CITY OF SAINT PETER, MINNESOTA
AGENDAS AND NOTICE OF MEETING

Regular Workshop Session of Monday, October 7, 2019
St. Peter Room – Community Center – 5:30 p.m.
600 South Fifth Street

I. CALL TO ORDER

II. DISCUSSION
A. Highway 169 Project Review (Broadway to Union)
B. Project 33 Stormwater Update
C. SMMPA Report
D. Recreation and Leisure Services Department Job Descriptions
E. 2020 Municipal Fee Schedule
F. Census 2020 Complete Count Committee
G. Recycling/Refuse Contract

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal
TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: Hwy 169 Project Review

ACTION/RECOMMENDATION

None needed. For your information and input only.

BACKGROUND

The Minnesota Department of Transportation (MnDOT) will be in attendance at your meeting to review some of the options they are exploring for a rehabilitation of Highway 169 between Broadway Avenue and Union Street. As you know this area has had a number of substantial surface failures and MnDOT is looking to do work within the next two or three years to improve the road surface. As they do that work we have an opportunity to fix other issues that impact our City streets and improve the safety of this area.

This will be a very preliminary look at this area, the options and the type of work that is being considered. MnDOT staff is looking for some feedback from you prior to having open houses and receiving broader public commentary.

While you will not be a final decision maker on the scope or many of the other design issues, we have maintained a very positive partnership with the District 7 MnDOT staff. This opportunity for your comment reflects the positive nature of our relationship and MnDOT's want to work with you to solve problems, make adjustments, and better understand our needs along with meeting their overall Highway 169 corridor goals.

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

TP/bal
TO: Honorable Mayor Zieman  
Members of the City Council  
FROM: Todd Prafke  
City Administrator  
RE: Project 33 Watershed Committee Update  

**ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

**BACKGROUND**

The City Council has previously established a joint committee with Nicollet County called "Project 33 Watershed". The Nicollet County Board of Commissioners have authorized the development of a committee to study watershed improvements. The Committee is planned to be made up of two Nicollet County elected officials, two City of Saint Peter elected officials, and additional participation provided as requested by both City and County Staff.

In general, the mission of this committee is to focus on the watershed area west of Saint Peter, by understanding the impact of the watershed on the City, rules related to County ditches and other watershed rules, and seeking possible solutions or opportunities to challenges in the area. I also think participation in this committee will provide additional opportunities to better know and understand the resources that are currently impacted to help some water issues.

At your meeting you appointed Councilmembers Carlin and Kvamme (now Kvamme and the Mayor) to be the City's elected representatives. This group, along with staff, has met with the Soil and Water Conservation District (SWCD) team. The SWCD was asked to do some work related to finding some land and a potential project that could propel us towards our goal of seeing reduced runoff into the City and our potential development areas within the Growth Boundary.

The SWCD has started that work and has targeted an area and applied for grant funds to undertake a project that would help in detaining some of the water flow from the western watershed that pours into the area near Pine Pointe and south of County Road 51. This is in the early stages so just very preliminary engineering work has been done, but the location and impact is very promising.

Enclosed you will find a map showing the watershed area to the west of the City limits that has been under discussion as part of this Committee's work and the grant application. The grant is likely to require matching funds from local units of government and I want to make you are aware that because of the need and value staff sees in the project and the cooperative relationship with the SWCD, we have said that we will work to make dollars available from your stormwater funds.
The grant looks roughly like this:

### ST. PETER WELLHEAD/WATERSHED PROJECT

<table>
<thead>
<tr>
<th>Conservation Practices</th>
<th>Cost Per Project</th>
<th>Budget Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Acres Cover Crops Incentive $30/ac/yr for 3 years</td>
<td>$90.00</td>
<td>$90,000.00</td>
</tr>
<tr>
<td>1000 Acres Nutrient Management Spring Applied (N)</td>
<td>$26.25</td>
<td>$26,250.00</td>
</tr>
<tr>
<td>19 No. Water &amp; Sediment Control Basins</td>
<td>$10,000.00</td>
<td>$190,000.00</td>
</tr>
<tr>
<td>3 No. Drop Pipe Structures</td>
<td>$55,000.00</td>
<td>$165,000.00</td>
</tr>
<tr>
<td>10 No. Alternative Tile Intakes</td>
<td>$500.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>4 No. Drainage Water Management Structures</td>
<td>$12,000.00</td>
<td>$48,000.00</td>
</tr>
<tr>
<td><strong>Total Conservation Practices</strong></td>
<td><strong>$524,250.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Assistance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Years Technical Assistance (Staff Time)</td>
<td>$399,479.50</td>
</tr>
<tr>
<td>3 Years Engineering Assistance</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>4 No. Drainage Water Management Plans</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>5 Plans Nutrient Management Plans</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>5 Meetings Outreach Meeting</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>Total Technical Assistance</strong></td>
<td><strong>$517,479.50</strong></td>
</tr>
</tbody>
</table>

**Total Cost of the Project** | **$1,041,729.50** |

**State Grant** | **$781,297.13** |

**Required 25% Match** | **$260,432.38** |

**3 Years Match Per Year** | **$86,810.79** |

The amount needed is determined by a number of factors including final grant amount, in-kind support. We will keep you posted but are encouraged with the effort put forth by SWCD. We are a bit concerned about the County's ability to provide a share of matching funds, but the County Commissioners in attendance indicated that they would have a discussion in Committee about this effort. The County's ability to match is a bit more complicated politically than is ours.

Our goal for the meeting is to give you a brief update, talk a bit more about the timelines and let you know that work is ongoing.

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

TP/bal
TO: Honorable Mayor Zieman  
Members of the City Council  

DATE: 8/22/2018

FROM: Todd Prafke  
City Administrator  

RE: Project 33 Watershed Committee

ACTION/RECOMMENDATION

Approve the participation of staff and assignment of two Councilmembers to a County established Committee to review watershed improvements in the area west of Saint Peter.

BACKGROUND

The City Council has previously discussed working jointly with Nicollet County on a project the County is calling "Project 33 Watershed". Nicollet County Board of Commissioners have authorized the development of a committee to study watershed improvements. The Committee is planned to be made up of two Nicollet County elected officials, two City of Saint Peter elected officials, and additional participation provided as requested by both City and County Staff.

In general, the mission of this committee is to focus on the watershed area west of Saint Peter, but understanding the impact of the watershed on the City, rules related to County ditches and other watershed rules, and seeking possible solutions or opportunities to challenges in the area.

I also think participation in this committee will provide additional opportunities to better know and understand the resources that are currently impacted to help some water issues.

At your workshop you identified two members to be appointed to this committee. Those members were Councilmembers Carlin and Kvamme.

Enclosed you will find a Google Earth map showing the watershed area to the west of the City limits that will be under discussion as part of this Committee.

FISCAL IMPACT

There is no fiscal impact determined at this time but this could lead to activities that include grant applications, projects and other efforts to meet issues identified in the area.

ALTERNATIVES AND VARIATIONS:

Do not act. While speed is not needed, you have discussed something like this for a number of years as a part of your Nicollet County/City of Saint Peter Liaison Committee. You have tended to be happy to talk with others when invited as is being done here by the County. If no action is
taken by the Council, staff will wait for further direction and will inform the County of any time line for consideration you might set.

Negative Vote. Staff will inform the County of your discussion
Modification of the Resolution. This is always an option of the City Council.

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

TP/bal
St Peter Well Head Project Area

Legend
- Structures
- Drinking Water Supply Management Areas

MNNICO19-S1D-6INCH.sld
RGB
Red: Band 1
Green: Band 2
Blue: Band 3
Memorandum

TO: Todd Prafke  
   City Administrator

FROM: Pete Moulton  
   Director of Public Works

RE: SMMPA Agency, Key Staff and Financial Policies

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

Southern Minnesota Municipal Power Agency (SMMPA) was incorporated on June 2, 1977 for the purpose of providing an adequate, economical and reliable supply of electric energy to its membership. Three main powers were established at this time. The first is to acquire, construct and operate generation and transmission facilities. The second is to purchase, sell, exchange and transmit electric energy within and outside the State of Minnesota. The third is to carry out any of its corporate purposes and powers.

The Agency may exercise the power of eminent domain in the purchase of property and the Agency is exempt from property taxes. The Agency is required to make payments in lieu of taxes in the amounts which would be payable as taxes if its property were owned by a private person. The Agency does not have any taxing authority.

Key Staff:

David Geschwind is the Executive Director & CEO. David joined the Agency in 1998 as Director of Planning, Contracts and Marketing and later served as Director of Operations and COO. David became our top leader in 2011. David reports directly to the Board and is responsible for the overall operation of the Agency. David has a Bachelor of Science degree in electrical engineering from the University of Illinois and a Master's degree in business administration from the University of Kansas.

Mark Mitchell serves as Director of Operations & COO. Mark joined the Agency in November 2011. He came to SMMPA with nearly 30 years of public power experience including serving as the Executive Director of the Arizona Power Authority and a variety of staff and management positions with the Salt River Project. Mark is responsible for the generation, transmission and market operations of the Agency. Mark holds a Bachelor of Science degree in electrical engineering from New Mexico State University and a Master's degree in engineering management from the University of Colorado.

Chris Schoenherr is the Director of Agency and Government Relations & CEAO. He joined the Agency in 2015 with a primary responsibility of developing and managing relationships with
members, legislators, legislative leadership, regulators and governmental agency staff. In addition, he oversees communications, human resource functions, demand side management initiatives, and non-operations center computer systems. Chris has a degree in economics from the University of Wisconsin – Madison.

John Winter is Director of Finance and Accounting & CFO. He joined the Agency in 2007. He directs and oversees treasury, cash management, banking, investments, debt functions, rates, financial planning and forecasting, budget and control, accounting activities, risk management, and the Agency's administrative functions. In this position he also assists the Executive Director & CEO in the development and implementation of policies, procedures, and programs to ensure protection of the assets of the Agency and to fulfill the Agency's goals and objectives. John has a Bachelor of Science degree in accounting from the University of Minnesota, has completed post graduate studies in business, economics, and theology and holds an inactive CPA certificate in Minnesota.

**Strategic Financial Policies** - The Agency utilizes three governing financial policies adopted by the Board that provide guidance for the use of Agency funds for financing capital projects; investment management decisions, and liquidity targets for the Agency's General Operating Reserves and Capital Reserves.

**Capital Financing Policy.** The Capital Financing Policy, initially adopted on October 20, 2006, and most recently approved with changes on February 13, 2019, sets forth specific debt ratio targets of 85 percent by 2015 and 80 percent by 2020.

**Investment Policy.** The Investment Policy was initially adopted by the Board on March 10, 2010 and is reviewed every three years, most recently on February 13, 2019. The Agency's investment goals are to preserve capital, maintain liquidity and meet capital obligations while taking full advantage of returns within the constraints and objectives of the Investment Policy.

**Financial Reserves Policy.** The Financial Reserves Policy was initially adopted on October 15, 2004 and updated every three to four years since then. Most recently, the Board approved the policy with changes on July 12, 2017. The policy emphasizes ideal liquidity to maximize financial risk management, and sets forth separate financial reserves target for General Operating and Capital Reserves.

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

/PM
About SMMPA

Southern Minnesota Municipal Power Agency (SMMPA) is a not-for-profit joint-action agency formed in 1977 during a time of increasing demand for electricity. Member utilities united through joint action and rallied behind their shared purpose of securing a long-term energy solution. By using the collective strength of SMMPA, the Agency was able to invest in a long-term source of reliable and affordable power – Sherco 3.
Today, joint action remains a timeless solution for managing the challenges of a complex and dynamic industry. We’re diversifying our energy mix by adding clean burning natural-gas generation and renewable sources like the wind and solar. We’re strengthening the electric grid that delivers energy to homes, businesses and industry. And we’re helping customers find ways to understand, manage and reduce their energy use.

**THROUGH JOINT ACTION, THE COMBINED STRENGTH OF SMMPA’S MEMBERS LEADS TO MORE EFFECTIVE AND EFFICIENT SOLUTIONS.**

SMMPA is made up of less than 50 employees who support their members in the following areas: Operations, Finance & Accounting, and Corporate Development & Agency Relations. Within our staff, more than 25 employees have bachelor’s degrees, eight employees hold master’s degrees, seven are professional engineers, two are certified public accountants, and three are certified energy managers.

Since many SMMPA employees have been in the industry at least 15 years, the Agency is able to rely on a wealth of professional experience and expertise. Member utilities regularly express their appreciation for the skill of the team members and quality of service they receive from the Agency.

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Our Vision

Southern Minnesota Municipal Power Agency will be a national leader in energy services and joint action innovation.

Our Mission

To unite and support public power communities to safely provide economical and reliable wholesale energy and other services in an environmentally responsible manner.

SMMPA Values

We are dedicated to our member communities and take responsibility for the efficient, cost effective and reliable delivery of electricity and services in an environmentally responsible manner. In doing so, we are committed to the following values.
INTEGRITY
We conduct ourselves according to high ethical standards and adhere to principles of honesty, trust, accountability and fairness.

TEAM WORK
We derive strength through joint action and cooperation. We respect, support and care about one another.

INNOVATIVE
We strive to be forward thinking, action-oriented and creative.

WORKPLACE
We promote a safe, healthy and productive workplace, a learning environment and an enjoyable atmosphere.

Our Board Of Directors
SMMPA is governed by a seven-member board of directors who are elected by and from the ranks of our 18 member representatives. The Board, as a group, acts to adopt rules and regulations, consistent with the Agency Agreement and Bylaws, for the management, administration and regulation of SMMPA's affairs.

President
JOSEPH A. HOFFMAN
Preston Public Utilities

Vice President
MARK R. KOTSCHEVAR
Rochester Public Utilities

Secretary
BRUCE A. REIMERS
New Prague Utilities Commission

Treasurer
PETER T. MOULTON
Saint Peter Municipal Utilities

Board Member
MARK E. NIBAUR
Austin Utilities

Board Member
STUART T. SMITH
Spring Valley Public Utilities

Board Member
ROGER E. WAREHIME
Owatonna Public Utilities

Our Leadership Team
TO: Todd Prafke  
City Administrator  
FROM: Pete Moulton  
Director of Public Works  
RE: SMMPA Power Supply

ACTION/RECOMMENDATION

None needed. For Council discussion and review only.

BACKGROUND

The goal of this agenda item is to give you an update on things going on within SMMPA. We have been working to do this annually and updating you right before the SMMPA annual meeting seems like a good time. I have put together two separate memos on different issues that I hope will make our review a bit more organized.

Southern Minnesota Municipal Power Agency (SMMPA) is working extremely hard to diversify its power supply portfolio. A conscious transfer from coal-fired production to renewables is evident. Partially driven by the market and economy of scale contract agreements SMMPA has found the transition to be user friendly and has easily adapted.

Existing Power Supply Operations: Sherco 3 is a coal-fired steam generating facility which began operations in November 1987. The capacity of the facility is rated at 910 megawatts (MW). Sherco 3 is owned jointly with Northern States Power (NSP). SMMPA owns 41% (373 MW) and NSP owns 59% (537 MW). Sherco is operated by NSP and SMMPA is required to pay proportionally for operations and maintenance.

Sherco 3 remains an important resource for SMMPA members. During the previous five years Sherco 3 averaged 87% availability with a capacity factor of 63%. As you are aware, Sherco 3 operates almost continually and isn’t easy to shut down. A facility like this is less costly in the market, runs often and is fairly efficient for a coal-fired plant.

SMMPA also has Capacity Purchase Agreements with Blooming Prairie, Litchfield, Mora, New Prague, Preston, Princeton, Redwood Falls, Spring Valley, and Wells. These communities have either diesel or natural gas units with a total of 68 MW of capacity. In addition, SMMPA has Quick-Start Capacity Purchase Agreements with Blooming Prairie, Grand Marais, Litchfield, North Branch, Princeton, Redwood Falls, Saint Peter and Spring Valley for new diesel units with ten minute start capability. SMMPA receives 57 MW of power from these units.

Saint Peter has 12 MW (6 – 2 MW Caterpillar Diesel Generators) available under a Quick Start Agreement. The City financed, built and now maintain the units in exchange for an agreed to
annual fee. It doesn’t matter how much or how little the facility runs, we are under contract to have the Units in operational condition for call 24/7. Our 20 year contract expires in 2024 but is renewable in 5-year increments.

In 2014, the Fairmont Energy Station (FES) went on line. FES consists of four, high efficiency natural gas generators with 25 MW capacity and two dual gas generators totaling 12 MW capacity. In 2017, SMMPA built the Owatonna Energy Station (OES) consisting of four high efficient 9.5 MW generators with a total capacity of 38 MW went on-line. The total dedicated availability of gas and diesel facilities from member communities is 142 MW plus another 38 MW that is jointly owned for 180 MW.

The Minnesota Legislature’s establishment of the Renewable Energy Standard ("RES") in 2007 requires the Agency purchase or produce increasing percentages of its energy from renewable resources. The Agency owns six wind turbines located in Fairmont and Redwood Falls with 8.5 MW of capacity. In 2005, SMMPA also installed a landfill gas generation project with a capacity of 1.6 MW located near Mora. The Unit was refurbished in 2012.

SMMPA has also entered into a 20-year agreement with Wapsipinicon, a subsidiary of EDF, to purchase the output of a 100.5 MW wind farm located near Dexter, Minnesota. This agreement expires on February 20, 2029. On May 17, 2017, the Agency entered into a 20-year agreement with another EDF subsidiary, Stoneray Power Partners, to purchase the output from a 100 MW wind project located on “Buffalo Ridge” in Pipestone and Murray counties in southwest Minnesota. SMMPA will begin purchasing the Stoneray output on January 1, 2020.

SMMPA remains active in solar production as we entered into a 20-year power purchase agreement with Lemond to purchase the output from a 5 MW solar facility constructed near Owatonna. The Lemond Solar Center began commercial operation in June 2017. SMMPA subsequently entered into an agreement to sell 280 kW from the project to another regional joint action agency (CMPAS).

In addition, SMMPA offers its Members the opportunity to purchase RECs for customers interested in supporting renewable energy in addition to that supplied as a part of Agency base energy delivery. Gustavus Adolphus College has taken advantage of this option thru the City. SMMPA has also worked with member communities to develop community solar programs wherein Members may provide their respective retail customers an opportunity to subscribe to the output of a set number of solar panels and receive a monthly bill credit for that output. We have been successful in this program with over 230 panels under contract.

Saint Peter continues to work with private property owners who desire to connect solar systems following Minnesota’s net metering rules. There are currently eight independent Distributed Energy Resources (DER) connected to our distribution system.

**Future Power Supply Operations.** With the Owatonna Energy Station now in commercial operation, current projections indicate SMMPA will not require any additional resources to meet Member requirements through 2030. SMMPA is currently evaluating post-2030 resource alternatives.

A summary of the existing SMMPA power supply is provided below:

<table>
<thead>
<tr>
<th>Shereco 3 (2030)</th>
<th>373 MW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity Purchases</td>
<td>68 MW</td>
</tr>
<tr>
<td>Project</td>
<td>Power (MW)</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Quick Starts</td>
<td>57</td>
</tr>
<tr>
<td>Fairmont Energy Station</td>
<td>37</td>
</tr>
<tr>
<td>Owatonna Energy Station</td>
<td>38</td>
</tr>
<tr>
<td>SMMPA Wind Turbines</td>
<td>8.5</td>
</tr>
<tr>
<td>SMMPA Landfill Gas</td>
<td>1.6</td>
</tr>
<tr>
<td>Wapsipinicon Wind Contract</td>
<td>100</td>
</tr>
<tr>
<td>Stoneray (2020)</td>
<td>100</td>
</tr>
<tr>
<td>Lemond Solar</td>
<td>5</td>
</tr>
<tr>
<td>Hutchinson (3rd Party 2020)</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>818</td>
</tr>
</tbody>
</table>

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

/IPM
TO: Todd Prafke  
City Administrator

FROM: Joey Schugel  
Recreation and Leisure Services Director

RE: Regular Part-Time Recreation Staff

ACTION/RECOMMENDATION

None needed. For Council review and discussion.

BACKGROUND

The Recreation and Leisure Services Department utilizes Recreation Coordinator and Recreation Leader staff every year, primarily for the summer months. At this time I am recommending formal adoption of position descriptions for this position.

As a part of this process I have looked at the most efficient and effective ways to serve our community with programming, activities, events, and safe facilities. We have identified some opportunities to fill some gaps in programming and opportunities especially during the school year with the goal to offer more year round options. Some of these program opportunities include Exploration Recreation for youth and seniors, Kids Club (After School Club with various activities), Parent’s Night Out events, Itty Bitty Camps (Saturday Mornings) and eSports. There are also some additional athletic opportunities we see in our partnerships with associations that may shift to the Recreation Department’s control.

In order for these potential changes to be realized I am requesting that both our Recreation Coordinator and Recreation Leader positions expand to become regular part-time positions versus currently being just seasonal positions. If approved we would hire what we might call “year around” staff and “seasonal” staff under these job descriptions. This would give us the flexibility to not only staff and meet the program needs above, but also retain quality staff to work and lead these programs. Another huge component to this proposed change is it would give us a little more flexibility to cover some of our current very seasonal or regular part-time positions in times of need such as Warming House Attendants, Building Supervisors, and Creative Play Place.

There is no financial impact to this change as it is really covering the same number of hours and programs just doing some of it through the flexibility of year around and seasonal staff as compared to just seasonal staff that we use now.

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

JS
POSITION TITLE: RECREATION COORDINATOR (Part-Time)

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: RECREATION PROGRAM SUPERVISOR

OVERVIEW OF POSITION:
Under the general direction of the Program Supervisor, performs duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs and special events.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, develops, schedules and evaluates recreation and athletic programs.
- Assists with, training, supervising, and evaluating part-time and seasonal recreation personnel and assigns work as necessary.
- Coordinates with various community agencies and other City departments to provide opportunities for youth programs and community involvement programs.
- Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures.
- Establishes team rosters, supervises leagues and tournaments, enforces rules and regulations of the recreation and athletic programs.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with other programs for facility usage. May coordinate recreation staff on weeknights, weekends, and holidays.
- May perform emergency custodial maintenance work. Setup tables, sports equipment, and chairs for classes and programs.
- Performs related duties as required.

REQUIRED INTERPERSONAL SKILLS:
Ability to: communicate effectively, both orally and in writing; secure confidence of City staff and the general public; cooperate with a wide variety of individuals; maintain confidentiality; deal with the public and City employees in a consistent, fair and respectful manner; be tactful.

ESSENTIAL PHYSICAL REQUIREMENTS:
The Recreation Coordinator is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.
- Ability to work in various weather conditions.

MINIMUM QUALIFICATIONS:
- Must be at least 18 years old.
- High School Diploma or equivalent
- Valid Minnesota Driver’s License.
- CPR and First Aid training or ability to be certified within six months of employment.
- Experience working with the public.

DESIRED QUALIFICATIONS:
- Post-secondary education in recreation or child development fields
- Demonstrated experience leading recreational programs or activities.
- Demonstrated experience supervising and/or leading staff.

Adopted: ____________________
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 98

POSITION TITLE: RECREATION LEADER (Part-Time)

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: RECREATION PROGRAM SUPERVISOR expiring on

OVERVIEW OF POSITION:

Under the general direction of the Program Supervisor, assists, conducts, leads, and evaluates programs, projects, special events, and facilities.

ESSENTIAL JOB FUNCTIONS:

• Assist with enrichment, leisure and athletic programs.
• Assist with projects in areas of recreation, gyms, and parks.
• Help with necessary work to conduct special events and programs.
• Supervise program participants, lead activities, and ensure for safe environment.
• Open facility for operations and close them at end of shift.
• May perform emergency custodial maintenance work. Setup tables, sports equipment, and chairs for classes and programs.
• Communicate effectively in oral and written form.
• Adhere to all safety practices and procedures and attend all training as required.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate effectively both orally and in writing and; provide leadership; accept responsibility; secure the confidence of program participants; maintain confidentiality as needed; demonstrate tact; interact positively and appropriately with the public, other staff; and with diverse groups and individuals; demonstrate conflict resolution techniques, demonstrate, by example, the highest standards of conduct, performance, integrity and public service, work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Recreation Leader is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Ability to work in various weather conditions.

MINIMUM QUALIFICATIONS:
- Must be at least 16 years old.
- Valid Minnesota non-provisional Driver's License.

DESIRED QUALIFICATIONS:
- Experience working with the public.
- High School Diploma or equivalent
- Experience working in a recreational setting.
- Current CPR and First Aid Certification.

Adopted:________________________
TO: Honorable Mayor Zieman  
Members of the City Council

FROM: Todd Prafke  
City Administrator

RE: 2020 Fee Schedule Modifications

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

Each year staff reviews the municipal fee schedule to ensure the charges are the actual fees necessary to provide or perform the requested service. In 2019 there was no change to the fee schedule; however, changes are recommended for 2020 as follows:

• #91 Police Labor fees - A $10 per hour increase for each category is proposed to more accurately reflect the overtime wages paid to the employee and a portion of the cost of benefits for that employee. It has been a number of years since a change has been made here and as costs of employment have gone up we are recommending adjustments to meet those cost factors.

• #41 Conditional Use Permit was $300, #43 Variance Application was $300, #42 Petition to Subdivide Plats was $250, and #49 Street/Alley vacation requests was $300 – all recommended to increase to $500. This recommendation is based on publication of legal notices charges in the St. Peter Herald and the cost of mailing to affected property owners. We are required by State Statute to provide both types of notices for these applications. I view this as an effort to keep up with your costs.

• #101 and #102 Water (WAC) and Sewer (SAC) Access Fee reduction. As you may recall I discussed this issue relative to housing and housing development in our community and our charges compared to other communities. These fee levels were put in place more than a decade ago and where intentionally higher based on the philosophy that as the current rate payers have made and paid down on major investments such as the Wastewater Treatment Plant and the Water Treatment Plant, any new connection should have to “buy in” with an additional charge. As you may recall from our discussion the change that I am proposing would mean a decrease in revenues to the Water Fund of about $19,000 and to Wastewater of about $16,500. The recommendation specifically cuts the fees in half for residential sized connections and leaves the commercial and Industrial sizes unchanged.
  o 101. Water Main Access Fee:
• #110 Stormwater Utility right-of-way management fees: Language to be added: “A permit is only good for one lot/block. Applicants must apply for additional permits if work is going to be taking place on additional lots/blocks.” I view this as a clarification, not a change to current practice or use.

• 114 Underground Utility Work Permit Fees: Language to be added: “A permit is only good for one lot/block. Applicants must apply for additional permits if work is going to be taking place on additional lots/blocks.” I view this as a clarification, not a change to current practice or use.

• Delete #117 Permit Extension Fee - This is a change in practice as once the permit holder goes past the permitted timeline we want them to re-apply.

• #96. Campsites – this is an increase of approximately $0.50 and is proposed to make the transactions an even number to reduce transaction hassles at the Police Department.
  A. Mill Pond site with electrical hookup (per day) $27.00 including tax
  B. Mill Pond/Riverside Park primitive site (per day) $17.00 including tax

• #5 The City fee schedule includes a “Consumption and Display Permit”. M.S. 340A.414 governs these types of permits which must first be approved by the City Council before being submitted to the State of Minnesota for final issuance. The City’s fee, as authorized in Statute, is $250. Fees for one-day permits, as stipulated in Statute, may not exceed $25 and the City is not allowed to issue more than ten consumption and display permits in any one year. The City currently does not have a one day fee and I recommend establishing a one day fee in the amount of $25 per day.

• I am recommending increasing the fee for select services related to hosting of softball, baseball and soccer tournaments related to the cost of maintaining fields. I view these changes as an attempt to keep up with labor and incidental material costs.

• Changes to #151. Tournament Fee are also recommended as shown below:
  o a. Reservation fee $40.00 to $50.00
  o c. Basic Maintenance fee per field $25.00 to $50.00
  o J. Fence Install/Takedown per field $25.00 (New fee)
  *Tax not included in pricing

• I am recommending a separate fee specifically for the reservation of the Minnesota Square Park Pavilion. Previously we had considered the Pavilion equal to all other Picnic Shelters. I think it should be listed separately and we should watch the use over the next year and review whether this fee is at an appropriate level. The recommendation is no change from the 2018 Picnic Shelter costs.

• 148(a). Minnesota Square Park Pavilion
  o Resident $43.00 changed to $75.00
o Non-resident $55.00 changed to $96.00

- Stage Rental fees - The stage rental fees I recommend below are new and based on three different rental size options for the modular stage. The three fees are based on a rate of $20.00 per stage piece. These fees are designed with the intention to offset labor and staff time for stage set-up and take-down.
  - ###. Stage Rental Fees
    - 12 Piece Stage $240.00
    - 20 Piece Stage $400.00
    - 30 Piece Stage $600.00
    - Stage Steps $60.00
    - Stage Ramp $120.00
    - Stage Skirting $40.00
  *Tax not included in pricing

- Add a fee for Compost Black Dirt - $20.00/ sq. yd.

- Add a fee for Salt/sand mixture materials (5 gallons) $5.00. The cost of material is minimal but we do have time that is devoted to helping our customers get their bucket filled in the Public Works yard.

- Solar Panel Interconnection Applications
  - Pre-Application Fee: $300
  - Simplified Process (under 20kW) $100
  - Fast Track Process (20kW-4MW) $100 + $1/kW for Certified Systems
  - $100 + $2/kW for Non-Certified Systems
  - Study Process (4MW-10MW) $1,000 + $2/kW
  These are part of the policy that was reviewed by the Council about six months ago. These fees are an attempt to cover the staff and the engineering time that is required to review and assure safe interconnection with your distribution system. This application and fee is not needed if the panels are not connected to the distribution system.

All the schedule numbering is subject to change once the changes are finalized.

Please also remember that these changes are not based on any specific budgeted target or financial goals other than to make modifications based the general theory of trying to keep up with costs when and where appropriate. Approval or denial of any specific changes is not likely to "tip over" your budget and each should be reviewed on their own, taking into account your views as to the appropriateness of cost and not just the costs of providing services or materials.

A copy of the current fee schedule is attached for your review. If you have any other fees that you are looking for specific changes to or want detailed data please let me know so I can provide it at your meeting.

If approved at a future meeting, the changes would be effective on January 1, 2020.

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

TP/bal
# MUNICIPAL FEE SCHEDULE
## Effective January 1, 2018
### BUSINESS LICENSES AND PERMITS
Fees shown do not include any applicable sales tax

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

5. **Consumption and Display License**
   - A. **Investigation Fee** $250.00
   - City Annual Processing Fee $50.00

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
<table>
<thead>
<tr>
<th>License Type</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Short-term On-Sale Beer License</td>
<td>(per day not to exceed $75.00 for requests involving periods of 3-90 consecutive days)</td>
</tr>
<tr>
<td>10. Duplicate business license</td>
<td></td>
</tr>
<tr>
<td>11. Taxi Cab License</td>
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</tr>
<tr>
<td>A. Investigation Fee</td>
<td></td>
</tr>
<tr>
<td>B. First Vehicle (annual)</td>
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<tr>
<td>C. Each additional vehicle (annual)</td>
<td></td>
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<tr>
<td>D. Vehicle inspection fee (per vehicle/per year)</td>
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<tr>
<td>12. Tree Worker's License</td>
<td></td>
</tr>
<tr>
<td>A. Initial License</td>
<td></td>
</tr>
<tr>
<td>B. Annual renewal</td>
<td></td>
</tr>
<tr>
<td>13. Peddler/Transient Merchant License</td>
<td></td>
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<tr>
<td>A. Investigation Fee</td>
<td></td>
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<tr>
<td>B. Annual License</td>
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<tr>
<td>C. Six Month License</td>
<td></td>
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<tr>
<td>D. Daily License</td>
<td></td>
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<tr>
<td>14. Pawnbroker and Precious Metal Dealer License</td>
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</tr>
<tr>
<td>A. Annual Fee</td>
<td>$8,000.00</td>
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<tr>
<td>B. Investigation Fee</td>
<td>500.00</td>
</tr>
<tr>
<td>15. Solid Waste Hauler's Permit</td>
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</tr>
<tr>
<td>A. Investigation Fee</td>
<td></td>
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<tr>
<td>B. Annual Renewal</td>
<td></td>
</tr>
<tr>
<td>16. Amusement Device License</td>
<td>(per device per year) (10 devices included in On-Sale Liquor fee)</td>
</tr>
<tr>
<td>17. Juke Box License</td>
<td>(per juke box/per year) (one Juke Box included in On-Sale liquor fee)</td>
</tr>
<tr>
<td>18. Short-term non-regulated Gambling/Bingo License</td>
<td>Initial Investigation fee for permanent gambling sites</td>
</tr>
<tr>
<td>19. Temporary Gambling License</td>
<td>(per event)</td>
</tr>
<tr>
<td>20. Dance License</td>
<td>(per year)</td>
</tr>
<tr>
<td>A. Annual License</td>
<td></td>
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<tr>
<td>B. Daily License</td>
<td></td>
</tr>
<tr>
<td>21. Fireworks Display Permit</td>
<td>(per occasion)</td>
</tr>
<tr>
<td>22. Tobacco License</td>
<td></td>
</tr>
<tr>
<td>A. Initial License</td>
<td></td>
</tr>
<tr>
<td>B. Annual Renewal</td>
<td></td>
</tr>
</tbody>
</table>
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. Background Investigation 40.00
   B. Annual License 35.00
   C. Short Term (1-3 days) 20.00

NON-BUSINESS LICENSES AND PERMITS

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 units per apartment
   complex) 22.00
   C. Re-inspection fee per unit (failure to pass inspection) 25.00
   D. Rental certificate application fee per unit after December
   31st 36.00

28. Demolition Permits
   A. Garage 20.00
   B. House 50.00
   C. Other structures 50.00

29. Building Permits including replacement of windows and exterior
doors and/or Plumbing and Mechanical Permits
   $1 to $500 $21.00
   $501 to $2,000 $21.00
   (for the first $500 plus $2.36 for each additional $100 or fraction
to and including $2,000)
   $2,001 to $25,000 $56.40
   (for the first $2,000 plus $10.50 for each additional $1,000 or
   fraction thereof to and including $25,000)
   $25,001 to $50,000 $297.90
(for the first $25,000 plus $8.40 for each additional $1,000 or fraction thereof, to and including $50,000)

$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

32. Permit for replacement of furnace, central air conditioner, or water heater $45.00 plus $1 state surcharge

33. Inspection fees outside of normal business hours (2 hour minimum) $47.50/hour

34. Inspections for which no fee is specifically indicated (minimum 1/2 hour plus total cost to City including mileage, meals and processing) $47.50/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 $100.00 and Public Works crew expense
A. Primary Structures $50.00 and Public
38. Mobile home installation fee  
   Plan Review  
   State Surcharge  
   Works crew expense  
   135.00  
   47.25  
   1.00  

39. Residential Roofing Permit  
   A. Plan Review and Inspection  
   B. State Surcharge  
   90.00  
   1.00  

40. Residential Siding Permit  
   A. Plan Review and inspection  
   B. State Surcharge  
   90.00  
   1.00  

41. Conditional Use Permit  
   300.00  

42. Petition to subdivide plats  
   250.00  

43. Variance application filing fee  
   300.00  

44. Easement vacation requests  
   80.00  

45. Interim parking use permit  
   110.00  

46. South 7th Street Residential Parking Permit  
   15.00  

47. Capital Drive Residential Parking Permit  
   15.00  

48. Rezoning request filing fee  
   Publication fee  
   300.00  
   350.00  

49. Street/Alley Vacation Request Filing Fee  
   300.00  

50. Annexation Request Filing Fee  
   A. Filing Fee  
   B. Municipal Board Fee  
   350.00  
   $5.00/acre ($100 minimum/$600 maximum)  

51. Waiver of Subdivision Fee  
   350.00  

52. Golf Carts/ATV/Personal Mobility devices permit for use of City Streets – per year  
   50.00  

53. Private Use of City Parking Lots, Streets and Sidewalks  
   A. Private use of public sidewalks (permit valid for a period of five years)  
   B. Private use of public parking lots or streets  
   100.00  
   25.00  

54. Request for renaming streets or for private drive designations (per name)  
   $100.00
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Government</strong></td>
<td></td>
</tr>
<tr>
<td>55. Copies</td>
<td></td>
</tr>
<tr>
<td>A. One side (per copy)</td>
<td>0.25</td>
</tr>
<tr>
<td>B. Two sides (per copy)</td>
<td>0.35</td>
</tr>
<tr>
<td>C. Color Copies per single side page</td>
<td>1.00</td>
</tr>
<tr>
<td>56. Faxing (no international calls allowed)</td>
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</tr>
<tr>
<td>A. Per page sent</td>
<td>1.00</td>
</tr>
<tr>
<td>B. Per page received</td>
<td>1.00</td>
</tr>
<tr>
<td>57. Clerical Staff Time (per hour with a 1 hour minimum)</td>
<td>37.50</td>
</tr>
<tr>
<td>58. Notary Public Services</td>
<td></td>
</tr>
<tr>
<td>A. Notary Public services (per signature by Notary)</td>
<td>1.00</td>
</tr>
<tr>
<td>B. Certified copies of resolutions/ordinances (per document)</td>
<td>5.00</td>
</tr>
<tr>
<td>59. City map sales (per map)</td>
<td></td>
</tr>
<tr>
<td>A. 2' x 3' black and white</td>
<td>10.00</td>
</tr>
<tr>
<td>B. Colored zoning map</td>
<td>20.00</td>
</tr>
<tr>
<td>C. Address map</td>
<td>50.00</td>
</tr>
<tr>
<td>60. Audited Financial Report (per copy)</td>
<td>20.00</td>
</tr>
<tr>
<td>61. Comprehensive Plan (per copy)</td>
<td>30.00</td>
</tr>
<tr>
<td>62. Assessment search and certification</td>
<td>37.50</td>
</tr>
<tr>
<td>63. Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans)</td>
<td>2,500.00</td>
</tr>
<tr>
<td>64. Service charge for returned checks (per check)</td>
<td>30.00</td>
</tr>
<tr>
<td>65. Utility Bill Advertisements (whether printed by City or provided by advertiser)</td>
<td></td>
</tr>
<tr>
<td>A. Full page ad</td>
<td>700.00</td>
</tr>
<tr>
<td>B. One-half page ad</td>
<td>350.00</td>
</tr>
<tr>
<td>66. Advertising Panels at Community Center (per year/panel)</td>
<td>$400.00</td>
</tr>
<tr>
<td>67. Utility Flyer Community Custom Event Notice</td>
<td>25.00</td>
</tr>
<tr>
<td>68. Utility Flyer Community Event Notice via form (less than 25 words)</td>
<td>5.00</td>
</tr>
<tr>
<td>69. Voting booth rental (per booth)</td>
<td>25.00</td>
</tr>
<tr>
<td>70. Replacement dog/cat license tags</td>
<td>1.00</td>
</tr>
</tbody>
</table>
71. 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 30th 5.00

   Pro-rated (1) year
   A. Spayed/neutered 2.50
   B. Unspayed/Unneutered 12.50

72. 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 30th 5.00

   Pro-rated (1) year
   A. Spayed/neutered 2.50
   B. Unspayed/Unneutered 12.50

73. Dog Pound
   A. Impounding Fee (per dog) 30.00
   B. Daily maintenance fee (per day) 7.70

74. Cat Pound
   A. Impounding Fee (per cat) 30.00
   B. Daily maintenance fee (per day) 7.70

75. Keeping of Chickens (Expires on the 1st day of each year)
   A. Annual Permit fee $5 per property
   B. Initial Inspection Fee $45 per property

76. Animal Adoption Fee
   (Includes rabies vaccination, distemper vaccination, heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.) 120.00

77. General Parking Violations
   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

78. Snow Emergency Parking Violations
   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

79. 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

80. Penalties for violations of tobacco and tobacco related products statutes and ordinances.
   A. Purchase or attempt to purchase tobacco related products
   B. Illegal possession or use of a tobacco related product - 1st offense
   C. Illegal possession or use of a tobacco related product - 2nd offense
   D. Aiding/assisting another to illegally purchase a tobacco related product
   E. Furnishing tobacco related products to person under age of 18 years
   F. Sale of tobacco related products to person under age of 18 years
   G. All other violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase or attempt to purchase tobacco related products</td>
<td>100.00</td>
</tr>
<tr>
<td>Illegal possession or use of a tobacco related product - 1st offense</td>
<td>25.00</td>
</tr>
<tr>
<td>Illegal possession or use of a tobacco related product - 2nd offense</td>
<td>50.00</td>
</tr>
<tr>
<td>Aiding/assisting another to illegally purchase a tobacco related product</td>
<td>125.00</td>
</tr>
<tr>
<td>Furnishing tobacco related products to person under age of 18 years</td>
<td>125.00</td>
</tr>
<tr>
<td>Sale of tobacco related products to person under age of 18 years</td>
<td>100.00</td>
</tr>
<tr>
<td>All other violations</td>
<td>100.00</td>
</tr>
</tbody>
</table>

81. Conveyance of parcels in violation of City Code (per lot or parcel)  
100.00

82. Storage of impounded items
   A. Cars, vans and trucks (per day)  
   B. Other motorized vehicles (per day)  
   C. Non-motorized equipment (per day)  
   D. Bicycle storage (per day)  
      (Exceptions: bikes with Police Department or MN inspection/registration sticker)

<table>
<thead>
<tr>
<th>Storage Type</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars, vans and trucks (per day)</td>
<td>10.00</td>
</tr>
<tr>
<td>Other motorized vehicles (per day)</td>
<td>10.00</td>
</tr>
<tr>
<td>Non-motorized equipment (per day)</td>
<td>5.00</td>
</tr>
<tr>
<td>Bicycle storage (per day)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

83. Highway 169 banner (for each two week period or portion thereof)  
350.00

84. Minnesota Square Park Banners (for each two week period or portion thereof)
   A. Charge per standard  

<table>
<thead>
<tr>
<th>Banner Type</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Square Park Banners</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

85. Non-resident finger printing  
22.50

86. Police Reports
   A. Accident and theft reports (per report)  
   B. Civil action cases (per case)  
   C. Civil action pictures (per case)  
   D. Drivers record check fee  
   E. Vehicle registration check fee  
   F. Criminal history check

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident and theft reports (per report)</td>
<td>5.00</td>
</tr>
<tr>
<td>Civil action cases (per case)</td>
<td>30.00</td>
</tr>
<tr>
<td>Civil action pictures (per case)</td>
<td>30.00</td>
</tr>
<tr>
<td>Drivers record check fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Vehicle registration check fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Criminal history check</td>
<td>5.00</td>
</tr>
</tbody>
</table>

87. 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  
   B. 5th burglar or fire alarm

<table>
<thead>
<tr>
<th>Alarm Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th burglar or fire alarm</td>
<td>25.00</td>
</tr>
<tr>
<td>5th burglar or fire alarm</td>
<td>50.00</td>
</tr>
</tbody>
</table>
C. Each burglar or fire alarm thereafter 100.00

88. Use of Hurst Tool by Fire Department (per incident) 350.00

89. Fire call fee $500.00 + $100 per hour after the first hour up to a maximum of $1,000

90. Fire CO2 Detector Call Fee 175.00

91. 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

92. Weed removal on private property
   A. City crew Refer to #132 and #135
   B. City subcontractor minimum charge of $75 $75 per hour
   C. City subcontractor for each hour in excess of first two $30

93. Sidewalk snow removal City crew (per hour) (minimum charge one hour) 75.00

94. Tree removal on private property Refer to #132 and #135

95. Work Zone Equipment Fees Per sign/per day
   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
   J. Type "I" Barricade (6 feet) 1.50
   K. Type "III" Barricade 3.50
   L. Electric Arrow board (2 shift) and trailer 75.00

96. Campsites
   A. Mill Pond site with electrical hookup (per day) 25.00
   B. Mill Pond/Riverside Park primitive site (per day) 15.00

97. Unusually high water/wastewater usage rate* (per 1,000 gallons of water and wastewater usage). *See formal policy identified in Resolutions No. 1996-22 and 1997-30

UTILITIES

33
for restrictions.

98. Water service line thawing (per line) 325.00

99. Water Main Tapping Fee:
   1" Water Main Tap 340.00
   1½" Water Main Tap 540.00
   2" Water Main Tap 640.00

100. Sanitary Sewer main Tapping Fee:
   4" Sanitary Sewer Tap 340.00
   6" Sanitary Sewer Tap 360.00

101. 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

102. 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

103. Storm Sewer Access Fee:
   2-4" Line 300.00
   6-10" Line 500.00
   12-24" Line 1,000.00

104. Freeze Water Service Line ⅜" or 1" Lines 200.00

105. Utility inspections for private development projects
   5% of total project cost

   **TRAVERSE DES SIOUX LABORATORY FEES**

106. Certified Test Results
   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

107. 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

108. Wastewater Treatment Surcharges
A. Volume Base (flow) – per 1,000 gallons delivered  18.00
   (regular cost plus $10/1,000)
B. Monthly dumping fee                              350.00
C. Biological Oxygen Demand (BOD) – per pound       1.00
   removed
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

109. Sewer Televising
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 
   $0.55 per foot plus $80 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 
   $0.40 per foot plus $80 per hour (minimum of one hour)
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. 
   $0.70 per foot plus $80 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
   $0.55 per foot plus $80 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
110. Stormwater Utility right-of-way management fees per block or any portion thereof
   A. Stormwater I – curb and gutter replacement, concrete apron work, curb cut for driveway $125.00
   B. Stormwater II - Irrigation system, replacing or adding new sidewalk, installing landscape (blocks, bricks, rock, and woodchips).
   $35.00/block

111. Erosion and Sediment Control Surety Requirements
   A. Sites up to and including three acres $3,000
   B. Each additional acres or portion thereof $1,000

112. Illicit Discharge – all fees are as stated OR 150% of actual cost incurred by the City, whichever is greater
   A. First offense $250.00
   B. Second offense $500.00
   C. All subsequent offense $1,000.00
   D. Failure to report (per day fine) $250.00

113. 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

114. Underground Utility Work Permit Fees – per block or any portion thereof
   A. Excavation – work performed in any area of the right-of-way $200.00
   B. Trenching or Direction Boring for underground utilities $200 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 $35.00
   E. Inspection – failure to provide notification within 48 hours of the job completion. $50.00

115. Erosion and Sedimentation Control Fee per acre
   A. 1-10 acres $125.00
   B. 11 or more acres $100.00

116. Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours) $5.00/day

117. Permit Extension Fee (for work not completed by date on initial permit – good for 90 days additional but will expire at the end of the year) $50.00

118. Unauthorized Work Permit Fee is regular permit fee plus $100.00

119. Permit Penalty Fee for failure to provide notification to City $50.00
within 48 hours of job completion

120. Irrigation Meter application and permit

121. Reconnection Charges Resulting From Failure To Pay (per water or electric meter)
   A. 7:00 a.m. - 3:30 p.m.
   B. During call-out hours – Customer must pay the charge and pay the outstanding bill in full in order to have the power restored

122. Reconnection charges for reasons other than failure to pay (per water or electric meter)
   A. 7:00 a.m. - 3:30 p.m.
   B. During call-out hours (per call)

123. 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" - ¾" meters
   B. 1" meters
   C. 1 ½" and larger meters

124. Seasonal meter installation (per meter)

125. Residential electric and water meter test (up to 1" meter by request)
   A. First request (no charge if meter is defective)
   B. Second request within 12 months (no charge if meter is defective)

126. Meter test for all other meters (no charge if meter is defective)

127. Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)
   A. Single Phase
   B. Three Phase

128. Fee in lieu of assessments
   A. Per building lot serviced per utility
   B. Per dwelling unit in excess of two per utility

**PUBLIC WORKS**

129. A. Street repair
     B. Asphalt Street Patch for new Driveway

130. Salt or salt/sand mixture materials (per ton)
131. Winter asphalt mix materials (per ton) ........................................... 115.00

132. 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

133. Hydro-mulching Fee: (includes truck with operator, hydro mulcher, extra operator) $180 per tank of product (2 tank minimum) $250 per hour plus materials

134. Truck parking electrical outlets
   A. Seasonal (November 1 - May 1) ................................................ 300.00
   B. Short-term (3 days - 3 nights) ................................................... 50.00

135. Equipment Charges Per Hour - With Operators

<table>
<thead>
<tr>
<th>Business Hours</th>
<th>Non-Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Backhoe, single axle truck, street sweeper, single axle dump truck with snow plow, high lift forklift, sign truck $125.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>B. Tandem dump truck, tandem dump truck with snow plow, road grader, Caterpillar wheel loader $135.00</td>
<td>$155.00</td>
</tr>
<tr>
<td>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</td>
<td>$180.00</td>
</tr>
<tr>
<td>D. Self-propelled broom, air compressor with accessories and pickup, pickups, one ton trucks, rollers, tractors $90.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>E. Six inch pumps with engine $75.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>F. 12&quot; high capacity low head pump with engine $80.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>G. 16&quot; high capacity low head pump with engine 90.00</td>
<td>$105.00</td>
</tr>
<tr>
<td>H. Bucket truck, digger derrick, trencher $145.00</td>
<td>$165.00</td>
</tr>
<tr>
<td>I. Sewer jet rodding machine, Vactor with pickup $135.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>(Each of these require two operators. There is an additional charge of $0.35 per linear foot for sewer cleaning.)</td>
<td></td>
</tr>
<tr>
<td>J. Skidsteer, self-propelled mower/snow blower/broom attachment, small trencher $85.00</td>
<td>$105.00</td>
</tr>
<tr>
<td>K. All other equipment such as chain saw, push mower, snow blower, and weed whips $75.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>L. Skidsteer with milling machine $110.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>M. Dump truck with leaf blower, (tandem truck with 2 operators) $160.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>N. Crash Trailer with Operator and arrow Board $160.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>O. Air Compressor Soda Blaster with Operator $135.00</td>
<td>$155.00</td>
</tr>
<tr>
<td>P. Tack trailer with truck and operator (plus cost of asphalt emulsion) $160.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Q. Stump grinder with truck and operator 145.00</td>
<td>165.00</td>
</tr>
<tr>
<td>R. Electric all-terrain vehicle with operator 85.00</td>
<td>105.00</td>
</tr>
<tr>
<td>S. Mosquito sprayer with truck and operator (cost of</td>
<td>145.00</td>
</tr>
</tbody>
</table>
materials extra)
T. Site Lite SL4000 14' light tower with generator
   60.00/day \hspace{0.5cm} $80.00/day
   plus fuel \hspace{0.5cm} plus fuel
U. Asphalt paver with three operators
   235.00 \hspace{0.5cm} 280.00
V. 9 ton pneumatic roller
   $85.00 \hspace{0.5cm} $105.00

136. Hydrant Meter Charge - provides meter for a period of
   1-30 days plus charges for all water used.
   \$200 first 30 days plus
   $50/week thereafter

137. Yard Waste Drop Off Site
   A. Disposal of yard bag of leaves or grass
      No charge* \hspace{1cm} $1.00 each
   B. Per cubic yard of leaves or grass
      No charge* \hspace{1cm} $5.00 each
   C. Per cubic yard of brush
      No charge* \hspace{1cm} $7.00 each
   D. Per cubic yard of branches
      No charge* \hspace{1cm} $7.50 each
   E. Per Christmas tree (undecorated)
      No charge* \hspace{1cm} $3.00 each
   F. Per Christmas wreath (no wire)
      No charge* \hspace{1cm} $0.50 each
   *No charge other than environmental services fee on
     utility bills

138. Swimming Pool
   SWIMMING POOL

   Resident \hspace{1cm} Non-Resident
   A. 10 tickets
      $20.00

139. Family Season Swim Pass
   $40.00

140. Individual Season Swim Pass
   $30.00

141. 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

142. Daily Rates
   $3.00

143. Lap Swim, Swimnastics Senior Watercise
   $3.00

144. Lap Swim – 10 punch card
   $18.00

145. Family Swim* - Adults
   $3.00
   *Children free when accompanied by an adult

146. Pool Party Rental
   A. 1-25 people
      \# of guards - 2
      $59.00 \hspace{0.5cm} $77.00
   B. 26-50 people
      \# of guards - 3
      $70.00 \hspace{0.5cm} $91.00
   C. 51-75 people
      \# of guards - 4
      $81.00 \hspace{0.5cm} $104.00
D. 76-100 people # of guards - 5

147. Special Events

PARK RELATED FEES

148. Picnic Shelter Reservation

149. Refundable Park Cleanup Deposit
   A. 1-199 People
   B. 200+ people

150. Alcoholic Beverages Deposit

151. Softball Fields Tournament Fee
   A. Locally sponsored reservation fee
   B. Refundable performance deposit
   C. Basic Maintenance fee per field
   D. Additional dragging fee – after play starts per field
   E. Additional striping fee – after play starts per field
   F. Diamond Dry fee -per bag
   G. Light fee per hour and field
   H. Out-of-Town Sponsor per team
   I. Refundable Deposit

152. Tent Installation Non-Refundable Fee - cumulative
   A. 1st day
   B. 2nd day additional
   C. 3rd day additional

SENIOR CITIZEN ACTIVITIES

153. SeniorCise (per day)

154. Trips and tours

155. Continental Breakfast

156. Community Center gym walking

COMMUNITY CENTER ROOM RENTAL* All non-resident students shall be plus 25%; non-resident outside of the School District #508 rate shall be fees plus 100%

157. Meeting Room 102 – Traverse des Sioux

158. Conference Room 104 – Nicollet Room

159. Locker room lockers

160. Storage Cage/Room 120 per month

\[ \text{BASE} \quad \text{EACH} \]
\[ \text{RATE (1-3 ADDT'L hrs.)} \quad \text{HOUR} \]

157. Meeting Room 102 – Traverse des Sioux $36.00 $10.00

158. Conference Room 104 – Nicollet Room $30.00 $10.00

159. Locker room lockers $/6 months 13.00

160. Storage Cage/Room 120 per month $36.00
<table>
<thead>
<tr>
<th></th>
<th>Room Description</th>
<th>Price</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>161</td>
<td>Meeting Room 215</td>
<td>93.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>162</td>
<td>Meeting Room 217 – St. Peter Room</td>
<td>$48.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>163</td>
<td>Senior Center/Room 219</td>
<td>$121.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>164</td>
<td>Gymnasium Room 218A or 218B</td>
<td>$79.00</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>(1/2 gym)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>165</td>
<td>Gymnasium Room 218 (whole gym)</td>
<td>$157.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>166</td>
<td>Community Center Lobby Rental</td>
<td>$121.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>167</td>
<td>Reception Room 300A or 300B – Governors’ Room</td>
<td>$67.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>168</td>
<td>Reception Room 300 – Governors’ Room</td>
<td>$91.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>169</td>
<td>Multi-purpose Room</td>
<td>$48.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>170</td>
<td>Damage deposit</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>171</td>
<td>Alcohol permit fee (for use of alcohol in Community Center rooms)</td>
<td>$20.00</td>
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</tr>
<tr>
<td>172</td>
<td>Room set-up fee (for rearranging room in other than normal set-up)</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>173</td>
<td>LCD Projector fee with room rental</td>
<td>$25/day + $100 security deposit</td>
<td></td>
</tr>
<tr>
<td>174</td>
<td>Gym and meeting rooms for community and non-profit groups (exception: Tournaments, private classes, and others at discretion of Recreation Director)</td>
<td>Free with $100 damage deposit</td>
<td></td>
</tr>
<tr>
<td>175</td>
<td>COPIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Copies – tenant one side</td>
<td>$0.08</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Copies – tenant two sides</td>
<td>$0.12</td>
<td></td>
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<td></td>
<td>C. Copies – public one side</td>
<td>$0.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. Copies – public two sides</td>
<td>$0.35</td>
<td></td>
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<tr>
<td></td>
<td>E. Copies color per one sided page</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>176</td>
<td>FAX SERVICES - International Faxes Shall Not Be Allowed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Tenant fax – received or sent per page per attempt</td>
<td>$0.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Public fax – received or sent per page per attempt</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>177</td>
<td>HARDCOVER BOOKS (per item)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

178. PAPERBACK BOOKS (per item)
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

179. MISCELLANEOUS PRINT MATERIALS (per item)
A. Board Book $15.00
B. Periodicals $10.00

180. AUDIO-VISUAL MATERIALS (per item)
A. Books on CD $20.00
B. Books on Tape $20.00
C. Cassette Picture Book $25.00
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.

OTHER LIBRARY CHARGES/FEES

181. Replacement library cards $5.00

182. Photocopies per page
   One-side $0.25
   Two-sided $0.35

183. Printing from Computer (b/w) per page $0.25

184. Printing from Computer (color) per side/per page $1.00

185. Library Meeting Room Deposit $30.00
TO: Honorable Mayor Zieman  
Members of the City Council  

DATE: 10/3/19  

FROM: Todd Praefke  
City Administrator  
Connor Winter  
Administrative Intern  

RE: 2020 Complete Count Committee  

ACTION/RECOMMENDATION  

None needed. For Council review and discussion only.  

BACKGROUND  

The 2020 Census will be conducted from April 1, 2020-May 31, 2020. The Census undertakes a complete count of every person in the United States and is constitutionally required to take place every 10 years. Census information is used to determine where Federal funding goes, how many congressional representatives each state receives, and to track population and demographic changes. While the Federal government is tasked with conducting the Census, they are not required to educate the public about the Census. It is up to the states and other local jurisdictions to do so.  

The Council has previously discussed establishment of a Complete Count Committee to help guide and organize efforts to ensure every resident in St. Peter is counted. There are four main reasons why we believe establishing a committee would be beneficial:  

1. The Federal Government uses the Census to determine where federal funds will be allocated. For example, if a family of four is not counted in the Census in St. Peter, the City would miss out on upwards of $15,000 of Federal money in a decade. For each person missed, the State Demographer estimates $15,320 would be lost during the ten years before the next census. For a family of four that would be a loss of over $61,000.  

2. There is a significant population of historically undercounted people living in St. Peter including immigrants, non-native English speakers, and “snow birds”.  

3. There is a general lack of knowledge about the Census including what information is included in the survey, who has access to that information, and what that information is used for.  

4. Data from the Census is used in redistricting congressional districts. Minnesota is currently at risk of losing a congressional seat, which would result not only in a loss of power for the State on the Federal level, but consolidation of the remaining congressional districts should a seat be eliminated.
We recommend that the Complete Count Committee be composed of eight-nine members, six of which will be members from the aforementioned low-count communities (two from each group) to ensure a full count of those communities, with an additional two-three individuals who are actively involved in the community. The Committee would meet three to four times, or about once a month, through March, 2020.

As previously discussed, the goal of the Committee would be to work with their respective communities, and the St. Peter community as a whole, to educate residents on the role and importance of participation in the Census.

No budget has been established for this project; however, small grant funds may be available through the State to assist with costs.

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

TP/CW
TO: Honorable Mayor Zieman
   Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: Refuse/Recycling Contract

ACTION/RECOMMENDATION

None needed. For your input and discussion.

BACKGROUND

Members may know or recall that back in 2013 the City of Saint Peter solicited proposals related to provision of refuse and recycling services for residential customers within the city. A contract was awarded to LJP Enterprises Waste and Recycling (LJP) and that contract started on the 1st of March in 2014. The original contract was for five years.

As you may also recall, the contract was extended to June 30, 2023 based upon a negotiated change in the contract which changed recycling to an every week status from an every other week status. At that time it was hoped that the change would increase the amount of recycling that took place, but maybe more importantly, decrease the weight of refuse or garbage that was placed into curbies and ultimately put into the landfill, thus saving landfill cost. While we have seen recycling numbers plateau and in some instances go down, we have seen our garbage or refuse weight numbers continuing to increase.

Over the last 6 to 12 months there have been substantial changes in the recycling market place in not only Minnesota, but also within the United States and internationally. Geopolitical politics have impacted how much, where, and what can be produced with recycled materials. These changes are now impacting our current system here within Saint Peter. Previously recyclable materials may have had some value to the recyclers or they would at least break which meant recyclers would take the material without charge. That structure of the marketplace has ended and frankly I don’t see a swift turnaround in the near future.

Our contracted hauler is now facing additional costs to provide for the disposal of the recyclable materials. While recyclers may still take the materials, now they want to be paid for this service where previously it had value for our hauler or was at least taken for free.

LJP has come to us to look at new ways to offset the increased cost that they are facing due to the change in the recycling environment. The discussions have been positive and cordial, but it does come down to the fact that they are looking for additional money to provide the same or similar service we enjoy currently. Again, it’s based on those significant changes within the recycling market place.
This puts LJP in a rather tough spot. Our contract stipulates very clearly that they are required to take the materials that are outlined in the contract. Any additional costs that they incur as a part of that really fall on their shoulders. However, the contract also stipulates that either party can provide a 120 day notice to terminate the contract. While LJP has not threatened to do that, if they continue to lose money on the service provision in the amounts they have expressed, (in excess of $3,900 per month), at some point it appears they may be left with no choice but to exercise their 120 day termination right and we will be left with a challenge to continue to contract for services from a dwindling number of service providers.

Your City Attorney has reviewed the contract carefully and agrees that LJP is required to provide the service and dispose of the materials as stipulated and that both the City and LJP have the ability to terminate the contract with a 120 days notice.

This puts us in a very interesting position of having opportunity to work with LJP and renegotiate a contract or service levels or changes to programs or to allow them to continue to lose money and at some point potentially exercise their 120 day termination clause. We could also use any time we have to develop a new system and look for other service providers either through a contract bid or an RFP process as we have done in the past. I want to stress our discussions with LJP have been very positive and we have continued to look at this issue from the perspective of a shared problem.

Based on the Council Workshop of September 16th I have done the following:

- Asked LJP to provide a written proposal related to the current contract. They have provided two separate proposals which are attached.
- I have reviewed contracts of other cities in the area (Mankato, North Mankato, Le Sueur, and Nicollet) which include haulers such as LJP, West Central Sanitation, and Waste Management. I have reviewed those contracts with an eye towards three primary issues:
  - Systems - How do they handle refuse and recycling, who pays for what, who owns the carts, types of additional services and other items. This is done to assess whether better pricing might be negotiated, whether giving notice and bidding may help us, and as we look to negotiate or bid, what type of system options are available in our area.
  - Cost. A review of the cost that other contracts provide for and how cost increases in fuel and other items are handled.
  - Terms. Length, cancelation provisions, and how cost changes are addressed.
- I have discussed this issue with Nicollet County Administrator Krosch and asked for access to the funds that your residents pay each year as a special assessment for solid waste. Ryan indicated the County was forming a committee to discuss the end of their contract with North Mankato and the County's next step. He indicated he would ask that our request be on their agenda, but the committee is not in place yet. While the County has reserves in their solid waste fund, I would not expect them to provide any funds.
- I have discussed with the North Mankato City Administrator the option of taking our recycling to the County designated Recycling Center located in North Mankato. This would theoretically eliminate our current cost dilemma; however, North Mankato would have the right to reject our loads if contaminated. If rejected we would then rely on Nicollet County to enforce their contract with North Mankato and I don't think that either party would be in a hurry to solve that problem. This might be especially true as their contract is over at the end of 2019.
There are a number of ideas that could be explored. Those ideas include:

- A modification to our system potentially going to every other week recycling. This would reduce LJP staff time and fuel costs thereby reducing the overall cost for providing recycling service. This could have the impact of reducing the cost of service almost in half. We could undertake additional education to improve the quality of the recyclable materials LJP receives. By that I mean doing a better job in educating our residents about what they can and cannot place within their recycling curbies. While it’s difficult to project the savings additional education could provide, it is likely relatively small compared to changing back to every other week recycling which likely saves around $25,000 per year.

- Connected with this we could be more diligent in charging our users who fail to meet the standards (putting things in the curbie that are not clean or are not recyclable). This would likely improve our material quality but is probably an exchange in value meaning it cost as much to “police” as is helps.

- Another idea might be to modify our contract with LJP to provide for a “commodity fee” or use a “fuel surcharge” concept (e.g. if the value of the materials go up our costs go down and visa versa). This would mean that our recycling bill would fluctuate each month depending on the value and the amount of materials recycled. Overall this type of modification would still provide for increased costs to our system.

- We could push for financial assistance from Nicollet County. As members know all taxpayers in Saint Peter pay Nicollet County an annual waste tax of slightly more than $21. Previously that tax has been used, at least in part, to pay for a recycling center in North Mankato that Saint Peter residents have received no benefit from. The County pays a little over $100,000 per year to maintain that facility which will be closing at the end of this year. Even with the facility closed Nicollet County will continue to receive those taxes. We could appeal to Nicollet County and ask them to use some of those resources to offset the increase in cost in our system. This idea has a number of political ramifications that I have not fully explored but have thought a lot about.

- We could plan to provide notice to LJP of our want to end the contract. We would then determine system and bid as we have done in the past. While your contract says we have to give 120 days notice we could give longer notice. This would put LJP in the position of having to accept or give you a different timeline but greater than 120 days.

- You could look at getting out of this business (residential garbage and recycling) all together. We would strongly advocate against this option for dozens of reasons but it is something you can do. This would mean changing your ordinances and allowing individual property owners to contract on their own for services. If you want to discuss this more please let me know as the options here are many and messy.

- You could make a LJP a counter offer.

- You could do nothing. Since you have not received notice of contract termination you really don’t need to do anything at this point. However, please note that 120 days is not
a lot of time to determine system bids and/or change our curbies, so if you think you might “do nothing” I would suggest we start to think about some of the issues outlined in the “system” discussion.

There may be other ideas you wish to explore that we have not thought of.

My advice is that you first decide if you are still unhappy about the previous extension and if that should be the basis for any decision moving forward. Fairness, cost and concern about broken promises and trust seem to be the basis for that discussion. So if this is a way to get out of a deal that members may have believed is not good for your customers from the beginning then I would suggest a strategy that is:

- Define or redefine the system you want;
- Draft a bid contract;
- Give notice on a timeline that feels good for you and makes LJP respond.

If you do not feel that the current agreement or extension was unfair, too costly, and/or promises were broken then:

- Determine if you want to accept either written offer on the table. If not we can do nothing or make a counter offer. After those two options the path forward gets to be much more situational and nuanced.

So from a process standpoint here is how I think it looks:

- Any change to the agreement must come before the Council for a vote.
- Any termination to the current agreement must come before the Council for a vote.

My goal for your meeting is to discuss the current situation, to provide additional data around the ideas and thoughts that are expressed within this memo, and to solicit input from the Council as to the direction you think might be best for cost and stability within the system we currently have. My further hope would be for the Council to give direction with one voice as we move forward. If that does not seem possible then I will work to narrow the choices to a more manageable number, preferably two, and bring a choice to the Council for a discussion and ultimately a vote. No timeline is set for that action at this point.

As you know, negotiating with one voice is a challenge on two fronts, first finding that one position (one voice) and second negotiating with another party.

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

TP/bal