CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Monday, November 20, 2017
Community Center - St. Peter Room – 5:30 p.m.
600 South Fifth Street

III. CALL TO ORDER

II. DISCUSSION
A. Legislative Update with Senator Nick Frentz
B. Fee Schedule Update
C. Board and Commission Discussion
D. Tree Regulations
E. Pavilion Project Donation Process
F. Winter "No Maintenance Trails" Designations

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke
TO: Honorable Mayor Zieman  
Members of the City Council  

FROM: Todd Prafke  
City Administrator  

RE: Senator Nick Frentz Visit  

ACTION/RECOMMENDATION  
None needed. For Council discussion only.  

BACKGROUND  

As you know we invite your State elected officials to visit with you at a workshop. Monday evening State Senator Nick Frentz will join us. Please find below a list of "starter" questions. This list is meant to help get the discussion going and hit some of the issues that you have discussed or prioritized in the past. It is in no way meant to be an exclusive list, so please feel free to use or not use, at your pleasure. Our goal will be to keep the conversation keyed in on City issues.

- What do you think will be the biggest things that will be discussed during the upcoming session that will impact the City of Saint Peter?

- A bike trail to Mankato is still in the back of our minds. What chance is there in the biennium that any funding could shake loose? Tell us how we can help you help us.

- Any issues we should know about relative to RTC? We still see it as a valuable employer and institution in our community.

- Tobacco 21 is an issue that has come up all around Minnesota. While we still don’t know where we all stand on this issue, we are all sure that a city by city approach to any change here is not the right one. This, like other issues probably needs a much bigger geographic approach. Do you see the legislature taking up such an issue?

- Thanks so much for your help in getting funding for the Pavilion. We wanted you to know we continue to move forward.

- LGA. What do you think is going to happen and when will we know where we are at? As you know the increase in that funding is now still only slightly above 2002 levels. We use that money dollar for dollar to buy down levy. You know that a letter to the editor by Rep.
Steve Drazkowski (R-Mazeppa) has been making the rounds in local newspapers over the past two weeks. In it, he touts the Legislature's 2017 tax bill, including the modest LGA increase ($15 million) that was included in it. He goes on to say that the House Property Taxes & Local Government Finance Committee, which he chairs, will be monitoring upcoming local levy requests and "if their numbers continue to rise despite our significant investment into property tax relief, it will be duly noted when local governments ask for more state resources and lawmakers evaluate the future of LGA." He may not have an educated or clear understanding of the services that cities provide, what costs of service look like at the local level, or the increasing cost of mandates that we must account for or that we are charged with enforcing for other units of government. Do you foresee any increase for the 2018 or 2019 years?

- Transit in Saint Peter is vital and we are now partners with the City of Le Sueur and will soon have some level of cooperative effort with the folks from VINE. The people that use that service are the people that need that service. Tom Gottfried (MNDOT Transit Head) has been very supportive of our efforts. If we did not have funding for transit, we would be spending more to provide transportation services to those people. How does transit funding look for outstate Minnesota?

- Cooperative efforts. Find a place that has more and is using public funds better. If you have ideas and ways we can work together let us know. One of the big cooperative efforts we have going on right now is a Local Road Improvement Program grant application for Township Road 361 on the western edge of the new High School. We have two townships, a school district, a county, MnDOT and city all working together. Any positive influence you might excerpt with the program decision makers would be appreciated. Are there other cities or communities we could or should emulate in working with partners?

- Saint Peter has been proactive in taking steps to protect the environment, promote better and cleaner water, storm water rules, solar energy subscriptions, wastewater discharge and it does cost a lot for our customers. We continue to be concerned about the energy mandates that have been put in place. We agree with the environmental issues, but don't see mandates at this level as a benefit to our customers - particularly our fixed income and elderly customers. Many mandates place undue pressure on the system and increase capital costs substantially. We've heard people comment that there is too much stick and not enough carrot. What do you think about this?

- Thank you for being available to us. Are there ways we can communicate with you better? Is there anything we are missing that you would really like us to know?

If you have any questions about this agenda item prior to the workshop, please don't hesitate to let me know.

TP/bal
Memorandum

TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: Proposed 2018 Fee Schedule

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Please find attached a redlined version of the proposed 2018 Fee Schedule. You may note that there are a pretty large number of changes proposed for the 2018 year but most are very small in nature. The 2018 is the year in our cycle where we take a look at those fees that are impacted by personnel cost and make adjustments. The changes that have longer language attached are made in hopes of clarifying the language. Changes are either noted by a highlight or a commentary on the right hand edge of the page.

There are a couple of fee categories that you asked that we specifically take time to look at. The first of those related to fees that are impacted by personnel costs. As you read above I have changes those based on the cycle you have generally used in the past. The second of which is related to Liquor Sales which are at the beginning of the fee schedule. The data from surrounding communities, if that is the basis for any decision, is that your license fees in this area are very low.

In addition you provide the opportunity for licensees to pay six months at a time. It may also be important to note that while you have some other fees like juke box and amusement device licensing, your schedule allows some of those to be “free” with a liquor licenses.

Should the Council want to make significant changes please communicate that with staff so that we can assess the impact of those changes. However, changes to individual fees are unlikely to “tip over” your budget and each of the individual fees make up a very small portion of the entire budget as opposed to large scale or whole scale changes which have do have the potential to impact your budget.

Lastly, those fees that relate to regulatory functions arguably should be priced at a level where the City recoups its cost of regulation. That, of course, is a policy decision that the Council has the opportunity to change if you wish.
Please let me know if you have any questions about specific fees. I am happy to provide more information about the need for the fee, what regulation is met by having the fee; and/or why we have it on the fee schedule.

TP/bal
### 2017 FEE SCHEDULE EFFECTIVE MARCH 1, 2017

**MUNICIPAL FEE SCHEDULE**

**BUSINESS LICENSES AND PERMITS**

1. **On-Sale Liquor License**
   A. Initial License $2,500.00
   B. Investigation Fee 250.00
   C. Annual Renewal 1,400.00
   D. Temporary On-Sale Liquor per day (non-profit organizations only) 30.00
   E. Extension of On-Sale Liquor per day beyond licensed premises 30.00

2. **Club Liquor License**
   A. Investigation Fee (New applicants) 250.00
   B. For a club with under 200 members 300.00
   C. For a club with between 201 and 500 members 500.00
   D. For a club with between 501 and 1,000 members 650.00
   E. For a club with between 1,001 and 2,000 members 800.00
   F. For a club with between 2,001 and 4,000 members 1,000.00
   G. For a club with between 4,001 and 6,000 members 2,000.00
   H. For a club with over 6,000 members 3,000.00

3. **Off-Sale Liquor License**
   A. Investigation Fee 250.00
   B. Annual Renewal 150.00

4. **Sunday On-Sale Liquor License Annual Renewal** 200.00

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

9. **Short-term On-Sale Beer License**
   (per day not to exceed $75.00 for requests involving) 25.00
10. Duplicate business license 10.00

11. Taxi Cab License
   A. Investigation Fee 100.00
   B. First Vehicle (annual) 50.00
   C. Each additional vehicle (annual) 25.00
   D. Vehicle inspection fee (per vehicle/per year) 30.00

12. Tree Worker’s License
   A. Initial License 55.00
   B. Annual renewal 50.00

13. Peddler/Transient Merchant License
   A. Investigation Fee 50.00
   B. Annual License 375.00
   C. Six Month License 200.00
   D. Daily License 50.00

14. Pawnbroker and Precious Metal Dealer License
   A. Annual Fee $8,000.00
   B. Investigation Fee 500.00

15. Solid Waste Hauler’s Permit
   A. Investigation Fee 250.00
   B. Annual Renewal 120.00

16. Amusement Device License (per device per year) (10 devices included in On-Sale Liquor fee) 15.00

17. Juke Box License (per juke box/per year) (one Juke Box included in On-Sale liquor fee) 25.00

18. Short-term non-regulated Gambling/Bingo License
   Initial Investigation fee for permanent gambling sites 100.00

19. Temporary Gambling License (per event) 25.00

20. Dance License
   A. Annual License (per year) 135.00
   B. Daily License (per day) 15.00

21. Fireworks Display Permit (per occasion) 50.00

22. Tobacco License
   A. Initial License 250.00
   B. Annual Renewal 100.00

23. Soft Drink License
   A. Initial License 30.00
B. Annual Renewal  
C. Daily License (for 1-4 days) (per day/per vendor)  
D. Short term license (for periods 5-180 consecutive days/per vendor)  
E. Temporary Event Soft Drink License (event sponsor must obtain)  

24. Show and Theater License (includes circus/carnivals)  
   A. Background Investigation  
   B. Annual License  
   C. Short Term (1-3 days)  

NON-BUSINESS LICENSES AND PERMITS  

25. Sign Permit (copy of design and site plan required)  
   A. 100 square feet or less  
   B. Each additional 25 square feet or portion thereof after 100 square feet  

26. Adult Foster Care/Day Care Facility inspection (per inspection)  
   A. Within City limits  
   B. Outside City limits  

27. Rental Housing Registration and Inspection Permit  
   A. Rental Certificate application fee per unit (valid for 24 months)  
   B. Inspection fee per unit (maximum of 6 units per apartment complex)  
   C. Re-inspection fee per unit (failure to pass inspection)  
   D. Rental certificate application fee per unit after December 31st  

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

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

$1,000,001 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) $47.50-00/hour

34. Inspections for which no fee is specifically indicated (minimum ½ hour plus total cost to City including mileage, meals and processing) $47.50-00/hour

35. Special Investigation Fee for failure to obtain building permit prior to construction (in addition to building permit fee) $1 up to 100% of building permit fee at discretion of Building Official

36. Surcharge fees As provided in State Statutes

37. Building moving permit
A. Primary Structures $100.00 and Public Works crew expense
B. Accessory Structures $50.00 and Public Works crew expense
38. Mobile home installation fee
   Plan Review  135.00
   State Surcharge  47.25
   1.00

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

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

49. Street/Alley Vacation Request Filing Fee  300.00

50. Annexation Request Filing Fee
   A. Filing Fee  350.00
   B. Municipal Board Fee  250.00

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. Municipal Parking Lot Permit Fee (per permit/ per calendar year)  25.00

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

55. Request for renaming streets or for private drive designations (per name)  100.00
<table>
<thead>
<tr>
<th>CHARGES FOR SERVICE</th>
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<tbody>
<tr>
<td><strong>General Government</strong></td>
</tr>
<tr>
<td>56. Copies</td>
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<tr>
<td>A. One side (per copy)</td>
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<tr>
<td>B. Two sides (per copy)</td>
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<tr>
<td>C. Color Copies per single side page</td>
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<td>57. Faxing (no international calls allowed)</td>
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<tr>
<td>A. Per page sent</td>
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<td>B. Per page received</td>
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<tr>
<td>58. Clerical Staff Time (per hour with a 1 hour minimum)</td>
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<td>59. Notary Public Services</td>
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<tr>
<td>A. Notary Public services (per signature by Notary)</td>
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<tr>
<td>B. Certified copies of resolutions/ordinances (per document)</td>
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<tr>
<td>60. City map sales (per map)</td>
</tr>
<tr>
<td>A. 2’ x 3’ black and white</td>
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<tr>
<td>B. Colored zoning map</td>
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<tr>
<td>C. Address map</td>
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<tr>
<td>61. City Code</td>
</tr>
<tr>
<td>A. City Code Book Sales</td>
</tr>
<tr>
<td>B. Updates to City Code (per Chapter)</td>
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<tr>
<td>C. Zoning Ordinance</td>
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<tr>
<td>D. Requests for City Code change</td>
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<tr>
<td>1. Codification Charges</td>
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<tr>
<td>2. Publication Charges</td>
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<tr>
<td>62. Audited Financial Report (per copy)</td>
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<td>63. Other City publications without specific charge (per publication)</td>
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<tr>
<td>64. Comprehensive Plan (per copy)</td>
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<tr>
<td>65. Assessment search and certification</td>
</tr>
<tr>
<td>66. Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans)</td>
</tr>
<tr>
<td>67. Service charge for returned checks (per check)</td>
</tr>
<tr>
<td>68. Utility Bill Advertisements (whether printed by City or provided by advertiser)</td>
</tr>
<tr>
<td>A. Full page ad</td>
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<tr>
<td>B. One-half page ad</td>
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</tbody>
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69. Advertising Panels at Community Center (per year/panel) $400.00
70. Utility Flyer Community Custom Event Notice 25.00
71. Utility Flyer Community Event Notice via form (less than 25 words) 5.00
72. Voting booth rental (per booth) 25.00
73. Replacement dog/cat license tags 1.00
74. 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
75. 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
76. Dog Pound
   A. Impounding Fee (per dog) 30.00
   B. Daily maintenance fee (per day) 7.70
77. Cat Pound
   A. Impounding Fee (per cat) 30.00
   B. Daily maintenance fee (per day) 7.70
78. 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
79. Animal Adoption Fee 120.00
   (Includes rabies vaccination, distemper vaccination, heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.)
80. 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
81. Snow Emergency Parking Violations (Effective July 1, 2011)
   A. Minimum fine for Snow Emergency Violations 25.00
   B. If paid after 7 days but prior to 21 days 50.00
   C. After 21 days and prior to summons 150.00

82. 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

83. Penalties for violations of tobacco and tobacco related products statutes and ordinances.
   A. Purchase or attempt to purchase tobacco related products 100.00
   B. Illegal possession or use of a tobacco related product - 1st offense 25.00
   C. Illegal possession or use of a tobacco related product - 2nd offense 50.00
   D. Aiding/assisting another to illegally purchase a tobacco related product 125.00
   E. Furnishing tobacco related products to person under age of 18 years 125.00
   F. Sale of tobacco related products to person under age of 18 years 100.00
   G. All other violations 100.00

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

85. Storage of impounded items
   A. Cars, vans and trucks (per day) 10.00
   B. Other motorized vehicles (per day) 10.00
   C. Non-motorized equipment (per day) 5.00
   D. Bicycle storage (per day) 2.00

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

87. Minnesota Square Park Banners (for each two week period or portion thereof)
   A. Charge per standard $40.00

88. Non-resident finger printing 22.500.90
89. Police Reports
   A. Accident and theft reports (per report) 5.00
   B. Civil action cases (per case) 30.00
   C. Civil action pictures (per case) 30.00
   D. Drivers record check fee 5.00
   E. Vehicle registration check fee 5.00
   F. Criminal history check 5.00

90. False Alarms (after 3 false alarms within a calendar year –
fee to be waived if alarm illegally set off)*
   A. 4th burglar or fire alarm 25.00
   B. 5th burglar or fire alarm 50.00
   C. Each burglar or fire alarm thereafter 100.00

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

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

93. Fire CO2 Detector Call Fee $175.00

94. 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

95. Weed removal on private property
   A. City crew Refer to #128 and #131
   B. City subcontractor minimum charge of $75 $75 per hour
   C. City subcontractor for each hour in excess of first two $30

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

97. Tree removal on private property Refer to #128 and #131

98. 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 |
| 99. Campsites | |
| A. Mill Pond site with electrical hookup (per day) | 25.00 |
| B. Mill Pond/Riverside Park primitive site (per day) | 15.00 |
| **UTILITIES** | |
| 100. 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 for restrictions. | |
| 101. Water service line thawing (per line) | 325.00 |
| 102. Water Main Tapping Fee: | |
| 1" Water Main Tap | 340.00 |
| 1½" Water Main Tap | 540.00 |
| 2" Water Main Tap | 640.00 |
| 103. Sanitary Sewer main Tapping Fee: | |
| 4" Sanitary Sewer Tap | 340.00 |
| 6" Sanitary Sewer Tap | 360.00 |
| 104. 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 |
| 105. 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 |
| 106. Storm Sewer Access Fee: | |
| 2-4" Line | 300.00 |
| 6-10" Line | 500.00 |
| 12-24" Line | 1,000.00 |
| 107. Freeze Water Service Line ¾" or 1" Lines | 200.00 |
| 108. Utility inspections for private development projects | 5% of total project cost |
109. 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

110. 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. Quantitrays 20.00
K. Rush Orders Double original cost

111. Wastewater Treatment Surcharges
A. Volume Base (flow) – per 1,000 gallons delivered (regular cost plus $10/1,000) 18.00
B. Monthly dumping fee 350.00
C. Biological Oxygen Demand (BOD) – per pound removed 1.00
D. Total Suspended Solids (TSS) – per pound removed 1.00
E. Phosphorus (P) – per pound removed 17.00
F. Ammonia (NH3) – per pound removed 2.00
G. pH Violation – per violation 100.00

112. 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 $0.70 per foot plus $80 per hour (minimum of one hour)
113. 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 $1,250.00/block
   B. Stormwater II - Irrigation system, replacing or adding new sidewalk, installing landscape (blocks, bricks, rock, and woodchips). $352.50/block

114. 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

115. 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

116. 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

117. 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

118. Erosion and Sedimentation Control Fee per acre
   A. Sites up to and including three acres A. 1-10 acres $125.00
   B. Each additional acre or portion thereof B. 11 or more $100.00
119. Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours) $5.00/day

120. 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

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

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

123. Irrigation Meter application and permit 25.00

124. Reconnection Charges Resulting From Failure To Pay (per water or electric meter)
   A. 7:00 a.m. - 3:30 p.m. 70.00
   B. During call-out hours – Customer must pay the charge and pay the outstanding bill in full in order to have the power restored 300.00

125. Reconnection charges for reasons other than failure to pay (per water or electric meter)
   A. 7:00 a.m. - 3:30 p.m. 65.00
   B. During call-out hours (per call) 150.00

126. Frozen water meter replacement (charges are for business hours 7:00 a.m. – 3:30 p.m. only. After business hours, charge would be increased by $40.00 for each meter)
   A. 5/8" - 3/4" meters 265.00
   B. 1" meters 415.00
   C. 1 1/2" and larger meters Labor and materials expense

127. Seasonal meter installation (per meter) 65.00

128. Residential electric and water meter test (up to 1" meter by request)
   A. First request (no charge if meter is defective) 175.00
   B. Second request within 12 months (no charge if meter is defective) 350.00

129. Meter test for all other meters (no charge if meter is defective) Labor and equipment charge out rates

130. Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)
A. Single Phase $750.00
B. Three Phase $2,250.00

131. Fee in lieu of assessments
A. Per building lot serviced per utility 3,200.00
B. Per dwelling unit in excess of two per utility 600.00

PUBLIC WORKS

132. A. Street repair
B. Asphalt Street Patch for new Driveway
     Labor, equipment and cost of materials $350.00

133. Salt or salt/sand mixture materials (per ton) 95.00

134. Winter asphalt mix materials (per ton) 115.00

135. 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

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

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

138. Equipment Charges Per Hour - With Operators

<table>
<thead>
<tr>
<th></th>
<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</td>
<td>$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</td>
<td>$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.</td>
<td>$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</td>
<td>$90.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>E. Six inch pumps with engine</td>
<td>$75.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>F. 12' high capacity low head pump with engine</td>
<td>$80.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>G. 16' high capacity low head pump with engine</td>
<td>$90.00</td>
<td>$105.00</td>
</tr>
<tr>
<td>H. Bucket truck, digger derrick, trencher</td>
<td>$145.00</td>
<td>$165.00</td>
</tr>
<tr>
<td>I. Sewer jet rodding machine, Vactor with pickup (Each of these require two operators. There is an additional charge of $0.35 per lineal foot for sewer cleaning.)</td>
<td>$135.00</td>
<td>$145.00</td>
</tr>
<tr>
<td>J. Skidsteer, self-propelled mower/snow</td>
<td>$85.00</td>
<td>$105.00</td>
</tr>
</tbody>
</table>
blower/broom attachment, small trencher
K. All other equipment such as chain saw, push mower, snow blower, and weed whips
L. Skidsteer with milling machine
M. Dump truck with leaf blower, (tandem truck with 2 operators)
N. Crash Trailer with Operator and arrow Board
O. Air Compressor Soda Blaster with Operator
P. Tack trailer with truck and operator (plus cost of asphalt emulsion)
Q. Stump grinder with truck and operator
R. Electric all-terrain vehicle with operator
S. Mosquito sprayer with truck and operator (cost of materials extra)
T. Site Lite SL4000 14' light tower with generator
U. Asphalt paver with three operators
V. 9 ton pneumatic roller

139. Hydrant Meter Charge - provides meter for a period of 1-30 days plus charges for all water used.

140. Yard Waste Drop Off Site
A. Disposal of yard bag of leaves or grass
B. Per cubic yard of leaves or grass
C. Per cubic yard of brush
D. Per cubic yard of branches
E. Per Christmas tree (undecorated)
F. Per Christmas wreath (no wire)
*No charge other than environmental services fee on utility bills

141. Ticket Books
A. 10 tickets

142. Family Season Swim Pass

143. Individual Season Swim Pass

144. 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
145. Daily rates $3.00
146. Lap Swim, Swimnastics Senior Watercise $3.00
147. Lap Swim – 10 punch card $18.00
148. Family Swim* - Adults $3.00
*Children free when accompanied by an adult

149. Pool Party Rental
   A. 1-25 people # of guards - 2
      $55.00 $72.00
      65.00
   B. 26-50 people # of guards - 3
      $66.00 $86.00
      70.00 91.00
   C. 51-75 people # of guards - 4
      $76.00 $99.00
      81.00 104.00
   D. 76-100 people # of guards - 5
      $86.00 $110.00
      91.00 118.00

150. Special Events
     Determined by Director

PARK RELATED FEES

151. Picnic Shelter Reservation
     $40.00 $52.00
     43.00 55.00

152. Refundable Park Cleanup Deposit
     A. 1-199 People $100.00 $100.00
     B. 200+ people $250.00 $250.00

153. Alcoholic Beverages Deposit
     $100.00 $100.00

154. Softball Fields Tournament Fee
     A. Locally sponsored reservation fee $40.00
     B. Refundable performance deposit $100.00
     C. Basic Maintenance fee per field $25.00 $25.00
     D. Additional dragging fee – after play starts per field $5.00
     E. Additional striping fee – after play starts per field $10.00
     F. Diamond Dry fee -per bag $15.00
     G. Light fee per hour and field $20.00
     H. Out-of-Town Sponsor per team
        $13.00
     I. Refundable Deposit
        $100.00

155. Tent Installation Non-Refundable Fee - cumulative
     A. 1st day $25.00 $32.50
     B. 2nd day additional $50.00 $65.00
     C. 3rd day additional $100.00 $130.00

SENIOR CITIZEN ACTIVITIES

156. Seniorcise (per day) $1.00 $1.50

157. Trips and tours
     Determined by Director
158. Continental Breakfast

159. Community Center gym walking

<table>
<thead>
<tr>
<th>TRANSIT</th>
<th>Saint Peter</th>
<th>Kasota/Shorland</th>
</tr>
</thead>
<tbody>
<tr>
<td>160. Cash-Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Dial-a-Ride</td>
<td>$3.50</td>
<td>$4.50</td>
</tr>
<tr>
<td>B. Route</td>
<td>1.75</td>
<td>Not available</td>
</tr>
<tr>
<td>C. Seniors-Dial-a-ride (65+)</td>
<td>2.00</td>
<td>3.00</td>
</tr>
<tr>
<td>D. Seniors-Route (65+)</td>
<td>1.00</td>
<td>Not available</td>
</tr>
<tr>
<td>E. Preschoolers-Dial-a-ride (Up to 6 years of age)</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>F. Preschoolers-Route (Up to 6 years of age)</td>
<td>$0.50</td>
<td>Not available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>161. Ticket Books</th>
<th>Dial-a-ride = 2 tickets; Route = 1 ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 32-tickets</td>
<td>$40.00</td>
</tr>
<tr>
<td>B. 20-tickets</td>
<td>$27.00</td>
</tr>
<tr>
<td>C. 10-tickets</td>
<td>$14.00</td>
</tr>
<tr>
<td>D. Senior Citizens-32-tickets-book</td>
<td>$28.00</td>
</tr>
<tr>
<td>E. Senior Citizens-20-tickets-book</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>162. Monthly Preschool Express Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Five Days M-F</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>B. Three Days (MWF)</td>
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<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td>C. Two Days (T-R)</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| 163. Night/weekend rate—bus with driver (Four-hour minimum) | $37.50/hour |

<table>
<thead>
<tr>
<th>COMMUNITY CENTER ROOM RENTAL*</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School District #508 fees shall be plus 25%</td>
<td>Non-</td>
<td>Base</td>
</tr>
<tr>
<td>resident outside of the School District #508 rate shall be fees plus 100%</td>
<td>resident</td>
<td>(1-3)</td>
</tr>
<tr>
<td>(1-3)</td>
<td>Hour</td>
<td></td>
</tr>
<tr>
<td>164. Meeting Room 102 – Traverse des Sioux</td>
<td>$33.00</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>36.00</td>
<td></td>
</tr>
<tr>
<td>165. Conference Room 104 – Nicollet Room</td>
<td>$27.50</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>166. Locker room lockers</td>
<td>$12.00/6 months</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Room Description</td>
<td>Fee</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>167</td>
<td>Storage Cage/Room 120 per month</td>
<td>$33.00</td>
</tr>
<tr>
<td>168</td>
<td>Meeting Room 215</td>
<td>$15.00</td>
</tr>
<tr>
<td>169</td>
<td>Meeting Room 217 – St. Peter Room</td>
<td>$15.00</td>
</tr>
<tr>
<td>170</td>
<td>Senior Center/Room 219</td>
<td>$15.00</td>
</tr>
<tr>
<td>171</td>
<td>Gymnasium Room 218A or 218B</td>
<td>$25.00</td>
</tr>
<tr>
<td>172</td>
<td>Gymnasium Room 218 (whole gym)</td>
<td>$25.00</td>
</tr>
<tr>
<td>173</td>
<td>Community Center Lobby Rental</td>
<td>$15.00</td>
</tr>
<tr>
<td>174</td>
<td>Reception Room 300A or 300B – Governors’ Room</td>
<td>$15.00</td>
</tr>
<tr>
<td>175</td>
<td>Reception Room 300 – Governors’ Room</td>
<td>$15.00</td>
</tr>
<tr>
<td>176</td>
<td>Multi-purpose Room</td>
<td>$10.00</td>
</tr>
<tr>
<td>177</td>
<td>Damage deposit</td>
<td>$100.00</td>
</tr>
<tr>
<td>178</td>
<td>Alcohol permit fee (for use of alcohol in Community Center rooms)</td>
<td>$20.00</td>
</tr>
<tr>
<td>179</td>
<td>Room set-up fee (for rearranging room in other than normal set-up)</td>
<td>$30.00</td>
</tr>
<tr>
<td>180</td>
<td>LCD Projector fee with room rental</td>
<td>$25/day + $100 security deposit</td>
</tr>
<tr>
<td>181</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>
</tr>
<tr>
<td>182</td>
<td><strong>COPIES</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Copies – tenant one side</td>
<td>$0.08</td>
</tr>
<tr>
<td></td>
<td>B. Copies – tenant two sides</td>
<td>$0.12</td>
</tr>
</tbody>
</table>
C. Copies – public one side $0.25  
D. Copies – public two sides $0.35  
E. Copies color per one sided page $1.00  

183. FAX SERVICES – International Faxes Shall Not Be Allowed  
A. Tenant fax – received or sent per page per attempt $ .75  
B. Public fax – received or sent per page per attempt $1.00  

PUBLIC LIBRARY FEES FOR LOST/DAMAGED MATERIALS - all fees are as stated OR the actual cost of the item - whichever is greater  

184. HARDCOVER BOOKS (per item)  
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  

185. 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  

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

187. 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  
188. Replacement library cards $ 5.00  
189. Photocopies per page  
One-side $0.25  
Two-sided $0.35  


190. Printing from Computer (b/w) per page $0.25
191. Printing from Computer (color) per side/per page $1.00
192. Library Meeting Room Deposit $30.00

Fee schedule updated by Council on April 24, 2017
TO: Honorable Mayor Zieman
   Members of the City Council

DATE: 11/15/17

FROM: Todd Prafke
City Administrator

RE: Advisory Boards and Council Liaison Assignments

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Each year in the fall, the Council reviews the various advisory boards and commissions. The goal of this discussion is three-fold:

• First is to make sure you have members in places that make sense for the governance and operations of the Boards or Commissions and Council Committees.
• Second, you at times have looked at the operations or each of the boards and commission and think about their mission, their work and if any additional changes or tweaks are needed to assist in that overall governance structure.
• Lastly, you have discussed whether the City has changed enough to modify the mission, the membership makeup or even whether it makes sense to have certain Boards or Commissions in place any longer. An example would be the Human Rights Commission.

Attached to this memo is a list of the existing membership of each of the advisory boards and a list of the Council liaison assignments for 2017.

As you know we have a few boards that have struggled to attract enough members to reach a quorum. Although we currently have a handful of openings, the quorum issue seems to have been resolved.

Several members have terms expiring at the end of 2017. Letters have been sent to each of the individuals that are eligible for reappointment asking if they wish to be appointed again. In two cases, members with expiring terms are not eligible for reappointment as they have already served two complete terms.

My suggestion would be that if you wish to have an in-depth discussion about mission or structure, that you give me that direction and we will look to clarify the scope of the discussion and have it placed on a Goal Session agenda. Changes at that level can impact a number of issues and it would be my hope that you give staff a bit of time to review the Ordinances and the history of each so that any concerns you are trying to address can be done in a methodical way. This is similar to the process you used when discussing whether the Human Rights Commission
mission should be transferred to the Council. (Just as a reminder, that change was made for a couple of reasons the greatest of which was probably that the Commission just could not seem to ever function due to lack of quorum.)

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

TP/bal
2017 BOARD MEMBERS

CIVIL SERVICE COMMISSION
Ken Eichmann
Megan Ruble
Colleen Spike
Chief of Police
City Administrator
City Attorney

ECONOMIC DEVELOPMENT AUTHORITY
Bob Southworth
James Dunn
Cory Abels
Marilyn Rundell
Jay Hansen
John Kvamme
Jerry Pfeifer
City Administrator
Community Development Director

HERITAGE PRESERVATION COMMISSION
Judy Douglas
Edward Johnson
Loren Sundboom
Stephen Grams
Open
Open
Joe Metzen
Matt Borowy
Director of Community Development

HOSPITAL AND NURSING HOME COMMISSION
John Lammert
Margie Nelsen
Laura Hulsebus
MaryAnn Hary
Gary Swedberg
Blake Combellick
Roger Parras
Dr. Schelli McCabe
Susie Carlin
Hospital Administrator

HOUSING AND REDEVELOPMENT AUTHORITY
Dennis Swenson
Jan Glimsdal
Mary Ann Scharf
Judy Pedersen
Stephan Grams
Community Development Director

PUBLIC LIBRARY BOARD
Jesse Hoffman
Michelle Twait
Meredith McLaughlin
Open

PARKS AND RECREATION ADVISORY BOARD
David Eli Hoehn
Mike Meffert
L. Lee Alger
Al Christensen
Bernard Bidelman
Steven Alger
Ryan Kupcho
Michael Looft
Open
Larry Potts
Jeff Brand
Recreation Director
Public Works Director
City Administrator

PLANNING AND ZONING COMMISSION
Joseph Urban
Ken Rossow
Scott Fichtner
Kelly Henry
Andy Davis
John Kvamme
Jeff Brand
City Administrator
Community Development Director
City Attorney

TOURISM AND VISITORS BUREAU
Open
Bob Wright
Jill Niebuhr
Bob Sandeen
Jerry Pfeifer
Charles Zieman
Jerry Harty
Arlo Lehtinen
Keith Keogh

BOARD OF APPEALS AND ADJUSTMENTS
Chairperson of P&Z
Chairperson of HPC
Jeff Brand
Roger Parras
John Kvamme
Jeff Brand
Community Development Director
City Administrator
City Attorney
Council Committees
Finance Committee Kvamme*, Carlin
Personnel and Code Review Committee Brand*, Grams
Public Works and Utilities Committee Parras*, Pfeifer
*Indicates Chairperson
**Mayor serves as ex-officio on all Committees as per Council Rules.

Council Liaisons
Economic Development Authority Kvamme, Pfeifer
Heritage Preservation Commission Grams
Hospital and Nursing Home Commission Carlin, Parras
Housing and Redevelopment Authority Grams
Library Board Parras
Parks and Recreation Advisory Board Brand
Planning and Zoning Commission Kvamme, Brand
Region Nine Development Commission Zieman
SPRTC Security Committee Zieman, Peters
Tourism and Visitors Bureau Zieman, Pfeifer
Fire Pension Board Zieman, Finance Director
SPRTC Commission Zieman, Mayor pro tem
SPRTC Executive Board Zieman, Mayor's Representative
School District #508 Cooperation Committee Kvamme, Brand
Nicollet County Cooperation Committee Parras, Grams
Le Sueur County Cooperation Committee Parras, Grams
Gustavus Cooperation Committee Zieman, Carlin
Appeals and Adjustments Kvamme, Parras, Brand
Greater Mankato Growth Kvamme
Sister City Committee Zieman, Carlin
Highway 169 Coalition Zieman, Grams (as alternate)
Child Care Study Group Carlin, Kvamme, Brand
Joint City/School District #508 Sub Committee Carlin, Kvamme
TO: Todd Prafke  
   City Administrator  
FROM: Pete Moulton  
   Director of Public Works  
RE: Tree Regulations  

ACTION/RECOMMENDATION  
None needed. For City Council review and discussion only.  

BACKGROUND  
As the Parks and Recreation Advisory Board has been discussing the City Urban Forest plan, they have taken action to recommend to the City Council establishment of specific standard details for trees and tree plantings. If adopted by the City Council, the standards would be required to be followed by both City staff and outside contractors when planting trees within the City’s right-of-way and park areas.  

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

PM/amg
CITY OF SAINT PETER, MINNESOTA
Parks and Recreation Advisory Board

RESOLUTION 2017-05

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

A RESOLUTION RECOMMENDING PARKS AND GREEN SPACE
TREE PLANTING LIST

WHEREAS, the Parks and Recreation Advisory Board recommend the following tree planting list for parks and green spaces; and

WHEREAS, this tree planting list will be used moving forward for all urban forest plantings; and

WHEREAS, City Code will be updated with the following trees;

Parks and Green Space Tree List

- **Acer x freemanii** (Fire Fall™ Maple)
- **Acer x freemanii** (Sienna Glen® Maple)
- **Acer platanoides** (Crimson King Maple)
- **Acer platanoides** (Deborah Schweder Maple)
- **Acer platanoides** (Princeton Gold® Maple)
- **Acer platanoides** (Royal Red)
- **Acer rubrum** (Armstrong Maple)
- **Acer rubrum** (Armstrong Gold™ Maple)
- **Acer rubrum** (Northwood Maple)
- **Acer rubrum** (Red Sunset® Maple)
- **Acer rubrum** (Scarlet Jewel™ Maple)
- **Acer saccharum** (Fall Fiesta® Maple)
- **Aesculus sylatrca** (Autumn Splendor Buckeye)
- **Betu/a nigra** (River Birch)
- **Betu/a nigra** (River Birch Clump)
- **Betula populifolia** (Whitespire Birch)
- **Betula populifolia** (Whitespire Birch Clump)
- **Cettis occidentalis** (Hackberry)
- **Cedrastis lutea** (American Yellowwood)
- **Cornus alternifolia** (Pagoda Tree Dogwood)
- **Cornus alternifolia** (Pagoda Clump Dogwood)
- **Ginkgo biloba** (Autumn Gold Ginkgo)
- **Ginkgo biloba** (Princeton Sentry Ginkgo)
- **Gleditsia triacanthos** (Imperial® Honey Locust)
- **Gleditsia triacanthos** (Skyline® Honey Locust)
- **Gymnocladus dioicus** (Coffee Tree Kentucky)
• Ostrya virginiana (Ironwood)
• Pinus nigra (Austrian Pine)
• Prunus maakii (Amur Cherry)
• Prunus sargentii (Spring Wonder™ Cherry)
• Quercus macrocarpa (Bur Oak)
• Quercus rubra (Red Oak)
• Quercus bicolor (Swamp White Oak)
• Syringa meyeri (Dwarf Korean Tree Lilac)
• Syringa reticulata (Ivory Silk Lilac)
• Syringa reticulata (Ivory Silk® Clump Lilac)
• Syringa reticulata (Japanese Clump Lilac)
• Thuja occidentalis (Pyramidal Evergreen)
• Thuja occidentalis (Techny Gold Evergreen)
• Thuja occidentalis (White Cedar)
• Tilia cordata (Greenspire® Linden)
• Tilia mongolica (Harvest Gold Linden)
• Tilia americana (Redmond Linden)

NOW THEREFORE, BE IT RESOLVED BY THE PARKS AND RECREATION BOARD OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Parks and Recreation Advisory Board hereby recommends the following tree planting list be approved:

1. Parks and Green Space Tree Planting Lists

Adopted by the Parks and Recreation Advisory Board of the City of Saint Peter, Nicollet County, Minnesota, this 16th day of October 2017.

Lee Alger, Chair

ATTEST:

Larry Potts, Secretary
A RESOLUTION RECOMMENDING A RIGHT OF WAY TREE PLANTING LIST

WHEREAS, the Parks and Recreation Advisory Board recommend the following tree planting list for city right-of-way; and

WHEREAS, this tree planting list will be used moving forward for all urban forest plantings; and

WHEREAS, City Code will be updated with the following trees;

Boulevard Tree List
- Acer x freemanii (Fire Fall™ Maple)
- Acer x freemanii (Sienna Glen® Maple)
- Acer platanoides (Crimson King Maple)
- Acer platanoides (Deborah Schwedler Maple)
- Acer platanoides (Princeton Gold® Maple)
- Acer platanoides (Royal Red)
- Acer rubrum (Armstrong Maple)
- Acer rubrum (Armstrong Gold™ Maple)
- Acer rubrum (Northwood Maple)
- Acer rubrum (Red Sunset® Maple)
- Acer rubrum (Scarlet Jewel™ Maple)
- Acer saccharum (Fall Fiesta® Maple)
- Aesculus syltatica (Autumn Splendor Buckeye)
- Betula nigra (River Birch)
- Betula populifolia (Whitespire Birch)
- Celtis occidentalis (Hackberry)
- C/adrastis /utea (American Yellowwood)
- Ginkgo biloba (Autumn Gold Ginkgo)
- Ginkgo biloba (Princeton Sentry Ginkgo)
- Gleditsia triacanthos (Imperial® Honey Locust)
- Gleditsia triacanthos (Skyline® Honey Locust)
- Gymnocladus dioicus (Coffee Tree Kentucky)
- Gymnocladus dioicus (Coffee Tree Kentucky Espresso™)
- Ostrya virginiana (Ironwood)
- Quercus macrocarpa (Bur Oak)
- Quercus rubra (Red Oak)
- Quercus bicolor (Swamp White Oak)
- Tilia cordata (Greenspire® Linden)
- Tilia mongolica (Harvest Gold Linden)
- Tilia americana (Redmond Linden)

NOW THEREFORE, BE IT RESOLVED BY THE PARKS AND RECREATION BOARD OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Parks and Recreation Advisory Board hereby recommends the following tree planting list be approved:

1. City Right of Way Tree Planting List

Adopted by the Parks and Recreation Advisory Board of the City of Saint Peter, Nicollet County, Minnesota, this 16th day of October 2017.

ATTEST:  
Lary Potts, Secretary
CITY OF SAINT PETER, MINNESOTA
Parks and Recreation Advisory Board

RESOLUTION 2017-03

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

A RESOLUTION RECOMMENDING TREE PLANTING STANDARD DETAILS

WHEREAS, the Parks and Recreation Advisory Board recommend the following tree planting standard details; and

WHEREAS, these tree planting standard details will be used moving forward for all urban forest plantings; and

Standard Detail Plate Numbers

<table>
<thead>
<tr>
<th>Boulevard Tree Planting</th>
<th>9004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coniferous Tree Planting</td>
<td>9005</td>
</tr>
</tbody>
</table>

NOW THEREFORE, BE IT RESOLVED BY THE PARKS AND RECREATION BOARD OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Parks and Recreation Advisory Board hereby recommends the following tree planting standard details be approved:

1. Tree Planting Standard Detail #9004
2. Tree Planting Standard Detail #9005

Adopted by the Parks and Recreation Advisory Board of the City of Saint Peter, Nicollet County, Minnesota, this 16th day of October 2017.

ATTEST:

Larry Potts, Secretary

Lee Alger, Chair
2" B&B 30" DIAMETER ROOTBALL

SOIL DIKE-TOP OF BACKFILL SOIL MIXTURE

4" COMPACTED WOODCHIP MULCH-KEEP MULCH AWAY FROM ROOT COLLAR

MIN12"

SCARIFY SIDES AND BASE OF PLANTING HOLE

1. PROVIDE AND INSTALL PLANT MATERIALS THAT MEET SPECIFICATIONS AND ARE OF THE SIZE TYPE AND SPECIES GIVEN IN PLANT SCHEDULE OR SHOWN ON THE PLANS.

2. REMOVE DEAD OR DAMAGED BRANCHES.

3. SCARIFY BOTTOM OF PLANTING HOLE.

4. PLACE SOIL TO FORM SAUCER TO HOLD WATER.

5. REMOVE TOP 1/3 OF BURLAP AND WIRE FROM ROOTBALL.

6. DIG PLANT HOLE 1'-0" MINIMUM LARGER THAN BALL, ALL SIDES.

7. BACKFILL WITH PLANTING SOIL.

BOULEVARD TREE PLANTING

NOT TO SCALE

(REFER TO ANSI A300 PART 6/BMP)

SAINT PETER STANDARD

PLATE 9004

BOULEVARD TREE PLANTING

APPROVED:

REVISED:

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL
I
14 GAUGE WIRE

3/4" RUBBER HOSE COLLARS TO BE PLACED APPROX. 2/3 HIGH ON THE TRUNK

6" STEEL FENCE POST TO RETAIN GUY WIRES. (OPTIONAL- IF NEEDED)

4" COMPACTED WOODCHIP MULCH-KEEP MULCH AWAY FROM ROOT COLLAR

STAKES, WIRE & COLLARS TO BE REMOVED AFTER ONE GROWING SEASON

SOIL DIKE-TOP OF BACKFILL SOIL MIXTURE

PLANTING SOIL

WEED BARRIER

MIN12''

BACKFILL

SCARIFY SIDES AND BASE OF PLANTING HOLE

NOTES:

1. PROVIDE AND INSTALL HEALTHY PLANT MATERIALS THAT MEET ALL SPECIFICATIONS AND ARE OF THE SIZE, TYPE AND SPECIES NAMED ON THE PLANT SCHEDULE AND SHOWN ON THE PLANS.
2. DIG PLANT HOLE 1'-0" MINIMUM LARGER ON ALL SIDES THAN ROOT BALL.
3. PRIOR TO PLACING TREE, SCARIFY BOTTOM AND SIDES OF THE PLANTING HOLE.
4. WATER THOROUGHLY AND ADD BACK FILL AS NEEDED AFTER MOISTURE IS ABSORBED.
5. BUILD SOIL DIKE AROUND PERIPHERY OF TREE TO HOLD WATER.
6. AFTER SETTLEMENT, MULCH WITH MINIMUM 4" LAYER SHREDDED BARK, WOOD CHIPS OR AS OTHERWISE SPECIFIED. DO NOT PLACE MULCH OVER THE ROOT COLLAR.
7. REMOVE DEAD OR DAMAGED BRANCHES RETAINING THE NATURAL FORM OF THE TREE.

BAG & BALL PLANTING NOTE:

1. REMOVE WRAPPING AND ALL TIES OR STRAPS. IF ROOT BALL IS WRAPPED IN BURLAP REMOVE TOP 1/3 OF BURLAP & WIRE FROM ROOT BALL. SYNTHETIC WRAP MUST BE REMOVED AND PROPERLY DISPOSED.
2. LOOSE ROOTS TO ENSURE THEY ARE NOT GIRDLING THE ROOT BALL.
3. SALVAGE AND REUSE ALL SOIL THAT CAME WITH THE ROOT BALL.
4. WATER THE ROOT BALL PRIOR TO PLACING IT IN THE HOLE.
5. IF TREE IS CONTAINER GROWN, SALVAGE ALL SOIL AND MIX WITH SUPPLEMENTED SOIL FOR BACK FILL.

CONIFEROUS TREE PLANTING

NOT TO SCALE

(REFER TO ANSI A300 PART 6/BMP)

SAINT PETER STANDARD PLATE 9005

CONIFEROUS TREE PLANTING

STANDARD DETAIL

PLATE NO:

9005

APPROVED:

REVISED:

REMARKS:

SAINT PETER UTILITY STANDARD DETAIL
TO: Honorable Mayor Zieman
   Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: Procedure for Donations to Pavilion Project

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

As you know, the City has received an allocation of $200,000 from the State’s Legacy Grant Program to assist with replacement of the Minnesota Square Pavilion. As news of that allocation has circulated in the community, many of you have been approached by individuals asking how they can donate to the project.

Time has been included on the workshop agenda for Monday evening to discuss establishing a process for acceptance of donations for the project. This has been envisioned as providing some opportunity to be recognized for a gift to the pavilion project and not an overall strategy of actively soliciting donations for the pavilion.

You could use the “general” donation policy you have in place which is attached, but I think the goal may be not so much in relation to how to accept donations, but rather how to recognize on or in the new pavilion donations of over $XXXX with the question for the Council then being “What is $XXXX?”

I might suggest that there are any number of ways that recognition could be provided and we can have your architect put that together so maybe the Council’s discussion should be focused on what type or amount of donation is recognized.

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

TP/bal
CITY OF SAINT PETER DONATION ACCEPTANCE POLICY

The City of Saint Peter occasionally receives donations of cash and/or goods from the public. In order to provide for acceptance of these donations in an equitable manner, this donation acceptance policy has been adopted by the City Council. The policy addresses 1.) donations for the general good and welfare of the City; 2.) donations made for recognition of a person or group; and 2.) tree donations.

Any time a donation is made to the City of Saint Peter, a donation form is to be completed by City staff and submitted to the City Administrator’s office.

DONATIONS FOR THE GENERAL GOOD AND WELFARE OF THE CITY

Donations for the general good and welfare of the City are those donations which are made to the City either with no designated purpose or for which the purpose is other than to recognize a person or group or which is a donation of a tree or funding for a tree purchase. Such donations will be handled in the following manner:

• Any donations with an estimated value of $10 or less may be accepted by any staff member who will then complete the donation form.
• Donations with an estimated value of between $11 and $500 may only be accepted by a Department Director who will then complete the donation form.
• Donations with an estimated value of between $501 and $7,499 may only be accepted by the City Administrator who will then complete the donation form.
• Donations with an estimated value of $7,500 or higher must be accepted by the City Council during a regular Council meeting. The City Administrator’s office will complete the donation form.
• Any and all donations of real estate must be approved by the City Council before being accepted regardless of the value.

DONATIONS MADE FOR RECOGNITION OF A PERSON OR GROUP

The City of Saint Peter has had numerous groups and individuals donate time and funds which have been a key to the high quality public facilities the citizens now enjoy. Some have requested recognition and others have not requested recognition. For consistency for those who tie their donation to recognition, the following policy shall apply:

• The minimum value of a donation for which recognition will be allowed is $500.00. No individual or group will be recognized in a park without direct connection to a specific improvement.
• The donated improvement must be consistent with the Parks Master Plan or plan for the facility for which it is intended
• The donated improvement must meet city standards.
• The donated improvement must provide added functional value or enhanced landscaping in the park or public facility.
• The donated improvement will be located in the park or public facility as per direction of the Director of Public Works and/or City Administrator.
• The recognition plaque will be provided at the cost of the donor, shall be a minor part of the improvement, and shall be attached to the improvement (or part of the landscaping).
• No recognition plaques may be carved stone or installed on the ground similar to grave markers.
• Recognition of the donor or an individual for park donations with an estimated value of $5,000 or more may be done as a part of the improvement upon recommendation of the Parks and Recreation Advisory Board and approval of the City Council.
• Donation with an estimated value of $7,500 or more in a public facility other than a park will be reviewed by the City Council prior to acceptance.

**DONATIONS OF TREES**

Donations of trees must follow the policy outlined below:

• The donor's plan for location and type of tree to be planted must be submitted to the City of Saint Peter Department of Public Works prior to planting. The City Staff is available to recommend a site for planting and tree species.
• The proposed tree must comply with the City's regulations concerning species, height, location, etc.
• Should the donor wish to include a recognition plaque, the maximum plaque size is 4" X 8".
• The minimum acceptable tree size is 1-11/4" in diameter, measured two feet from the base of the tree.
• Written approval must be received from the Public Works Director before planting.
• Once approval has been received from the City, the donor must contact Gopher State One-Call at least 48 hours before planting the tree. Gopher State One-Call is a state-wide utility location service that can be contacted at 811.
• The City reserves the right to refuse acceptance of any proposed planting site due to conflicts with the City's plan for the intended facility.
• City staff will complete and process a donation form.

Adopted: February 8, 2016
Memorandum

TO: Todd Prafke  
   City Administrator

DATE: November 6, 2017

FROM: Pete Moulton  
   Tim Mayo  
   Public Works Director  
   Maintenance Superintendent

RE: Trails and Sidewalks “No Winter Maintenance” Designations

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

City crews remove snow from the City-wide trail system and on sidewalks that are on the back side of developed properties, adjacent to undeveloped properties and/or adjacent to or on City property for a total of approximately 18.5 miles. Oftentimes crews have to make two passes to completely clear the snow from these areas. The amount of trails and sidewalks has increased approximately seven miles in the last five years.

City Code Section 42-80, defines a trail as follows: “Trail means any paved or unpaved roadway for pedestrian and on-motorized traffic as such roadway is depicted on the City’s Trail Master Plan, a copy of which shall be filed with the City Clerk-Administrator as amended from time to time. Trails shall be distinguished from sidewalks or the portion of roadway used for motor vehicle traffic by signage, physical barrier, striping, marking or other similar device.”

A one way trail is 6 feet wide, whereas a two-way trail is required to be 10 feet wide.

City Code Section 42-23 defines a sidewalk as follows: “Sidewalk means any paved roadway designed primarily for pedestrian traffic as such roadway is depicted on the City’s Sidewalk Master Plan, a copy of which shall be filed with the City Clerk – Administrator as amended from time to time.”

Sidewalks are a minimum of 6 feet wide to comply with ADA standards.

City crews are also responsible for complaint based follow-up of snow removal on sidewalks adjacent to private property.

Since December 2009 the City Council has established certain trails and/or sidewalks as having “no winter maintenance”. This designation is revisited on a bi-annual basis as part of our goal to provide service and access to the community while being cost conscious and reducing the number of trails and sidewalks to an amount that City staff can normally clear in a 24 hour period. Even with the “no winter maintenance” trails and sidewalks designation as proposed,
City crews often are taking more than 24 hours to clear snow from trails and sidewalks. As you know, City Code regulations require removal of snow from the full width of the trail/sidewalk within 24 hours of a snowfall.

Trails and sidewalks selected for "no winter maintenance" designations are typically on one side of streets that have trails and sidewalks on both sides of the street in areas of limited development. Sidewalks in the center of some parks are proposed for “no winter maintenance” designation for the winter; however, the perimeter sidewalks of parks would be cleared of snow.

The proposed “no winter maintenance” list of trails and sidewalks total 5.1 miles that would not be cleared of snow.

Below is the following list of trails and sidewalks to be designated “no winter maintenance” for the winter season of 2017-2018.

**Trails:**
1. Around west Jefferson Park
2. Along HWY 99 south of Nicollet Meadows
3. South side of Broadway Avenue – Sunrise Drive to Jefferson Avenue
4. West side of Sunrise Drive – Broadway Avenue to Grace Street
5. East side of Nicollet Avenue – Broadway Avenue to Nicollet County Road HWY #15
6. South and east side of Clark Storm Water Basin
7. North side of Dodd Avenue (HWY 22) from Klein Street to County Road 20
8. Trails around the Gault Park Stormwater Basin
9. Trail on the east side of Nicollet County Road #20 from Dodd Road (HWY 22) to 280’ north of Dodd Road
10. Trails from Nicollet County Road #20 through the Industrial Park to Sunrise Drive
11. Trail from Kwik Trip Gas Station to Neilson Import Autos
12. Trail from Saint Julien Street around Hallett’s Pond by Shopko to Old Minnesota Avenue
13. Community Spirit Park (see attached map)

**Sidewalks:**
14. East side of North Washington Avenue north of East Welco Drive
15. North side of Dodd Avenue (HWY 22) from Washington Avenue to Old Minnesota Avenue
16. East side of Gault Park from Dodd Avenue to Gault Stormwater Basin
17. Center of Minnesota Square Park
18. North side of Traverse Road from Edgerton Street to Nicollet Avenue
19. East side Nicollet Avenue from HWY 99 to Menk Drive
20. West side of Nicollet Avenue from Menk Drive to Jefferson Avenue
21. Union Street down into the park on the east side of Minnesota Avenue
22. Dodd Road from Old Minnesota Avenue to 169 South

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

PM/TM/amg
Red marked trails/sidewalks will be closed. Blue marked trails/sidewalks will remain open.