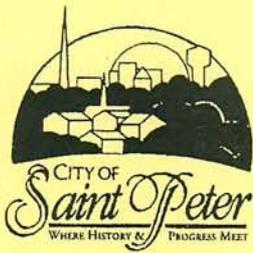


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, December 9, 2013
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARING**
 - 1. Street Right-of-Way Vacation Request
- IV. **APPROVAL OF MINUTES**
- V. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**
 - A. Washington Avenue Link Improvement Project Part 2 Bid Award
- VIII. **NEW BUSINESS**
 - A. 2013 Tax Levy/Payable 2014
 - B. 2014 General Fund Budget
 - C. 2014 Environmental Services Budget
 - D. 2014 Stormwater Budget
 - E. City Administrator Contract
 - F. North Third Street Right-Of-Way Vacation
 - G. Refuse Hauling Contract Bid Authorization
 - H. Decertification of Tax Increment Financing District No. 1-6
 - I. 2014 Municipal Fee Schedule
- IX. **REPORTS**
 - A. **MAYOR PRO TEM**
 - B. **CITY ADMINISTRATOR**
 - 1. Downtown Christmas Lights
 - 2. Council Meeting Schedule
 - 3. Snow Emergency Notifications
 - 4. Library Late Fees
 - 5. Others
- X. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. PUBLIC HEARING

A. **PUBLIC HEARING ON NORTH THIRD STREET RIGHT-OF-WAY VACATION**

A public hearing has been scheduled at this time to receive comment on the recommendation to provide for vacation of the right-of-way on North Third Street north of Union Street. Notice of the public hearing has been duly published in the St. Peter Herald and affected property owners have been notified. Action to consider adoption of the street right-of-way vacation will be considered under NEW BUSINESS.

IV. APPROVAL OF MINUTES

A copy of the minutes of the November 25, 2013 regular Council meeting is attached for approval. A MOTION is in order.

V. VISITORS

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

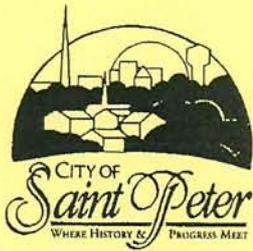
Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

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

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for November 21, 2013 through December 5, 2013, is attached. Please see the attached staff reports and RESOLUTION.



VII. UNFINISHED BUSINESS

A. ADOPTION OF A RESOLUTION AWARDING BID FOR PART 2 OF WASHINGTON AVENUE LINK PROJECT

Bids were received for Part 2 of the Washington Avenue Link Improvement Project. Staff recommends awarding the bid to Chard Tiling and Excavating in the amount of \$2,630,199.97. Please see the attached staff report and RESOLUTION.

VIII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION ADOPTING 2013 TAX LEVY PAYABLE IN 2014

Staff recommends adoption of the 2013 tax levy (payable 2014), which has been reduced from the preliminary levy amount adopted in September, 2014. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION ADOPTING GENERAL FUND AND SPECIAL REVENUE FUND BUDGETS FOR 2014

Following adoption of the tax levy, staff recommends adoption of the 2014 general fund and special revenue fund budgets. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION ADOPTING 2014 ENVIRONMENTAL SERVICES FUND BUDGET

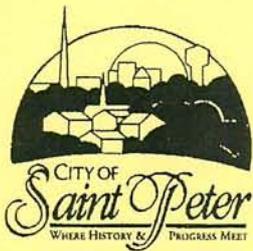
Staff recommends approval of the 2014 budget for the Environmental Services Fund. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION ADOPTING 2014 STORMWATER FUND BUDGET

Staff recommends approval of the 2014 budget for the Stormwater Fund. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING CITY ADMINISTRATOR CONTRACT EXTENSION AND MODIFICATION

Following the City Council's annual evaluation of City Administrator Prafke, City Attorney Brandt is recommending approval of a contract extension and modification resolution. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF A RESOLUTION APPROVING NORTH THIRD STREET RIGHT-OF-WAY VACATION

Following the public hearing, it is appropriate to consider the recommendation to vacate a portion of the North Third Street right-of-way. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION AUTHORIZING RECEIPT OF BIDS FOR REFUSE HAULING CONTRACT

The City's contract with Waste Management for refuse hauling for residential customers will expire February 28, 2014. Staff recommends formal bids be received for a new five-year refuse hauling contract. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION PROVIDING FOR DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-6

Staff recommends action be taken to decertify Tax Increment Financing District No. 1-6 which was the site of the former movie theater. Decertification of this district will eliminate the reporting and expenses involved in keeping a district open. Please see the attached staff report and RESOLUTION.

I. ADOPTION OF A RESOLUTION APPROVING 2014 MUNICIPAL FEE SCHEDULE

Staff recommends modifications to the 2014 municipal fee schedule as discussed at the last workshop. Please see the attached staff report and RESOLUTION.

IX. REPORTS

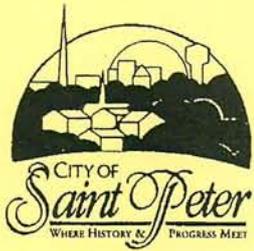
A. MAYOR PRO TEM

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

B. CITY ADMINISTRATOR

1. REPORT ON DOWNTOWN CHRISTMAS LIGHTS

A report will be provided at this time on the new lighting plan for downtown Christmas lights.



2. REPORT ON COUNCIL MEETING SCHEDULE

A reminder will be provided at this time as a reminder of the Council meeting schedule.

3. REPORT ON SNOW EMERGENCY NOTIFICATION OPTIONS

A report will be provided at this time on options for residents to learn of snow emergency declarations.

4. REPORT ON LIBRARY LATE FEES

A reminder will be provided at this time on elimination of library late fees.

5. OTHERS

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

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
NOVEMBER 25, 2013**

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 November 25, 2013.

A quorum present, Mayor Strand called the meeting to order at 7:07 p.m. The following members were present: Councilmembers Pfeifer, Kvamme, Eichmann, Brand, Carlin and Mayor Strand. Absent was Councilmember Zieman. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

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

Approval of Minutes – A motion was made by Kvamme, seconded by Carlin, to approve the minutes of the November 4, 2013 Finance Committee meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the November 4, 2013 Finance Committee meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Councilmember Brand requested a change to the November 12, 2013 regular meeting minutes to reflect his "nay" vote on the MnDOT letter of intent agenda item. A motion was made by Carlin, seconded by Eichmann, to approve the minutes of the November 12, 2013 regular City Council meeting with the requested change. With all in favor, the motion carried and the minutes were approved as modified. A complete copy of the minutes of the November 12, 2013 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Councilmember Zieman arrived at 7:09 p.m.

Consent Agenda – In motion by Brand, seconded by Kvamme, Resolution No. 2013-170 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Kvamme questioned whether the employee appointment was a new position or a replacement. City Administrator Prafke indicated the appointment was a replacement for the former Administrative Secretary in the Public Works Department. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-170 is contained in the City Administrator's book entitled Council Resolutions 19.

Broadway Plant Equipment Upgrade Project Bid Award – Public Works Director Giesking recommended awarding the bid for the Broadway Plant Equipment Upgrade Project to Prestige Manufacturing of Kimball, Nebraska in the amount of \$248,750. Giesking and City Attorney Brandt also recommended the Council waive the informality of Prestige Manufacturing not including acknowledgement of Addendum #1 with their bid. Giesking indicated the project cost would be about \$32,000 higher than original projections due to the need to include additional support structures for the ceiling joists from which the catalyst equipment will hang. Councilmember Kvamme questioned if other generators in Saint Peter will need to have "scrubbers" installed. Giesking indicated smaller generators are exempt from the requirement at

this time, but in five years or so they may need the same modifications. Councilmember Zieman questioned how the additional \$32,000 would be funded and City Administrator Prafke indicated the extra funding would be from Electric Fund reserves. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-171 entitled "Resolution Awarding Bid For Broadway Generation Plant Equipment Upgrades To Comply With Environmental Protection Agency (EDA) Requirements", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-171 is contained in the City Administrator's book entitled Council Resolutions 19.

Highway 295 Project Variance Request – Public Works Director Giesking and City Engineer Domras recommended a variance request be submitted to the State of Minnesota to recoup development/engineering costs which exceeded the 25% maximum of the project costs as allowed for turnback funding for the Highway 295 project. Domras reviewed the reasons why the project had additional engineering costs of 1.31% above the limit and also indicated additional "hold harmless" language had been added to the resolution as requested by the State. Giesking also noted that if the variance was not approved, the City would have to pay the additional \$28,227.37 in development/engineering fees. In motion by Pfeifer, seconded by Brand, Resolution No. 2013-172 entitled "Resolution Requesting Variance From Standard From State Aid Operation For Minnesota Department Of Transportation (MnDOT) Project Nos. S.A.P. 165-010-012 And 165-102-005 – Highway 295 Turnback Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-172 is contained in the City Administrator's book entitled Council Resolutions 19.

Mount Simon Aquifer Study – Water Utilities Superintendent Moulton requested approval for execution of an agreement with Minnesota State University Mankato to do a five year study of the Mount Simon Aquifer which the City was required to participate in by the Department of Natural Resources. Moulton indicated the City's costs would be based on a percentage of the total water drawn from the aquifer by all the participants and the expected cost was 7% of the \$5,200 yearly study cost. Moulton also noted the City draws 42% of it's' water supply from the Mount Simon aquifer which is the deepest of the aquifers serving the City. In motion by Zieman, seconded by Brand, Resolution No. 2013-173 entitled "Resolution Authorizing Execution Of Agreement With Minnesota State University Mankato To Study The Mount Simon Aquifer", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-173 is contained in the City Administrator's book entitled Council Resolutions 19.

2014-2015 Legal Services Contract – City Administrator Prafke presented the Finance Committee recommendation for approval of the 2014-2015 legal services contract with Brandt Law Office. Prafke noted the contract called for a \$5 per hour increase for the attorney's for each year of the contract and that City Attorney Brandt had over 25 years of experience working with the City's legal issues. Councilmember Kvamme asked for a clarification in the contract under "Legal Research" to specify the reimbursement is only for legal research related to City issues. City Attorney Brandt indicated he would make the change in the contract. In motion by Pfeifer, seconded by Carlin, Resolution No. 2013-174 entitled "Resolution Approving Execution Of 2014-2015 Legal Services Contract", was introduced with the requested change to the contract. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-174 is contained in the City Administrator's book entitled Council Resolutions 19.

Traverse des Sioux Library System Contract – City Administrator Prafke recommended authorization be provided for execution of a renewal contract with the Traverse des Sioux regional library system for provision of services that City library staff is unable to provide. Prafke noted the anticipated cost, which was dependent on the services actually used and the contract signed by the City of North Mankato, would be approximately \$22,100 for “Package Three” services. In motion by Carlin, seconded by Kvamme, Resolution No. 2013-175 entitled “Resolution Approving Execution Of Library Services Contract With Traverse Des Sioux Library System”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-175 is contained in the City Administrator’s book entitled Council Resolutions 19.

Request for City Assistance: Fish House Parade – City Administrator Prafke recommended approval for City assistance for the annual Fish House parade on December 7th to include use of Municipal Lot #5 following the parade so the public could see all the fish houses. In motion by Eichmann, seconded by Carlin, Resolution No. 2013-176 entitled “Resolution Approving City Assistance For Fish House Parade”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-176 is contained in the City Administrator’s book entitled Council Resolutions 19.

2014 Non-Union/Non-Contract Employee Wages – City Administrator Prafke requested approval of a resolution that would provide a three percent (3%) wage increase to all non-union, non-contract employees beginning January 1, 2014. Prafke also noted the resolution included an additional \$0.20 per hour increase for the Library Circulation Clerk and Library Associates positions to help bring the positions more in line with market rates and that seasonal employees would be allowed to move within their experience classifications, but would receive no further increases. In motion by Zieman, seconded by Brand, Resolution No. 2013-177 entitled “Resolution Establishing 2014 Wage For Non-Union, Non-Contract Employees”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-177 is contained in the City Administrator’s book entitled Council Resolutions 19.

2014 Police Officers Union Contract – City Administrator Prafke recommended approval of a renewal contract for the Police Officers union that included a one year term, 3% wage increase, gender neutral language modifications, and clarification of the regulations concerning a Health Savings Plan upon retirement. Councilmember Kvamme noted an error in the proposed resolution regarding the Union Local number and staff indicated a correction would be made. In motion by Kvamme, seconded by Pfeifer, Resolution No. 2013-178 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 241 (Police Officers) For Calendar Year 2014”, was introduced as corrected. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-178 is contained in the City Administrator’s book entitled Council Resolutions 19.

2014 Communications Technician Union Contract – City Administrator Prafke recommended approval of a renewal contract for the Communications Technicians union that included a one year term and a 3% wage increase. In motion by Brand, seconded by Carlin, Resolution No. 2013-179 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 242 (Communication Technicians) For Calendar Year 2014”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-179 is contained in the City Administrator’s book entitled Council Resolutions 19.

2014 Parks Union Contract – City Administrator Prafke recommended approval of a renewal contract for the Parks union that included a one year term, 3% wage increase, establishment of a five-step pay scale for the Maintenance Engineer position; language regarding probationary employees being paid at 96% of wage scales during the probationary period; inclusion of the hours of work agreement in the contract; and language to allow employees who decline City health insurance to receive a monthly rebate. In motion by Pfeifer, seconded by Kvamme, Resolution No. 2013-180 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And International Union Of Operating Engineers Local No. 70 (Parks) For Calendar Year 2014”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-180 is contained in the City Administrator’s book entitled Council Resolutions 19.

2014 Streets Union Contract – City Administrator Prafke recommended approval of a renewal contract for the Streets union that included a one year term and a 3% wage increase. In motion by Zieman, seconded by Brand, Resolution No. 2013-181 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And International Union Of Operating Engineers Local No. 70 (Streets) For Calendar Year 2014”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-181 is contained in the City Administrator’s book entitled Council Resolutions 19.

2014 Utilities Union Contract – City Administrator Prafke recommended approval of a renewal contract for the Utilities union that included a one year term, 3% wage increase and a five dollar (\$5.00) per hour increase in on-call pay. In motion by Carlin, seconded by Eichmann, Resolution No. 2013-182 entitled “Resolution Approving Contract By And Between The City Of Saint Peter And International Union Of Operating Engineers Local No. 70 (Utilities) For Calendar Year 2014”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-182 is contained in the City Administrator’s book entitled Council Resolutions 19.

Taxi Cab License Application – City Administrator Prafke recommended approval of a request for a taxi cab license and the rate scheduled submitted by Saint Peter Cab Company. In motion by Pfeifer, seconded by Carlin, Resolution No. 2013-183 entitled “Resolution Approving Taxi License”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-183 is contained in the City Administrator’s book entitled Council Resolutions 19.

Reports

Councilmember Presentation – Mayor Strand presented outgoing Councilmembers Pfeifer and Eichmann with clocks in recognition of their years of service to the City.

Mayor’s Report – Mayor Strand reported on his recent activities which included attending the fall Coalition of Greater Minnesota Cities conference; a meeting of the Fire Relief Association, the grand opening of the Shopko store; and business after hours at the Bookmark at Gustavus Adolphus College.

City/School/Gustavus Meeting Discussion – Councilmember Carlin reported on discussion at the City/School/Gustavus meeting which included shared facilities, and future needs.

Snow Emergency Regulations – City Administrator Prafke reminded the public of the City’s snow emergency regulations and encouraged residents to sign up for the Nixle community notification system.

Council Reception – City Administrator Prafke reminded the public of the December 9th Council reception in the Governors' Room from 5:30-6:30 p.m. to recognize the outgoing and incoming Councilmembers.

City Administrator Prafke also reported the Economic Development Authority meeting for December had been rescheduled to December 11th due to the Christmas holiday.

Executive Session – City Administrator Evaluation – City Administrator Prafke requested a closed session of the Council to discuss the annual City Administrator’s evaluation as allowed under State Statutes. In motion by Carlin, seconded by Eichmann, Resolution No. 2013-184 entitled “Resolution Calling For Executive Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-184 is contained in the City Administrator’s book entitled Council Resolutions 19.

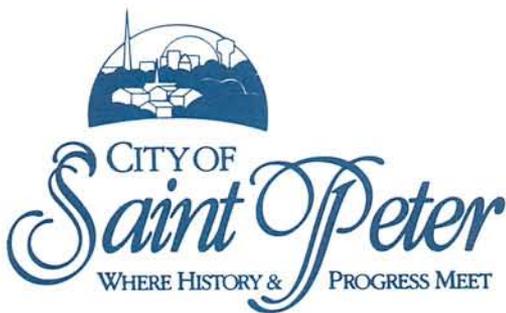
The City Council adjourned to closed session in the Traverse des Sioux Room of the Community Center at 8:10 p.m. to discuss the City Administrator’s annual evaluation. The closed session ended at 8:19 p.m.

There being no further business, a motion was made by Zieman, seconded by Pfeifer, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:20 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 12/06/13

FROM: Lewis G. Giesking
Director of Public Works

RE: Highway 169 Project Soil Borings

ACTION/RECOMMENDATION

Retain Braun Intertec to perform soil analysis in the area of Saint Julien Street in the amount of \$10,176.00 and in the area of Brown Street in the amount of \$2,749.25.

BACKGROUND

The City is working with the Minnesota Department of Transportation (MNDOT) to develop a project on Highway 169 and on Saint Julien Street to improve safe access to the Highway. During preliminary design review meetings, the issue of potential soil contamination near the intersection of Old Minnesota Avenue and Saint Julien Street was identified. A bulk oil storage facility was located for several years on the northeast quadrant of the intersection of Old Minnesota Avenue and Saint Julien Street. The bulk oil station was removed and some contaminated soil was located and removed prior to the construction of the Holiday Station car wash.

The entire Highway 169 project, including those sections for which we have entered into a cooperative agreement, is on a tight schedule for reconstruction and completion during the year 2014. As contract and construction administrator, the Minnesota Department of Transportation (MnDOT) wants to avoid finding contaminated materials during the course of the project. Any contaminated materials discovered during construction which requires removal could delay the project and restrict access to area businesses for a substantial period of time. Therefore, MNDOT is requesting the City fund and perform soil analyses to identify any issues early, to avoid delays during the construction process.

As a part of the 169 project, the City is constructing a round-a-bout at the intersection of Old Minnesota Avenue and Saint Julien Street. The early completion of the round-a-bout is key to the successful completion of the entire project during the year 2014. The project will be completed in four phases to maximize accessibility to all the local businesses in the northern part of the community. The current plan contemplates that the round-a-bout is one of the first construction activities to be undertaken.

Four soil borings and soil analyses for petroleum products are proposed in the area of St. Julien Street (street reconstruction) and one soil boring is proposed in the area of Brown Street (the area for storm water main and future storm water treatment basin).

Braun Intertec is a pre-approved MnDOT vendor to provide soil analysis services for projects of this nature and therefore only one proposal was obtained. MNDOT staff and Bolton and Menk have reviewed the proposal and are recommending that Braun Intertec be retained to perform the work.

FISCAL IMPACT:

The work in the area of St. Julien Street will be approximately \$10,176.00 and as it is related to the Municipal State Aid (MSA) project, those costs will be funded with MSA funds. This work falls within the areas that are the City's responsibility from a location and financial perspective.

The work in the area of Brown Street, \$2,749.25, will be funded with Stormwater Utility Funds.

ALTERATIONS/VARIATIONS:

No action: City staff will seek City Council direction, as this could potentially cause project delays.

Negative vote: City staff will seek City Council direction, as this could potentially cause project delays.

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 on this agenda item.

LWW/ag



Memorandum

To: Todd Prafke
City Administrator

Date: December 6, 2013

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: License Renewals

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

The City has received several license applications for City Council approval.

Several businesses have submitted license applications in order to renew their Soft Drink, Tobacco, Amusement/Mechanical Device, Juke Box, Show, and Dance, as well as Solid Waste Hauler permits and a Taxi Cab. The licensing period will be January 1, 2014 – December 31, 2014. The Elks Foundation has also submitted a LG220 Application for Exempt Permit in order to hold raffles on February 15, 2014.

Please place these items on the December 9, 2013 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

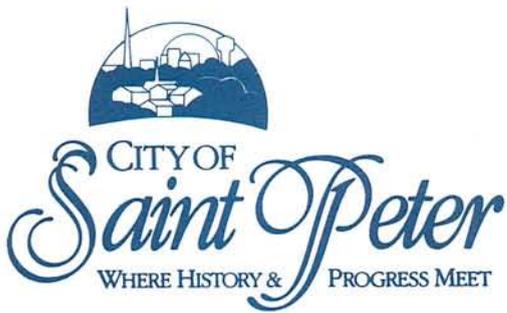
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

FROM: Todd Prafke
City Administrator 

RE: Fire Department Officer Appointments

DATE: 12/2/2013

ACTION/RECOMMENDATION

Provide for appointment of Fire Chief Ron Quade and Fire Department Safety Officer Scott Zuhlsdorf.

BACKGROUND

Several years ago the City Council adopted a process for appointment of Fire Department officers. After the initial appointment under the new process, the terms for each of the officers were established at three year periods.

Staff has completed the recruitment process for the positions of Fire Chief and Safety Officer. Only one application was received for each position and the applicants were the current officers in those positions. Each of the candidates (current Chief Ron Quade and current Safety Officer Scott Zuhlsdorf) continue to be qualified for the position and therefore, the interview process for the positions was waived.

At this time I am recommending the appointment of Ron Quade as Fire Chief for the term 2014-2016 and the appointment of Scott Zuhlsdorf as Safety Officer for the term 2014-2016.

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

TP/bal



*Saint Peter Volunteer Fire Department
227 West Mulberry Street, Saint Peter, Minnesota 56082
507-934-1120
Office of the Fire Chief- Ronald D. Quade*

December 2, 2013

TO: Mr. Todd Prafke, City Administrator
Mr. Mayor, City Council Members

From: Ronald D. Quade
Fire Chief

Re: St. Peter Fire Department - New Member Approval/Waiting List

Action /Recommendation

The recommendation is to approve the hiring of the following applicants for the position of firefighter for the Saint Peter Volunteer Fire Department. Mr. Jordan G. Nielsen, Mr. Charles C. Rustman, Mr. Brett R. Geldner, Mr. Curtis D. Thompson, Mr. Charles W. Johnson and Miss Brianna R. Thomas. We would also like to put the following applicants on a one year eligible waiting list to be drawn from in case of any depletion of membership of the department. These applicants are Mr. Drew D. Link, and Mr. Shawn P. Kennedy. This list would be eligible from Jan 1,2014 through Dec 31,2014 and would be forwarded by recommendation to the council for hiring approval should need arise.

Background

The hiring committee consisting of Mr. Ronald D. Quade, Chief, Mr. Steve Scholl, Captain II, Mr. Scott Zuhlsdorf, Safety Officer, Mr. Tom Roessler Jr., Lieutenant 1, Mr. Darrell Pettis, firefighter, and Mr. Ronald Neary Jr., Captain 1, held interviews with the applicants interested in a position of firefighter received through listing with the City offices. The interview process was held on the evenings of November 21st-22nd, 2013 with the compliment of the Saint Peter Fire Department members finishing with physical testing on Nov 26th. We received 11 applications of which 10 interviewed and did physical testing with one applicant withdrawing from consideration. Scores from the interview process leading to this recommendation are as follows; including the top 6 candidates recommended for hiring and the waiting list of 2, with the entire process packet of the interview process being handed in for filing to the City Administrators office.

| Candidates for Hire: | Score: | Candidates/Waiting List: | Score: |
|-----------------------------|---------------|---------------------------------|---------------|
| 1. Mr. Jordan G. Nielsen | 77.80 % | 1. Mr. Drew D. Link | 66.40% |
| 2. Mr. Charles C. Rustman | 75.60 % | 2. Mr. Shawn P. Kennedy | 62.00% |
| 3. Mr. Brett R. Geldner | 73.00% | | |
| 4. Mr. Curtis P. Thompson | 71.80 % | | |
| 5. Mr. Charles W. Johnson | 71.20 % | | |
| 6. Miss Brianna R. Thomas | 69.00 % | | |

Final Impact

The hiring of the six candidates above will bring the compliment of firefighters to 32 active members. We have experienced four retirements this year and one more possible which has left our compliment low for responses on occasion. This will bring our response manpower up to a more acceptable level and with the additional approval of a waiting list will assure necessary manpower increases needed in the following year should there be any retirements, moves, etc. that could affect the company. Thank you for your consideration.

Respectfully:

Ronald D. Quade

Ronald D. Quade
Fire Chief



To: Todd Prafke
City Administrator

Date: December 5, 2013

From: Paula O'Connell
Director of Finance

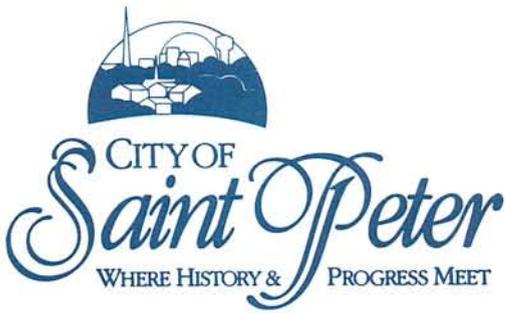
Re: Meter Reader Approval

This fall we operated the meter reading without our third regular reader. It was determined in October that Bruce Hunt wouldn't be returning to work and that we would be looking for his replacement.

The job description was reviewed and advertisements were placed in October. After the 105 point scoring system we interviewed 2 individuals. I would like to recommend hiring Steve Menke.

I would ask that the City Council approve Mr. Menke for the position of Meter Reader at a salary of \$12.41 per hour. Following the successful completion of the six-month probation, he would be eligible to receive \$12.63 per hour.

If you have any further questions or need any additional information please contact me.



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 12/5/2013

FROM: Todd Prafke
City Administrator

RE: Advisory Board Appointments

ACTION/RECOMMENDATION

Provide for appointment of Bob Meeks to the Hospital Commission and for the reappointment of eligible members to various advisory boards and commissions.

BACKGROUND

Mayor Strand has recommended the appointment of Bob Meeks to the Hospital Commission. Mr. Meeks has indicated his willingness to serve in the position.

Several current advisory board members have terms expiring on December 31, 2013. They are eligible for reappointment and have indicated their willingness to be appointed to an additional term. They have been included on the consent agenda for Council consideration of their reappointment.

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

TP/bal

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------------|----------------------------|--------------------|------------------------|----------|
| 4 THE TEAM, LLC | josh k clothing allowance | GENERAL FUND | STREETS | 46.80 |
| | | | TOTAL: | 46.80 |
| ALPHA WIRELESS COMMUNICATIONS CO | pager case | GENERAL FUND | FIRE | 38.48 |
| | | | TOTAL: | 38.48 |
| AMAZON | materials for library | LIBRARY FUND | LIBRARY | 508.35 |
| | | | TOTAL: | 508.35 |
| AMERICAN PAYMENT CENTERS | drop box rental | WATER | CUSTOMER ACCOUNTS | 19.50 |
| | drop box rental | WASTE WATER FUND | CUSTOMER ACCOUNTS | 19.50 |
| | drop box rental | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 19.50 |
| | drop box rental | ELECTRIC FUND | CUSTOMER ACCOUNTS | 19.50 |
| | | | TOTAL: | 78.00 |
| AUDIO EDITIONS | adult audio books | LIBRARY FUND | LIBRARY | 165.14 |
| | | | TOTAL: | 165.14 |
| AUTOMATIC SYSTEMS CO. | plc emergency svcs | WASTE WATER FUND | SOURCE/TREATMENT | 1,346.30 |
| | | | TOTAL: | 1,346.30 |
| BATTERIES PLUS | 6 volt battery | GENERAL FUND | FIRE | 51.19 |
| | | | TOTAL: | 51.19 |
| BORDER STATES ELECTRIC SUPPLY | #443 sleeve 66 | ELECTRIC FUND | NON-DEPARTMENTAL | 130.73 |
| | | | TOTAL: | 130.73 |
| C & S SUPPLY CO INC | chain hoist | GENERAL FUND | STREETS | 9.19 |
| | wing stand/sander | GENERAL FUND | STREETS | 51.29 |
| | dave o boots,josh k clothi | GENERAL FUND | STREETS | 194.94 |
| | chain hoist | GENERAL FUND | PARKS | 9.19 |
| | chain hoist | WATER | DISTRIBUTION AND STORA | 4.60 |
| | chain hoist | WASTE WATER FUND | SOURCE/TREATMENT | 4.60 |
| | chain hoist | ENVIRON SERVICES F | REFUSE DISPOSAL | 4.60 |
| | chain hoist | ELECTRIC FUND | POWER DISTRIBUTION | 9.19 |
| | chain hoist | STORMWATER FUND | TREATMENT | 4.58 |
| | | | TOTAL: | 292.18 |
| CENTERPOINT ENERGY MINNEGASCO | gas nov '13 | GENERAL FUND | FIRE | 254.17 |
| | gas nov '13 | GENERAL FUND | STREETS | 144.44 |
| | gas nov '13 | GENERAL FUND | SWIMMING POOL | 48.20 |
| | gas nov '13 | GENERAL FUND | PARKS | 115.55 |
| | gas nov '13 | LIBRARY FUND | LIBRARY | 734.07 |
| | gas nov '13 | COMMUNITY CENTER | COMMUNITY CENTER | 1,923.38 |
| | gas nov '13 | WATER | PURIFICATION AND TREAT | 1,241.02 |
| | gas nov '13 | WATER | PURIFICATION AND TREAT | 153.79 |
| | gas nov '13 | WATER | ADMIN AND GENERAL | 57.78 |
| | gas nov '13 | WASTE WATER FUND | COLLECTOR/LIFT STAT | 13.46 |
| | gas nov '13 | WASTE WATER FUND | SOURCE/TREATMENT | 2,626.40 |
| | gas nov '13 | WASTE WATER FUND | ADMIN AND GENERAL | 57.78 |
| | gas nov '13 | ENVIRON SERVICES F | ADMIN AND GENERAL | 57.76 |
| | gas nov '13 | ELECTRIC FUND | ADMIN AND GENERAL | 144.44 |
| | | | TOTAL: | 7,572.24 |
| CENTRAL FIRE PROTECTION INC | annual insp/maint/certific | GENERAL FUND | MUNICIPAL BUILDING | 96.00 |
| | annual insp/maint/certific | GENERAL FUND | POLICE | 28.50 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--------------------------------|----------------------------|--------------------|------------------------|----------|
| | annual insp/maint/certific | GENERAL FUND | FIRE | 72.25 |
| | annual insp/maint/certific | GENERAL FUND | STREETS | 59.88 |
| | annual insp/maint/certific | GENERAL FUND | STREETS | 109.25 |
| | truck charge | GENERAL FUND | STREETS | 5.50 |
| | annual insp/maint/certific | GENERAL FUND | PARKS | 47.90 |
| | annual insp/maint/certific | GENERAL FUND | PARKS | 120.75 |
| | truck charge | GENERAL FUND | PARKS | 4.40 |
| | annual insp/maint/certific | LIBRARY FUND | LIBRARY | 148.25 |
| | annual insp/maint/certific | COMMUNITY CENTER | COMMUNITY CENTER | 597.25 |
| | annual insp/maint/certific | WATER | ADMIN AND GENERAL | 23.95 |
| | annual insp/maint/certific | WATER | ADMIN AND GENERAL | 181.75 |
| | truck charge | WATER | ADMIN AND GENERAL | 2.20 |
| | annual insp/maint/certific | WASTE WATER FUND | ADMIN AND GENERAL | 23.95 |
| | annual insp/maint/certific | WASTE WATER FUND | ADMIN AND GENERAL | 133.50 |
| | annual insp/maint/certific | WASTE WATER FUND | ADMIN AND GENERAL | 137.00 |
| | truck charge | WASTE WATER FUND | ADMIN AND GENERAL | 2.20 |
| | annual insp/maint/certific | ENVIRON SERVICES F | ADMIN AND GENERAL | 23.94 |
| | annual insp/maint/certific | ENVIRON SERVICES F | ADMIN AND GENERAL | 12.75 |
| | truck charge | ENVIRON SERVICES F | ADMIN AND GENERAL | 2.20 |
| | annual insp/maint/certific | ELECTRIC FUND | ADMIN AND GENERAL | 59.88 |
| | annual insp/maint/certific | ELECTRIC FUND | ADMIN AND GENERAL | 51.00 |
| | truck charge | ELECTRIC FUND | ADMIN AND GENERAL | 5.50 |
| | annual insp/maint/certific | STORMWATER FUND | ADMINISTRATION AND GEN | 73.25 |
| | annual insp/maint/certific | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 21.25 |
| | | | TOTAL: | 2,044.25 |
| CHEMSEARCH | oil&oil analysis sample ki | GENERAL FUND | STREETS | 106.88 |
| | oil&oil analysis sample ki | GENERAL FUND | PARKS | 106.88 |
| | oil&oil analysis sample ki | WATER | DISTRIBUTION AND STORA | 53.44 |
| | oil&oil analysis sample ki | WASTE WATER FUND | SOURCE/TREATMENT | 53.44 |
| | oil&oil analysis sample ki | ENVIRON SERVICES F | REFUSE DISPOSAL | 53.44 |
| | oil&oil analysis sample ki | ELECTRIC FUND | POWER DISTRIBUTION | 106.88 |
| | oil&oil analysis sample ki | STORMWATER FUND | TREATMENT | 53.42 |
| | | | TOTAL: | 534.38 |
| CINTAS FIRST AID & SAFETY | cold packs & ointments | GENERAL FUND | STREETS | 12.37 |
| | cold packs & ointments | GENERAL FUND | PARKS | 9.89 |
| | cold packs & ointments | WATER | ADMIN AND GENERAL | 4.95 |
| | cold packs & ointments | WASTE WATER FUND | ADMIN AND GENERAL | 4.95 |
| | cold packs & ointments | ENVIRON SERVICES F | ADMIN AND GENERAL | 4.93 |
| | cold packs & ointments | ELECTRIC FUND | ADMIN AND GENERAL | 12.37 |
| | | | TOTAL: | 49.46 |
| COALITION OF GREATER MN CITIES | 2013 cgmc fall conf 11/13- | GENERAL FUND | MAYOR & COUNCIL | 220.00 |
| | | | TOTAL: | 220.00 |
| COLE PAPERS INC | tissues,towels,mr clean | GENERAL FUND | MUNICIPAL BUILDING | 328.66 |
| | vinyl disp gloves | GENERAL FUND | STREETS | 18.06 |
| | paper | GENERAL FUND | RECREATION/LEISURE SER | 110.83 |
| | vinyl disp gloves | GENERAL FUND | PARKS | 18.06 |
| | paper | LIBRARY FUND | LIBRARY | 110.83 |
| | vinyl disp gloves | WATER | DISTRIBUTION AND STORA | 9.03 |
| | vinyl disp gloves | WASTE WATER FUND | SOURCE/TREATMENT | 9.03 |
| | vinyl disp gloves | ENVIRON SERVICES F | REFUSE DISPOSAL | 9.03 |
| | vinyl disp gloves | ELECTRIC FUND | POWER DISTRIBUTION | 18.06 |
| | vinyl disp gloves | STORMWATER FUND | TREATMENT | 9.04 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------------|----------------------------|--------------------|------------------------|----------|
| | | | TOTAL: | 640.63 |
| COP STOP SHOP | radio holder | GENERAL FUND | POLICE | 32.05 |
| | | | TOTAL: | 32.05 |
| COURT SPORTS AND MORE | jim n clothing allowance | GENERAL FUND | FIRE | 44.80 |
| | dave g clothing allowance | GENERAL FUND | PUBLIC WORKS ADMIN | 106.00 |
| | jake p clothing allowance | GENERAL FUND | STREETS | 156.00 |
| | matt u clothing allowance | GENERAL FUND | STREETS | 170.00 |
| | josh k clothing allowance | GENERAL FUND | STREETS | 78.00 |
| | mike m clothing allowance | GENERAL FUND | STREETS | 254.00 |
| | todd m clothing allowance | GENERAL FUND | PARKS | 174.00 |
| | scott z clothing allowance | GENERAL FUND | PARKS | 186.00 |
| | jared h clothing allowance | GENERAL FUND | PARKS | 97.00 |
| | mike k clothing allowance | GENERAL FUND | PARKS | 135.00 |
| | jim n clothing allowance | GENERAL FUND | PARKS | 11.20 |
| | jim g clothing allowance | WATER | ADMIN AND GENERAL | 325.00 |
| | chris v clothing allowance | WATER | ADMIN AND GENERAL | 159.00 |
| | curtis t clothing allowanc | WASTE WATER FUND | ADMIN AND GENERAL | 142.00 |
| | amy k clothing allowance | STORMWATER FUND | ADMINISTRATION AND GEN | 84.00 |
| | | | TOTAL: | 2,122.00 |
| CREATIVE AD SOLUTIONS | city council retirement gi | GENERAL FUND | MAYOR & COUNCIL | 35.27 |
| | | | TOTAL: | 35.27 |
| CRYSTEEL TRUCK EQUIPMENT INC | #207weldment | GENERAL FUND | STREETS | 139.63 |
| | hanger brackets | GENERAL FUND | STREETS | 274.99 |
| | | | TOTAL: | 414.62 |
| CUES | pigtail assy | WASTE WATER FUND | COLLECTOR/LIFT STAT | 402.10 |
| | | | TOTAL: | 402.10 |
| DGR ENGINEERING | 2013distribution design | ELECTRIC FUND | CAPITAL-DISTRIBUTION S | 486.00 |
| | sub imp 1031/13 | ELECTRIC FUND | CAPITAL-DISTRIBUTION S | 270.50 |
| | brdwy gen plnt 10/31/13 | ELECTRIC FUND | CAPITAL-DISTRIBUTION S | 4,042.70 |
| | | | TOTAL: | 4,799.20 |
| LANCE DLOUHY | tv prize for fun run bst c | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 277.03 |
| | | | TOTAL: | 277.03 |
| DPC INDUSTRIES, INC. | potassium permanganate | WATER | PURIFICATION AND TREAT | 900.00 |
| | | | TOTAL: | 900.00 |
| ELECTION SYSTEMS & SOFTWARE, INC | software programming | GENERAL FUND | ELECTIONS | 1,780.64 |
| | | | TOTAL: | 1,780.64 |
| FASTENAL COMPANY | plow bolts | GENERAL FUND | STREETS | 149.05 |
| | batteries-d,aa,9v | GENERAL FUND | STREETS | 28.42 |
| | socket cap screws | GENERAL FUND | STREETS | 0.31 |
| | batteries-d,aa,9v | GENERAL FUND | PARKS | 28.42 |
| | socket cap screws | GENERAL FUND | PARKS | 0.31 |
| | batteries-d,aa,9v | WATER | DISTRIBUTION AND STORA | 14.21 |
| | socket cap screws | WATER | DISTRIBUTION AND STORA | 0.15 |
| | screw pin anchor shackle | WASTE WATER FUND | BIOSOLIDS | 69.46 |
| | drill bits,cap screws | WASTE WATER FUND | SOURCE/TREATMENT | 28.25 |
| | lockwashers,washers,nuts | WASTE WATER FUND | SOURCE/TREATMENT | 30.45 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--|----------------------------|--------------------|------------------------|-----------|
| | hex cap screws,hex nuts | WASTE WATER FUND | SOURCE/TREATMENT | 142.21 |
| | ss hex cap screw | WASTE WATER FUND | SOURCE/TREATMENT | 3.37 |
| | drill bits,flat washers | WASTE WATER FUND | SOURCE/TREATMENT | 41.44 |
| | batteries-d,aa,9v | WASTE WATER FUND | SOURCE/TREATMENT | 14.21 |
| | socket cap screws | WASTE WATER FUND | SOURCE/TREATMENT | 0.15 |
| | batteries-d,aa,9v | ENVIRON SERVICES F | REFUSE DISPOSAL | 14.21 |
| | socket cap screws | ENVIRON SERVICES F | REFUSE DISPOSAL | 0.15 |
| | batteries-d,aa,9v | ELECTRIC FUND | POWER DISTRIBUTION | 28.42 |
| | socket cap screws | ELECTRIC FUND | POWER DISTRIBUTION | 0.31 |
| | batteries-d,aa,9v | STORMWATER FUND | TREATMENT | 14.22 |
| | socket cap screws | STORMWATER FUND | TREATMENT | 0.15 |
| | | | TOTAL: | 607.87 |
| TIM FISCHER | tim f boots&clothing allow | COMMUNITY CENTER | COMMUNITY CENTER | 291.92 |
| | | | TOTAL: | 291.92 |
| GALLS INC | uniform supplies | GENERAL FUND | POLICE | 207.92 |
| | uniform allowance | GENERAL FUND | POLICE | 97.01 |
| | uniform allowance | GENERAL FUND | POLICE | 153.97 |
| | | | TOTAL: | 458.90 |
| GENERATIONS PHOTOGRAPHY & VINYL CREATI | #817graphics&labor | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 125.00 |
| | | | TOTAL: | 125.00 |
| WILLIAM GERHART | hearing protection cl allo | GENERAL FUND | POLICE | 262.52 |
| | | | TOTAL: | 262.52 |
| LEWIS GIESKING | mileage11/-12/2/13 | GENERAL FUND | STREETS | 12.91 |
| | mileage11/-12/2/13 | GENERAL FUND | STREETS | 60.90 |
| | mileage11/-12/2/13 | GENERAL FUND | PARKS | 10.33 |
| | mileage11/-12/2/13 | WATER | ADMIN AND GENERAL | 5.17 |
| | mileage11/-12/2/13 | WATER | ADMIN AND GENERAL | 2.75 |
| | mileage11/-12/2/13 | WASTE WATER FUND | ADMIN AND GENERAL | 5.17 |
| | mileage11/-12/2/13 | ENVIRON SERVICES F | ADMIN AND GENERAL | 5.16 |
| | mileage11/-12/2/13 | ELECTRIC FUND | ADMIN AND GENERAL | 12.91 |
| | mileage smmpa board mtg | ELECTRIC FUND | ADMIN AND GENERAL | 119.58 |
| | | | TOTAL: | 234.88 |
| GUSTAVUS ADOLPHUS COLLEGE-DINING | elections meal | GENERAL FUND | ELECTIONS | 295.24 |
| | | | TOTAL: | 295.24 |
| HABITAT FOR HUMANITY | cfl rebate | ELECTRIC FUND | NON-DEPARTMENTAL | 85.85 |
| | washer | ELECTRIC FUND | CUSTOMER ACCOUNTS | 488.15 |
| | | | TOTAL: | 574.00 |
| HAWKINS, INC. | sodium hydro,hydro acid | WATER | PURIFICATION AND TREAT | 2,527.95 |
| | sodium hyd,sodium bisulfat | WATER | PURIFICATION AND TREAT | 3,981.50 |
| | sulfuric acid | WASTE WATER FUND | BIOSOLIDS | 71.03 |
| | aqua hawk | WASTE WATER FUND | BIOSOLIDS | 5,407.88 |
| | sulfuric acid | WASTE WATER FUND | SOURCE/TREATMENT | 165.75 |
| | | | TOTAL: | 12,154.11 |
| HD SUPPLY WATERWORKS, LTD. | couplings&bushing | WATER | DISTRIBUTION AND STORA | 163.63 |
| | | | TOTAL: | 163.63 |
| HOLIDAY COMMERCIAL | november fuel | GENERAL FUND | POLICE | 415.81 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-----------------------------------|---------------------|--------------------|------------------------|----------|
| | november fuel | GENERAL FUND | BUILDING INSPECTOR | 98.93 |
| | november fuel | GENERAL FUND | PUBLIC WORKS ADMIN | 74.76 |
| | november fuel | GENERAL FUND | STREETS | 236.13 |
| | november fuel | GENERAL FUND | RECREATION/LEISURE SER | 34.15 |
| | november fuel | GENERAL FUND | PARKS | 300.81 |
| | november fuel | COMMUNITY CENTER | COMMUNITY CENTER | 51.22 |
| | november fuel | WATER | SOURCE OF SUPPLY | 23.31 |
| | november fuel | WATER | PURIFICATION AND TREAT | 34.97 |
| | november fuel | WATER | DISTRIBUTION AND STORA | 174.83 |
| | november fuel | WATER | CUSTOMER ACCOUNTS | 6.23 |
| | november fuel | WATER | CUSTOMER ACCOUNTS | 51.11 |
| | nov car washes | WATER | CUSTOMER ACCOUNTS | 5.69 |
| | november fuel | WASTE WATER FUND | COLLECTOR/LIFT STAT | 146.98 |
| | november fuel | WASTE WATER FUND | CUSTOMER ACCOUNTS | 6.23 |
| | november fuel | WASTE WATER FUND | CUSTOMER ACCOUNTS | 51.11 |
| | nov car washes | WASTE WATER FUND | CUSTOMER ACCOUNTS | 5.69 |
| | november fuel | ENVIRON SERVICES F | REFUSE DISPOSAL | 71.40 |
| | november fuel | ELECTRIC FUND | POWER DISTRIBUTION | 355.97 |
| | november fuel | ELECTRIC FUND | CUSTOMER ACCOUNTS | 6.23 |
| | november fuel | ELECTRIC FUND | CUSTOMER ACCOUNTS | 51.13 |
| | nov car washes | ELECTRIC FUND | CUSTOMER ACCOUNTS | 5.70 |
| | november fuel | STORMWATER FUND | TREATMENT | 217.22 |
| | | | TOTAL: | 2,425.61 |
| IMPACT | oct bills printing | WATER | CUSTOMER ACCOUNTS | 136.28 |
| | oct bills postage | WATER | CUSTOMER ACCOUNTS | 357.24 |
| | oct bills printing | WASTE WATER FUND | CUSTOMER ACCOUNTS | 136.28 |
| | oct bills postage | WASTE WATER FUND | CUSTOMER ACCOUNTS | 357.24 |
| | oct bills printing | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 136.28 |
| | oct bills postage | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 357.23 |
| | oct bills printing | ELECTRIC FUND | CUSTOMER ACCOUNTS | 136.26 |
| | oct bills postage | ELECTRIC FUND | CUSTOMER ACCOUNTS | 357.24 |
| | | | TOTAL: | 1,974.05 |
| INGRAM BOOK COMPANY | library materials | LIBRARY FUND | LIBRARY | 1,914.53 |
| | | | TOTAL: | 1,914.53 |
| LOREN JANSEN | pens | GENERAL FUND | POLICE | 18.58 |
| | | | TOTAL: | 18.58 |
| JAVENS MECHANICAL CONTRACTING CO. | fall p.m. | WATER | PURIFICATION AND TREAT | 1,410.00 |
| | | | TOTAL: | 1,410.00 |
| MIKE KENNEDY | driver license | GENERAL FUND | PARKS | 42.25 |
| | | | TOTAL: | 42.25 |
| KWIK TRIP INC | november fuel | WATER | CUSTOMER ACCOUNTS | 25.48 |
| | november car washes | WATER | CUSTOMER ACCOUNTS | 4.00 |
| | november fuel | WASTE WATER FUND | CUSTOMER ACCOUNTS | 25.48 |
| | november car washes | WASTE WATER FUND | CUSTOMER ACCOUNTS | 4.00 |
| | november car washes | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 4.00 |
| | november fuel | ELECTRIC FUND | CUSTOMER ACCOUNTS | 25.48 |
| | november car washes | ELECTRIC FUND | CUSTOMER ACCOUNTS | 4.00 |
| | | | TOTAL: | 92.44 |
| LAGER'S INC | paint | GENERAL FUND | POLICE | 11.86 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT | |
|--|----------------------------|----------------------------|------------------------|------------------------|----------|
| | transmission fluid svc | GENERAL FUND | POLICE | 264.65 | |
| | | | TOTAL: | 276.51 | |
| MARCO, INC. | 10/23-11/22 contract | GENERAL FUND | CITY ADMINISTRATION | 28.32 | |
| | 10/23-11/22 contract | GENERAL FUND | CITY CLERK | 28.32 | |
| | 10/23-11/22 contract | GENERAL FUND | FINANCE | 18.88 | |
| | 10/23-11/22 contract | GENERAL FUND | POLICE | 15.10 | |
| | 10/23-11/22 contract | GENERAL FUND | BUILDING INSPECTOR | 7.55 | |
| | 10/23-11/22 contract | GENERAL FUND | PUBLIC WORKS ADMIN | 3.78 | |
| | 10/23-11/22 contract | GENERAL FUND | ECONOMIC DEVMT | 1.89 | |
| | 10/23-11/22 contract | WATER | ADMIN AND GENERAL | 16.99 | |
| | 10/23-11/22 contract | WASTE WATER FUND | ADMIN AND GENERAL | 17.00 | |
| | 10/23-11/22 contract | ELECTRIC FUND | ADMIN AND GENERAL | 50.98 | |
| | | | TOTAL: | 188.81 | |
| MENARDS | pvc reducer | WATER | DISTRIBUTION AND STORA | 4.25 | |
| | | | TOTAL: | 4.25 | |
| METRO JANITORIAL SUPPLY INC. | cleaner | LIBRARY FUND | LIBRARY | 16.08 | |
| | stain remover | COMMUNITY CENTER | COMMUNITY CENTER | 105.04 | |
| | cleaner | COMMUNITY CENTER | COMMUNITY CENTER | 64.32 | |
| | | | TOTAL: | 185.44 | |
| MISC VENDOR | BADGER GRAPHIC SYSTEMS | 2013 w-2's&1099's | GENERAL FUND | FINANCE | 104.00 |
| | BADGER GRAPHIC SYSTEMS | 2013 w-2's&1099's | WATER | ADMIN AND GENERAL | 26.00 |
| | BADGER GRAPHIC SYSTEMS | 2013 w-2's&1099's | WASTE WATER FUND | ADMIN AND GENERAL | 26.00 |
| | BADGER GRAPHIC SYSTEMS | 2013 w-2's&1099's | ENVIRON SERVICES F | ADMIN AND GENERAL | 26.00 |
| | BADGER GRAPHIC SYSTEMS | 2013 w-2's&1099's | ELECTRIC FUND | ADMIN AND GENERAL | 26.00 |
| | EMERGENCY RESPONSE SOL | scba#16 transmitter assy | GENERAL FUND | FIRE | 438.31 |
| | HALL INSTITUTE | city atty,ca,row,recording | WATER | DISTRIBUTION AND STORA | 854.00 |
| | KENDALL, MARK | clay for new compost site | ENVIRON SERVICES F | CAPITAL-GENERAL PLANT | 675.00 |
| | PRECISION BILT | compost turner engine repa | ENVIRON SERVICES F | REFUSE DISPOSAL | 1,347.19 |
| | | | TOTAL: | 3,522.50 | |
| MN PIPE & EQUIPMENT | u branch lo ball valves, h | WATER | NON-DEPARTMENTAL | 7,413.38 | |
| | | | TOTAL: | 7,413.38 | |
| MN SOUTH CENTRAL INVESTIGATORS COALITI | 3-2014 winter law enf conf | GENERAL FUND | NON-DEPARTMENTAL | 225.00 | |
| | | | TOTAL: | 225.00 | |
| PETE MOULTON | mileage state plbg board | WATER | ADMIN AND GENERAL | 117.52 | |
| | mileagel1/11-11/22/13 | WASTE WATER FUND | ADMIN AND GENERAL | 2.82 | |
| | mileagel1/11-11/22/13 | STORMWATER FUND | ADMINISTRATION AND GEN | 79.67 | |
| | | | TOTAL: | 200.01 | |
| NAPA AUTO PARTS OF ST PETER | bulb,clnr,copper,clmp,comp | GENERAL FUND | FIRE | 91.35 | |
| | swich,brk pts,gskt,ujoint | GENERAL FUND | FIRE | 296.12 | |
| | | | TOTAL: | 387.47 | |
| NORTH CENTRAL INTERNATIONAL | filter | GENERAL FUND | NON-DEPARTMENTAL | 4.75 | |
| | repair compost turner | ENVIRON SERVICES F | REFUSE DISPOSAL | 37.05 | |
| | | | TOTAL: | 41.80 | |
| NORTHERN GREEN EXPO | expo registrations 1/8-10/ | GENERAL FUND | NON-DEPARTMENTAL | 248.00 | |
| | expo registrations 1/8-10/ | ENVIRON SERVICES F | NON-DEPARTMENTAL | 50.00 | |
| | | | TOTAL: | 298.00 | |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------------|----------------------------|--------------------|------------------------|----------|
| NORTHLAND TRUST SERVICES, INC. | 2013c paying agent fee | PERM IMPROVMENT RE | STREETS | 750.00 |
| | | | TOTAL: | 750.00 |
| PET EXPO DIST. | aquarium maintenance | LIBRARY FUND | LIBRARY | 67.18 |
| | | | TOTAL: | 67.18 |
| MATTHEW PETERS | hearing protection | GENERAL FUND | POLICE | 318.00 |
| | cell phone reimbursement | GENERAL FUND | POLICE | 100.00 |
| | | | TOTAL: | 418.00 |
| SCOT PETERSON | driver license | WASTE WATER FUND | ADMIN AND GENERAL | 42.25 |
| | | | TOTAL: | 42.25 |
| RONALD D. QUADE | fire cheif conv expenses | GENERAL FUND | FIRE | 448.89 |
| | | | TOTAL: | 448.89 |
| QUILL | ink cartridges | GENERAL FUND | STREETS | 43.15 |
| | ink cartridges | GENERAL FUND | STREETS | 31.61 |
| | ink cartridges | GENERAL FUND | PARKS | 34.52 |
| | ink cartridges | GENERAL FUND | PARKS | 25.29 |
| | ink cartridges | WATER | ADMIN AND GENERAL | 17.26 |
| | ink cartridges | WATER | ADMIN AND GENERAL | 12.64 |
| | ink cartridges | WASTE WATER FUND | ADMIN AND GENERAL | 17.26 |
| | ink cartridges | WASTE WATER FUND | ADMIN AND GENERAL | 12.64 |
| | ink cartridges | ENVIRON SERVICES F | ADMIN AND GENERAL | 17.26 |
| | ink cartridges | ENVIRON SERVICES F | ADMIN AND GENERAL | 12.64 |
| | ink cartridges | ELECTRIC FUND | ADMIN AND GENERAL | 43.15 |
| | ink cartridges | ELECTRIC FUND | ADMIN AND GENERAL | 31.61 |
| | | | TOTAL: | 299.03 |
| RAMY TURF PRODUCTS | pro-seeder | WATER | DISTRIBUTION AND STORA | 88.17 |
| | pro-seeder | WASTE WATER FUND | COLLECTOR/LIFT STAT | 88.17 |
| | straw ground cover | ELECTRIC FUND | POWER DISTRIBUTION | 64.13 |
| | | | TOTAL: | 240.47 |
| RITA RASSBACH | fun run decorations | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 420.57 |
| | | | TOTAL: | 420.57 |
| REHNELT EXCAVATING | 405 mulberry | WATER | CAPITAL-WATER DISTRIBU | 496.80 |
| | | | TOTAL: | 496.80 |
| RELIANCE ELECTRIC OF SOUTHERN MN | dehumid repair | WATER | PURIFICATION AND TREAT | 144.82 |
| | | | TOTAL: | 144.82 |
| SANDLAND, JEAN | shoes | GENERAL FUND | POLICE | 24.99 |
| | | | TOTAL: | 24.99 |
| SERVOCAL INSTRUMENTS INC. | flow test of meters | WATER | SOURCE OF SUPPLY | 600.00 |
| | flow test of meters | WATER | PURIFICATION AND TREAT | 800.00 |
| | | | TOTAL: | 1,400.00 |
| SIMPLEX GRINNELL | sprklr system leak repair | ELECTRIC FUND | POWER PRODUCTION | 639.61 |
| | | | TOTAL: | 639.61 |
| SOUTH CENTRAL COLLEGE | 3-emt refresher registrati | GENERAL FUND | NON-DEPARTMENTAL | 1,181.34 |
| | | | TOTAL: | 1,181.34 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---------------------------------|-----------------------------|--------------------|------------------------|----------|
| SOUTHERN MN CONSTRUCTION CO INC | asphalt 169,willow dr,nic | WATER | DISTRIBUTION AND STORA | 371.31 |
| | grade compost site | ENVIRON SERVICES F | CAPITAL-GENERAL PLANT | 1,049.12 |
| | | | TOTAL: | 1,420.43 |
| SPRINT SOLUTIONS, INC. | cell phone svc 10/15-11/14 | GENERAL FUND | FIRE | 19.54 |
| | cell phone svc 10/15-11/14 | WATER | ADMIN AND GENERAL | 39.99 |
| | on call phones 10/15-11/14 | WATER | ADMIN AND GENERAL | 25.86 |
| | on call phones 10/15-11/14 | WASTE WATER FUND | ADMIN AND GENERAL | 28.43 |
| | on call phones 10/15-11/14 | ELECTRIC FUND | ADMIN AND GENERAL | 25.86 |
| | | TOTAL: | 139.68 | |
| ST PETER HERALD | october ads for fire dept | GENERAL FUND | FIRE | 539.00 |
| | | | TOTAL: | 539.00 |
| STAPLES ADVANTAGE | binder clps,lead refills,ca | GENERAL FUND | STREETS | 18.50 |
| | lamps,calculator,sign hldr | GENERAL FUND | RECREATION/LEISURE SER | 106.78 |
| | binder clps,lead refills,ca | GENERAL FUND | PARKS | 14.80 |
| | calendar | LIBRARY FUND | LIBRARY | 20.72 |
| | binder clps,lead refills,ca | WATER | ADMIN AND GENERAL | 7.40 |
| | binder clps,lead refills,ca | WASTE WATER FUND | ADMIN AND GENERAL | 7.40 |
| | new chairs | WASTE WATER FUND | ADMIN AND GENERAL | 675.45 |
| | binder clps,lead refills,ca | ENVIRON SERVICES F | ADMIN AND GENERAL | 7.39 |
| | binder clps,lead refills,ca | ELECTRIC FUND | ADMIN AND GENERAL | 18.50 |
| | | TOTAL: | 876.94 | |
| STREICHER'S | clothing allowance | GENERAL FUND | POLICE | 414.26 |
| | | | TOTAL: | 414.26 |
| SUMMIT PARK MHC LLC | # nov rent/relocation | PERM IMPROVMENT RE | STREETS | 220.00 |
| | | | TOTAL: | 220.00 |
| TIRE ASSOCIATES | #813 mount re-caps | ELECTRIC FUND | POWER DISTRIBUTION | 293.14 |
| | | | TOTAL: | 293.14 |
| UNITED RENTALS AERIAL EQUIPMENT | blade | WATER | DISTRIBUTION AND STORA | 276.81 |
| | speed patch repair mortar | STORMWATER FUND | COLLECTIONS/LIFT STATI | 301.39 |
| | | | TOTAL: | 578.20 |
| VESSCO, INC | labor | WATER | PURIFICATION AND TREAT | 420.00 |
| | | | TOTAL: | 420.00 |
| VISA | fan | GENERAL FUND | FINANCE | 18.16 |
| | 11/14 conf meals | GENERAL FUND | POLICE | 23.37 |
| | nut,speedometer | GENERAL FUND | FIRE | 64.37 |
| | 5-1day fall expo | GENERAL FUND | STREETS | 125.00 |
| | stopwatches | GENERAL FUND | RECREATION/LEISURE SER | 32.18 |
| | pickleball supplies | GENERAL FUND | RECREATION/LEISURE SER | 219.99 |
| | pickleball court tape | GENERAL FUND | RECREATION/LEISURE SER | 30.77 |
| | reda mtg food | GENERAL FUND | ECONOMIC DEVMT | 19.27 |
| | banners,sign,stand | COMMUNITY CENTER | COMMUNITY CENTER | 148.49 |
| | colleen retirement gift | OLD COMMUNITY HOSP | COMMUNITY HOSPITAL | 85.48 |
| | rossum sand tester | WATER | SOURCE OF SUPPLY | 515.00 |
| | fan | WATER | ADMIN AND GENERAL | 98.54 |
| | awwa flight to dc | ELECTRIC FUND | NON-DEPARTMENTAL | 502.80 |
| | smmpa mtg hotel | ELECTRIC FUND | ADMIN AND GENERAL | 142.85 |
| | jake y-bituminous street c | STORMWATER FUND | NON-DEPARTMENTAL | 425.00 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|------------------------|----------------------------|--------------------|------------------------|----------|
| | title transfer fee on 1998 | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 21.25 |
| | fun run supplies | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 280.48 |
| | hfr banners,sign,stand,mat | RESTRICTED CONTRIB | RECREATION/LEISURE SER | 546.81 |
| | | | TOTAL: | 3,299.81 |
| VON ESSEN TOWING | #10tow from 227 s front to | HEARTLAND TRANSIT | TRANSIT/TRANSPORTATION | 55.00 |
| | | | TOTAL: | 55.00 |
| WESCO DISTRIBUTION INC | #615250w/hps bulb | ELECTRIC FUND | NON-DEPARTMENTAL | 144.92 |
| | meter seals | ELECTRIC FUND | POWER DISTRIBUTION | 846.43 |
| | tools | ELECTRIC FUND | POWER DISTRIBUTION | 153.90 |
| | | | TOTAL: | 1,145.25 |
| WW BLACKTOPPING INC | 3rd & grace asphalt | WATER | DISTRIBUTION AND STORA | 472.87 |
| | | | TOTAL: | 472.87 |
| XCEL ENERGY | hwy 22 bridge lights | GENERAL FUND | STREETS | 62.76 |
| | | | TOTAL: | 62.76 |
| ZIEGLER INC | #48hyd propel/dr motor rep | GENERAL FUND | STREETS | 1,809.34 |
| | level z svc not performed | WATER | PURIFICATION AND TREAT | 540.90- |
| | repl eng cool htr,water jk | WATER | PURIFICATION AND TREAT | 337.56 |
| | | | TOTAL: | 1,606.00 |

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

| | | |
|-----|---------------------------|-----------|
| 101 | GENERAL FUND | 16,156.57 |
| 211 | LIBRARY FUND | 3,685.15 |
| 217 | COMMUNITY CENTER | 3,181.62 |
| 231 | OLD COMMUNITY HOSPITAL | 85.48 |
| 401 | PERM IMPROVMENT REVOLVING | 970.00 |
| 601 | WATER | 24,676.78 |
| 602 | WASTE WATER FUND | 12,606.01 |
| 603 | ENVIRON SERVICES FUND | 3,998.23 |
| 604 | ELECTRIC FUND | 10,017.86 |
| 606 | STORMWATER FUND | 1,261.94 |
| 610 | HEARTLAND TRANSIT | 222.50 |
| 820 | RESTRICTED CONTRIBUTIONS | 1,524.89 |

 GRAND TOTAL: 78,387.03

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following purchase in excess of \$7,500 is hereby approved:

| <u>VENDOR</u> | <u>ITEM</u> | <u>PRICE</u> | <u>FUNDING</u> |
|----------------|--------------|--------------|----------------------|
| Braun Intertec | Soil Borings | \$12,925.25 | Stormwater/MSA Funds |

2. The following license renewals are hereby approved subject to compliance with City Code regulations and payment of the license fee:

Soft Drink

| | | |
|--------------------------------|------------------------|-------------------|
| American Legion Post 37 | 229 W Nassau | 1/1/14 – 12/31/14 |
| Anytime Fitness | 100 Dodd Rd | 1/1/14– 12/31/14 |
| Arby's | 1211 S MN | 1/1/14 – 12/31/14 |
| Blaschko's Embassy Bar & Grill | 325 S MN | 1/1/14– 12/31/14 |
| China Town | 302 S MN | 1/1/14– 12/31/14 |
| City Grille & Pub | 814 N MN | 1/1/14– 12/31/14 |
| Dairy Queen | 850 N MN | 1/1/14– 12/31/14 |
| El Agave Rest. | 402 S 3 rd | 1/1/14– 12/31/14 |
| Family Fresh Market #331 | 612 S MN | 1/1/14– 12/31/14 |
| Flame Bar | 225 W Nassau | 1/1/14– 12/31/14 |
| Freedom Valu Center #24 | 624 S MN | 1/1/14– 12/31/14 |
| Godfather's Pizza | 225 S MN | 1/1/14– 12/31/14 |
| Great Wall Restaurant | 108 S MN | 1/1/14– 12/31/14 |
| Gustavus Adolphus College | 800 College | 1/1/14– 12/31/14 |
| Holiday Stationstore #251 | 123 St. Julien | 1/1/14– 12/31/14 |
| Kentucky Fried Chicken | 1505 Old MN | 1/1/14– 12/31/14 |
| King Pins | 1671 S 3 rd | 1/1/14– 12/31/14 |
| Kwik Trip #466 | 1305 S MN | 1/1/14– 12/31/14 |
| Lone Star BBQ & Grill | 408 S 3 rd | 1/1/14 – 12/31/14 |
| Mankato Key City Lions | 400 Union St. | 1/1/14– 12/31/14 |
| McDonalds | 120 St. Julien | 1/1/14– 12/31/14 |
| MGM Liquor Warehouse | 100 N MN | 1/1/14– 12/31/14 |
| Patricks On Third | 125 S 3 rd | 1/1/14 – 12/31/14 |
| Red Men Club | 412 S 3 rd | 1/1/14– 12/31/14 |
| River Rock Coffee | 301 S MN | 1/1/14– 12/31/14 |
| Subway | 1306 S MN | 1/1/14– 12/31/14 |
| St. Peter Food Coop | 228 Mulberry | 1/1/14– 12/31/14 |
| St. Peter Quick Mart | 1122 S MN | 1/1/14– 12/31/14 |
| Steindl Business Dev, Inc. dba | 224 S MN | 1/1/14- 12/31/14 |

| | | |
|--|----------|-------------------|
| Erbert & Gerberts Sandwich Taco Johns | 103 N MN | 1/1/14 – 12/31/14 |
|--|----------|-------------------|

Tobacco

| | | |
|---------------------------|-----------------------|-------------------|
| DG Retail, LLC | 1109 Old MN | 1/1/14 – 12/31/14 |
| Family Fresh Market #331 | 612 S MN | 1/1/14– 12/31/14 |
| Family Dollar Inc. | 220 Grace | 1/1/14- 12/31/14 |
| Flame Bar | 225 W Nassau | 1/1/14– 12/31/14 |
| Freedom Valu Center #24 | 624 S MN | 1/1/14– 12/31/14 |
| Holiday Stationstore #251 | 123 St. Julien | 1/1/14– 12/31/14 |
| MGM Liquor Warehouse | 100 N MN | 1/1/14– 12/31/1 |
| Kwik Trip #466 | 1305 S MN | 1/1/14– 12/31/14 |
| Patricks On Third | 125 S 3 rd | 1/1/14 – 12/31/14 |
| St. Peter Quick Mart | 1122 S MN | 1/1/14– 12/31/14 |

Dance

| | | |
|-------------------------|--------------|------------------|
| American Legion Post 37 | 229 W Nassau | 1/1/14– 12/31/14 |
|-------------------------|--------------|------------------|

Amusement Device

| | | |
|--------------------------------|------------------------|-------------------|
| Blaschko's Embassy Bar & Grill | 325 S MN | 1/1/14– 12/31/14 |
| Flame Bar | 225 W Nassau | 1/1/14– 12/31/14 |
| Godfather's Pizza | 225 S MN | 1/1/14– 12/31/1 |
| Gustavus Adolphus College | 800 College | 1/1/14– 12/31/14 |
| King Pins | 1671 S 3 rd | 1/1/14– 12/31/14 |
| Lone Star BBQ & Grill | 408 S 3 rd | 1/1/14 – 12/31/14 |
| Patricks On Third | 125 S 3 rd | 1/1/14 – 12/31/14 |
| Red Men Club | 412 S 3 rd | 1/1/14– 12/31/14 |

Show License

| | | |
|--------------------------------|-----------------------|-------------------|
| Blaschko's Embassy Bar & Grill | 325 S MN | 1/1/14– 12/31/14 |
| Flame Bar | 225 W Nassau | 1/1/14– 12/31/14 |
| Patricks On Third | 125 S 3 rd | 1/1/14 – 12/31/14 |

Juke Box

| | | |
|--------------------------------|-----------------------|-------------------|
| Blaschko's Embassy Bar & Grill | 325 S MN | 1/1/14– 12/31/14 |
| Flame Bar | 225 W Nassau | 1/1/14– 12/31/14 |
| Red Men Club | 412 S 3 rd | 1/1/14 – 12/31/14 |
| Patricks On Third | 125 S 3 rd | 1/1/14 – 12/31/14 |

Solid Waste Hauler

| | | |
|----------------------|--|------------------|
| LJP Enterprises Inc. | | 1/1/14– 12/31/14 |
| Waste Management | | 1/1/14– 12/31/14 |

Taxi Cab

| | | |
|---------------------|-------------------|-------------------|
| Ecuman Sand Prairie | 700 Knight Street | 1/1/14 – 12/31/14 |
|---------------------|-------------------|-------------------|

LG220 Application or Exempt Permit

| | | |
|--------------------------|--------------|---------|
| Rocky Mt. Elk Foundation | 400 Union St | 2/15/14 |
|--------------------------|--------------|---------|

3. The following employee appointments are hereby approved contingent upon the applicants successfully completing the pre-employment physicals and drug and alcohol screenings if required:

| <u>NAME</u> | <u>POSITION</u> | <u>WAGE</u> |
|--------------------|----------------------------|--------------|
| Ron Quade | Fire Chief (2014-2016) | |
| Scott Zuhlsdorf | Safety Officer (2014-2016) | |
| Jordan Nielsen | Volunteer Firefighter | |
| Charles Rustman | Volunteer Firefighter | |
| Brett Geldner | Volunteer Firefighter | |
| Curtis Thompson | Volunteer Firefighter | |
| Charles W. Johnson | Volunteer Firefighter | |
| Brianna Thomas | Volunteer Firefighter | |
| Steve Menke | Meter Reader | \$12.41/hour |

4. The following advisory board appointments are hereby approved for the terms indicated:

HOSPITAL COMMISSION

Bob Meeks (2014-2018)

HOUSING AND REDEVELOPMENT AUTHORITY

Jan Glimsdahl (2014-2018)

LIBRARY BOARD

Mary Ann Harty (2014-2016)

Shannon Nowell (2014-2016)

PLANNING AND ZONING COMMISSION

Joey Hulsebus (2014-2016)

Jerry Harty (2014-2016)

TOURISM AND VISITORS BUREAU

Rick Tuomala (2014-2016)

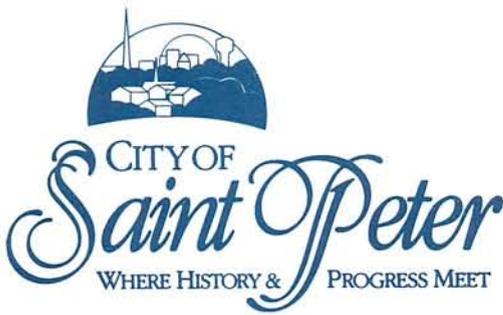
5. The schedule of disbursements for November 21, 2013 through December 4, 2013 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of December, 2013.

 Timothy Strand
 Mayor

ATTEST:

 Todd Prafke
 City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 12/06/13

FROM: Lewis G. Giesking
Director of Public Works

RE: Washington Avenue Link Improvement Project Part 2 Bid Award

ACTION/RECOMMENDATION

Award the bid for the Washington Avenue Link project Part 2 (300 feet north of Saint Julien Street to Dodd Avenue) to Chard Tiling and Excavating of Belle Plaine, Minnesota, in the amount of \$2,630,199.97.

BACKGROUND

The Washington Avenue Link Project was split into two parts due to funding sources. Part 1 of the project, the southern 25%, will be funded entirely by Municipal State Aid funds. Bids have been received and awarded for that portion of the work to start in the spring of 2014.

Part 2 of the project will be funded by a combination of Federal grant funds, Municipal State Aid funds, and City Utility funds. Part 2 of the project involves:

- Construction of a section of North Washington Avenue to connect from the Davis Street intersection to Dodd Avenue
- Closing of the Oxford Lane and North Fifth Street intersections with Dodd Avenue
- Removal of the section of existing North Washington Avenue from Davis Street to Sunrise Drive and construction of a trail in the same section
- Construction of a new access to the Daun Addition and Lampert Addition
- Reconstruction of the intersection of North Washington Avenue and Sunrise Drive

Work will begin in early spring and be completed in one construction season during the year 2014.

Four bids for the work were received on November 12, 2013, ranging from \$4,025,705.52 to \$2,630,199.97. The Engineer's estimate was \$3,089,839.55 and the low bid is \$459,639.58 less than the Engineer's estimate. The low bidder, Chard Tiling and Excavating of Belle Plaine, Minnesota, has successfully completed projects for the City in the past. They have the capability of successfully completing this large project. They have been approved by the Minnesota Department of Transportation (MNDOT), clearing the way for the City to award the bid.

FISCAL IMPACT:

This project will be funded by a combination of Municipal State Aid funds, Federal grant funds, and local utility funds. The City has issued a bond to fund the construction and the bond will be repaid by Municipal State Aid funds over the next 15 years. The overall project remains within budget.

ALTERATIONS/VARIATIONS:

No action: The project will not proceed. Not moving forward will can cause any number of problems, not the least of which is the fact that the Council has already awarded 24% of the project. It would take considerable time and resources to untangle, so specific reasons to not move forward should be considered on an issue by issue basis and addressed if possible.

Negative vote: City staff will seek direction from the City Council.

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

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

LGG/ag



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

December 3, 2013

Lew Giesking
Director of Public Works
405 W. St. Julien Street
St. Peter, MN 56082

RE: Part 2 Washington Avenue Link (300-Foot North of St. Julien Street to Dodd Avenue)
City of Saint Peter, MN
S.P. 165-126-005
Project No.: M14.036312

Dear Lew,

Attached is the bid abstract for the project referenced above. The following bids were received at City Hall at 2:00 p.m. on Tuesday, November 12, 2013.

| | |
|---------------------------------|----------------|
| Chard Tiling & Excavating | \$2,630,199.97 |
| Heselton Construction, LLC | \$3,135,736.28 |
| GM Contracting, Inc. | \$3,561,849.14 |
| Southern Minnesota Construction | \$4,025,705.52 |
| Engineer's Estimate | \$3,089,839.55 |

Being the project is federally funded, the Contractor must meet MnDOT's Office of Civil Rights Disadvantaged Business Enterprise (DBE) policy prior to award. We have received confirmation that the Contractor has met the requirements and we can now consider award. Chard Tiling and Excavating has successfully completed prior projects in Saint Peter and has the equipment and resources necessary to successfully complete this project. Therefore, we recommend awarding this project to Chard Tiling & Excavating in the amount of \$2,630,199.97.

Sincerely,
BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.
Project Engineer

JAD/rm

Enclosure

32

DESIGNING FOR A BETTER TOMORROW

**NICOLLET COUNTY, MINNESOTA
CITY OF SAINT PETER
NORTH WASHINGTON AVENUE REALIGNMENT (LINK)**

CONSTRUCTION PLAN FOR GRADING, BASE, STORM SEWER, BITUMINOUS SURFACING, WALK, TRAIL, AND CURB & GUTTER

S.P. 165-126-005 LOCATED ON

NORTH WASHINGTON AVE

BETWEEN
FROM

300' N. OF ST. JULIEN STREET
A POINT 560 FT WEST AND 2375 FT
SOUTH OF CENTER SECTION 9-110N-26W

AND
TO

T.H. 22 NORTH (DODD AVE)
A POINT 1325 FT WEST AND 20 FT
SOUTH OF CENTER SECTION 9-110N-26W

(GEOGRAPHIC DESCRIPTION)
(LEGAL DESCRIPTION)

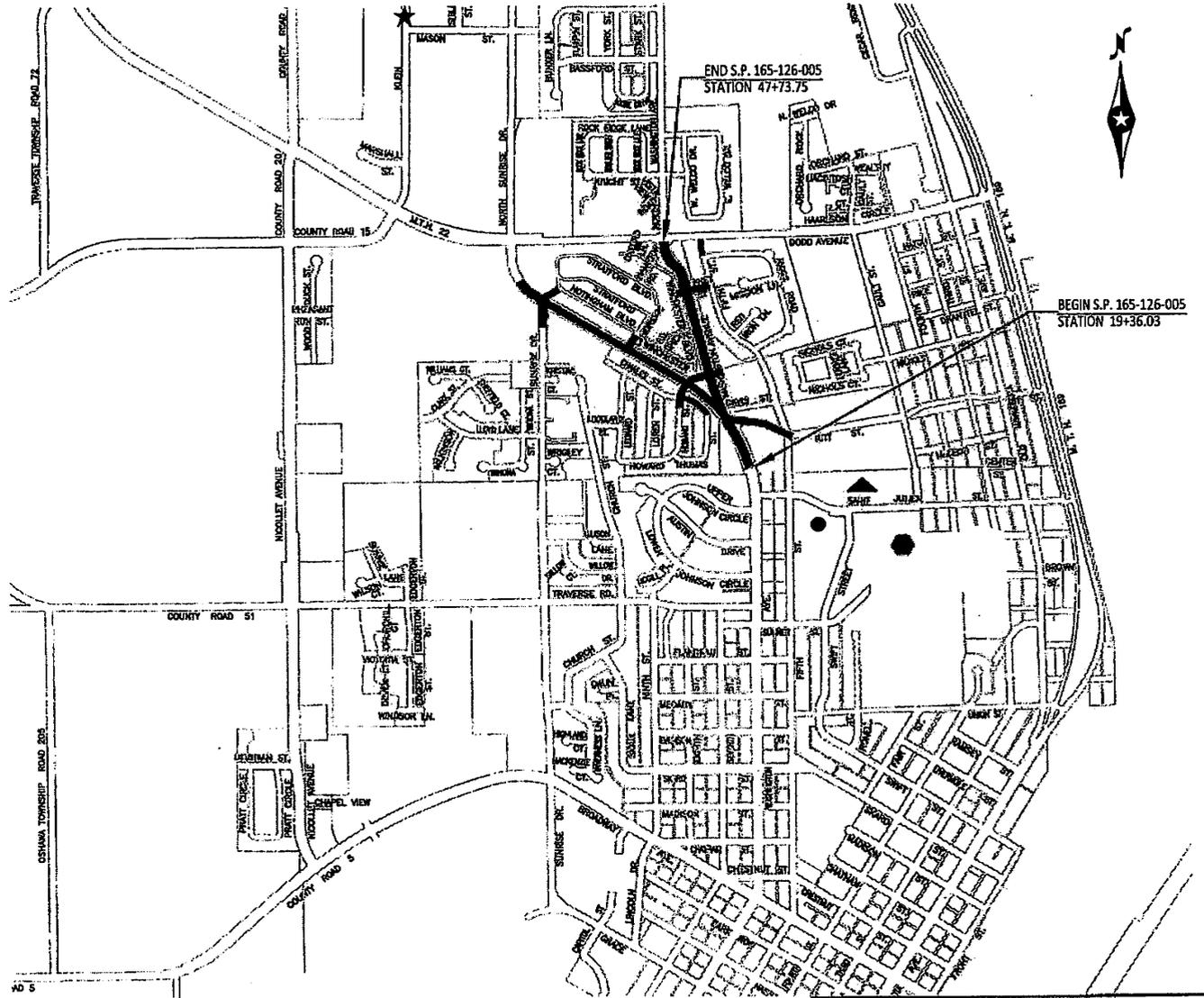
| | | | |
|-------------------|-------------|------|-------|
| STATE PROJ. NO. | 165-126-005 | | |
| GROSS LENGTH | 2837.72 | FEET | 0.538 |
| BRIDGES-LENGTH | 0.00 | FEET | 0.000 |
| EXCEPTIONS-LENGTH | 0.00 | FEET | 0.000 |
| NET LENGTH | 2837.72 | FEET | 0.538 |

DESIGN DESIGNATION (S.P. 165-126-005)

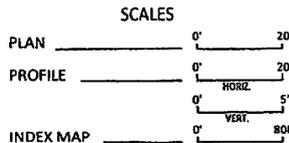
| | | | |
|-----------------------------|-------------------------|----------------------|------|
| N18 20 | N/A | | |
| Value | NA | | |
| es. ADT | 3550 | (2012) | |
| oj. ADT | 8150 | (2032) | |
| oj. HCADT | 815 | (2032) | |
| oil Factor | 75 | Pavement Design | 9 |
| oulder Width | N/A | | |
| oadway Classification | Urban Collector | | |
| o. Of Traffic Lanes | 2 | No. Of Parking Lanes | 2 |
| esign Speed | 35 MPH | | |
| ased On | Stopping Sight Distance | | |
| eight Of Eye | 3.5' | Height Of Object | 0.5' |
| esign Speed Not Achieved At | N/A | | |

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



33



MAP OF THE
CITY OF SAINT PETER
NICOLLET COUNTY, MN

MAP LEGEND

- PROJECT LIMITS
- EXCESS EXCAVATED MATERIAL DISPOSAL SITE & STOCKPILE SITE
- BITUMINOUS MILLING STOCKPILE SITE
- SALVAGED HYDRANTS TO CITY
- SALVAGED CASTINGS TO CITY

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN

STATE PROJ. NO. _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION AWARDING BID FOR WASHINGTON AVENUE LINK PROJECT PART 2

WHEREAS, the City was awarded a federal grant as partial funding to construct part two of the Washington Avenue Link Project (300 feet north of Saint Julien Street to Dodd Avenue; and

WHEREAS, project design has been completed and the project details coordinated with the affected citizens in the area of the project; and

WHEREAS, four bids were received on November 12, 2013, for the construction of the project as follows:

| | |
|---------------------------------|----------------|
| Chard Tiling and Excavating | \$2,630,199.97 |
| Heselton Construction, LLC | \$3,135,736.28 |
| GM Contracting, Inc. | \$3,561,849.14 |
| Southern Minnesota Construction | \$4,025,705.52 |

WHEREAS, the low bidder, Chard Tiling and Excavating, has successfully completed work for the City in the past; and

WHEREAS, Chard Tiling and Excavating has the equipment and resources necessary to successfully complete the size of project; and

WHEREAS, Chard Tiling and Excavating has met the requirements of the Minnesota Department of Transportation's office of civil rights disadvantage business enterprise (DBE) policies; and

WHEREAS, the Minnesota Department of Transportation (MNDOT) has approved Chard Tiling and Excavating which allows the City to award the project to Chard Tiling and Excavating, and

WHEREAS, the low bid is less than the Engineer's estimate for the project.

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

1. The City Council hereby awards the bid for the Washington Avenue Link Project Part 2 which includes the area 300 feet north of Saint Julien Street to Dodd Avenue to Chard Tiling and Excavating, of Belle Plaine, Minnesota in the amount of \$2,630,199.97.
2. The work will be funded through a combination of Federal grant funds, Municipal State Aid funds, and City Utility funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Honorable Mayor Strand
Members of the City Council

DATE: 12/4/13

FROM: Todd Prafke  Paula O'Connell
City Administrator Finance Director

RE: Final Property Tax Levy for taxes payable in 2014

ACTION/RECOMMENDATION

Approve the attached resolution to certify the final levy of \$2,131,010 to the Nicollet County Auditor.

BACKGROUND

On September 9, 2013 the City Council adopted a preliminary property tax levy for taxes payable in 2014. Our discussion for the December 9th City Council meeting will center around how taxes evolve from property values to property tax statements, influences on taxes, the City's tax levy impact on Saint Peter property owners and budget comparisons to prior years.

The one rule we still need to abide by is that the preliminary levy set in September of \$2,140,524 may be lowered, but not increased.

We are recommending an increase from the 2013 levy to the 2014 levy of \$52,504. This increase is a reduction of \$9,514 from the preliminary levy you approved in September, due to a lowered obligation to the 2013 and 2014 equipment certificate debt obligation, \$2,442 and \$7,072 respectively. As you may recall, the levy for the 2011 and the 2012 years stayed the same. It was increased by \$37,495 for the current year and now it is proposed to maximize the levy limit by our allowed \$30,000 and the increase in debt service needs. This recommendation is based on a number of factors that we will outline in the memo below. The 2014 levy includes a number of assumptions and has no significant changes in our budget from the 2012 and 2013 years.

Councilmembers should note that our tax capacity value has increased 1.75%. This increase in tax capacity and levy change will change the current Tax Rate of 50.67 to a tax rate of 51.06. This is less than a 1% increase in tax rate. Tax Rates for previous years are listed below:

| | |
|------|-------|
| 2013 | 50.67 |
| 2012 | 49.00 |
| 2011 | 43.52 |
| 2010 | 43.39 |
| 2009 | 37.93 |
| 2008 | 43.72 |
| 2007 | 42.59 |
| 2006 | 40.72 |

The total general fund expenditures are proposed to go up \$359,610, which is a 6.04% increase over the 2013 budget. The 2014 Local Government Aid Notice has been received and we are certified to receive \$2,908,508. This is an increase of \$292,382 over 2013. We believe this is an amount we can use without anticipation of further unallocation for the 2014 year.

We have proposed operation budgets for the general fund of \$6,316,289, special revenue funds of \$2,318,357, debt service funds of \$1,139,652, capital funds of \$1,800,735 and agency funds of \$46,300. The actual amount of property tax that is necessary to assist in funding these operations is \$2,131,010, or 18.3% of all these budgets. Other contributing sources of revenue are from local government aid, transfers from utility funds, grants and aids, fees, bonds, tax increment and special assessments.

Based on the projected budget, we will have a fund balance of \$2,945,537 at the end of budget year 2014. As you know our goal for reserves has continued to be in a range of 35% to 50%. In 2009 we did meet this goal because of the cuts that were made in preparation of the 2011 and 2012 years. Based on our current projections, the reserve percentage number will likely be 46.6% at the end of 2014.

While none of us enjoy paying property taxes, the proposed levy is both reasonable and responsible. The amount of the 2008 certified levy was \$2,020,342 which is just \$110,668 lower than the 2014 levy. Therefore, approval of the 2014 levy is a 5.47% increase over six years. This levy will allow the City to continue proper maintenance of streets, provide appropriate police and fire services, maintain and improve the parks system, continue economic development efforts, continue senior citizen and recreational activity, and provide staffing and materials to meet the demands of the taxpaying public. Staff will recommend adoption of this levy for property taxes payable in 2014 to maintain the quality of life that the residents of Saint Peter have enjoyed.

Fiscal Impact:

The levy certification deadline is December 30, 2013 and once certified, the City of Saint Peter will collect a levy of \$2,131,010 from property taxes in the year 2014 which breaks down as follows:

- General fund property tax revenue is \$1,305,614
- Library property tax revenue is \$220,133
- Debt obligation property tax revenue is \$595,263
- Firemen's Relief Association property tax revenue is \$10,000.

We use tax capacity to show how the proposed levy will affect property owners. In 2014 the tax capacity is \$4,173,947 which is about \$2,030 less than the number we saw during the preliminary levy.

Market value on exempt property is updated every six years. In 1999 when the exempt property market values were updated, 53% of the market value was taxable property in Saint Peter. In 2005 these exempt property market values were again updated, which gave us 63% of the City Market Value as taxable. In 2011 the exempt property update changed the percent of taxable market value to 63.6%.

The usual graphs, charts and other visuals will be available at your meeting.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Adoption of the final 2014 budget will follow.

Negative vote: Staff will await recommendation from the City Council.

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

Please let us know if we can provide any additional information or clarify anything before Monday.

TP/PO/bal

CITY OF SAINT PETER
TAX THEORY
TAX LEVY: CERTIFY IN 2013, COLLECTIBLE IN 2014

Levy Limit Years

Levy Limit

| | Certified: Payable: | Levy Limit Years | | | | Levy Limit | | | | |
|---|------------------------|------------------|--------------|--------------|--------------|------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| | | 2009 2010 | 2010 2011 | 2011 2012 | 2012 2013 | BUDGET 2013 2014 | PROJECTED 2014 2015 | PROJECTED 2015 2016 | PROJECTED 2016 2017 | PROJECTED 2017 2018 |
| General Fund | | 835,682 | 832,925 | 1,275,614 | 1,275,614 | 1,305,614 | 1,370,895 | 1,439,439 | 1,511,411 | 1,586,982 |
| \$ increase (decrease) in General Fund | | 297,281 | 0 | 90,490 | 0 | 30,000 | 65,281 | 68,545 | 71,972 | 75,571 |
| % increase (decrease) in General Fund | | 33.48% | 0.00% | 7.64% | 0.00% | 2.35% | 5.00% | 5.00% | 5.00% | 5.00% |
| Public Library | | 310,133 | 310,133 | 250,133 | 220,133 | 220,133 | 231,140 | 242,697 | 254,831 | 267,573 |
| St, Peter Community Center | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| N Firefighter's Relief | | 16,690 | 24,600 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Special Levies: | | | | | | | | | | |
| A Bonded Indebtedness | | | | | | | | | | |
| 2002 Refunding Bond (CCC) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 09 Public Project Revenue Bond(SPCC) | | 301,715 | 298,112 | 294,277 | 294,277 | 284,053 | 284,055 | 283,593 | 282,665 | 280,000 |
| 98 GO CO Refunding Bond (Pine Ridge) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| B Certificates of Indebtedness | | | | | | | | | | |
| Expired Equipment Certificates | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| '06 Equipment Certificate | | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 07 Equipment Certificate | | 34,200 | 34,200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08 Equipment Certificate | | 63,180 | 63,180 | 51,372 | 0 | 0 | 0 | 0 | 0 | 0 |
| '09 Equipment Certificate | | 69,300 | 67,462 | 65,720 | 63,977 | 62,049 | 0 | 0 | 0 | 0 |
| '10 Equipment Certificate | | 0 | 35,200 | 34,300 | 33,400 | 32,500 | 31,132 | 0 | 0 | 0 |
| '11 Equipment Certificate | | 0 | 21,995 | 21,995 | 21,425 | 20,850 | 20,235 | 19,590 | 0 | 0 |
| '12 Equipment Certificate | | | 14,600 | 14,600 | 48,900 | 53,000 | 47,500 | 47,500 | 47,500 | 0 |
| '13 Equipment Certificate - Fire Truck | | | | | 87,780 | 79,133 | 83,000 | 83,000 | 85,000 | 85,000 |
| '14 Equipment Certificate | | | | | | 40,678 | 88,312 | 85,947 | 83,581 | 81,216 |
| '15 Equipment Certificate | | | | | | | 57,500 | 56,000 | 54,500 | 54,500 |
| '16 Equipment Certificate | | | | | | | | 57,500 | 56,000 | 56,000 |
| '17 Equipment Certificate | | | | | | | | | 56,000 | 56,000 |
| '18 Equipment Certificate | | | | | | | | | | 56,000 |
| C Bonds of another local unit of Gov't | | | | | | | | | | |
| J Pera Employer rate inc. after 6/30/01 | | 79,895 | 82,652 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unallotment -- | | 269,547 | 269,547 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Abatement for Nash Finch | | | | | | 0 | 2,975 | 2,975 | 2,975 | 2,975 |
| Abatement for ISJ Clinic | | | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 |
| Special Levies: | | 349,442 | 873,353 | 505,264 | 572,759 | 595,263 | 637,709 | 659,105 | 691,221 | 694,691 |
| Levy applicable to levy limits: | | 1,670,900 | 1,167,658 | na | na | 1,535,747 | 1,612,034 | 1,692,136 | 1,776,243 | 1,864,555 |
| TOTAL GROSS LEVY: | | 2,020,342 | 2,041,011 | 2,041,011 | 2,078,506 | 2,131,010 | 2,249,743 | 2,351,241 | 2,467,464 | 2,559,246 |
| % increase(decrease) over prior levy | | 14.28% | 1.02% | 0.00% | 1.84% | 2.53% | 5.57% | 4.51% | 4.94% | 3.72% |
| Tax Rate: City | | 43.39 | 43.52 | 49.00 | 50.67 | 51.06 | 53.37 | 55.22 | 57.38 | 58.92 |
| Tax Rate: Total | | | | | | | | | | |
| Taxable Market Value | | 492,259,900 | 484,053,400 | 430,696,300 | 424,206,500 | 428,488,400 | | | | |
| Exempt Market Value | | 231,922,800 | 277,106,400 | 277,106,400 | 277,106,400 | 277,106,400 | | | | |
| Net Tax Capacity | | 4,656,626 | 4,689,589 | 4,165,734 | 4,102,084 | 4,173,947 | 4,215,686 | 4,257,843 | 4,300,422 | 4,343,426 |
| City | | 43.373 | 43.53 | 49.004 | 50.673 | 51.13 | proposed | | | |
| County | | 51.498 | 52.77 | 53.67 | 52.001 | 51.24 | | | | |
| School | | 13.761 | 15.553 | 16.716 | 16.752 | 17.175 | | | | |
| Region 9 | | 0.185 | 0.187 | 0.19 | 0.188 | 0.172 | | | | |
| Multi-County | | 0.350 | 0.357 | 0.367 | 0.352 | 0.322 | | | | |
| Total extension rate | | 109.167 | 112.397 | 119.947 | 119.966 | 120.039 | | | | |

39

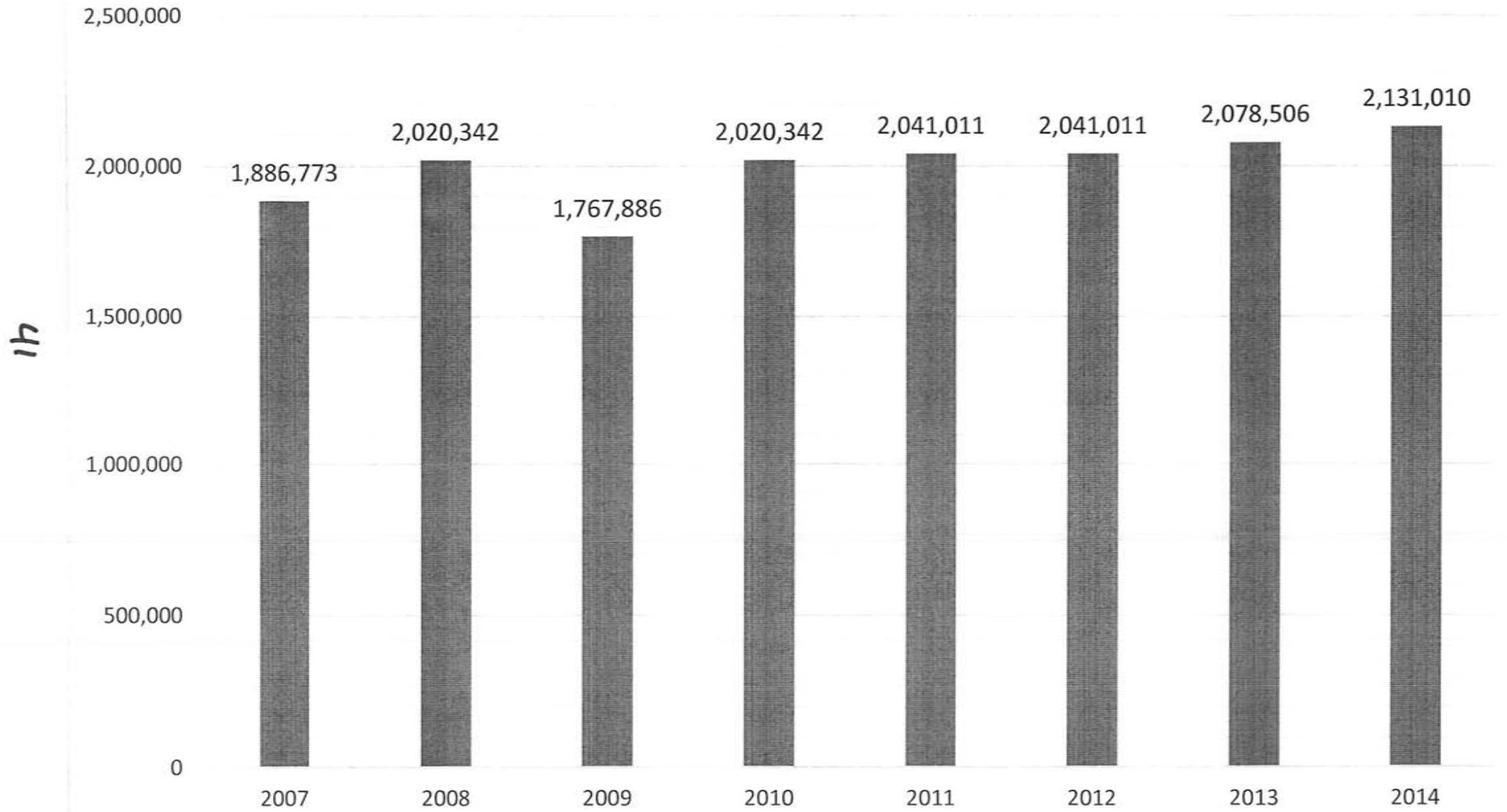
City Tax Comparison
1.8% increase in tax capacity
(This calculation doesn't reflect the reduction for homestead property tax relief)**

| | | | | | |
|-------------------|-----------|-----------|--------------|-----------------------|---------|
| 2014 tax capacity | 4,173,947 | 2014 levy | \$ 2,131,010 | City extension rate = | 0.51055 |
| 2013 tax capacity | 4,102,084 | 2013 levy | \$ 2,078,506 | City extension rate = | 0.50670 |

| if, your taxable Market Value is | 2014 tax | 2013 final tax | Annual change if MV stays the same | if, your taxable Market value increased 5% | 2014 tax | Annual Change from 2013 |
|--|----------|----------------|------------------------------------|--|-----------|-------------------------|
| Residential value = | | | | | | |
| \$ 60,000 | 306.33 | 304.02 | 2.31 | 63,000 | 321.65 | 17.63 |
| \$ 76,000 | 388.02 | 385.09 | 2.93 | 79,800 | 407.42 | 22.33 |
| \$ 100,000 | 510.55 | 506.70 | 3.86 | 105,000 | 536.08 | 29.38 |
| \$ 130,000 | 663.72 | 658.70 | 5.01 | 136,500 | 696.90 | 38.20 |
| \$ 150,000 | 765.83 | 760.04 | 5.78 | 157,500 | 804.12 | 44.07 |
| \$ 200,000 | 1,021.10 | 1,013.39 | 7.71 | 210,000 | 1,072.16 | 58.77 |
| \$ 250,000 | 1,276.38 | 1,266.74 | 9.64 | 262,500 | 1,340.19 | 73.46 |
| 4+ rental housing = | | | | | | |
| \$ 110,000 | 702.01 | 696.71 | 5.30 | 115,500 | 737.11 | 40.40 |
| \$ 150,000 | 957.28 | 950.05 | 7.23 | 157,500 | 1,005.15 | 55.09 |
| \$ 200,000 | 1,276.38 | 1,266.74 | 9.64 | 210,000 | 1,340.19 | 73.46 |
| \$ 250,000 | 1,595.47 | 1,583.42 | 12.05 | 262,500 | 1,675.24 | 91.82 |
| Commercial/Industrial = | | | | | | |
| \$ 150,000 | 1,148.74 | 1,140.06 | 8.67 | 157,500 | 1,225.32 | 85.26 |
| \$ 175,000 | 1,404.01 | 1,393.41 | 10.60 | 183,750 | 1,493.36 | 99.95 |
| \$ 200,000 | 1,659.29 | 1,646.76 | 12.53 | 210,000 | 1,761.40 | 114.64 |
| \$ 250,000 | 2,169.84 | 2,153.45 | 16.38 | 262,500 | 2,297.48 | 144.02 |
| \$ 1,000,000 | 9,828.09 | 9,753.88 | 74.21 | 1,050,000 | 10,338.64 | 584.76 |

nh

TOTAL GROSS LEVY:



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION ADOPTING THE FINAL 2013 TAX LEVY COLLECTIBLE IN 2014

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 2013, payable in 2014, to the County Auditor by September 15, 2013; and

WHEREAS, that levy was certified and set at a total levy of \$2,140,524; and

WHEREAS, in prior years the Legislature of the State of Minnesota has repealed the Truth in Taxation law requiring cities to publish notices and hold public hearings on the levy and budgets proposed for the 2014 fiscal year; and

WHEREAS, there are levy limits enacted for taxes collectible in 2014; and

WHEREAS, the final tax levy of 2013, payable in 2014, must be certified to the County Auditor by December 30, 2013, and cannot exceed the amounts proposed in September 2013; and

WHEREAS, in the further development and examination of the budgets after the September certification, the levy has been reduced to \$2,131,010.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following sums of money be certified to the County Auditor of Nicollet County, Minnesota, as the final tax levy for 2013, collectible in 2014, upon the taxable property in said City of Saint Peter, Nicollet County, Minnesota, that:

- 1) for the purpose of paying the general expenses of the City of Saint Peter for the fiscal year commencing January 1, 2014, a tax of \$ 1,305,614 be levied on all of the taxable property in the City of Saint Peter for the year 2014.
- 2) for the purpose of defraying the cost of operating the Saint Peter Public Library for the year commencing January 1, 2014, a tax of \$ 220,133 be levied on all of the taxable property in the City of Saint Peter for the year 2014.
- 3) for the purpose of defraying the cost of operating the Saint Peter Fire Relief for the year commencing January 1, 2014, a tax of \$ 10,000 be levied on all of the taxable property in the City of Saint Peter for the year 2014.
- 4) for the purpose of defraying the cost of the 2009 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 62,049 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 5) for the purpose of defraying the cost of the 2010 Equipment Certificates of

Indebtedness for the year commencing January 1, 2014, a tax of \$ 32,500 be levied on all taxable property in the City of Saint Peter for the year 2014.

- 6) for the purpose of defraying the cost of the 2011 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 20,850 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 7) for the purpose of defraying the cost of the 2012 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 53,000 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 8) for the purpose of defraying the cost of the 2013 Fire Truck Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 79,133 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 9) for the purpose of defraying the cost of the 2014 Equipment Certificates of Indebtedness for the year commencing January 1, 2014, a tax of \$ 40,678 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 10) for the purpose of defraying the cost of the 2001 Public Project Revenue Bond (St. Peter Community Center) for the year commencing January 1, 2014, a tax of \$ 284,053 be levied on all taxable property in the City of Saint Peter for the year 2014.
- 11) for the purpose of tax abatement for the fiscal year commencing January 1, 2014, a tax of \$ 23,000 be levied on all of the taxable property in the City of Saint Peter for the year 2014.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Honorable Mayor Strand
Members of the City Council

DATE: 12/4/13

FROM: Todd Prafke
City Administrator

Paula O'Connell
Finance Director

RE: 2014 Budgets for General, Special Revenue, Debt Service,
Capital Funds, and Agency Funds.

ACTION/RECOMMENDATION

Approve the 2014 budgets for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Funds, and the Agency Funds.

BACKGROUND

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 a quality and quantity of staff that provide those services.

Goals for this discussion are:

- Provide an update on the 2013 projections and budget modifications
- Provide an update on the 2014 budget progress
- 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 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 2014 budget is based on the ideas expressed below.

The changes within the budget, as compared to 2013, are very small with a few specific exceptions:

- Street maintenance for 2014 is planned for a \$42,500 increase over your 2013 budget. To be clear, you may remember making a change and adding \$90,000 in April and another \$30,000 in July, so this increase would be less than the work completed in 2013 after the additional dollars were provided by the Council. This is a response to what we believe are increasing material costs and continuing to provide maintenance on one of your biggest investments that is very expensive to replace.

- Police capital expenses include computers, video and a copier in the amount of \$37,900.
- Parks will see \$19,000 in miscellaneous improvements.
- The fire department budget includes \$25,000 of replacement equipment that have certification issues and also garage door openers.
- The 2014 budget also includes an allocation of \$2,500 for the youth center.
- \$50,000 of cuts were made to allow the same value of transfer to the 2014 debt levy. The majority of these cuts (\$42,000) is the reduced transfer to the pooled insurance fund.
- General Fund reserves will be lowered to a projected 46.6% of expenditures. This includes the use of \$66,445 to fund the 2014 operations. The percentage of Reserves is within your policy of 35% to 50% of years expenditures.

For 2014, 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 set by you, 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. In this case, the service levels are still based on the 2010 and 2011 budget modifications. 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. 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 2014 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 that deviation from budget at the end of each year has been very small, 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 nine years, local property taxes are more heavily depended upon to make your operations go. Also, Local Government Aid (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 2012 year with revenues over expenditures by \$421,131 and reserves increasing to \$3,483,074. The projected change to fund balance in 2013 is anticipated to decrease \$471,092 this is \$101,092 larger than the anticipated reductions due to bond prepayment (\$250,000) and additional street maintenance (\$120,000). Both of these expenditures were done according to the plan approved by the Council.

Working Plan Thus far - The 2014 budget is not balanced. Revenues will be lower than expenditures. 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% for the following years budgeted expenditures", we believe a \$66,445 use of fund balance is reasonable.

Based on the proposed budget we will have a projected fund balance of \$2,945,537 at the end of budget year 2014. Based on our current projections, the reserve percentage for the end of 2013 will likely be approximately 47.7%, and 2014 at 46.6%.

General fund expenditures are planned for an increase of \$359,610 driven by personnel costs, utilities, and capital purchases. 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, but this year we are relatively confident that the State will provide the levy of LGA promised for the 2014 year. Again, this budget is premised on your service level decisions for 2010 and 2011 and the budget modifications that resulted.

Some of the tools used to provide the 2014 budget year include:

- Enterprise funds have been estimated based on projected sales for the 2014 year, assuming rate increases and lower use possibilities in 2014. This is a very conservative approach, but we have seen consumption reductions at the initial rate increase. 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.
- Health insurance costs are budgeted with a 10% increase.
- Wage modifications for all union and non-union are about 3%.
- No significant changes in personnel levels with no position additions and no eliminations compared to the 2010 modification list and actual FTE in 2011-2013 budgets. In other words - no changes. 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. We budgeted hours of overtime at the levels we have seen for 2011-2013.
- Budget modifications, and in particular cuts articulated for the 2010 year, are also cut as a part of the 2014 budget.
- Fire Relief Association levy of \$10,000 for the 2014 year.
- Self-funding a higher deductible for Property/Casualty Insurance coverage across all funds. This plan is not anticipated to transfer an amount for 2014 from general fund, there is anticipated that the enterprise funds will continue to contribute to the insurance pool. After the claim deductibles are closed, the 2013 fund balance will be approximately \$275,000.
- 2013 Local Government aid is not planned to be reduced from the certified amount. We have an additional \$292,382 for 2014.
- Additional Debt related to the purchase of a fire truck. We have a seven year levy necessary for the debt service.
- Reserves are contributing \$50,000 to the reduction of the 2014 equipment certificate debt.
- The levy includes the additional \$30,000 allowed under levy limits, which will go to the general fund budget.

Projects in 2014 that are being planned include:

- Equipment Certificate for \$380,250. These potential purchases will be discussed closer to the final budget approval and are (not prioritized). The \$14,000 allocated for a transit bus has been removed as our potential for 2 bus purchases has been removed from the Department of Transit.
 - \$30,000 - Squad car

- \$57,000 - City share of a new TRT Armored vehicle
- \$26,000 - Turn out gear (Fire Dept) possible place holder if grant is available.
- \$29,250 - share of \$65,000 mechanics service truck w/winch
- \$200,000 – Street Sweeper
- \$38,000 - Replace 1999 72" Toro mower

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

- Seal coating and patching work increase by \$42,500. (Compared to Budget 2013)
- Additional parks repairs of \$19,000 for enhancements to dugouts and picnic tables.
- We have planned no funding in the budget for Pavilion work as an amount is not known and our planning, thus far, has been to work to solicit other peoples money (OPM) once a scope is determined.
- Purchase of the land, on the west of Saint Peter, made earlier this year has been funded by the 2013 reserves in the Parkland Dedication, Tornado fund, and the Nicollet Meadows Capital fund.
- There will be other modifications to fees, which are insignificant to the budget, but more reflective of actual costs.
- There is no funding for issues related to the development north of Union Street. These will be funded elsewhere.
- The budget includes Coalition of Greater Minnesota Cities (\$15,600) and Third Floor (funding by restricted funds).

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 more valuable during your enterprise funds discussion 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.
 - 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 General Fund by transferring alley skirting from assessable to be paid by the City.
 - When to take savings from Insurance Fund.
 - Additional enterprise funds contributing to the general fund.
 - Targeted utility increases.
 - Franchise fees (Franchise fees as exemplified by a Natural Gas fee.)
 - 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 have increased due to cost savings, but there are still areas of volatility that could substantially influence the final 2014 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.
 - Budget modification from 2010 still influences us today. There is a long list of items that the Council has reviewed and Staff has moved forward with. These changes have led to modifications in the way we provide services including eliminating positions and reducing expenditures in many ways. We continue to be on target to maintain those savings, but if we don't meet the targets, the reserve outlook for ending 2013 would be reduced. Again, we are on track in this area, but it is important to be vigilant.
 - 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 have been reviewed and discussed by the City Council during the course of our budget process.

FISCAL IMPACT:

Market value numbers and tax capacities for the payable 2014 year are have been updated by the county and implemented into the attached spreadsheets.

We have proposed operation budgets for the general fund of \$6,316,289, special revenue funds of \$2,318,357, debt service funds of \$1,139,652, capital funds of \$1,800,735 and Agency Funds of \$46,300. The City staff and Council have reviewed the budgets and understand that all purchases and projects must again be approved by the City Council if it exceeds the amounts in the purchase policy. By approving the budget the City Council provides a tool for staff to work with.

Another important consideration is reserves. Our General Fund reserves have increased from 37.4% to 47.7% since the end of 2008 to the projected 2013 year, or in real dollars by about \$961,330. 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, approximately \$210,000 in Enterprise Fund savings were realized and was planned to be transferred to the General Fund in 2011. We have not made that transfer, nor are we planning to make those transfers in the future. This is not an attractive option for the 2014 year as Utility Reserves have declined and Utility rates have climbed enough for those reserves to be necessary in those enterprise funds.

Generally speaking, an increase in your levy of \$10,000 means an increase in your tax rate of .23. A decrease in your levy of \$10,000 means a decrease in your tax rate of .23.

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 2013 year. That is something we can review, but again our mission here has been to tell you the cost to provide services as directed after the 2010 and 2011 budget modifications were put in place.
- Spend down the increase in reserves which lowers the gross levy but then it may make future years more difficult. We like the 2014 plan we have illustrated knowing that the high likelihood of things changing, especially as it relates to State funding beyond 2014. Again, this is part of that Fund Balance and policy discussion.
- Put more capital purchases on the equipment certificate, which would lower this year's levy but increase future year levies. There is \$125,280 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 2014 then in 2015 we discontinue it and then in 2016 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.

There are many, many more.

We will have the usual graphs, charts and other visuals that you have seen in previous years.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will use the budget as a guide to operate in 2014.
Negative vote: Staff will wait for further direction from the City Council.
Modification of the resolution: This is always an option of the Council.

Please feel free to contact us if you have any additional questions or concerns.

14GFzSUM

**General Fund
Revenue Summary**

| | 2010 | 2011 | 2012 | 2013 | 2013 | 2014 |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| | Actual | Actual | Actual | Budget | Projected | Proposed Budget |
| Property Taxes | 1,065,312 | 1,021,425 | 1,324,535 | 1,275,614 | 1,275,614 | 1,305,614 |
| Other Taxes | 74,590 | 76,865 | 79,274 | 71,500 | 71,500 | 76,600 |
| Licenses & Permits | 308,545 | 149,557 | 163,689 | 132,920 | 133,390 | 130,720 |
| State Grants and Aids | 2,739,305 | 2,776,464 | 3,042,061 | 2,737,826 | 3,005,783 | 3,030,208 |
| Administrative Fees | 124,808 | 37,270 | 40,584 | 25,150 | 27,996 | 25,650 |
| Police & Fire | 118,366 | 121,704 | 129,908 | 106,500 | 111,650 | 111,500 |
| Streets /Refuse Sales | 17,291 | 16,684 | 18,534 | 14,700 | 14,800 | 14,800 |
| Recreation | 134,835 | 158,885 | 176,778 | 145,000 | 163,650 | 154,000 |
| Fines & Penalties | 80,067 | 81,530 | 91,342 | 83,000 | 79,000 | 79,000 |
| Interest & Misc Income | 149,947 | 135,782 | 168,316 | 51,952 | 51,156 | 41,752 |
| Transfer from other Funds | 0 | 13,550 | 0 | 0 | 0 | 0 |
| Utility Fund Transfers | 1,174,151 | 1,271,264 | 1,284,974 | 1,312,517 | 1,220,000 | 1,280,000 |
| TOTAL REVENUES: | 5,987,217 | 5,860,980 | 6,519,995 | 5,956,679 | 6,154,539 | 6,249,844 |
| % increase (decrease) over prior year: | 3.93% | 1.74% | 17.44% | -8.64% | 3.32% | 1.55% |
| % increase (decrease) over prior year budget: | | | | 1.63% | -5.61% | 4.92% |

**General Fund
Expenditure Summary**

| | 2010 | 2011 | 2012 | 2013 | 2013 | 2014 |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| | Actual | Actual | Actual | Budget | Projected | Proposed Budget |
| Mayor and Council | 35,957 | 36,500 | 41,541 | 44,570 | 41,120 | 41,435 |
| City Administrator | 155,800 | 155,714 | 162,336 | 167,831 | 169,131 | 171,826 |
| City Clerk | 61,649 | 61,739 | 60,582 | 65,117 | 65,724 | 66,617 |
| Elections | 12,661 | 10,815 | 17,819 | 10,916 | 10,916 | 21,642 |
| Finance Department | 226,043 | 225,500 | 213,277 | 241,358 | 241,358 | 246,820 |
| Legal Services | 125,418 | 135,489 | 155,631 | 136,500 | 136,500 | 141,000 |
| Municipal Building | 81,279 | 93,216 | 90,665 | 95,571 | 84,571 | 90,619 |
| Police Department | 1,790,778 | 1,876,778 | 1,956,079 | 1,961,928 | 1,964,544 | 2,078,493 |
| Fire Department | 235,090 | 233,857 | 565,048 | 296,487 | 583,168 | 342,404 |
| Building Inspections | 185,228 | 173,902 | 171,248 | 180,118 | 180,378 | 187,697 |
| Emergency Management | 7,836 | 1,092 | 1,086 | 7,808 | 7,808 | 7,769 |
| Community Service | 81,102 | 77,914 | 79,714 | 79,389 | 83,389 | 86,168 |
| Public Works Administration | 114,868 | 93,471 | 80,956 | 84,707 | 84,879 | 88,018 |
| Streets | 902,496 | 1,097,409 | 1,028,945 | 1,037,668 | 1,105,818 | 1,118,012 |
| Street Lighting | 91,968 | 98,653 | 104,103 | 130,000 | 130,000 | 130,000 |
| Senior Coordinator | 26,057 | 29,017 | 29,921 | 32,400 | 31,350 | 33,081 |
| Recreation and Leisure Services | 319,560 | 332,210 | 329,414 | 336,671 | 339,833 | 347,442 |
| Swimming Pool | 144,457 | 144,672 | 169,272 | 217,716 | 217,206 | 167,547 |
| Skating Rinks | 12,642 | 11,326 | 9,121 | 12,062 | 11,362 | 11,926 |
| Parks | 578,459 | 619,793 | 598,018 | 640,971 | 668,530 | 695,153 |
| Community Development | 97,341 | 118,042 | 139,788 | 128,291 | 169,446 | 156,773 |
| Unallocated - Insurance | 20,788 | 19,614 | 18,636 | 20,000 | 20,000 | 4,747 |
| Unallocated - Memberships | 26,863 | 24,433 | 24,801 | 28,600 | 28,600 | 28,600 |
| Unallocated - Miscellaneous | 0 | 0 | 0 | 0 | 0 | 52,500 |
| Total Expenditures | 5,334,340 | 5,671,156 | 6,048,001 | 5,956,679 | 6,375,631 | 6,316,289 |
| Other Transfers Out (In) | 59,697 | 46,756 | 50,863 | 250,000 | 250,000 | 0 |
| NET OPERATIONS: | 593,180 | 143,068 | 421,131 | (250,000) | (471,092) | (66,445) |
| % increase (decrease) over prior year: | -2.76% | 6.31% | 6.64% | -1.51% | 5.42% | -0.93% |
| % increase (decrease) over prior year budget: | | | | | | 6.04% |

| | | | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Beginning Fund Balance | 2,325,695 | 2,918,875 | 3,061,943 | 3,483,074 | 3,483,074 | 3,011,982 |
| Ending Fund Balance | 2,918,875 | 3,061,943 | 3,483,074 | 3,233,074 | 3,011,982 | 2,945,537 |
| Percent of next year budget | 51.5% | 50.6% | 58.5% | 51.2% | 47.7% | |
| Percent of same year budget | | | | | | 46.6% |

CITY OF ST. PETER LIBRARY

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Current Budget | 2013 Projected Year End | 2014 Proposed Budget |
|---|----------------|----------------|----------------|----------------|---------------------------|-------------------------------|----------------------------|
| Property Taxes | 310,133 | 310,133 | 310,133 | 250,133 | 220,133 | 220,133 | 220,133 |
| State Grants and Aids | 60,344 | 45,909 | 49,448 | 45,365 | 45,047 | 45,047 | 45,047 |
| Administrative Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fines & Penalties | 11,195 | 11,808 | 14,371 | 11,854 | 8,000 | 8,500 | 0 |
| Interest & Misc Income | 56,266 | 53,960 | 57,247 | 73,210 | 48,000 | 65,225 | 37,700 |
| Transfer from other Funds | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL REVENUES | 437,938 | 421,810 | 431,199 | 380,562 | 321,180 | 338,905 | 302,880 |
| Personnel Services | 179,214 | 178,186 | 177,467 | 202,320 | 204,784 | 204,784 | 202,637 |
| Office Expenses | 17,990 | 14,614 | 17,228 | 17,406 | 16,500 | 16,640 | 16,500 |
| Professional Services | 75,516 | 65,528 | 65,405 | 77,706 | 75,030 | 69,030 | 71,030 |
| Repair & Maintenance | 19,086 | 20,263 | 20,015 | 24,796 | 20,900 | 50,700 | 24,600 |
| Capital | 48,098 | 37,148 | 42,392 | 44,240 | 34,000 | 46,638 | 40,100 |
| TOTAL EXPENDITURES | 339,904 | 315,739 | 322,507 | 366,468 | 351,214 | 387,792 | 354,867 |
| NET OPERATIONS | 98,034 | 106,071 | 108,692 | 14,094 | -30,034 | -48,887 | -51,987 |
| BEGINNING FUND BALANCE | 61,625 | 159,659 | 265,730 | 374,422 | 388,516 | 388,516 | 339,629 |
| ENDING FUND BALANCE-Restricted | 42,219 | 42,219 | 39,563 | 38,459 | 38,459 | 38,459 | 38,459 |
| ENDING FUND BALANCE-Unrestricted | 117,440 | 223,511 | 334,859 | 350,057 | 320,023 | 301,170 | 249,183 |
| | | | | | | | 70.2% |

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CITY OF ST. PETER COMMUNITY CENTER

| | 2009 Actual | 2010 Actual | 2011 Actual | 2012 Actual | 2013 Proposed Budget | 2013 Projected Year End | 2014 Proposed Budget |
|-------------------------------|----------------|----------------|----------------|----------------|----------------------------|-------------------------------|----------------------------|
| Property Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| State Grants and Aids | 131 | 131 | 131 | 131 | 130 | 130 | 130 |
| Interest & Misc Income | 15,682 | 16,559 | 22,094 | 33,984 | 14,500 | 23,400 | 23,400 |
| Daily/advertising/term Rents | 152,268 | 163,174 | 192,561 | 201,006 | 198,000 | 198,000 | 200,268 |
| Transfer from other Funds | 141,500 | 146,881 | 147,183 | 143,736 | 152,000 | 152,000 | 152,000 |
| Utility Fund Transfers | 49,551 | 50,294 | 53,256 | 54,801 | 50,000 | 50,000 | 52,000 |
| TOTAL REVENUES | 359,132 | 377,039 | 415,225 | 433,658 | 414,630 | 423,530 | 427,798 |
| Personnel Services | 126,153 | 112,782 | 113,182 | 123,290 | 116,393 | 116,393 | 127,534 |
| Office Expenses | 31,819 | 36,607 | 40,495 | 44,969 | 42,200 | 42,410 | 42,700 |
| Professional Services | 137,374 | 123,138 | 126,705 | 119,358 | 143,950 | 142,750 | 144,950 |
| Repair & Maintenance | 46,260 | 15,176 | 24,657 | 33,948 | 31,000 | 34,500 | 31,000 |
| Transfer to Other Funds | 0 | 11,794 | 11,334 | 11,428 | 0 | 0 | 0 |
| Capital | 0 | 0 | 6,770 | 26,094 | 13,000 | 27,438 | 20,295 |
| TOTAL EXPENDITURES | 341,606 | 299,497 | 323,143 | 359,087 | 346,543 | 363,491 | 366,479 |
| NET OPERATIONS | 17,526 | 77,542 | 92,082 | 74,571 | 68,087 | 60,039 | 61,319 |
| BEGINNING FUND BALANCE | 12,121 | 29,647 | 107,189 | 199,271 | 273,842 | 273,842 | 333,881 |
| ENDING FUND BALANCE | 29,647 | 107,189 | 199,271 | 273,842 | 341,929 | 333,881 | 395,200 |
| | | | | | | | 107.8% |

53

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION APPROVING THE GENERAL FUND, SPECIAL REVENUE FUNDS, DEBT SERVICE FUNDS, CAPITAL FUNDS, AND AGENCY FUNDS FOR THE 2014 FISCAL YEAR

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, MINNESOTA, THAT: the General Fund, Special Revenue Funds, Debt Service Funds, Capital Funds, and Agency Fund expenditure budgets for the 2014 fiscal year be and hereby are approved as follows:

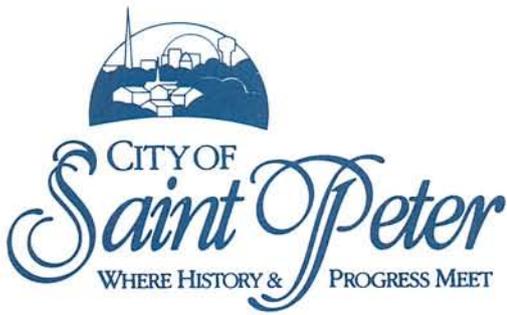
| | | | |
|------|---------------------------------------|---------------|---------------------|
| I. | General Fund | | |
| | A. General Government | \$ 936,732 | |
| | B. Public Safety | 2,702,531 | |
| | C. Public Works | 2,031,183 | |
| | D. Recreation and Leisure | 559,996 | |
| | E. Other and Miscellaneous | <u>85,847</u> | |
| | | | \$ 6,316,289 |
| II. | Special Revenue Funds | | |
| | A. Insurance | \$ 50,000 | |
| | B. Library | 355,293 | |
| | C. SPPA | 16,253 | |
| | D. Community Center | 367,689 | |
| | E. Economic Revolving Loan | 100,000 | |
| | F. Tax Increment Financing | 624,722 | |
| | G. Fire Relief Association | 53,200 | |
| | H. Nicollet Hotel | 10,900 | |
| | I. Nicollet Plaza | 24,300 | |
| | J. Tornado Revolving Loan | 70,000 | |
| | K. Housing Tax Increment #9 | 20,500 | |
| | L. Nicollet Meadows Tax Increment #10 | 326,200 | |
| | M. INH Tax Increment #11 | 33,300 | |
| | N. Mankato Clinic Tax Increment #12 | 36,000 | |
| | O. Façade Revolving Loan | 10,000 | |
| | P. Washington Terrace Tax Increment | 120,000 | |
| | Q. Jefferson Ave Tax Increment | 100,000 | |
| | | | \$2,318,357 |
| III. | Debt Service Funds | | \$1,139,652 |
| IV. | Capital Funds | | \$1,800,735 |
| IV. | Agency Funds | | \$ <u>46,300</u> |
| | TOTAL FUND EXPENDITURES: | | <u>\$11,621,333</u> |

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: December 4, 2013

FROM: Paula O'Connell
Director of Finance

RE: 2014 Environmental Services Fund Budget

ACTION/RECOMMENDATION

Approve the 2014 Environmental Service Fund Rates and Budget.

BACKGROUND

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

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

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

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

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

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

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

Here are some highlights for this fund in 2014:

- Operations, and services provided as a part of this fund are proposed to be the same as in the past few years. Services such as curb-side yard waste and leaf pick up; Christmas tree pick up; and a drop off site are continuing. There are two potential caveats to this which include additional assistance on downtown flower baskets and downtown tree holiday lighting. These services are not budgeted for, but our expanding participation is likely part of our future work
- Garbage and disposal expense is 53% of the operating budget, and is provided by two contracts.
- Wages and benefits are recorded in the areas of work actually performed. For budget purposes the wage and benefits are allocated based on a percentage.
- Approval of the budget does not allow for the purchase of large items without additional City Council approval. Budgeted items over \$7,500 will be presented to the Council for final approval of purchase.

The capital needs shown in the 2013 budget/projected columns include improvements to the new public/private cooperative compost site. To continue processing compost, yard waste, leaves, and small branches, we needed to make improvements to our facilities to meet Minnesota Pollution Control Agency (MPCA) permitting rules. MPCA had us on a five year plan to meet their compost permitting rules and that timeline expired June 1, 2013. After June 1, 2013 we could not operate at the existing stormwater (1965 wastewater) ponds. Our improvements to the new public/private cooperative compost site included fencing and site grading.

The Refuse fund has no debt obligations.

FISCAL IMPACT:

The fund balance is projected to be \$50,059 at the end of 2014. Based on operations, cash flow and risk needs, I believe a target reserve should be in the area of \$300,000. This fund does not have large, higher priced equipment attached, therefore funding replacement/failures of equipment should not be difficult once the target reserve is achieved. A tandem truck is an example of a large replacement cost at \$200,000 (2006 purchase amount) in the Environmental Fund. (To be clear, we are not proposing such a purchase as a part of this budget.)

Our current Waste Management contract for the pickup and hauling of garbage/recycling will be in effect until February 28, 2014. During this evaluation of service providers we will also review rates. Under the current rate structure we could increase our environmental service fee on average \$1.00 per month and generate \$30,000.

Recycle, Recycle, Recycle. The single sort recycling program has been operating well. We

continue to promote and educate residents of Saint Peter to increase our recycling and lower our disposal amounts. In 2012, Waste Management included additional plastics (#3 through #7) to the curbside single sort recycling. The promotion, which will provide for a broader range of recyclable materials, will continue to help reduce the amount of garbage going to landfills.

The approval of the Environmental Services budget in the amount of \$801,590 will give Staff a working plan. The actual purchase or initiation of large projects and the funding source for those projects will be presented individually to the City Council for authorization.

ALTERNATIVES AND VARIATIONS:

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

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

Modification of the resolution. This is always an option of the Council. Changes regarding a new garbage hauler contract may be considered.

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

PO

| | B | C | D | E | F | REFUSE | T | U | V | W | |
|----|-----|-------|-----|---|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 3 | | | | | | R | S | | | | |
| | | | | | Revenues | | | 2013 | 2013 | 2014 | |
| 4 | | | | | | 2010 | 2011 | 2012 | Proposed | Projected | Proposed |
| 5 | | | | | | Actual | Actual | Actual | Budget | Budget | Budget |
| 6 | 603 | 33422 | | | Other State Grants | 326 | 326 | 326 | 326 | 326 | 326 |
| 7 | 603 | 34403 | | | Refuse Collection Fees | 710,866 | 715,582 | 714,861 | 780,000 | 730,000 | 730,000 |
| 8 | 603 | 34404 | | | Garbage Bag Sales | 2,669 | 2,200 | 1,819 | 2,100 | 2,100 | 2,100 |
| 9 | 603 | 34406 | | | Refuse Change-Outs | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 603 | 36101 | | | Special Assessments | -3,910 | 4,661 | -52,250 | 3,100 | 3,100 | 3,100 |
| 11 | 603 | 36102 | | | Special Assessments - Interest | 11 | 0 | 0 | 0 | 0 | 0 |
| 12 | 603 | 36210 | | | Interest Earned | 1,585 | 1,078 | 1,810 | 1,600 | 1,600 | 1,600 |
| 13 | 603 | 36250 | | | Refunds & Reimbursements | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 603 | 37360 | | | Penalty Revenues | 10,091 | 10,222 | 9,890 | 9,500 | 9,500 | 9,500 |
| 15 | 603 | 37370 | | | Miscellaneous Revenue | 7,383 | 2,123 | 8,910 | 2,000 | 2,000 | 2,000 |
| 16 | 603 | 39101 | | | Sale of Fixed Assets | 0 | 0 | 495 | 0 | 0 | 0 |
| 17 | 603 | 39200 | | | Transfer from other Funds | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | | | | | Total Revenues | 729,021 | 736,192 | 685,861 | 798,626 | 748,626 | 748,626 |
| 19 | | | | | | | | | | | |
| 20 | | | | | Expenditures | | | | | | |
| 21 | | | | | | | | | | | |
| 22 | | | | | Operations | | | | | | |
| 23 | 603 | 49510 | 100 | | Wages | 79,733 | 86,708 | 97,494 | 97,176 | 97,176 | 104,719 |
| 24 | 603 | 49510 | 101 | | Temporary Wages | 6,076 | 5,088 | 7,319 | 17,896 | 10,000 | 17,896 |
| 25 | 603 | 49510 | 102 | | Overtime | 0 | 104 | 403 | 2,970 | 2,970 | 3,149 |
| 26 | 603 | 49510 | 121 | | PERA | 5,549 | 6,258 | 7,252 | 7,241 | 7,241 | 7,801 |
| 27 | 603 | 49510 | 122 | | FICA | 5,108 | 5,527 | 6,386 | 7,319 | 7,319 | 777 |
| 28 | 603 | 49510 | 126 | | Medicare | 1,195 | 1,293 | 1,493 | 1,712 | 1,712 | 1,824 |
| 29 | 603 | 49510 | 131 | | Health | 23,825 | 21,842 | 24,440 | 27,760 | 27,760 | 29,910 |
| 30 | 603 | 49510 | 132 | | Dental | 858 | 905 | 1,285 | 1,698 | 1,698 | 1,826 |
| 31 | 603 | 49510 | 133 | | Life | 48 | 43 | 51 | 50 | 50 | 53 |
| 32 | 603 | 49510 | 151 | | Workers Comp | 2,900 | 3,679 | 3,719 | 5,111 | 5,111 | 5,474 |
| 33 | 603 | 49510 | 205 | | Misc. Employee Expenses | 209 | 113 | 0 | 5,663 | 5,663 | 5,663 |
| 34 | 603 | 49510 | 208 | | Garbage Bag Purchases | 565 | 565 | 352 | 500 | 0 | 500 |
| 35 | 603 | 49510 | 210 | | Operating Supplies | 9,571 | 20,283 | 17,788 | 19,400 | 19,000 | 19,400 |
| 36 | 603 | 49510 | 211 | | Motor Fuel | 8,170 | 10,392 | 16,380 | 14,000 | 6,000 | 14,000 |
| 37 | 603 | 49510 | 220 | | Repair and Maintenance Supp. | 510 | 879 | 1,917 | 1,000 | 540 | 1,000 |
| 38 | 603 | 49510 | 300 | | Prof. Services & Collection | 389,279 | 394,768 | 391,652 | 401,103 | 401,103 | 401,103 |
| 39 | 603 | 49510 | 331 | | Travel & Training | 120 | 0 | 0 | 500 | 500 | 500 |
| 40 | 603 | 49510 | 340 | | Advertising | 0 | 0 | 0 | 100 | 100 | 100 |
| 41 | 603 | 49510 | 351 | | Legal Notices & Publications | 0 | 0 | 0 | 0 | 0 | 0 |
| 42 | 603 | 49510 | 360 | | Insurance | 2,923 | 2,875 | 2,434 | 4,750 | 4,750 | 4,750 |
| 43 | 603 | 49510 | 404 | | Repair & Maint - Equipment | 3,130 | 9,908 | 31,652 | 10,000 | 7,000 | 10,000 |
| 44 | 603 | 49510 | 405 | | Repair & Maint - Site | 0 | 0 | 259 | 1,000 | 500 | 1,000 |
| 45 | 603 | 49510 | 415 | | Equipment Rental | 198 | 0 | 5 | 7,000 | 2,500 | 8,000 |
| 46 | 603 | 49510 | 430 | | Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0 |
| 47 | | | | | Sub-Total: Operations | 539,967 | 571,230 | 612,281 | 633,949 | 608,693 | 639,445 |

| | B | C | D | E | F | REFUSE | T | U | V | W | |
|-----|-----|-------|-----|---|---------------------------------------|---------|---------|---------|----------|----------|---------|
| 48 | | | | | | | | 2013 | 2013 | 2014 | |
| 49 | | | | | | 2010 | 2011 | 2012 | Proposed | Proposed | |
| 50 | | | | | Administrative and General | Actual | Actual | Actual | Budget | Budget | |
| 51 | 603 | 49520 | 100 | | Wages | 34,266 | 34,216 | 33,882 | 35,579 | 35,579 | 36,517 |
| 52 | 603 | 49520 | 102 | | Overtime | 68 | 64 | 114 | 87 | 87 | 89 |
| 53 | 603 | 49520 | 112 | | Car Allowance | 780 | 780 | 780 | 761 | 761 | 761 |
| 54 | 603 | 49520 | 121 | | PERA | 2,407 | 2,498 | 2,520 | 2,579 | 2,579 | 2,647 |
| 55 | 603 | 49520 | 122 | | FICA | 2,074 | 2,080 | 2,093 | 2,211 | 2,211 | 2,270 |
| 56 | 603 | 49520 | 126 | | Medicare | 485 | 486 | 490 | 517 | 517 | 531 |
| 57 | 603 | 49520 | 131 | | Health Insurance | 9,061 | 9,115 | 8,777 | 9,129 | 9,129 | 10,318 |
| 58 | 603 | 49520 | 132 | | Dental Insurance | 614 | 503 | 545 | 466 | 466 | 501 |
| 59 | 603 | 49520 | 133 | | Life Insurance | 15 | 14 | 13 | 14 | 14 | 14 |
| 60 | 603 | 49520 | 151 | | Workers Comp. | 707 | 702 | 714 | 466 | 466 | 447 |
| 61 | 603 | 49520 | 200 | | Office Supplies | 516 | 812 | 1,044 | 800 | 800 | 800 |
| 62 | 603 | 49520 | 205 | | Misc. Employee Expenses | 4,129 | 4,502 | 3,382 | 4,992 | 4,992 | 4,992 |
| 63 | 603 | 49520 | 210 | | Operating Supplies | 249 | 117 | 219 | 500 | 500 | 500 |
| 64 | 603 | 49520 | 220 | | Repair & Maint. Supplies | 639 | 687 | 1,760 | 1,000 | 1,000 | 1,000 |
| 65 | 603 | 49520 | 300 | | Professional Services | 7,760 | 6,764 | 12,107 | 20,000 | 20,000 | 20,000 |
| 66 | 603 | 49520 | 321 | | Telephone | 960 | 1,072 | 1,089 | 1,030 | 1,030 | 1,030 |
| 67 | 603 | 49520 | 322 | | Postage | 9 | 3 | 0 | 0 | 0 | 0 |
| 68 | 603 | 49520 | 331 | | Travel & Training | 1,434 | 1,387 | 1,049 | 800 | 800 | 800 |
| 69 | 603 | 49520 | 340 | | Advertising | 0 | 0 | 0 | 0 | 0 | 0 |
| 70 | 603 | 49520 | 351 | | Legal Notices & Publications | 0 | 6 | 0 | 0 | 0 | 0 |
| 71 | 603 | 49520 | 354 | | Printing & Binding | 0 | 0 | 0 | 0 | 0 | 0 |
| 72 | 603 | 49520 | 360 | | Insurance | 712 | 746 | 664 | 1,500 | 1,500 | 1,500 |
| 73 | 603 | 49520 | 380 | | Utilities | 3,682 | 3,164 | 6,837 | 4,400 | 4,400 | 4,400 |
| 74 | 603 | 49520 | 401 | | Repair & Maint. - Buildings | 544 | 1,277 | 1,521 | 1,400 | 1,400 | 1,400 |
| 75 | 603 | 49520 | 404 | | Repair & Maint. - Equipment | 1,279 | 2,831 | 2,299 | 1,300 | 2,200 | 2,000 |
| 76 | 603 | 49520 | 430 | | Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0 |
| 77 | 603 | 49520 | 433 | | Dues & Subscriptions | 180 | 520 | 269 | 300 | 300 | 300 |
| 78 | | | | | Sub-Total: Admin. & General | 72,570 | 74,346 | 82,168 | 89,831 | 90,731 | 92,817 |
| 80 | | | | | Customer Account | | | | | | |
| 81 | 603 | 49525 | 100 | | Wages | 8,986 | 8,960 | 11,619 | 9,306 | 9,306 | 8,809 |
| 82 | 603 | 49525 | 102 | | Overtime | 60 | 98 | 163 | 332 | 332 | 316 |
| 83 | 603 | 49525 | 121 | | PERA | 630 | 653 | 719 | 699 | 699 | 662 |
| 84 | 603 | 49525 | 122 | | FICA | 513 | 519 | 575 | 598 | 598 | 566 |
| 85 | 603 | 49525 | 126 | | Medicare | 120 | 121 | 134 | 140 | 140 | 132 |
| 86 | 603 | 49525 | 131 | | Health Insurance | 3,334 | 3,346 | 3,136 | 3,389 | 3,389 | 3,575 |
| 87 | 603 | 49525 | 132 | | Dental Insurance | 163 | 209 | 161 | 154 | 154 | 166 |
| 88 | 603 | 49525 | 133 | | Life Insurance | 5 | 5 | 5 | 5 | 5 | 5 |
| 89 | 603 | 49525 | 151 | | Worker's Compensation | 67 | 55 | 57 | 76 | 76 | 57 |
| 90 | 603 | 49525 | 200 | | Office Supplies | 807 | 308 | 940 | 1,400 | 1,400 | 1,400 |
| 91 | 603 | 49525 | 300 | | Professional Services | 1,683 | 1,575 | 1,850 | 2,000 | 2,000 | 2,000 |
| 92 | 603 | 49525 | 322 | | Postage | 5,085 | 5,174 | 5,235 | 5,100 | 5,100 | 5,100 |
| 93 | 603 | 49525 | 331 | | Travel and Training | 0 | 0 | 0 | 50 | 50 | 50 |
| 94 | 603 | 49525 | 354 | | Printing & Binding | 0 | 0 | 0 | 750 | 750 | 750 |
| 95 | 603 | 49525 | 360 | | Insurance | 122 | 124 | 105 | 440 | 440 | 440 |
| 96 | 603 | 49525 | 404 | | Repair & Maint. - Equipment | 1,315 | 1,353 | 1,633 | 1,700 | 1,700 | 1,700 |
| 97 | 603 | 49525 | 430 | | Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0 |
| 98 | 603 | 49525 | 904 | | Bad Debt Expense | 427 | 0 | 133 | 100 | 100 | 100 |
| 99 | | | | | Sub-Total: Customer Accounts | 23,317 | 22,500 | 26,465 | 26,239 | 26,239 | 25,828 |
| 100 | | | | | Depreciation | | | | | | |
| 101 | | | | | | | | | | | |
| 102 | 603 | 49970 | 420 | | Depreciation | 6,100 | 5,885 | 4,033 | 6,500 | 6,500 | 6,500 |
| 103 | | | | | | | | | | | |
| 104 | | | | | Interest Payments | | | | | | |
| 105 | 603 | 49980 | 611 | | Bond Interest Payments | 0 | 0 | 0 | 0 | 0 | 0 |
| 106 | | | | | | | | | | | |
| 107 | | | | | Transfers | | | | | | |
| 108 | 603 | 49990 | 720 | | Operating Transfer | 3,503 | 2,945 | 3,486 | 0 | 0 | 0 |
| 109 | | | | | | | | | | | |
| 110 | | | | | TOTAL EXPENDITURES: | 645,457 | 676,906 | 728,433 | 756,519 | 732,163 | 764,590 |
| 111 | | | | | | | | | | | |
| 112 | | | | | NET ENVIRONMENTAL SERVICES OPERATION: | 83,564 | 59,286 | -42,572 | 42,107 | 16,463 | -15,964 |
| 113 | | | | | | | | | | | |
| 114 | | | | | | | | | | | |
| 115 | | | | | Capital - General Plant | | | | | | |
| 116 | | | | | | | | | | | |
| 117 | 603 | 48310 | 300 | | Professional Services | 0 | 0 | 449 | 0 | 7,788 | 0 |
| 118 | 603 | 48310 | 550 | | Motor Vehicles | 0 | 0 | 0 | 0 | 0 | 25,000 |
| 119 | 603 | 48310 | 580 | | Equipment | 526 | 300 | 2,647 | 44,800 | 81,605 | 12,000 |
| 120 | | | | | | 526 | 300 | 3,096 | 44,800 | 89,393 | 37,000 |
| 121 | | | | | | | | | | | |
| 122 | | | | | Bond Principal Payments | | | | | | |
| 123 | | | | | Principal Payments on Bonds | 0 | 0 | 0 | 0 | 0 | 0 |

| | B | C | D | E | F | R | S | T | U | V | W |
|-----|---|---|---|---|--|----------------|---------------|-----------------|-----------------|-----------------|-----------------|
| 124 | | | | | | | | | | | |
| 125 | | | | | | | | | | | |
| 126 | | | | | Environmental Services Fund | | | | | | |
| 127 | | | | | Statement of Sources and Applications of Cash | | | | | | |
| 128 | | | | | | | | | 2013 | 2013 | 2014 |
| 129 | | | | | 2010 | 2011 | 2012 | Proposed | Projected | Proposed | |
| 130 | | | | | Actual | Actual | Actual | Budget | Budget | Budget | |
| 131 | | | | | Sources of Cash: | | | | | | |
| 132 | | | | | | | | | | | |
| 133 | | | | | Net Income (loss) | 83,564 | 59,286 | (42,572) | 42,107 | 16,463 | (15,964) |
| 134 | | | | | Add depreciation | 6,100 | 5,885 | 4,033 | 6,500 | 6,500 | 6,500 |
| 135 | | | | | | | | | | | |
| 136 | | | | | Total | 89,664 | 65,171 | (38,539) | 48,607 | 22,963 | (9,464) |
| 137 | | | | | | | | | | | |
| 138 | | | | | Application of cash: | | | | | | |
| 139 | | | | | | | | | | | |
| 140 | | | | | Purchase of fixed assets | (526) | (300) | (3,096) | (44,800) | (89,393) | (37,000) |
| 141 | | | | | | | | | | | |
| 142 | | | | | Change in assets and liabilities | (3,792) | 2,367 | (20,772) | 0 | 0 | 0 |
| 143 | | | | | | | | | | | |
| 144 | | | | | Principal payments of long-term debt | 0 | 0 | 0 | 0 | 0 | 0 |
| 145 | | | | | | | | | | | |
| 146 | | | | | Bond Proceeds | 0 | 0 | 0 | 0 | 0 | 0 |
| 147 | | | | | | | | | | | |
| 148 | | | | | Total | (4,318) | 2,067 | (23,868) | (44,800) | (89,393) | (37,000) |
| 149 | | | | | | | | | | | |
| 150 | | | | | Net increase (decrease) in cash | 85,346 | 67,238 | (62,407) | 3,807 | (66,430) | (46,464) |
| 151 | | | | | | | | | | | |
| 152 | | | | | Cash balance - January 1 | 72,776 | 158,122 | 225,360 | 162,953 | 162,953 | 96,523 |
| 153 | | | | | | | | | | | |
| 154 | | | | | Cash balance - December 31 | 158,122 | 225,360 | 162,953 | 166,760 | 96,523 | 50,059 |
| 155 | | | | | Percent of next year operations | 23.4% | 30.8% | 21.5% | 21.8% | 12.6% | |
| 156 | | | | | Percent of same year operations | | | | | | 6.5% |

Environmental Services Capital Plan

| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|--|--------------------|--------------------|--------------------|--------------------|---------------------|--------------------|---------------|---------------|---------------|---------------|
| General Plant | | | | | | | | | | |
| 603.48310.300 Professional/engineering Services | | | | | | | | | | |
| 603.48310.550 Motor Vehicles | | | | | \$250,000.00 | | | | | |
| #47 Replacement '98 Int'l Tandem Truck One Ton - used | \$25,000.00 | | | | | | | | | |
| 603.48310.580 Equipment/Site | | | | | | | | | | |
| Pave entrance & leaf area | \$12,000.00 | | | | | | | | | |
| Pave tree & brush area | | | \$15,000.00 | | | | | | | |
| Wall for leaf drop off | | \$15,000.00 | | | | | | | | |
| Add 2nd leaf vacuum | | | | \$60,000.00 | | | | | | |
| Replace wood chipper | | | \$45,000.00 | | | | | | | |
| #28 - Replace '93 F700 bucket truck used | | | | | \$90,000.00 | | | | | |
| Add tree spade pull type | | \$40,000.00 | | | | | | | | |
| Replace mosquito sprayer | | | | | | \$10,000.00 | | | | |
| TOTALS - General Plant | \$37,000.00 | \$55,000.00 | \$60,000.00 | \$60,000.00 | \$340,000.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Boulevard Tress (Expensed) | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| Bond Debt Service Payments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Environmental Services Capital Funding F 2013

69

| | FUNDING SOURCE: | RESERVES/ CASH | ASSESS./ Developer | GRANT or State Aid | BOND (Finance) |
|--|-----------------|-------------------|-----------------------|-----------------------|-------------------|
| 603.48310 General Plant | | | | | |
| 300 Engineering | | \$ - | \$ - | \$ - | \$ - |
| 550 Motor Vehicles | | \$ 25,000 | \$ - | \$ - | \$ - |
| Used 1-ton | | \$ - | \$ - | \$ - | \$ - |
| 580 Equipment | | | \$ - | \$ - | \$ - |
| Paving entrance & leaf area | | \$ 12,000 | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - |
| TOTALS - CAPITAL Environmental Services | | \$ 37,000 | \$ - | \$ - | \$ - |

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION ADOPTING 2014 ENVIRONMENTAL SERVICES ENTERPRISE BUDGET

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

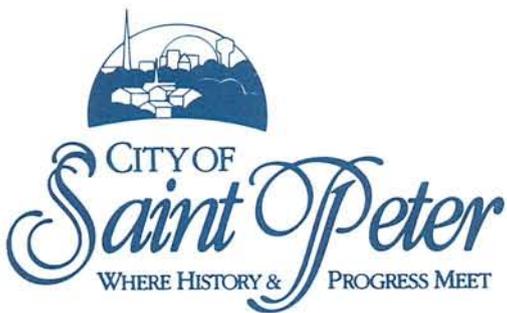
| | |
|----------------------------|-----------|
| Environmental Service Fund | \$801,590 |
|----------------------------|-----------|

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: December 4, 2013

FROM: Paula O'Connell
Director of Finance

RE: 2014 Stormwater Fund Budget

ACTION/RECOMMENDATION

Approve the 2014 Stormwater Enterprise budget.

BACKGROUND

The attached documents provide background on the recommended budget for the Stormwater Enterprise Fund for the 2014 year. This fund is used for stormwater management, inspection of construction in the City right-of-way (ROW), repair and maintenance needs within our community and is supported through a utility charge that is billed on utility bills for all properties within the City based on the properties size.

The operations for 2014 are very similar to the plan that was approved in 2013 and there is no change recommended in the rates. A rate increase will be necessary to cover a projected deficit in 2015.

The current rates are \$7.50 for single family residential and multi-unit dwellings up to five units. Parcels with greater than 5 units and business dwellings are charged at a rate of \$22.50/acre. A 10% increase to the rate would generate an additional \$44,100; an increase of \$.50 to each rate would generate an additional \$14,856 for residential and \$5,800 for parcels charged by acres.

Since 2011, wages have increased by eliminating the stormwater operator and engineering technician and filling those positions with the creation of the two Infrastructure Technician positions which have added versatility to the stormwater operations. As projects are completed throughout the year, a portion of their wages will be reallocated to the appropriate utility based on the project funding.

Stormwater also continues to contribute 6.5% of sales to the general fund in the 2014 budget.

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

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

- Rebuild the West Chatham Street and North Fourth Street intersection to enhance stormwater structures (estimated at \$60,000).

- \$25,000 is planned to complete non-reimbursed stormwater improvements related to the Washington Avenue Link project.

- Improve stormwater treatment and conveyance for new development along Old Minnesota Avenue including:
 - Land purchases for stormwater basins.
 - Highway 169 Basin
 - Brown Street Basin

- Maintenance Equipment:
 - Replace 2003 F150
 - Replace 2001 Vector Truck
 - Replace 1994 F250
 - Harper DewEze Mower (side slope mower)
 - Hydromulcher – this is anticipated to be used to assist contractors and utility providers who work in the City ROW to reduce cost of soil stabilization.

Debt service attributable to this Fund is

- G.O. Water and Sewer Revenue Bond, 2004C
 - 2014 debt service \$37,657; remaining debt \$0; final payment 2014.
- \$870,000 Taxable G.O. Utility Revenue and TIF Bonds, 2010B;
 - 2014 debt service \$46,712; remaining debt \$141,375; final payment 2020.

FISCAL IMPACT:

Based on the proposed budget, I anticipate that our cash position will decrease from a projected \$366,884 at the end of 2013, to an estimate of \$152,231 at the end of 2014. The operating expenses for 2014 are \$588,772; which puts the reserve at 26% of the current year operating budget.

This budget anticipates using \$243,500 of reserves to fund capital purchases. According to the 10 year capital plan and after the 2014 purchases, annual capital costs will range between \$126,000 and \$214,000. This is going to continue to reduce the reserves of this fund without a future rate adjustment. The 2015 budget will be a reasonable time to review these rates and our future plans for stormwater improvements. The challenges we face in this fund are driven by cost of additional development and changes in rules and regulations related to stormwater treatment and how development could occur. This budget includes lots of place holders that allow us to plan ahead, but frankly, we do not yet know when or exactly to what extent activity will take place. In addition to the infrastructure capital improvements and placeholders, we are budgeting a bit more money in the 2014 year for capital equipment paid for with cash. Those expenditures are more cyclical in nature.

You may note the budget includes potential capital infrastructure purchases of over \$1 million. These are funded through issuance of debt. These are placeholders in our process and do not affect the cash balances as stated in your budget. More importantly, member should know, our

plan continues to be to do projects as development occurs. This development is not based on a specific time line but rather projects will be completed when needed. Funding sources for this will be determined at that time of need and will likely include various sources such as, assessments, fees, development agreement fees, and other associated funding.

The approval of the Stormwater budget (including capital) in the amount of \$2,232,272 will give Staff a working plan. The actual purchase or initiation of large projects and funding sources for any large projects or purchases will be presented individually to the City Council for authorization. There is no proposal to change the rate structure or rates for the 2014 year.

ALTERNATIVES AND VARIATIONS

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

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

Modification of the resolution. This is always an option of the Council. Rate increase could be considered as a 2014 adjustment instead of waiting for the 2015 review.

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

PO

| | | | Stormwater Revenues | | | | | 2014 | 2015 | | |
|-----|-------|-----|------------------------------------|---------|---------|---------|-----------|----------|----------|---------|--|
| | | | 2010 | 2011 | 2012 | 2013 | 2013 | Proposed | Proposed | | |
| | | | Actual | Actual | Actual | Budget | Projected | Budget | Budget | | |
| 606 | 37610 | | Residential Charges-Single Family | 217,504 | 217,927 | 217,850 | 217,850 | 218,000 | 219,000 | 219,000 | |
| 606 | 37615 | | Residential Charges-< 5 mult units | 7,377 | 7,427 | 7,423 | 7,450 | 7,450 | 8,000 | 8,500 | |
| 606 | 37618 | | Residential Charges-> 5 mult units | 12,050 | 12,046 | 12,056 | 12,200 | 12,200 | 13,000 | 15,000 | |
| 606 | 37620 | | Commercial Charges | 73,559 | 77,016 | 78,269 | 75,500 | 78,000 | 79,000 | 79,000 | |
| 606 | 37625 | | Manufactured Homes | 6,697 | 6,697 | 6,697 | 6,700 | 6,700 | 6,700 | 6,700 | |
| 606 | 37630 | | Industrial Charges | 18,671 | 18,668 | 18,671 | 18,700 | 18,700 | 18,700 | 16,000 | |
| 606 | 37640 | | Schools/RTC | 59,614 | 59,912 | 59,912 | 59,700 | 59,700 | 59,700 | 59,700 | |
| 606 | 37645 | | Church/Government | 37,847 | 37,163 | 36,816 | 37,600 | 37,600 | 37,600 | 37,600 | |
| | | | Sub-Total: Stormwater Charges | 433,319 | 436,856 | 437,694 | 435,700 | 438,350 | 441,700 | 441,500 | |
| 606 | 37650 | | Connection Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 606 | 37656 | | Erosion Control Permit | 32,665 | 34,410 | 28,025 | 30,000 | 30,000 | 30,000 | 35,000 | |
| 606 | 37660 | | Penalty Revenues | 3,115 | 3,224 | 2,998 | 3,000 | 3,000 | 3,000 | 3,000 | |
| 606 | 37670 | | Miscellaneous | 10,440 | 6,963 | 12,541 | 2,000 | 5,000 | 22,000 | 700 | |
| | | | Sub-Total: Other Operating Rev. | 46,220 | 44,597 | 43,564 | 35,000 | 38,000 | 55,000 | 38,700 | |
| 606 | 33422 | | Other State Grants | 43 | 16,493 | 43 | 43 | 43 | 43 | 43 | |
| 606 | 36101 | | Special Assessments | 518 | 20,840 | 7,364 | 3,000 | 3,000 | 3,000 | 3,000 | |
| 606 | 36210 | | Interest Earned | 5,676 | 5,242 | 3,688 | 3,500 | 3,500 | 3,500 | 5,000 | |
| 606 | 39200 | | Transfer from other Funds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | Sub-Total: Non-Operating Revenues | 6,237 | 42,575 | 11,095 | 6,543 | 6,543 | 6,543 | 8,043 | |
| | | | TOTAL OPERATING REVENUES | 479,539 | 481,453 | 481,258 | 470,700 | 476,350 | 496,700 | 480,200 | |
| | | | TOTAL REVENUES | 485,776 | 524,028 | 492,353 | 477,243 | 482,893 | 503,243 | 488,243 | |
| | | | Stormwater Expenditures | | | | | | | | |
| | | | Collections/Lift Stations | | | | | | | | |
| 606 | 49700 | 100 | Wages | 51,436 | 64,422 | 72,064 | 36,566 | 36,566 | 37,666 | 38,419 | |
| 606 | 49700 | 101 | Temporary Wages | 1,768 | 1,783 | 9,142 | 1,367 | 1,367 | 1,367 | 1,394 | |
| 606 | 49700 | 102 | Overtime | 112 | 53 | 378 | 977 | 977 | 1,006 | 1,026 | |
| 606 | 49700 | 112 | Car Allowance | 120 | 120 | 120 | 120 | 120 | 120 | 120 | |
| 606 | 49700 | 121 | PERA | 3,681 | 3,804 | 5,169 | 2,722 | 2,722 | 2,804 | 2,860 | |
| 606 | 49700 | 122 | FICA | 3,186 | 3,248 | 4,824 | 2,412 | 2,412 | 2,482 | 2,532 | |
| 606 | 49700 | 126 | Medicare | 745 | 760 | 1,128 | 564 | 564 | 581 | 593 | |
| 606 | 49700 | 131 | Medical Insurance | 6,847 | 2,516 | 5,852 | 569 | 569 | 596 | 608 | |
| 606 | 49700 | 132 | Dental Insurance | 93 | 138 | 1,192 | 39 | 39 | 41 | 42 | |
| 606 | 49700 | 133 | Life Insurance | 19 | 23 | 30 | 14 | 14 | 14 | 14 | |
| 606 | 49700 | 142 | Unemployment - Direct Pay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 606 | 49700 | 151 | Workers Compensation | 2,940 | 2,345 | 1,148 | 1,555 | 1,555 | 1,554 | 1,585 | |
| 606 | 49700 | 210 | Operating Supplies | 13 | 4 | 574 | 2,000 | 1,000 | 2,000 | 2,050 | |
| 606 | 49700 | 211 | Motor Fuels | 418 | 0 | 0 | 600 | 100 | 600 | 615 | |
| 606 | 49700 | 220 | Repair & Maintenance Supplies | 380 | 4,925 | 895 | 1,700 | 1,200 | 1,700 | 1,743 | |
| 606 | 49700 | 300 | Professional Services | 4,051 | 3,845 | 12,716 | 3,000 | 5,600 | 3,000 | 3,075 | |
| 606 | 49700 | 360 | Insurance | 458 | 424 | 909 | 1,200 | 1,900 | 1,200 | 1,230 | |
| 606 | 49700 | 406 | Repair & Maint. - Mains | 3,338 | 3,159 | 1,043 | 10,000 | 5,000 | 12,000 | 12,300 | |
| 606 | 49700 | 430 | Miscellaneous | 0 | 0 | 0 | 300 | 300 | 1,000 | 1,025 | |
| 606 | 49700 | 433 | Dues and Subscriptions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | 79,605 | 91,569 | 117,184 | 65,705 | 62,005 | 69,731 | 71,231 | |
| | | | Source/Treatment | | | | | | | | |
| 606 | 49710 | 100 | Wages | 19,740 | 27,274 | 24,686 | 9,653 | 9,653 | 9,944 | 10,143 | |
| 606 | 49710 | 101 | Temporary Wages | 1,686 | 1,559 | 178 | 1,367 | 1,367 | 1,367 | 1,394 | |
| 606 | 49710 | 102 | Overtime | 0 | 0 | 159 | 178 | 178 | 183 | 187 | |
| 606 | 49710 | 112 | Car Allowance | 120 | 120 | 120 | 120 | 120 | 120 | 122 | |
| 606 | 49710 | 121 | PERA | 1,437 | 1,137 | 1,747 | 713 | 713 | 734 | 749 | |
| 606 | 49710 | 122 | FICA | 1,322 | 1,042 | 1,465 | 694 | 694 | 713 | 727 | |
| 606 | 49710 | 126 | Medicare | 309 | 244 | 343 | 162 | 162 | 167 | 170 | |
| 606 | 49710 | 131 | Medical Insurance | 3,266 | 1,474 | 2,964 | 407 | 407 | 434 | 443 | |
| 606 | 49710 | 132 | Dental Insurance | 101 | 121 | 197 | 39 | 39 | 41 | 42 | |
| 606 | 49710 | 133 | Life Insurance | 8 | 5 | 10 | 3 | 3 | 4 | 4 | |
| 606 | 49710 | 151 | Workers Compensation | 784 | 716 | 332 | 449 | 449 | 447 | 456 | |
| 606 | 49710 | 210 | Operating Supplies | 856 | 1,713 | 6,981 | 5,000 | 7,200 | 8,000 | 8,200 | |
| 606 | 49710 | 211 | Motor Fuels | 3,172 | 5,622 | 7,556 | 5,000 | 7,000 | 7,000 | 7,175 | |
| 606 | 49710 | 220 | Repair & Maintenance Supplies | 613 | 1,048 | 586 | 2,000 | 400 | 2,000 | 2,050 | |
| 606 | 49710 | 300 | Professional Services | 157 | 644 | 176 | 6,000 | 1,000 | 6,000 | 6,150 | |
| 606 | 49710 | 360 | Insurance | 383 | 348 | 291 | 875 | 875 | 875 | 897 | |
| 606 | 49710 | 380 | Utilities | 7,235 | 5,673 | 4,859 | 3,500 | 2,000 | 3,500 | 3,588 | |
| 606 | 49710 | 404 | Repair & Maint. - Equip. & Pumps | 992 | 1,233 | 2,611 | 900 | 3,300 | 900 | 923 | |
| 606 | 49710 | 405 | Repair & Maint. - Ponds | 2,805 | 0 | 0 | 10,000 | 1,000 | 15,000 | 15,375 | |
| 606 | 49710 | 406 | Repair & Maint. - Mains | 1,300 | 0 | 0 | 5,000 | 500 | 4,000 | 4,100 | |
| 606 | 49710 | 415 | Equipment Rental | 0 | 0 | 5 | 50 | 50 | 50 | 51 | |
| 606 | 49710 | 430 | Miscellaneous | 0 | 0 | 0 | 50 | 50 | 50 | 51 | |
| 606 | 49710 | 433 | Dues and Subscriptions | 0 | 0 | 0 | 20 | 20 | 20 | 21 | |
| | | | | 46,286 | 49,973 | 55,266 | 52,180 | 37,180 | 61,549 | 63,017 | |

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| | | | | 2010 | 2011 | 2012 | 2013 | 2013 | 2014 | 2015 |
|-----------------------------------|-------|-----|---|---------|---------|---------|----------|-----------|-----------------|-----------------|
| | | | | Actual | Actual | Actual | Budget | Projected | Proposed Budget | Proposed Budget |
| Administrative and General | | | | | | | | | | |
| 606 | 49720 | 100 | Wages | 51,778 | 63,159 | 79,566 | 156,114 | 139,787 | 128,630 | 131,203 |
| 606 | 49720 | 101 | Temporary Wages | 0 | 474 | 1,497 | 0 | 0 | 0 | 0 |
| 606 | 49720 | 102 | Overtime | 121 | 618 | 298 | 3,828 | 3,828 | 4,032 | 4,113 |
| 606 | 49720 | 112 | Car Allowance | 354 | 354 | 354 | 354 | 354 | 354 | 354 |
| 606 | 49720 | 121 | PERA | 3,662 | 4,295 | 5,736 | 11,589 | 11,589 | 12,149 | 12,392 |
| 606 | 49720 | 122 | FICA | 3,048 | 3,504 | 4,728 | 9,916 | 9,916 | 10,395 | 10,603 |
| 606 | 49720 | 126 | Medicare | 714 | 821 | 1,105 | 2,319 | 2,319 | 2,431 | 2,480 |
| 606 | 49720 | 131 | Medical Insurance | 10,387 | 10,164 | 13,343 | 27,175 | 27,175 | 29,716 | 30,310 |
| 606 | 49720 | 132 | Dental Insurance | 752 | 632 | 1,304 | 2,094 | 2,094 | 2,252 | 2,297 |
| 606 | 49720 | 133 | Life Insurance | 25 | 24 | 32 | 70 | 70 | 74 | 75 |
| 606 | 49720 | 151 | Workers Compensation | 1,172 | 1,046 | 3,907 | 5,373 | 5,373 | 5,441 | 5,550 |
| 606 | 49720 | 200 | Office Supplies | 264 | 1,201 | 174 | 500 | 500 | 500 | 513 |
| 606 | 49720 | 205 | Misc. Employee Expenses | 1,373 | 2,856 | 3,183 | 2,500 | 2,500 | 2,500 | 2,563 |
| 606 | 49720 | 210 | Operating Supplies | 178 | 1,037 | 381 | 1,000 | 1,000 | 1,000 | 1,025 |
| 606 | 49720 | 211 | Motor Fuels | 0 | 52 | 0 | 150 | 150 | 150 | 154 |
| 606 | 49720 | 220 | Repair & Maintenance Supplies | 0 | 0 | 0 | 150 | 150 | 150 | 154 |
| 606 | 49720 | 300 | Professional Services | 6,403 | 1,161 | 872 | 12,000 | 1,000 | 1,200 | 1,230 |
| 606 | 49720 | 321 | Telephone | 1,055 | 998 | 3,069 | 500 | 2,300 | 500 | 513 |
| 606 | 49720 | 322 | Postage | 0 | 0 | 7 | 2,000 | 500 | 2,000 | 2,050 |
| 606 | 49720 | 331 | Travel & Training | 410 | 3,421 | 3,982 | 2,200 | 3,000 | 4,000 | 4,100 |
| 606 | 49720 | 340 | Advertising | 0 | 133 | 0 | 1,500 | 500 | 1,500 | 1,538 |
| 606 | 49720 | 351 | Legal Notices & Publications | 231 | 52 | 53 | 100 | 100 | 100 | 103 |
| 606 | 49720 | 354 | Printing & Binding | 0 | 0 | 0 | 200 | 200 | 200 | 205 |
| 606 | 49720 | 360 | Insurance | 431 | 442 | 375 | 800 | 1,200 | 800 | 820 |
| 606 | 49720 | 380 | Utilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 606 | 49720 | 401 | Repair & Maint. - Buildings | 0 | 438 | 0 | 100 | 100 | 100 | 103 |
| 606 | 49720 | 404 | Repair & Maint.-Equip. & Mach. | 43 | 352 | 417 | 500 | 700 | 1,000 | 1,025 |
| 606 | 49720 | 430 | Miscellaneous | 0 | 0 | 0 | 1,000 | 500 | 1,000 | 1,025 |
| 606 | 49720 | 433 | Dues and Subscriptions | 690 | 1,090 | 840 | 2,300 | 1,000 | 2,300 | 2,358 |
| | | | | 83,091 | 98,324 | 125,223 | 246,332 | 217,905 | 214,474 | 218,851 |
| Customer Accounts | | | | | | | | | | |
| 606 | 49725 | 100 | Wages | 8,934 | 11,111 | 11,859 | 9,306 | 9,306 | 8,809 | 8,985 |
| 606 | 49725 | 102 | Overtime | 60 | 98 | 163 | 332 | 332 | 316 | 322 |
| 606 | 49725 | 121 | PERA | 630 | 653 | 719 | 699 | 699 | 662 | 675 |
| 606 | 49725 | 122 | FICA | 513 | 519 | 575 | 598 | 598 | 566 | 577 |
| 606 | 49725 | 126 | Medicare | 120 | 121 | 135 | 140 | 140 | 132 | 135 |
| 606 | 49725 | 131 | Health Insurance | 3,334 | 3,345 | 3,136 | 3,389 | 3,389 | 3,575 | 3,647 |
| 606 | 49725 | 132 | Dental Insurance | 163 | 209 | 161 | 154 | 154 | 166 | 169 |
| 606 | 49725 | 133 | Life Insurance | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 606 | 49725 | 151 | Worker's Compensation | 67 | 55 | 57 | 76 | 76 | 57 | 58 |
| 606 | 49725 | 200 | Office Supplies | 0 | 0 | 0 | 185 | 185 | 185 | 190 |
| 606 | 49725 | 211 | Motor Fuels | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 606 | 49725 | 300 | Professional Services | 5 | 4 | 5 | 300 | 100 | 300 | 308 |
| 606 | 49725 | 322 | Postage | 0 | 0 | 0 | 35 | 35 | 35 | 36 |
| 606 | 49725 | 331 | Travel & Training | 0 | 27 | 2,000 | 50 | 600 | 50 | 51 |
| 606 | 49725 | 354 | Printing & Binding | 0 | 0 | 0 | 125 | 125 | 125 | 128 |
| 606 | 49725 | 360 | Insurance | 72 | 74 | 63 | 120 | 200 | 200 | 205 |
| 606 | 49725 | 404 | Repair & Maint. - Equipment & Mach. | 0 | 0 | 0 | 260 | 260 | 260 | 267 |
| 606 | 49725 | 430 | Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 606 | 49725 | 904 | Bad Debt Expense | 68 | -9 | 88 | 120 | 120 | 120 | 123 |
| | | | Sub-Total: Customer Accounts | 13,971 | 16,212 | 18,966 | 15,894 | 16,324 | 15,563 | 15,881 |
| Depreciation | | | | | | | | | | |
| 606 | 49970 | 420 | Depreciation | 181,854 | 192,442 | 196,573 | 192,000 | 192,000 | 192,000 | 192,000 |
| Interest Payments | | | | | | | | | | |
| 606 | 49980 | 611 | Bond Interest Payments | 10,170 | 12,281 | 10,595 | 8,987 | 8,987 | 6,744 | 4,929 |
| Transfers | | | | | | | | | | |
| 606 | 49990 | 720 | Operating Transfer | 1,651 | 30,102 | 29,804 | 28,321 | 28,493 | 28,711 | 28,698 |
| 606 | 49990 | 722 | Contributed Utility Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Sub-Total: Transfers & Contributions | 1,651 | 30,102 | 29,804 | 28,321 | 28,493 | 28,711 | 28,698 |
| | | | Expenditure Total for Income Statement: | 416,628 | 490,903 | 553,611 | 609,419 | 562,894 | 588,772 | 594,606 |
| | | | NET INCOME: | 69,148 | 33,125 | -61,258 | -132,176 | -80,001 | -85,529 | -106,363 |

| | | | 2010 | 2011 | 2012 | 2013 | 2013 | 2014 | 2015 | |
|--|-------|-----|--|-----------|-----------|------------|-------------|------------|-------------|-------------|
| | | | Actual | Actual | Actual | Budget | Projected | Proposed | Proposed | |
| | | | Budget | Budget | Budget | Budget | Budget | Budget | Budget | |
| Capital - Collector System/Lift Stations | | | | | | | | | | |
| 606 | 48610 | 300 | Professional Services | 0 | 21,440 | 29,815 | 19,000 | 35,000 | 9,500 | 20,700 |
| 606 | 48610 | 520 | Building/Structural Improvements | 0 | 0 | 49 | 20,000 | 0 | 0 | 0 |
| 606 | 48610 | 532 | Utility Infrastructure: Mains | 330,093 | 84,903 | 105,110 | 1,352,000 | 40,000 | 1,235,000 | 73,500 |
| | | | 330,093 | 106,343 | 134,974 | 1,391,000 | 75,000 | 1,244,500 | 94,200 | |
| Capital - Treatment | | | | | | | | | | |
| 606 | 48620 | 300 | Professional Services | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 4,000 |
| 606 | 48620 | 520 | Building/Structural Improvements | 0 | 0 | 0 | 78,500 | 0 | 1,000 | 5,000 |
| 606 | 48620 | 532 | Utility Infrastructure: Treatment Basins | 0 | 0 | 0 | 250,000 | 0 | 250,000 | 0 |
| 606 | 48620 | 580 | Other Equipment | 526 | 0 | 0 | 5,000 | 16,500 | 0 | 0 |
| | | | 526 | 0 | 0 | 336,000 | 16,500 | 253,500 | 9,000 | |
| Capital - General Plant | | | | | | | | | | |
| 606 | 48630 | 520 | Building/Structural Improvements | 0 | 0 | 0 | 6,000 | 0 | 1,000 | 5,500 |
| 606 | 48630 | 550 | Motor Vehicles | 0 | 0 | 0 | 21,000 | 27,500 | 86,500 | 40,000 |
| 606 | 48630 | 580 | Other Equipment | 0 | 0 | 10,482 | 73,500 | 67,000 | 58,000 | 65,200 |
| | | | 0 | 0 | 10,482 | 100,500 | 94,500 | 145,500 | 110,700 | |
| Bond Principal Payments | | | | | | | | | | |
| 606 | | | Principal Payments on Bonds | 33,300 | 56,050 | 74,150 | 76,000 | 76,000 | 77,625 | 40,625 |
| STORMWATER FUND | | | | | | | | | | |
| Statement of Sources and Applications of Cash | | | | | | | | | | |
| | | | 2010 | 2011 | 2012 | 2013 | 2013 | 2014 | 2015 | |
| | | | Actual | Actual | Actual | Budget | Projected | Proposed | Proposed | |
| | | | Budget | Budget | Budget | Budget | Budget | Budget | Budget | |
| Sources of Cash: | | | | | | | | | | |
| | | | Net Income (loss) | \$69,148 | \$33,125 | (\$61,258) | (\$132,176) | (\$80,001) | (\$85,529) | (\$106,363) |
| | | | Add depreciation | 181,854 | 192,442 | 196,573 | 192,000 | 192,000 | 192,000 | 192,000 |
| | | | Total | 251,002 | 225,567 | 135,315 | 59,824 | 111,999 | 106,472 | 85,637 |
| Application of cash: | | | | | | | | | | |
| | | | Purchase of fixed assets | (330,619) | (106,343) | (145,456) | (1,827,500) | (186,000) | (1,643,500) | (213,900) |
| | | | Change in assets and liabilities | 780 | 28,916 | 0 | 0 | 0 | 0 | 0 |
| | | | Principal payments of long-term debt | (33,300) | (56,050) | (74,150) | (76,000) | (76,000) | (77,625) | (40,625) |
| | | | Bond Proceeds/State Aid for Capital | 280,000 | 0 | 0 | 1,558,500 | 0 | 1,400,000 | 0 |
| | | | Total | (83,139) | (133,477) | (219,606) | (345,000) | (262,000) | (321,125) | (254,525) |
| | | | Net increase (decrease) in cash | 167,863 | 92,090 | (84,291) | (285,176) | (150,001) | (214,654) | (168,888) |
| | | | Unrestricted Cash - January 1 | 380,798 | 548,661 | 640,751 | 556,460 | 556,460 | 406,459 | 191,806 |
| | | | restricted reserve | \$39,575 | \$39,575 | \$39,575 | \$39,575 | \$39,575 | \$39,575 | \$39,575 |
| | | | Unrestricted Cash balance - December 31 | \$509,086 | \$601,176 | \$516,885 | \$231,709 | \$366,884 | \$152,231 | (\$16,658) |

Stormwater Utility Capital Plan

| | | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | TOTALS |
|--|--|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| 606.48610 | Collector System/Lift Station | | | | | | | | | | | |
| 300 | Engineering | | \$ 11,200 | \$ 11,700 | \$ 12,000 | \$ 12,300 | \$ 12,300 | \$ 12,800 | \$ 13,000 | \$ 14,000 | \$ 14,000 | \$ 113,300 |
| | North 4th & Chatham Intersection Replmt Design | \$ 7,000 | | | | | | | | | | \$ 7,000 |
| | Contract Administration | \$ 2,500 | | | | | | | | | | \$ 2,500 |
| | North 4th & Madison Intersection Replmt Design | | \$ 9,500 | | | | | | | | | \$ 9,500 |
| 532 | Utility Infrastructure | | | | | | | | | | | |
| | North 4th & Chatham Intersection Correction | \$ 60,000 | \$ 60,000 | \$ 62,000 | \$ 63,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 635,000 |
| | North 4th & Madison Intersection Replmt Design 2015 | | | | | | | | | | | |
| 532 | Subdivision Development | \$ - | \$ 13,500 | \$ 15,000 | \$ 16,000 | \$ 17,000 | \$ 19,500 | \$ 21,000 | \$ 22,300 | \$ 23,600 | \$ 23,600 | \$ 171,500 |
| 532 | HWY 169 N Basin | \$ 550,000 | | | | | | | | | | \$ 550,000 |
| 532 | Brown Street Basin | \$ 600,000 | | | | | | | | | | \$ 600,000 |
| 532 | Washington Avenue Link | \$ 25,000 | | | | | | | | | | \$ 25,000 |
| 606.48610 | Collector System/Lift Station Totals | \$ 1,244,500 | \$ 94,200 | \$ 88,700 | \$ 91,000 | \$ 94,300 | \$ 96,800 | \$ 98,800 | \$ 100,300 | \$ 102,600 | \$ 102,600 | \$ 2,113,800 |
| 606.48620 | Stormwater Treatment | | | | | | | | | | | |
| 300 | Professional Services / Engineering | \$ 2,500 | \$ 4,000 | \$ 5,000 | \$ 6,000 | \$ 6,000 | \$ 6,500 | \$ 7,000 | \$ 7,500 | \$ 7,700 | \$ 7,700 | \$ 59,900 |
| 520 | Building/Structural Improvements | \$ 1,000 | \$ 5,000 | \$ 5,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 6,600 | \$ 6,600 | \$ 54,200 |
| 532 | Land Purchases for Old Minn Development | \$ 250,000 | | | \$ 25,000 | | | \$ 25,000 | | | | \$ 300,000 |
| 606.48620 | Stormwater Treatment Totals | \$ 253,500 | \$ 9,000 | \$ 10,000 | \$ 37,000 | \$ 12,000 | \$ 12,500 | \$ 38,000 | \$ 13,500 | \$ 14,300 | \$ 14,300 | \$ 414,100 |
| 606.48630 | General Plant | | | | | | | | | | | Total |
| 520 | Building / Structure Improvements | \$ 1,000 | | | \$ 5,000 | | | \$ 6,000 | | | \$ 7,000 | \$ 19,000 |
| 520 | Public Works Improvements (33% of \$ Total Imp.) | \$ - | \$ 5,500 | \$ 5,000 | \$ 7,000 | \$ 5,000 | \$ 7,000 | \$ 7,000 | \$ 7,500 | \$ 7,700 | \$ 7,700 | \$ 59,400 |
| 550 | Replace Unit #1- '03 F150 (33% of \$30,000) | \$ 10,000 | | | | | | | | \$ 14,000 | | \$ 24,000 |
| 550 | Replace Unit #27- '01 Sterling Vector Truck (25% of \$350,000) | \$ 70,000 | | | | | | | | | | \$ 70,000 |
| 550 | Replace Unit #36- '01 Dodge Caravan (33% of \$27,000) | | \$ 9,000 | | | | | | \$ 9,500 | | | \$ 18,500 |
| 550 | Replace Unit #92- '92 GMC 1500 Truck | | | 25,000 | | | | | | \$ 25,000 | | \$ 50,000 |
| 550 | Replace Unit #308- '08 F150 Truck | | | | \$ 31,000 | | | | | | | \$ 31,000 |
| 550 | Replace Unit #406- '02 Blazer (SURPLUS) | | 31,000 | | | | | | | | | \$ 31,000 |
| 550 | Replace Unit #64- '94 F250 Truck (10% of \$65,000) | \$ 6,500 | | | | | | | | | | \$ 6,500 |
| 580 | Backhoe Replacement (20% of \$50,000) | | \$ 10,000 | | | | | | | | | \$ 10,000 |
| 580 | Jack hammer Replacement (20 % of \$11,000) | | \$ 2,200 | | | | | | | | | \$ 2,200 |
| 580 | Replac # 84 - '98 5410 John Deere (100% of \$35,000) | | \$ 35,000 | | | | | | | | | \$ 35,000 |
| 580 | Rotary Mower | | | | | | \$ 6,000 | | | | | \$ 6,000 |
| 580 | Side Mower | | | | | | | | | | \$ 8,700 | \$ 8,700 |
| 580 | Flail Mower | | \$ 5,000 | | | | | \$ 5,000 | | | | \$ 10,000 |
| 580 | Aerator 2012 | | | | | \$ 3,000 | | | | | | \$ 3,000 |
| 580 | Ferris Mower 2009 (50% Water) | | \$ 13,000 | | | | | | | \$ 13,400 | | \$ 26,400 |
| 580 | Harper DewEze Mower | \$ 41,000 | | | | | | | | \$ 37,000 | | \$ 78,000 |
| 580 | Riding Lawn Mower with attachments (33% of \$12,000) | | | | | | \$ 4,000 | | | | | \$ 4,000 |
| 580 | Hydromulcher | \$ 17,000 | | | | | | | | | | \$ 17,000 |
| 580 | 8" Godwin Pump #1 Unit 63 | | | | | | | | | | | \$ - |
| 580 | 8" Godwin Pump #2 Unit 75 | | | | | \$ 37,000 | | | | | | \$ 37,000 |
| 606.48630 | General Plant TOTALS | \$ 145,500 | \$ 110,700 | \$ 30,000 | \$ 43,000 | \$ 45,000 | \$ 17,000 | \$ 13,000 | \$ 22,000 | \$ 97,100 | \$ 23,400 | \$ 546,700 |
| TOTALS - CAPITAL STORMWATER SYSTEMS | | \$ 1,643,500 | \$ 213,900 | \$ 128,700 | \$ 171,000 | \$ 151,300 | \$ 126,300 | \$ 149,800 | \$ 135,800 | \$ 214,000 | \$ 140,300 | \$ 3,074,600 |

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Stormwater Utility Capital Funding Plan

2014

| | | FUNDING SOURCE: | RESERVES/ CASH | ASSESS./ Developer | TIF Funding | State Aid | BOND (Finance) | |
|-------------------------|--|------------------------|-------------------|-----------------------|-------------|-------------|---------------------|---------------------|
| 606.48610 | Collector System/Lift Station | | | | | | | |
| 300 | Engineering | | | | | | | |
| | North 4th & Chatham Intersection Repimt Design | | \$ 7,000 | | | | | |
| | Contract Administration | | \$ 2,500 | | | | | |
| 532 | Utility Infrastructure | | | | | | | |
| | North 4th & Chatham Intersection Correction | | \$ 60,000 | | | | | |
| 532 | HWY 169 N Basin | | | | \$ - | \$ 550,000 | | |
| 532 | Brown Street Basin | | | | \$ - | \$ 600,000 | | |
| 532 | Washington Avenue Link | | \$ 25,000 | | \$ - | \$ - | | |
| 606.48610 | Collector System/Lift Station Totals | | \$ 94,500 | \$ - | \$ - | \$ - | \$ 1,150,000 | \$ 1,244,500 |
| 606.48620 | Stormwater Treatment | | | | | | | |
| 300 | Professional Services / Engineering | | \$ 2,500 | | | | | |
| 520 | Building/Structural Improvements | | \$ 1,000 | | | | | |
| 532 | Land Purchases for Old Minn Development | | | | | \$ 250,000 | | |
| 606.48620 | Stormwater Treatment Totals | | \$ 3,500 | \$ - | \$ - | \$ - | \$ 250,000 | \$ 253,500 |
| 606.48630 | General Plant | | | | | | | |
| 520 | Building / Structure Improvements | | \$ 1,000 | | | | | |
| 520 | Public Works Improvements | (33% of \$ Total Imp.) | \$ - | | | | | |
| 550 | Replace Unit #1- '03 F150 | (33% of \$30,000) | \$ 10,000 | | | | | |
| 550 | Replace Unit #27- '01 Sterling Vactor Truck | (25% of \$350,000) | \$ 70,000 | | | | | |
| 550 | Replace Unit #36- '01 Dodge Caravan | (33% of \$27,000) | \$ - | | | | | |
| 550 | Replace Unit #406- '02 Blazer | (SURPLUS) | 0 | | | | | |
| 550 | Replace Unit #64- '94 F250 Truck | (10% of \$65,000) | \$ 6,500 | | | | | |
| 580 | Harper DewEze Mower | | \$ 41,000 | | | | | |
| 580 | Hydromulcher | | \$ 17,000 | | | | | |
| 606.48630 | General Plant TOTALS | | \$ 145,500 | \$ - | \$ - | \$ - | \$ - | \$ 145,500 |
| Total Stormwater | | | \$ 243,500 | \$ - | \$ - | \$ - | \$ 1,400,000 | \$ 1,643,500 |

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION ADOPTING THE 2014 STORMWATER ENTERPRISE BUDGET

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

Stormwater Fund \$2,232,272

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



**City of
Saint
Peter**

MEMORANDUM

TO: Mayor Strand and Council Members
FROM: James W. Brandt
City Attorney 
DATE: December 5, 2013
RE: City Administrator Contract

ACTION/RECOMMENDATION

Home of Gustavus
Adolphus College

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

County Seat of
Historic Nicollet County

BACKGROUND

Again in 2013, the City as accomplished many positive things under Mr. Prafke's direction:

City Attorney
James W. Brandt

1. Development of plan for redevelopment of Welco West;
2. Continued progress with MnDOT on developing and improving 169 corridor;
3. The continued progress on the Washington Avenue link;
4. The opening of a new Shopko development;
5. Purchase of new park land from Lambert Trust;
6. Continued work in developing relationships with Gustavus Adolphus College, St. Peter School District, Regional Treatment Center and Nicollet County.

Assistant City Attorney
Stefanie L. Menning

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

Further each member of the Council did a performance evaluation on Mr. Prafke. On a five point scale, with five being the highest, out of a total of 214 grades, Mr. Prafke had zero-1's; zero-2's; 5-3's; 63-4's and 146-5's. As demonstrated by the evaluation, Mr. Prafke exceeded Council expectations in 2013.



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

While he is clearly entitled to a larger raise and continues to be paid at below market rates for either City or County Administrators with similar qualifications, experience and accomplishments, Mr. Prafke will only accept a raise consistent with raises given to other City employees, which is 3%.

FISCAL IMPACT

This recommendation will increase Mr. Prafke's benefits by 3% of his salary and is within the budgeted amount set aside for Mr. Prafke.

ALTERNATIVES AND VARIATIONS

Vote in favor: A vote in favor will set Mr. Prafke's salary at \$97,234.22 for the upcoming year.

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

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

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

THIS AGREEMENT, made and entered into this _____ day of December, 2013, by and between the City of Saint Peter, State of Minnesota, a municipal corporation, hereinafter called "CITY" and Todd Prafke of Saint Peter, Minnesota, hereinafter referred to as "PRAFKE".

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

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

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

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

WHEREAS, PRAFKE wishes to pursue a Master's Degree program and has requested an increased tuition reimbursement in lieu of a salary increase; and

WHEREAS, the CITY will benefit from PRAFKE'S additional education.

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

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

subject only to the provisions set forth in Section X, paragraphs A and B, of this agreement.

- B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of PRAFKE to resign at any time from his position with CITY, subject only to the provision set forth in Section X, paragraph C, of this Agreement.
 - C. Employee agrees to remain in the exclusive employ of CITY until December 31, 2016, and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.
- IV. Salary. Commencing on January 1, 2014 CITY agrees to pay PRAFKE for his services rendered pursuant to an annual base salary of \$97,234.22 of which \$5,963.05 shall be placed in the tuition fund established at paragraph V(H). and \$91,271.17 payable in installments at the same time as other employees of CITY are paid. In addition, CITY agrees to review said base salary and/or other benefits of PRAFKE on an annual basis and may increase PRAFKE'S salary in any amount of not less than \$500.00.
- V. Benefits. As further consideration for the performance by PRAFKE, CITY shall, within a reasonable time after the execution of this Agreement, provide for PRAFKE the following further benefits and any additional benefits that may from time to time be made available to City employees:
- A. Health and Disability.
 - (1) The full cost of medical and dental insurance or equivalent for PRAFKE'S single coverage and 90 percent for his family coverage for the payment of his family's medical and dental care expenses. Insurance shall be the standard insurance plans offered all other employees.
 - (2) If PRAFKE is unable to perform a service by reason of temporary total disability, his salary shall be reduced to fifty percent (50%) of his monthly salary after the first month of temporary total disability for a period of six months and thereafter he shall receive no disability payments.
 - (3) If PRAFKE becomes permanently, totally disabled, this Agreement shall terminate effective on the determination of such permanent total disability by the Council.
 - B. Vacation and Sick Leave.
 - (1) Vacation shall be allowed at the same rate and accrual as Department Directors as stated in the Saint Peter Personnel Policy section XI.

- (2) PRAFKE shall be entitled to sick leave at the rate of one working day for each calendar month of full-time services or major fraction thereof, with the latter on a pro-rata basis for actual hours worked. PRAFKE shall accumulate hours in the amount as stated in the Saint Peter Personnel Policy Section XI.
- (3) PRAFKE shall be reimbursed for accrued, unused vacation and sick leave upon termination according to the terms provided in CITY'S Personnel Policy, excepting any unearned sick days contained in PRAFKE'S original thirty (30) days.
- C. Retirement Plan. CITY shall provide a qualified retirement plan through either the Public Employees Retirement Association in an amount as provided by statute, or shall provide a retirement plan through the International City Management Association at a rate not to exceed the amount to be contributed to the Public Employee's Retirement Association, the choice to be at PRAFKE'S discretion.
- D. Professional Dues. Within budget considerations, CITY shall pay professional dues and related membership costs on behalf of PRAFKE to the International City/County Management Association, the Minnesota City/County Management Association and related professional activities including annual conferences.
- E. Expenses. CITY shall reimburse PRAFKE for all necessary expenses incurred by PRAFKE while traveling outside the City limits in carrying out the administrator's duties.
- F. Standard Employee Benefit Package. Except as modified by this agreement, PRAFKE shall be entitled to the standard employee benefit package of the CITY which is offered to other City employees.
- G. Holidays shall be granted as provided in the CITY'S Personnel Policies for Management Employees.
- H. In addition to the tuition reimbursement program set out in the CITY'S personnel policy, the CITY has established an education account to reimburse PRAFKE for tuition incurred in pursuit of a Master's Degree. The current balance in PRAFKE'S education account is as follows:

| | BASE SALARY PAID | RAISE | SALARY LESS BASE SALARY PAID | EDUCATION FUND | TOTAL SALARY |
|------|------------------|------------|------------------------------|----------------|--------------|
| 2011 | \$89,855.14 | \$2,696.00 | \$2,696.00 | \$ 2,696.00 | \$92,551.14 |
| 2012 | \$89,855.14 | \$1,851.02 | \$4,547.02 | \$ 7,243.02 | \$94,402.16 |
| 2013 | \$91,271.17 | \$2,832.06 | \$5,563.05 | \$13,206.07 | \$97,234.22 |

- VI. Automobile Allowance. The City will reimburse PRAFKE the sum of \$300.00 per month for the use of his personal automobile while conducting City business within the City.

- VII. Hours of Work. The parties acknowledge that PRAFKE must devote a great deal of time outside the normal office hours to business of CITY. In accordance with the spirit of the personnel policy regarding Supervisory Employees, PRAFKE will receive no monetary compensation for overtime worked and compensatory time off may only be granted upon request and approval of the Mayor for extended periods of overtime worked by the City Administrator.
- VIII. Honorariums. In the event PRAFKE is offered an honorarium for speaking engagements or other outside activity, PRAFKE shall be entitled to the honorarium on condition that he takes vacation time for time missed for the speaking engagement or other activity. In the event PRAFKE directs an honorarium to be paid directly to the CITY, PRAFKE shall not be charged for vacation days due to the speaking engagement or other outside activity.
- IX. Suspension. CITY may suspend PRAFKE with full pay and benefits at any time during the term of this agreement, but only if (1) a majority of the Council and PRAFKE agree, or (2) after a public hearing, a majority of the Council votes to suspend PRAFKE for just cause; provided, however, that PRAFKE shall have been given written notice setting forth any charges at least ten (10) days prior to such hearing by the Council members bringing such charges.
- X. Termination and Severance Pay.
- A. This agreement may be terminated by CITY without cause upon one hundred and eighty (180) days' written notice to PRAFKE. PRAFKE acknowledges that agreeing to such termination without cause for purposes of this paragraph constitutes a waiver of any entitlement which he may have to a hearing regarding termination of his employment under the terms and conditions of this paragraph. At the CITY'S option, PRAFKE may remain in the employ of the CITY for that one hundred and eighty (180) day period or receive compensation in the amount equal to six (6) month's salary plus fringe benefits. If PRAFKE has secured other employment within one hundred and eighty (180) days after written notice is given, which is equal to or greater than PRAFKE'S existing compensation or employment, in a position comparable to a City Administrator, the severance pay shall end.
- B. This agreement may be terminated by CITY for cause at any time during the term of this agreement, but only if after a public hearing before the Council, a majority of the Council votes to terminate PRAFKE for just cause; provided, however, that PRAFKE shall have been given written notice setting forth any charges at least ten (10) days prior to such hearing by the Council members bringing such charges. If PRAFKE is terminated for just cause, then CITY shall have no obligation to pay the lump sum cash payment designated in the preceding paragraph.
- C. In the event PRAFKE voluntarily resigns his position with CITY before expiration of the aforesaid term of his employment, then PRAFKE shall give CITY thirty (30) days written notice in advance, unless the parties otherwise agree.

- XI. Just Cause. Just cause is defined as guilty while in office of a felony, misfeasance, malfeasance, or non-feasance.
- XII. Incidentals Upon Termination. Immediately upon termination, with the exception of the laptop computer assigned to PRAFKE, PRAFKE will relinquish to the Mayor or the Chief of Police any claim to or use of the incidentals of the City Administrator's office including, files, records, keys and any other items requested by the Chief of Police.
- XIII. Performance Evaluation. The Council shall review and evaluate the performance of PRAFKE at least once annually. Said review and evaluation shall be in accordance with specific criteria developed jointly by the City Council and Administrator. The City Council shall provide PRAFKE with a summary written statement of the findings of the Council and provide an adequate opportunity for PRAFKE to discuss his evaluation with the Council.
- XIV. This contract contains the complete Agreement concerning the employment arrangement between the parties and shall, as of the effective date hereof, supersede all other agreements between the parties. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Agreement or any representations including the execution and delivery hereof except such representations as are specifically set forth herein and each of the parties hereto acknowledges that he or it has relied on its own judgment in entering into this Agreement. The parties hereto further acknowledge that any payments or representations that may have heretofore been made by either of them to the other are of no effect and that neither of them has relied thereon in connection with his or its dealings with the other.

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

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

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

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

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

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

Timothy Strand
Mayor

Todd Prafke

ATTEST:

James W. Brandt
City Attorney

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-_____

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

RESOLUTION MODIFYING CITY ADMINISTRATOR'S EMPLOYMENT CONTRACT

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

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

WHEREAS, the City wishes to fairly and appropriately compensate Prafke for his services.

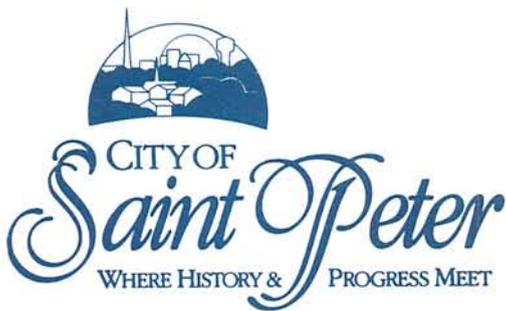
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Attorney are hereby authorized to execute the Employment Agreement between the City of Saint Peter, Minnesota and Todd Prafke, a copy of which shall be kept on file in the Office of the City Administrator.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 12/03/13

FROM: Russ Wille
Community Development Director

RE: North Third Street - VACATION

ACTION/RECOMMENDATION

Adopt the attached resolution providing for the vacation of the former North Third Street right-of-way within the Hallett Pond Addition.

BACKGROUND

The final plat of Hallett Pond Addition was previously approved by the City Council. The replatting of the area resulted in the realignment of North Third Street. The right-of-way for the new alignment was established by the plat.

The right-of-way for the former alignment of North Third Street was to be vacated by the City and then deeded to Northern Con-Agg as a property swap. The property transfer is required as per the terms of a development agreement by and between the City of Saint Peter and Northern Con-Agg.

The attached resolution provides for the vacation and transfer. Following the public hearing, I recommend adoption of the proposed resolution.

FISCAL IMPACT:

No fiscal impact has been identified.

ALTERNATIVES/VARIATIONS:

Do not act: The abandoned right-of-way will not be vacated. Such action would be contrary to the terms of the executed development agreement.

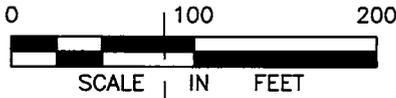
Negative Votes: The abandoned right-of-way will not be vacated. Such action would be contrary to the terms of the executed development agreement.

Modification of the Resolution: Modification would require additional public notice and necessitate a public hearing specific to the proposed action.

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

RW

82



PROPOSED PLAT OF
HALLETT POND ADDITION

SHOPKO

BLOCK 1

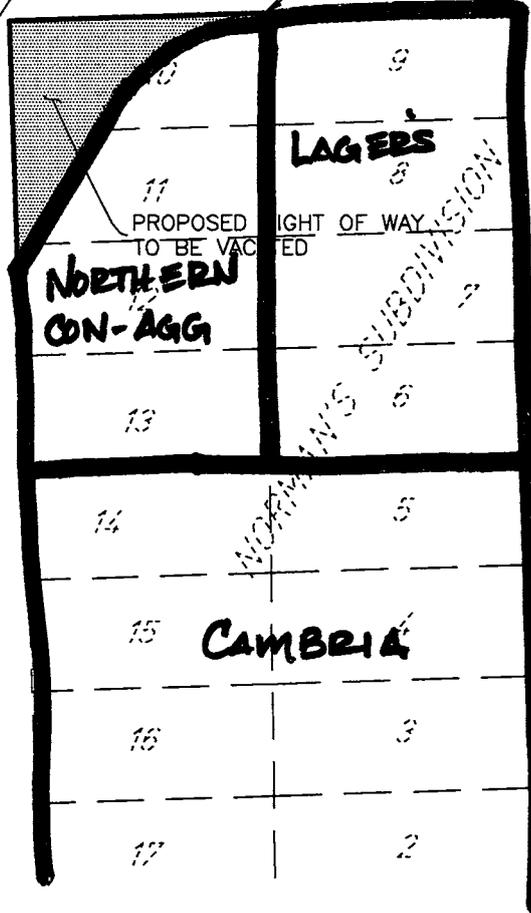
PROPOSED DEDICATED
THIRD STREET
RIGHT OF WAY PER THE
PENDING PLAT OF
HALLETT POND ADDITION
OUTLOT A

THIRD STREET
(FORMERLY FOURTH STREET)

POINT OF BEGINNING

THIRD STREET
(FORMERLY NORTH THIRD STREET)

OLD MINNESOTA AVENUE



SHEET 1 OF 2

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VACATION EXHIBIT
SAINT PETER, MN

NORMAN'S SUBDIVISION
STREETS
LOTS 10, 11 & 12



BOLTON & MENK, INC.
Consulting Engineers & Surveyors
1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, FAIRMONT, SLEEPY EYE, BURNSVILLE, WILLMAR, CHASKA, RAMSEY,
MAPLEWOOD, BAXTER, ROCHESTER, MINNESOTA & AMES, SPENCER, IOWA

FOR: SAINT PETER, CITY OF

JOB NUMBER: M14.105396 FIELD BOOK: DRAWN BY: JJF

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION VACATING ABANDONED NORTH THIRD STREET RIGHT-OF-WAY WITHIN
THE FINAL PLAT OF HALLETT POND ADDITION**

WHEREAS, the City Council approved the final plat of Hallett Pond Addition on January 28, 2013; and

WHEREAS, the plat provides for the realignment of North Third Street and establishes an alternative North Third Street right-of-way; and

WHEREAS, a development agreement by and between the City of Saint Peter and Northern Con-Agg, LLC was entered into at the time of platting; and

WHEREAS, the terms of the agreement obligates the transfer of the original right-of-way to Northern Con-Agg, LLC upon acceptance of the final plat; and

WHEREAS, to facilitate the transfer of land, it is necessary to provide for the vacation of the original North Third Street right-of-way.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: all that portion of North Third Street and Fourth Street as dedicated per the recorded plat of Norman's Subdivision lying to the left of the following described line:

Beginning at the NW corner of Lot 9, said Norman's Subdivision, thence westerly along the westerly extension of the north line of said Lot 9 to a point that intersects the northerly extension of the west line of Lot 13 of said Norman's Subdivision; thence southerly along said northerly extension to the intersection with the most westerly line of Lot 12, said Norman's Subdivision and there terminating

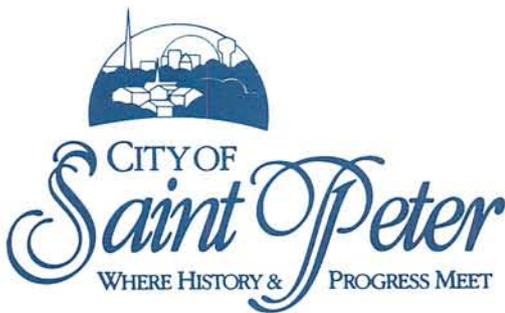
is hereby vacated.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 12/4/13

FROM: Todd Prafke
City Administrator

RE: Refuse Contract

ACTION/RECOMMENDATION

Direct staff to receive bids for a five year refuse and recycling collection contract.

BACKGROUND

The current contract with Waste Management provides for the pick-up only of garbage and pick-up and disposal of co-mingled recycling. That contract will end in March of 2014. When we discussed this a few weeks back, you indicated that maybe some adjustment to the contract providing additional clarity around promotion and publication might be of value in the future. We also discussed a few bid issues and I said that I would bring those back to you so that the Council could be in a position to direct staff to solicit bids as the end of the year approached.

The current timeline suggests that if we are to bid this, for a contract that starts in April of next year, we should receive bids in January. This provides time for evaluation of bids and, if a new vendor is selected, it provides the vendor and our customer's time to get ready. Getting ready might include promotion of any new service you intend to provide, changing out of customer curbs, and possible change of routes and days for all your customers.

As you remember from your workshop discussion, the Council considered a "stream of consciousness list" to help in determining a future direction. The list is as follows:

- **The City does the work.** I think while doable; it is impractical and not needed. In the past, we have had more than one bidder and the bids were competitively priced. The capital cost of getting into business could reach \$1 million. Curbs similar to what we have currently are estimated at about \$170 per unit new and we would need about 6,000 in total for refuse and recycling. We could try to buy used if we can find 6,000, but that would need a bit more research. It is true, if you go on your own, your current hauler might be interested in selling theirs, but my guess is that the price might be impacted by you not offering them a new contract. A truck to lift and haul both refuse and recycling will be about \$150,000 plus. The logistics are workable with additional staff, but I do not know that we can do it any less expensive than the private sector.

- **Cost of Curbsies.** As illustrated above, this a very big undertaking, therefore the length of contract may be important to any bidders. Anything less than 4 years seems problematic, but that certainly depends on the financial position or size of any bidder.
- **Bid of Contract.** This is the process we used last time and it worked well. There are many other modifications to the contract we could pursue. Each of those changes can affect the contract, but I believe this system is preferred as the contractor then knows specifically what our expectations are.
- **Cost Escalator.** This provision of the contract allows indexing of price to CPI. The past four+ year history seems to indicate that this has worked well for you. There are pros and cons, but I believe this provision provides an equal bid basis, helps eliminate bid gamesmanship with price of individual years as a part of the contract, and frankly, allows bidders to price right rather than taking too much risk at the end of contract or pricing too high at the beginning and averaging the pricing out.

Thinking about this more holistically, over the entire waste stream, there is just a bunch of things like leaf collection that could be added and moved to a private contract. While that holistic approach could be good, we would need a bit more time to untangle what you do presently which, again is very robust and spread over lots of different service providers and areas including in-house activities. I also think the private sector in our region would need to catch up a bit as they traditionally don't provide these services now.

This discussion may have gotten more complicated than it needs to be.

As previously pointed out, the City's recycling program is very robust and other communities are starting to use the co-mingled system that you have used for many years.

The Council has indicated that you would like to receive alternate bids that would provide for collection of recyclables every week versus the every other week collection that currently is in place. The bids will be let with a base bid (the current process) and an alternate that provides for the every week recycling. In addition, both the base and alternate bids will include enhanced requirements for promoting and publications.

Bids will be received on a timeline so that the Council can discuss the bids at a January workshop session and, hopefully, award the bid in January to provide adequate time for any switchover if necessary.

FISCAL IMPACT:

None other than the cost of the bid advertisement which would be less than \$300. Our current contract has a cost of about \$225,000 per year. The contract basis is the number of households served.

ALTERNATIVES/VARIATIONS:

- Do Not Act: Staff will take no further action without additional direction from the Council.
- Denial: Staff will take no further action without additional direction from the Council.
- Modification of the Resolution: This is always an option of the Council.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION AUTHORIZING RECEIPT OF BIDS FOR REFUSE HAULING CONTRACT

WHEREAS, the City Council contracts for refuse hauling services; and

WHEREAS, the current contract will expire in March, 2014; and

WHEREAS, the City Council wishes to continue to provide refuse hauling services for residential customers as outlined in the City Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: staff is directed to receive bids for a five year refuse and recycling hauling contract.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Waconia Office
2078 Feather Circle
Waconia, MN 55387
Phone: (952) 442-5821
Fax: (952) 442-8838
Email: shannon@daviddrown.com

December 5, 2013

City of Saint Peter
Attn: Paula O'Connell, Finance Director
224 South Front Street
Saint Peter, MN 56082

RE: Decertification of Tax Increment Financing District No. 1-6

Honorable Mayor, Council Members, Administrator Prafke and Mrs. O'Connell:

In August of 1996 the City of St. Peter created Redevelopment Tax Increment Financing District No. 1-6 (TIF District 1-6) for the purpose of assisting in the redevelopment of property in the City for the theater project. The project completed construction in 1997 and the tax increment district has generated tax increments since that time. The tax increments were being captured by the City and used to reimburse itself for expenditures made for the benefit of the project.

As Nicollet County has purchased the property and demolished the facility from which the tax increment was being generated, it is likely that we can conclude that TIF District No. 1-6 will no longer generate tax increments. As there is time, effort, and expense associated with keeping a tax increment financing district open, staff has concluded that it would be in the City's interest to decertify TIF District No. 1-6 at this time.

A draft resolution has been prepared and is attached providing for the decertification of TIF District No. 1-6. Please feel free to contact me with any questions regarding the information provided. Thank you again for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Shannon Sweeney'.

Shannon Sweeney
David Drown Associates, Inc.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 - _____

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

**RESOLUTION APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING
DISTRICT NO. 1-6 OF THE CITY OF SAINT PETER**

WHEREAS, on August 12, 1996 the City of Saint Peter (the "City") created its Tax Increment Financing District No. 1-6 (the "District") within its Municipal Development District No. 1 (the "Project") for the purpose of assisting in the redevelopment of blighted properties located in the downtown area; and

WHEREAS, Nicollet County has purchased the property located within the District and has demolished the improvements made to the property since the District was created; and

WHEREAS, the City anticipates that the District will no longer produce tax increments which could be used to assist in retiring obligations of the District.

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

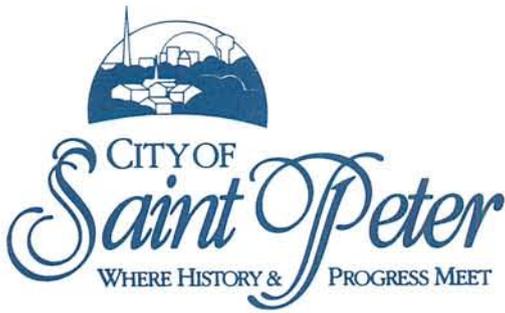
1. The City's staff shall take such action as is necessary to cause the County Auditor of Nicollet County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City.
2. The City shall remit, if any, excess increment to Nicollet County for redistribution.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 12/6/2013

FROM: Todd Prafke
City Administrator

RE: 2014 Municipal Fee Schedule

ACTION/RECOMMENDATION

Approve the attached resolution modifying the current municipal fee schedule.

BACKGROUND

Please find attached the "clean" version of the proposed fee schedule that was discussed as a part of your Council Workshop last Monday.

While there are more than a dozen changes, I will take a few lines to highlight some of the most significant from a policy and financial perspective. Please know that any changes here are contemplated as a part of your budget process, but none is significant enough to "tip over" your budget should you decide not to change or make other modifications.

We generally make modifications that might fall into four categories. Those categories of change are:

- those driven by some type of policy issue
- those that change due to what we believe is change of cost to provide the service
- those that we change from time to time because frankly we don't really want to provide the service because other businesses in the area can provide it but we need a fee just in case, for issues such as an emergency or disaster
- change may be requested because we either have added some type of service or are no longer providing it.

The list of those changing is:

- 47 Code Amendment and Publication - This was located in two spots, it will be in one now.
- 55 Copies - This is an effort to make the charges uniform throughout the City. We do very little of this and frankly, want to keep it that way, but we do need a fee as a part of our ability to provide a basis for public data requests.
- 61 Other publications - We have so many different ongoing and evolving publications that it is very challenging to establish fees for each one. Our goal in this is to use the copy number plus time to disassemble and reassemble and bindings might need work to make a copy.

91 Sidewalk snow removal - This number has not changed in a few years and your costs have risen in that period. In addition, this is one of those that we just do not want to do and has a somewhat punitive aspect to the charge.

Public Works changes - We have a number of Public Works changes in Utilities. Most are driven by increasing cost, but in a few instances, they are changed in an effort to better address the time needed. An example of that is Frozen Meters and electric meter testing.

150 Transit - While the Council previously approved these, they are part of the schedule, and the changes here reflect the action taken by the Council this summer. No other changes are made in this area.

154 + Community Center Rentals - There are changes here reflective of costs we see for set up and use of equipment like tables and chairs. These fees have not been changed for a few years and use, set time and other factors are driving this recommended change.

179 Overdue books - This is probably the most significant policy change item here. The Library Board after much discussion, research and review of what other Libraries are doing, is recommending elimination of overdue penalties. The mission of the Library, library trends, goals for serve to the public and the cost of chasing overdue materials around are the primary drivers in this change. Members may recall that we have been experimenting with amnesty days and other efforts as a way to test the water in this area. The recommendation from the Board is to eliminate fines. Replacement cost would remain in place.

FISCAL IMPACT

Please know that any changes here are contemplated as a part of your budget process, but none is significant enough to "tip over" your budget should you decide not to change or make other modifications. I would suggest that in total these changes likely mean slightly less revenue across all funds. The Library change is a pretty large impact, but it is contemplated as a part of the budget. The remainder of the changes are relatively small as compared to revenue stream and are intermittent so an exact impact is highly variable.

ALTERNATIVES AND VARIATIONS

Do not act. The current fee structure will remain in place.

Negative vote. The current fee structure will remain in place.

Modification to the resolution. This is always an option of the Council but if any other significant changes are contemplated please contact us in advance so we can take some time to assess its impact, not so much on budget but on from a logistical and business issues perspective.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION ESTABLISHING YEAR 2014 LICENSE FEES, PERMIT FEES, AND OTHER CHARGES FOR MUNICIPAL SERVICES

WHEREAS, pursuant to the Saint Peter City Code, license fees, permit fees and other charges for municipal services required by and provided for in said Code shall be adopted by resolution of the Council, which resolution, bearing the effective date thereof, shall be kept on file in the office of the City Administrator, and such fees, when so adopted, shall be uniformly enforced; and

WHEREAS, said resolution shall be in effect from the date set forth therein until amended or revised by subsequent resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following license fees, permit fees and other charges for municipal services required by and provided for in the Saint Peter City Code shall be effective commencing January 1, 2014 as follows:

BUSINESS LICENSES AND PERMITS

| | | |
|----|---|------------|
| 1. | On-Sale Liquor License | |
| | A. Initial License | \$2,500.00 |
| | B. Investigation Fee | 250.00 |
| | C. Annual Renewal | 1,400.00 |
| | D. Temporary On-Sale Liquor per day (non-profit organizations only) | 30.00 |
| | E. Extension of On-Sale Liquor per day beyond licensed premises | 30.00 |
| 2. | Club Liquor License | |
| | A. Investigation Fee (New applicants) | 250.00 |
| | B. For a club with under 200 members | 300.00 |
| | C. For a club with between 201 and 500 members | 500.00 |
| | D. For a club with between 501 and 1,000 members | 650.00 |
| | E. For a club with between 1,001 and 2,000 members | 800.00 |
| | F. For a club with between 2,001 and 4,000 members | 1,000.00 |
| | G. For a club with between 4,001 and 6,000 members | 2,000.00 |
| | H. For a club with over 6,000 members | 3,000.00 |
| 3. | Off-Sale Liquor License | |
| | A. Investigation Fee | 250.00 |
| | B. Annual Renewal | 150.00 |
| 4. | Sunday On-Sale Liquor License Annual Renewal | 200.00 |

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| 5. | Consumption and Display License | |
| | A. Investigation Fee | 250.00 |
| | B. Annual Renewal (sent to State) | 150.00 |
| | C. Daily Fee (not to exceed 10 permits issued annually) | 30.00 |
| 6. | On-Sale Wine License | |
| | A. Investigation Fee | 250.00 |
| | B. Initial License | 305.00 |
| | C. Annual Renewal | 265.00 |
| 7. | On-Sale Beer License | |
| | A. Investigation Fee | 250.00 |
| | B. Initial License | 305.00 |
| | C. Annual Renewal | 265.00 |
| 8. | Off-Sale Beer License | |
| | A. Investigation Fee | 250.00 |
| | B. Initial License | 155.00 |
| | C. Annual Renewal | 150.00 |
| 9. | Short-term On-Sale Beer License (per day not to exceed \$75.00 for requests involving periods of 3-90 consecutive days) | 25.00 |
| 10. | Duplicate business license | 10.00 |
| 11. | Taxi Cab License | |
| | A. Investigation Fee | 100.00 |
| | B. First Vehicle | 50.00 |
| | C. Each additional vehicle | 25.00 |
| | D. Vehicle inspection fee (per vehicle/per year) | 30.00 |
| 12. | Tree Worker's License | |
| | A. Initial License | 55.00 |
| | B. Annual renewal | 50.00 |
| 13. | Peddler/Transient Merchant License | |
| | A. Investigation Fee | 50.00 |
| | B. Annual License | 375.00 |
| | C. Six Month License | 200.00 |
| | D. Daily License | 50.00 |
| 14. | Pawnbroker and Precious Metal Dealer License | |
| | A. Annual Fee | \$8,000.00 |
| | B. Investigation Fee | 500.00 |
| 15. | Solid Waste Hauler's Permit | |
| | A. Investigation Fee | 250.00 |
| | B. Annual Renewal | 120.00 |

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| 16. | Amusement Device License (per device per year) (10 devices included in On-Sale Liquor fee) | 15.00 |
| 17. | Juke Box License (per juke box/per year) (one Juke Box included in On-Sale liquor fee) | 25.00 |
| 18. | Short-term non-regulated Gambling/Bingo License Initial Investigation fee for permanent gambling sites | 100.00 |
| 19. | Temporary Gambling License (per event) | 25.00 |
| 20. | Dance License | |
| | A. Annual License (per year) | 135.00 |
| | B. Daily License (per day) | 15.00 |
| 21. | Fireworks Display Permit (per occasion) | 50.00 |
| 22. | Tobacco License | |
| | A. Initial License | 250.00 |
| | B. Annual Renewal | 100.00 |
| 23. | Soft Drink License | |
| | A. Initial License | 30.00 |
| | B. Annual Renewal | 25.00 |
| | C. Daily License (for 1-4 days) (per day/per vendor) | 5.00 |
| | D. Short term license (for periods 5-180 consecutive days/per vendor) | 15.00 |
| | E. Temporary Event Soft Drink License (event sponsor must obtain) | 50.00 |
| 24. | Show and Theater License (includes circus/carnivals) | |
| | A. Initial License | 40.00 |
| | B. Annual Renewal | 35.00 |
| | C. Daily fee (per day) | 5.00 |

NON-BUSINESS LICENSES AND PERMITS

| | | |
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| 25. | Sign Permit (copy of design and site plan required) | |
| | A. 100 square feet or less | 50.00 |
| | B. Each additional 25 square feet or portion thereof after 100 square feet | 10.00 |
| 26. | Adult Foster Care/Day Care Facility inspection (per inspection) | |
| | A. Within City limits | \$45 |
| | B. Outside City limits | \$55 plus mileage |
| 27. | Rental Housing Registration and Inspection Permit | |
| | A. Rental Certificate application fee per unit (valid for 24 months) | 24.00 |
| | B. Inspection fee per unit (maximum of 6 unites per apartment complex) | 20.00 |

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| | C. Re-inspection fee per unit (failure to pass inspection) | 20.00 |
| | D. Rental certificate application fee per unit after December 31st | 36.00 |
| 28. | <u>Demolition Permits</u> | |
| | A. Garage | 20.00 |
| | B. House | 50.00 |
| | C. Other structures | 50.00 |
| 29. | <u>Building Permits including replacement of windows and exterior doors and/or Plumbing and Mechanical Permits</u> | |
| | \$1 to \$500 | \$21.00 |
| | \$501 to \$2,000 (for the first \$500 plus \$2.36 for each additional \$100 or fraction thereof to and including \$2,000) | \$21.00 |
| | \$2,001 to \$25,000 (for the first \$2,000 plus \$10.50 for each additional \$1,000 or fraction thereof to and including \$25,000) | \$56.40 |
| | \$25,001 to \$50,000 (for the first \$25,000 plus \$8.40 for each additional \$1,000 or fraction thereof, to and including \$50,000) | \$297.90 |
| | \$50,001 to \$100,000 (for the first \$50,000 plus \$6.30 for each additional \$1,000 or fraction thereof, to and including \$100,000) | \$507.90 |
| | \$100,001 to \$500,000 (for the first \$100,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$500,000) | \$822.90 |
| | \$500,001 to \$1,000,000 (for the first \$500,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000) | \$2,922.90 |
| | \$1,000,000 and up (for the first \$1,000,000 plus \$5.25 for each additional \$1,000 or fraction thereof) | \$5,547.90 |
| 30. | Permit for replacement of garage doors | \$45 plus \$5 state surcharge |
| 31. | Plan Review: | |
| | A. Commercial properties | 65% of building permit fee |
| | B. Residential properties | 35% of building permit fee |
| | C. Similar plans meeting 1300.0160, subp. 6 | 25% of building permit fee |

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| 32. | Permit for replacement of furnace, air conditioner, or water heater | \$15.00 |
| 33. | Inspection fees outside of normal business hours (2 hour minimum) | \$45.00/hour |
| 34. | Inspections for which no fee is specifically indicated (minimum ½ hour plus total cost to City including mileage, meals and processing) | \$45.00/hour |
| 35. | Special Investigation Fee for failure to obtain building permit prior to construction (in addition to building permit fee) | \$1 up to 100% of building permit fee at discretion of Building Official |
| 36. | Surcharge fees | As provided in State Statutes |
| 37. | Building moving permit | |
| | A. Primary Structures | \$100.00 & utility crew expense |
| | B. Accessory Structures | \$50.00 & utility crew expense |
| 38. | Mobile home installation fee | 50.00 |
| 39. | Conditional Use Permit | 300.00 |
| 40. | Petition to subdivide plats | 250.00 |
| 41. | Variance application filing fee | 300.00 |
| 42. | Easement vacation requests | 80.00 |
| 43. | Interim parking use permit | 110.00 |
| 44. | South 7th Street Residential Parking Permit | 15.00 |
| 45. | Capital Drive Residential Parking Permit | 15.00 |
| 46. | Rezoning request filing fee | 300.00 |
| | Publication fee | 125.00 |
| 47. | Street/Alley Vacation Request Filing Fee | 300.00 |
| 48. | Annexation Request Filing Fee | |
| | A. Filing Fee | 230.00 |
| | B. Municipal Board Fee | \$5.00/acre (\$100 minimum/\$600 maximum) |
| 49. | Waiver of Subdivision Fee | 200.00 |

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| 50. | Golf Carts/ATV/Personal Mobility devices Permit for use of City Streets | 50.00 |
| 51. | Municipal Parking Lot Permit Fee (per permit/per calendar year) | 25.00 |
| 52. | Private Use of City Parking Lots, Streets and Sidewalks | |
| | A. Private use of public sidewalks (permit valid for a period of five years) | 100.00 |
| | B. Private use of public parking lots or streets | 25.00 |
| 53. | Request for renaming streets or for private drive designations (per name) | \$100.00 |

CHARGES FOR SERVICE

| | | |
|-----|---|----------------------------------|
| | <u>General Government</u> | |
| 54. | Copies | |
| | A. One side (per copy) | 0.25 |
| | B. Two sides (per copy) | 0.35 |
| | C. Color Copies per single side page | \$1.00 |
| 55. | Faxing (no international calls allowed) | |
| | A. Per page sent | 1.00 |
| | B. Per page received | 1.00 |
| 56. | Notary Public Services | |
| | A. Notary Public services (per signature by Notary) | 1.00 |
| | B. Certified copies of resolutions/ordinances (per document) | 5.00 |
| 57. | City map sales (per map) | |
| | A. 2' x 3' black and white | 10.00 |
| | B. Colored zoning map | 20.00 |
| | C. Address map | 50.00 |
| 58. | City Code | |
| | A. City Code Book Sales | 150.00 |
| | B. Updates to City Code (per Chapter) | \$75.00 |
| | C. Zoning Ordinance | 15.00 |
| | D. Requests for City Code change | |
| | 1. Codification Charges | 400.00 |
| | 2. Publication Charges | 200.00 |
| 59. | Audited Financial Report (per copy) | 20.00 |
| 60. | Other City publications without specific charge (per publication) | Determined by City Administrator |
| 61. | Comprehensive Plan (per copy) | 30.00 |
| 62. | Assessment search and certification | 35.00 |

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| 63. | Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans) | 2,500.00 |
| 64. | Service charge for returned checks (per check) | 30.00 |
| 65. | Utility Bill Advertisements (whether printed by City or provided by advertiser) | |
| | A. Full page ad | 700.00 |
| | B. One-half page ad | 350.00 |
| 66. | Utility Flyer Community Custom Event Notice | 25.00 |
| 67. | Utility Flyer Community Event Notice via form (less than 25 words) | 5.00 |
| 68. | Voting booth rental (per booth) | 25.00 |
| 69. | Replacement dog/cat license tags | 1.00 |
| 70. | Dog licenses (on or before April 30 biannually) | |
| | A. Spayed/neutered | 5.00 |
| | B. Unspayed/Unneutered | 25.00 |
| | C. Penalty for failure to license by April 30 th | 5.00 |
| | Pro-rated (1) year | |
| | A. Spayed/neutered | 2.50 |
| | B. Unspayed/Unneutered | 12.50 |
| 71. | Cat licenses (on or before April 30 biannually) | |
| | A. Spayed/neutered | 5.00 |
| | B. Unspayed/Unneutered | 25.00 |
| | C. Penalty for failure to license by April 30 th | 5.00 |
| | Pro-rated (1) year | |
| | A. Spayed/neutered | 2.50 |
| | B. Unspayed/Unneutered | 12.50 |
| 72. | Dog Pound | |
| | A. Impounding Fee (per dog) | 30.00 |
| | B. Daily maintenance fee (per day) | 7.70 |
| 73. | Cat Pound | |
| | A. Impounding Fee (per cat) | 30.00 |
| | B. Daily maintenance fee (per day) | 7.70 |
| 74. | Animal Adoption Fee (Includes rabies vaccination, distemper vaccination, heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.) | 120.00 |
| 75. | General Parking Violations | |

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| | A. Minimum fine for General Parking violations | 12.00 |
| | B. If paid after 7 days but prior to 21 days | 25.00 |
| | C. After 21 days and prior to summons | 50.00 |
| 76. | Snow Emergency Parking Violations (Effective July 1, 2011) | |
| | A. Minimum fine for Snow Emergency Violations | 25.00 |
| | B. If paid after 7 days but prior to 21 days | 50.00 |
| | C. After 21 days and prior to summons | 150.00 |
| 77. | Penalties for violations of alcohol and alcohol related statutes and ordinances | |
| | A. First offense within 12 month licensing period | \$50.00 |
| | B. Second offense within 12 month licensing period | \$100.00 |
| | C. Third offense within 12 month licensing period | \$200.00 and/or suspension or revocation |
| | D. Fourth offense within 12 month licensing period | \$400.00 and/or suspension or revocation |
| 78. | Penalties for violations of tobacco and tobacco related products statutes and ordinances. | |
| | A. Purchase or attempt to purchase tobacco related products | 100.00 |
| | B. Illegal possession or use of a tobacco related product - 1st offense | 25.00 |
| | C. Illegal possession or use of a tobacco related product - 2nd offense | 50.00 |
| | D. Aiding/assisting another to illegally purchase a tobacco related product | 125.00 |
| | E. Furnishing tobacco related products to person under age of 18 years | 125.00 |
| | F. Sale of tobacco related products to person under age of 18 years | 100.00 |
| | G. All other violations | 100.00 |
| 79. | Conveyance of parcels in violation of City Code (per lot or parcel) | 100.00 |
| 80. | Storage of impounded items | |
| | A. Cars, vans and trucks (per day) | 10.00 |
| | B. Other motorized vehicles (per day) | 10.00 |
| | C. Non-motorized equipment (per day) | 5.00 |
| | D. Bicycle storage (per day) | 2.00 |
| | (Exceptions: bikes with Police Department or MN inspection/registration sticker | |
| 81. | Highway 169 banner (for each two week period or portion thereof) | 350.00 |
| 82. | Non-resident finger printing | 20.00 |

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| 83. | Police Reports | |
| | A. Accident and theft reports (per report) | 5.00 |
| | B. Civil action cases (per case) | 30.00 |
| | C. Civil action pictures (per case) | 30.00 |
| | D. Drivers record check fee | 5.00 |
| | E. Vehicle registration check fee | 5.00 |
| | F. Criminal history check | 5.00 |
| 84. | False Alarms (after 3 false alarms within a calendar year – fee to be waived if alarm illegally set off)* | |
| | A. 4th burglar or fire alarm | 25.00 |
| | B. 5th burglar or fire alarm | 50.00 |
| | C. Each burglar or fire alarm thereafter | 100.00 |
| 85. | Use of Hurst Tool by Fire Department (per incident) | 350.00 |
| 86. | Fire call fee | \$350.00 + \$100 per hour after the first hour up to a maximum of \$1,000 |
| 87. | Fire CO2 Detector Call Fee | \$175.00 |
| 88. | Police Labor | |
| | A. Licensed Peace Officer (per hour) | 50.00 |
| | B. K-9 Officer with canine (per hour) | 70.00 |
| | C. Communications Technicians (per hour) | 25.00 |
| | D. Police Reserve Officer (per hour) | 15.00 |
| | E. Community Service Officer (per hour) | 30.00 |
| | F. Building Moving Escort Fee | minimum \$50 per Officer/hour |
| 89. | Weed removal on private property | |
| | A. City crew | Refer to #125 and #127 |
| | B. City subcontractor (per hour for first two hours) | \$75 per hour |
| | C. City subcontractor for each hour in excess of first two | \$30 |
| 90. | Sidewalk snow removal City crew (per hour) (minimum charge one hour) | 75.00 |
| 91. | Tree removal on private property | Refer to #125 and #127 |
| 92. | Work Zone Equipment Fees | <u>Per sign/per day</u> |
| | A. 36" x 36" sign (on strut) | 3.00 |
| | B. 36" x 36" sign only | 1.50 |
| | C. 36" x 36" arrow | 1.50 |
| | D. Road closed sign | 2.00 |
| | E. Cone | 2.00 |
| | F. Reflective Cone | 1.00 |
| | G. Safety Fence (50 foot roll plus posts) | 3.00 |
| | H. Type "A" Flasher | 2.50 |
| | I. Type "I" Barricade with flasher | 2.00 |

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| | J. Type "I" Barricade (6 feet) | 1.50 |
| | K. Type "III" Barricade | 3.50 |
| | L. Electric Arrowboard (2 shift) and trailer | 75.00 |
| 93. | Campsites | |
| | A. Mill Pond site with electrical hookup (per day) | 20.00 |
| | B. Mill Pond/Riverside Park primitive site (per day) | 10.00 |
| | <u>Utilities</u> | |
| 94. | Unusually high water/wastewater usage rate* (per 1,000 gallons or water and wastewater usage). *See formal policy identified in Resolutions No. 1996-22 and 1997-30 for restrictions. | 2.00 |
| 95. | Water service line thawing (per line) | 325.00 |
| 96. | Water Main Tapping Fee: | |
| | 1" Water Main Tap | 340.00 |
| | 1½" Water Main Tap | 540.00 |
| | 2" Water Main Tap | 640.00 |
| 97. | Sanitary Sewermain Tapping Fee: | |
| | 4" Sanitary Sewer Tap | 340.00 |
| | 6" Sanitary Sewer Tap | 360.00 |
| 98. | Water Main Access Fee: | |
| | 1" Line | 1,800.00 |
| | 1½" Line | 1,900.00 |
| | 2" Line | 2,000.00 |
| | 4" Line | 2,400.00 |
| | 6" Line | 3,000.00 |
| | 8" Line | 3,800.00 |
| | 10" Line | 4,800.00 |
| | 12" Line | 6,000.00 |
| 99. | Sanitary Sewer Main Access Fee: | |
| | 4" Line | 1,500.00 |
| | 6" Line | 2,100.00 |
| | 8" Line | 2,900.00 |
| | 10" Line | 3,900.00 |
| | 12" Line | 5,100.00 |
| 100. | Storm Sewer Access Fee: | |
| | 2-4" Line | 300.00 |
| | 6-10" Line | 500.00 |
| | 12-24" Line | 1,000.00 |
| 101. | Freeze Water Service Line ¾" or 1" Lines | 200.00 |
| | <u>Traverse des Sioux Laboratory Fees</u> | |
| 102. | Certified Test Results | |

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| | A. Ammonia | 18.00 |
| | B. Carbonaceous Biochemical Oxygen Demand (CBOD) | 30.00 |
| | C. Colilert – 24 | 16.00 |
| | D. Colilert (re-check within 7 days) | 12.00 |
| | E. Fecal Coliform Plate | 28.00 |
| | F. Fluoride | 16.00 |
| | G. Nitrate/Colilert Combination | 25.00 |
| | H. Nitrates | 15.00 |
| | I. Ortho Phosphorus | 16.00 |
| | J. pH | 9.00 |
| | K. Total Phosphorus | 19.00 |
| | L. Total Suspended Solids | 15.00 |
| | M. Rush Orders | Double original cost |
| 103. | Uncertified Test Results: | |
| | A. Biological Oxygen Demand | 30.00 |
| | B. Dissolved Oxygen | 12.00 |
| | C. Chloride | 13.00 |
| | D. Iron | 15.00 |
| | E. Manganese | 15.00 |
| | F. Sulfate | 14.00 |
| | G. Total Dissolved Solids | 12.00 |
| | H. Total Hardness | 18.00 |
| | I. Turbidity | 12.00 |
| | J. Quantitray | 20.00 |
| | K. Rush Orders | Double original cost |
| 104. | Wastewater Treatment Surcharges | |
| | A. Volume Base (flow) – per 1,000 gallons delivered (regular cost plus \$10/1,000) | 18.00 |
| | B. Monthly dumping fee | 350.00 |
| | C. Biological Oxygen Demand (BOD) – per pound removed | 1.00 |
| | D. Total Suspended Solids (TSS) – per pound removed | 1.00 |
| | E. Phosphorus (P) – per pound removed | 17.00 |
| | F. Ammonia (NH3) – per pound removed | 2.00 |
| | G. pH Violation – per violation | 100.00 |
| 105. | <u>Sewer Televising</u> | |
| | A. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour). | |
| | B. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.40 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour). | |

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| C. | Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be \$0.70 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour). | |
| D. | Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be \$0.55 per foot, plus an hourly rate of \$80.00 per hour (minimum of one hour). | |
| E. | Contractor requesting televising of new sanitary sewer main or storm sewer lines | \$1.50/linear foot |
| F. | Private sanitary lateral televising | \$100.00 |
| G. | Copy of Televising DVD | \$25.00 |
| 106. | Stormwater Utility right-of-way management fees | |
| | A. Stormwater I – curb and gutter replacement, concrete apron work, curb cut for driveway | \$100.00/block |
| | B. Stormwater II - Irrigation system, replacing or adding new sidewalk, installing landscape (blocks, bricks, rock, and woodchips). | \$25.00/block |
| 107. | Cleaning Catch Basins on Private Property (per sump) | |
| | A. Structures less than 1.4 cubic feet in size | \$90.00 |
| | B. Structures greater than 1.4 cubic feet in size | \$135.00 |
| 108. | Underground Utility Work Permit Fees | |
| | A. Excavation – work performed in any area of the right-of-way | \$150.00 |
| | B. Trenching or Direction Boring for underground utilities | \$150 plus \$15.00/100 l.f. |
| | C. Utility Inspection per crossing (boring, trenching) | \$50.00 |
| | D. Services Installation in Utility Easement/Alley Outside Street ROW | \$25.00 |
| | E. Inspection – failure to provide notification within 48 hours of the job completion and/or expiration of the 90-day permit. | \$50.00 |
| 109. | Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours) | \$5.00/day |
| 110. | Permit Extension Fee (for work not completed by date on initial permit – good for 90 days additional) | \$50.00 |
| 111. | Unauthorized Work Permit | Fee is regular permit fee plus \$100.00 |
| 112. | Permit Penalty Fee for failure to provide notification to City | \$50.00 |

within 48 hours of job completion and/or at expiration of 90-day permit

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| 113. | Irrigation Meter application and permit | 25.00 |
| 114. | Reconnection Charges Resulting From Failure To Pay (per water or electric meter) | |
| | A. 7:00 a.m. - 3:30 p.m. | 70.00 |
| | B. During call-out hours – Customer must pay the charge and pay the outstanding bill in full in order to have the power restored (effective 5/1/03) | 300.00 |
| 115. | Reconnection charges for reasons other than failure to pay (per water or electric meter) | |
| | A. 7:00 a.m. - 3:30 p.m. | 65.00 |
| | B. During call-out hours (per call) | 150.00 |
| 116. | Frozen water meter replacement (charges are for business hours 7:00 a.m. – 3:30 p.m. only. After business hours, charge would be increased by \$40.00 for each meter) | |
| | A. 5/8" - 3/4" meters | 265.00 |
| | B. 1" meters | 415.00 |
| | C. 2" and larger meters | Labor and materials expense |
| 117. | Seasonal meter installation (per meter) | 65.00 |
| 118. | Residential electric and water meter test (up to 1" meter by request) | |
| | A. First request (no charge if meter is defective) | 175.00 |
| | B. Second request within 12 months (no charge if meter is defective) | 350.00.00 |
| 119. | Meter test for all other meters (no charge if meter is defective) | Labor and equipment charge out rates |
| 120. | Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System) | 500.00 |
| 121. | Fee in lieu of assessments | |
| | A. Per building lot serviced per utility | 3,200.00 |
| | B. Per dwelling unit in excess of two per utility | 600.00 |
| | <u>Public Works</u> | |
| | | Labor, equipment and cost of materials |
| 122. | A. Street repair | |
| | B. Asphalt Street Patch for new Driveway | \$350.00 |
| 123. | Salt or salt/sand mixture materials (per ton) | 85.00 |

| | | | |
|------|--|------------------------|--------------------------|
| 124. | Winter asphalt mix materials (per ton) | | 115.00 |
| 125. | Labor charge per hour worked including travel time (no equipment) (Public Works personnel/per person) | | |
| | A. Business hours | | 50.00 |
| | B. Non-business hours | | 65.00 |
| 126. | Truck parking electrical outlets | | |
| | A. Seasonal (November 1 - May 1) | | 300.00 |
| | B. Short-term (3 days - 3 nights) | | 50.00 |
| 127. | Equipment Charges Per Hour - With Operators | <u>Business</u> | <u>Non-Business</u> |
| | | <u>Hours</u> | <u>Hours</u> |
| | A. Backhoe, single axle truck, street sweeper, single axle dump truck with snow plow, high lift forklift, sign truck | \$125.00 | \$145.00 |
| | B. Tandem dump truck, tandem dump truck with snow plow, road grader, Caterpillar wheel loader | \$135.00 | \$155.00 |
| | C. (With special snow removal attachments) Road grader with wing, dump truck with snowplow and wing, wheel loader with snowplow and wing, wheel loader with snow blower. | \$160.00 | \$180.00 |
| | D. Self-propelled broom, air compressor with accessories and pickup, pickups, one ton trucks, rollers, tractors | \$90.00 | \$110.00 |
| | E. Six inch pumps with engine | \$75.00 | \$95.00 |
| | F. 12" high capacity low head pump with engine | \$80.00 | \$100.00 |
| | G. 16" high capacity low head pump with engine | 90.00 | \$105.00 |
| | H. Bucket truck, digger derrick, trencher | \$145.00 | \$165.00 |
| | I. Sewer jet rodding machine, Vactor with pickup (Each of these require two operators. There is an additional charge of \$0.35 per lineal foot for sewer cleaning.) | \$135.00 | \$145.00 |
| | J. Skidsteer, self-propelled mower/snow blower/broom attachment, small trencher | \$85.00 | \$105.00 |
| | K. All other equipment such as chain saw, push mower, snow blower, and weed whips | \$75.00 | \$95.00 |
| | L. Skidsteer with milling machine | \$110.00 | \$120.00 |
| | M. Dump truck with leaf blower, (tandem truck with 2 operators) | 160.00 | 190.00 |
| | N. Crash Trailer with Operator and arrow Board | \$160.00 | \$180.00 |
| | O. Air Compressor Soda Blaster with Operator | \$135.00 | \$155.00 |
| | P. Tack trailer with truck and operator (plus cost of asphalt emulsion) | 160.00 | 180.00 |
| | Q. Stump grinder with truck and operator | 145.00 | 165.00 |
| | R. Electric all-terrain vehicle with operator | 85.00 | 105.00 |
| | S. Mosquito sprayer with truck and operator (cost of materials extra) | 145.00 | 165.00 |
| | T. Site Lite SL4000 14' light tower with generator | 60.00/day plus fuel | \$80.00/day plus fuel |
| | U. Asphalt paver with three operators | 235.00 | 280.00 |

| | | | |
|------|--|---|--|
| 128. | Hydrant Meter Charge - provides meter a for a period of 1-30 days plus charges for all water used. | | \$200 first 230 days plus \$50/week thereafter |
| | | CITY REFUSE CUSTOMER S | NON-REFUSE CUSTOMERS |
| 129. | Yard Waste Drop Off Site | | |
| | A. Disposal of yard bag of leaves or grass | No charge* | \$1.00 each |
| | B. Per cubic yard of leaves or grass | No charge* | \$5.00 each |
| | C. Per cubic yard of brush | No charge* | \$7.00 each |
| | D. Per cubic yard of branches | No charge* | \$7.50 each |
| | E. Per Christmas tree (undecorated) | No charge* | \$3.00 each |
| | F. Per Christmas wreath (no wire) | No charge* | \$0.50 each |
| | **No charge other than environmental services fee on utility bills | | |

| <u>Swimming Pool</u> | | <u>Resident</u> | <u>Non-Resident</u> |
|----------------------|--|------------------------|---------------------|
| 130. | Ticket Books | | |
| | A. 10 tickets | \$20.00 | |
| | B. 20 tickets | \$30.00 | |
| 131. | Family Season Swim Pass | \$35.00 | |
| 132. | Individual Season Swim Pass | \$35.00 | |
| 133. | Day Care Pass (up to 10 daycare children on one pass – only for use during daycare hours of operation and daycare supervisor must accompany children | \$75.00 | |
| 134. | Daily rates | \$2.50 | |
| 135. | Lap Swim, Swimnastics Senior Watercise | \$2.50 | |
| 136. | Lap Swim – 10 punch card | \$15.00 | |
| 137. | Family Swim* - Adults | \$2.50 | |
| | *Children free when accompanied by an adult | | |
| 138. | Pool Party Rental | | |
| | A. 1-25 people # of guards - 2 | \$50.00 | \$65.00 |
| | B. 26-50 people # of guards - 3 | \$60.00 | \$78.00 |
| | C. 51-75 people # of guards - 4 | \$70.00 | \$91.00 |
| | D. 76-100 people # of guards - 5 | \$80.00 | \$104.00 |
| 139. | Special Events | Determined by Director | |

| <u>Park Related Fees</u> | | | |
|--------------------------|----------------------------|---------|---------|
| 140. | Picnic Shelter Reservation | \$40.00 | \$52.00 |

| | | | |
|------|--|------------------------|-------------------------|
| 141. | Refundable Park Cleanup Deposit | | |
| | A. 1-199 People | \$100.00 | \$100.00 |
| | B. 200+ people | \$250.00 | \$250.00 |
| 142. | Alcoholic Beverages Deposit | \$100.00 | \$100.00 |
| 143. | Softball Fields Tournament Fee | | |
| | A. Locally sponsored reservation fee | \$40.00 | |
| | B. Refundable performance deposit | \$100.00 | |
| | C. Basic Maintenance fee per field | \$25.00 | \$25.00 |
| | D. Additional dragging fee – after play starts per field | \$5.00 | |
| | E. Additional striping fee – after play starts per field | \$10.00 | |
| | F. Diamond Dry fee -per bag | \$15.00 | |
| | G. Light fee per hour and field | \$20.00 | |
| | H. Out-of-Town Sponsor per team | | \$13.00 |
| | I. Refundable Deposit | | \$100.00 |
| 144. | Tent Installation Non-Refundable Fee - cumulative | | |
| | A. 1st day | \$25.00 | \$32.50 |
| | B. 2nd day additional | \$50.00 | \$65.00 |
| | C. 3rd day additional | \$100.00 | \$130.00 |
| | <u>Senior Citizen Activities</u> | | |
| 145. | Seniortise (per day) | \$1.00 | \$1.50 |
| 146. | Trips and tours | Determined by Director | |
| 147. | Continental Breakfast | Determined by Director | |
| 148. | Community Center gym walking | No charge | |
| | <u>Transit</u> | <u>Saint Peter</u> | <u>Kasota/Shoreland</u> |
| 149. | Cash Fares | | |
| | A. Dial-a-Ride | 3.50 | 4.50 |
| | B. Route | 1.75 | Not available |
| | C. Seniors Dial-a-ride | 2.00 | 3.00 |
| | D. Seniors Route | 1.00 | Not available |
| | E. Preschoolers Dial-a-ride | 1.00 | 1.00 |
| | F. Preschools Route | \$0.50 | Not available |
| 150. | Ticket Books Dial-a-ride = 1 ticket; Route = 2 tickets) | | |
| | A. 32 tickets | \$40.00 | \$48.00 |
| | B. 20 tickets | \$27.00 | \$32.00 |
| | C. 10 tickets | \$14.00 | \$17.00 |
| | D. Senior Citizens 32 tickets book | \$28.00 | \$32.00 |
| | E. Senior Citizens 20 tickets book | \$18.00 | \$20.00 |
| 151. | Monthly Preschool Rates | | |
| | A. Five Days M-F | | |

| | | |
|---|--------------|---------|
| 1-way | \$40.00 | \$55.00 |
| 2-way | \$65.00 | \$90.00 |
| B. Three days (MWF) | | |
| 1 way | 24.00 | 33.00 |
| 2 way | 39.00 | 54.00 |
| C. Two Days (T-R) | | |
| 1 way | 16.00 | 22.00 |
| 2 way | 26.00 | 36.00 |
| 152. Night/weekend rate – bus with driver (Four hour minimum) | \$37.50/hour | |

| | <u>BASE</u> <u>RATE (1-3</u> <u>hrs.)</u> | <u>EACH ADDT'L</u> <u>HOUR</u> |
|---|---|-----------------------------------|
| <u>COMMUNITY CENTER ROOM RENTAL</u> | | |
| 153. Meeting Room 102 – Traverse des Sioux | \$33.00 | \$10.00 |
| 154. Conference Room 104 – Nicollet Room | \$27.50 | \$10.00 |
| 155. Locker room lockers | \$12.00/6 months | |
| 156. Storage Cage/Room 120 per month | \$33.00 | |
| 157. Meeting room 217 – St. Peter Room | \$44.00 | \$15.00 |
| 158. Senior Center/Room 219 | \$110.00 | \$15.00 |
| 159. Gymnasium Room 218A or 218B | \$71.5.00 (1/2 gym) | \$25.00 |
| 160. Gymnasium Room 218 (whole gym) | \$143.00 | \$25.00 |
| 161. Community Center Lobby Rental | \$110.00 | \$15.00 |
| 162. Reception Room 300A or 300B – Governors' Room | \$82.500 | \$15.00 |
| 163. Reception Room 300 – Governors' Room | \$82.500 | \$15.00 |
| 164. Multi-purpose Room | \$44.00 | \$10.00 |
| 165. Damage deposit | \$100.00 | |
| 166. Alcohol permit fee (for use of alcohol in Community Center rooms) | \$20.00 | |
| 167. Room set-up fee (for rearranging room in other than normal set-up) | \$25.00 | |
| 168. LCD Projector fee with room rental | \$25/day + \$100 security deposit | |

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| 169. | Gym and meeting rooms for community and non-profit groups (exception: Tournaments, private classes, and others at discretion of Recreation Director) | Free with \$100 damage deposit |
| 170. | Non-resident within the school district rate | Base rate + 25% |
| 171. | Non-resident outside school district rate | Base rate + 100% |
| 172. | <u>COPIES</u> | |
| | A. Copies – tenant one side | \$.08 |
| | B. Copies – tenant two sides | \$.12 |
| | C. Copies – public one side | \$ 0.25 |
| | D. Copies – public two sides | \$ 0.35 |
| | E. Copies color per one sided page | \$1.00 |
| 173. | <u>FAX SERVICES – International Faxes Shall Not Be Allowed</u> | |
| | A. Tenant fax – received or sent per page per attempt | \$.75 |
| | B. Public fax – received or sent per page per attempt | \$1.00 |
| | <u>PUBLIC LIBRARY FEES FOR LOST/DAMAGED MATERIALS</u> - all fees are as stated OR the actual cost of the item - whichever is greater | |
| 174. | <u>HARDCOVER BOOKS (per item)</u> | |
| | A. Adult Fiction | \$30.00 |
| | B. Adult Non-Fiction | \$35.00 |
| | C. Junior/Young Adult Fiction | \$25.00 |
| | D. Junior/Young Adult Non-Fiction | \$30.00 |
| | E. Picture Book Fiction | \$25.00 |
| | F. Picture Book Non-Fiction | \$30.00 |
| | G. Reader | \$25.00 |
| 175. | <u>PAPERBACK BOOKS (per item)</u> | |
| | A. Adult Fiction | \$20.00 |
| | B. Adult Non-Fiction | \$20.00 |
| | C. Junior Fiction | \$15.00 |
| | D. Junior Non-Fiction | \$20.00 |
| | E. Young Adult Fiction | \$20.00 |
| | F. Young Adult Non-Fiction | \$20.00 |
| 176. | <u>MISCELLANEOUS PRINT MATERIALS (per item)</u> | |
| | A. Board Book | \$15.00 |
| | B. Periodicals | \$10.00 |
| 177. | <u>AUDIO-VISUAL MATERIALS (per item)</u> | |
| | A. Books on CD | \$20.00 |
| | B. Books on Tape | \$20.00 |
| | C. Cassette Picture Book | \$25.00 |

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|------------------------|---------|
| D. Compact Discs (CDs) | \$30.00 |
| E. DVD | \$40.00 |
| F. Videocassette | \$30.00 |

** All above costs include a \$10.00 service fee for acquisitions, cataloging, and processing. Patrons may choose to purchase the EXACT item for replacement themselves and pay the library only the \$10.00 service fee.

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| <u>OTHER LIBRARY CHARGES/FEES</u> | |
| 178. Replacement library cards | \$ 5.00 |
| 179. Photocopies per page | |
| One-side | \$0.25 |
| Two-sided | \$0.35 |
| 180. Printing from Computer (b/w) per page | \$.25 |
| 181. Printing from Computer (color) per side/per page | \$1.00 |
| 182. Library Meeting Room Deposit | \$30.00 |

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of December, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator