

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

Regular Workshop Session of Tuesday, January 19, 2016
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

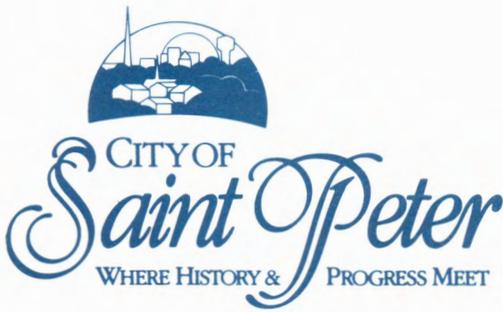
- I. **CALL TO ORDER**

- II. **DISCUSSION**
 - A. Chicken Regulations
 - B. 2016 Stormwater Budget
 - C. Hospital Commission Interim Membership
 - D. APPA/NLC Conferences
 - E. Others

- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/14/16

FROM: Todd Prafke
City Administrator

RE: Chicken Regulations

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

As per Council discussion, I have provided some information on sample ordinances used by cities in Minnesota to regulate the keeping and care of chickens within the City limits. Please note that there is no sample ordinance from the City of Mankato who had earlier passed regulations allowing chickens, but revoked the ordinance after a lack of applicants. You may remember that they spent a considerable amount of energy discussing the number of chickens that would be allowed.

In addition, we have included some information from the Center for Disease Control that was referenced by the League of Minnesota Cities (LMC).

My goal for your discussion is to organize it in a way that gives staff direction as to whether you want to pursue allowing "urban chickens" and if so under what circumstances they should be allowed. As you may note, some of the sample ordinances set up fencing provisions or provisions related to sex of the chickens as well as other rules.

We can then look at ways to allow, permit and/or regulate if the Council desires.

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

TP/bal

RELEVANT LINKS:

21 C.F.R. § 1240.62.
Minn. Stat. § 145.365.
Minn. Stat. § 346.155.
Section VII-E, *Exotic or regulated animals*.

Minn. Stat. § 347.51, subd. 4.

Minn. Stat. § 343.20, subd. 7.
Minn. Stat. § 256C.02.

Minn. Stat. § 363A.19.
Minn. Stat. § 363A.09.
Minn. Stat. § 256C.02.
“ADA Guide for Small Towns,” U.S. Department of Justice.

Minn. Stat. § 343.21, subd. 8a.

State and federal law prohibit ownership of certain animals as pets based on health and safety concerns related to those particular animals. Small turtles, skunks, and exotic animals are a few examples of animals that generally cannot be owned as pets.

B. Police dogs and service animals

Police dogs and service animals bear special consideration when the city is drafting ordinances. State law regularly exempts these two special categories of animals from regulation based on the work they do. Cities should also exclude these animals from ordinances where appropriate.

1. Police dogs

State laws often explicitly exempt police dogs from state requirements. For example, state statutes regulating dangerous dogs do not apply to dogs used by law enforcement for police work. It makes sense for cities to also consider when it might be appropriate to exempt police dogs from city ordinances, such as ordinances regulating dangerous animals. Exempting police dogs from certain requirements reflect the unique nature and use of police dogs.

2. Service animals

A service animal is an animal that has been trained to assist a person with a disability. A city cannot prohibit a person who is blind or deaf or has a different physical or sensory disability from taking a service animal into a public place or conveyance. The animal must be properly harnessed or leashed so that the person can maintain control of the animal. A blind, physically disabled, or deaf person cannot be required to pay an additional charge when taking a service animal into a public place.

Under state law, a person must not intentionally and without justification do either of the following to a service animal while it is providing service to or while it is in the custody of the person it serves:

- Cause bodily harm to the service animal.
- Otherwise render the animal unable to perform its duties.

C. Farm animals

Farm animals generally include animals that live on farms, such as cattle, sheep, goats, pigs, and horses. A city can define “farm animals” in its ordinance to include whatever animals it wishes.

RELEVANT LINKS:

Section III-A, *Minnesota Pet and Companion Animal Welfare Act*.

Minn. Stat. § 346.16.

Stewart v. Frisch, 381 N.W.2d 1 (Minn. Ct. App. 1986).

State v. Nelson, 499 N.W.2d 512 (Minn. Ct. App. 1993).

“Keeping Backyard Poultry,” Centers for Disease Control and Prevention (Feb. 12, 2015).

Contact the LMC Research Department for sample ordinances.

In addition to the Animal Welfare Act requirements, cities take different approaches in how they regulate farm animals in their communities. Some cities will only allow farm animals in certain zoning districts, such as land zoned for agricultural uses. Other cities allow some farm animals anywhere in the city as long as the requirements in the ordinances are met, such as having a lot over a specified size. It is important to be clear what animals the ordinance covers and to provide clear definitions.

1. Farm animals at large

If any person herds cattle, horses, asses, mules, sheep, swine, or goats on land over the protest of the land owner, the animals are considered to be running at large. Court opinions have determined that “at large” means when animals are not restrained or confined. Any person who knowingly allows animals to run at large is liable for damage caused.

2. Chickens

Like other animals, cities take different approaches for regulating chickens. Some cities include chickens in the same regulations that apply to other farm animals or livestock. Other cities have ordinances that allow chickens in the city under certain circumstances. However the city decides to regulate chickens, it is important to be clear about the regulations.

A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions. The bottom line here is that if the city wants to regulate chickens, it should make sure that chickens are covered by the ordinance.

“Urban chickens,” also called “city chickens,” are becoming a more common issue in cities across the state and country. The urban chicken “movement” is often linked to the increased desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis.

This small-scale keeping of chickens is different than a business that raises hens for eggs and meat. Those businesses are regulated differently than residents who want to keep a few chickens in their backyards.

There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm-animal ordinance or by passing an ordinance specific to keeping chickens.

RELEVANT LINKS:

If the city chooses to regulate the keeping of urban chickens, some common requirements include:

- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.

3. Farm animals as pets

It is not uncommon for a resident to want to keep a farm animal, such as a miniature horse or potbelly pig, as a pet. Some city ordinances would not allow for these animals as pets because the ordinance includes them as farm animals and prohibits them in residentially-zoned areas. Other cities may allow for these types of animals by specific ordinance provisions, sometimes requiring a permit from the city. Given that these animals have been gaining in popularity, it is a good idea for the city to consider the issue and have an ordinance in place.

D. Insects and bugs

Insects and bugs are a part of life in Minnesota. While cities cannot regulate where insects and bugs choose to live, there are some things a city can do, such as regulating beekeeping or abating mosquitoes.

1. Beekeeping

Since 2006, beekeeping is no longer regulated by state law, except for apiary inspection services related to the transportation of bees to other states. Cities may choose to regulate beekeeping within city limits. Some cities prohibit the practice while others allow it after obtaining a permit or allow it outright.

2. Mosquitoes

The abatement or suppression of mosquitoes is advisable and necessary for the maintenance and improvement of the health, welfare, and prosperity of the people. Areas where mosquitoes incubate or hatch are considered public nuisances and may be abated under state law. Cities have the direct authority to participate in mosquito abatement efforts. If the city engages in mosquito abatement, it must establish a mosquito abatement board to oversee abatement efforts. The city may also levy a tax or issue certificates of indebtedness to pay for the program.

“Apiary Program Information,” Minnesota Department of Agriculture. Minn. Stat. § 17.445.

Minn. Stat. § 18G.14.



Centers for Disease
Control and Prevention
CDC 24/7: Saving Lives. Protecting People™

Keeping Backyard Poultry

Live poultry, such as chickens, ducks, geese, and turkeys, often carry harmful germs called *Salmonella*. After you touch a bird, or anything in the area where they live and roam, wash your hands so you don't get sick!



An increasing number of people around the country are choosing to keep live poultry, such as chickens or ducks, as

part of a greener, healthier lifestyle. While you enjoy the benefits of backyard chickens and other poultry, it is important to consider the risk of illness, especially for children, which can result from handling live poultry or anything in the area where they live and roam.

What is the risk of getting *Salmonella* from live poultry?

It's common for chickens, ducks, and other poultry to carry *Salmonella*. *Salmonella* is a type of germ that naturally lives in the intestines of poultry and many other animals. Even organically fed poultry can have *Salmonella*. While it usually doesn't make the birds sick, *Salmonella* can cause serious illness when it is passed to people.

Check out the questions and answers below for more information on *Salmonella* infection and how to prevent getting germs from live poultry. You may also get more information by talking to your health care provider or your animal's veterinarian.

Gastrointestinal (Enteric) Diseases from Animals

Check out CDC's [Gastrointestinal \(Enteric\) Diseases from Animals](http://www.cdc.gov/zoonotic/gi/index.html)

(<http://www.cdc.gov/zoonotic/gi/index.html>) website, your one-stop-shop for information about zoonotic outbreaks, prevention messages, and helpful resources.

6

How do people get *Salmonella* infections from live poultry?

Live poultry may have *Salmonella* germs in their droppings and on their bodies (feathers, feet, and beaks) even when they appear healthy and clean. The germs can also get on cages, coops, feed and water dishes, hay, plants, and soil in the area where the birds live and roam. Additionally, the germs can be found on the hands, shoes, and clothing of those who handle the birds or work or play where they live and roam.

People become infected with *Salmonella* when they put their hands or other things that have been in contact with feces in or around their mouth. Young children are especially at risk for illness because their immune systems are still developing and because they are more likely than others to put their fingers or other items into their mouths. It is important to wash hands immediately after touching poultry or anything in the area where they live and roam, because the germs on your hands can easily spread to other people or things.

[View these and additional posters.](#)



<http://www.cdc.gov/zoonotic/gi/education.html>

How do I reduce the risk of a *Salmonella* infection from live poultry?

- DO
 - Wash hands thoroughly with soap and water right after touching live poultry or anything in the area where they live and roam. Use hand sanitizer if soap and water are not readily available.
 - Adults should supervise hand washing for young children.
 - Wash hands after removing soiled clothes and shoes.
 - If you collect eggs from the hens, thoroughly cook them, as *Salmonella* can pass from healthy looking hens into the interior of normal looking eggs.
 - Clean any equipment or materials associated with raising or caring for live poultry outside the house, such as cages or feed or water containers.

- If you have free-roaming live poultry, assume where they live and roam is contaminated
- DON'T
 - Don't let children younger than 5 years of age, older adults, or people with weak immune systems handle or touch chicks, ducklings, or other live poultry.
 - Don't eat or drink in the area where the birds live or roam.
 - Don't let live poultry inside the house, in bathrooms, or especially in areas where food or drink is prepared, served, or stored, such as kitchens or outdoor patios.
 - In recent outbreaks (<http://www.cdc.gov/zoonotic/gi/outbreaks.html>) of *Salmonella* infections linked to contact with live poultry, ill people reported bringing live poultry into their homes.

What are the signs, symptoms, and types of treatment available for *Salmonella* infections?

Salmonella can make people sick with

- Diarrhea
- Vomiting
- Fever
- Abdominal cramps

Sometimes, people can become so sick from a *Salmonella* infection that they have to go to the hospital. Children under the age of 5 years, older adults, and people with weakened immune systems, including pregnant women, are more likely to have a serious illness. When severe infection occurs, *Salmonella* may spread from the intestines to the bloodstream and then to other body sites and can cause death unless the person is treated promptly with antibiotics.

You can learn more about the signs, symptoms and treatment of *Salmonella* infection by visiting the CDC's *Salmonella* website (<http://www.cdc.gov/salmonella>). If you suspect you or your child has *Salmonella* infection, please contact your health care provider immediately.

Are there any policies about owning live poultry?

Rules and regulations vary by city, county, and state ordinances, so check with your local government to determine rules and regulations about owning live poultry.

More Information

Barbara A. Luker

From: Cadman, Edward <ecadman@lmc.org>
Sent: Monday, January 11, 2016 11:04 AM
To: Barbara A. Luker
Subject: FW: inquiry
Attachments: INQRES-JMB-20071105-ORD-ChickensRochester.doc; INQRES-JMB-20080707-ORD-AllowingSomeChickensWinona.doc; INQRES-JMB-20081023-ORD-AllowingChickensBrainerd.docx; INQRES-JMB-20090807-ORD-ChickensMinneapolis.doc; INQRES-JMB-20090807-ORD-ChickensWithPermitStPaul.doc; INQRES-JMB-20110411-ORD-RegulatingChickensinUrbanSettingsVariousCities.docx

Barbara,

I hope the attached chicken ordinances are sufficient. I'm also including a prior response we gave concerning "urban chickens." Enjoy your day!

Edward S. Cadman | Special Counsel
League of Minnesota Cities
Direct: 651.281.1229 | Fax: 651.215.4129
Email: ecadman@lmc.org | www.lmc.org

See the attached samples. Cities alone would dictate whether chickens are allowed in their city. The power of cities to regulate animals is mentioned at the top of our animal regulation memo:
http://www.lmc.org/media/document/1/animal_regulation.pdf?inline=true. (Page 31 discusses chickens.)

I noticed the response below recorded by one of my colleagues.

Q: Are there any rules or guidelines on having chickens in city limits?

A: Yes, but it depends on the city's local ordinances. Many have ordinances on the books that do not allow chickens but the ordinance should be specific on that point. A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions. The bottom line here is that if the city wants to regulate chickens, it should make sure that chickens are covered by the ordinance. If your city ordinances specifically do not allow someone to keep chickens in the city, people may be told to get rid of the chickens. Here's what this great memo says (in part) about chickens on page 31:

... Cities take different approaches for regulating chickens. Some cities include chickens in the same regulations that apply to other farm animals or livestock. Other cities have ordinances that allow chickens in the city under certain circumstances. However the city decides to regulate chickens, it is important to be clear about the regulations.

"Urban chickens," also called "city chickens," are becoming a more common issue in cities across the state and country. The urban chicken "movement" is often linked to the increased desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis.

This small-scale keeping of chickens is different than a business that raises hens for eggs and meat. Those businesses are regulated differently than residents who want to keep a few chickens in their backyards.

There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm-animal ordinance or by passing an ordinance specific to keeping chickens. If the city chooses to regulate the keeping of urban chickens, some common requirements include:

- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.

The memo also cites to this interesting document from the Centers for Disease Control and Prevention on Keeping Backyard Poultry at <http://www.cdc.gov/features/salmonellapoultry/>

So, the council may decide to talk it over, seek some public input, and change the local ordinance to allow keeping just few chickens. Note that cities usually do not allow roosters because of all the early morning crowing. See sample ordinances, attached.

Question submitted:

Could you please provide us with 3-4 sample ordinances other cities have used to allow chickens in backyards? Unfortunately, we need the samples by Thursday if you could possibly do it that quickly. Thanks for your help.

113A. CHICKENS

113A.01. Chickens Limited. It is unlawful for any person to keep or harbor chickens on any premises unless issued a permit to do so as provided in this chapter or except as specifically allowed under section 62.148. No permit shall be issued for the keeping or harboring of more than three hen chickens on any premises. No permit shall be issued for the keeping of any rooster chicken on any premises.

113A.011. Definitions. The term "Chicken Coop" means a structure for housing chickens made of wood or other similar materials that provides shelter from the elements. The term "Chicken Run" means an enclosed outside yard for keeping chickens. The term "Premises" means any platted lot or group of contiguous lots, parcels or tracts of land

113A.02. Permit. No person shall maintain a chicken coop and run unless they have been granted a permit by the common council. The permit shall be subject to all terms and conditions of this chapter and any additional conditions deemed necessary by the council to protect the public health, safety and welfare. The necessary permit applications are available in the City Clerk's Office. Included with the completed application must be a scaled diagram that indicates the location of any chicken coop and run, and the approximate size and distance from adjoining structures and property lines. A permit for the keeping of chickens may be revoked or suspended by the council for any violation of chapter 113A following written notice and a public hearing. A fee of \$20.00 will be charged for each permit which shall expire on December 31st of the second year of the permit.

113A.03. Confinement. Every person who owns, controls, keeps maintains or harbors hen chickens must keep them confined at all times while in the city in a chicken coop and chicken run. Any coop and run shall be screened with a solid fence or landscaped buffer with a minimum height of four feet. Any coop and run shall be at least 25 feet from any residential structure on any other premises

113A.04. Chicken Coops.

Subdivision 1. All chicken coops and runs must be located at least 25 feet from any dwelling on any other premises. All chicken coops must meet the requirements of the building and zoning codes, must not exceed ten square feet per chicken and must not exceed six feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and must not exceed six feet in total height. Chicken runs may be enclosed with wood and/or woven wire materials, and allow chickens to contact the ground. Chicken feed and manure must be kept in rodent and raccoon proof containers and must not be placed in yard compost piles.

Subd. 2. Chicken coops must either be:

(A). Elevated with a clear open space of at least 24 inches between the ground surface and framing/floor of the cooper; or

(B) The coop floor, foundation and footings must be constructed using rodent resistant concrete construction.

113A.05. Conditions. No person who owns, keeps or harbors hen chickens to permit the premises where the hen chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop and run authorized by permit under this chapter may be inspected at any reasonable time by a city animal control officer or other agent of the city.

113A.06. Violations. Any person who keeps or harbors chickens in the city limits of Rochester without obtaining or maintaining a current permit or after a permit has been suspended or revoked by council action shall be guilty of a petty misdemeanor. (2805, 4/7/92; 3838, 11/5/07)

ORDINANCE 3771
AN ORDINANCE TO AMEND
THE CODE OF THE CITY OF
WINONA, MINNESOTA
1979

The City of Winona does ordain:

Section 1. That Section 43.55(C) of the City Code of Winona, Minnesota, 1979, which section contains the provisions relating to "Accessory Uses" in a "Residential Suburban District" be amended as follows:

"43.55 (C) Accessory Uses. Accessory uses or structures permitted and as regulated in the R-R District, and any accessory use or structure customarily incidental or accessory to a principal or conditional permitted use in the R-S District, shall be permitted in the R-S District, except that the raising or keeping of fowl or farm animals shall not be permitted.

This prohibition shall not apply to the raising or keeping of not more than twelve (12) chicken hens on any land parcel provided that the following standards are met:

(1) Chickens shall be fully contained on the property at all times.

(2) Food materials shall be stored in metal containers with tight fitting lids.

(3) All housing, pens, and containment areas shall be maintained in a clean, sanitary and odor free environment and shall be free from the presence of rodents and vermin at all times.

(4) Chickens may be housed within accessory structures meeting requirements of underlying zoning. No chickens shall be housed within any part of a residential dwelling.

(5) Neither the keeping of roosters, nor the slaughtering of chickens shall be permitted, unless otherwise permitted within underlying zoning."

Section 2. That Section 43.56(C) of the City Code of Winona, Minnesota, 1979, which section contains the provisions relating to "Accessory Uses" in a "R-1 One-Family Residence District" be amended as follows:

"43.56 (C) Accessory Uses. Accessory uses or structures permitted and as regulated in the R-S District, and any accessory use or structure customarily incidental or accessory to a principal or conditional permitted use in the R-1 District, shall be permitted in the R-1 District (except that the raising or keeping of farm animals shall not be permitted on any lands used or platted for residential purposes)."

Section 3. That this ordinance shall take effect upon its publication.

Dated this 21st day of July, 2008.

Jerome S. Miller
Mayor

Attested By:

Monica Hennessy Mohan
City Clerk
City/ordinance/43.55-accessory-chickens.doc

**BRAINERD O R D I N A N C E
NO. 1327**

**AN ORDINANCE AMENDING SECTION 900 OF THE BRAINERD
CITY CODE RELATING TO THE REGULATION OF ANIMALS
IN THE CITY BY ADDING PROVISIONS PERTAINING TO CHICKENS**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 900.07 of the Brainerd City Code be amended by deleting the whole thereof and inserting in lieu thereof the following:

“900.07. Farm Animals. Farm animals shall only be kept in zoning districts if permitted under the City Zoning Ordinance. An exception shall be made to this Section for those animals brought into the City as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition. An additional exception shall be made to this Section by allowing the keeping of chickens on premises in the City subject to the provisions set forth in Section 900.08.”

SECTION TWO: That Section 900 of the Brainerd City be amended by adding Section 900.08 as follows:

“900.08. Chickens.

Subd. 1. Chickens Limited. It is unlawful for any person to own, control, keep, maintain or harbor hen chickens on any residential premises in the City unless issued a permit to do so as provided herein. In the case of rental residential property, including multi-family residential property, written permission must be given by the property owner for a tenant to keep or harbor chickens on said residential premises. No permit shall be issued for the keeping or harboring of more than four (4) hen chickens on any premises unless the property is located in an agricultural or rural zoning district. The keeping of roosters is prohibited. It shall be unlawful to keep or harbor hen chickens in addition to the limitations set forth in Section 900.13, subd. 1. (For example, the limitation is further clarified as follows: 4 dogs, or 4 cats, or 4 chickens, or 3 dogs and 1 cat, or 3 chickens and 1 dog, or 2 cats and 2 chickens, etc.)

Subd. 2. Definitions. The term “At Large” shall be intended to mean a chicken out of its chicken run, off the premises or not under the custody and control of the owner. The term “Chicken” means a female chicken or hen. The term “Chicken Coop” means a structure providing housing for chickens made of wood or other similar materials that provides shelter from the elements. The term “Chicken Run” means a fenced outside yard for the keeping and exercising of chickens. The term “Owner” shall mean the resident, property owner, custodian or keeper of any chicken. The term “Premises” means any platted lot or group of contiguous lots, parcels or tracts of land.

Subd. 3. Permit. No person shall maintain a chicken coop and/or chicken run unless granted a permit by the City. The permit shall be subject to all terms

and conditions of this Section and any additional conditions deemed necessary by the City to protect the public health, safety and welfare. The necessary permit may be obtained from the City Administrator's office. Included with the information required prior to issuance of the permit must be a scaled diagram that indicates the location of any chicken coop and run, and the approximate size and distance from adjoining structures and property lines. The owner must also obtain written approval of the keeping of chickens from all abutting property owners. A permit for the keeping of chickens may be revoked or suspended by the Council for any violation of this Section following written notice and a public hearing. An annual fee of \$30 will be charged for each permit which shall expire on December 31 of each year.

Subd. 4. Confinement. Every person who owns, controls, keeps, maintains or harbors hen chickens must keep them confined on the premises at all times in a chicken coop or chicken run while in the City. Any coop and run shall be screened with a solid fence or landscaped buffer with a minimum height of four (4) feet. Any coop and run shall be at least 25 feet from any residential structure or any other premises on any adjacent lots.

Subd. 5. Chicken Coops and Chicken Runs.

- A. All chicken coops and runs must be located within the rear yard subject to the required setbacks for the principal building and at least 25 feet from any dwelling or any other premises on any adjacent lots. All chicken coops must be a minimum of 4 square feet per chicken in size, must not exceed 10 square feet per chicken in size and must not exceed 6 feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and fencing must not exceed six feet in total height. Chicken runs may be enclosed with wood and/or woven wire materials, and may allow chickens to contact the ground. Chicken feed must be kept in metal, predator proof containers. Chicken manure shall not be placed in yard compost piles.
- B. Chicken coops must either be:
 - 1) Elevated with a clear open space of at least 24 inches between the ground surface and framing/floor of the coop; or,
 - 2) The coop floor, foundation and footings must be constructed using rodent resistant construction.
- C. Chicken coops are not allowed to be located in any part of a home and/or garage.
- D. Chickens must be secured in a chicken coop from sunset to sunrise each day.

Subd. 6. Conditions and Inspection. No person who owns, controls, keeps, maintains or harbors hen chickens shall permit the premises where the hen chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop and chicken run authorized by permit under this Section may be inspected at any reasonable time by the City Animal Control Officer or other agent of the City. Slaughter and breeding of chickens on any premises within the City is prohibited.

Subd. 7. Violations. Any person who owns, controls, keeps, maintains or harbors hen chickens in the City limits of Brainerd without obtaining or maintaining a current permit or after a permit has been suspended or revoked by Council action shall be guilty of a petty misdemeanor."

SECTION THREE: That all other provisions of Section 900 of the Brainerd City Code shall remain in full force.

SECTION FOUR: This Ordinance shall be in force one week from and after its publication.

Adopted this 20th day of October, 2008.

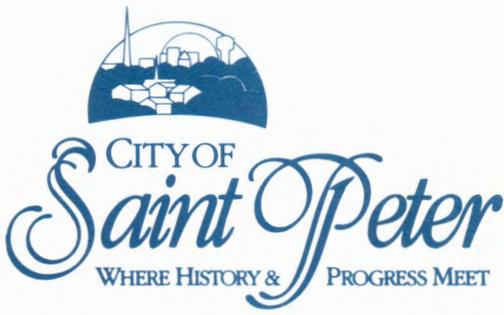
Kelly J. Bevans
President of the Council

Approved this 21st day of October, 2008.

JAMES E. WALLIN
Mayor

ATTEST: _____
DANIEL J. VOGT
City Administrator

Published: One time, October 24, 2008



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 13, 2016

FROM: Paula O'Connell
Director of Finance

RE: 2016 Stormwater Fund Budget

ACTION/RECOMMENDATION

None needed. For information and discussion only.

BACKGROUND

The attached documents provide background on the recommended budget for the Stormwater Enterprise Fund for the 2016 year. This fund is used for services that include:

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

The fund is supported by a utility charge that is billed to all properties within the City based on size and type of property.

The operations for 2016 are very similar to the plan that was approved in 2015 and there is no change recommended in the rates, however a rate increase will very likely be necessary to cover future debt service on anticipated project costs. Current rates along with future parcels included into the City limits will not be able to sustain a positive reserve. In addition we believe that future capital improvements will need to be supported by assessments at some level. The City does have the appropriate rules and processes in place to provide for those assessments.

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

Stormwater also continues to contribute 6.5% of gross sales to the general fund in the 2016 budget.

With the issuance of each new National Pollution Discharge Elimination System (NPDES) permit, the City can expect to see additional stormwater requirements imposed. These

mandatory changes continue to require City Code regulations which place measurable and enforceable standards on City stormwater discharges. In addition, we believe that 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 West Chatham Street and North Fourth Street intersection to enhance stormwater structures (estimated at \$60,000). We continue to rebuild one or two intersections each year.
- \$300,000 is planned for phase one of the housing project to the north of Traverse Road. This was contemplated as part of the overall project cost estimate of \$1,244,000 and is planned to be funded ultimately through the sale of the lots.
- Improve stormwater treatment and conveyance for the new City/School developments. Total cost of this parcel is approximately \$1,200,000 and the stormwater share is \$324,600.
- \$3,000 of public works improvements. There is also a future (2017) need of roof repair/replacement on the Public Works building which is experiencing leaks and will need to be investigated more to find a solution and determine an exact cost.
- Maintenance equipment/improvements:
 - Public Works Improvements (i.e. Mechanics area) \$5,000 (33% of \$15,000)
 - Replace Unit #406- '02 Blazer with a ½ ton pickup \$31,000
 - 1994 Backhoe replacement \$10,000 (20% of \$50,000)
 - Jack hammer replacement \$4,400 (20% of \$22,000)
 - Replace #17 - '86 1450 John Deere \$35,000
 - Flail Mower \$5,000

Debt service attributable to this Fund is:

- \$870,000 Taxable G.O. Utility Revenue and TIF Bonds, 2010B;
 - 2016 debt service \$23,400; remaining debt \$81,250; final payment 2020.

The current monthly rates, last increased in 2007, are all based on the premise of \$22.50 per acre per month. Each category then has a Residential Equivalency Factor (REF) assigned to it to calculate the per acre charge:

- ✓ \$7.50 for single family residential and multi-unit dwellings up to five units. (1 REF)
- ✓ \$11.25 per acre for Manufactured Housing Parks and Public/Private Schools and the MN State Regional Treatment Center. (.5 REF)
- ✓ \$22.50 per acre for multi-family parcels greater than 5 units, churches and government (1 REF).
- ✓ \$33.75 per acre for Industrial (1.50 REF)
- ✓ \$39.38 per acre for Commercial/Business (1.75 REF)

To give you an idea of the magnitude of a possible rate change and the impact on total revenues I've compiled three separate options:

Rate change	<u>10%(\$2.25)</u>	<u>\$.50</u>	<u>\$1.50</u>
Residential (under 5 units)	\$23,827	\$5,179	\$15,539
Parcels charged by size	<u>\$21,968</u>	<u>\$4,775</u>	<u>\$14,327</u>
Total	\$45,795	\$9,954	\$29,866

This is just informational; there is no additional revenue due to rate increases in the 2016 budget.

Based on the proposed budget, it is anticipated that the cash position will decrease from a projected \$414,304 at the end of 2015, to an estimated \$302,101 at the end of 2016. The unrestricted cash on hand for this fund (\$262,526), does reflect 40% of next year's operational budget. While it is likely that capital improvements will be necessary in the future, it does not mean that consideration of a rate increase is certain to maintain an adequate fund balance. The housing infrastructure improvements can be covered by tax increment or development fees, and staff will monitor other development and stormwater needs that go with it. This budget anticipates using \$192,900 of reserves to fund capital purchases along with bonding to cover housing and the high school/park improvement items.

Based on a couple of previous Council discussions about reserve amounts staff is planning for an overall discussion about Enterprise Fund reserve amounts at the next Goal Session on February 29th. Our hope would be to develop a policy related to reserve amounts in all enterprise funds.

According to the 10 year capital plan and after the 2016 purchases, annual capital costs will range between \$133,800 and \$574,000. This is going to continue to reduce the reserves of this fund without a future rate adjustment and/or assessments. The 2017 budget will be a reasonable time to review these rates and our future plans for stormwater improvements (housing, Third Street development, etc.). 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 \$1,591,110 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 2016 year.

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

PO/

STORMWATER FUND											
Statement of Sources and Applications of Cash											
	2013	2014	2015	2015	2016	2017	2018	2019	2020	2021	
	Actual	Actual	Budget	Projected	Proposed Budget						
Sources of Cash:											
Net Income (loss)	(\$65,311)	(\$50,033)	(\$159,725)	\$47,947	(\$129,802)	(\$159,485)	(\$139,183)	(\$146,961)	(\$154,845)	(\$162,839)	
Add depreciation	201,577	207,936	192,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	
Total	136,266	157,903	32,275	277,947	100,198	70,515	90,817	83,039	75,155	67,161	
Application of cash:											
Purchase of fixed assets	(145,263)	(79,553)	(277,500)	(313,624)	(935,873)	(574,000)	(169,300)	(381,800)	(133,800)	(150,000)	
Change in assets and liabilities	9,212	(1,781)	0	0	0	0	0	0	0	0	
Principal payments of long-term debt	(76,000)	(77,625)	(40,625)	(40,625)	(19,500)	(49,500)	(79,500)	(81,125)	(81,125)	(81,125)	
Bond Proceeds/State Aid for Capital	0	0	85,000		742,973	450,000	0	0	0	0	
Total	(212,051)	(158,959)	(233,125)	(354,249)	(212,400)	(173,500)	(248,800)	(462,925)	(214,925)	(231,125)	
Net increase (decrease) in cash	(75,785)	(1,056)	(200,850)	(76,302)	(112,202)	(102,985)	(157,983)	(379,886)	(139,770)	(163,964)	
Unrestricted Cash - January 1	567,447	491,661	490,605	490,605	414,304	302,101	199,117	41,133	(338,753)	(478,523)	
restricted reserve	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	
Unrestricted Cash balance - December 31	\$452,086	\$451,030	\$250,180	\$374,729	\$262,526	\$159,542	\$1,558	(\$378,328)	(\$518,098)	(\$682,061)	

re

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND

REVENUES	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
<u>CONTRIBUTED ASSETS</u>								
39210 CONTRIBUTED ASSETS	0	276,060	(19,818)	0	0	0	0	
TOTAL CONTRIBUTED ASSETS	0	276,060	(19,818)	0	0	0	0	
TOTAL REVENUES	492,353	768,051	509,637	503,243	637,333	637,651	525,435	

23

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 COLLECTIONS/LIFT STATION
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)			(----- 2016 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PERSONNEL SERVICES								
49700-100	COLLECTIONS WAGES	72,064	79,398	70,823	124,452	75,170	75,170	127,032
49700-101	COLLECTIONS WAGES - TEMPOR	9,142	7,861	9,638	1,528	15,457	15,457	1,528
49700-102	COLLECTIONS WAGES - OVERTI	378	329	627	3,591	1,247	1,247	3,682
49700-112	COLLECTIONS CAR ALLOWANCE	120	30	0	0	70	70	70
49700-121	COLLECTIONS PERA CONTRIBUT	5,169	6,793	5,188	9,603	5,721	5,721	9,804
49700-122	COLLECTIONS FICA CONTRIBUT	4,824	6,050	4,891	8,033	5,579	5,579	8,199
49700-126	COLLECTIONS MEDICARE CONTR	1,128	1,415	1,144	1,879	1,305	1,305	1,918
49700-131	COLLECTIONS HEALTH INSURAN	5,852	10,103	6,355	13,183	5,212	5,212	13,933
49700-132	COLLECTIONS DENTAL INSURAN	1,192	1,037	886	1,193	873	873	1,273
49700-133	COLLECTIONS LIFE INSURANCE	30	38	28	51	28	28	47
49700-142	COLLECTIONS UNEMPLOYMENT-D	0	0	0	0	0	0	0
49700-151	COLLECTIONS WORKERS COMPEN	1,148	1,097	1,293	5,912	4,755	4,755	6,331
	TOTAL PERSONNEL SERVICES	101,048	114,151	100,873	169,425	115,418	115,417	173,817
OFFICE EXPENSES								
49700-210	COLLECTIONS OPERATING SUPP	574	848	1,174	2,000	48	1,000	1,000
49700-211	COLLECTIONS MOTOR FUELS	0	0	0	500	79	500	500
49700-220	COLLECTIONS REPAIR & MAINT	895	1,914	1,522	2,000	1,295	2,000	2,000
	TOTAL OFFICE EXPENSES	1,469	2,762	2,696	4,500	1,421	3,500	3,500
PROFESSIONAL SERVICES								
49700-300	COLLECTIONS PROFESSIONAL S	12,716	5,566	3,609	3,000	12,840	12,747	7,500
49700-360	COLLECTIONS INSURANCE	909	1,610	1,664	1,665	1,626	1,665	1,700
	TOTAL PROFESSIONAL SERVICES	13,625	7,176	5,273	4,665	14,466	14,412	9,200
REPAIR & MAINTENANCE								
49700-406	COLLECTIONS MAINS- REP&MAI	1,043	3,353	10,417	14,000	4,239	5,000	5,000
49700-430	COLLECTIONS MISCELLANEOUS	0	0	0	500	0	500	500
49700-433	COLLECTIONS DUES & SUBSCRI	0	0	0	0	0	0	0
	TOTAL REPAIR & MAINTENANCE	1,043	3,353	10,417	14,500	4,239	5,500	5,500
TOTAL COLLECTIONS/LIFT STATION								
		117,186	127,442	119,259	193,090	135,545	138,829	192,017

24

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 TREATMENT
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015			2016	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PERSONNEL SERVICES								
49710-100 TREATMENT WAGES	24,686	30,163	29,482	43,006	19,184	19,184	43,731	
49710-101 TREATMENT WAGES - TEMPORAR	178	1,006	271	1,528	657	657	1,528	
49710-102 TREATMENT WAGES - OVERTIME	159	0	109	1,247	0	0	1,282	
49710-112 TREATMENT CAR ALLOWANCE	120	30	0	0	70	70	70	
49710-121 TREATMENT PERA CONTRIBUTIO	1,747	2,055	2,122	3,319	1,456	1,456	3,376	
49710-122 TREATMENT FICA CONTRIBUTIO	1,465	1,746	1,763	2,838	1,215	1,215	2,886	
49710-126 TREATMENT MEDICARE CONTRIB	343	408	412	664	284	284	675	
49710-131 TREATMENT HEALTH INSURANCE	2,964	4,000	3,697	5,556	2,183	2,183	6,694	
49710-132 TREATMENT DENTAL INSURANCE	197	313	428	447	264	264	477	
49710-133 TREATMENT LIFE INSURANCE	10	12	13	18	8	8	16	
49710-151 TREATMENT WORKERS COMPENSA	332	317	372	2,089	1,680	1,680	2,224	
TOTAL PERSONNEL SERVICES	32,199	40,050	38,668	60,712	27,001	27,001	62,959	
OFFICE EXPENSES								
49710-210 TREATMENT OPERATING SUPPLI	6,981	7,944	7,989	9,000	7,646	8,000	8,000	
49710-211 TREATMENT MOTOR FUELS	7,556	8,120	9,368	8,000	5,223	8,000	8,000	
49710-220 TREATMENT REPAIR & MAINT.	586	1,022	989	2,000	279	1,000	1,000	
TOTAL OFFICE EXPENSES	15,122	17,086	18,346	19,000	13,148	17,000	17,000	
PROFESSIONAL SERVICES								
49710-300 TREATMENT PROFESSIONAL SER	176	176	25,074	6,000	3,594	3,594	3,000	
49710-360 TREATMENT INSURANCE	291	564	626	630	943	943	1,000	
49710-380 TREATMENT UTILITIES	4,859	2,187	3,399	3,500	690	3,500	3,500	
TOTAL PROFESSIONAL SERVICES	5,326	2,927	29,099	10,130	5,227	8,037	7,500	
REPAIR & MAINTENANCE								
49710-404 TREATMENT EQUIP&MACH-REP&M	2,611	3,058	4,388	5,500	642	2,500	5,000	
49710-405 TREATMENT PONDS- REP&MAINT	0	449	0	12,000	0	0	5,000	
49710-406 TREATMENT REPAIR & MAINT-M	0	0	3,180	4,000	61	1,000	4,000	
49710-415 TREATMENT EQUIPMENT RENTAL	5	0	0	50	159	159	50	
49710-430 TREATMENT MISCELLANEOUS	0	0	0	50	0	50	50	
49710-433 TREATMENT DUES & SUBSCRIPT	0	0	0	20	0	20	20	
TOTAL REPAIR & MAINTENANCE	2,616	3,507	7,568	21,620	862	3,729	14,120	
TOTAL TREATMENT	55,263	63,569	93,681	111,462	46,238	55,767	101,579	

25

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 ADMINISTRATION AND GENERAL
 EXPENDITURES

		(----- 2015 -----)					(----- 2016 -----)		
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES									
49720-100	ADMIN AND GENERAL WAGES	79,566	71,132	66,176	78,000	70,389	70,389	41,518	
49720-101	ADMINISTRATION AND GENERAL	1,497	1,193	352	0	363	363	0	
49720-102	ADMIN AND GENERAL WAGES -	298	246	274	303	156	156	312	
49720-112	ADMINISTRATION AND GENERAL	354	197	144	144	144	144	144	
49720-121	ADMIN AND GENERAL PERA CON	5,736	5,119	4,693	2,992	5,277	5,277	3,130	
49720-122	ADMIN AND GENERAL FICA CON	4,728	4,214	3,871	2,479	4,218	4,218	2,593	
49720-126	ADMIN AND GENERAL MEDICARE	1,105	986	905	580	986	986	607	
49720-131	ADMIN AND GENERAL HEALTH I	13,343	12,346	10,396	9,597	11,290	11,290	11,248	
49720-132	ADMIN AND GENERAL DENTAL I	1,304	941	1,040	626	964	964	668	
49720-133	ADMIN AND GENERAL LIFE INS	32	30	27	17	25	25	16	
49720-151	ADMIN AND GENERAL WORKERS	3,907	3,792	4,528	529	426	426	436	
TOTAL PERSONNEL SERVICES		111,871	100,194	92,407	95,267	94,236	94,238	60,672	
OFFICE EXPENSES									
49720-200	ADMIN AND GENERAL OFFICE S	174	183	54	500	150	500	500	
49720-205	ADMIN AND GENERAL MISC. EM	3,183	2,963	3,450	3,300	3,494	3,300	3,300	
49720-210	ADMIN AND GENERAL OPERATIN	381	304	84	1,550	620	1,550	1,000	
49720-211	ADMIN AND GENERAL MOTOR F	0	0	810	500	0	500	500	
49720-220	ADMIN AND GENERAL SUPPLIES	0	0	0	150	0	150	150	
TOTAL OFFICE EXPENSES		3,738	3,450	4,398	6,000	4,264	6,000	5,450	
49720-210	ADMIN AND GENERAL OPERATIN	CURRENT YEAR NOTES: computer upgrades							
PROFESSIONAL SERVICES									
49720-300	ADMIN AND GENERAL PROFESSI	872	775	862	1,200	1,357	1,200	1,200	
49720-321	ADMIN AND GENERAL TELEPHON	3,069	2,603	2,751	2,700	2,526	2,700	2,700	
49720-322	ADMIN AND GENERAL POSTAGE	7	0	26	2,000	76	500	500	
49720-331	ADMIN AND GENERAL TRAVEL &	3,982	2,703	5,772	4,000	4,646	5,000	5,000	
49720-340	ADMIN AND GENERAL ADVERTIS	0	0	168	1,000	208	100	1,000	
49720-351	ADMIN AND GENERAL LEGAL NOT	53	43	124	100	1,966	2,000	100	
49720-354	ADMIN AND GENERAL PRINTING	0	0	0	200	190	200	200	
49720-360	ADMIN AND GENERAL INSURANC	375	1,005	1,143	1,150	943	1,150	1,150	
49720-380	ADMIN AND GENERAL UTILITIE	0	0	0	0	0	0	0	
TOTAL PROFESSIONAL SERVICES		8,357	7,131	10,846	12,350	11,913	12,850	11,850	
REPAIR & MAINTENANCE									
49720-401	ADMINISTRATION AND GENERAL	0	0	0	100	455	100	100	
49720-404	ADMIN AND GENERAL EQUIP- R	417	603	1,245	1,000	644	1,500	1,500	
49720-430	ADMIN AND GENERAL MISCELLA	0	0	0	0	0	0	0	
49720-433	ADMIN AND GENERAL DUES & S	840	785	25	2,300	760	2,000	2,000	
TOTAL REPAIR & MAINTENANCE		1,257	1,388	1,270	3,400	1,859	3,600	3,600	
49720-404	ADMIN AND GENERAL EQUIP- R	NEXT YEAR NOTES:							

ne

CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
ADMINISTRATION AND GENERA
EXPENDITURES

(----- 2015 -----) (----- 2016 -----)

2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
----------------	----------------	----------------	-------------------	-----------------	-----------------------	---------------------	--------------------

Annual Cartegraph License Renewal \$450.00

TOTAL ADMINISTRATION AND GENERA	125,223	112,164	108,921	117,017	112,272	116,688	81,572
---------------------------------	---------	---------	---------	---------	---------	---------	--------

27

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 CUSTOMER ACCOUNTS
 EXPENDITURES

		(----- 2015 -----) (----- 2016 -----)							
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES									
49725-100	CUSTOMER ACCTS WAGES	11,859	9,449	9,407	8,985	9,426	9,426	9,068	
49725-102	CUSTOMER ACCTS WAGES - OVE	163	5	0	322	31	31	325	
49725-121	CUSTOMER ACCTS PERA CONTRI	719	674	668	698	694	694	704	
49725-122	CUSTOMER ACCTS FICA CONTRI	575	539	518	577	544	544	582	
49725-126	CUSTOMER ACCTS MEDICARE CO	135	126	121	135	128	128	136	
49725-131	CUSTOMER ACCTS HEALTH INSU	3,136	3,511	3,404	3,544	2,664	2,664	3,612	
49725-132	CUSTOMER ACCTS DENTAL INSU	161	238	225	175	218	218	187	
49725-133	CUSTOMER ACCTS LIFE INSURA	5	5	5	5	4	4	4	
49725-151	CUSTOMER ACCTS WORKERS COM	57	54	47	68	55	55	72	
TOTAL PERSONNEL SERVICES		16,809	14,600	14,396	14,509	13,763	13,764	14,690	
OFFICE EXPENSES									
49725-200	CUSTOMER ACCTS OFFICE SUPP	0	0	0	185	0	0	185	
49725-211	CUSTOMER ACCTS MOTOR FUELS	0	0	0	0	0	0	0	
TOTAL OFFICE EXPENSES		0	0	0	185	0	0	185	
PROFESSIONAL SERVICES									
49725-300	CUSTOMER ACCTS PROFESSIONA	5	5	5	300	5	15	300	
49725-322	CUSTOMER ACCTS POSTAGE	0	0	0	35	0	0	35	
49725-331	CUSTOMER ACCTS TRAVEL & TR	2,000	600	510	50	510	510	510	
49725-354	CUSTOMER ACCTS PRINTING &	0	0	0	125	0	0	125	
49725-360	ADMIN AND GENERAL INSURANC	63	152	173	175	131	131	175	
TOTAL PROFESSIONAL SERVICES		2,068	757	689	685	646	656	1,145	
49725-331	CUSTOMER ACCTS TRAVEL & TR	PERMANENT NOTES: rain barrels							
REPAIR & MAINTENANCE									
49725-404	CUSTOMER ACCTS EQUIP- REP&	0	0	0	260	0	0	260	
49725-430	CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0	
TOTAL REPAIR & MAINTENANCE		0	0	0	260	0	0	260	
BAD DEBT									
49725-904	CUSTOMER ACCTS BAD DEBT EX	88	27	13	120	52	52	120	
TOTAL BAD DEBT		88	27	13	120	52	52	120	
TOTAL CUSTOMER ACCOUNTS		18,965	15,384	15,097	15,759	14,461	14,472	16,400	

82

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 DEPRECIATION EXPENSE
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)	(----- 2016 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>REPAIR & MAINTENANCE</u>								
49970-420 DEPRECIATION EXPENSE DEP	196,573	201,577	207,936	192,000	212,511	230,000	230,000	
TOTAL REPAIR & MAINTENANCE	196,573	201,577	207,936	192,000	212,511	230,000	230,000	
TOTAL DEPRECIATION EXPENSE	196,573	201,577	207,936	192,000	212,511	230,000	230,000	

62

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 INTEREST EXPENSE
 EXPENDITURES

	2012	2013	2014	(----- 2015 -----)			(----- 2016 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>AGENT FEES</u>								
49980-611 INTEREST EXPENSE BOND INTE	10,595	8,540	5,756	4,929	4,929	4,929	3,900	
TOTAL AGENT FEES	10,595	8,540	5,756	4,929	4,929	4,929	3,900	
<hr/>								
TOTAL INTEREST EXPENSE	10,595	8,540	5,756	4,929	4,929	4,929	3,900	

30

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 TRANSFERS AND CONTRIBUTIO
 EXPENDITURES

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	(----- 2015 -----) CURRENT BUDGET	(----- 2015 -----) Y-T-D ACTUAL	(----- 2015 -----) PROJECTED YEAR END	(----- 2016 -----) REQUESTED BUDGET	(----- 2016 -----) PROPOSED BUDGET
TRANSFERS								
49990-720 TRANSFERS AND CONTRIBUTION	29,804	28,624	28,838	28,711	26,595	29,019	29,769	
49990-722 TRANSFERS AND CONTRIBUTION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL TRANSFERS	29,804	28,624	28,838	28,711	26,595	29,019	29,769	
TOTAL TRANSFERS AND CONTRIBUTIO	29,804	28,624	28,838	28,711	26,595	29,019	29,769	

31

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 CAPITAL-COLL SYT/LIFT ST
 EXPENDITURES

		(----- 2015 -----)			(----- 2016 -----)				
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>PROFESSIONAL SERVICES</u>									
48610-300	CAPITAL-COLLECTOR SYSTEM P	0	4,887	5,053	7,500	5,275	5,275	19,500	
TOTAL PROFESSIONAL SERVICES		0	4,887	5,053	7,500	5,275	5,275	19,500	
48610-300	CAPITAL-COLLECTOR SYSTEM P	CURRENT YEAR NOTES: \$7,500 N. 4th & Madison Intersection Replmt Design = Change to \$0.							
48610-300	CAPITAL-COLLECTOR SYSTEM P	NEXT YEAR NOTES: N. 4th & Madison Intersection Replmt Design \$7,500 GIS Phase 2 \$12,000							
<u>CAPITAL</u>									
48610-520	CAPITAL-COLLECTOR SYSTEM B	0	0	0	0	0	0	0	
48610-532	CAPITAL-COLLECTOR SYSTEM U	6,743	0	1,334	64,500	0	0	437,600	
TOTAL CAPITAL		6,743	0	1,334	64,500	0	0	437,600	
48610-532	CAPITAL-COLLECTOR SYSTEM U	CURRENT YEAR NOTES: North Fourth Street & Chatham Street Intersection Correction \$60,000.00 (2016) Subdivision Development \$1500 St Julien Roundabout \$3000 (MSA) (2016)							
48610-532	CAPITAL-COLLECTOR SYSTEM U	NEXT YEAR NOTES: North Fourth Street & Chatham Street Intersection Correction \$60,000.00 St. Peter High School/City Park (Fort Rd) \$74,600 Elementary School/City Dev (Traverse Rd Phase 1) \$300,000 STJU Roundabout (MSA) \$3,000							
TOTAL CAPITAL-COLL SYT/LIFT ST		6,743	4,887	6,387	72,000	5,275	5,275	457,100	

32

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 CAPITAL-TREATMENT SYSTEM
 EXPENDITURES

				2015			2016		
				CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED	
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
				2012	2013	2014			
				ACTUAL	ACTUAL	ACTUAL			
<u>PROFESSIONAL SERVICES</u>									
48620-300	CAPITAL-TREATMENT SYSTEM P			0	0	0	77,500	0	
	TOTAL PROFESSIONAL SERVICES			0	0	0	77,500	0	
48620-300	CAPITAL-TREATMENT SYSTEM P			CURRENT YEAR NOTES: City/School Dev \$75,000 Misc \$2,500					
48620-300	CAPITAL-TREATMENT SYSTEM P			NEXT YEAR NOTES: Misc Engineering \$2,500 St. Peter School SWPP \$12,500 St. Peter High School/City Park (Fort Rd)\$75,000 Engineering for Elementary School/City Dev. Storm Sewer installation(Traverse Rd Phase 1)\$43,373					
<u>CAPITAL</u>									
48620-510	CAPITAL-TREATMENT SYSTEM L			0	0	0	1,000	205,090	
48620-520	CAPITAL-TREATMENT SYSTEM B			0	0	0	0	205,090	
48620-532	CAPITAL-TREATMENT SYSTEM U			0	0	0	0	5,000	
48620-580	CAPITAL-TREATMENT SYSTEM O			0	912	0	0	250,000	
	TOTAL CAPITAL			0	912	0	1,000	205,090	
48620-532	CAPITAL-TREATMENT SYSTEM U			CURRENT YEAR NOTES: Future improvements not showing within the budget: Land purchases for Old Minn Development \$250,000. City/School Dev \$100,000 HWY 169 N Basin \$550,000 Brown Street Basin \$750,000 TOTAL: 1,650,000					
48620-532	CAPITAL-TREATMENT SYSTEM U			NEXT YEAR NOTES: St. Peter High School/City Park(Fort Rd) \$250,000 Brown Street Basin \$450,000 changed to \$0. (moved to future) Land Purchase for Old MN Brown St basin(Dahlgren \$145,000 & Cunningham \$30,000)\$175,000 changed to \$0 (completed in 2015)					
TOTAL CAPITAL-TREATMENT SYSTEM				0	912	0	78,500	205,090	205,090
								388,373	

33

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2015

606-STORMWATER FUND
 CAPITAL-GENERAL PLANT
 EXPENDITURES

		(----- 2015 -----)			(----- 2016 -----)				
		2012	2013	2014	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
CAPITAL									
48630-520	CAPITAL-GENERAL PLANT BUIL	0	0	0	1,000	0	1,000	5,000	
48630-550	CAPITAL-GENERAL PLANT MOTO	0	0	0	94,000	87,008	94,000	31,000	
48630-580	CAPITAL-GENERAL PLANT OTHE	2,832	5,170	0	32,000	8,259	8,259	54,400	
TOTAL CAPITAL		2,832	5,170	0	127,000	95,267	103,259	90,400	
48630-520	CAPITAL-GENERAL PLANT BUIL	CURRENT YEAR NOTES: Public Works Improvements (33% of \$ total improvement)							
48630-520	CAPITAL-GENERAL PLANT BUIL	NEXT YEAR NOTES: Public Works Improvements (33% of total improvement)\$5000							
48630-550	CAPITAL-GENERAL PLANT MOTO	CURRENT YEAR NOTES: Replace Unit#27 2001 Vactor \$85,000(25% of \$340,000) Replace Unit#36 2001 Dodge Caravan \$9,000 (33% of \$27,000)							
48630-550	CAPITAL-GENERAL PLANT MOTO	NEXT YEAR NOTES: Replace Unit#406 2002 Blazer \$31,000							
48630-580	CAPITAL-GENERAL PLANT OTHE	CURRENT YEAR NOTES: Replacement Backhoe \$10,000(20% of \$50,000)Change to \$0; Replacement of Jackhammer \$5,500 (50% of 11,000)Change to \$0; Ferris Mower (50%Water)\$13,000; Mowing Trailer \$3,500 (50% water, 50% stormwater).							
48630-580	CAPITAL-GENERAL PLANT OTHE	NEXT YEAR NOTES: Replacement Backhoe \$10,000(20% of \$50,000) Replacement of Jackhammer \$4,400 (40% of 22,000) Replace #17 1986 1450 John Deere \$35,000 (100%) Flail Mower \$5,000							
TOTAL CAPITAL-GENERAL PLANT		2,832	5,170	0	127,000	95,267	103,259	90,400	
TOTAL EXPENDITURES		563,183	568,270	585,875	940,468	858,183	903,328	1,591,110	
REVENUE OVER/(UNDER) EXPENDITURES		(70,829)	199,781	(76,238)	(437,225)	(220,850)	(265,677)	(1,065,675)	

h3

Stormwater Utility Capital Plan

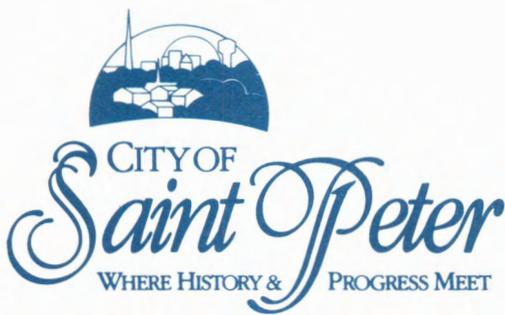
		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
606.48610	Collector System/Lift Station										
300	Engineering		\$ 12,000	\$ 12,300	\$ 12,300	\$ 12,800	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
	North 4th & Madison Intersection Replmt Design	\$ 7,500									
	GIS Phase 2	\$ 12,000		\$ 5,000		\$ 5,000			\$ 5,000		
532	Utility Infrastructure										
	North 4th & Chatham Intersection Correction	\$ 60,000	\$ 63,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 75,000	\$ 75,000
	St Peter High School/City Park (Fort Road)	\$ 74,600									
	Elementary School/City Dev (Traverse Rd Phase 1)	\$ 300,000									
	Saint Julien Roundabout (non MSA work)	\$ 3,000									
606.48610	Collector System/Lift Station Totals	\$ 457,100	\$ 75,000	\$ 82,300	\$ 77,300	\$ 82,800	\$ 79,000	\$ 82,000	\$ 89,000	\$ 89,000	\$ 89,000
606.48620	Stormwater Treatment	2016	2017	2018	2019	2020	2021	2022	2023	2024	
300	Professional Services / Engineering	\$ 133,373	\$ 6,000	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 7,700	\$ 7,700	\$ 7,700	\$ 8,000
520	Building/Structural Improvements	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,600	\$ 6,600	\$ 6,600	\$ 7,000
532	St. Peter High School/City Park (Fort Rd)	\$ 250,000									
532	Land Purchases when there is additional Old Minn Development		\$ 25,000			\$ 25,000					
532	HWY 169 N Basin (Dranttel Street)		\$ -		\$ 240,000						
532	Brown Street Basin	\$ -	\$ 450,000								
606.48620	Stormwater Treatment Totals	\$ 388,373	\$ 487,000	\$ 12,000	\$ 252,500	\$ 38,000	\$ 13,500	\$ 14,300	\$ 14,300	\$ 14,300	\$ 15,000
606.48630	General Plant	2016	2017	2018	2019	2020	2021	2022	2023	2024	
520	Building / Structure Improvements		\$ 5,000			\$ 6,000			\$ 7,000		
520	Public Works Improvements								\$ 7,700	\$ 7,700	\$ 8,000
550	Replace Unit #1- '03 F150 (33% of \$36,000)	\$ 5,000	\$ 7,000	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,500	\$ 12,000			
550	Replace Unit #714- '14 F150 (33% of \$36,000)									\$ 12,000	
550	Replace Unit #27- '14 Mack Vactor Truck (25% of \$340,000)										
550	Replace Unit #36- '01 Dodge Caravan (33% of \$30,000)										\$ 10,000
550	Replace Unit #92- '92 GMC 1500 Truck			27,000				\$ 25,000			
550	Replace Unit #308- '08 F150 Truck								\$ 31,000		
550	Replace Unit #406- '02 Blazer with a 1/2 ton p (SURPLUS)	\$ 31,000									
580	1994 Backhoe Replacement (20% of \$50,000)	\$ 10,000									
580	Jack hammer Replacement (20 % of \$22,000)	\$ 4,400									
580	Replace #17 - '86 1450 John Deere	\$ 35,000									
580	Replace # 84 - '98 5410 John Deere (100% of \$35,000)				\$ 35,000						
580	Rotary Mower				\$ 6,000						
580	Side Mower								\$ 8,700		
580	Flail Mower	\$ 5,000					\$ 5,000				\$ 5,000
580	Aerator			\$ 3,000							
580	Ferris Mower							\$ 14,000			
580	Harper DewEze Mower						\$ 45,000				
580	John Deere 540 #113 (33% of \$12,000)				\$ 4,000						
580	Hydromulcher									\$ 22,000	
580	8" Godwin Pump #1									\$ 40,000	
580	8" Godwin Pump #2			\$ 40,000							\$ 5,000
580	Mowing Trailer										\$ 4,500
606.48630	General Plant TOTALS	\$ 90,400	\$ 12,000	\$ 75,000	\$ 52,000	\$ 13,000	\$ 57,500	\$ 58,700	\$ 54,400	\$ 81,700	\$ 32,500
TOTALS - CAPITAL STORMWATER SYSTEMS		\$ 935,873	\$ 574,000	\$ 169,300	\$ 381,800	\$ 133,800	\$ 150,000	\$ 155,000	\$ 157,700	\$ 185,000	\$ 136,500

BS

Stormwater Utility Capital Funding Plan

		FUNDING SOURCE:	RESERVES/ CASH	ASSESS./ Developer Bond	TIF BONDING	State Aid	BOND (Finance)								
606.48610	Collector System/Lift Station														
300	Engineering														
	North 4th & Madison Intersection Replacement Design		\$ 7,500												
	GIS Phase 2		\$ 12,000												
532	Utility Infrastructure											ELECTRIC	WATER	WW	TOTAL
	North 4th & Chatham Intersection Correction		\$ 60,000												
	St Peter High School/City Park (Fort Road)			\$ 37,300			\$ 37,300					\$ 300,000	\$ 359,000	\$ 136,000	\$ 1,194,600
NAME???	Elementary School/City Dev (Traverse Rd Phase 1)				\$ 300,000							\$ 100,000	\$ 430,353	\$ 414,000	\$ 1,244,353
	Saint Julien Roundabout (non MSA work)		\$ 3,000												
606.48610	Collector System/Lift Station Totals		\$ 82,500	\$ 37,300	\$ 300,000	\$ -	\$ 37,300								
606.48620	Stormwater Treatment														
300	Professional Services / Engineering														
	Miscellaneous Engineering		\$ 2,500												
	St Peter School SWPP		\$ 12,500												
	St Peter High School/City Park(Fort Rd)						\$ 75,000								
NAME???	Engineering for Elementary School/City Dev. Storm Sewer Installation (Travers Rd Phase 1)				\$ 43,373										
520	Building/Structural Improvements		\$ 5,000												
532	St. Peter High School/City Park (Fort Rd)						\$ 250,000								
532	Brown Street Basin						\$ -								
606.48620	Stormwater Treatment Totals		\$ 20,000	\$ -	\$ 43,373	\$ -	\$ 325,000								
606.48630	General Plant														
520	Public Works Improvements	(33% of \$15,000)	\$ 5,000												
550	Replace Unit #406- '02 Blazer with a 1/2 ton p	(SURPLUS)	\$ 31,000												
580	1994 Backhoe Replacement	(20% of \$50,000)	\$ 10,000												
580	Jack hammer Replacement	(20 % of \$22,000)	\$ 4,400												
580	Replace #17 - '86 1450 John Deere	(100% of \$35,000)	\$ 35,000												
580	Flail Mower		\$ 5,000												
606.48630	General Plant TOTALS		\$ 90,400	\$ -	\$ -	\$ -	\$ -								
TOTALS - CAPITAL STORMWATER SYSTEMS			\$ 192,900	\$ 37,300	\$ 343,373	\$ -	\$ 362,300								\$ -

36



Memorandum

TO: Honorable Mayor Ziemann
Members of the City Council

DATE: 1/14/2016

FROM: Todd Prafke
City Administrator

RE: Hospital Commission Membership

ACTION/RECOMMENDATION

None needed. For your information and discussion.

BACKGROUND

As members are aware Councilmember Carlin will be unavailable to participate in Hospital Commission meetings during the spring of this year.

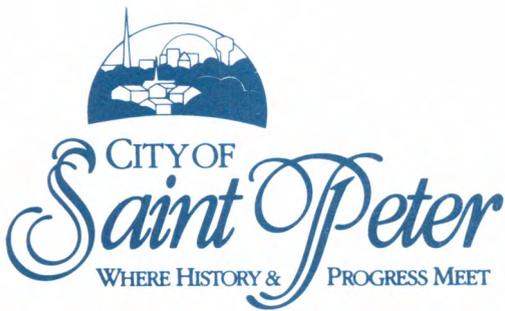
Because of the workload, significance of Commission activities, and the length of her inability to participate, it has been suggested that a temporary replacement be provided for. While I believe the appropriate process for this is the same as regular liaison appointments, meaning the Mayor recommends and the Council approves, this is unusual and it seems appropriate that there be discussion from a policy perspective relative to Council participation and how this is handled.

I would suggest that the same process is appropriate and that your discussion may focus on:

- Who has interest
- Whether this is special due to the circumstances
- Is this something you want to do when a member cannot attend meetings for one month or two or ?.

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

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 1/14/16

FROM: Todd Prafke
City Administrator

RE: APPA and NLC Conferences

ACTION/RECOMMENDATION

None needed. For your discussion and information only.

BACKGROUND

Each year for the past few years, the City Council has sent staff and members of the Council to Washington D.C. for the American Public Power Association legislative rally and the National League of Cities (NLC) congressional city conference. The dates March 5-9, 2016.

After reviewing the fees for membership in the NLC, which would be almost \$1,600, and the cost for non-members to attend the conference, it is more cost efficient for the City to register as non-members. If two members attend the conference, the total fee if purchased under the early bird rate would be \$1,410 versus the almost \$3,000 cost to join the NLC and register two members for the conference.

APPA can be handled in similar ways to how it was done over the past couple of year. The dates are March 7-9, 2016.

My goal for your discussion is to talk about:

- Attendance at one or both of these events as they are back to back. Generally we have budgeted for two or three elected officials to attend APPA and one staff member.
- How we might be able to marry these events together with overlapping schedules to provide positive impact for the community and you as members. You had previously discussed both the values and pitfalls of attendance and it was suggested that the NLC and APPA provide info for different audiences, but that we are included in both audiences.
- Who has interest in going and can commit the time to go.
- Lastly I hope to discuss a bit of a process for the Council's desire to have a Federal legislative platform and how we might do that efficiently. We have used various methods in the past. I will be prepared to discuss those, but it might come down to who attends, how formal you want their discussion to be and priorities for the Council.

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

TP/bal