

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

Regular Workshop Session of Monday, November 16, 2015
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

I. CALL TO ORDER

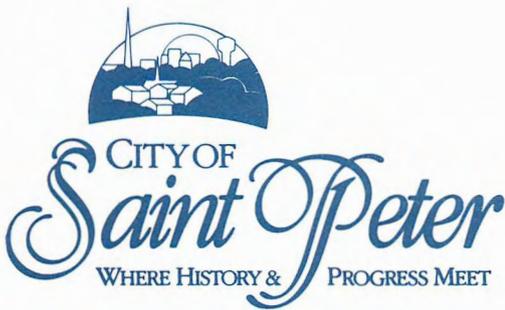
II. DISCUSSION

- A. 2016 Environmental Services Fund
- B. Sister City Program
- C. Bonding Committee Tour – Minnesota Square Pavilion
- D. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2015

FROM: Paula O'Connell
Director of Finance

RE: 2016 Environmental Services Fund Budget

ACTION/RECOMMENDATION

None needed. For information and discussion only.

BACKGROUND

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

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

This fund receives revenues by charges for three levels of refuse collection services. A 60 gallon cart for recycling (90 gallon recycling carts are available upon request) is provided along with any of these services. Prices are shown below:

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

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

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

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

Here are some highlights for this fund in 2016:

- Operations and services provided as a part of this fund are proposed to be the same as in the past few years, including budgeting for the downtown flower baskets (\$20,100) and assistance on holiday lighting for downtown trees (labor). Services such as curbside yard waste and leaf pick-up; Christmas tree pick-up; and a drop-off site will continue. The assistance with lighting downtown trees is not part of our scope of work, but our expanding participation is likely part of our future work in cooperation with the Chamber of Commerce.
- Garbage and disposal expense is 51% of the operating budget, and is provided by two contracts. Our current contract with LJP Enterprises for the pickup and hauling of garbage/recycling is in effect until February 28, 2019. Before the current contract comes to an end we will approach the contractor to extend the contract end date to the summer months so that any potential changeover is done during warm weather rather than the extreme cold temperatures we experienced last time.
- Wages and benefits are recorded in the areas of work actually performed. For budget purposes the wage and benefits are allocated based on a percentage.
- The 2016 capital needs include \$38,000 for an additional leaf vacuum. The fall leaf pick up program has been a very important part of our community for the past 20 years. Currently, staff rotates starting locations on either north or south ends and pulls leaves from the boulevard with the vacuum. During the past few years the amount of leaves has increased; meaning our urban forest program has been successful and with the increased volume staff has not been able to pick up all the leaves. Staff has added automation to the existing leaf blower by adding remote control which has minimized staff time and allowing for continuous operations. It is proposed to add another machine to the fleet to aid in timely pick up and completion prior to weather changes.
- 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 City Council may remember that a major capital improvement was made in 2013 including improvements to the new public/private cooperative compost site. To continue processing compost, yard waste, leaves, and small branches, we needed to make improvements to our facilities to meet Minnesota Pollution Control Agency (MPCA) permitting rules. To comply with MPCA regulations the City was not allowed to operate at the existing stormwater (1965 wastewater) ponds after June 1, 2013.

The Refuse fund has no debt obligations.

The fund balance is projected to be \$102,464 at the end of 2016. 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 typically have large (\$200,000+) priced equipment attached, therefore funding

replacement/failures of equipment should not be difficult once the target reserve is achieved.

The current revenue doesn't allow for an increase in reserves under this 2016 plan. I am suggesting that the Council review the value of increasing rates for future years. To give Councilmembers a bit of a feel for the order of magnitude, a \$1.00 per month increase generates about \$34,000. This isn't included in the 2016 budget, but there is a need going forward to address how we can increase reserves instead of showing a steady decline. Again, an increase is not part of the plan for this budget and is not included in these numbers.

There is ongoing research of capital needs at the tree and brush site related to meeting stormwater rules on the gravel and dirt surface with the anticipation that work to create additional hard surface at the Swift Street location may be necessary in 2017.

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

The approval of the Environmental Services budget in the amount of \$892,504 will give staff a working plan. The actual purchase or initiation of large projects and the funding source for those projects will be presented individually to the City Council for authorization in accordance with City policies.

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

PO

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CITY OF ST. PETER
 APPROVED BUDGET
 AS OF: NOVEMBER 9TH, 2015

603-ENVIRON SERVICES FUND

REVENUES	(----- 2015 -----)					(----- 2016 -----)			
	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET	
STATE AID/GRANTS									
33422 OTHER STATE GRANTS & AID	326	326	326	326	163	326	326	326	
TOTAL STATE AID/GRANTS	326	326	326	326	163	326	326	326	
STREETS/REFUSE SALES									
34403 REFUSE COLLECTION CHARGES	714,861	728,944	735,404	735,000	620,669	740,000	741,170	741,170	
34404 GARBAGE BAG SALES	1,819	2,809	1,668	2,100	1,942	2,100	2,100	2,100	
34406 REFUSE CHANGE-OUTS	0	0	90	0	55	0	0	0	
TOTAL STREETS/REFUSE SALES	716,680	731,753	737,161	737,100	622,666	742,100	743,270	743,270	
MISCELLANEOUS									
36101 SPECIAL ASSESSMENT PRINCIPAL (52,250)	(17,014)	19,714	3,100	53,613	53,613	3,100	3,100	
36102 SPECIAL ASSESSMENT INTEREST	0	0	0	0	0	0	0	0	
TOTAL MISCELLANEOUS	(52,250)	(17,014)	19,714	3,100	53,613	53,613	3,100	3,100	
INTEREST INCOME									
36210 INTEREST EARNINGS	1,810	1,385	1,361	1,600	894	1,600	1,600	1,600	
TOTAL INTEREST INCOME	1,810	1,385	1,361	1,600	894	1,600	1,600	1,600	
DONATIONS & REFUNDS									
36250 REFUNDS & REIMBURSEMENTS	0	0	0	0	0	0	0	0	
TOTAL DONATIONS & REFUNDS	0	0	0	0	0	0	0	0	
REFUSE OTHER									
37360 PENALTY REVENUES	9,890	9,554	9,566	9,500	8,195	9,500	9,500	9,500	
37370 MISC REFUSE REVENUE	8,910	3,320	3,056	2,000	1,404	2,000	2,000	2,000	
TOTAL REFUSE OTHER	18,800	12,874	12,622	11,500	9,599	11,500	11,500	11,500	
FIXED ASSET DISPOSAL									
39101 SALE OF GENERAL FIXED ASSETS	495	0	440	0	493	493	0	0	
TOTAL FIXED ASSET DISPOSAL	495	0	440	0	493	493	0	0	
TRANSFER FROM OTHER FUND									
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0	0	0	
TOTAL REVENUES	685,861	729,325	771,624	753,626	687,428	809,632	759,796	759,796	

APPROVED BUDGET

AS OF: NOVEMBER 9TH, 2015

603-ENVIRON SERVICES FUND

REFUSE DISPOSAL

EXPENDITURES		2015					2016		
		2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
PERSONNEL SERVICES									
49510-100	REFUSE DISPOSAL WAGES	97,494	95,222	98,378	106,412	97,297	106,412	111,663	111,663
49510-101	REFUSE DISPOSAL WAGES - TE	7,319	7,674	1,996	8,000	4,413	8,000	19,944	9,000
49510-102	REFUSE DISPOSAL WAGES - OV	403	992	281	3,238	382	3,238	3,360	3,360
49510-121	REFUSE DISPOSAL PERA CONTR	7,252	6,992	7,230	8,201	7,319	8,201	8,604	8,604
49510-122	REFUSE DISPOSAL FICA CONTR	6,386	6,203	6,136	8,035	6,116	8,035	8,368	8,368
49510-126	REFUSE DISPOSAL MEDICARE C	1,493	1,451	1,419	1,879	1,430	1,879	1,957	1,957
49510-131	REFUSE DISPOSAL HEALTH INS	24,440	23,623	22,364	25,000	21,358	25,000	29,485	30,230
49510-132	REFUSE DISPOSAL DENTAL INS	1,285	1,741	1,398	1,930	1,481	1,930	2,059	2,059
49510-133	REFUSE DISPOSAL LIFE INSUR	51	53	43	53	42	53	48	48
49510-151	REFUSE DISPOSAL WORKERS CO	3,719	3,607	4,566	6,676	4,243	6,676	5,870	5,870
TOTAL PERSONNEL SERVICES		149,842	147,556	143,811	169,424	144,082	169,424	191,358	181,159
OFFICE EXPENSES									
49510-205	REFUSE DISPOSAL MISC. EMPL	0	0	180	5,680	954	4,000	4,200	4,200
49510-208	REFUSE DISPOSAL GARBAGE BA	352	0	0	500	0	500	500	500
49510-210	REFUSE DISPOSAL OPERATING	17,788	19,749	26,037	30,700	22,122	28,000	37,100	37,100
49510-211	REFUSE DISPOSAL MOTOR FUEL	16,380	13,147	10,107	14,000	6,809	9,000	14,000	14,000
49510-220	REFUSE DISPOSAL REPAIR & M	1,917	435	0	1,000	34	250	1,000	1,000
TOTAL OFFICE EXPENSES		36,437	33,332	36,324	51,880	29,920	41,750	56,800	56,800
PROFESSIONAL SERVICES									
49510-300	REFUSE DISPOSAL PROFESSION	391,652	395,265	403,418	405,000	313,825	407,352	405,000	410,535
49510-331	REFUSE DISPOSAL TRAVEL & T	0	0	0	500	0	100	1,200	1,200
49510-340	REFUSE DISPOSAL ADVERTISIN	0	0	0	100	0	50	100	100
49510-351	REFUSE DISPOSAL LEGAL NOTI	0	0	0	0	0	0	0	0
49510-360	REFUSE DISPOSAL INSURANCE	2,434	4,915	5,590	5,600	5,197	5,197	5,600	5,600
TOTAL PROFESSIONAL SERVICES		394,087	400,180	409,008	411,200	319,022	412,699	411,900	417,435
REPAIR & MAINTENANCE									
49510-404	REFUSE DISPOSAL EQUIP- REP	31,652	4,790	8,763	10,000	15,437	15,150	12,000	12,000
49510-405	REFUSE DISPOSAL SITE - REP	259	440	0	1,000	0	1,000	1,000	1,000
49510-415	REFUSE DISPOSAL EQUIPMENT	5	0	2,024	17,000	3,600	17,000	17,000	17,000
49510-430	REFUSE DISPOSAL MISCELLANE	0	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE		31,916	5,230	10,788	28,000	19,037	33,150	30,000	30,000
TOTAL REFUSE DISPOSAL		612,282	586,298	599,931	660,504	512,060	657,023	690,058	685,394

APPROVED BUDGET

AS OF: NOVEMBER 9TH, 2015

603-ENVIRON SERVICES FUND

ADMIN AND GENERAL

EXPENDITURES		(----- 2015 -----)					(----- 2016 -----)		
		2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
PERSONNEL SERVICES									
49520-100	ADMIN AND GENERAL WAGES	33,882	34,533	37,466	37,745	30,397	37,745	39,852	39,852
49520-102	ADMIN AND GENERAL WAGES -	114	108	108	91	45	91	94	94
49520-112	ADMIN AND GENERAL CAR ALLO	780	623	570	761	475	761	761	761
49520-121	ADMIN AND GENERAL PERA CON	2,520	2,512	2,634	2,831	2,254	2,831	2,989	2,989
49520-122	ADMIN AND GENERAL FICA CON	2,093	2,090	2,141	2,346	1,839	2,346	2,477	2,477
49520-126	ADMIN AND GENERAL MEDICARE	490	489	516	549	430	549	579	579
49520-131	ADMIN AND GENERAL HEALTH I	8,777	8,992	8,150	8,984	6,228	8,984	8,222	8,427
49520-132	ADMIN AND GENERAL DENTAL I	545	845	654	530	529	530	565	565
49520-133	ADMIN AND GENERAL LIFE INS	13	14	14	14	10	14	13	13
49520-151	ADMIN AND GENERAL WORKERS	714	329	371	539	335	539	436	436
TOTAL PERSONNEL SERVICES		49,927	50,533	52,625	54,390	42,542	54,390	55,988	56,193
OFFICE EXPENSES									
49520-200	ADMIN AND GENERAL OFFICE S	1,044	1,682	1,264	800	566	800	800	800
49520-205	ADMIN AND GENERAL MISC. EM	3,382	3,526	3,808	4,992	4,230	4,992	4,992	4,992
49520-210	ADMIN AND GENERAL OPERATIN	219	423	691	500	187	500	500	500
49520-220	ADMIN AND GENERAL REPAIR &	1,760	521	722	1,000	470	1,000	1,000	1,000
TOTAL OFFICE EXPENSES		6,405	6,152	6,486	7,292	5,453	7,292	7,292	7,292
PROFESSIONAL SERVICES									
49520-300	ADMIN AND GENERAL PROFESSI	12,107	1,939	6,623	20,000	5,828	7,000	20,000	7,000
49520-321	ADMIN AND GENERAL TELEPHON	1,089	1,002	1,003	1,030	760	1,030	1,030	1,030
49520-322	ADMIN AND GENERAL POSTAGE	0	3	2	0	32	0	20	20
49520-331	ADMIN AND GENERAL TRAVEL &	1,049	1,550	1,578	1,190	2,326	2,326	1,190	1,190
49520-340	ADMIN AND GENERAL ADVERTIS	0	0	7	0	0	0	0	0
49520-351	ADMIN AND GENERAL LEGAL NO	0	107	0	0	0	0	0	0
49520-354	ADMIN AND GENERAL PRINTING	0	0	0	0	0	0	0	0
49520-360	ADMIN AND GENERAL INSURANC	664	1,071	1,351	1,355	1,554	1,554	1,355	1,355
49520-380	ADMIN AND GENERAL UTILITIE	6,837	6,701	7,482	4,400	5,839	7,400	4,400	7,700
TOTAL PROFESSIONAL SERVICES		21,747	12,373	18,044	27,975	16,339	19,310	27,995	18,295
REPAIR & MAINTENANCE									
49520-401	ADMIN AND GENERAL BLDG-REP	1,521	1,412	1,270	1,400	245	1,400	1,400	1,400
49520-404	ADMIN AND GENERAL EQUIP- R	2,299	2,035	3,246	2,500	1,394	2,500	2,500	2,500
49520-430	ADMIN AND GENERAL MISCELLA	0	0	0	0	0	0	0	0
49520-433	ADMIN AND GENERAL DUES & S	269	203	622	475	438	475	475	475
TOTAL REPAIR & MAINTENANCE		4,089	3,650	5,138	4,375	2,078	4,375	4,375	4,375
TOTAL ADMIN AND GENERAL		82,169	72,708	82,293	94,032	66,412	85,367	95,650	86,155

CITY OF ST. PETER
 APPROVED BUDGET
 AS OF: NOVEMBER 9TH, 2015

603-ENVIRON SERVICES FUND

CUSTOMER ACCOUNTS

EXPENDITURES	2012		2013		2014		2015			2016	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET		
PERSONNEL SERVICES											
49525-100 CUSTOMER ACCTS WAGES	11,619	9,273	9,290	8,985	7,648	8,985	9,068	9,068	9,068		
49525-102 CUSTOMER ACCTS WAGES - OVE	163	5	0	322	19	322	325	325	325		
49525-121 CUSTOMER ACCTS PERA CONTRI	719	674	669	698	560	698	704	704	704		
49525-122 CUSTOMER ACCTS FICA CONTRI	575	539	518	577	440	577	582	582	582		
49525-126 CUSTOMER ACCTS MEDICARE CO	134	126	121	135	103	135	136	136	136		
49525-131 CUSTOMER ACCTS HEALTH INSU	3,136	3,512	3,405	3,544	2,270	3,544	3,524	3,612	3,612		
49525-132 CUSTOMER ACCTS DENTAL INSU	161	238	225	175	182	175	187	187	187		
49525-133 CUSTOMER ACCTS LIFE INSURA	5	5	5	5	4	5	4	4	4		
49525-151 CUSTOMER ACCTS WORKERS COM	57	54	47	68	55	68	72	72	72		
TOTAL PERSONNEL SERVICES	16,569	14,425	14,280	14,509	11,280	14,509	14,602	14,690	14,690		
OFFICE EXPENSES											
49525-200 CUSTOMER ACCTS OFFICE SUPP	940	1,353	654	1,400	783	1,400	1,400	1,400	1,400		
TOTAL OFFICE EXPENSES	940	1,353	654	1,400	783	1,400	1,400	1,400	1,400		
PROFESSIONAL SERVICES											
49525-300 CUSTOMER ACCTS PROFESSIONA	1,850	1,882	2,333	2,000	1,627	2,100	2,000	2,100	2,100		
49525-322 CUSTOMER ACCTS POSTAGE	5,235	5,354	5,466	5,100	4,116	5,300	5,100	5,500	5,500		
49525-331 CUSTOMER ACCTS TRAVEL & TR	0	13	0	50	0	50	50	50	50		
49525-354 CUSTOMER ACCTS PRINTING &	0	0	0	750	14	750	750	750	750		
49525-360 CUSTOMER ACCOUNTS INSURANC	105	238	361	365	214	365	365	365	365		
TOTAL PROFESSIONAL SERVICES	7,190	7,486	8,160	8,265	5,970	8,565	8,265	8,765	8,765		
REPAIR & MAINTENANCE											
49525-404 CUSTOMER ACCTS EQUIP-REP&M	1,633	1,617	1,554	1,700	1,840	1,700	2,000	2,000	2,000		
49525-430 CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0	0	0		
TOTAL REPAIR & MAINTENANCE	1,633	1,617	1,554	1,700	1,840	1,700	2,000	2,000	2,000		
BAD DEBT											
49525-904 CUSTOMER ACCTS BAD DEBT EX	133	0	15	100	2	100	100	100	100		
TOTAL BAD DEBT	133	0	15	100	2	100	100	100	100		
TOTAL CUSTOMER ACCOUNTS	26,463	24,882	24,664	25,974	19,874	26,274	26,367	26,955	26,955		

APPROVED BUDGET

AS OF: NOVEMBER 9TH, 2015

603-ENVIRON SERVICES FUND

DEPRECIATION EXPENSE

EXPENDITURES	2012		2013		2014		2015			2016	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET		
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REPAIR & MAINTENANCE											
49970-420 DEPRECIATION EXPENSE DEPRE	4,033	17,627	57,338	17,000	32,854	56,000	17,000	56,000			
TOTAL REPAIR & MAINTENANCE	4,033	17,627	57,338	17,000	32,854	56,000	17,000	56,000			
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TOTAL DEPRECIATION EXPENSE	4,033	17,627	57,338	17,000	32,854	56,000	17,000	56,000			

CITY OF ST. PETER
APPROVED BUDGET
AS OF: NOVEMBER 9TH, 2015

603-ENVIRON SERVICES FUND

INTEREST EXPENSE

EXPENDITURES	2012		2013		2014		2015			2016	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET		

AGENT FEES											
49980-611 INTEREST EXPENSE BOND INTE	0	0	0	0	0	0	0	0	0	0	0
TOTAL AGENT FEES	0	0	0	0	0	0	0	0	0	0	0

TOTAL INTEREST EXPENSE	0	0	0	0	0	0	0	0	0	0	0
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APPROVED BUDGET

AS OF: NOVEMBER 9TH, 2015

603-ENVIRON SERVICES FUND

TRANSFERS AND CONTRIBUTI

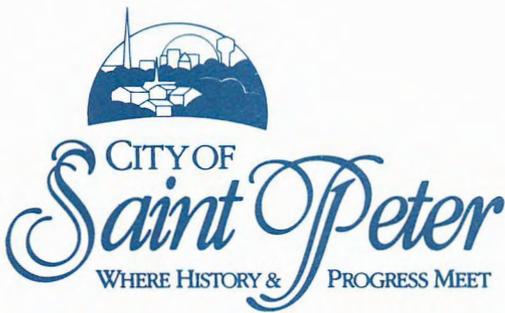
EXPENDITURES				2015			2016	
	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
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TRANSFERS								
49990-720 TRANSFERS AND CONTRIBUTION	3,486	466	0	0	0	0	0	0
TOTAL TRANSFERS	3,486	466	0	0	0	0	0	0
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TOTAL TRANSFERS AND CONTRIBUTI	3,486	466	0	0	0	0	0	0

CITY OF ST. PETER
 APPROVED BUDGET
 AS OF: NOVEMBER 9TH, 2015

603-ENVIRON SERVICES FUND

CAPITAL-GENERAL PLANT

EXPENDITURES	2012		2013		2014		2015		2016	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET	
PROFESSIONAL SERVICES										
48310-300 CAPITAL-GENERAL PLANT PROF	0	0	0	0	0	0	0	0	0	0
TOTAL PROFESSIONAL SERVICES	0	0	0	0	0	0	0	0	0	0
CAPITAL										
48310-550 CAPITAL-GENERAL PLANT MOTO	0	0	0	0	0	5,749	5,749	0	0	0
48310-580 CAPITAL-GENERAL PLANT OTHE	162	0	0	0	3,000	2,402	3,000	38,000	38,000	38,000
TOTAL CAPITAL	162	0	0	0	3,000	8,151	8,749	38,000	38,000	38,000
TOTAL CAPITAL-GENERAL PLANT	162	0	0	0	3,000	8,151	8,749	38,000	38,000	38,000
TOTAL EXPENDITURES	728,594	701,981	764,225	800,510	639,352	833,413	867,075	892,504		
REVENUE OVER/(UNDER) EXPENDITURES	(42,733)	27,344	7,399	(46,884)	48,076	(23,781)	(107,279)	(132,708)		



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/13/2015

FROM: Todd Prafke
City Administrator

RE: Sister City Activity in March

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

Members may remember that the City has been a participatory member of the Sister City Committee in our community.

I have received a request from the Committee to provide some level of financial assistance as a working group travels to St. Peter's Sister City of Petatlan, Mexico. Specifically the group has requested either a participant or, if possible, providing a scholarship.

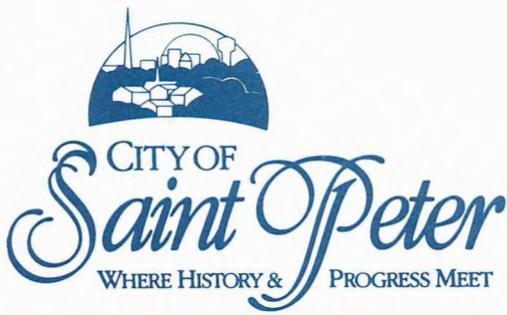
The group is "Learning to Serve" and it's the annual spring break service learning project. A participant would be hosted by a local family for a home stay and you do not have to speak Spanish. Much of the work will be in community engagement. The participants will leave on or about March 26, 2016 and return on or about April 3, 2016 with the exact dates known by the first week in December.

If you are interested in participating, the decision must be made by Friday, November 20th. Then a "mandatory" meeting is scheduled for Monday, November 23rd from 7:00-9:00 p.m. for the group to meet about the trip and complete paperwork necessary for the purchase of airline tickets. (Because the meeting is the night of a Council meeting, special arrangements can be made to complete paperwork at another time.) The tickets will be purchased in the first week of December. There will also be a follow up meeting (schedule undetermined at this time), before the group leaves on the trip.

As a side note, a group of students from Petatlan will come to Saint Peter for a two week visit in January. Host families are being sought for this visit.

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

TP/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/13/15

FROM: Todd Prafke
City Administrator

RE: Bonding Committee Visit – MN Square Pavilion Project

ACTION/RECOMMENDATION

None needed. For your information only.

BACKGROUND

On November 18th members of the legislative bonding committee will be in Saint Peter to review the site and need for bonding funds for a new pavilion in Minnesota Square Park. I am unsure as to the time they will arrive for their visit, but we expect to have that information in a couple of days.

Time has been set aside on the workshop agenda for Monday night to hopefully provide more information on the specifics of this visit.

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

TP/bal