with the tower work, the engineering will not be wasted but may need a few slight tweaks related to any changes in the condition of the tower a later date.

**FISCAL IMPACT:**

Funds are allocated in the 2016 Water Utility budget for these services.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: No further action will be taken without additional direction from the City Council.  
Negative vote: No further action will be taken without additional direction from the City Council.  
Modification of the resolution: This is always an option of the City Council.

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

PM/JK/amg



# BOLTON & MENK, INC.®

## Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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

www.bolton-menk.com

### MEMORANDUM

**Date:** August 3, 2016  
**To:** Jeff Knutson, Water Utilities Superintendent  
Chris Voeltz, Water Utility Foreman  
**From:** Herman Dharmarajah, Ph.D., PE  
Jeffrey A. Domras, PE  
**Subject:** 2017 Broadway Water Tower Repainting

---

We are happy to provide the requested proposal for engineering services for Recoating the Broadway Avenue Water Tower.

The Broadway Tower is a 500,000 gallon hydro pillar that was completed in 1984. The tower provides fire protection, domestic water service and pressure to the City's upper distribution system. The upper system serves water users located west of 9th Street when north of Broadway Avenue and west of 7<sup>th</sup> Street south of Broadway Avenue. Upper system water users includes GAC, the RTC, the existing high school, the new high school, Summit Park Community and the North Industrial Park. The Broadway and Sunrise Water Towers are the same size and shape. The Sunrise Tower was completed in 2007.

Water tower paint protects the underlying metal from corrosion caused by environmental factors. As a tower's paint ages, it begins to breakdown and expose the underlying metal. When the metal is exposed, rust begins to develop thus weakening the metal. Both the interior and exterior of a water tower are subject to paint scaling and corrosion. The exterior water tower paint experiences direct sunlight and temperatures approaching 100° F during the summer months and -20° F during the winter. The interior experiences constant moisture and freeze-thaw conditions, all while protecting the water inside.

When properly maintained, water towers can provide service for 75-100 years. Typical water tower maintenance includes routine washing and inspection of the tower surface and underlying metal. A typical water tower paint provides about 15 years of service life. The Broadway Tower was last painted in 2001. Since then, improvements in tower coatings have provided paints which perform much better than previous paints.

The Broadway Tower's interior and exterior paint have reached the end of their service life. Therefore, new coatings are proposed to be placed by a contractor secured with the Best Value Contracting method of bidding. The Best Value Contracting method allows the City to consider not only the contractors bid amount, but other things such as the contractors quality of performance on previous projects, timeliness, level of customer satisfaction, etc. To assist the City of Saint Peter with determining the most feasible painting solutions, prepare plans and specifications for the improvements, and bidding the project by the Best Value Contracting method, Bolton & Menk, Inc. proposes to provide the following services at the fees estimated:



· Interior and Exterior Tank Inspection .....	\$ 1,200
· Prepare Tank Inspection Report.....	\$ 3,300
· Determine Repair and Repainting Options .....	\$ 3,000
· Prepare Cost Estimates for Repair and Repainting Options.....	\$ 2,800
· Prepare Life Cycle Cost Analysis of Polibrid versus Standard Epoxy Coating.....	\$ 1,200
· Review Inspection Report, Repainting Options and Cost Estimates with City Staff....	\$ 1,500
· Prepare Construction Plans and Specifications .....	\$ 4,500
· Bidding Services .....	\$ 1,800
<b>Total .....</b>	<b>\$19,300</b>

The above-mentioned work will be performed at an hourly rates not-to-exceed \$19,300. Since the improvements will be bid by the Best Value Contracting method, the chances of a contractor requesting the bid scoring results increases. The cost of addressing a bid challenge have not been included and therefore, we propose to complete this additional work at our normal hourly rates as an extra to the above amount.

We are happy to assist the City with construction services including tank and coating inspection, coating testing, construction administration and preparation of pay estimates. We estimate that construction services will cost \$20,000.

We understand the City would like to complete this work so that bids can be taken yet this year and that work can be completed in 2017. Please let us know if you have any questions.

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 –**

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

**RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR REFURBISHING OF  
BROADWAY WATER TOWER**

WHEREAS, the paint on the Broadway Water Tower paint has reached the end of the expected life cycle; and

WHEREAS, evaluation and inspection of the Tower will provide an update on the current condition; and

WHEREAS, a “Best Value Contract” is an evaluation process that can be used to select a qualified contractor for repairs and is allowed under State Law; and

WHEREAS, the information provided by a prospective contractor will determine their qualifications to complete the work; and

WHEREAS, Bolton and Menk, Inc. is available to prepare plans and specifications and provide preliminary engineering services related to a project to refurbish the tower.

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

1. The City Council hereby directs Bolton and Menk, Inc. to provide preliminary engineering services for a project to refurbish the Broadway Avenue Water Tower for a fee not to exceed \$19,300.
2. Funding for this work will be from the Water Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26<sup>th</sup> day of September 2016.

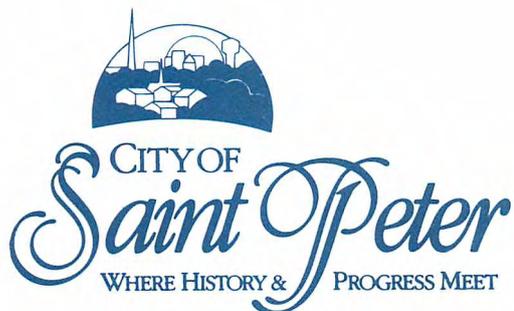
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 9/6/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** CATV Franchise Agreement (Consolidated Communications)

### **ACTION/RECOMMENDATION**

Approve the attached agreement establishing a CATV franchise agreement with Consolidated Communications.

### **BACKGROUND**

Members may recall that you appointed Robert "Bob" Vose from the Kennedy and Graven law firm as Special City Attorney to assist the Council and staff with work related to the renewal of franchises for both local cable service providers. Those providers are now Consolidated Communication and Mediacom.

Both of your franchises have expired but an extension was agreed to by both franchisees during negotiations. Council Members have had opportunity to review some of the more pertinent issues related to these agreements and have indicated that a "stay the course" position seems to be the most prudent. That position has been carried forward into the negotiations and Consolidated Communications is now ready to enter into a new agreement, which is demonstrated through their signing of the proposed agreement.

There are no significant changes from your past agreement with a couple of exceptions. Those exceptions include adding an annual CPI inflator to the PEG programming support payments, providing a connection to the new high school, and adding language to make sure franchise fees are fairly calculated when subscribers pay a single bill for cable and non-cable services. We conceded nothing from the prior franchise in exchange and held firm related to providing service to all locations within the municipal boundaries. I.E. no redlining or cherry picking.

There is one last housekeeping issue to note. In the past, the law required that franchise agreements of this type be put in place as an Ordinance. That law has changed and it is our intent to ask you to approve this through resolution and agreement. So this is entered into much like you would any other contract with a service provider. This method bears less cost and is now allowed for under the law.

**FISCAL IMPACT:**

There is no General Fund impact to this agreement but it does establish rules related to franchise fees that will be paid by Consolidated.

**ALTERNATIVES/VARIATIONS:**

Do not act. While the Franchise has expired, completing an agreement at this meeting is not required. In fact, the other service provider has not agreed to the proposed agreement yet. I see no strategic benefit to waiting and the work is completed so now seems like an appropriate time for action.

Negative vote. Staff will wait for additional direction. I guess theoretically you could not have an agreement, but from a financial perspective funding for your PEG channel if continued would have to come from another source.

Modification of the resolution. This is always an option of the Council. A change in the agreement would require renewed negotiation prior to approval.

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

TP/bal

## FRANCHISE AGREEMENT

**GRANTING A CABLE FRANCHISE TO CRYSTAL COMMUNICATIONS, INC., D/B/A CONSOLIDATED COMMUNICATIONS IN THE CITY OF SAINT PETER; SETTING FORTH CONDITIONS ACCOMPANYING THE GRANT OF THE FRANCHISE; PROVIDING FOR CERTAIN REGULATION OF THE SERVICE AND PRESCRIBING PENALTIES FOR THE VIOLATION OF THE PROVISIONS HEREIN AND ADOPTING CHAPTER 1 OF THE CITY CODE**

This Franchise Agreement ("Franchise") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Saint Peter, a Minnesota municipal corporation ("City") and CRYSTAL COMMUNICATIONS, INC., D/B/A CONSOLIDATED COMMUNICATIONS ("Grantee") as follows:

**Subd. 1. Statement of Intent and Purpose.** The City intends, by the adoption of this Franchise, to renew the cable television franchise of Grantee. At the time of this grant, the City will have two entities franchised to provide cable services to the residents of the City.

Past studies by the City indicate, in the City's judgment, that competitive choices in video services will benefit the community and will best meet the needs of the community. This determination has resulted in the preparation and adoption of this Franchise.

**Subd. 2. Findings.** In the review of the application for franchise by Grantee, and Grantee's past performance and the future cable-related community needs and interests identified by the City, and negotiations related thereto, the City makes the following findings:

- A. The Grantee's technical, financial, legal qualifications and ability are approved;
- B. This Franchise granted to Grantee by the City complies with the existing applicable Minnesota Statutes, federal laws and regulations; and
- C. The Franchise granted to Grantee is nonexclusive.

**Subd. 3. Short Title and Definitions.**

A. Short Title. This Franchise shall be known and cited as the Cable Communications Agreement.

B. Definitions. For the purposes of this Franchise, the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The word "may" is directory and discretionary and not mandatory.

i. "Basic Cable Service" means any service tier which includes the lawful retransmission of local television broadcast signals and any public, educational, and governmental access programming required by the Franchise to be carried on the basic tier. Basic Cable Service as defined herein shall not be inconsistent with 47 U.S.C. § 543(b)(7).

ii. "Cable System" or "System" means a system of antennas, cables, wires, lines, towers, waveguides, or other conductors, converters, equipment or facilities located in the Franchise Area and designed and constructed primarily for the purpose of producing, receiving, transmitting, amplifying, or distributing video programming. System as defined herein shall be inconsistent with the definitions set forth in Minn. Stat. § 238.02, subd. 3 and 47 U.S.C. § 522(7).

iii. "Cable Programming Service" means any video programming regardless of service tier, including installation or rental of equipment used for the receipt of such video

programming, other than:

- a. Basic Cable Service;
- b. Video programming offered on a pay-per-channel or pay-per-program basis; or
- c. A combination of multiple channels of pay-per-channel or pay-per-program video programming offered on a multiplexed or time-shifted basis so long as the combined service consists of commonly-identified video programming and is not bundled with any regulated tier of service.

Cable Programming Service as defined herein shall not be inconsistent with the definition as set forth in 47 U.S.C. § 543(1)(2) and 47 C.F.R. § 76.901(b).

iv. "Cable Service" means: the one-way transmission to subscribers of (i) video programming, or (ii) other programming service, and; subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service.

v. "Channel" means a single full motion video channel.

vi. "City" means the City of Saint Peter, Minnesota.

vii. "Converter" means an electronic device which converts signals to a frequency acceptable to a television receiver of a Subscriber and by an appropriate selector permits a Subscriber to view all Subscriber signals included in the service.

viii. "Drop" means the cable that connects the ground block on the Subscriber's residence to the nearest feeder cable. This term only applies to Grantee's delivery of Cable Service.

ix. "Effective Competition" means the provision of Cable Service by two (2) or more franchised providers operating pursuant to franchise in the City.

x. "FCC" means the Federal Communications Commission and any legally appointed, designated or elected agent or successor.

xi. "Franchise" or "Cable Franchise" means this Agreement and the contractual relationship established hereby.

xii. "Franchise Fee" means the fee or assessment imposed by the City on a Grantee solely because of its status as a recipient of a Cable Franchise. The term "Franchise Fee" does not include: (i) any tax, fee or assessment of general applicability; (ii) capital costs which are required by this Franchise related to the provision of public, educational, or governmental access facilities; (iii) requirements or charges incidental to awarding or enforcing this Franchise, including payments for bonds, security funds or letters of credit, insurance, indemnification, penalties or liquidated damages, or other regulatory costs specifically required herein in addition to the Franchise Fee; (iv) any fee imposed under Title 17 of the United States Code.

xiii. "Grantee" is Cystal Communications d/b/a HickoryTech, its agents and employees, lawful successors, transferees or assignees.

xiv. "Installation" means the connection from feeder cable to the point of connection with the Subscriber Converter. This term only applies to Grantee's delivery of Cable Service.

xv. "Normal Business Hours" means those hours during which most similar businesses in the community are open to serve customers. In all cases, Normal Business Hours must

include some evening hours at least one night per week and/or some weekend hours.

xvi. "Normal Operating Conditions" means those service conditions which are within the control of Grantee. Those conditions which are not within the control of Grantee include, but are not limited to, natural disasters, civil disturbances, power outages, telephone network outages, and severe or unusual weather conditions. Those conditions which are ordinarily within the control of Grantee include, but are not limited to, special promotions, pay-per-view events, rate increases, regular peak or seasonal demand periods, and maintenance or upgrade of the System.

xvii. "PEG Access" means public, educational, governmental and other public interest programming channels, equipment, facilities, funding, or operations as the context may require.

xviii. "Pay Television" means the delivery of pay-per-channel or pay-per-program audio-visual signals to Subscribers for a fee or charge, in addition to the charge for Basic Cable Service or Cable Programming Services.

xix. "Person" is any person, firm, partnership, association, corporation, company, or other legal entity.

xx. "Right-of-Way" or "Rights-of-Way" means the area on, below, or above any real property in the Franchise Area in which the City has an interest including, but not limited to any street, road, highway, alley, sidewalk, parkway, park, skyway, or any other place, area, or real property owned by or under the control of the City, including other dedicated Rights-of-Way for travel purposes and utility easements.

xxi. "Right-of-Way Ordinance" means the ordinance adopted by the City creating requirements regarding regulation, management and use of Rights-of-Way, including registration and permitting requirements.

xxii. "Standard Installation" means any residential installation which can be completed using a Drop of 150 feet or less. This term only applies to Grantee's delivery of Cable Service.

xxiii. "Subscriber" means any Person who lawfully receives Cable Service from Grantee or over Grantee's network.

xxiv. "Subscriber Revenues" means all revenues received by the Grantee or its affiliates from fees paid by Subscribers for Cable Service, interest, upgrade and downgrade fees, revenues generated by sales or home shopping channel(s), leased channel fees and converter rental fees. The term Subscriber Revenue shall not include bad debt, or any taxes on services furnished by Grantee which are imposed by any municipality, state, or other governmental unit and collected by Grantee for such governmental unit.

#### **Subd. 4. Grant of Authority and General Provisions.**

##### **A. Grant of Franchise.**

1. This Franchise is granted pursuant to the terms and conditions contained herein.

2. The Grantee shall have the right and privilege pursuant to this Franchise to provide Cable Service in the City. The City and Grantee acknowledge that while Grantee intends to provide Cable Service in the City pursuant to this Franchise, Grantee is not constructing and does not operate a Cable System, as defined herein.

3. Use of the Rights-of-Way to provide Cable Service shall not be inconsistent with the terms and conditions by which such Rights-of-Way were created or dedicated and is

subject to all legal requirements related to the use of such Rights-of-Way, including the terms and conditions of the Right-of-Way Ordinance.

4. This Franchise shall be nonexclusive. Any Cable Franchise issued by the City shall be granted and enforced on terms and conditions which, taken as a whole, are no more favorable nor less burdensome than those imposed in other Franchises issued by the City, including with respect to franchise fees as provided in Minn. Stat. § 238.08, subd. 1(b).

B. Lease or Assignment Prohibited. Other than for the provision of commercial leased access and/or provision of access over an open video system, no Person, except an affiliate under common ownership and control with Grantee, may lease Grantee's network for the purpose of providing Cable Service until and unless such Person shall have first obtained and shall currently hold a valid Franchise. Any assignment of rights under this Franchise shall be subject to and in accordance with the requirements of Section 11(E).

C. Franchise Term. This Franchise shall be in effect for a period of ten (10) years from the date of acceptance by Grantee. Notwithstanding, this Franchise shall be subject to periodic evaluation not less than every five (5) years as provided in Subd. 9(F) herein.

D. Compliance with Applicable Laws, Resolutions and Ordinances. The terms of this Franchise shall define the contractual rights and obligations of Grantee with respect to the provision of Cable Service and operation of any System in the City. However, the Grantee shall at all times during the term of this Franchise be subject to all lawful exercise of the police power, local ordinance-making authority, and eminent domain rights of the City.

E. Territorial Area Involved. This Franchise is granted for the corporate boundaries of the City, as it exists from time to time. In the event of annexation by City or as development occurs, any new territory shall become part of the territory for which this Franchise is granted. In addition, the City and Grantee acknowledge that as of the effective date of this Franchise, the Grantee intends to provide service to the entire Franchise Area.

F. Written Notice. All notices, reports, or demands required to be given in writing under this Franchise shall be deemed to be given when delivered personally to any officer of Grantee or City's Administrator of this Franchise or forty-eight (48) hours after it is deposited in the United States mail in a sealed envelope, with registered or certified mail postage prepaid thereon, addressed to the party to whom notice is being given, as follows:

If to Grantor: City of Saint Peter  
Attention: City Administrator  
227 South Front Street  
Saint Peter, Minnesota 56082-2513

With copies to: Robert J.V. Vose, Esq.  
Kennedy & Graven, Chartered  
470 U.S. Bank Plaza  
200 South Sixth Street  
Minneapolis, Minnesota 55402

If to Grantee: Crystal Communications, Inc., d/b/a/ Consolidated Communications  
Video Project Manager  
221 E. Hickory Street  
Mankato, Minnesota 56001

With copies to: Consolidated Communications  
Attn: Contract Manager  
121 South 17<sup>th</sup> Street  
Mattoon, Illinois 61938  
Fax: 1 (217) 235-3590  
contracts@consolidated.com

Such addresses may be changed by either party upon notice to the other party given as provided in this Section.

#### **Subd. 5. Construction Standards**

##### **A. Registration, Permits and Construction Codes.**

1. Grantee shall strictly adhere to all state and local laws and building and zoning codes currently or hereafter applicable to location, construction, installation, operation or maintenance of the facilities used to provide Cable Service in the City Franchise Area.

2. The City shall have the right to inspect all construction or installation work performed pursuant to the provisions of the Franchise and pursuant to Subd. 6(F) below, to make such tests as it shall find necessary to ensure compliance with the terms of the Franchise and applicable provisions of local, state and federal law.

3. Nothing in this Franchise shall be construed to prevent the City from adopting and enforcing the Right of Way Ordinance provided, however, any Right-of-Way Ordinance shall not impose any fees in excess of the actual costs incurred by the City in managing the Grantee's use of the Right of Way pursuant to Minn. Stat. § 237.163, subd. 6.

B. Grantee shall bury all Drops in a reasonable time period, which shall not exceed fifteen (15) business days, subject to weather conditions. In the event the ground is frozen, Grantee shall be permitted to delay burial until the ground is suitable for burial which in no event shall be later than June 30th.

C. Erection, Removal and Joint Use of Poles. No poles, conduits, amplifier boxes, similar structures, or other wire-holding structures shall be erected or installed by the Grantee on public property without prior approval of the City with regard to location, height, type and other pertinent aspects. Facilities located on public and private property shall be subject to applicable zoning and other land use regulations.

##### **D. Safety Requirements.**

1. The Grantee shall at all times employ ordinary and reasonable care and shall install and maintain in use nothing less than commonly accepted methods and devices for preventing failures and accidents which are likely to cause damage, injuries, or nuisances to the public.

2. The Grantee shall install and maintain its equipment and facilities in accordance with all federal, state and local laws and regulations, and the requirements of the National Electric Safety Code and in such manner that they will not interfere with private radio, police and fire communications or any installations of City or of any public utility serving City.

3. All facilities structures, and lines, equipment and connections in, over, under and upon the Rights-of-Way, wherever situated or located, shall at all times be kept and maintained in good condition, order, and repair so that the same shall not menace or endanger the life or property of the City or any Person.

#### **Subd. 6. System Design and Extension Provisions**

A. Channel Capacity.

1. Grantee shall develop, construct and engineer, and activate and provide for the term of this Franchise a System offering, at a minimum, one hundred (100) video programmed channels.

2. All programming decisions remain the discretion of Grantee; provided, however, that any change in the broad categories of video programming shall require the approval of the City consistent with 47 U.S.C. § 544(b), and further provided that Grantee notifies the City and Subscribers in writing thirty (30) days prior to any channel additions, deletions, or realignments, in a manner consistent with federal law. Subject to the existence of Franchised Competition, Grantee shall conduct programming surveys from time to time to obtain input on programming decisions from Subscribers.

B. Service Availability/Density Requirement.

1. Grantee shall be required to extend Service to all dwelling units in the City where there are twenty-five (25) dwelling units or more per cable mile. Grantee shall not impose a special or individualized charge for the cost of such extension of Cable Service.

2. Grantee shall also extend Service to Persons requesting Service where the density is insufficient to require extension without any special or individualized charge. In such case, Grantee shall extend service at a cost not to exceed the construction costs per mile multiplied by a fraction whose numerator equals the actual number of dwelling units per mile, and whose denominator equals twenty-five (25). Those Persons requesting Service will bear the remainder of the construction costs on a pro rata basis. The Grantee may require that the payment of these costs by such potential Subscribers be made in advance. Access to Cable Service shall not be denied to any group of potential residential cable Subscribers because of the income of the residents of the area in which such group resides. Grantee shall be given 120 days, weather permitting, to construct and activate Cable Service to annexed or newly developed areas.

C. Non-Standard Installations. Grantee shall install and provide Cable Service to any Person requesting other than a Standard Installation provided that said Cable Service can meet FCC technical specifications. In such case, Grantee may charge for the incremental increase in material and labor costs incurred beyond the Standard Installation.

D. Provision of Services. The Grantee shall render effective Service, make repairs promptly, and interrupt Service only for good cause and for the shortest time possible. Such interruption, to the extent feasible, shall be preceded by notice to the City and Subscribers and shall occur during periods of minimum use of the Services, as determined by records of the Grantee.

E. Technical Standards. The technical standards used in the provision of Cable Service shall comply, at minimum, with the technical standards promulgated by the FCC relating to Cable Systems pursuant to Title 47, Section 76.601 to 76.617, as may be amended or modified from time to time, which regulations are expressly incorporated herein by reference. Any failure to comply with the FCC technical standards shall be a violation of this Franchise.

F. Performance Review and System Testing. In the event City finds that there are signal or System performance difficulties which may constitute violations of applicable FCC technical standards and this Franchise, Grantee shall be notified and afforded ten (10) days to correct problems or complaints. If the performance difficulty is not resolved after the cure period has elapsed in City's sole determination, City may require Grantee to demonstrate compliance via testing or other means selected by the Grantee.

G. FCC Reports. Grantee shall file with City all required FCC technical reports

which demonstrate the level of System performance and signal quality. Further, Grantee shall summarize and explain the results of any such testing provided to the City.

**Subd. 7. Services Provisions.**

A. Enforcement of Customer Service Standards. The City intends to stay enforcement of this Section 7 to the extent Effective Competition exists. Notwithstanding, the City may initiate enforcement of this Section by adoption of a Resolution of the City Council. The City may begin enforcement three (3) days after mailing a copy of such Resolution to Grantee. The Resolution shall indicate the basis for initiating enforcement. Such enforcement shall not commence until 15 days after providing Grantee with notice of the commencement of enforcement.

B. Regulation of Service Rates.

1. The City may regulate rates for the provision of Cable Service to the extent allowed under federal or state law(s).

2. A list of Grantee's current residential Subscriber rates and charges shall be maintained on file with the City and shall be available for public inspection. Grantee shall give the City and Subscribers written notice of any change in a rate or charge in accordance with any applicable FCC requirements unless such change arises from changes in regulatory fees, franchise fees, access costs, or franchise imposed costs.

C. Sales Procedures. Grantee shall not exercise deceptive sales procedures when marketing any of its services within City. Grantee shall have the right to market consistent with local ordinances and other applicable laws and regulations.

D. Telephone Inquiries and Complaints.

1. Availability. Grantee will maintain local, toll-free or collect call telephone access lines which will be available to its Subscribers 24 hours a day, seven days a week. During Normal Business Hours, trained representatives of Grantee shall be available to respond to Subscriber inquiries. Grantee will ensure that: (1) an adequate number of trained company representatives will be available to respond to customer telephone inquiries during Normal Business Hours, and; (2) after Normal Business Hours, the access line will be answered by a trained company representative or a service or an automated response system such as an answering machine. Inquiries received after Normal Business Hours must be responded to by a trained company representative on the next business day.

2. Telephone Answer Time and Busy Signals. Under Normal Operating Conditions, telephone answer time by a customer representative, including wait time, shall not exceed thirty (30) seconds when the connection is made. If the call needs to be transferred, transfer time shall not exceed thirty (30) seconds. These standards shall be met no less than ninety (90) percent of the time under Normal Operating Conditions, measured on a quarterly basis. Under Normal Operating Conditions, the customer will receive a busy signal less than three (3) percent of the time.

E. Installation, Outage and Service Calls. Under Normal Operating Conditions which will exclude the initial deployment period, each of the following standards will be met no less than ninety five (95) percent of the time measured on a quarterly basis: (1) Excluding conditions beyond the control of Grantee which prevent performance, Grantee will begin working on service interruptions promptly, and in no event later than twenty-four (24) hours after the interruption becomes known, and Grantee must begin actions to correct other service problems the next business day after notification of the service problem and resolve such problems as soon as is reasonably possible; (2) The "appointment window" alternatives for Installations, service calls, and other installation activities will be either a specific time or, at maximum, a four-hour time block during Normal Business Hours. The Grantee may schedule service calls and other installation activities outside of Normal Business Hours for the convenience of the customer; (3) Grantee may not cancel an appointment with a customer after the close of business on the

business day prior to the scheduled appointment; (4) If a representative of Grantee is running late for an appointment with a customer and will not be able to keep the appointment as scheduled, the customer will be contacted. The appointment will be rescheduled, as necessary, at a time during Normal Business Hours which is convenient for the customer.

F. Complaint and Other Service Records. Subject to Grantee's obligation to maintain the privacy of certain information, Grantee shall prepare and maintain written records of all complaints received and the resolution of such complaints, including the date of such resolution. Such written records shall be on file at the office of Grantee. Grantee shall provide the City with a written summary of such complaints and their resolution on a quarterly basis and in a form mutually agreeable to City and Grantee. Grantee may be required to provide detailed compliance reports on a quarterly basis with respect to the objectively measurable service standards herein upon written demand by the City.

G. Subscriber Contracts. Grantee shall provide to City upon request any standard form Subscriber contract utilized by Grantee. If no such written contract exists, Grantee shall provide a document completely and concisely stating the length and terms of the Subscriber contract offered to customers.

H. Billing and Subscriber Communications. Grantee must give Subscribers thirty (30) days advance written notice with copy to City before any changes in rates, programming services, or channel positions, to the extent the changes are solely within Grantee's control. Bills must be clear, concise, and understandable, with itemization including but not limited to, basic and premium charges and equipment charges. Bills will also clearly delineate all activity during the billing period, including optional charges, rebates, and credits. In case of a billing dispute, the cable operator must respond to a written complaint from a subscriber within 30 days.

I. Refunds and Credits. If Service is interrupted or discontinued for 24 or more consecutive hours and Grantee has notice of such interruption, Subscribers shall be credited pro rata for such interruption beginning with the date of notice of interruption. Credits for will be issued no later than the Subscriber's next billing cycle following the determination that a credit is warranted. In the event a Subscriber establishes or terminates Service and receives less than a full month's Service, Grantee shall prorate the monthly rate on the basis of the number of days in the period for which Service was rendered to the number of days in the billing. Refund checks will be issued promptly, but no later than the return of the equipment supplied by the Grantee if Service is terminated. Grantee shall not be held responsible for interruptions in programming caused by content providers.

J. Late Fees. Fees for the late payment of bills shall not accrue until the normal billing cut-off for the next month's service approximately one (1) month after the unpaid bill in question was sent to the Subscriber. Payments at the cable operator's drop-box location shall be deemed received on the date such payments are picked up by the cable operator which shall occur within 24 hours after every due date. The cable operators shall continue to provide a "grace period" of at least five (5) days after each due date.

K. Local Office/Drop Box. Grantee shall maintain a local office or a local drop box for receiving Subscriber payments after hours in the City.

L. Additional Customer Service Requirements. The City expressly reserves authority to adopt additional or modified customer service requirements to address subscriber concerns or complaints in accordance with federal law.

M. Violations. Any violation of these requirements after enforcement of this Section is initiated by Council Resolution shall be deemed a violation of this Franchise.

#### **Subd. 8. Institutional Services Provisions**

A. Public, Educational and Government Access.

1. PEG Responsibility. City or its designee is hereby designated to operate, administer, promote and manage PEG Access in accordance with this Subd. 8.

2. PEG Channels. Grantee shall dedicate two (2) channels for PEG Access use. Nothing herein shall diminish the City's rights to secure additional channels pursuant to Minn. Stat. § 238.084, which is expressly incorporated herein by reference. Grantee may not move or renumber the PEG Access channels without the written approval of the City.

3. PEG Availability. Grantee shall provide to each of its Subscribers who receive all, or part of, the total Cable Services offered over its network, reception on the PEG Access channel(s) free of charge. The specially designated access channel may be used by the public, local educational authorities and local government on a first-come, first-served, nondiscriminatory basis. During those hours that the specially designated access channel is not being used by the public, educational authorities or local government, the Grantee may lease time to commercial or noncommercial users on a first-come, first-served, nondiscriminatory basis if the demand for that time arises. Grantee may also use this specially designated access channel for local origination during those hours when the channel is not in use by the public, local educational authorities, local government, or commercial or noncommercial users who have leased time.

4. Charges for Use. Channel time and playback of prerecorded programming on the PEG access and community program channel(s) must be provided without charge to the City and the public.

**B. Access Equipment and Facilities.**

1. As a grant for community telecommunications needs, grantee shall pay \$15,000 annually, inflated each year after the effective date by the increase in the consumer price index (CPI) for the prior year. This fee shall be payable in advance beginning on January 1<sup>st</sup> of each year. This fee shall be reviewed annually by the City and shall be reduced in the event the City finds that such funding is unnecessary to meet the community's telecommunications needs. The fee shall be divided equally among all franchised video service providers.

2. Grantee shall provide two-way activated capacity allowing live or recorded cable-cast of programming from City Hall, the High School Studio and any newly constructed high school site, Gustavus Adolphus College, and such other site(s) as may be mutually agreed to by Grantee and the City for location of community programming equipment.

3. The City, or its designee may implement rules for use of any access channel(s).

C. Service to Public Buildings. Grantee shall provide, free of charge, monthly Cable Service, excluding premium channels or any pay-per-view services, to City Hall, all requesting public school buildings including any newly constructed high school site, and such other institutions on which the City and Grantee mutually agree. Drops to subsequently designated institutions in excess of 200 feet shall be provided by the Grantee at the cost to requesting institution, of Grantee's time and materials less the cost of the 200 feet closest to the building. Grantee shall have six (6) months from the date of the City designation of additional institution(s) to complete construction of the Drop and outlet, weather permitting. Additional Drops and/or outlets shall be provided by Grantee at the cost of Grantee's time and material. Alternatively, at the institution's request, said institution may add outlets at its own expense, as long as such Installation meets applicable FCC technical standards. No redistribution of the free Service provided pursuant to this Subdivision shall be allowed without the Grantee's prior written consent.

**Subd. 9. Operation and Administration Provisions**

A. Administration of Franchise. The City or its designee shall have continuing

regulatory jurisdiction and supervision over the Services described herein and the Grantee's operation under the Franchise.

B. Delegated Authority. The City shall have authority to administer the Franchise and to monitor the performance of the Grantee pursuant to the Franchise. The City may delegate authority to administer the Franchise to the extent permitted by law. The City may withdraw or re-delegate such authority by giving Grantee written notice. Grantee shall cooperate with any such delegatee of the City.

C. Franchise Fee.

1. During the term of the Franchise, Grantee shall pay to the City a Franchise Fee in an annual amount equal to five percent (5%) of its Subscriber Revenues. Discounts for Cable Services bundled or packaged with non-Cable Services shall be apportioned to each service in proportion to Grantee's pricing of each service on a stand-alone basis using the published rate card or other publicly-available pricing of the component services in the bundled package of services. Revenues included in the calculation of Subscriber Revenues shall not be disproportionately reduced by over-allocating the discount on bundled service package to Cable Service revenues.

2. Any payments due under this provision shall be payable quarterly. The payment shall be made within sixty (60) days of the end of each of Grantee's current fiscal quarters together with a report in form reasonably acceptable to City and Grantee and which shows the basis for the computation.

3. All amounts paid shall be subject to audit and recomputation by the City and acceptance of any payment shall not be construed as an accord that the amount paid is in fact the correct amount.

D. Access to Records. The City shall have the right to inspect, upon reasonable notice and during Normal Business Hours, any records maintained by Grantee which relate to this Franchise or System operations including specifically Grantee's revenue records, subject to the privacy provisions of 47 U.S.C. § 521 et seq. Grantee shall be required to provide such requested documents to the City unless such documents are available for inspection at a location in City.

E. Reports to be Filed with the City. Grantee shall file with the City, at the time of payment of the Franchise Fee, a report of all Subscriber Revenues. Grantee shall prepare and furnish to the City such other reports with respect to the operations, affairs, transactions or property, as they relate to this Franchise or Cable Services as City may request. The form of such reports shall be mutually agreed upon by City and Grantee.

F. Periodic Evaluation.

1. The City may require evaluation sessions during the term of this Franchise not more than annually, upon thirty (30) days written notice to Grantee. Grantee and City shall hold evaluation sessions after the fifth and tenth years of this franchise.

2. All evaluation sessions shall be open to the public. Grantee shall notify its Subscribers of all evaluation sessions by announcement of at least sixty (60) seconds in duration on at least one (1)-Basic Service channel of the System between the hours of 7:00 p.m. and 9:00 p.m. for five (5) consecutive days preceding each session.

3. Topics which may be discussed at any evaluation session may include, but are not limited to, application of new technologies, System performance, programming offered, access channels, facilities and support, municipal uses of cable, customer complaints, amendments to this Franchise, judicial rulings, FCC rulings, line extension policies and any other topics the City and Grantee deem relevant.

4. As a result of a periodic review or evaluation session, the City may request Grantee to amend the Franchise to provide additional services or facilities as are mutually agreed upon and which are both economically and technically feasible taking into consideration the remaining life of the Franchise.

**Subd. 10. General Financial and Insurance Provisions.**

**A. Performance Bond.**

1. At the time the Franchise becomes effective and at all times thereafter, until the Grantee has liquidated all of its obligations with the City, the Grantee shall furnish a bond to the City, naming the other municipalities comprising the Franchise Area as additional obligees, in the amount of Ten Thousand Dollars (\$10,000.00) in a form and with such sureties as are reasonably acceptable.

2. The bond must be conditioned upon the faithful performance of the Grantee according to the terms of the Franchise and upon the further condition that in the event the Grantee shall fail to comply with any law, ordinance or regulation governing the Franchise, there shall be recoverable jointly and severally from the principal and surety of the bond any damages or loss suffered by the City as a result, including the full amount of any compensation, indemnification or cost of removal or abandonment of any property of the Grantee, plus a reasonable allowance for attorneys' fees and costs, up to the full amount of the bond, and further guaranteeing payment by the Grantee of claims, liens and taxes due the City which arise by reason of the construction, operation, or maintenance of the System.

3. The rights reserved by the City with respect to the bond are in addition to all other rights the City may have under the Franchise or any other law. The City may, from year to year, in its sole discretion, reduce the amount of the bond.

4. The Grantee shall be given thirty (30) days notice of any franchise violation, or other claim, liability or obligation giving rise to City's right to make a claim under the bond. In the event the violation, claim, liability, or obligation is not cured, corrected or satisfied within this thirty (30) day cure period, in City's determination, the City may make a claim pursuant to the bond. The City may grant additional time beyond the initial cure period before making a claim under the bond in the event Grantee requests additional time and the City determines that the Grantee has made a good faith effort towards cure and such additional time is necessary to completely cure the alleged violation.

5. In the event this Franchise is revoked or the rights hereunder relinquished or abandoned by Grantee, the City shall be entitled to collect from the performance bond any resultant damages, costs or liabilities incurred by the City.

6. Unless provided otherwise in this Franchise, the rights reserved to the City with respect to the performance bond shall not be deemed an exclusive remedy and are in addition to all other rights of the City whether reserved by this Franchise or authorized by law, and no action, proceeding or exercise of a right with respect to the performance bond shall affect any other right the City may have.

**B. Letter of Credit.**

1. The City intends to stay enforcement of this Subd. 10(B) to the extent Effective Competition exists. Notwithstanding, in the event the City initiates enforcement of Subd. 5 above through adoption of a Resolution of the City Council and determines that additional security is necessary or desirable to secure compliance with this Franchise, or the City shall determine that Effective Competition has ceased, Grantee shall, upon written notice from the City, deliver to the City an irrevocable and unconditional Letter of Credit, in form and substance acceptable to the City, from a National or State bank approved by the City, in the amount of Five Thousand Dollars (\$5,000).

2. The Letter of Credit shall provide that funds will be paid to the City, upon written demand of the City, and in an amount solely determined by the City in payment for liquidated damages charged pursuant to this subdivision or in payment for any monies owed by Grantee pursuant to its obligations under this Franchise.

3. In addition to recovery of any monies owed by Grantee to the City, the City, in its sole discretion, after providing reasonable notice and public hearing as provided below, may charge to and collect from the Letter of Credit liquidated damages in an amount of up to Fifty Dollars (\$50.00) per violation of any provision of this Franchise or applicable federal, state, or local law or regulations, pursuant to paragraph d,

4. Whenever the City finds that Grantee has violated one or more terms, conditions or provisions of this Franchise, a written notice shall be given to Grantee informing it of such violation. Grantee shall have thirty (30) days from receipt of such notice in which to cure such violation in which event no liquidated damages may be assessed. At any time after the cure period, provided Grantee remains in violation of one or more terms, conditions or provisions of this Franchise, in City's sole determination, the City may draw from the Letter of Credit all assessments or monies due the City from the date of the notice. The City may grant additional time beyond the initial cure period in the event the City determines such additional time is necessary to cure the alleged violation.

5. Grantee may notify the City in writing during the cure period that there is a dispute as to whether a violation or failure has in fact occurred. Grantee shall specify with particularity the matters disputed and the basis for dispute. All liquidated damages assessments shall continue to accrue.

6. The City shall hear Grantee's dispute at the next regularly scheduled meeting or within sixty (60) days of receipt of said notice of dispute, whichever is shorter.

7. In the event City determines that a violation has taken place, such determination shall be deemed final, subject to Grantee's right to appeal such final determination to a court or forum of competent jurisdiction.

8. In the event City determines that no violation has taken place, the City shall rescind the notice of violation.

9. If said Letter of Credit or any subsequent Letter of Credit delivered pursuant thereto expires prior to the expiration of the term of this Franchise, it shall be renewed or replaced during the term of this Franchise to provide that it will not expire prior to the expiration of this Franchise. The renewed or replaced Letter of Credit shall be of the same form and amount and with a bank authorized herein.

10. If the City draws upon the Letter of Credit or any subsequent Letter of Credit delivered pursuant hereto, in whole or in part, Grantee shall replace the same within ten (10) days and shall deliver to the City a like replacement Letter of Credit for the full amount stated in Paragraph a of this section as a substitution of the previous Letter of Credit.

11. If any Letter of Credit is not so replaced, the City may draw on said Letter of Credit for the whole amount thereof and use the proceeds as the City determines in its sole discretion. The failure to replace any Letter of Credit may also, at the option of the City, be deemed a default by Grantee under this Franchise. The drawing on the Letter of Credit by the City, and use of the money so obtained for payment or performance of the obligations, duties and responsibilities of Grantee which are in default, shall not be a waiver or release of such default.

12. The collection by the City of any monies or penalties from the Letter of Credit shall not be deemed an exclusive remedy and shall not affect any other right or remedy available

to the City, nor shall any act, or failure to act, by the City pursuant to the Letter of Credit, be deemed a waiver of any right of the City pursuant to this Franchise or otherwise.

C. Indemnification of the City.

1. The City, its officers, boards, committees, commissions, elected officials, employees and agents shall not be liable for any loss or damage to any real or personal property of any Person, or for any injury to or death of any Person, arising out of or in connection with the construction, operation, maintenance, repair or removal of, or other action or event with respect to the System or as to any other action or event with respect to this Franchise.

2. Grantee shall indemnify, defend, and hold harmless the City, its officers, boards, committees, commissions, elected officials, employees and agents, from and against all liability, damages, and penalties which they may legally be required to pay as a result of the exercise, administration, or enforcement of the Franchise. Grantee's obligations herein shall not include any alleged or actual liability which is based solely on City's operation of PEG access facilities or equipment or the programming provided via such PEG facilities or equipment.

3. City shall indemnify, defend and hold harmless Grantee, its officers, directors, employees and agents, from and against all claims, liability, damages, and penalties which any of them may legally be required to pay as a result of the City's operation or programming of PEG access channels, facilities or equipment.

4. Nothing in this Franchise relieves a Person from the liability arising out of the failure to exercise reasonable care to avoid injuring the Grantee's facilities while performing work connected with grading, regarding, or changing the line of a Right-of-Way or public place or with the construction or reconstruction of a sewer or water system.

5. In order for City to assert its rights to be indemnified, defended, and held harmless, City must, with respect to each claim:

a. Promptly notify Grantee in writing of any claim or legal proceeding which gives rise to such right.

b. Afford Grantee the opportunity to participate in and fully control any compromise, settlement or other resolution or disposition of any claim or proceeding; and

c. Fully cooperate with reasonable requests of Grantee, at Grantee's expense, in its participation in, and control, compromise, settlement or resolution or other disposition of such claim or proceeding subject to Paragraph 2 above.

D. Insurance.

1. Grantee shall file with its acceptance of this Franchise, and at all times thereafter maintain in full force and effect at its sole expense, a comprehensive general liability insurance policy, in protection of the Grantee, and the City, its officers, elected officials, boards, commissions, agents and employees for damages which may arise as a result of this Franchise.

2. The policies of insurance shall be in the sum of not less than One Million Dollars (\$1,000,000.00) for personal injury or death of any one Person, and Two Million Dollars (\$2,000,000.00) for personal injury or death of two or more Persons in any one occurrence, Five Hundred Thousand Dollars (\$500,000.00) for property damage to any one person and Two Million Dollars (\$2,000,000.00) for property damage resulting from any one act or occurrence.

3. The policy or policies of insurance shall be maintained by Grantee in full force and effect during the entire term of the Franchise. Each policy of insurance shall contain a

statement on its face that the insurer will not cancel the policy or fail to renew the policy, whether for nonpayment of premium, or otherwise, and whether at the request of Grantee or for other reasons, except after sixty (60) days advance written notice have been provided to the City.

**Subd. 11. Sale, Abandonment, Transfer and Revocation of Franchise**

A. City's Right to Revoke. In addition to all other rights which the City has pursuant to law or equity, the City reserves the right to revoke, terminate or cancel this Franchise, and all rights and privileges pertaining thereto, if after the hearing required herein, if after the hearing required therein, it is determined that:

- 1. Grantee has violated any material provision of this Franchise and failed to timely cure; or
- 2. Grantee has attempted to evade any of the material provisions of the Franchise; or
- 3. Grantee has practiced fraud or deceit upon the City or Subscriber.
- 4. The City may revoke this Franchise without the hearing required herein if Grantee files for bankruptcy.

B. Procedures for Revocation.

1. The City shall provide Grantee with written notice of intent to revoke the Franchise which shall identify the basis of the revocation. Grantee shall have thirty (30) days subsequent to receipt of the notice in which to cure the violation or to provide adequate assurance of performance in compliance with the Franchise.

2. City shall schedule a public hearing affording Grantee due process prior to revocation. The public hearing shall be scheduled after the end of the cure period and within ninety (90) days of the date of the notice of revocation. Notice of the hearing shall be provided to Grantee.

3. The City shall provide Grantee with written notice of its final decision together with written findings of fact supplementing said decision. Only after Grantee receives written notice of the determination by the City to revoke the Franchise may Grantee appeal said decision.

4. During the appeal period, the Franchise shall remain in full force and effect unless the term thereof sooner expires.

C. Abandonment of Service. Grantee may not discontinue providing video programming services without having first given three (3) months written notice to the City.

D. Removal After Abandonment, Termination or Forfeiture.

1. In the event of termination or forfeiture of the Franchise or abandonment of the System, the City shall have the right to require Grantee to remove all or any portion of the System from all Rights-of-Way and public property within the City; provided, however, that the Grantee shall not be required to remove the System if it is authorized to provide telecommunications service pursuant to state or federal law.

2. If Grantee has failed to commence removal of System, or such part thereof as was designated by the City, within one hundred twenty (120) days after written notice of the City demand for removal is given, or if Grantee has failed to complete such removal within twelve (12) months after written notice of the City demand for removal is given, the City shall have the right to apply funds secured by the Letter of Credit and Performance Bond toward removal and/or declare all right, title,

and interest to the System to be in the City with all rights of ownership including, but not limited to, the right to operate the System or transfer the System to another for operation by it pursuant to the provisions of 47 U.S.C. § 547.

**E. Sale or Transfer of Franchise.**

1. No sale, transfer, or corporate change of or in Grantee or the System, including, but not limited to, the sale of a majority of the entity's assets, a merger including the consolidation of a subsidiary and parent entity, or the creation of a subsidiary or affiliate entity, shall take place until the parties to the sale, transfer, or corporate change file a written request with the City for its approval and such approval is granted by the City, provided, however, that said approval shall not be required where Grantee grants a security interest in its Franchise and assets to secure an indebtedness.

2. Any sale, transfer, exchange or assignment of stock or other equity interest in Grantee so as to create a new controlling interest shall be subject to the requirements of this Subd. 11(E). The term "controlling interest" as used herein means actual working control in whatever manner exercised.

3. The City shall have such time as is permitted by applicable federal law in which to review a transfer request.

4. The Grantee shall reimburse City for all the legal, administrative, and consulting costs and fees associated with the City's review of any request to transfer. Nothing herein shall prevent Grantee from negotiating partial or complete payment of such costs and fees by the transferee.

5. In no event shall a sale, transfer, corporate change, or assignment of ownership or control pursuant to Subparagraph (1) or (2) of this Section be approved without the transferee becoming a signatory to this Franchise and assuming all rights and obligations hereunder, and assuming all other rights and obligations of the transferor to the City.

6. In the event of any proposed sale, transfer, corporate change, or assignment pursuant to Subparagraph (1) or (2) of this Section, the City shall have the right to purchase the System as provided in Minn. Stat. § 238.084(aa).

7. The City shall be deemed to have waived its right to purchase under in the following circumstances:

a. If it does not indicate to Grantee in writing, within sixty (60) days of notice of a proposed sale or assignment, its intention to exercise or reserve its right of purchase; or

b. It approves the assignment or sale of the Franchise as provided within this Section.

**Subd. 12. Protection of Individual Rights.**

A. **Discriminatory Practices Prohibited.** Grantee shall not deny service, deny access, or otherwise discriminate against Subscribers or general citizens on the basis of race, color, religion, national origin, sex, age, status as to public assistance, affectional preference, or disability. Grantee shall comply at all times with all other applicable federal, state, and local laws, and all executive and administrative orders relating to nondiscrimination.

**B. Subscriber Privacy.**

1. Grantee shall comply with the subscriber privacy-related requirements of 47 U.S.C. § 551. No signals including signals of a Class IV Channel may be transmitted from a

Subscriber terminal for purposes of monitoring individual viewing patterns or practices without the express written permission of the Subscriber. Such written permission shall be for a limited period of time not to exceed one (1) year which may be renewed at the option of the Subscriber. No penalty shall be invoked for a Subscriber's failure to provide or renew such authorization. The authorization shall be revocable at any time by the Subscriber without penalty of any kind whatsoever. Such permission shall be required for each type or classification of Class IV Channel activity planned for the purpose of monitoring individual viewing patterns or practices.

2. No lists of the names and addresses of Subscribers or any lists that identify the viewing habits of Subscribers shall be sold or otherwise made available to any party other than to Grantee and its employees for internal business use, and also to the Subscriber subject of that information, unless Grantee has received specific written authorization from the Subscriber to make such data available. Such written permission shall be for a limited period of time not to exceed one (1) year which may be renewed at the option of the Subscriber. No penalty shall be invoked for a Subscriber's failure to provide or renew such authorization. The authorization shall be revocable at any time by the Subscriber without penalty of any kind whatsoever.

3. Written permission from the Subscriber shall not be required for the conducting of System wide or individually addressed electronic sweeps for the purpose of verifying System integrity or monitoring for the purpose of billing. Confidentiality of such information shall be subject to the provision set forth in Subparagraph (2) of this Subdivision.

#### **Subd. 13. Miscellaneous Provisions**

A. Franchise Renewal. Any renewal of this Franchise shall be performed in accordance with applicable federal, state and local laws and regulations. The term of any renewed Franchise shall be limited to a period not to exceed fifteen (15) years.

B. Work Performed by Others. All obligations of this Franchise shall apply to any subcontractor or others performing any work or services pursuant to the provisions of this Franchise, however, in no event shall any such subcontractor or other Person performing work obtain any rights to maintain and operate a System or provide Cable Service. Grantee shall provide notice to the City of the name(s) and address(es) of any entity, other than Grantee, which performs services pursuant to this Franchise involving the Right-of-Way, public property or new System construction or System upgrade.

C. Amendment of Franchise. Grantee and the City may agree, from time to time, to amend this Franchise. Such written amendments may be made subsequent to a review session pursuant to Subdivision 7(E) or at any other time if the City and Grantee agree that such an amendment will be in the public interest or if such an amendment is required due to changes in federal, state or local laws, provided, however, nothing herein shall restrict the City's exercise of its police powers.

D. Force Majeure. In the event Grantee's performance of any of the terms, conditions, obligations or requirements of this Franchise is prevented due to a cause beyond its control, such failure to perform shall be excused for the period of such inability to perform.

E. Compliance with Federal, State and Local Laws.

1. Grantee and the City shall conform to state laws and rules regarding cable communications not later than one year after they become effective, unless otherwise stated, and to conform to federal laws and regulations regarding cable as they become effective.

2. If any term, condition or provision of this Franchise shall, to any extent, be held to be invalid or unenforceable, the remainder and all the terms, provisions and conditions herein shall, in all other respects, continue to be effective provided the loss of the invalid or unenforceable clause does not substantially alter the agreement between the parties. In the event such law, rule or regulation is subsequently repealed, rescinded, amended or otherwise changed so that the provision

which had been held invalid or modified is no longer in conflict with the law, rules and regulations then in effect, said provision shall thereupon return to full force and effect and shall thereafter be binding.

F. Nonenforcement by City. Grantee shall not be relieved of its obligations to comply with any of the provisions of this Franchise by reason of any failure or delay of the City to enforce prompt compliance. The City may only waive its rights hereunder by expressly so stating in writing. Any such written waiver by the City of a breach or violation of any provision of this Franchise shall not operate as or be construed to be a waiver of any subsequent breach or violation.

G. Rights Cumulative. All rights and remedies given to the City by this Franchise or retained by the City shall be in addition to and not exclusive of any and all other rights and remedies, existing or implied, now or hereafter available to the City, at law or in equity.

H. Grantee Acknowledgment of Validity of Franchise. Grantee acknowledges that it has had an opportunity to review the terms and conditions of this Franchise and that under current law Grantee believes that said terms and conditions are not unreasonable or arbitrary, and that Grantee believes the City has the power to make the terms and conditions contained in this Franchise.

**Subd. 14. Effective Date; Acceptance and Exhibits.**

A. Effective Date. The Effective Date of this Franchise shall be the date of acceptance by Grantee in accordance with the provisions of this Subdivision 14(B).

B. Acceptance.

1. Grantee shall accept this Franchise within thirty (30) days of its approval by the City, unless the time for acceptance is extended by the City. Such acceptance by the Grantee shall be deemed the grant of this Franchise for all purposes provided. In the event acceptance does not take place, this Franchise and any and all rights previously granted to Grantee shall be null and void.

2. Upon acceptance of this Franchise, Grantee shall be bound by all the terms and conditions contained herein.

3. Grantee shall accept this Franchise by properly executing, acknowledging, and delivering the document to the City and, with its acceptance, Grantee shall also deliver any grant payments, performance bond and insurance certificates required herein that have not previously been delivered.

C. The Saint Peter City Code, Chapter 1 entitled "General Provisions" is incorporated by reference as though repeated herein verbatim.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

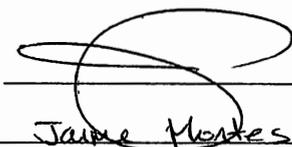
\_\_\_\_\_  
Todd Prafke  
City Administrator

\_\_\_\_\_  
Chuck Zieman  
Mayor

ACCEPTED: This Franchise Agreement is accepted and the undersigned agrees to be bound by its terms and conditions.

GRANTEE

Dated: 8/26/16

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

Its Jaime Montes \_\_\_\_\_

Consolidated Communications

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION ENTERING INTO AN AGREEMENT WITH CRYSTAL COMMUNICAITONS  
D/B/A AS CONSOLDATED COMMUNICAITONS GRANTING A CABLE FRANCHISE  
PROVIDING FOR CERTAIN REGUALTION OF SERVICE AND PRESCRIBING PENALTIES  
FOR THE VIOLATION OF PROVISONS AND ADOPTING SPECIFIC CHAPTERS AND  
SECTIONS OF THE CITY CODE.**

WHEREAS, the Saint Peter City Council has provided Franchises to Cable Television providers within the city according to Federal and State Laws; and

WHEREAS, such a Franchise Agreement with Crystal Communications Inc. D/B//A Consolidated Communications has expired and good faith negotiations on a new franchise have occurred over the last year; and

WHEREAS, those negotiations have produced a new Franchise Agreement which sets forth rules, standards and responsibilities for each party.

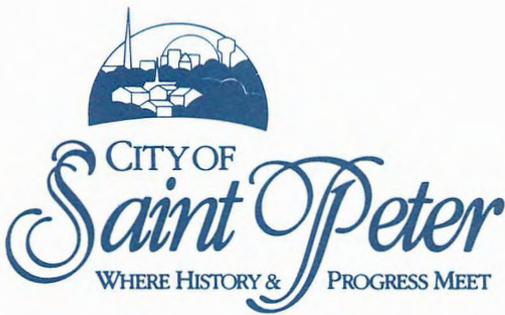
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Mayor and City Administrator are directed to enter into an agreement titled "Franchise Agreement" with Crystal Communications Inc. D/B/A Consolidated Communications granting a cable franchise.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of September, 2016.

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

ATTEST:

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



## Memorandum

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

**DATE:** 9/16/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Business License Applications

### **ACTION/RECOMMENDATION**

Provide approval for two applications for new Soft Drink licenses.

### **BACKGROUND**

Neslihan Sengul is opening the Nicollet Café located at 402 South Third Street. Mr. Sengul has submitted a Soft Drink License application in order to serve soft drinks at the restaurant. A background investigation has been completed on Mr. Sengul and nothing was found that would prohibit him from obtaining the above mentioned license. The licensing period would be September 27, 2016 – December 31, 2016.

In addition, Jane Tate, on behalf of the St. Peter Trap Team, has submitted a Temporary Soft Drink License application in order to sell soft drink at Oktoberfest. The event will take place on September 24-25, 2016 (prior to the City Council meeting) in Municipal Parking Lot #5. As City Administrator, you have approved the license contingent upon City Council approval.

Staff recommends approval of these business license applications.

### **FISCAL IMPACT:**

None other than receipt of the permit fees.

### **ALTERNATIVES/VARIATIONS:**

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

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

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

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

TP/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING BUSINESS LICENSE APPLICATIONS**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following Soft Drink license applications be approved subject to compliance with all requirements of the City Code and payment of the licensing fees:

**Soft Drink License**

Nicollet Café	402 South Third Street	9/27/16 – 12/31/16
---------------	------------------------	--------------------

**TEMPORARY SOFT DRINK LICENSE**

St. Peter Trap Team	Municipal Parking Lot #5	9/24/16 – 9/25/16
---------------------	--------------------------	-------------------

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of September, 2016.

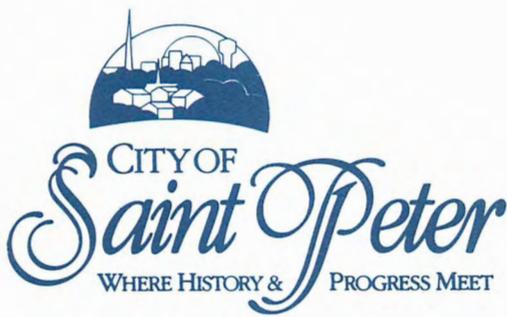
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 9/22/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Park Names

### ACTION/RECOMMENDATION

Provide for designation of the names for the new park at Traverse Green Subdivision and the new park adjacent to the new high school.

### BACKGROUND

On July 25, 2016 the City Council considered action to approve names for the new City parks as recommended by the Parks and Recreation Advisory Board. After considerable discussion, action was tabled to allow further discussion at a workshop session at which staff was directed to develop a park naming contest that would allow the public to submit suggestions for the names of both parks. The contest was devised as follows:

- Submission of names by the public. The submissions were to include the proposed name for the park and the reason for the name.
- A select committee was convened to narrow down the suggestions for each park to a total of five names. The list of five names was then provided to the Parks and Recreation Advisory Board to narrow the field further to their top two choices for recommendation to the City Council.

At their September 19th meeting, the Parks Board took action to recommend the following names:

#### **Broadway Park**

West Side Park  
Community Spirit Park

#### **Traverse Green Subdivision Park**

Prairie Ridge Park  
Crossings Park

The names are presented to you in no particular order.

Two resolutions, one for each park, have been prepared for Council consideration. The resolutions have been developed to allow the Council to choose either name.

**FISCAL IMPACT:**

None.

**ALTERNATIVES/VARIATIONS:**

Do not act: No further action will be taken without additional direction from the Council.

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

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

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION DESIGNATING NAMES OF NEW CITY PARK IN TRAVERSE GREEN  
SUBDIVISION**

WHEREAS, the City is developing a new park located in Traverse Green Subdivision; and

WHEREAS, the City Council authorized a park naming contest to solicit public suggestions for the names of the new park; and

WHEREAS, a select committee narrowed down the submitted names to five names and at the Council's direction, submitted those names to the Parks and Recreation Advisory Board for a recommendation on the top two names; and

WHEREAS, the recommended names for the park included Prairie Ridge Park and Crossings Park; and

WHEREAS, the City Council has considered both names submitted.

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

1. The City Council hereby directs the new City park in Traverse Green Subdivision be named "\_\_\_\_\_".
2. Staff is directed to provide for this name to be included on City maps and ....

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of September, 2016.

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

ATTEST:

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION DESIGNATING NAMES OF NEW CITY PARK ADJACENT TO HIGH SCHOOL**

WHEREAS, the City is developing a new park located adjacent to the new high school; and

WHEREAS, the City Council authorized a park naming contest to solicit public suggestions for the names of the new park; and

WHEREAS, a select committee narrowed down the submitted names to five names and at the Council's direction, submitted those names to the Parks and Recreation Advisory Board for a recommendation on the top two names; and

WHEREAS, the recommended names for the park adjacent to the high school included West Side Park and Community Spirit Park; and

WHEREAS, the City Council has considered both names submitted.

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

1. The City Council hereby directs the new City park located directly north of the new high school be named "\_\_\_\_\_".
2. Staff is directed to provide for this name to be included on City maps and .... As needed.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of September, 2016.

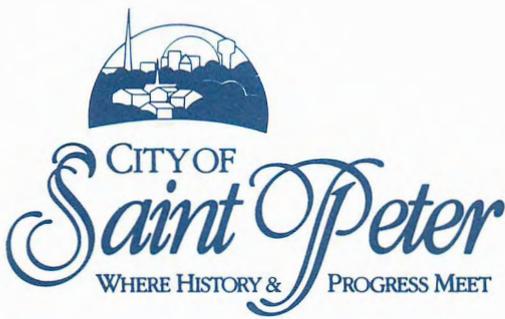
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 9/22/2016

**FROM:** Todd Prafke  
City Administrator

**RE:** Public Works Job Description Modifications and Creation

### **ACTION/RECOMMENDATION**

Provide approval for modifications to the Parks Foreman job description; elimination of the Forestry Foreman and Assistant Forester positions; and creation of a Forester position.

### **BACKGROUND**

Staff has discussed with the City Council for some time the plan for reorganization at Public Works involving the Parks and Forestry staff. Our service goal is to continue to provide the expertise we currently have while allowing for additional flexibility in work assignments to meet the maintenance needs both in Parks and as a part of the urban forest maintenance that is very important in our community.

The proposed resolution includes these actions:

- Elimination of the Forestry Foreman and Assistant Forester positions.
- Creation of a Forester position and adoption of the job description for that position.
- Assigning the current Assistant Forester to the position of Forester and authorize him to be paid at the level of and have all rights provided to the Assistant Forester under the current policy and labor agreement.
- Modification to the Parks Foreman job description to include supervision of the Forestry staff.

The description changes, although very small, provide clarity in moving in that direction.

The most significant of these changes is the assignment of the supervisory duties of Forester to the Parks Foreman and modifications to the Forester description that allows for that supervision. None of the changes, either in job description or supervision, will significantly impact your budget or costs.

### **FISCAL IMPACT:**

None.

**ALTERNATIVES/VARIATIONS:**

Do not act: No further action will be taken without additional direction from the Council.

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

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

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

TP/bal

# CITY OF SAINT PETER, MINNESOTA

## POSITION DESCRIPTION

Pay Equity Points = 200

**POSITION TITLE:** PARKS FOREMAN  
**DEPARTMENT:** PUBLIC WORKS  
**DIVISION:** MAINTENANCE  
**SECTION:** PARKS  
**SUPERVISOR:** MAINTENANCE SUPERINTENDENT

### **OVERVIEW OF POSITION:**

Under Director of Public Works general supervision, the Parks Foreman participates in the implementation and organization of work, providing general supervision of crews and participating in the construction, maintenance, cleaning, care, and preparation of City parks, recreational facilities, and other City facilities and performs related duties as assigned or apparent. The Parks Foreman assumes responsibility for the essential job functions listed herein and related duties as assigned or apparent.

### **ESSENTIAL JOB FUNCTIONS:**

The Parks Foreman shall work with the Maintenance Superintendent in performing the following duties:

- Develop and prioritize work assignments to facilitate completion of work in a safe and efficient manner; prepare weekly reports of work planned and completed; prepare bid specifications for equipment and materials; prepare reports as requested; assist in annual budget preparation; set goals for timely completion of work; inspect and review work of assigned personnel; conduct evaluation of job performance for assigned personnel on a routine basis; assist with planning and design of parks and right-of-ways; review bills and monitor expenditures to assure compliance with approved budget;
- Coordinate with other Public Works Sections and Utilities on work activities and use of equipment; coordinate projects with other utilities and governmental units;
- Implement parks and right-of-way policies as per state law, city ordinance, and city council resolution; inspect contract work as assigned; ensure routine maintenance is performed on assigned vehicles and equipment; set and implement quality standards for work to be performed; monitor safety conditions; ensure compliance of personnel with federal, state, and city safety laws; recognize unsafe conditions and take corrective action as needed; investigate and respond to citizen complaints, answering questions, solving problems;
- Conduct safety training programs; recommend the purchase of new and replacement equipment; evaluate new methods and materials; attend parks maintenance and construction seminars, conferences and training sessions on an annual basis to refresh knowledge of operation and maintenance and learn of new developments.

The Parks Foreman shall be directly responsible to:

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

- Coordinate activities with the Maintenance Superintendent and Recreation and Leisure Services Director on a daily basis; supervise Groundskeeper, Construction Maintenance Worker, Forester, Parks Maintenance Engineer and Seasonal Park Laborer, and others as temporarily assigned; provide an effective communication link between the Maintenance Superintendent and Parks personnel; train personnel in the operation of equipment and methods of completing assigned tasks; ensure compliance in wearing of required personal safety equipment and appropriate safety procedures during job performance by assigned personnel; maintain time, material, and operating records; ensure items and quantity levels for inventory are maintained; routinely inspect parks and right-of-ways to identify maintenance needs and planned repairs. Evaluate and identify safety hazards; prepare and monitor work orders; prepare reports of emergencies and problems;
- Provide general supervision in the maintenance, care, and preparation of city parks, right-of-ways and recreational facilities; make field decisions to safely and efficiently complete work;
- Arrange for contract work.

The Parks Foreman shall work alone or with other park employees to:

- Participate in the construction, maintenance, care, cleaning, and preparation of City parks, City right-of-ways, recreational facilities, and other City facilities;
- Complete tasks associated with the maintenance, care, and preparation of City parks and recreational facilities; mow and edge lawns, plant, trim and/or remove trees and shrubs; clean parks and park facilities; control weeds and insect pests; fertilize lawns; remove snow from sidewalks; maintain and prepare recreational facilities, including hockey/ice skating rinks, ball fields, tennis courts and swimming pools; install and maintain recreational equipment;
- Work overtime hours as necessary to perform emergency clean up, snow removal, repair, and maintenance activities; work overtime hours for park restroom cleanup and maintenance as needed;
- Organize tools, equipment, and materials used by personnel; ensure that all tools and equipment are kept clean, properly tested, properly serviced, properly utilized and properly stored;
- Operate all types of heavy and light equipment and trucks as needed to complete work; maintain all tools, equipment, and supplies; prepare parks and recreational facilities for special events.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The Parks Foreman is required to be capable of performing the following physical functions or a combination thereof for any given work day:

# CITY OF SAINT PETER, MINNESOTA

## POSITION DESCRIPTION

### Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, or stand, or walk; Continuously bend/stoop, squat, reach above shoulder level, crouch, kneel, balance, push/pull; Frequently crawl; Occasionally climb height of thirty feet; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating

Strength: Continuously carry up to twenty-five pounds and lift up to twenty-five pounds; Frequently carry twenty-six to one hundred pounds and lift twenty-six to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower; Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid; Occasionally exposed to moving mechanical parts hazard; Occasionally exposed to high noise levels

Safety: Perform cardiopulmonary resuscitation; Perform confined space (manhole) rescue; Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests; Wear self-contained breathing apparatus.

Vaccinations: Receive vaccinations for tetanus. The vaccinations for hepatitis B are made available to the Parks Foreman by the City but are not required.

### **ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:**

The Parks Foreman is required to be capable of performing the following psychological, situational, and functional functions:

Ability to communicate effectively, both orally and in writing; ability to accept responsibility; ability to delegate responsibility; ability to establish priorities and coordinate the work of personnel; ability to cooperate with a wide range of individuals; interpersonal skills sufficient to work closely with others on a team; ability to demonstrate flexibility in work environment, performing a variety of frequently changing tasks; sustained concentration and prolonged commitment to job tasks; ability to work alone effectively under stress in situations dangerous to self or others; tact; ability to maintain confidentiality as needed; ability to deal with the public.

### **MINIMUM QUALIFICATIONS:**

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

- A high school degree and four years of experience in park management.
- Possession of a valid State of Minnesota Class A Drivers License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of the date of employment with the City.
- Possession of a valid Certified Chemical Applicator's License or to obtain within six months of the date of employment with the City.
- Possession of a valid noncommercial pesticide applicators license with an aquatic category endorsement or to obtain within six months of the date of employment with the City.
- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or obtain within six months of the date of employment with the City.

### DESIRABLE QUALIFICATIONS:

- Technical training in park management or related field.
- Knowledge of the materials, methods, and practices used in the maintenance and care of parks and recreational facilities; ability to operate equipment including but not limited to articulated wheel loader, self-propelled mowers, snow plow truck, water trucks, trimmers, and chain saws; knowledge of landscaping and horticulture; ability to read and interpret landscaping plans and specifications; ability to supervise the work of others.
  - Knowledge of trees, plants and activities completed in the right-of-way.
- Knowledge of OSHA regulations and safety policy. Including the safe use of chainsaws and pole top rescue.

Adopted: \_\_\_\_\_

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

Pay Equity Points = 163

**POSITION TITLE:** FORESTER  
**DEPARTMENT:** PUBLIC WORKS  
**DIVISION:** MAINTENANCE  
**SECTION:** ENVIRONMENTAL SERVICES UTILITY  
**SUPERVISOR:** PARKS FOREMAN

**OVERVIEW OF POSITION:**

Under general direction of the Parks Foreman, the Forester cares for and maintains existing trees in the city, plans for future tree plantings on public property, participates in the refuse and yard waste collection programs; and provides assistance to division employees as assigned. The Forester assumes responsibility for the essential job functions as listed herein and related duties as assigned or apparent.

**ESSENTIAL JOB FUNCTIONS:**

- Cares for and maintains existing trees in the city; monitors and diagnoses Dutch Elm, oak wilt, and ash yellow disease on public and private property; oversees and participates in diseased tree removal; prepares bid specifications for tree and stump removal; stays abreast of state programs which may provide subsidies for tree removal and submits applications for state financial assistance; provides information to the public on tree disease and general tree care; maintains all equipment required in tree care; plans for future tree plantings on public property; prepares bid specifications for tree plantings; supervises planting of trees on public property, trim trees on a regular basis.
- Operates equipment and trucks for construction, reconstruction, maintenance, and cleaning of city streets and other public rights-of-way; tree trimming, yard waste collection including compost facility, and other refuse operations; lays and patches pavement; plows snow; performs a variety of grading, shaping, digging, loading, and snow removal tasks; operates all types of construction equipment and trucks; performs servicing, repairs, and field maintenance on assigned equipment as needed; works overtime to perform emergency repairs, clean up, and snow removal activities; performs similar duties for other Public Works Sections as assigned.
- Coordinates activities with the Parks Foreman on a daily basis; organizes tools, equipment, and materials for pesticide application; applies pesticides; assures routine maintenance is performed on assigned vehicles and equipment; repairs and reconstructs City facilities as required; maintains time and material records.
- Assures quality standards for work to be performed; participates in setting priorities; assists in preparing bid specifications for equipment and materials; prepares reports as requested; recommends items and quantities for inventory; assists in annual budget preparation; maintains all tools, equipment, and supplies; ensures that all tools and equipment are kept clean, properly tested, properly serviced, properly utilized, and properly stored.

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

- Completes tasks associated with the maintenance and care of city parks and recreational facilities; mows and edges lawns; plants and trims trees and shrubs; cleans parks; controls weeds; fertilizes lawns.
- Oversees and/or directs assigned employees.
- Monitors safety conditions; recognizes unsafe conditions and takes corrective action as needed or reports conditions to the Maintenance Superintendent.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The Forester is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, or stand, or walk; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of thirty feet, reach above shoulder level; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating; Continuously use bucket truck to height of fifty feet.

Strength: Continuously carry up to ten pounds and lift up to ten pounds; Frequently carry eleven to seventy-four pounds and lift eleven to seventy-four pounds; Occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower; Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid; Occasionally exposed to moving mechanical parts hazard; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Perform bucket rescue Perform confined space (manhole) rescue; Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests; Wear self-contained breathing apparatus.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Forester by the City but are not required.

#### **ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:**

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

The Forester is required to be capable of performing the following psychological, situational, and functional functions:

Communicate effectively, openly, honestly, both orally and in writing; accept responsibility; establish priorities; delegate responsibility; understand and carry out oral and written instructions; cooperate with customers, clients, co-workers, and supervisors; demonstrate flexibility in work environment, performing a variety of frequently changing tasks; sustained concentration and prolonged commitment to job tasks; work alone effectively under stress in situations dangerous to self or others; tact; maintain confidentiality as needed; maintain positive work atmosphere by behaving and communicating in a manner that gets along with customers, clients, co-workers, and supervisors; shall be on time for work, shall be on time for assigned duties, and shall work until the end of the designated work day; problems shall be identified with a proposed solution.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma and training in horticulture, forestry, or related field from an accredited college or university and one year of experience in forestry operations.
- Possession of a valid State of Minnesota Class A Driver's License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of employment with the City.
- Possession of or ability to obtain a valid noncommercial pesticide applicators license with an oak and elm endorsement and aquatic category endorsement within six months of the date of employment with the City.
- Possession of or ability to obtain valid State of Minnesota tree inspector's license within six months of the date of employment with the City.
- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or obtain within six months of the date of employment with the City.

#### **DESIRABLE QUALIFICATIONS:**

- Knowledge of approved methods, materials, and equipment used in the care, maintenance, removal, and planting of trees; knowledge of tree physiology, structure, and growth; ability to classify trees according to species; knowledge of the operating characteristics and servicing of equipment; operate light and heavy equipment and trucks including but not limited to: wheel loader, bucket truck, dump truck, wood chipper, snow plow truck, and chain saws; ability to read and interpret landscaping plans and specifications; ability to supervise others.
- Knowledge of OSHA regulations and safety precautions of the trade.

**Adopted:** \_\_\_\_\_

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION MODIFYING STAFFING LEVELS AND CERTAIN POSITION DESCRIPTIONS  
IN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the City Council has discussed a plan for reorganization in the Public Works Department involving the Parks and Forestry staff; and

WHEREAS, the goal is to continue to provide the staff expertise currently in place while allowing for additional flexibility in work assignments to meet the maintenance needs both in Parks and maintenance of the urban forest maintenance; and

WHEREAS, the goal can be accomplished by creating a new position (Forester), modifying a position description (Parks Foreman); eliminating two positions (Forestry Foreman and Assistant Forester) and assigning a current employee to the Forester position.

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

1. The positions of Forestry Foreman and Assistant Forester positions are hereby eliminated.
2. The position of Forester is hereby established including adoption of the position description.
3. The current Assistant Forester is assigned to the position of Forester at the same wage level of and with all rights provided to the Assistant Forester under the current policy and labor agreement.
4. The Parks Foreman job description is modified as to include supervision of the Forrester and other changes recommended.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of September, 2016.

---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator