

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

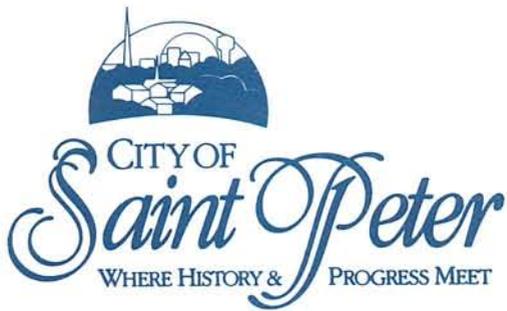
Regular Workshop Session of Monday, October 20, 2014
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

- I. **CALL TO ORDER**

- II. **DISCUSSION**
 - A. MnDOT Highway 22 Project
 - B. 2015 Stormwater Budget
 - B. 2015 Refuse Budget
 - C. 2015 Wastewater Budget
 - D. Trail/Sidewalk Snow Removal
 - E. Goal Session Schedule
 - F. Others

- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/17/2014

FROM: Todd Prafke
City Administrator

RE: MnDOT Highway 22 Project

ACTION/RECOMMENDATION

None needed. For your information discussion only.

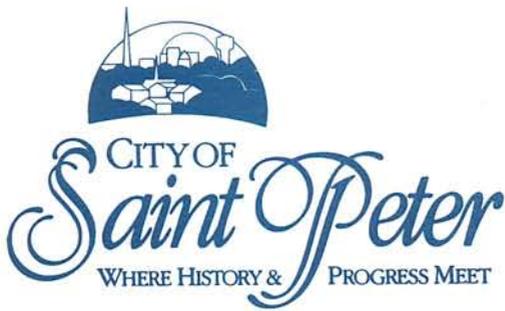
BACKGROUND

Engineers from MnDOT will be in attendance at the workshop on Monday evening to provide information on a Highway 22 project scheduled for 2015. In addition, they will also provide information on a proposed property swap that would involve the City.

More information will be distributed on Monday evening.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 15, 2014

FROM: Paula O'Connell
Director of Finance

RE: 2015 Stormwater Fund Budget

ACTION/RECOMMENDATION

None needed. For City Council review and discussion.

BACKGROUND

The attached documents provide background on the recommended budget for the Stormwater Enterprise Fund for the 2015 year. This fund is used for services that include:

- stormwater management
- inspection of construction in the City right-of-way (ROW)
- repair and maintenance needs within our community

The fund is supported through revenue based on a utility charge that is billed to all properties within the City based on size.

The operations for 2015 are very similar to the plan that was approved in 2014 and there is no change recommended in the rates, however a rate increase will very likely be necessary to cover a projected deficit in 2016. The current rates, implemented in 2007, are \$7.50 for single family residential and multi-unit dwellings up to five units. Parcels with greater than 5 units and business dwellings are charged at a rate of \$22.50/acre. A 10% increase to the rate would generate an additional \$44,100; an increase of \$.50 to each rate would generate an additional \$14,856 for residential and \$5,800 for parcels charged by size.

Since 2011, wages have increased by eliminating the Stormwater Operator and Engineering Technician and filling those positions with the creation of the two Infrastructure Technician positions which have added versatility to the stormwater and construction management operations. As projects are completed throughout the year, a portion of these employee's wages will be reallocated to the appropriate utility or project.

Stormwater also continues to contribute 6.5% of sales to the general fund in the 2015 budget.

With the issuance of the new National Pollution Discharge Elimination System (NPDES) permit, the City can expect to see additional stormwater requirements imposed. A mandatory change is required to City Code regulations which will require measurable and enforceable standards to

maintain water quality in City stormwater discharges. In addition, maintenance requirements will need to increase in an effort to lower levels of nitrogen, total suspended solids (TSS) and phosphorus.

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

- Rebuild the Madison Street and North Fourth Street intersection to enhance stormwater structures (estimated at \$60,000). Over the past 5 to 7 years we have done one or two intersection rebuilds in each year.
- \$25,000 is planned to complete non-reimbursed stormwater improvements related to the Washington Avenue Link project. This was contemplated as part of the overall project plan.
- Improve stormwater treatment and conveyance for new City/School development.
- Maintenance Equipment:
 - Replace 2001 Vactor Truck (25% of \$340,000)
 - Replace 2001 Dodge Van (33% of \$27,000)
 - Backhoe replacement (20% of \$50,000)
 - Jack hammer replacement (50% of \$11,000)
 - Replace 2009 Ferris Mower (50% of \$26,000)
 - Mowing trailer \$3,500

Debt service attributable to this Fund is:

- \$870,000 Taxable G.O. Utility Revenue and TIF Bonds, 2010B;
 - 2015 debt service \$45,554; remaining debt \$100,750; final payment 2020.

Based on the proposed budget, I anticipate that our cash position will decrease from a projected \$417,274 at the end of 2014, to an estimated \$216,424 at the end of 2015. The operating expenses for 2015 are \$662,968; which puts the reserve at 39% of the current year operating budget.

This budget anticipates using \$192,500 of reserves to fund capital purchases and bonding (likely use of an equipment certificate) to purchase a vactor truck. According to the 10 year capital plan and after the 2015 purchases, annual capital costs will range between \$126,000 and \$1,897,200. This is going to continue to reduce the reserves of this fund without a future rate adjustment. The 2016 budget will be a reasonable time to review these rates and our future plans for stormwater improvements. The challenges we face in this fund are driven by cost of additional development and changes in rules and regulations related to stormwater treatment and how developments could occur. This budget includes lots of place holders that allow us to plan ahead, but frankly, we do not yet know when or exactly to what extent activity will take place.

The approval of the Stormwater budget (including capital) in the amount of \$940,468 will give Staff a working plan. The actual purchase or initiation of large projects and funding sources for any large projects or purchases will be presented individually to the City Council for authorization. There is no proposal to change the rate structure or rates for the 2015 year.

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

			Stormwater Revenues				2015	2016	
			Actual	Actual	Actual	Budget	Projected	Proposed	Proposed
			2011	2012	2013	2014	2014	2015	2016
			Actual	Actual	Actual	Budget	Projected	Budget	Budget
606	37610	Residential Charges-Single Family	217,927	217,850	219,773	219,000	219,000	219,000	219,000
606	37615	Residential Charges-< 5 mult units	7,427	7,423	7,399	8,000	8,000	8,000	8,500
606	37618	Residential Charges-> 5 mult units	12,046	12,056	12,128	13,000	13,000	13,000	15,000
606	37620	Commercial Charges	77,016	78,269	79,280	79,000	79,000	79,000	79,000
606	37625	Manufactured Homes	6,697	6,697	6,697	6,700	6,700	6,700	6,700
606	37630	Industrial Charges	18,668	18,671	18,671	18,700	18,700	18,700	18,700
606	37640	Schools/RTC	59,912	59,912	59,912	59,700	59,700	59,700	59,700
606	37645	Church/Government	37,163	36,816	36,512	37,600	37,600	37,600	37,600
Sub-Total: Stormwater Charges			436,856	437,694	440,372	441,700	441,700	441,700	444,200
606	37650	Connection Fees	0	0	0	0	20,500	0	0
606	37656	Erosion Control Permit	34,410	28,025	34,025	30,000	30,000	30,000	35,000
606	37660	Penalty Revenues	3,224	2,998	3,189	3,000	3,000	3,000	3,000
606	37670	Miscellaneous	6,963	12,541	11,006	22,000	10,000	22,000	700
Sub-Total: Other Operating Rev.			44,597	43,564	48,220	55,000	63,500	55,000	38,700
606	33422	Other State Grants	16,493	43	499	43	43	43	43
606	36101	Special Assessments	20,840	7,364	545	3,000	3,000	3,000	3,000
606	36210	Interest Earned	5,242	3,688	2,354	3,500	3,500	3,500	5,000
606	39200	Transfer from other Funds	0	0	0	0	0	0	0
Sub-Total: Non-Operating Revenues			42,575	11,095	3,398	6,543	6,543	6,543	8,043
TOTAL OPERATING REVENUES			481,453	481,258	488,592	496,700	505,200	496,700	482,900
TOTAL REVENUES			524,028	492,353	491,990	503,243	511,743	503,243	490,943
Stormwater Expenditures									
Collections/Lift Stations									
606	49700	100 Wages	64,422	72,064	79,398	37,666	66,000	124,452	126,941
606	49700	101 Temporary Wages	1,783	9,142	7,861	1,367	1,367	1,528	1,559
606	49700	102 Overtime	53	378	329	1,006	1,006	3,591	3,663
606	49700	112 Car Allowance	120	120	30	120	120	0	120
606	49700	121 PERA	3,804	5,169	6,793	2,804	2,804	9,603	9,795
606	49700	122 FICA	3,248	4,824	6,050	2,482	2,482	8,033	8,194
606	49700	126 Medicare	760	1,128	1,415	581	581	1,879	1,917
606	49700	131 Medical Insurance	2,516	5,852	10,103	596	596	13,183	13,447
606	49700	132 Dental Insurance	138	1,192	1,037	41	41	1,193	1,217
606	49700	133 Life Insurance	23	30	38	14	14	51	52
606	49700	142 Unemployment - Direct Pay	0	0	0	0	0	0	0
606	49700	151 Workers Compensation	2,345	1,148	1,097	1,554	1,554	5,912	6,030
606	49700	210 Operating Supplies	4	574	848	2,000	2,000	2,000	2,050
606	49700	211 Motor Fuels	0	0	0	600	300	500	513
606	49700	220 Repair & Maintenance Supplies	4,925	895	1,914	1,700	2,000	2,000	2,050
606	49700	300 Professional Services	3,845	12,716	5,566	3,000	3,500	3,000	3,075
606	49700	360 Insurance	424	909	1,610	1,200	1,665	1,665	1,707
606	49700	406 Repair & Maint. - Mains	3,159	1,043	3,353	12,000	12,000	14,000	14,350
606	49700	430 Miscellaneous	0	0	0	1,000	500	500	513
606	49700	433 Dues and Subscriptions	0	0	0	0	0	0	0
			91,569	117,184	127,442	69,731	98,530	193,090	197,190
Source/Treatment									
606	49710	100 Wages	27,274	24,686	30,163	9,944	30,000	43,006	43,866
606	49710	101 Temporary Wages	1,559	178	1,006	1,367	1,367	1,528	1,559
606	49710	102 Overtime	0	159	0	183	183	1,247	1,272
606	49710	112 Car Allowance	120	120	30	120	120	0	0
606	49710	121 PERA	1,137	1,747	2,055	734	734	3,319	3,385
606	49710	122 FICA	1,042	1,465	1,746	713	713	2,838	2,895
606	49710	126 Medicare	244	343	408	167	167	664	677
606	49710	131 Medical Insurance	1,474	2,964	4,000	434	434	5,556	5,667
606	49710	132 Dental Insurance	121	197	313	41	41	447	456
606	49710	133 Life Insurance	5	10	12	4	4	18	18
606	49710	151 Workers Compensation	716	332	317	447	447	2,089	2,131
606	49710	210 Operating Supplies	1,713	6,981	7,944	8,000	9,000	9,000	9,225
606	49710	211 Motor Fuels	5,622	7,556	8,120	7,000	8,000	8,000	8,200
606	49710	220 Repair & Maintenance Supplies	1,048	586	1,022	2,000	1,500	2,000	2,050
606	49710	300 Professional Services	644	176	176	6,000	6,000	6,000	6,150
606	49710	360 Insurance	348	291	564	875	626	630	646
606	49710	380 Utilities	5,673	4,859	2,187	3,500	3,500	3,500	3,588
606	49710	404 Repair & Maint. - Equip. & Pumps	1,233	2,611	3,058	900	5,000	5,500	5,638
606	49710	405 Repair & Maint. - Ponds	0	0	449	15,000	2,000	12,000	12,300
606	49710	406 Repair & Maint. - Mains	0	0	0	4,000	4,000	4,000	4,100
606	49710	415 Equipment Rental	0	5	0	50	50	50	51
606	49710	430 Miscellaneous	0	0	0	50	50	50	51
606	49710	433 Dues and Subscriptions	0	0	0	20	20	20	21
			49,973	55,266	63,570	61,549	73,956	111,462	113,945

			2011	2012	2013	2014	2014	2015	2016	
			Actual	Actual	Actual	Budget	Projected	Proposed	Proposed	
								Budget	Budget	
			Administrative and General							
606	49720	100	Wages	63,159	79,566	71,132	128,630	78,000	78,000	79,560
606	49720	101	Temporary Wages	474	1,497	1,193	0	0	0	0
606	49720	102	Overtime	618	298	246	4,032	4,032	303	309
606	49720	112	Car Allowance	354	354	197	354	354	144	354
606	49720	121	PERA	4,295	5,736	5,119	12,149	12,149	2,992	3,052
606	49720	122	FICA	3,504	4,728	4,214	10,395	10,395	2,479	2,529
606	49720	126	Medicare	821	1,105	986	2,431	2,431	580	592
606	49720	131	Medical Insurance	10,164	13,343	12,346	29,716	29,716	9,597	9,789
606	49720	132	Dental Insurance	632	1,304	941	2,252	2,252	626	639
606	49720	133	Life Insurance	24	32	30	74	74	17	17
606	49720	151	Workers Compensation	1,046	3,907	3,792	5,441	5,441	529	540
606	49720	200	Office Supplies	1,201	174	183	500	300	500	513
606	49720	205	Misc. Employee Expenses	2,856	3,183	2,963	2,500	3,300	3,300	3,383
606	49720	210	Operating Supplies	1,037	381	304	1,000	500	1,550	1,589
606	49720	211	Motor Fuels	52	0	0	150	1,000	500	513
606	49720	220	Repair & Maintenance Supplies	0	0	0	150	150	150	154
606	49720	300	Professional Services	1,161	872	775	1,200	1,000	1,200	1,230
606	49720	321	Telephone	998	3,069	2,603	500	2,500	2,700	2,768
606	49720	322	Postage	0	7	0	2,000	1,000	2,000	2,050
606	49720	331	Travel & Training	3,421	3,982	2,703	4,000	4,000	4,000	4,100
606	49720	340	Advertising	133	0	0	1,500	1,000	1,000	1,025
606	49720	351	Legal Notices & Publications	52	53	43	100	100	100	103
606	49720	354	Printing & Binding	0	0	0	200	200	200	205
606	49720	360	Insurance	442	375	1,005	800	1,145	1,150	1,179
606	49720	380	Utilities	0	0	0	0	0	0	0
606	49720	401	Repair & Maint. - Buildings	438	0	0	100	100	100	103
606	49720	404	Repair & Maint.-Equip. & Mach.	352	417	603	1,000	1,000	1,000	1,025
606	49720	430	Miscellaneous	0	0	0	1,000	1,000	0	0
606	49720	433	Dues and Subscriptions	1,090	840	785	2,300	2,300	2,300	2,358
				98,324	125,223	112,163	214,474	165,439	117,017	119,673
			Customer Accounts							
606	49725	100	Wages	11,111	11,859	9,449	8,809	8,809	8,985	9,165
606	49725	102	Overtime	98	163	5	316	316	322	328
606	49725	121	PERA	653	719	674	662	662	698	712
606	49725	122	FICA	519	575	539	566	566	577	589
606	49725	126	Medicare	121	135	126	132	132	135	138
606	49725	131	Health Insurance	3,345	3,136	3,511	3,575	3,575	3,544	3,615
606	49725	132	Dental Insurance	209	161	238	166	166	175	179
606	49725	133	Life Insurance	5	5	5	5	5	5	5
606	49725	151	Worker's Compensation	55	57	54	57	57	68	69
606	49725	200	Office Supplies	0	0	0	185	185	185	190
606	49725	211	Motor Fuels	0	0	0	0	0	0	0
606	49725	300	Professional Services	4	5	5	300	300	300	308
606	49725	322	Postage	0	0	0	35	35	35	36
606	49725	331	Travel & Training	27	2,000	600	50	510	50	51
606	49725	354	Printing & Binding	0	0	0	125	125	125	128
606	49725	360	Insurance	74	63	152	200	175	175	179
606	49725	404	Repair & Maint. - Equipment & Mach.	0	0	0	260	260	260	267
606	49725	430	Miscellaneous	0	0	0	0	0	0	0
606	49725	904	Bad Debt Expense	-9	88	27	120	120	120	123
			Sub-Total: Customer Accounts	16,212	18,966	15,385	15,563	15,998	15,759	16,080
			Depreciation							
606	49970	420	Depreciation	192,442	196,573	201,577	192,000	192,000	192,000	192,000
			Interest Payments							
606	49980	611	Bond Interest Payments	12,281	10,595	8,540	6,744	6,744	4,929	3,900
			Transfers							
606	49990	720	Operating Transfer	30,102	29,804	28,624	28,711	28,711	28,711	28,873
606	49990	722	Contributed Utility Services	0	0	0	0	0	0	0
			Sub-Total: Transfers & Contributions	30,102	29,804	28,624	28,711	28,711	28,711	28,873
			Expenditure Total for Income Statement:	490,903	553,611	557,301	588,772	581,378	662,968	671,662
			NET INCOME:	33,125	-61,258	-65,311	-85,529	-69,635	-159,725	-180,719

Stormwater Utility Capital Plan

		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTALS
606.48610	Collector System/Lift Station											
300	Engineering		\$ 11,700	\$ 12,000	\$ 12,300	\$ 12,300	\$ 12,800	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 116,100
	North 4th & Madison Intersection Replmt Design	\$ 7,500										\$ 7,500
532	Utility Infrastructure											\$ -
	North 4th & Chatham Intersection Correction	\$ 60,000	\$ 62,000	\$ 63,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 75,000	\$ 659,000
532	Subdivision Development	\$ 1,500	\$ 15,000	\$ 16,000	\$ 17,000	\$ 19,500	\$ 21,000	\$ 22,300	\$ 23,600	\$ 23,600	\$ 23,600	\$ 183,100
532	Saint Julien Roundabout	\$ 3,000										\$ 3,000
MSA												
606.48610	Collector System/Lift Station Totals	\$ 72,000	\$ 88,700	\$ 91,000	\$ 94,300	\$ 96,800	\$ 98,800	\$ 101,300	\$ 105,600	\$ 107,600	\$ 112,600	\$ 968,700
606.48620	Stormwater Treatment											
300	Professional Services / Engineering	\$ 77,500	\$ 52,500	\$ 6,000	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 7,700	\$ 7,700	\$ 7,700	\$ 186,100
520	Building/Structural Improvements	\$ 1,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,600	\$ 6,600	\$ 6,600	\$ 55,800
532	New subdivision west of Nicollet Ave			\$ 400,000								\$ 400,000
532	City / School Development	\$ -	\$ 100,000									\$ 100,000
532	Old Minn Development		\$ 250,000	\$ 25,000			\$ 25,000					\$ 300,000
532	HWY 169 N Basin		\$ -	\$ 550,000								\$ 550,000
532	Brown Street Basin		\$ -	\$ 750,000								\$ 750,000
land/const/connection												
land/const/connection												
land/const/connection												
606.48620	Stormwater Treatment Totals	\$ 78,500	\$ 1,707,500	\$ 437,000	\$ 12,000	\$ 12,500	\$ 38,000	\$ 13,500	\$ 14,300	\$ 14,300	\$ 14,300	\$ 2,341,900
606.48630	General Plant											
520	Building / Structure Improvements	\$ 1,000		\$ 5,000			\$ 6,000				\$ 7,000	\$ 19,000
520	Public Works Improvements		\$ 5,000	\$ 7,000	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,500	\$ 7,700	\$ 7,700	\$ 7,700	\$ 61,600
550	Replace Unit #1- '03 F150								\$ 12,000			\$ 12,000
550	Replace Unit #714- '14 F150										\$ 12,000	\$ 12,000
550	Replace Unit #27- '01 Sterling Vactor Truck	\$ 85,000										\$ 85,000
550	Replace Unit #36- '01 Dodge Caravan	\$ 9,000						\$ 9,500				\$ 18,500
550	Replace Unit #92- '92 GMC 1500 Truck		25,000						\$ 25,000			\$ 50,000
550	Replace Unit #308- '08 F150 Truck			\$ 31,000								\$ 31,000
550	Replace Unit #406- '02 Blazer		\$ 31,000									\$ 31,000
580	Backhoe Replacement	\$ 10,000										\$ 10,000
580	Jack hammer Replacement	\$ 5,500										\$ 5,500
580	Replace # 84 - '98 5410 John Deere		\$ 35,000									\$ 35,000
580	Rotary Mower					\$ 6,000						\$ 6,000
580	Side Mower									\$ 8,700		\$ 8,700
580	Flail Mower		\$ 5,000					\$ 5,000				\$ 10,000
580	Aerator				\$ 3,000							\$ 3,000
580	Ferris Mower	\$ 13,000							\$ 14,000			\$ 27,000
580	Harper DewEze Mower							\$ 45,000				\$ 45,000
580	John Deere 540 #113					\$ 4,000						\$ 4,000
580	Hydromulcher										\$ 22,000	\$ 22,000
580	8" Godwin Pump #1				\$ 40,000						\$ 40,000	\$ 40,000
580	8" Godwin Pump #2										\$ 40,000	\$ 40,000
580	Mowing Trailer	\$ 3,500										\$ 3,500
606.48630	General Plant TOTALS	\$ 127,000	\$ 101,000	\$ 43,000	\$ 48,000	\$ 17,000	\$ 13,000	\$ 67,000	\$ 58,700	\$ 23,400	\$ 81,700	\$ 579,800
TOTALS - CAPITAL STORMWATER SYSTEMS		\$ 277,500	\$ 1,897,200	\$ 571,000	\$ 154,300	\$ 126,300	\$ 149,800	\$ 181,800	\$ 178,600	\$ 145,300	\$ 208,600	\$ 3,890,400

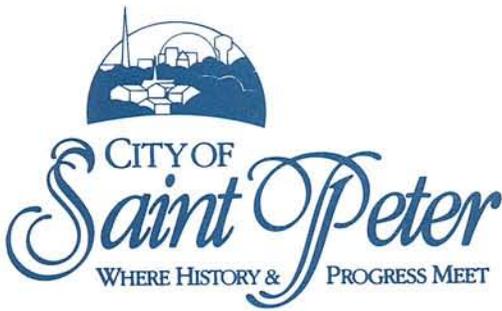
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Stormwater Utility Capital Funding Plan

2015

		FUNDING SOURCE:	RESERVES/ CASH	ASSESS./ Developer	TIF Funding	State Aid	BOND (Finance)	
606.48610	Collector System/Lift Station							
300	Engineering North 4th & Madison Intersection Replmt Design	\$	7,500					
532	Utility Infrastructure North 4th & Chatham Intersection Correction	\$	60,000					
532	Subdivision Development	\$	1,500					
532	Saint Julien Roundabout	\$	3,000					
606.48610	Collector System/Lift Station Totals	\$	72,000	\$ -	\$ -	\$ -	\$ -	\$ 72,000
606.48620	Stormwater Treatment							
300	Professional Services / Engineering	\$	77,500					
520	Building/Structural Improvements	\$	1,000					
532	City / School Development Land Purchases for Old Minn Development HWY 169 N Basin Brown Street Basin							
606.48620	Stormwater Treatment Totals	\$	78,500	\$ -	\$ -	\$ -	\$ -	\$ 78,500
606.48630	General Plant							
520	Building / Structure Improvements	\$	1,000					
550	Replace Unit #27- '01 Sterling Vactor Truck	\$	85,000					
550	Replace Unit #36- '01 Dodge Caravan	\$	9,000					
580	Backhoe Replacement	\$	10,000					
580	Jack hammer Replacement	\$	5,500					
580	Ferris Mower	\$	13,000					
580	Mowing Trailer	\$	3,500					
606.48630	General Plant TOTALS	\$	127,000	\$ -	\$ -	\$ -	\$ -	\$ 127,000
Total Stormwater		\$	277,500	\$ -	\$ -	\$ -	\$ -	\$ 277,500

6



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 15, 2014

FROM: Paula O'Connell
Director of Finance

RE: 2015 Environmental Services Fund Budget

ACTION/RECOMMENDATION

None needed. For City Council input 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 through charging 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.

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

As of 2013, changes were made that provide 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 2015:

- Operations and services provided as a part of this fund are proposed to be the same as in the past few years, except for the addition budgeting for the downtown flower baskets in 2015. Services such as curb-side yard waste and leaf pick up; Christmas tree pick up; and a drop-off site are continuing. There is one potential caveat to this which includes additional assistance on holiday lighting for downtown trees. This service is not budgeted for, 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 took effect on March 1, 2014. 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 2015 capital needs include \$3,000 for computer and software upgrades to track the type and location of trees. After 2000, the City had an inventory of trees done, funded by a grant. This information is in a data base that isn't compatible with any software we currently have. Converting this data to new software will allow staff to track emerald ash bore information, the percent of tree types that the City has in our urban forest, and much more maintenance data.
- 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.

Members 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, after June 1, 2013 we could not operate at the existing stormwater (1965 wastewater) ponds.

The Refuse fund has no debt obligations.

The fund balance is projected to be \$86,839 at the end of 2015. Based on operations, cash flow and risk needs, I believe a target reserve should be in the area of \$300,000. This fund does not have large, higher priced equipment attached, therefore funding replacement/failures of equipment should not be difficult once the target reserve is achieved. A tandem truck is an example of a large replacement cost at \$200,000+ (2006 purchase amount) in the

Environmental Fund. (To be clear, we are not proposing such a purchase as a part of this budget.)

With minimal capital improvements/equipment in the 10-year plan, our current revenue doesn't allow for an increase in reserves under this plan. We are suggesting that the Council review the value of increasing our environmental service fee. To give you a bit of a feel for the order of magnitude, a \$1.00 per month increase generates about \$30,000. This doesn't have to be implemented in this, but there is a need going forward to address how we can increase reserves instead of showing a steady decline. 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 2016.

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 \$795,510 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 Council policies

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

PO

	B	C	D	E	F	S	T	U	V	W	X
3					Revenues				2014	2014	2015
4						2011	2012	2013	Proposed	Projected	Proposed
5						Actual	Actual	Actual	Budget	Budget	Budget
6	603	33422			Other State Grants	326	326	326	326	326	326
7	603	34403			Refuse Collection Fees	715,582	714,861	728,944	730,000	730,000	735,000
8	603	34404			Garbage Bag Sales	2,200	1,819	2,809	2,100	2,100	2,100
9	603	34406			Refuse Change-Outs	0	0	0	0	0	0
10	603	36101			Special Assessments	4,661	-52,250	-17,014	3,100	3,100	3,100
11	603	36102			Special Assessments - Interest	0	0	0	0	0	0
12	603	36210			Interest Earned	1,078	1,810	1,385	1,600	1,600	1,600
13	603	36250			Refunds & Reimbursements	0	0	0	0	0	0
14	603	37360			Penalty Revenues	10,222	9,890	9,554	9,500	9,500	9,500
15	603	37370			Miscellaneous Revenue	2,123	8,910	3,320	2,000	2,000	2,000
16	603	39101			Sale of Fixed Assets	0	495	0	0	0	0
17	603	39200			Transfer from other Funds	0	0	0	0	0	0
18					Total Revenues	736,192	685,861	729,324	748,626	748,626	753,626
19											
20					Expenditures						
21											
22					Operations						
23	603	49510	100		Wages	86,708	97,494	95,222	104,719	104,719	106,412
24	603	49510	101		Temporary Wages	5,088	7,319	7,674	17,896	8,000	8,000
25	603	49510	102		Overtime	104	403	992	3,149	3,149	3,238
26	603	49510	121		PERA	6,258	7,252	6,992	7,801	7,801	8,201
27	603	49510	122		FICA	5,527	6,386	6,203	777	777	8,035
28	603	49510	126		Medicare	1,293	1,493	1,451	1,824	1,824	1,879
29	603	49510	131		Health	21,842	24,440	23,623	29,910	25,000	25,000
30	603	49510	132		Dental	905	1,285	1,741	1,826	1,826	1,930
31	603	49510	133		Life	43	51	53	53	53	53
32	603	49510	151		Workers Comp	3,679	3,719	3,607	5,474	5,474	6,676
33	603	49510	205		Misc. Employee Expenses	113	0	0	5,663	5,100	5,680
34	603	49510	208		Garbage Bag Purchases	565	352	0	500	500	500
35	603	49510	210		Operating Supplies	20,283	17,788	19,749	19,400	22,000	25,700
36	603	49510	211		Motor Fuel	10,392	16,380	13,147	14,000	10,000	14,000
37	603	49510	220		Repair and Maintenance Supp.	879	1,917	435	1,000	1,000	1,000
38	603	49510	300		Prof. Services & Collection	394,768	391,652	395,265	401,103	401,103	405,000
39	603	49510	331		Travel & Training	0	0	0	500	500	500
40	603	49510	340		Advertising	0	0	0	100	100	100
41	603	49510	351		Legal Notices & Publications	0	0	0	0	0	0
42	603	49510	360		Insurance	2,875	2,434	4,915	4,750	5,590	5,600
43	603	49510	404		Repair & Maint - Equipment	9,908	31,652	4,790	10,000	6,000	10,000
44	603	49510	405		Repair & Maint - Site	0	259	440	1,000	750	1,000
45	603	49510	415		Equipment Rental	0	5	0	8,000	8,000	17,000
46	603	49510	430		Miscellaneous	0	0	0	0	0	0
47					Sub-Total: Operations	571,230	612,281	586,299	639,445	619,266	655,504

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
48																					2014	2014	2015
49																					Proposed	Projected	Proposed
50					Administrative and General																Budget	Budget	Budget
51	603	49520	100		Wages					34,216	33,882	34,533	36,517	36,517	37,745								
52	603	49520	102		Overtime					64	114	108	89	89	91								
53	603	49520	112		Car Allowance					780	780	623	761	761	761								
54	603	49520	121		PERA					2,498	2,520	2,512	2,647	2,647	2,831								
55	603	49520	122		FICA					2,080	2,093	2,090	2,270	2,270	2,346								
56	603	49520	126		Medicare					486	490	489	531	531	549								
57	603	49520	131		Health Insurance					9,115	8,777	8,992	10,318	10,318	8,984								
58	603	49520	132		Dental Insurance					503	545	845	501	501	530								
59	603	49520	133		Life Insurance					74	13	14	14	14	14								
60	603	49520	151		Workers Comp.					102	714	329	447	447	539								
61	603	49520	200		Office Supplies					812	1,044	1,682	800	800	800								
62	603	49520	205		Misc. Employee Expenses					4,502	3,382	3,526	4,992	4,992	4,992								
63	603	49520	210		Operating Supplies					117	219	423	500	500	500								
64	603	49520	220		Repair & Maint. Supplies					687	1,760	521	1,000	1,000	1,000								
65	603	49520	300		Professional Services					6,764	12,107	1,939	20,000	20,000	20,000								
66	603	49520	321		Telephone					1,072	1,089	1,002	1,030	1,030	1,030								
67	603	49520	322		Postage					3	0	3	0	0	0								
68	603	49520	331		Travel & Training					1,387	1,049	1,550	800	1,190	1,190								
69	603	49520	340		Advertising					0	0	0	0	0	0								
70	603	49520	351		Legal Notices & Publications					6	0	107	0	0	0								
71	603	49520	354		Printing & Binding					0	0	0	0	0	0								
72	603	49520	360		Insurance					746	664	1,071	1,500	1,351	1,355								
73	603	49520	380		Utilities					3,164	6,837	6,701	4,400	4,400	4,400								
74	603	49520	401		Repair & Maint. - Buildings					1,277	1,521	1,412	1,400	1,040	1,400								
75	603	49520	404		Repair & Maint. - Equipment					2,831	2,299	2,035	2,000	2,300	2,500								
76	603	49520	430		Miscellaneous					0	0	0	0	0	0								
77	603	49520	433		Dues & Subscriptions					520	269	203	300	625	475								
78					Sub-Total: Admin. & General					74,346	82,168	72,710	92,817	93,323	94,032								
79																							
80					Customer Account																		
81	603	49525	100		Wages					8,960	11,619	9,273	8,809	8,809	8,985								
82	603	49525	102		Overtime					98	163	5	316	316	322								
83	603	49525	121		PERA					653	719	674	662	662	698								
84	603	49525	122		FICA					519	575	539	566	566	577								
85	603	49525	126		Medicare					121	134	126	132	132	135								
86	603	49525	131		Health Insurance					3,346	3,136	3,512	3,575	3,575	3,544								
87	603	49525	132		Dental Insurance					209	161	238	166	166	175								
88	603	49525	133		Life Insurance					5	5	5	5	5	5								
89	603	49525	151		Worker's Compensation					55	57	54	57	57	68								
90	603	49525	200		Office Supplies					308	940	1,353	1,400	1,400	1,400								
91	603	49525	300		Professional Services					1,575	1,850	1,882	2,000	2,000	2,000								
92	603	49525	322		Postage					5,174	5,235	5,354	5,100	5,100	5,100								
93	603	49525	331		Travel and Training					0	0	13	50	50	50								
94	603	49525	354		Printing & Binding					0	0	0	750	750	750								
95	603	49525	360		Insurance					124	105	238	440	365	365								
96	603	49525	404		Repair & Maint. - Equipment					1,353	1,633	1,617	1,700	1,700	1,700								
97	603	49525	430		Miscellaneous					0	0	0	0	0	0								
98	603	49525	904		Bad Debt Expense					0	133	0	100	100	100								
99					Sub-Total: Customer Accounts					22,500	26,465	24,883	25,828	25,753	25,974								
100																							
101					Depreciation																		
102	603	49970	420		Depreciation					5,885	4,033	17,627	6,500	17,000	17,000								
103																							
104					Interest Payments																		
105	603	49980	611		Bond Interest Payments					0	0	0	0	0	0								
106																							
107					Transfers																		
108	603	49990	720		Operating Transfer					2,945	3,486	466	0	0	0								
109																							
110					TOTAL EXPENDITURES:					676,906	728,433	701,985	764,590	755,342	792,510								
111																							
112					NET ENVIRONMENTAL SERVICES OPERATION:					59,286	-42,572	27,339	-15,964	-6,716	-38,884								
113																							
114																							
115																							
116					Capital - General Plant																		
117	603	48310	300		Professional Services					0	449	7,788	0	280	0								
118	603	48310	550		Motor Vehicles					0	0	0	25,000	25,000	0								
119	603	48310	580		Equipment					300	2,647	90,774	12,000	1,200	3,000								
120										300	3,096	98,562	37,000	26,480</									

	B	C	D	E	F	S	T	U	V	W	X
124											
125											
126					Environmental Services Fund						
127	Statement of Sources and Applications of Cash										
128									2014	2014	2015
129					2011	2012	2013	Proposed	Projected	Proposed	
130					Actual	Actual	Actual	Budget	Budget	Budget	
131	Sources of Cash:										
132											
133					59,286	(42,572)	27,339	(15,964)	(6,716)	(38,884)	
134					5,885	4,033	17,627	6,500	17,000	17,000	
135											
136					Total	65,171	(38,539)	44,966	(9,464)	10,284	(21,884)
137											
138	Application of cash:										
139											
140					Purchase of fixed assets	(300)	(3,096)	(98,562)	(37,000)	(26,480)	(3,000)
141											
142					Change in assets and liabilities	2,367	(20,772)	18,562	0	0	0
143											
144					Principal payments of long-term debt	0	0	0	0	0	0
145											
146					Bond Proceeds	0	0	0	0	0	0
147											
148					Total	2,067	(23,868)	(80,000)	(37,000)	(26,480)	(3,000)
149											
150					Net increase (decrease) in cash	67,238	(62,407)	(35,034)	(46,464)	(16,196)	(24,884)
151											
152					Cash balance - January 1	158,122	225,360	162,953	127,919	127,919	111,723
153											
154					Cash balance - December 31	225,360	162,953	127,919	81,455	111,723	86,839
155					Percent of next year operations	29.8%	21.3%	16.9%	10.3%	14.1%	
156					Percent of same year operations						11.0%

Environmental Services Capital Plan

General Plant
 603.48310.300 Professional/engineering Services
 Replace used 1 Ton
 603.48310.550 Motor Vehicles
 #47 Replacement '98 Int'l Tandem Truck
 603.48310.580 Equipment/Site
 Pave entire Tree & Brush drop off Site
 computer w/gis software
 Compost Screener
 Wall for leaf drop off
 Add 2nd leaf vacuum
 Replace wood chipper
 #28 - Replace '93 F700 bucket truck used
 Add tree spade pull type
 Replace mosquito sprayer
TOTALS - General Plant

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
											\$55,000
					\$250,000						
	\$0	\$0	\$48,000	\$0							
	\$3,000						\$110,000				
			\$15,000							\$60,000	
						\$45,000					
				\$90,000				\$40,000			
									\$10,000		
	\$3,000	\$0	\$63,000	\$90,000	\$250,000	\$45,000	\$110,000	\$40,000	\$10,000	\$60,000	\$55,000
Boulevard Trees (Expensed)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Bond Debt Service Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

11

**Environmental Services
 Capital Funding Plan**

2015

FUNDING SOURCE:

Reserves/
Cash ASSESS/
Developer GRANT
or State Aid BOND
(Finance)

603.48310 General Plant

300 Engineering

\$ - \$ - \$ - \$ -

550 Motor Vehicles

\$ - \$ - \$ - \$ -

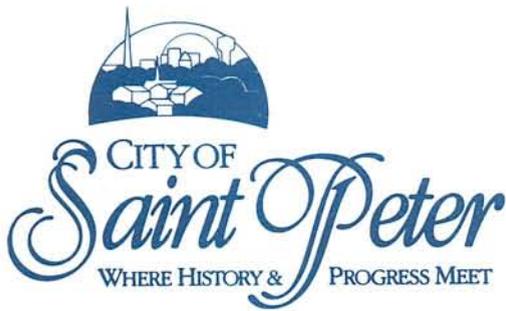
580 Equipment

Pave entire Tree & Brush drop off Site
 computer w/gis software

\$ - \$ - \$ - \$ -
 \$ - \$ - \$ - \$ -
 \$ 3,000 \$ - \$ - \$ -
 \$ - \$ - \$ - \$ -

TOTALS - CAPITAL Environmental Services

\$ 3,000 \$ - \$ - \$ -



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 15, 2014

FROM: Paula O'Connell
Director of Finance

RE: 2015 Wastewater Budget

ACTION/RECOMMENDATION

None needed. For City Council input and discussion only.

BACKGROUND

The Wastewater Fund provides for the operation of a wastewater collection system, lift stations, treatment facility, laboratory testing, reporting to the MPCA, discharge of the treated wastewater to the Minnesota River, and disposal of biosolids.

The 2015 budget includes the following:

- Wastewater gallons sold (excluding reverse osmosis #3):

2012	264,601,675	
2013	265,967,399	an increase of 1,365,724
- 2013 sales revenue increased \$149,652 from 2012. This increase is due to the rate increases approved in 2013.
- Approved rate increase for 1/1/2015 is included in the 2015 budget. Which is a \$1.00 per thousand increase starting in January 2015. Again, this has been previously approved by the City Council.
- Our grant/loans to construct the wastewater treatment plant require us to reserve \$0.10 per thousand gallons treated each year. This is reserved for meeting future capital needs and is identified as the Restricted Reserve in the budget documents
- Capital projects that are planned include \$582,500 and are funded from reserves as follows:
 - North Interceptor Phase 3 \$57,000
 - St. Julien line improvements \$107,000
 - Backhoe replacement (40% of \$50,000)
 - Jack hammer replacement (50% of \$11,000)

- Replace Vector truck (75% of \$340,000)
- Replace mainline camera \$120,000
- The Wastewater Fund transfers out 6.5% of gross sales to the General Fund (\$250,966 for 2015). The 2015 budget includes sales of \$3,861,016.

Current Debt issues:

- ✓ \$870,000 Taxable GO utility revenue and TIF Bonds, Series 2010B (Fine Screener/Improvements)
2015 Debt Service \$89,988; remaining debt \$199,020; Final payment 2020
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2001 (WWTF)
2015 Debt Service \$734,900; remaining debt \$4,112,000; Final payment 2021
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2002 (WWTF)
2015 Debt Service \$341,959; remaining debt \$2,207,000; Final payment 2022
- ✓ Public Facilities Authority G.O. Sewer Revenue Note 2004 (WWTF)
2015 Debt Service \$170,890; remaining debt \$1,045,000; Final payment 2022
- ✓ G.O. Sewer Revenue Refunding Bonds 2012A (WWTF)
2015 Debt Service \$98,108; remaining debt \$1,750,000; Final payment 2043

Other budget information:

- 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. There may be a change in operational cost due to the difference of time spent in water, wastewater or stormwater.
- Approval of the budget does not allow for the purchase of items over \$7,500 without additional City Council approval.
- There are no personnel additions planned, nor do we have new programs or substantial changes in operations. The development of a service line insurance program is pending.
- We have not targeted a reserve amount for this fund. The Wastewater Fund had an unrestricted cash balance (without the restricted funds for plant improvements) of \$14,860 at the end of 2013. Even with the changes approved in rates, this fund is projected to move into the red (negative cash balance) starting in 2014. Including sales revenue from the rate increases, the unrestricted cash balance is projected to return to the black in 2015. We believe this is a reasonable, stepped approach to the need for revenues to meet increasing cost related to plant maintenance and delivery of services.

Approval of this budget will give Staff an approved plan. Again, the actual purchase or initiation of purchases over \$7,500 will be presented individually to the City Council for authorization along with the funding mechanism.

The Wastewater Fund will have a projected ending fund balance of \$733,444 at the end of

2015, with a budget of \$3,692,147. Rates are currently at \$10.23/thousand gallons and a \$14.65 base charge.

Recent rate changes and the corresponding changes were as follows:

August 1, 2013	Increase of \$0.79
November 1, 2013	Increase of \$0.50
January 1, 1014	Increase of \$1.00
January 1, 2015	increase of \$1.00

No additional rate change during the 2015 budget cycle is being recommended.

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

PO

	B	C	D	E	F	S	sentWASTWR	U	V	W	X	Y	Z
2					WASTEWATER FUND					2014	2015	2016	2017
3					Wastewater Revenues	2011	2012	2013	2014	Projected	Proposed	Proposed	Proposed
4						Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget
5													
6	602	37210			Wastewater Charges	2,073,623	2,014,765	2,074,267	2,391,817	2,391,817	2,548,878	2,548,878	2,548,878
7	602	37231			Private Sales - Gac	211,390	214,178	232,483	262,978	219,000	245,021	245,021	245,021
8	602	37232			Institutional Sales - RTC	350,668	262,399	273,735	327,592	327,592	353,510	353,510	353,510
9	602	37233			R.O. Discharge	107,932	184,278	155,364	184,278	184,278	261,784	261,784	261,784
10	602	37234			Governmental Sales - Kasota	90,044	76,715	74,648	96,859	96,859	104,527	104,527	104,527
11	602	37240			Sales to Other Public Authorities	20,851	24,991	32,033	33,000	33,000	36,702	36,702	36,702
12	602	37241			Interdepartmental Sales	170,180	158,124	172,941	175,000	175,000	195,594	195,594	195,594
13	602	37245			Contract Effluent Treatment	325,062	155,480	225,111	145,000	115,000	115,000	115,000	115,000
14					Sub-Total: Sewer Rental Charges	3,349,750	3,090,930	3,240,582	3,616,524	3,542,546	3,861,016	3,861,016	3,861,016
16	602	37250			Connection Fees	0	340	0	160	160	160	160	160
17	602	37255			Sewer Access Charge	11,700	20,100	79,100	20,000	29,440	20,000	20,000	20,000
18	602	37256			Nutrient Trading	22,881	0	0	0	0	0	0	0
19	602	37260			Penalty Revenues	22,138	21,179	20,857	21,200	24,000	23,000	23,000	23,000
20	602	37270			Miscellaneous	88,783	114,953	87,695	80,000	65,000	70,000	70,000	70,000
21	602	36250			Refunds & Reimbursements	0	0	0	0	0	0	0	0
22					Sub-Total: Other Operating Rev.	145,502	156,572	187,652	121,360	118,600	113,160	113,160	113,160
24	602	33422			Other State Grants	21,000	1,048	1,504	1,048	1,048	1,048	1,048	1,048
25	602	36101			Special Assessments	8,590	6,214	25,289	20,000	20,000	20,000	20,000	20,000
26	602	36102			Special Assessments - Interest	0	0	0	0	0	0	0	0
27	602	36210			Interest Earned	3,151	8,526	3,103	3,000	3,900	3,000	3,000	3,000
28	602	39101			Sale of Fixed Assets	0	200	19,995	0	1,000	1,000	1,000	1,000
29	602	39200			Transfers from other Funds	0	0	0	0	0	0	0	0
30					Sub-Total: Non-Operating Revenues	32,741	15,988	49,891	24,048	25,948	25,048	25,048	25,048
32					TOTAL OPERATING REVENUES	3,495,252	3,247,502	3,428,234	3,737,884	3,661,146	3,974,176	3,974,176	3,974,176
34					TOTAL REVENUES	3,527,993	3,263,490	3,478,125	3,761,932	3,687,094	3,999,224	3,999,224	3,999,224
36					Wastewater Expenditures								
53					BioSolids								
54	602	49460	100		Wages	26,049	30,516	39,992	16,255	20,000	42,841	43,484	44,136
55	602	49460	101		Temporary Wages	48	0	152	0	0	0	0	0
56	602	49460	102		Overtime	704	555	2,392	485	485	1,278	1,297	1,317
57	602	49460	112		Car Allowance	0	0	0	0	0	0	0	0
58	602	49460	121		PERA	1,968	2,235	3,043	1,214	1,214	3,309	3,359	3,409
59	602	49460	122		FICA	1,667	1,854	2,511	1,038	1,038	2,735	2,776	2,818
60	602	49460	126		Medicare	390	434	587	243	243	640	650	659
61	602	49460	131		Medical Insurance	5,844	7,371	11,838	4,455	4,455	12,872	13,065	13,261
62	602	49460	132		Dental Insurance	170	404	805	249	249	746	757	769
63	602	49460	133		Life Insurance	12	12	19	7	7	20	20	21
64	602	49460	142		Unemployment - Direct Pay	0	0	0	0	0	0	0	0
65	602	49460	151		Workers Compensation	1,209	1,244	439	649	649	2,012	2,042	2,073
66	602	49460	210		Operating Supplies	43,778	53,574	73,485	54,000	54,000	54,000	54,810	55,632
67	602	49460	211		Motor Fuels	0	0	0	900	500	500	508	515
68	602	49460	220		Repair & Maintenance Supplies	2,772	443	365	2,000	2,000	2,000	2,030	2,060
69	602	49460	300		Professional Services	1,885	2,501	2,460	2,000	2,000	2,000	2,030	2,060
70	602	49460	360		Insurance	830	705	1,312	1,600	1,495	1,500	1,523	1,545
71	602	49460	380		Utilities	43,907	42,740	50,184	40,000	46,000	47,000	47,705	48,421
72	602	49460	404		Repair & Maint. - Equip. & Pumps	8,310	18,893	27,145	75,000	75,000	28,000	25,000	25,375
73	602	49460	405		Repair & Maint. - Ponds	0	0	0	0	0	0	0	0
74	602	49460	415		Equipment Rental	0	0	0	0	0	0	0	0
75	602	49460	433		Dues and Subscriptions(Permits)	0	0	0	0	0	0	0	0
76					Sub-Total: Biosolids	139,543	163,481	216,729	200,095	209,335	201,453	201,055	204,071
77										2014	2015	2016	2017
78						2011	2012	2013	2014	Projected	Proposed	Proposed	Proposed
79						Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget
80					Collector System/Lift Stations								
81	602	49470	100		Wages	93,078	95,363	82,957	157,438	80,000	85,999	87,289	88,598
82	602	49470	101		Temporary Wages	2,724	11,408	2,722	2,050	2,050	2,291	2,325	2,360
83	602	49470	102		Overtime	3,420	2,917	3,662	11,388	11,388	9,095	9,231	9,370
84	602	49470	112		Car Allowance	540	540	135	0	0	0	0	0
85	602	49470	121		PERA	7,374	6,855	6,150	12,240	12,240	7,132	7,239	7,348
86	602	49470	122		FICA	6,526	6,672	5,334	10,594	10,594	6,038	6,129	6,220
87	602	49470	126		Medicare	1,526	1,561	1,248	2,478	2,478	1,412	1,433	1,455
88	602	49470	131		Medical Insurance	15,245	15,955	17,847	37,188	37,188	18,608	18,887	19,170
89	602	49470	132		Dental Insurance	961	1,120	1,252	2,261	2,261	1,285	1,304	1,324
90	602	49470	133		Life Insurance	42	39	35	65	65	35	36	36
91	602	49470	142		Unemployment - Direct Pay	0	0	575	584	584	584	593	602
92	602	49470	151		Workers Compensation	2,971	3,042	4,432	6,539	6,539	4,346	4,411	4,477
93	602	49470	210		Operating Supplies	1,303	6,564	647	3,000	4,500	5,000	5,075	5,151
94	602	49470	211		Motor Fuels	14,861	15,522	12,983	13,000	10,000	11,000	11,165	11,332
95	602	49470	220		Repair & Maintenance Supplies	2,624	1,592	1,041	3,000	2,000	3,000	3,045	3,091
96	602	49470	300		Professional Services	1,991	4,122	2,637	6,000	6,000	6,000	6,090	6,181
97	602	49470	360		Insurance	1,311	1,111	2,260	3,000	2,575	2,575	2,614	2,653
98	602	49470	380		Utilities	32,298	30,080	32,799	31,000	31,000	31,000	31,465	31,937
99	602	49470	401		Repair & Maint. - Buildings	19	554	15	1,000	500	750	761	773
100	602	49470	402		Repair & Maint. - Lift Stations	2,359	14,657	955	4,000	2,000	3,000	3,045	3,091
101	602	49470	404		Repair & Maint-Equipment & Mach	48,082	50,380	33,683	62,000	40,000	50,000	50,750	51,511
102	602	49470	406		Repair & Maint. - Mains	14,225	11,472	6,621	7,000	3,000	7,000	7,105	7,212
103	602	49470	410		Repair & Maint. - SCADA System	0	0	0	500	500	500	508	515
104	602	49470	430		Miscellaneous	0	0	0	0	0	0	0	0
105					Sub-Total: Collection	253,480	281,526	219,990	376,325	267,462	256,650	260,500	264,407
106					Source/Treatment								

	B	C	D	E	F	S	U	V	W	X	Y	Z	
107	602	49480	100		Wages	180,342	225,606	217,599	196,809	216,809	227,485	230,897	234,361
108	602	49480	101		Temporary Wages	1,351	695	11,169	2,734	11,000	3,055	3,101	3,147
109	602	49480	102		Overtime	3,035	4,408	4,439	5,362	5,362	6,270	6,364	6,460
110	602	49480	112		Car Allowance	540	540	135	0	0	0	0	0
111	602	49480	121		PERA	13,589	16,419	15,781	14,657	14,657	17,532	17,795	18,062
112	602	49480	122		FICA	11,583	13,663	13,720	12,704	12,704	14,682	14,902	15,126
113	602	49480	126		Medicare	2,709	3,196	3,209	2,971	2,971	3,434	3,486	3,538
114	602	49480	131		Medical Insurance	44,180	49,708	51,350	51,029	51,029	59,082	59,968	60,868
115	602	49480	132		Dental Insurance	1,826	3,265	3,826	2,842	2,842	3,689	3,744	3,801
116	602	49480	133		Life Insurance	81	92	88	82	82	101	103	104
117	602	49480	151		Workers Compensation	6,784	7,002	5,392	7,949	7,949	10,810	10,972	11,137
118	602	49480	210		Operating Supplies	122,898	117,550	83,809	88,000	88,000	88,000	89,320	90,660
119	602	49480	211		Motor Fuels	9,042	19,263	10,214	15,000	15,000	15,000	15,225	15,453
120	602	49480	220		Repair & Maintenance Supplies	9,727	317	1,617	5,000	5,000	5,000	5,075	5,151
121	602	49480	300		Professional Services	87,780	82,689	89,356	70,000	70,000	70,000	71,050	72,116
122	602	49480	360		Insurance	18,449	18,046	24,215	30,000	23,619	23,650	24,005	24,365
123	602	49480	380		Utilities	438,558	410,915	497,799	470,000	470,000	470,000	477,050	484,206
124	602	49480	401		Repair & Maint. - Bldgs	11,002	3,535	132	10,000	4,000	8,000	8,120	8,242
125	602	49480	404		Repair & Maint. - Equip. & Pumps	32,427	44,463	47,558	113,000	113,000	100,000	101,500	103,023
126	602	49480	405		Repair & Maint. - Ponds	0	0	0	0	0	0	0	0
127	602	49480	415		Equipment Rental	7	5	0	50	525	50	51	52
128	602	49480	433		Dues and Subscriptions	0	0	0	50	50	50	51	52
129					Sub-Total: Source/Trrmt	995,910	1,021,377	1,081,408	1,098,239	1,114,599	1,125,890	1,142,778	1,159,920
130													
131						2011	2012	2013	2014	2014	2015	2016	2017
132						Actual	Actual	Actual	Budget	Projected Budget	Proposed Budget	Proposed Budget	Proposed Budget
133					Administrative and General								
134	602	49490	100		Wages	35,945	42,864	44,012	49,041	49,041	47,522	48,235	48,958
135	602	49490	101		Temporary Wages	0	0	0	0	0	0	0	0
136	602	49490	102		Overtime	56	104	159	310	310	316	321	326
137	602	49490	112		Car Allowance	363	363	206	365	365	365	370	376
138	602	49490	121		PERA	2,990	3,071	3,149	3,571	3,571	3,581	3,635	3,689
139	602	49490	122		FICA	2,414	2,491	2,535	3,060	3,060	2,966	3,010	3,056
140	602	49490	126		Medicare	564	583	593	716	716	694	704	715
141	602	49490	131		Medical Insurance	12,591	12,920	13,694	16,488	16,488	13,370	13,571	13,774
142	602	49490	132		Dental Insurance	586	1,021	894	844	844	804	816	828
143	602	49490	133		Life Insurance	20	20	22	24	24	22	22	23
144	602	49490	151		Workers Compensation	472	711	677	927	927	928	942	956
145	602	49490	200		Office Supplies	3,110	2,870	6,272	2,500	2,500	2,500	2,538	2,576
146	602	49490	205		Misc. Employee Expenses	7,001	9,027	8,094	7,300	7,300	7,300	7,410	7,521
147	602	49490	210		Operating Supplies	750	647	708	1,500	1,000	1,000	1,015	1,030
148	602	49490	211		Motor Fuels	95	18	103	0	650	0	0	0
149	602	49490	220		Repair & Maintenance Supplies	1,184	2,849	1,041	700	1,000	1,000	1,015	1,030
150	602	49490	300		Professional Services	7,663	38,303	8,249	10,000	10,000	10,000	10,150	10,302
151	602	49490	321		Telephone	3,790	4,330	4,398	4,600	4,600	4,600	4,669	4,739
152	602	49490	322		Postage	238	48	141	200	200	200	203	206
153	602	49490	331		Travel & Training	5,599	5,160	3,137	8,000	9,000	9,000	9,135	9,272
154	602	49490	340		Advertising	472	335	167	400	400	400	406	412
155	602	49490	351		Legal Notices & Publications	6	0	0	50	50	50	51	52
156	602	49490	354		Printing & Binding	0	0	0	50	50	50	51	52
157	602	49490	360		Insurance	1,484	1,303	2,155	3,000	2,320	2,325	2,360	2,395
158	602	49490	380		Utilities	3,793	3,382	3,815	4,500	4,500	4,500	4,568	4,636
159	602	49490	401		Repair & Maint. - Buildings	1,278	1,135	1,412	2,000	2,000	2,000	2,030	2,060
160	602	49490	404		Repair & Maint.-Equip. & Mach.	4,100	3,874	4,193	2,000	5,000	4,000	4,060	4,121
161	602	49490	430		Miscellaneous	0	0	0	50	50	50	51	52
162	602	49490	433		Dues and Subscriptions	6,543	6,839	6,532	12,050	12,050	12,050	12,231	12,414
163					Sub-Total: Administration	103,107	144,268	116,358	134,246	138,016	131,593	133,567	135,570
164													
165					Customer Accounts								
166	602	49495	100		Wages	13,786	16,699	14,525	15,573	15,573	18,673	18,953	19,237
167	602	49495	102		Overtime	98	163	5	316	316	322	327	332
168	602	49495	121		PERA	1,122	953	1,022	1,152	1,152	1,425	1,446	1,468
169	602	49495	122		FICA	929	874	857	985	985	1,178	1,196	1,214
170	602	49495	126		Medicare	217	205	201	230	230	275	279	283
171	602	49495	131		Health Insurance	3,346	3,136	3,512	5,375	5,375	5,518	5,601	5,685
172	602	49495	132		Dental Insurance	209	161	238	166	166	175	178	180
173	602	49495	133		Life Insurance	5	5	5	5	5	5	5	5
174	602	49495	151		Worker's Compensation	83	85	81	101	101	142	144	146
175	602	49495	200		Office Supplies	313	1,156	1,353	1,160	1,160	1,160	1,177	1,195
176	602	49495	211		Motor fuels	454	407	648	600	600	600	609	618
177	602	49495	300		Professional Services	2,016	1,886	1,890	2,000	2,000	2,000	2,030	2,060
178	602	49495	322		Postage	5,174	5,235	5,354	5,400	5,400	5,400	5,481	5,563
179	602	49495	331		Travel & Training	0	0	17	100	100	100	102	103
180	602	49495	354		Printing & Binding	0	0	0	0	0	0	0	0
181	602	49495	360		Insurance	162	137	292	450	425	425	431	438
182	602	49495	404		Repair & Maint. - Equipment & Mach.	1,353	1,702	2,512	1,400	2,600	2,600	2,639	2,679
183	602	49495	430		Miscellaneous	0	0	0	0	0	0	0	0
184	602	49495	904		Bad Debt Expense	0	446	(14)	1,000	1,000	1,000	1,015	1,030
185					Sub-Total: Customer Accounts	29,267	33,250	32,498	36,013	37,188	40,998	41,613	42,237
186													
187					Operating Expenses	1,521,307	1,643,902	1,666,983	1,844,918	1,766,600	1,756,584	1,779,513	1,806,205
188					Operating Income (loss):	1,973,945	1,603,600	1,761,251	1,892,966	1,894,546	2,217,592	2,194,663	2,167,971
189													
190													
191					Depreciation								
192	602	49970	420		Depreciation	809,504	801,198	826,203	825,000	825,000	825,000	825,000	825,000
193					Interest Payments								

	B	C	D	E	F	S	5entWASTWF	U	V	W	X	Y	Z
194	602	49980	611		Bond Interest Payments	379,444	350,901	302,912	275,472	275,472	256,594	230,585	204,386
195													
196					Transfers								
197	602	49990	720		Operating Transfer	217,340	216,232	216,888	235,074	230,265	250,966	250,966	250,966
198	602	49990	722		Contributed Utility Services	19,016	23,095	20,200	20,503	20,503	20,503	20,811	21,123
199					Sub-Total: Transfers & Contributions	236,356	239,327	237,088	255,577	250,768	271,469	271,777	272,089
200													
201					Expenditure Total for Income Statement:	2,946,611	3,035,328	3,033,186	3,200,967	3,117,841	3,109,647	3,106,874	3,107,680
202													
203					NET INCOME:	581,382	228,162	444,939	560,965	569,253	889,577	892,350	891,544
205													
206													
207					Capital - Collector System	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected Budget	2015 Proposed Budget	2016 Proposed Budget	2017 Proposed Budget
208	602	48210	300		Professional Services	172	15,950	0	47,000	30,000	15,000	10,000	10,000
209	602	48210	520		Building/Structural Improvements	4,426	27,753	34,467	0	0	0	0	0
210	602	48210	532		Utility Infrastructure: Mains	31,504	23,904	62,402	493,600	350,000	154,000	486,000	7,000
211	602	48210	580		Other Equipment	0	3,835	0	0	0	0	0	0
212						36,102	71,442	96,869	540,600	380,000	169,000	496,000	17,000
218					Capital - Treatment System								
219	602	48220	300		Professional Services	2,581	6,720	155	2,000	500	4,000	5,000	6,000
220	602	48220	510		Land	0	0	0	0	0	0	0	0
221	602	48220	520		Building/Structural Improvements	38,462	62,319	38,336	0	0	0	9,000	16,000
222	602	48220	580		Other Equipment	20,548	0	0	0	0	0	0	0
223						61,591	69,039	38,491	2,000	500	4,000	14,000	22,000
224					Capital - General Plant								
225	602	48230	520		Building/Structural Improvements	0	0	0	0	0	0	0	8,000
226	602	48230	540		Heavy Machinery	0	0	0	0	0	25,500	0	0
227	602	48230	550		Motor Vehicles	0	0	5,451	16,500	16,500	384,000	30,000	76,000
228	602	48230	580		Other Equipment	12,590	9,877	14,448	0	0	0	21,000	0
229						12,590	9,877	19,899	16,500	16,500	409,500	51,000	84,000
230					Bond Principal Payments								
231	602				Principal Payments on Bonds	1,119,730	2,947,960	1,210,240	1,114,570	1,114,570	1,179,250	1,234,520	1,265,520
232													
233													
234													
235					WASTEWATER FUND								
236					Statement of Sources and Applications of Cash								
237													
238						2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected Budget	2015 Proposed Budget	2016 Proposed Budget	2017 Proposed Budget
239													
240					Sources of Cash:								
241													
242					Net Income (loss)	\$581,382	\$228,162	\$444,939	\$560,965	\$569,253	\$889,577	\$892,350	\$891,544
243					Add depreciation	809,504	801,198	826,203	825,000	825,000	825,000	825,000	825,000
244													
245					Total	1,390,886	1,029,360	1,271,142	1,385,965	1,394,253	1,714,577	1,717,350	1,716,544
246													
247					Application of cash:								
248													
249					Purchase of fixed assets	(110,283)	(150,358)	(155,259)	(559,100)	(397,000)	(582,500)	(561,000)	(123,000)
250													
251					Change in assets and liabilities	63,719	58,330	24,604	0	0	0	0	0
252													
253					Bond Proceeds	0	1,890,000	0	0	0	375,000	0	0
254													
255					Principal payments of long-term debt	(1,119,730)	(2,947,960)	(1,210,240)	(1,114,570)	(1,114,570)	(1,179,250)	(1,234,520)	(1,265,520)
256													
257					Capital contributed by other sources	0	0	0	0	0	0	0	0
258													
259					Total	(1,166,294)	(1,149,988)	(1,340,895)	(1,673,670)	(1,511,570)	(1,386,750)	(1,795,520)	(1,388,520)
260													
261					Net increase (decrease) in cash	224,592	(120,628)	(69,753)	(287,705)	(117,317)	327,827	(78,170)	328,024
262													
263					Cash balance - January 1	488,723	713,315	592,687	522,934	522,934	405,617	733,444	655,274
264													
265					restricted reserve	464,507	508,074	508,074	477,074	553,663	597,663	641,663	686,663
266					Cash balance - December 31	\$248,808	\$84,613	\$14,860	(\$241,845)	(\$148,046)	\$135,781	\$13,611	\$296,634
267					Percent of next year operations	8.0%			-7.8%				
268					Percent of same year operations		2.8%	0.5%		-4.7%	4.4%	0.4%	9.5%

Wastewater Utility Capital Plan

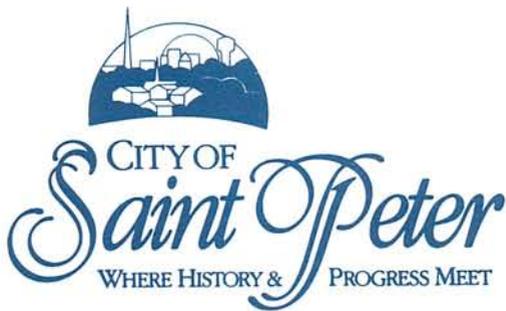
				2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Totals
602.48210	Collector Systems													
300	Professional Services			\$15,000	\$10,000	\$10,000	\$10,000	\$11,000	\$12,000	\$12,000	\$12,500	\$12,500	\$12,500	\$117,500
532	North Interceptor	Phase 3	2014	\$42,000										\$42,000
532	North Interceptor	Phase 4	2016		\$60,000									\$60,000
532	North Interceptor	Phase 5	2018				\$60,000							\$60,000
532	STJU Roundabout			\$107,000										\$107,000
532	City / School Development			\$0	\$420,000									\$420,000
532	Subdivision Development			\$5,000	\$6,000	\$7,000	\$8,000	\$6,000	\$8,000	\$7,000	\$8,000	\$10,000	\$10,000	\$75,000
580	Collection System Trash Pumps							\$6,000						\$6,000
602.48210	Collector Systems Total			\$169,000	\$496,000	\$17,000	\$78,000	\$23,000	\$20,000	\$19,000	\$20,500	\$22,500	\$22,500	\$887,500
602.48220	Treatment Facilities													Totals
300	Professional Services			\$4,000	\$5,000	\$6,000	\$7,000	\$9,000	\$9,500	\$9,500	\$10,000	\$10,000	\$10,000	\$80,000
520	Equipment Replacement - WWTF				\$7,000	\$10,000	\$12,500	\$13,000	\$15,000	\$17,000	\$20,000	\$21,000	\$21,000	\$136,500
520	Equipment Replacement - Lab				\$2,000	\$6,000	\$5,000	\$3,000	\$5,700	\$5,000	\$3,000	\$5,500	\$5,500	\$40,700
602.48220	Treatment Facilities Total			\$4,000	\$14,000	\$22,000	\$24,500	\$25,000	\$30,200	\$31,500	\$33,000	\$36,500	\$36,500	\$257,200
602.48230	General Plant Sewer													Totals
520	Public Works Improvements					\$8,000		\$5,000		\$5,000				\$18,000
540	Backhoe Replacement	(40% of \$50,000)		\$20,000										\$20,000
540	Jack hammer Replacement	(50 % of \$11,000)		\$5,500										\$5,500
550	Replace Unit #26 (2002)	One ton	2014		\$30,000							\$31,000		\$61,000
550	Replace Unit #27 (75%WW-25%SW)			\$255,000									\$15,000	\$255,000
550	Replace Unit #1 (2003)	(33% of \$36,000) - 2014												\$26,000
550	Replace Unit #90					\$26,000								\$26,000
550	Replace Unit #36 (2001 Van)	(33% of \$27,000) - 2014		\$9,000							\$10,000			\$19,000
550	Replace Unit #68 JD 444H		2017			\$50,000								\$50,000
580	Mainline Camera Replacement		2015	\$120,000										\$120,000
580	Riding Lawn Mower with ATT:						\$4,000				\$4,000			\$8,000
580	#552 John Deere Riding Mower 1435 series II				\$21,000									\$21,000
602.48230	General Plant Sewer Totals			\$409,500	\$51,000	\$84,000	\$4,000	\$5,000	\$0	\$5,000	\$14,000	\$46,000	\$0	\$618,500
	Sub-totals			\$582,500	\$561,000	\$123,000	\$106,500	\$53,000	\$50,200	\$55,500	\$67,500	\$105,000	\$59,000	
	Bond Debt Service Payments			\$1,421,407	\$1,382,690	\$1,387,745	\$1,385,158	\$1,385,434	\$1,382,162	\$1,346,062	\$610,070	\$610,070	\$610,070	
	Total Cost			\$2,003,907	\$1,943,690	\$1,510,745	\$1,491,658	\$1,438,434	\$1,432,362	\$1,401,562	\$677,570	\$715,070	\$669,070	

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Wastewater Utility Capital Plan

				2015					
				RESERVES/ CASH	ASSESS./ Developer	TIF Funding	State Aid	BOND (Finance)	
602.48210	Collector Systems								
300	Professional Services			\$15,000					
532	North Interceptor	Phase 3	2015	\$42,000					
532	STJU Roundabout			\$107,000					
532	Subdivision Development			\$5,000					
532	City / School Development		\$500,000					\$0	
602.48210	Collector Systems Total			\$169,000	\$0	\$0	\$0	\$0	\$169,000
602.48220	Treatment Facilities								
300	Professional Services			\$4,000					
602.48220	Treatment Facilities TOTAL			\$4,000	\$0	\$0	\$0	\$0	\$4,000
602.48230	General Plant Sewer								
550	Backhoe Replacement	40% of \$50,000		\$20,000					
550	Jack hammer Replacement	(50 % of \$11,000)		\$5,500					
550	Replace Unit #27 (75%WW-25%SW)							\$255,000	
550	Replace Unit #36 (2001)	(33% of \$27,000) - 2014		\$9,000					
550	Mainline Camera Replacement							\$120,000	
602.48230	General Plant Sewer Totals			\$34,500	\$0	\$0	\$0	\$375,000	\$409,500
	Sub-totals			\$207,500	\$0	\$0	\$0	\$375,000	\$582,500
	Bond Debt Service Payments			\$1,439,960					
	Total Cost			\$2,022,460					

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Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/17/2014

FROM: Todd Prafke
City Administrator

RE: Winter Maintenance on Trails and Sidewalks

ACTION/RECOMMENDATION

None needed. For your information and input.

BACKGROUND

Please find attached the packet memo and resolution from last year on this topic. You will note that the resolution set forth a plan through the end of 2015.

The reason this comes back for your discussion is that at the time of passage you asked that we review the center north/south walk in Gorman Park.

As you will note from the resolution and map, the Gorman Park sidewalk was designated as "no winter maintenance". The previous concern was that, "We see lots of footprints on it so maybe we should remove snow". The conclusion last year was to watch over the snow fall months and think and discuss again. This is that discussion.

While we can maintain it, our observations are three-fold:

- Access to the Community Center is still provided via the sidewalks abutting South Washington Avenue and South Fifth Street, so it is not a hindrance to access to the Community Center.
- If we cleaned it, based on our casual observation, the footprint makers (mostly young people) would likely walk in the snow anyway. They tend to see joy in the playing, walking, pushing and pulling of an adventurous snow trek after school. They do it because they see it as fun and it is not muddy because the cement is underneath.
- Third, because it has not been cleared, I do not know how many other non-snow adventurers may use it, if cleaned.

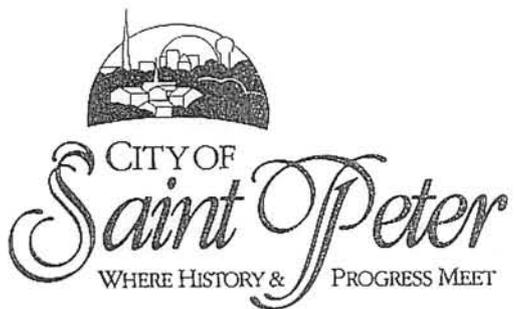
Our current position is that it is not needed for access and while it is arguably a nice but redundant access, it is not a high priority for snow maintenance and, therefore, we do not spend money on clearing it. Use of a trail or sidewalk and whatever the abutting development may be to that sidewalk or trail is what drives our thoughts on this issue.

As an aside, new walks and trails this year fall under your regular maintenance policy so they are not a part of this excepting Resolution. In other words, your regular policy governs who removes snow where. That means new sidewalk abutting City property is maintained by the City. If it is abutting private property it is the responsibility of the property owner. In addition, the sidewalk in the median area of North Washington Avenue is maintained by the City as well. The new Traverse Road trail would also see snow removal by the City.

Again, my goal for your workshop is to respond to the request to revisit the Gorman Park middle sidewalk question from about a year ago.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/8/14

FROM: Lewis Giesking
Director of Public Works

RE: Sidewalk/Trail "No Winter Maintenance" Designations

ACTION/RECOMMENDATION

Establish certain trails/sidewalks as "no winter maintenance" for the winter of 2013/2014 and 2014/2015.

BACKGROUND

The City removes snow from the City-wide trail system and sidewalks on the back side of developed properties, sidewalks adjacent to undeveloped properties and sidewalks adjacent to or on City property. The total mileage of trails and sidewalks for which City crews are responsible for snow removal is 16.5 miles or 33 lane miles (two-way traffic). Often, City crews will have to make two passes to clear snow from trails and sidewalks. The amount of trails and sidewalks has increased by approximately five 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 nonmotorized 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 handicap standards.

City staff is also responsible to follow-up on snow removal on sidewalks adjacent to private property, based on complaints. In December 2009, the City Council established certain trails and/or sidewalks as having no maintenance for snow removal for the winter of 2009/2010. In October 2010, the list was expanded. In the fall of 2011, a "no maintenance" sidewalk/trail list was established for a two-year period for the winters of 2011/2012 and 2012/2013. After

receiving our first snowfall this year in December, City staff realized that the "no maintenance" designation had not been extended for this winter.

The City's goal is to provide service to the community and access while being cost conscious and reducing the number of trails/sidewalks to an amount that City staff can normally clear in a 24 hour period. Even with the "no maintenance" trails/sidewalk designation as proposed, City crews often are taking more than 24 hours to clear snow from sidewalks/trails.

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

The proposed "no maintenance" list of trails/sidewalks total 5.8 miles or 11.6 lane miles that would not be cleared of snow. This reduces the amount of trails/sidewalks requiring maintenance by 35%.

At this time I am proposing the following list of sidewalks and trails be designated as "not maintenance" for the winter seasons of 2013/2014 and 2014/2015. This is the same list as has been utilized in past winters.

- Trail around West Jefferson Park
- Trail along Highway 99 south of Nicollet Meadows
- Trail on south side of Broadway Avenue – Sunrise to Gardner Road
- Trail on west side of Sunrise Drive – Broadway Avenue to Grace Street
- Trail on north side of Broadway Avenue - west of Nicollet Avenue
- Trail on east side of Nicollet Avenue – Broadway Avenue to Nicollet County Road Highway #15
- Trail on south and east side of Clark Storm water Basin
- Trail on north side of Dodd Avenue (Highway 22) west of Klein Street
- Trail on south side of Dodd Avenue (Highway 22) from Sunrise Drive to Nicollet County Highway #15
- Sidewalk on the east side of Washington Avenue north of East Welco Drive
- Trail on the east side of Gault Park Storm water Basin
- Sidewalk on the north side of Dodd Avenue east of the connect at the Welco South Storm water Basin
- Sidewalk on the north side of Dodd Avenue (Highway 22) along Orchard Ridge Subdivision
- Sidewalk on the east side of Gault Park from Dodd Avenue to Knight Street
- Sidewalk in the center of Gorman Park
- Sidewalk in the center of Minnesota Square Park
- Sidewalk north side of Traverse Road from Edgerton Street to Nicollet Avenue
- Sidewalk east side Nicollet Avenue from Highway 99 to Menk Drive
- Sidewalk west side of Menk Drive to Jefferson Avenue
- Trail on the east side of Nicollet County Road #20 from Dodd Road (State Highway 22) to 280' north of Dodd Road
- Trails from Nicollet County Road #20 through the Industrial Park to Sunrise Drive
- The sidewalk from Union Street down into the park on the east side of Minnesota Avenue
- Trail from Kwik Trip to Nielsen Import Autos
- Trail from St. Julien Street around Hallett's Pond by Shopko to Old Minnesota Avenue

FISCAL IMPACT:

I cannot give you an exact cost savings as it is dependent on a number of factors including conditions, amount and number of removals of snow and location, but we believe it reduces potential costs by approximately 35% as compared to doing all locations.

ALTERNATIVES/VARIATIONS:

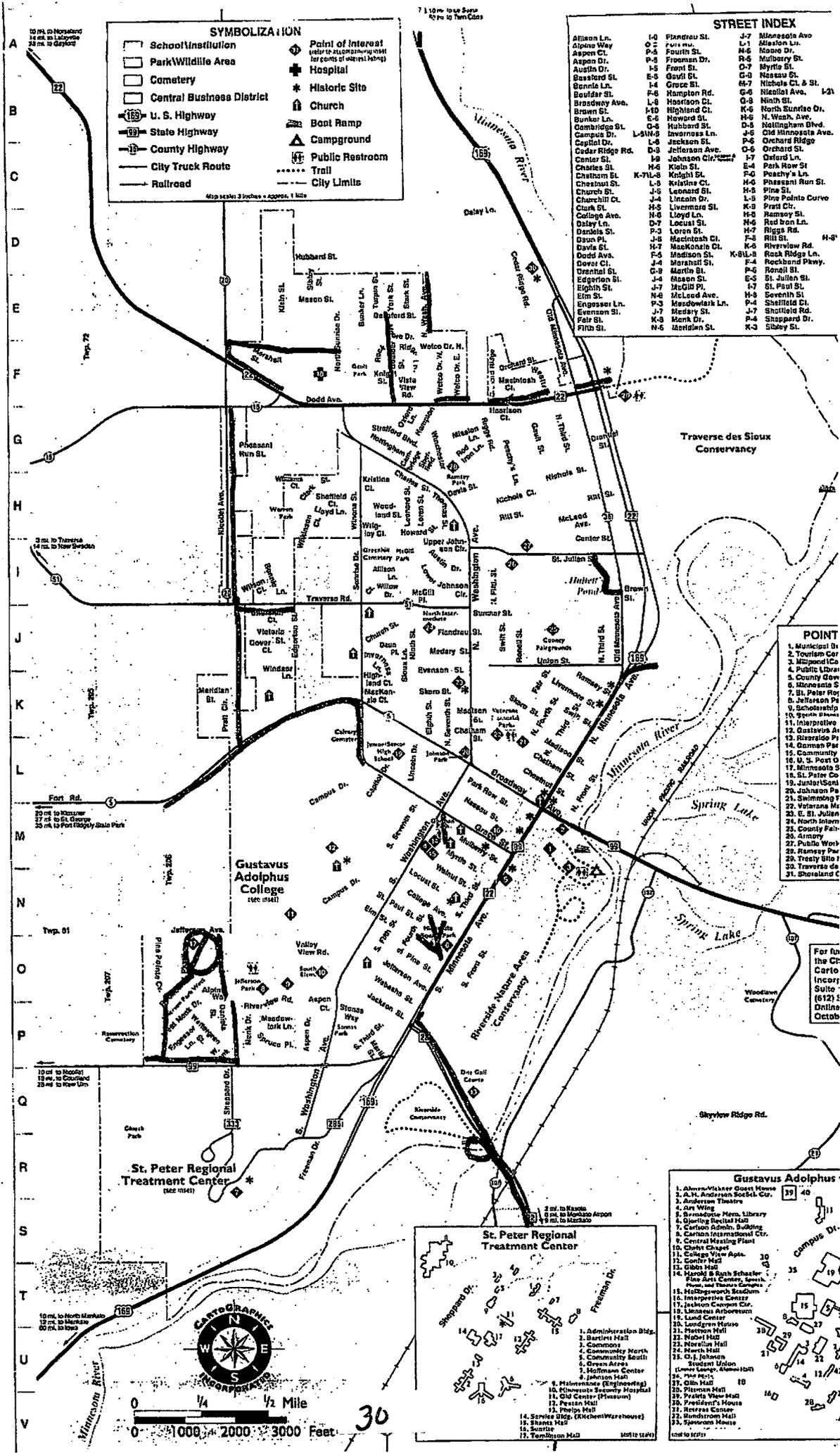
Do not act: Snow will be removed from all trails and sidewalks.

Negative Votes: Staff will seek Council direction.

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

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

LGG/amg



SYMBOLIZATION

	School Institution		Point of Interest (refer to accompanying sheet for points of interest)
	Park/Wildlife Area		Hospital
	Cemetery		Historic Site
	Central Business District		Church
	U. S. Highway		Boat Ramp
	State Highway		Campground
	County Highway		Public Restroom
	City Truck Route		Trail
	Railroad		City Limits

Map scale: 2 inches = 1 mile
Map scale: 2 inches = 1 mile

STREET INDEX

Alison Ln.	J-7	Alonzo Ave.	J-7
Alpen Way	J-7	Alonzo Ave.	J-7
Aspen Ct.	P-5	Alonzo Ave.	J-7
Austin Dr.	P-5	Alonzo Ave.	J-7
Bassford St.	E-5	Alonzo Ave.	J-7
Bonnie Ln.	I-4	Alonzo Ave.	J-7
Boulder St.	P-6	Alonzo Ave.	J-7
Bradway Ave.	L-8	Alonzo Ave.	J-7
Brown St.	I-10	Alonzo Ave.	J-7
Bunker Ln.	E-6	Alonzo Ave.	J-7
Cambridge St.	G-5	Alonzo Ave.	J-7
Canter Dr.	L-5W-6	Alonzo Ave.	J-7
Capital Dr.	L-6	Alonzo Ave.	J-7
Cedar Ridge Rd.	D-3	Alonzo Ave.	J-7
Chapel St.	I-9	Alonzo Ave.	J-7
Charles St.	H-6	Alonzo Ave.	J-7
Chatham St.	K-7L-8	Alonzo Ave.	J-7
Chestnut St.	L-8	Alonzo Ave.	J-7
Church St.	L-5	Alonzo Ave.	J-7
Churchill Ct.	J-4	Alonzo Ave.	J-7
Clark St.	H-5	Alonzo Ave.	J-7
Collage Ave.	H-6	Alonzo Ave.	J-7
Conroy St.	D-7	Alonzo Ave.	J-7
Daniel St.	P-3	Alonzo Ave.	J-7
Dawn Pl.	H-5	Alonzo Ave.	J-7
Davis St.	H-7	Alonzo Ave.	J-7
Dodd Ave.	F-5	Alonzo Ave.	J-7
Dover Ct.	J-4	Alonzo Ave.	J-7
Detroit St.	G-9	Alonzo Ave.	J-7
Edgerton St.	J-4	Alonzo Ave.	J-7
Eighth St.	J-7	Alonzo Ave.	J-7
Elm St.	H-6	Alonzo Ave.	J-7
Engesser Ln.	P-3	Alonzo Ave.	J-7
Evanson St.	J-7	Alonzo Ave.	J-7
Fair St.	K-8	Alonzo Ave.	J-7
Fifth St.	H-6	Alonzo Ave.	J-7
Flandrau St.	J-7	Alonzo Ave.	J-7
Fourth St.	P-5	Alonzo Ave.	J-7
Front St.	I-5	Alonzo Ave.	J-7
Gault Ct.	E-5	Alonzo Ave.	J-7
Grace St.	I-4	Alonzo Ave.	J-7
Hampson Rd.	P-6	Alonzo Ave.	J-7
Harrison St.	L-8	Alonzo Ave.	J-7
Highland Ct.	I-10	Alonzo Ave.	J-7
Howard St.	E-6	Alonzo Ave.	J-7
Hubbard St.	G-5	Alonzo Ave.	J-7
Inverness Ln.	L-5W-6	Alonzo Ave.	J-7
Jackson St.	L-6	Alonzo Ave.	J-7
Jehonson Ave.	D-3	Alonzo Ave.	J-7
Johnson Ct.	I-9	Alonzo Ave.	J-7
Klein St.	H-6	Alonzo Ave.	J-7
Knights St.	K-7L-8	Alonzo Ave.	J-7
Kristina Ct.	L-8	Alonzo Ave.	J-7
Leahard St.	L-5	Alonzo Ave.	J-7
Lincoln Dr.	J-4	Alonzo Ave.	J-7
Livermore St.	H-5	Alonzo Ave.	J-7
Lloyd Ln.	H-6	Alonzo Ave.	J-7
Locust St.	D-7	Alonzo Ave.	J-7
Loren St.	P-3	Alonzo Ave.	J-7
Madison St.	H-5	Alonzo Ave.	J-7
MacKinnon Ct.	H-7	Alonzo Ave.	J-7
Madison St.	F-5	Alonzo Ave.	J-7
Marshall St.	J-4	Alonzo Ave.	J-7
Martin St.	G-9	Alonzo Ave.	J-7
McGill St.	J-4	Alonzo Ave.	J-7
McGill St.	J-7	Alonzo Ave.	J-7
McLeod Ave.	H-6	Alonzo Ave.	J-7
Meadowlark Ln.	P-3	Alonzo Ave.	J-7
Meady St.	J-7	Alonzo Ave.	J-7
Merk Dr.	K-8	Alonzo Ave.	J-7
Merrill St.	H-6	Alonzo Ave.	J-7
Mission Ln.	J-7	Alonzo Ave.	J-7
Moore Dr.	P-6	Alonzo Ave.	J-7
Mulberry St.	P-6	Alonzo Ave.	J-7
Murray St.	G-9	Alonzo Ave.	J-7
Nassau St.	G-9	Alonzo Ave.	J-7
Nichols Ct. & St.	64-7	Alonzo Ave.	J-7
Nicolai Ave.	I-2A	Alonzo Ave.	J-7
Ninth St.	G-9	Alonzo Ave.	J-7
North Sunrise Dr.	K-6	Alonzo Ave.	J-7
N. Wash. Ave.	H-6	Alonzo Ave.	J-7
Nottingham Blvd.	D-4	Alonzo Ave.	J-7
Old Minnesota Ave.	J-6	Alonzo Ave.	J-7
Oreana Rd.	P-6	Alonzo Ave.	J-7
Oxford Ln.	I-7	Alonzo Ave.	J-7
Park Row St.	E-4	Alonzo Ave.	J-7
Peachy's Ln.	F-6	Alonzo Ave.	J-7
Pleasant Run St.	H-6	Alonzo Ave.	J-7
Pine St.	H-8	Alonzo Ave.	J-7
Pine Pointe Curve	J-4	Alonzo Ave.	J-7
Pratt Ct.	K-8	Alonzo Ave.	J-7
Ramsey St.	H-6	Alonzo Ave.	J-7
Red Iron Ln.	H-6	Alonzo Ave.	J-7
Riggs Rd.	H-7	Alonzo Ave.	J-7
Riverview Rd.	H-4	Alonzo Ave.	J-7
Rock Ridge Ln.	K-8L-9	Alonzo Ave.	J-7
Rockingham Pkwy.	P-6	Alonzo Ave.	J-7
Ronald St.	P-6	Alonzo Ave.	J-7
St. Julian St.	E-5	Alonzo Ave.	J-7
St. Paul St.	I-7	Alonzo Ave.	J-7
St. Peter St.	H-8	Alonzo Ave.	J-7
Sheffield Ct.	P-4	Alonzo Ave.	J-7
Shuttlefield Rd.	J-7	Alonzo Ave.	J-7
Shuggers Dr.	P-4	Alonzo Ave.	J-7
Sibley St.	K-3	Alonzo Ave.	J-7

- ### POINT
- Municipal Bldg
 - Tourism Cor
 - Minnesota Co
 - Public Lib
 - County Gov
 - Minnesota S
 - St. Peter High
 - Jehonson Pl
 - Scholarship
 - Service Bldg
 - Interpretive
 - Gustavus Ad
 - Riverside Pl
 - Garman Pl
 - Community
 - St. Peter Co
 - Junior High
 - Johnson Pl
 - Swimming P
 - Veterans Me
 - St. Julian
 - North Intern
 - County Fair
 - Armory
 - Public Work
 - St. Peter High
 - Treaty Uto I
 - Traverse de
 - Shelburne C

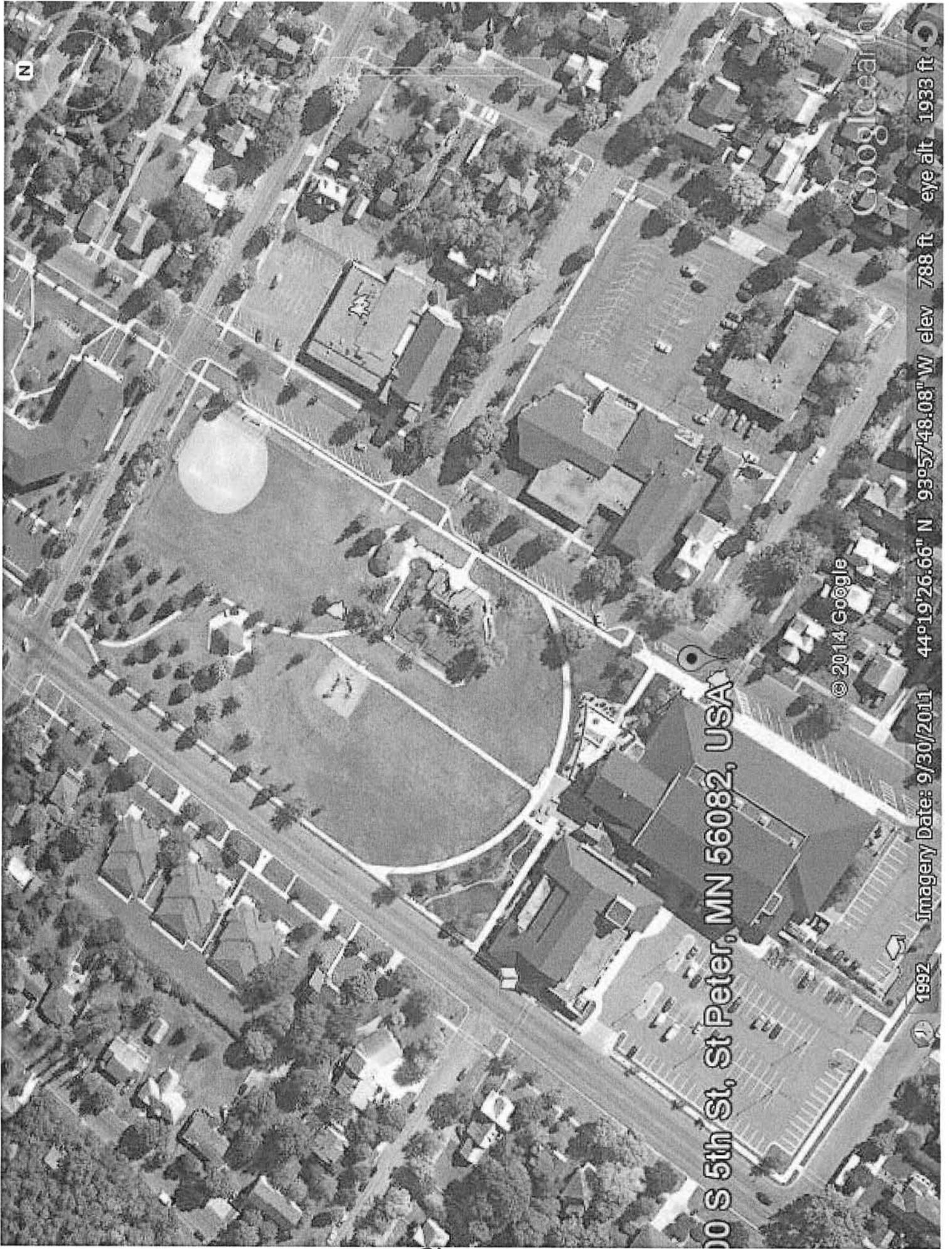
For the City
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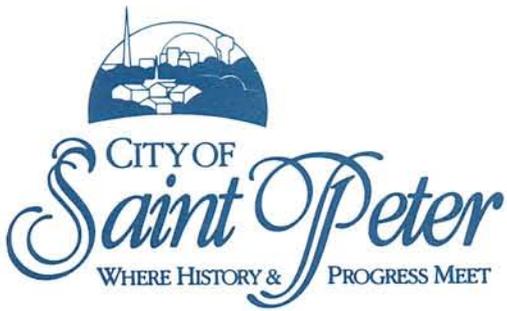
- ### Gustavus Adolphus
- Almon/Walker Guest House
 - A. H. Anderson Soc'l. Cl.
 - Anderson Theatre
 - Arm Wing
 - Beaumont Mem. Library
 - Boydell Recital Hall
 - Carlson Admin. Bldg.
 - Carlson International Ctr.
 - Central Meeting Plant
 - Chapel Chapel
 - College View Apts.
 - Conley Hall
 - Gibbs Hall
 - Hagrod & Ruth Schaefer Fine Arts Center, Speech, and Theater Complex
 - Hartbergeworth Reading
 - Interpretive Center
 - Jehonson Computer Ctr.
 - Linnaeus Arboretum
 - Land Center
 - Landgreen House
 - Patrick Hall
 - North Hill Hall
 - North Hill
 - St. J. Johnson Student Union
 - Linnaeus Center
 - St. Peter's
 - Gibbs Hall
 - Pittman Hall
 - Patrick House Hall
 - President's House
 - Reverend Cassin
 - Riverside Hall
 - St. Jerome House

- ### St. Peter Regional Treatment Center
- Administration Bldg.
 - Barrett Hall
 - Commons
 - Community North
 - Community South
 - Green Acres
 - Hoffman Center
 - Johnson Hall
 - Minnesota (Engineering)
 - Minnesota Security Hospital
 - Old Center (Plaza)
 - Peston Hall
 - Photo Hall
 - Service Bldg. (Kitchen/Warehouse)
 - Shaw Hall
 - St. Peter
 - Tomlinson Hall



30





Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/17/2014

FROM: Todd Prafke
City Administrator

RE: Goal Session Schedule

ACTION/RECOMMENDATION

None needed. For your discussion only.

BACKGROUND

Time has been set aside on Monday evening's workshop agenda to discuss the schedule for the next goal session. If we keep with the same pattern that we have been following, the goal session would take place on Monday, December 15th.

Please bring your calendars to the workshop on Monday and please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal