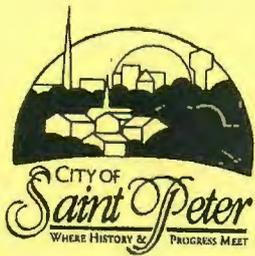


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, November 14, 2016  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARINGS**
  - A. Assessment of Unpaid Utility Charges
  - B. Assessment of Unpaid Miscellaneous Charges
  - C. Maplewood Apartments SCDP Grant Application Review
- IV. **APPROVAL OF MINUTES**
- V. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**
  - A. Assessment of Unpaid Utility Charges
  - B. Assessment of Unpaid Miscellaneous Charges
- VIII. **NEW BUSINESS**
  - A. Revolving Loan Modifications
  - B. Comprehensive Plan Update
  - C. Parks Master Plan Update
  - D. Bureau of Criminal Apprehension Agreements
  - E. 2017 Stormwater Budget
- IX. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
    - 1. LMC Regional Meetings
    - 2. General Election
    - 3. City/County Meeting Schedule
    - 4. Goal Session Report
    - 5. Others
- X. **EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session  
**ADJOURN TO CLOSED SESSION**
  - B. Negotiations for Sale of City Owned Land  
**RETURN TO OPEN SESSION**
- XI. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



**I. CALL TO ORDER**

Mayor Zieman will call the meeting to order and lead the Pledge of Allegiance.

**II. APPROVAL OF AGENDA**

A motion to approve the agenda, as posted in accordance with the Open Meetings Law, will be entertained. A MOTION is in order.

**III. PUBLIC HEARINGS**

**A. PUBLIC HEARING ON ASSESSMENT OF UNPAID UTILITY CHARGES**

A public hearing has been scheduled at this time to receive comment on the proposed assessment of unpaid utility charges as allowed by State law. Notice of the public hearing has been duly published in the St. Peter Herald and affected property owners have been notified. Action to consider adoption of the proposed assessments is scheduled under UNFINISHED BUSINESS.

**B. PUBLIC HEARING ON ASSESSMENT OF UNPAID MISCELLANEOUS CHARGES**

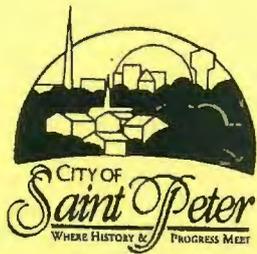
A public hearing has been scheduled at this time to receive comment on the proposed assessment of unpaid miscellaneous charges as allowed by State law. Notice of the public hearing has been duly published in the St. Peter Herald and affected property owners have been notified. Action to consider adoption of the proposed assessments is scheduled under UNFINISHED BUSINESS.

**C. PUBLIC HEARING ON SMALL CITIES DEVELOPMENT PROGRAM PROJECT AT MAPLEWOOD APARTMENTS**

A public hearing has been scheduled at this time to receive comment on the progress and performance of the grant application that the City of Saint Peter received from the Minnesota Department of Employment and Economic Development Small Cities Development Program for funds to rehabilitate the Maplewood Apartments. The public hearing is intended to provide citizens with an update about the program. Notice of the public hearing has been duly published in the St. Peter Herald. There is no action item associated with this hearing requirement.

**IV. APPROVAL OF MINUTES**

A copy of the minutes of the October 24, 2016 regular Council meeting is attached for approval. A MOTION is in order.



**V. VISITORS**

**A. Scheduling of Visitor Comments on Agenda Items**

Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

**B. General Visitor Comments**

Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

**VI. APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for October 20, 2016 through November 10, 2016, is attached. Please see the attached staff reports and RESOLUTION.

**VII. UNFINISHED BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING ASSESSMENT OF UNPAID UTILITY CHARGES**

Following the public hearing it is appropriate to consider the assessment of unpaid utility charges. Please see the attached staff report and RESOLUTION.

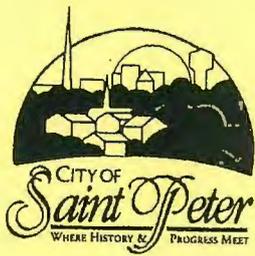
**B. ADOPTION OF A RESOLUTION APPROVING ASSESSMENT OF UNPAID MISCELLANEOUS CHARGES**

Following the public hearing it is appropriate to consider the assessment of unpaid miscellaneous charges. Please see the attached staff report and RESOLUTION.

**VIII. NEW BUSINESS**

**A. ADOPTION OF RESOLUTIONS MODIFYING TERMS OF REVOLVING LOANS PREVIOUSLY ISSUED TO VARIOUS RECIPIENTS**

The Council recently took action to modify the revolving loan fund to allow for forgiveness of a portion of loans under certain conditions. The Economic Development Authority (EDA) has received requests from four previous loan recipients to modify the terms of their existing loan agreements to the new terms, including forgiveness of a portion of the outstanding balance on the previously issued loans. The EDA recommends approval of these requests. Please see the attached staff report and RESOLUTIONS.



**B. ADOPTION OF A RESOLUTION ADOPTING UPDATED COMPREHENSIVE STRATEGIC PLAN**

The Planning and Zoning Commission has recommended adoption of an updated Comprehensive Strategic Plan. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING UPDATED PARKS MASTER PLAN**

The City Council has previously reviewed the draft Parks Master Plan update as recommended by the Parks and Recreation Advisory Board. Staff recommends approval of the updated plan. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF AGREEMENTS WITH MINNESOTA BUREAU OF CRIMINAL APPREHENSION FOR RECORDS ACCESS BY CITY ATTORNEY AND POLICE DEPARTMENT STAFF**

In 2011 the Minnesota Bureau of Apprehension (BCA) requested execution of two agreements that would authorize access to BCA records by the City Attorney's Office and by the Police Department. Those agreements will expire at the end of the year and the BCA has asked for execution of new five year agreements. Staff recommends approval. Please see the attached staff report and RESOLUTIONS.

**E. ADOPTION OF A RESOLUTION APPROVING 2017 STORMWATER FUND BUDGET**

Staff recommends approval of the 2017 Stormwater Fund budget. Please see the attached staff report and RESOLUTION.

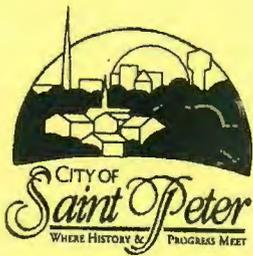
**IX. REPORTS**

**A. MAYOR**

Any reports by the Mayor will be provided at this time.

**B. CITY ADMINISTRATOR**

**1. REPORT ON LEAGUE OF MINNESOTA CITIES REGIONAL MEETINGS**



A report will be provided at this time on the League of Minnesota Cities regional meetings attended by Councilmembers Grams (North Mankato) and Parras (Chatfield).

**2. REPORT ON GENERAL ELECTION**

A report will be provided at this time on the 2016 general election.

**3. REPORT ON CITY/COUNTY MEETING SCHEDULE**

A report will be provided at this time on the schedule for the next City/County meeting.

**4. REPORT ON CITY COUNCIL GOAL SESSION DISCUSSION**

A report will be provided at this time on discussion at the City Council goal session of November 7, 2016.

**5. OTHERS**

Any further reports by City Administrator Prafke will be provided at this time.

**X. EXECUTIVE SESSION**

**A. ADOPTION OF A RESOLUTION CALLING FOR CLOSED SESSION TO DISCUSS NEGOTIATIONS FOR SALE OF CITY OWNED PROPERTY**

State law allows for public meetings to be closed to discuss property sale negotiations. Staff recommends the meeting be closed at this time to discuss negotiations for sale of City owned property. Please see the attached RESOLUTION.

**ADJOURN TO CLOSED SESSION**

**B. DISCUSSION OF LAND SALE NEGOTIATIONS**

Discussion will take place at this time regarding negotiations for the sale of the City-owned property formerly used as the wastewater treatment ponds.

**RETURN TO OPEN SESSION**

**XI. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

## **CITY OF SAINT PETER, MINNESOTA**

### **PUBLIC HEARING PROCESS AND PROCEDURES**

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. **Staff Presentation** - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. **Applicant's Presentation** - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. **Public Comment** – Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.



# *Southwest Minnesota Housing Partnership*

*Putting Together the Pieces of Community Development™*

---

---

November 8, 2016

City of Saint Peter  
Todd Prafke  
227 South Front Street  
Saint Peter, MN 56082

RE: Maplewood Apartments

Dear Todd,

The Maplewood Apartments project is in the final stage of construction. 30 units have been rehabilitated and tenants are back into their units. They recently held a walk-through of the property to go over punch list items as well as additional items that can be completed with the contingency dollars.

We anticipate final completion and close out around year end.

If you have any questions about the project please feel free to contact Jesse Schott, Project Manager at 507-836-1626.

Sincerely,

*Michele Clarke*

Michele Clarke  
Program and Lending Manager  
Southwest Minnesota Housing Partnership

6

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING  
OCTOBER 24, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on October 24, 2016.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Pfeifer, Parras, Kvamme, Carlin, Brand, Grams, and Mayor Zieman. The following officials were present: City Administrator Prafke, City Attorney Brandt and City Engineers Domras and Loose.

**Approval of Agenda** – A motion was made by Pfeifer, seconded by Carlin, to approve the agenda. With all in favor, the motion carried.

**Approval of Minutes** – A motion was made by Carlin, seconded by Brand, to approve the minutes of the October 10, 2016 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the October 10, 2016 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – Councilmember Kvamme asked for additional information on the change in Federal wage laws leading to a recommendation to change the salary of the Recreation and Leisure Services Department Programs Supervisor position. City Administrator Prafke noted the federal rules require salaried employees making less than \$47,500 to be paid overtime and after an analysis of the overtime worked in that position, the recommendation was to change the salary to the minimum amount which would save approximately \$3,000. Prafke also pointed out that the change would be effective December 1, 2016 and as such, no additional wage increase in 2017 would be recommended for that position. In motion by Brand, seconded by Parras, Resolution No. 2016-154 entitled, "Resolution Approving Consent Agenda", was introduced with the inclusion of the cancellation of the October 31, 2016 workshop session. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2016-154 is contained in the City Administrator's book entitled Council Resolutions 21.

**Assessment Of Unpaid Utility Charges** – Finance Director O'Connell recommended initiation of the process for assessment of unpaid utility charges which would include scheduling a public hearing for November 14, 2016. O'Connell noted that of the \$16,380.66 in unpaid utility bills, \$9,973.43 was not assessable under State law. O'Connell also pointed out that the delinquencies were 0.54% of the total utility sales.

In motion by Kvamme, seconded by Parras, Resolution No. 2016-155 entitled "Resolution Declaring Unpaid Charges For Municipal Utilities To Be Assessed And Ordering Preparation of Proposed Assessment" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-155 is contained in the City Administrator's book entitled Council Resolutions 21.

In motion by Pfeifer, seconded by Grams, Resolution No. 2016-156 entitled "Resolution Calling For A Public Hearing Declaring Unpaid Charges For Municipal Utilities To Be Assessed" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-156 is contained in the City Administrator's book entitled Council Resolutions 21.

**Assessment of Unpaid Miscellaneous Charges** – Finance Director O'Connell recommended initiation of the process for assessment of unpaid miscellaneous charges which would include scheduling a public hearing for November 14, 2016. O'Connell indicated the charges were for property clean up, weed mowing, and improvements to properties for which the property owner had agreed to the assessment. O'Connell indicated there were a total of eight parcels involved for a total assessment of \$4,920.97. In motion by Carlin, seconded by Parras, Resolution No. 2016-157 entitled "Resolution Declaring Unpaid Charges To Be Assessed And Ordering Preparation Of Proposed Assessment Of Miscellaneous Charges" was introduced. Upon roll call, Councilmembers Pfeifer, Kvamme, Carlin, Brand, Parras and Mayor Zieman voting aye, Councilmember Grams abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-157 is contained in the City Administrator's book entitled Council Resolutions 21.

In motion by Parras, seconded by Brand, Resolution No. 2016-158 entitled "Resolution Calling For A Public Hearing On Assessment Of Miscellaneous Charges" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-158 is contained in the City Administrator's book entitled Council Resolutions 21.

**Bias Hate Crime Response Plan** – City Administrator Prafke recommended adoption of an updated Bias Hate Crime Response Plan for use when the City Council serves as the Human Rights Commission. Prafke noted the essence of the document remained unchanged, however some small changes were recommended by the City Council and had been included. Prafke also noted that while there may have been crimes that have met the threshold of a bias/hate crime in the past, the victims in those crimes were not interested in assistance from the Commission and the plan had not been utilized. In motion by Parras, seconded by Grams, Resolution No. 2016-159 entitled "Resolution Approving Updated Bias Hate Crime Response Plan" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-159 is contained in the City Administrator's book entitled Council Resolutions 21.

**Consolidated Communication Merger** – City Administrator Prafke indicated that a request had been submitted to approve assignment of the recently adopted cable television franchise agreement with Crystal Communications doing business as Consolidated Communications to Consolidated Communications Enterprise Services, Inc. Prafke noted that several entities were merging into CCES and after consultation with Special City Attorney Robert Vose, the recommendation was to approve the assignment of the franchise agreement to the newly merged company. In motion by Grams, seconded by Parras, Resolution No. 2016-160 entitled "Resolution Approving Assignment Of Cable Television Franchise From Crystal Communications To Consolidated Communications Enterprise Services, Inc." was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-160 is contained in the City Administrator's book entitled Council Resolutions 21.

**City Assistance Request: Halloween Fun Run** – City Administrator Prafke recommended approval of a request by the Chamber of Commerce for City assistance for the Halloween Fun Run. Prafke noted the assistance included use of Gorman Park, the Community Center, and City roadways with temporary road closures when runners were crossing intersections; use of traffic cones, and authorization for installation of a tent and inflatable bouncy house in the park. Prafke noted that approval was recommended contingent upon the Chamber providing the appropriate level of insurance naming the City as an additional insured. In motion by Pfeifer, seconded by Brand, Resolution No. 2016-161 entitled “Resolution Approving Request For City Assistance For Chamber Of Commerce Halloween Fun Run And Lil Monster Dash” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-161 is contained in the City Administrator’s book entitled Council Resolutions 21.

**Donation Policy Update** – City Administrator Prafke recommended approval of the updated donation acceptance policy which had been revised to include a provision that any donation exceeding \$1,000 which is intended for park improvements must first be reviewed by the Parks Board to ensure compliance with the Parks Master Plan. In motion by Carlin, seconded by Brand, Resolution No. 2016-162 entitled “Resolution Approving Modification To The City’s Donation Acceptance Policy” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2016-162 is contained in the City Administrator’s book entitled Council Resolutions 21.

## **Reports**

**Sister City Visit** – Mayor Zieman reported visitors from Saint Peter’s Sister City of Petatlan, Mexico will be in town November 27-December 4, 2016 and host families were needed for the visitors. Zieman encouraged anyone willing to serve as a host family to contact him.

**City/School Committee Meeting Discussion** – Councilmembers Carlin and Kvamme provided a report on discussion at the last City/School Committee meeting which included initiation of a community visioning process in 2018-2019; a grand opening event for the new high school; the next joint meeting; early dismissal of School District #508 students in the spring to accommodate finishing the new building and the move to the new building; and the impact the move of District offices will have on space in the Community Center.

**SMMPA Annual Meeting** – Public Works Director Moulton provided a report on the annual meeting of the Southern Minnesota Municipal Power Agency which had also been attended by City Administrator Prafke and Councilmember Grams.

**Housing Funding Update** – City Administrator Prafke reported the Minnesota Housing Finance Agency (MHFA) had provided \$100,000 in gap funding that will be made available for properties in the Traverse Green Subdivision to make ownership in the subdivision even more affordable. Prafke also noted that MHFA had also approved construction funding for the Solace Project and that the Solace Committee will meet in the near future.

**Rental Rehab Funding** – City Administrator Prafke reported Minnesota Housing Finance Agency (MHFA) had provided funding to Southwest Minnesota Housing Partnership to fund low interest, no interest and in some cases forgivable loans to rental property owners in Saint Peter to improve housing stock of rental properties. Mayor Zieman noted that in order to take advantage of the rehab funding, renters must be below 80% of the average median income of Nicollet County.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:48 p.m.

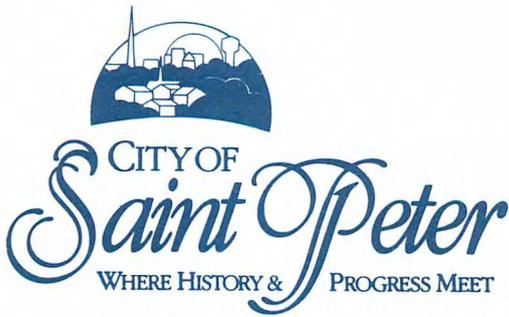
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** October 25, 2016

**FROM:** Pete Moulton  
Public Works Director

**RE:** Purchase for Prairie Ridge Park - Play Structure

### ACTION/RECOMMENDATION

Authorize the purchase of a Diamond Peak Unit #10-100978 play structure from Play & Park Structures of Omaha, Nebraska in the amount of \$28,502.40.

### BACKGROUND

City staff has been working with Play and Park Structures this past summer to assemble a playground structure for the new Prairie Ridge Park. Staff looked at a variety of playground options for the targeted age group of 5 – 12. This new play structure will be constructed in the center of the new neighborhood park and would be one of three planned structures, which include a future bathroom and shelter.

Our proposed play area includes the attached set-up plus an area to accommodate a swing set and an adjacent area to connect smaller pieces of play equipment in the future. This new playground structure will be very active for kids from 5 – 12 years old and would be 50' x 40' in size (plus expansion area).

#### **Cost Analysis:**

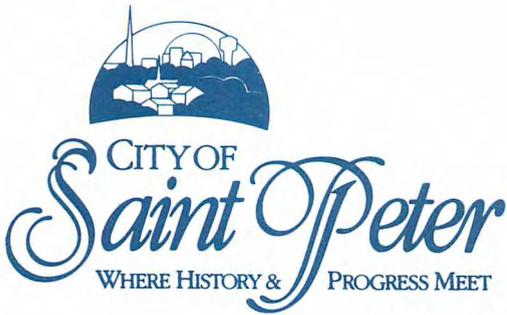
Playground Equipment		\$42,525.00
Discount from Owner	(-35%)	(\$14,883.75)
Handling Fee		\$ 861.15
Sub Total		\$28,502.40
<b>Total Cost</b>		<b>\$28,502.40</b>

City staff received an estimate from Flagship Recreation, which they have used in the past, this playground structure estimate was smaller in size and came to a total of \$44, 619.00 with only a 6% discount available. The Parks and Recreation Advisory Board has reviewed play structure equipment for this area and will continue their review process as additional details materialize when a playing surface is determined.

City staff is recommending to use Play & Park Structures of Omaha, Nebraska. Staff is looking to order the playground structure this fall to take advantage of a discounted purchase rate which is 35% of the total cost. The City would take delivery late this year or early next year, and install the new equipment in May/June of 2017. City staff have purchased equipment from Play & Park Structures in the past and have received very good quality play equipment and excellent customer service. Funds for this project will be allocated through Parks budget.

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

PM/TM/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** October 25, 2016

**FROM:** Pete Moulton  
Public Works Director

**RE:** Mechanics Shop Relocation Lumber Purchase

### ACTION/RECOMMENDATION

Authorize purchase of lumber and building materials from Menards of Mankato, Minnesota in the amount of \$21,421.41.

### BACKGROUND

City staff are currently constructing the white cold storage facility north of the welding shop at Public Works into a new mechanics shop. In doing so new walls, ceiling, office, storage and bathroom areas will be constructed. There is an estimated budget for lumber and building materials in the amount of \$28,916.

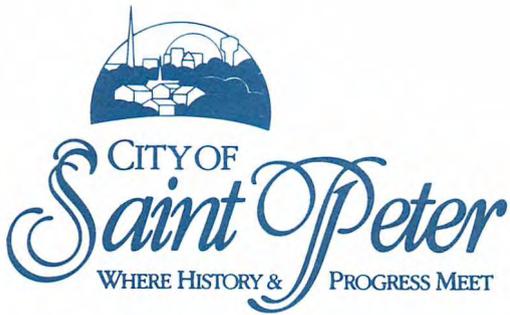
City staff received estimates from three vendors for the lumber and building materials.

Vendor	Total
Menards, Mankato	\$21,421.41
Lloyd Lumber, North Mankato	\$29,041.99
St. Peter Lumber Company, St. Peter	\$29,171.61

City staff is recommending purchase from Menards of Mankato, Minnesota. Funds for this project will be allocated through general and utility funds. City staff will go pick up the materials when they arrive.

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

PM/TM/amg



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/9/2016

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Temporary License Applications

### **ACTION/RECOMMENDATION**

Provide approval of temporary license applications.

### **BACKGROUND**

The City has received applications from the Church of St. Peter for temporary Gambling, On Sale Liquor and Soft Drink licenses, in order to hold a fundraising event at Johnson Hall, 400 Union Street. The event will take place on March 25, 2017.

Staff recommends approval of the applications.

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

Thank you.

CKM

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	uniform allow.	WASTE WATER FUND	ADMIN AND GENERAL	221.94
			TOTAL:	221.94
A PLUS SECURITY, INC.	software upgrade to securi	COMMUNITY CENTER	COMMUNITY CENTER	96.00
			TOTAL:	96.00
A TO Z RENTAL CENTER	post driver rental soccer	GENERAL FUND	PARKS	112.50
			TOTAL:	112.50
AFFILIATED CREDIT SERVICES	oct. collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	162.07
			TOTAL:	162.07
ALL AMERICA PRESSURE WASHER MFG., INC.	swivel & pressure hose	WASTE WATER FUND	SOURCE/TREATMENT	60.00
			TOTAL:	60.00
ALPHA WIRELESS COMMUNICATIONS CO	maintenance on ltr radio	GENERAL FUND	MUNICIPAL BUILDING	60.49
	clip #5 pager & spare belt	GENERAL FUND	FIRE	74.60
	maintenance on ltr radio	GENERAL FUND	PUBLIC WORKS ADMIN	84.69
	maintenance on ltr radio	WATER	ADMIN AND GENERAL	57.96
	maintenance on ltr radio	WASTE WATER FUND	ADMIN AND GENERAL	52.42
	maintenance on ltr radio	ELECTRIC FUND	ADMIN AND GENERAL	52.44
			TOTAL:	382.60
AMERICAN PAYMENT CENTERS	qrtly drop box rent	WATER	CUSTOMER ACCOUNTS	19.50
	qrtly drop box rent	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qrtly drop box rent	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qrtly drop box rent	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
AMERICAN WATER WORKS ASSOCIATION	2017 annual org. membershi	WATER	ADMIN AND GENERAL	315.00
			TOTAL:	315.00
ARROW ACE HARDWARE INC	batteries, bulbs	GENERAL FUND	FIRE	92.95
	outlet cover & tape	GENERAL FUND	FIRE	22.97
	bracket/ hair remover	GENERAL FUND	STREETS	4.99
	pvc/glue	GENERAL FUND	STREETS	4.60
	knife, caulk, filter, cord	GENERAL FUND	PARKS	157.34
	bracket/ hair remover	GENERAL FUND	PARKS	4.99
	pvc/glue	GENERAL FUND	PARKS	4.60
	bldg supplies & parts for	COMMUNITY CENTER	COMMUNITY CENTER	33.66
	pvc/glue	WATER	CAPITAL-GENERAL PLANT	2.29
	tape & plug	WATER	SOURCE OF SUPPLY	9.98
	bracket/ hair remover	WATER	DISTRIBUTION AND STORA	2.50
	sawzal & blade	WATER	DISTRIBUTION AND STORA	34.58
	bushing	WATER	DISTRIBUTION AND STORA	5.99
	pvc/glue	WASTE WATER FUND	CAPITAL-GENERAL PLANT	2.30
	bracket/ hair remover	WASTE WATER FUND	SOURCE/TREATMENT	2.50
	hammer handle	WASTE WATER FUND	SOURCE/TREATMENT	6.59
	pvc/glue	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	2.30
	bracket/ hair remover	ENVIRON SERVICES F	REFUSE DISPOSAL	2.50
	pvc/glue	ELECTRIC FUND	CAPITAL-GENERAL PLANT	3.45
	filters & seed	ELECTRIC FUND	POWER PRODUCTION	38.63
	bracket/ hair remover	ELECTRIC FUND	POWER DISTRIBUTION	4.99
	pvc/glue	STORMWATER FUND	CAPITAL-GENERAL PLANT	2.29
	bracket/ hair remover	STORMWATER FUND	TREATMENT	2.50
	pvc/glue	TRANSIT	TRANSIT/TRANSPORTATION	1.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>450.64</u>
ARROWWOOD RESORT & CONFERENCE CTR.	cgmc conference hotel	GENERAL FUND	MAYOR & COUNCIL	<u>207.48</u>
			TOTAL:	<u>207.48</u>
AUDIO EDITIONS	new audio books	LIBRARY FUND	LIBRARY	<u>243.19</u>
			TOTAL:	<u>243.19</u>
AUTOMATIC SYSTEMS CO.	well 6 & 7 drawdown sensor	WATER	SOURCE OF SUPPLY	<u>385.65</u>
	low float baf/plc	WASTE WATER FUND	SOURCE/TREATMENT	<u>187.50</u>
			TOTAL:	<u>573.15</u>
B&H PHOTO-VIDEO INC	2 data video pt2 cameras,	PUBLIC ACCESS	PUBLIC ACCESS	<u>6,886.24</u>
	data video streaming serve	PUBLIC ACCESS	PUBLIC ACCESS	<u>4,866.87</u>
	2 dynamic microphones	PUBLIC ACCESS	PUBLIC ACCESS	<u>82.08</u>
	pt2 camera cm troller & da	PUBLIC ACCESS	PUBLIC ACCESS	<u>1,339.00</u>
			TOTAL:	<u>13,174.19</u>
BATTERIES PLUS	flashlight	GENERAL FUND	FIRE	<u>47.90</u>
			TOTAL:	<u>47.90</u>
RAOUL BLACKMAN	cdl driving license	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>44.25</u>
			TOTAL:	<u>44.25</u>
BLUE EARTH COUNTY	patrol mdt's	GENERAL FUND	POLICE	<u>450.00</u>
			TOTAL:	<u>450.00</u>
BNR IRRIGATION SERVICES, INC.	vet's field irrigation	GENERAL FUND	PARKS	<u>486.00</u>
	ww irrigation	WASTE WATER FUND	ADMIN AND GENERAL	<u>177.00</u>
			TOTAL:	<u>663.00</u>
BOBCAT OF MANKATO	#908 tires	GENERAL FUND	PARKS	<u>759.96</u>
	#614 dipstick	GENERAL FUND	PARKS	<u>14.46</u>
			TOTAL:	<u>774.42</u>
BOLTON & MENK INC	2016 gardner rd improv.	GENERAL FUND	STREETS	<u>3,570.96</u>
	2016 gardner rd improv.	WATER	CAPITAL-WATER DISTRIBU	<u>1,430.47</u>
			TOTAL:	<u>5,001.43</u>
BORDER STATES ELECTRIC SUPPLY	light fixture covers	COMMUNITY CENTER	COMMUNITY CENTER	<u>227.17</u>
	light fixture covers	COMMUNITY CENTER	COMMUNITY CENTER	<u>36.08</u>
	#649 splice kit	ELECTRIC FUND	NON-DEPARTMENTAL	<u>128.80</u>
			TOTAL:	<u>392.05</u>
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	<u>2,349.75</u>
	criminal	GENERAL FUND	LEGAL SERVICES	<u>14,460.35</u>
	gardner rd	GENERAL FUND	LEGAL SERVICES	<u>790.50</u>
	forgivable loans	REVOLVING LOAN FUN	ECONOMIC DEVMT	<u>170.50</u>
	traverse green	HOUSING DISTRICT #	ECONOMIC DEVMT	<u>3,097.44</u>
	real estate report of titl	HOUSING DISTRICT #	ECONOMIC DEVMT	<u>1,077.75</u>
	agmt reviews	TRANSIT	TRANSIT/TRANSPORTATION	<u>1,286.50</u>
			TOTAL:	<u>23,232.79</u>
BROAD REACH	new juvenile materials	LIBRARY FUND	LIBRARY	<u>567.87</u>
			TOTAL:	<u>567.87</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
C & S SUPPLY CO INC	uniform allow. mike k	GENERAL FUND	STREETS	130.45
	uniform allow. wayne p.	COMMUNITY CENTER	COMMUNITY CENTER	89.97
	boots terry k	WATER	ADMIN AND GENERAL	137.95
	uniform - fred, boots bria	WASTE WATER FUND	ADMIN AND GENERAL	<u>194.63</u>
			TOTAL:	553.00
CARQUEST AUTO PARTS STORES	starting fluid/ flare	GENERAL FUND	STREETS	0.92
	connector	GENERAL FUND	STREETS	12.99
	starting fluid/ flare	GENERAL FUND	PARKS	0.92
	gloves	LIBRARY FUND	LIBRARY	79.96
	gloves	COMMUNITY CENTER	COMMUNITY CENTER	79.96
	starting fluid/ flare	WATER	DISTRIBUTION AND STORA	0.46
	starting fluid/ flare	WASTE WATER FUND	SOURCE/TREATMENT	0.46
	wedge belt	WASTE WATER FUND	SOURCE/TREATMENT	101.97
	starting fluid/ flare	ENVIRON SERVICES F	REFUSE DISPOSAL	0.46
	starting fluid/ flare	ELECTRIC FUND	POWER DISTRIBUTION	0.92
	starting fluid/ flare	STORMWATER FUND	TREATMENT	<u>0.48</u>
			TOTAL:	279.50
	CENTERPOINT ENERGY MINNEGASCO	oct. gas bill	GENERAL FUND	FIRE
oct. gas bill		GENERAL FUND	STREETS	50.41
oct. gas bill		GENERAL FUND	SWIMMING POOL	24.54
oct. gas bill		GENERAL FUND	PARKS	40.33
oct. gas bill		LIBRARY FUND	LIBRARY	356.08
oct. gas bill		COMMUNITY CENTER	COMMUNITY CENTER	1,462.96
oct. gas bill		WATER	PURIFICATION AND TREAT	154.25
oct. gas bill		WATER	PURIFICATION AND TREAT	25.66
oct. gas bill		WATER	ADMIN AND GENERAL	20.16
oct. gas bill		WASTE WATER FUND	COLLECTOR/LIFT STAT	15.85
oct. gas bill		WASTE WATER FUND	SOURCE/TREATMENT	130.26
oct. gas bill		WASTE WATER FUND	ADMIN AND GENERAL	20.16
oct. gas bill		ENVIRON SERVICES F	ADMIN AND GENERAL	20.17
oct. gas bill		ELECTRIC FUND	ADMIN AND GENERAL	<u>50.41</u>
			TOTAL:	2,424.72
CHEMISOLV CORP		polymer	WASTE WATER FUND	BIOSOLIDS
			TOTAL:	693.00
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	<u>46.04</u>
			TOTAL:	46.04
COALITION OF GREATER MN CITIES	labor & ee relation regist	GENERAL FUND	CITY ADMINISTRATION	<u>60.00</u>
			TOTAL:	60.00
COLE PAPERS INC	tissues, tp, toilet bowl c	GENERAL FUND	CITY ADMINISTRATION	59.47
	tissues, tp, toilet bowl c	GENERAL FUND	CITY CLERK	59.47
	tissues, tp, toilet bowl c	GENERAL FUND	FINANCE	39.65
	tissues, tp, toilet bowl c	GENERAL FUND	POLICE	31.72
	tissues, tp, toilet bowl c	GENERAL FUND	BUILDING INSPECTOR	15.86
	tissues, tp, toilet bowl c	GENERAL FUND	PUBLIC WORKS ADMIN	7.93
	towels & wipes	GENERAL FUND	STREETS	79.49
	towels & tp	GENERAL FUND	STREETS	25.42
	trash bags & plates	GENERAL FUND	STREETS	49.47
	towels, utensils, air fres	GENERAL FUND	STREETS	87.84
	knives	GENERAL FUND	STREETS	6.28
	knives	GENERAL FUND	STREETS	<u>1.57-</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	towels & wipes	GENERAL FUND	PARKS	63.59
	towels & tp	GENERAL FUND	PARKS	25.42
	trash bags & plates	GENERAL FUND	PARKS	49.47
	towels, utensils, air fres	GENERAL FUND	PARKS	87.84
	knives	GENERAL FUND	PARKS	6.28
	knives	GENERAL FUND	PARKS	1.57-
	tissues, tp, toilet bowl c	GENERAL FUND	ECONOMIC DEVMT	3.96
	cleaning supplies	LIBRARY FUND	LIBRARY	319.55
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	1,278.21
	towels & tp	WATER	DISTRIBUTION AND STORA	12.71
	trash bags & plates	WATER	DISTRIBUTION AND STORA	24.74
	towels, utensils, air fres	WATER	DISTRIBUTION AND STORA	43.92
	knives	WATER	DISTRIBUTION AND STORA	3.14
	knives	WATER	DISTRIBUTION AND STORA	0.79-
	towels & wipes	WATER	ADMIN AND GENERAL	31.80
	tissues, tp, toilet bowl c	WATER	ADMIN AND GENERAL	35.68
	towels & tp	WASTE WATER FUND	SOURCE/TREATMENT	12.71
	trash bags & plates	WASTE WATER FUND	SOURCE/TREATMENT	24.74
	towels, utensils, air fres	WASTE WATER FUND	SOURCE/TREATMENT	43.92
	knives	WASTE WATER FUND	SOURCE/TREATMENT	3.14
	knives	WASTE WATER FUND	SOURCE/TREATMENT	0.79-
	towels & wipes	WASTE WATER FUND	ADMIN AND GENERAL	31.80
	tissues, tp, toilet bowl c	WASTE WATER FUND	ADMIN AND GENERAL	35.67
	towels & tp	ENVIRON SERVICES F	REFUSE DISPOSAL	12.71
	trash bags & plates	ENVIRON SERVICES F	REFUSE DISPOSAL	24.74
	towels, utensils, air fres	ENVIRON SERVICES F	REFUSE DISPOSAL	43.92
	knives	ENVIRON SERVICES F	REFUSE DISPOSAL	3.14
	knives	ENVIRON SERVICES F	REFUSE DISPOSAL	0.79-
	towels & wipes	ENVIRON SERVICES F	ADMIN AND GENERAL	31.79
	towels & tp	ELECTRIC FUND	POWER DISTRIBUTION	25.42
	trash bags & plates	ELECTRIC FUND	POWER DISTRIBUTION	49.47
	towels, utensils, air fres	ELECTRIC FUND	POWER DISTRIBUTION	87.84
	knives	ELECTRIC FUND	POWER DISTRIBUTION	6.28
	knives	ELECTRIC FUND	POWER DISTRIBUTION	1.57-
	towels & wipes	ELECTRIC FUND	ADMIN AND GENERAL	79.49
	tissues, tp, toilet bowl c	ELECTRIC FUND	ADMIN AND GENERAL	107.04
	towels & tp	STORMWATER FUND	TREATMENT	12.72
	trash bags & plates	STORMWATER FUND	TREATMENT	24.74
	towels, utensils, air fres	STORMWATER FUND	TREATMENT	43.94
	knives	STORMWATER FUND	TREATMENT	3.14
	knives	STORMWATER FUND	TREATMENT	0.77-
			TOTAL:	3,149.42
CREDIT RIVER TOOLS	sockets	GENERAL FUND	STREETS	21.59
	sockets	GENERAL FUND	PARKS	21.59
	sockets	WATER	DISTRIBUTION AND STORA	10.80
	sockets	WASTE WATER FUND	SOURCE/TREATMENT	10.80
	sockets	ENVIRON SERVICES F	REFUSE DISPOSAL	10.80
	sockets	ELECTRIC FUND	POWER DISTRIBUTION	21.59
	sockets	STORMWATER FUND	TREATMENT	10.78
			TOTAL:	107.95
CRYSTAL LAWN, INC	hwy 169 streetscape fall s	ENVIRON SERVICES F	REFUSE DISPOSAL	300.00
			TOTAL:	300.00
CRYSSTEEL TRUCK EQUIPMENT INC	#207 cylinder, valve, fitt	GENERAL FUND	STREETS	268.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	268.31
CUMMINS NPOWER, LLC	well #2 generator	WATER	SOURCE OF SUPPLY	195.06
			TOTAL:	195.06
DANCE CONSERVATORY	dance instructors	GENERAL FUND	RECREATION/LEISURE SER	810.00
			TOTAL:	810.00
DGR ENGINEERING	solar dg interconnect	ELECTRIC FUND	POWER DISTRIBUTION	264.00
			TOTAL:	264.00
DIVERSIFIED INSPECTIONS INC	snorkel certification	GENERAL FUND	FIRE	812.00
	bucket insp.	ENVIRON SERVICES F	REFUSE DISPOSAL	434.30
	bucket insp.	ELECTRIC FUND	POWER DISTRIBUTION	434.30
	digger derek inspection	ELECTRIC FUND	POWER DISTRIBUTION	434.30
			TOTAL:	2,114.90
DM STAMPS & SPECIALTIES INC	property stickers for proc	LIBRARY FUND	LIBRARY	576.31
			TOTAL:	576.31
DZINE	#48 fenders	GENERAL FUND	STREETS	485.00
			TOTAL:	485.00
EATON/CANNON TECHNOLOGIES, INC.	ami project mgt.	WATER	CAPITAL-WATER DISTRIBU	618.75
	ami project mgt.	WASTE WATER FUND	CAPITAL-GENERAL PLANT	618.75
	#824 ami f9s meters	ELECTRIC FUND	NON-DEPARTMENTAL	1,607.52
	#823 ami f2s meters	ELECTRIC FUND	NON-DEPARTMENTAL	7,768.83
	ami project mgt.	ELECTRIC FUND	CAPITAL-GENERAL PLANT	2,512.50
			TOTAL:	13,126.35
EMERGENCY RESPONSE SOLUTIONS	facepiece #558	GENERAL FUND	FIRE	8.89
			TOTAL:	8.89
FASTENAL COMPANY	lock bolts for sign truck	GENERAL FUND	STREETS	22.22
	soccer rink washers, nuts,	GENERAL FUND	PARKS	156.81
			TOTAL:	179.03
FEDEX	postage	GENERAL FUND	POLICE	21.96
	sent package to fire sprin	GENERAL FUND	BUILDING INSPECTOR	27.72
			TOTAL:	49.68
GENESIS	oct. fuel	GENERAL FUND	FIRE	175.33
	oct. fuel	GENERAL FUND	STREETS	1,945.31
	oct. fuel	GENERAL FUND	PARKS	861.74
	oct. fuel	WATER	SOURCE OF SUPPLY	48.75
	oct. fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	470.53
	oct. fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	1,252.44
	oct. fuel	ELECTRIC FUND	POWER DISTRIBUTION	169.61
	oct. fuel	STORMWATER FUND	TREATMENT	151.95
			TOTAL:	5,075.66
GOODTIMES MANUFACTURING	youth basketball shirts fo	GENERAL FUND	RECREATION/LEISURE SER	364.50
			TOTAL:	364.50
GOPHER STATE ONE-CALL INC	oct. goph state one calls	WATER	DISTRIBUTION AND STORA	82.00
	oct. goph state one calls	WASTE WATER FUND	COLLECTOR/LIFT STAT	82.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	oct. goph state one calls	ELECTRIC FUND	POWER DISTRIBUTION	82.10
			TOTAL:	246.10
GRAYBAR ELECTRIC COMPANY INC	#641/#640 wire st lights	ELECTRIC FUND	NON-DEPARTMENTAL	281.50
			TOTAL:	281.50
GREATER MANKATO GROWTH	reda annual meeting regist	GENERAL FUND	MAYOR & COUNCIL	20.00
			TOTAL:	20.00
GUSTAVUS ADOLPHUS COLLEGE-DINING	meals for staff training	GENERAL FUND	CITY ADMINISTRATION	1,594.47
			TOTAL:	1,594.47
PAUL HAGEN	lunch meeting	GENERAL FUND	POLICE	26.50
			TOTAL:	26.50
HAMEISTER, LORI ANN	reimbursement for purchase	GENERAL FUND	RECREATION/LEISURE SER	51.02
			TOTAL:	51.02
HARRISON TRUCK CENTERS	#310 handle & regulator	GENERAL FUND	STREETS	197.96
			TOTAL:	197.96
HAWKINS, INC.	caustic, soda, azone 15, s	WATER	PURIFICATION AND TREAT	5,415.97
			TOTAL:	5,415.97
HD SUPPLY FACILITIES MAINTENANCE	part needed for repair	COMMUNITY CENTER	COMMUNITY CENTER	41.28
			TOTAL:	41.28
HERMEL WHOLESALE	iteams for vending machine	COMMUNITY CENTER	COMMUNITY CENTER	586.61
			TOTAL:	586.61
HOLIDAY COMMERCIAL	fuel	GENERAL FUND	MUNICIPAL BUILDING	25.18
	oct. fuel	GENERAL FUND	POLICE	102.74
	oct fuel	GENERAL FUND	BUILDING INSPECTOR	72.29
	oct fuel	GENERAL FUND	STREETS	152.50
	oct fuel	GENERAL FUND	PARKS	228.87
	fuel	LIBRARY FUND	LIBRARY	19.67
	fuel	COMMUNITY CENTER	COMMUNITY CENTER	50.30
	oct. fuel	WATER	SOURCE OF SUPPLY	46.46
	oct. fuel	WATER	PURIFICATION AND TREAT	69.69
	oct. fuel	WATER	DISTRIBUTION AND STORA	348.28
	fuel	WATER	CUSTOMER ACCOUNTS	29.19
	oct fuel	WASTE WATER FUND	SOURCE/TREATMENT	284.66
	fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	29.19
	oct fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	96.82
	oct fuel	ELECTRIC FUND	POWER DISTRIBUTION	304.86
	fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	29.19
	oct fuel	STORMWATER FUND	TREATMENT	366.82
	oct. fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,537.79
			TOTAL:	4,794.50
GERALD HOLSAPPLE	drivers license	ELECTRIC FUND	ADMIN AND GENERAL	44.25
			TOTAL:	44.25
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	163.69
	postage	WATER	CUSTOMER ACCOUNTS	368.45
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	163.69

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	368.45
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	163.69
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	368.43
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	163.68
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	368.45
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>286.27</u>
			TOTAL:	2,414.80
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	<u>410.70</u>
			TOTAL:	410.70
INTOXIMETERS	drygas	GENERAL FUND	POLICE	<u>112.22</u>
			TOTAL:	112.22
JAVENS MECHANICAL CONTRACTING CO.	lab room freon leak repair	WASTE WATER FUND	ADMIN AND GENERAL	<u>2,368.00</u>
			TOTAL:	2,368.00
KEELEY FARM DRAINAGE	river rock - hydrants	WATER	DISTRIBUTION AND STORA	<u>184.80</u>
			TOTAL:	184.80
JOSH KENNEDY	class a drivers license re	GENERAL FUND	STREETS	<u>44.25</u>
			TOTAL:	44.25
KUECHLE UNDERGROUND, INC.	2016 traverse green pay es	HOUSING DISTRICT #	ECONOMIC DEVMT	<u>212,776.29</u>
			TOTAL:	212,776.29
LAGER'S INC	squad repairs	GENERAL FUND	POLICE	<u>1,997.70</u>
			TOTAL:	1,997.70
LIGHTHOUSE UNIFORM CO.	fd class a uniform package	RESTRICTED CONTRIB	FIRE	1,895.05
	uniform - shoulder boards	RESTRICTED CONTRIB	FIRE	<u>33.20</u>
			TOTAL:	1,928.25
LJP ENTERPRISES INC	oct. waste & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	oct. waste & recycle	WATER	PURIFICATION AND TREAT	99.43
	oct. waste & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	oct. waste & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>1,382.58</u>
			TOTAL:	2,054.78
LOCATORS & SUPPLIES, INC.	safety vests & gloves	GENERAL FUND	STREETS	69.65
	safety vests & gloves	GENERAL FUND	PARKS	55.72
	safety vests & gloves	WATER	ADMIN AND GENERAL	27.86
	safety vests & gloves	WASTE WATER FUND	ADMIN AND GENERAL	27.86
	safety vests & gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	27.84
	safety vests & gloves	ELECTRIC FUND	ADMIN AND GENERAL	<u>69.65</u>
			TOTAL:	278.58
MACQUEEN EQUIPMENT INC	#214 dirt shoes	GENERAL FUND	STREETS	<u>490.61</u>
			TOTAL:	490.61
MALMANGER, JASON	class a drivers license	GENERAL FUND	PARKS	<u>44.25</u>
			TOTAL:	44.25
MARCO, INC.	contract overage charges	GENERAL FUND	CITY ADMINISTRATION	42.87
	contract overage charges	GENERAL FUND	CITY CLERK	42.87
	contract overage charges	GENERAL FUND	FINANCE	28.58

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	contract overage charges	GENERAL FUND	POLICE	22.86
	contract overage charges	GENERAL FUND	BUILDING INSPECTOR	11.43
	contract overage charges	GENERAL FUND	PUBLIC WORKS ADMIN	5.72
	contract overage charges	GENERAL FUND	ECONOMIC DEVMT	2.86
	contract overage charges	WATER	ADMIN AND GENERAL	25.72
	contract overage charges	WASTE WATER FUND	ADMIN AND GENERAL	25.72
	contract overage charges	ELECTRIC FUND	ADMIN AND GENERAL	77.17
			TOTAL:	285.80
MENARDS	voting supplies	GENERAL FUND	ELECTIONS	77.92
			TOTAL:	77.92
METERING & TECHNOLOGY SOLUTIONS	#810 meters	WATER	NON-DEPARTMENTAL	939.07
	#799 & #719 meters	WATER	NON-DEPARTMENTAL	734.29
			TOTAL:	1,673.36
MISC VENDOR	HENNEPIN COUNTY LIBRAR	payment for lost books	LIBRARY FUND LIBRARY	20.00
	JAYTECH, INC.	boiler testing	LIBRARY FUND LIBRARY	150.00
	JAYTECH, INC.	boiler testing	COMMUNITY CENTER COMMUNITY CENTER	150.00
	JORDAN SCHOOL DISTRICT	tournament entry fee	GENERAL FUND RECREATION/LEISURE SER	30.00
	PHYSIO-CONTROL, INC.	#512 aed battery replaceme	GENERAL FUND FIRE	224.98
	PI VARIABLES, INC.	flares & a case	RESTRICTED CONTRIB POLICE	1,835.00
	STERLING COMPUTER PROD	ink cartridge	GENERAL FUND STREETS	33.24
	STERLING COMPUTER PROD	ink cartridge	GENERAL FUND PARKS	26.59
	STERLING COMPUTER PROD	ink cartridge	WATER ADMIN AND GENERAL	13.30
	STERLING COMPUTER PROD	ink cartridge	WASTE WATER FUND ADMIN AND GENERAL	13.30
	STERLING COMPUTER PROD	ink cartridge	ENVIRON SERVICES F ADMIN AND GENERAL	13.28
	STERLING COMPUTER PROD	ink cartridge	ELECTRIC FUND ADMIN AND GENERAL	33.24
	TIMM, NANCY	refund for withdrawal from	GENERAL FUND NON-DEPARTMENTAL	37.00
			TOTAL:	2,579.93
MN DEPT OF HUMAN SERVICES	flower watering sept	ENVIRON SERVICES F	REFUSE DISPOSAL	413.25
			TOTAL:	413.25
MN PIPE & EQUIPMENT	4" mj pr gasket	WATER	DISTRIBUTION AND STORA	21.98
	4" sewer pipe	WASTE WATER FUND	COLLECTOR/LIFT STAT	81.20
			TOTAL:	103.18
PETE MOULTON	mileage 10/10/16-10/21/16	GENERAL FUND	PUBLIC WORKS ADMIN	17.82
	10/24/16-11/04/16 mileage	GENERAL FUND	PUBLIC WORKS ADMIN	30.24
	mileage 10/10/16-10/21/16	GENERAL FUND	PARKS	10.26
	10/24/16-11/04/16 mileage	GENERAL FUND	PARKS	8.64
	mileage 10/10/16-10/21/16	WATER	ADMIN AND GENERAL	85.32
	meal state plumbing board	WASTE WATER FUND	ADMIN AND GENERAL	8.57
	mileage 10/10/16-10/21/16	WASTE WATER FUND	ADMIN AND GENERAL	9.72
	mileage 10/10/16-10/21/16	ELECTRIC FUND	ADMIN AND GENERAL	69.12
	10/24/16-11/04/16 mileage	ELECTRIC FUND	ADMIN AND GENERAL	7.56
	mileage 10/10/16-10/21/16	STORMWATER FUND	ADMINISTRATION AND GEN	7.02
	10/24/16-11/04/16 mileage	STORMWATER FUND	ADMINISTRATION AND GEN	8.10
			TOTAL:	262.37
MVTL LABORATORIES INC	wwtf bio-solids testing	WASTE WATER FUND	BIOSOLIDS	400.00
	wwtf bio solids testing	WASTE WATER FUND	BIOSOLIDS	400.00
	wwtf salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	126.80
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00
	wwtf nitrogen study testin	WASTE WATER FUND	SOURCE/TREATMENT	74.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wwtf nitrogen study testin	WASTE WATER FUND	SOURCE/TREATMENT	<u>74.60</u>
			TOTAL:	1,117.00
NAPA AUTO PARTS OF ST PETER	grease, fuel pump	GENERAL FUND	FIRE	61.12
	oil seals, stud , rotor, e	GENERAL FUND	FIRE	217.67
	allen drivers	GENERAL FUND	STREETS	2.08
	wiper blades, pin adapter,	GENERAL FUND	STREETS	70.22
	wiper blades	GENERAL FUND	STREETS	10.37
	allen drivers	GENERAL FUND	PARKS	2.08
	wiper blades	GENERAL FUND	PARKS	8.30
	stop light bulb	COMMUNITY CENTER	COMMUNITY CENTER	2.30
	allen drivers	WATER	DISTRIBUTION AND STORA	1.04
	wiper blades	WATER	ADMIN AND GENERAL	4.15
	oil filter, thermostat, se	WASTE WATER FUND	COLLECTOR/LIFT STAT	22.99
	allen drivers	WASTE WATER FUND	SOURCE/TREATMENT	1.04
	wiper blades	WASTE WATER FUND	ADMIN AND GENERAL	4.15
	allen drivers	ENVIRON SERVICES F	REFUSE DISPOSAL	1.04
	wiper blades	ENVIRON SERVICES F	ADMIN AND GENERAL	4.14
	allen drivers	ELECTRIC FUND	POWER DISTRIBUTION	2.08
	wiper blades	ELECTRIC FUND	ADMIN AND GENERAL	10.37
	allen drivers	STORMWATER FUND	TREATMENT	1.04
	oil filter, fuel filter, a	STORMWATER FUND	TREATMENT	48.47
	air filter, car wash conce	TRANSIT	TRANSIT/TRANSPORTATION	<u>18.77</u>
			TOTAL:	493.42
NBS CALIBRATIONS	thermometer calibration	WASTE WATER FUND	SOURCE/TREATMENT	<u>94.00</u>
			TOTAL:	94.00
NORTHWEST LASERS & INSTRUMENTS	laser repair	GENERAL FUND	STREETS	<u>145.35</u>
			TOTAL:	145.35
NOVOTHY, LARRY	senior dance entertainment	GENERAL FUND	SENIOR COORDINATOR	<u>200.00</u>
			TOTAL:	200.00
PAULA O'CONNELL	wellness bowling event foo	RESTRICTED CONTRIB	CITY ADMINISTRATION	<u>81.01</u>
			TOTAL:	81.01
O'REILLY AUTO PARTS	oil	GENERAL FUND	POLICE	23.98
	bearings & tools	GENERAL FUND	FIRE	66.96
	battery booster & p/b boos	GENERAL FUND	STREETS	92.85
	steering wheel cover	ELECTRIC FUND	POWER DISTRIBUTION	<u>12.99</u>
			TOTAL:	196.78
PEPSI-COLA OF MANKATO INC	vending supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>539.50</u>
			TOTAL:	539.50
PET EXPO DIST.	routine aquarium maintenanc	LIBRARY FUND	LIBRARY	<u>62.50</u>
			TOTAL:	62.50
MATTHEW PETERS	hotel, airfare, registr-ia	GENERAL FUND	POLICE	<u>2,618.76</u>
			TOTAL:	2,618.76
BROCK PETERSON	clothing allow.	STORMWATER FUND	ADMINISTRATION AND GEN	<u>79.99</u>
			TOTAL:	79.99
POSTER COMPLIANCE CENTER	lyear compliance plan	LIBRARY FUND	LIBRARY	35.37

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lyear compliance plan	COMMUNITY CENTER	COMMUNITY CENTER	35.38
			TOTAL:	70.75
PROFESSIONAL WATER TECHNOLOGIES	opticlean a & b	WATER	PURIFICATION AND TREAT	937.00
	anti scalant	WATER	PURIFICATION AND TREAT	9,999.99
			TOTAL:	10,936.99
QUICK MART ST PETER	oct. fuel	GENERAL FUND	POLICE	528.38
	fuel	GENERAL FUND	FIRE	73.74
			TOTAL:	602.12
QUILL	ink cartridges	TRANSIT	TRANSIT/TRANSPORTATION	85.99
			TOTAL:	85.99
RIVER'S EDGE HOSPITAL & CLINIC	drug testing	GENERAL FUND	SWIMMING POOL	116.00
	drug testing	TRANSIT	TRANSIT/TRANSPORTATION	87.00
			TOTAL:	203.00
NICOLE RUHLAND	instruct cpr & 1st aid rec	GENERAL FUND	RECREATION/LEISURE SER	180.00
			TOTAL:	180.00
RYAN ELECTRIC OF ST PETER	fuse	WASTE WATER FUND	BIOSOLIDS	516.00
	pretreatment motor hook-up	WASTE WATER FUND	SOURCE/TREATMENT	77.00
	uv bypass dialing system	WASTE WATER FUND	SOURCE/TREATMENT	187.50
	uv control system	WASTE WATER FUND	SOURCE/TREATMENT	487.50
	float system breaker blowe	WASTE WATER FUND	SOURCE/TREATMENT	93.75
	brdy substation fan blade	ELECTRIC FUND	POWER DISTRIBUTION	319.00
			TOTAL:	1,680.75
SCHWICKERT'S, INC.	roof leak repair	GENERAL FUND	FIRE	510.00
			TOTAL:	510.00
SERVOCAL INSTRUMENTS INC.	semi annual calibration &	WASTE WATER FUND	SOURCE/TREATMENT	590.00
			TOTAL:	590.00
BEVERLY SOMMERS	election judge	GENERAL FUND	ELECTIONS	170.00
			TOTAL:	170.00
SOUTHERN MN CONSTRUCTION CO INC	st. peter welcome sign rep	GENERAL FUND	PARKS	700.00
	asphalt willow dr. water b	WATER	DISTRIBUTION AND STORA	262.88
	pw gravel stock pile	WATER	ADMIN AND GENERAL	173.16
	pw gravel stock pile	WASTE WATER FUND	ADMIN AND GENERAL	173.16
	pw gravel stock pile	ENVIRON SERVICES F	ADMIN AND GENERAL	86.58
	pw gravel stock pile	ELECTRIC FUND	ADMIN AND GENERAL	432.91
	st. peter welcome sign rep	RESTRICTED CONTRIB	PARKS	1,000.00
			TOTAL:	2,828.69
SOUTHERN MN MUNICIPAL POWER AGENCY	smpa purchased power	ELECTRIC FUND	POWER SUPPLY	628,466.91
			TOTAL:	628,466.91
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	18.30
	phone bill	WATER	ADMIN AND GENERAL	39.99
			TOTAL:	58.29
ST PETER HERALD	maplewood public hearing	GENERAL FUND	CITY CLERK	58.60
	paws walk	RESTRICTED CONTRIB	COMMUNITY SERVICE	390.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	448.60
ST PETER LUMBER CO	burn torch kit	GENERAL FUND	FIRE	57.95
	styrofoam	GENERAL FUND	STREETS	11.05
	shop styrofoam	GENERAL FUND	STREETS	11.05
	styrofoam	GENERAL FUND	PARKS	11.05
	treated lumber soccer rink	GENERAL FUND	PARKS	116.89
	shop styrofoam	GENERAL FUND	PARKS	11.05
	sheet rock compound	COMMUNITY CENTER	COMMUNITY CENTER	9.49
	styrofoam	WATER	CAPITAL-GENERAL PLANT	5.50
	shop styrofoam	WATER	CAPITAL-GENERAL PLANT	5.50
	sodium bulb	WATER	SOURCE OF SUPPLY	29.99
	styrofoam	WASTE WATER FUND	CAPITAL-GENERAL PLANT	5.52
	shop styrofoam	WASTE WATER FUND	CAPITAL-GENERAL PLANT	5.52
	styrofoam	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	5.53
	shop styrofoam	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	5.53
	styrofoam	ELECTRIC FUND	CAPITAL-GENERAL PLANT	8.29
	shop styrofoam	ELECTRIC FUND	CAPITAL-GENERAL PLANT	8.29
	styrofoam	STORMWATER FUND	CAPITAL-GENERAL PLANT	5.50
	shop styrofoam	STORMWATER FUND	CAPITAL-GENERAL PLANT	5.50
	styrofoam	TRANSIT	TRANSIT/TRANSPORTATION	2.76
	shop styrofoam	TRANSIT	TRANSIT/TRANSPORTATION	2.76
			TOTAL:	324.72
ST PETER RENTAL CENTER	trencher soccer rink	GENERAL FUND	PARKS	91.00
			TOTAL:	91.00
STREICHER'S	uniform	RESTRICTED CONTRIB	FIRE	86.93
			TOTAL:	86.93
TIGERDIRECT.COM	laptop	GENERAL FUND	FINANCE	467.77
	camera memory card	GENERAL FUND	POLICE	70.72
	1 ups replacement for lib.	LIBRARY FUND	LIBRARY	55.95
	1 ups replacement for sppa	PUBLIC ACCESS	PUBLIC ACCESS	55.95
			TOTAL:	650.39
JANE TIMMERMAN	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	38.60
	community center supplies	COMMUNITY CENTER	COMMUNITY CENTER	65.09
	youth center supplies	YOUTH CENTER GRANT	YOUTH CENTER	73.20
			TOTAL:	176.89
TIRE ASSOCIATES	#207 tire repair	GENERAL FUND	STREETS	42.40
			TOTAL:	42.40
US AUTO FORCE	squad tires	GENERAL FUND	POLICE	759.54
	credit 2 tires	GENERAL FUND	POLICE	225.12
			TOTAL:	534.42
USA BLUE BOOK	level w/ 100' cable	WATER	SOURCE OF SUPPLY	731.96
	gauges, tee, & globe	WATER	PURIFICATION AND TREAT	379.95
	sewer hose	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,400.00
			TOTAL:	3,511.91
UTILITY CONSULTANTS, INC.	coliform	WATER	DISTRIBUTION AND STORA	121.00
			TOTAL:	121.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VERIZON WIRELESS	jet packs	GENERAL FUND	FIRE	114.63
	phone	COMMUNITY CENTER	COMMUNITY CENTER	15.11
	phone	WATER	ADMIN AND GENERAL	15.21
	phone	WASTE WATER FUND	ADMIN AND GENERAL	14.23
	phone	ELECTRIC FUND	ADMIN AND GENERAL	15.29
			TOTAL:	174.47
VISA	cultural diversity registr	GENERAL FUND	CITY ADMINISTRATION	30.00
	gfoa lodging	GENERAL FUND	FINANCE	185.40
	annual fee reimbursement	GENERAL FUND	POLICE	15.00-
	lodging for training	GENERAL FUND	POLICE	100.02
	get well supplies	GENERAL FUND	POLICE	69.54
	training hotel & meals	GENERAL FUND	POLICE	348.74
	bca classes	GENERAL FUND	POLICE	225.00
	truck parts #276	GENERAL FUND	FIRE	75.00
	subscription to active 911	GENERAL FUND	FIRE	11.49
	fall seminar	GENERAL FUND	BUILDING INSPECTOR	85.00
	fall seminar registration	GENERAL FUND	BUILDING INSPECTOR	85.00
	vollyball net antennas	GENERAL FUND	RECREATION/LEISURE SER	81.25
	great candy cane hunt supp	GENERAL FUND	RECREATION/LEISURE SER	426.84
	3 registr -cultural learni	GENERAL FUND	RECREATION/LEISURE SER	30.00
	dev. corp lunch meeting	GENERAL FUND	ECONOMIC DEVMT	13.46
	mn lib assoc conf registra	LIBRARY FUND	LIBRARY	341.03
	myra membership	LIBRARY FUND	LIBRARY	15.00
	barnes and noble/ books	LIBRARY FUND	LIBRARY	37.54
	annual cr card fee	LIBRARY FUND	LIBRARY	15.00
	hdmi cable	PUBLIC ACCESS	PUBLIC ACCESS	35.31
	microphone return	PUBLIC ACCESS	PUBLIC ACCESS	221.95-
	vollyball net antennas	COMMUNITY CENTER	COMMUNITY CENTER	81.26
	replacement touch screen p	WATER	DISTRIBUTION AND STORA	814.72
	annual fees	WASTE WATER FUND	ADMIN AND GENERAL	15.00
	steel toe work boots	ENVIRON SERVICES F	REFUSE DISPOSAL	159.99
	arbor membership	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00
	fall conf-mn society of ar	ENVIRON SERVICES F	ADMIN AND GENERAL	130.00
	smmpa annual mtg hotel	ELECTRIC FUND	ADMIN AND GENERAL	198.84
	smmpa lunch meeting	ELECTRIC FUND	ADMIN AND GENERAL	53.13
	paws walk, animal supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	364.73
	fall event supplies	RESTRICTED CONTRIB	LIBRARY	83.62
	books are fun/ creative go	RESTRICTED CONTRIB	LIBRARY	23.00
	refund tax	RESTRICTED CONTRIB	LIBRARY	5.38-
			TOTAL:	3,907.58
VON ESSEN TOWING	battery & tire mount	GENERAL FUND	POLICE	298.90
	tire disposal	GENERAL FUND	PARKS	18.00
	tire mounting & disposal	TRANSIT	TRANSIT/TRANSPORTATION	159.00
			TOTAL:	475.90
W L CONSTRUCTIONS SUPPLY	cutting wheel weld shop	GENERAL FUND	STREETS	44.00
	cutting wheel weld shop	GENERAL FUND	PARKS	44.00
	cutting wheel weld shop	WATER	DISTRIBUTION AND STORA	22.00
	cutting wheel weld shop	WASTE WATER FUND	SOURCE/TREATMENT	22.00
	cutting wheel weld shop	ENVIRON SERVICES F	REFUSE DISPOSAL	22.00
	cutting wheel weld shop	ELECTRIC FUND	POWER DISTRIBUTION	44.00
	cutting wheel weld shop	STORMWATER FUND	TREATMENT	21.99
			TOTAL:	219.99

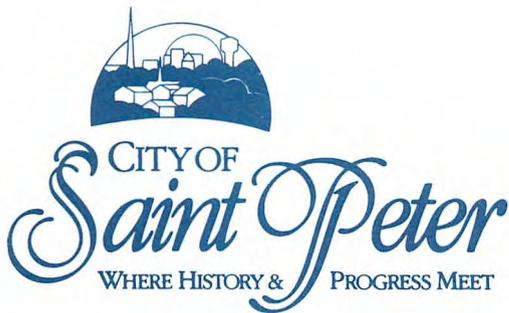
VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WESCO DISTRIBUTION INC	alum plugs	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	324.72
	#805 solar 25 meter	ELECTRIC FUND	NON-DEPARTMENTAL	281.43
	#388 15kv busing insert	ELECTRIC FUND	NON-DEPARTMENTAL	380.25
	#387 cold shrink	ELECTRIC FUND	NON-DEPARTMENTAL	738.40
	#392 rubber inline	ELECTRIC FUND	NON-DEPARTMENTAL	460.00
	vinyl electrical tape	ELECTRIC FUND	POWER DISTRIBUTION	<u>391.00</u>
			TOTAL:	2,575.80
WW GOETSCH ASSOCIATES, INC	chlorine booster pump moto	WATER	PURIFICATION AND TREAT	<u>342.95</u>
			TOTAL:	342.95
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	<u>43.05</u>
			TOTAL:	43.05

===== FUND TOTALS =====

101	GENERAL FUND	46,473.99
201	PROPERTY INSURANCE	324.72
211	LIBRARY FUND	3,305.72
213	PUBLIC ACCESS	13,043.50
217	COMMUNITY CENTER	5,324.79
230	REVOLVING LOAN FUND	170.50
460	HOUSING DISTRICT #20	216,951.48
601	WATER	26,169.45
602	WASTE WATER FUND	12,554.38
603	ENVIRON SERVICES FUND	5,097.93
604	ELECTRIC FUND	647,668.05
606	STORMWATER FUND	796.20
610	TRANSIT	4,181.72
820	RESTRICTED CONTRIBUTIONS	5,787.16
824	YOUTH CENTER GRANT	73.20

-----  
 GRAND TOTAL: 987,922.79  
 -----





## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATED:** November 9, 2016

**FROM:** Paula O'Connell  
Finance Director

**RE:** Assessment/Write off of Delinquent Utility Accounts

### **ACTION/RECOMMENDATION**

Approve the assessment roll and write-off of delinquent utility accounts.

### **BACKGROUND**

On October 24, 2016 the City Council ordered the preparation of the proposed assessments. The date of the assessment public hearing was published in the official newspaper and all affected property owners have been notified by mail.

Our first step for collection of a delinquent account, is when an account is one month delinquent the customer is sent a notice. The notice includes a date of disconnection, at which point they would be two months past due (if no payments had been made). Those occupants that move out of town and don't pay their final bill still receive a final notice of the amount due. A tenant account is submitted to the collection agency after 3 months of non-payment, and an owner account is collected at the transfer of ownership or through our assessment process.

The detailed list of delinquent accounts is from June 1, 2015 to May 31, 2016. Notifications have gone to the homeowners and renters each month since they have become past due and assessment searches have been done, if requested, on property transactions. A detailed listing of all delinquent utility accounts and other pertinent information is attached. The assessable and non-assessable amounts have changed, due to payments and clarifications, since the hearing date was set.

All written off accounts are charges not allowed to be assess by law, under \$10 for combined property owner charges, or are unpaid charges incurred before bankruptcy or death.

### **FISCAL IMPACT:**

The City of Saint Peter has a 2016 total of \$15,833.18 in delinquent utility accounts. The total delinquent trend line goes up and down. Some of the deviation is related to the number of business accounts that are delinquent. Business accounts are often larger and one or two can make a difference in the trend line. \$9,927.42 will be written off to bad debt and \$5,905.76 will be assessed to property owners and included in their 2017 property tax statements.

Delinquent utility assessments are assessed for one year and according to our assessment policy it will carry a 1.66% interest rate. This interest rate is based on the Treasury Bonds interest rate, plus one percent.

**ALTERNATIVES/VARIATIONS:**

Do not act: Charges will remain with our current collection process.

Negative Votes: A future action would be necessary to address the status of these charges.

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

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

PO/

NAME	ASSESS	NON-ASSESS	COMMENTS
ADAMSON, EVE M / ACS	-	117.78	
ANDERSON, MATTHEW A / ACS	196.37	-	
ANHORN, JAMES D / ACS	117.05	106.28	
APPLE TREE VILLAGE OF ST PETER	34.81	-	
BAKER, ARIEL G. / ACS	51.30	124.41	
BAKKE, MICHAEL / ACS	21.20	29.06	
BLACK, CHAD M / ACS	219.65	61.59	
BLILIE, GAIL A / ACS		69.32	
BOSTON, AMBER E / ACS	6.84	370.47	
CROUT, KYLE-DAVID / ACS	403.92	328.30	
DAVIS, ASHLEY R / ACS	-	171.19	
DINSMORE, SHARON M	-	7.54	
DUNN, AMY C / ACS	228.11	363.99	
FALLENSTEIN, KATIE E / ACS	55.83	144.33	
FLOWERS, APRIL J / ACS	620.20	375.50	
FOSS, ANTHONY D / ACS	515.69	714.23	
FREY, MICKE K / BKRP	-	1,342.55	Bankruptcy
GEISLER, TOM M	42.02	-	
GREENE, JORDAN R / ACS	-	4.83	
HERMANN, BRITTANY L / ACS	375.85	401.07	
HERNANDEZ, ALEXANDRIA K / ACS	131.76	204.76	
HERNANDEZ, ROLANDO M / ACS	-	30.79	
HURSHE, MOHAMED A / ACS	4.75	65.07	
HUTCHINS, WILLIEM L / ACS	-	25.90	
KAMM, FAITH M / ACS		297.54	
KNUTSON, HEATHER M / ACS	-	77.70	
LABARR, JOLENE M / ACS	-	23.75	
LAWSON, KIRSTIN Y / ACS	148.36	41.33	
LONGORIA, MARIA E / ACS	41.00	78.75	
MADISON, SHAUNA L M / ACS		238.69	
MARKIEWICZ, ZONA	178.93	-	
MARTINEZ, MARIA CARMEN / ACS	532.20	156.96	
MARTINSON, NATHAN A / ACS	-	294.85	
MCKENZIE, CHAIRA S / ACS	-	130.81	
MCVENES, MELISSA J / ACS	-	134.22	
MCVEY, ANGELINE A / ACS	6.71	344.90	
RODRIGUEZ, AMANDA L / ACS	14.31	754.84	
ROHLFING, BRIAN A / ACS	50.01	25.77	
SANDERS, CHAD W / ACS	240.37	77.47	
SIMONETTE, JODIE S / ACS		78.54	
SORGATZ, ELIZABETH E C / ACS		286.63	
STOGDILL, TRAVIS L / ACS	268.47	277.15	
SUNRISE MEADOWS AFFORDABLE LL	2.75	126.59	
SYKES, CURTIS L / ACS	85.98	34.37	
TRUSTY, JEREMY C / ACS	613.55	847.71	
VALENTINE, SHENEKA / ACS	0.62	24.55	
VOLMARY, JOHN & LISA	21.63	-	
WALTERS, BRIAN A / ACS	118.90	89.20	
WALTON, LEONARD R JR / ACS	213.04	165.62	

<b>NAME</b>	<b>ASSESS</b>	<b>NON-ASSESS</b>	<b>COMMENTS</b>
WILDE, MICHAEL J /ACS	<b>118.50</b>	<b>225.41</b>	
YACKLEY, DILLON J / ACS	<b>225.08</b>	<b>35.11</b>	
FINALS THROUGH 5/31/16	<b>5,905.76</b>	<b>9,927.42</b>	

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2016 -

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

**RESOLUTION ADOPTING ASSESSMENT FOR UNPAID CHARGES FOR MUNICIPAL UTILITIES AND THE WRITING OFF OF BAD DEBT UTILITY CHARGES**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for unpaid charges for municipal utilities; and

WHEREAS, by State Statute, the City cannot assess property owners for unpaid charges incurred by a renter for municipal electric utilities;

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff and vendors.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. Such proposed assessment, for unpaid charges for municipal utility accounts closed as of May 31, 2016, a copy of which is attached hereto as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein.
2. Such assessment shall be payable over a period of (1) one year on or before the first Monday in January 2017, and shall bear interest at the rate of 1.66% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2017.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. The owner may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the following year.
4. Accounts closed by May 31, 2016 of unpaid charges for municipal electric utilities incurred by renters, unpaid charges of combined property owner's municipal utility accounts of less than ten (10) dollars, and unpaid charges incurred before bankruptcy and death, be written off as a bad debt expense for the 2016 fiscal year.
5. The Director of Finance/Treasurer shall forthwith transmit a certified duplicate of this assessment to the County auditor to be extended on the property tax lists of the county.

Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of November 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

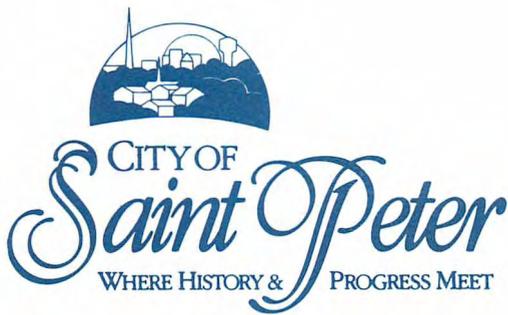
ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator

**Delinquent Utility Assessment  
Exhibit 1**

<u>ASSESS</u>	<u>PROPERTY OWNER</u>	<u>PARCEL</u>	<u>Legal</u>
34.81	APPLE TREE VILLAGE OF ST PETER	19.489.0130	LOTS 20 & 55 BLK 1 AKA UNIT 4B & UND INT IN CE AKA CIC 22B
178.93	BACHMAN, MARC AND WENDY	19.412.4570	Block 183 Lot ALLEY ADJOINING LOT 7 ON S & ALL LOT 7 AMENDED PLAT
515.69	DOUTHIT, ROSEMARY AND RENNE EGGEN	19.543.0145	LOT 14 "EX W 40' FRONT & W 19.1'REAR" & LOT 15 "EX NELY 21.7' REAR & 5.7' FRONT"
403.92	DRUMMER DEVELOPMENT INC	19.489.0640	LOT 6 BLK 4 & UND INT IN CE AKA CIC 22A
118.90	ENDRESEN, TERRY & CAROL	19.503.1480	Block 22 Lot 1 DODD'S ADD
42.02	GEISLER, THOMAS M	19.791.1870	LOT 3 BLK 66 & N 8' OF VAC ALLEY S & ADJ & VAC E 16' OF 9TH ST LYING ADJ TO LOT 3 BLK 66 & LYING ADJ TO VAC ALLEY
225.08	HASLIP, BRETT	19.029.0100	PT OF NE 1/4 OF NE 1/4 LYG S OF TH 99; W OF E SEC LINE, NWLY OF CL TH 295; NLY & ELY OF LN COMM SE COR NE 1/4 NE 1/4, W 1133.02', NE 1035.73', NE 65.2', NELY 143.84', TO PT ON SLY R/W MN TH 99, W 28.11' & BEG, SW 192.30', SE TO CL TH 295 & TERM. = 7.25 AC
228.11	HONETSCHLAGER, CHAD	19.503.2400	Block 32 Lot W 1/2 LOT 5 DODD'S ADD
532.20	JOHNSON, RONALD	19.412.1580	LOT 4 BLOCK 139, AMENDED PLAT
613.55	LYNN, ROBERT W	19.791.1230	Block 53 Lot N 60' OF LOTS 1, 2 & 3 SKARO & EVENSON'S ADD
21.20	MECHLER, LEANN M	19.704.0060	NLY 4' OF LOT 9 BLK 34 & ELY 4' VAC ALLEY

			LYG WLY & ADJ. & LOT 9 BLK 34 "EX N 4'" & ELY 4' VAC ALLEY LYG WLY & ADJ & LOT 10 BLK 34 "EX N 60'"
783.00	NICOLLET MEADOWS TOWNHOMES LLC	19.664.0470	Lot OUTLOT G NICOLLET MEADOWS
51.30	NYGARD, LYNDA D	19.412.5590	Block 201 Lot 7 "EX E 18' OF W 36'" AMENDED PLAT
196.37	SERIG, BRIDGET P	19.412.0680	Block ELY 18.73' OF WLY 210.09' OF SLY 72' OF JEFFERSON SQUARE & UND INTEREST IN COMMON AREA AMENDED PLAT
213.04	SHEEHY, ROBERT A & MARLYS	19.412.0630	Block 108' X 150' IN NE COR OF JEFFERSON SQUARE AMENDED PLAT
483.08	SUMMIT PARK MHC LLC	19.009.0100	PT OF S 1/2 OF SEC 9 LYING N OF TH 22 "EX 1.68 AC FOR RD" & "EX ST PETER RW PLAT 1N1 (3.97 AC), 1P1 (0.86 AC), 1P2 (0.27 AC)" = 34.15
35.98	SUNRISE MEADOWS AFFORDABLE LLC	19.702.0010	Block 1 Lot 1 PETRIE SUBD
148.36	SWAN, NANETTE D	19.502.0330	Block 2 Lot 15 DAUN'S ADD
620.20	WIBORG, LANCE & JOANNE	19.412.1760	Block 140 Lot W 4.7' OF LOT 10 & E 1/2 OF LOT 11 AMENDED PLAT



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** November 9, 2016

**FROM:** Paula O'Connell  
Finance Director

**RE:** Assessment for Unpaid Miscellaneous Charges and write off of uncollectible charges.

### **ACTION/RECOMMENDATION**

Approve the following assessment roll to be placed on the appropriate parcels for the 2017 Property taxes and write off the uncollectible charges.

### **BACKGROUND**

On Monday, October 24<sup>th</sup>, the City Council ordered the preparation of the proposed assessments. The date and place of the public hearing was published in the paper, and all property owners have been notified by mail.

The proposed assessments include lawn mowing, property cleanup and special sidewalk projects of \$4,920.97. This sum has been billed out to the appropriate landowners and have not been paid. There are two lawn mowing charges for Donald Duoos property (\$330), a property clean up at 804 Minnesota Ave N (\$843.21) and special projects that have property owner agreement (\$3,747.76).

These charges will be assessed according to our assessment policy for the applicable interest rate and number of years.

Past due amounts that are not assessable will also be written off at this time. Currently there is only one past due registration at the recreation department that has become uncollectible of \$60. Future registrations for Angela Rahman will be prohibited unless this value is recovered.

Following the Public hearing held earlier in this meeting it is appropriate for the Council to take action.

### **FISCAL IMPACT:**

Thirty days following an approval of an assessment resolution, the resolution will be filed with the Nicollet County Auditor to place the charges onto the property owner's parcel. This income, \$4,920.97 will then be received from the County as the owners make payment.

### **ALTERNATIVES AND VARIATIONS:**

Do not Act: Staff will continue the collection process but the charges will likely remain unpaid

Negative vote: These charges will likely go unpaid and the City will not recover the revenue.  
Modification of the resolution: This is always an option of the Council.

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

PO/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION ADOPTING ASSESSMENTS OF UNPAID MISCELLANEOUS CHARGES AND  
APPROVAL TO WRITE OFF UNCOLLECTIBLE**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for miscellaneous charges; and

WHEREAS, eight miscellaneous invoices remain unpaid for City services;

WHEREAS, there is one uncollectible account that is not assessable, and

WHEREAS, seven of these invoices are assessable to property owners.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

1. Such proposed assessment, a copy of which is attached hereto as Exhibit A and made apart hereof is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over the period indicated on Exhibit A. The first of the installments to be payable on or before the first Monday in January 2017, and shall bear interest as indicated from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2017. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. He may at any time thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the succeeding year.
4. The City Finance Director shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of November, 2016.

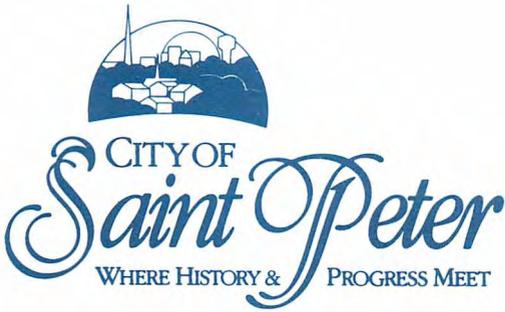
\_\_\_\_\_  
 Charles Zieman  
 Mayor

ATTEST:

\_\_\_\_\_  
 Todd Prafke  
 City Administrator

**Exhibit A**  
**Assessable Improvement Projects and Miscellaneous Charges**

<b>OWNER</b>	<b>TOTAL</b>	<b>Yrs</b>	<b>Interest</b>	<b>Parcel Number</b>	<b>Subdivision</b>	<b>Legal Description</b>
Donald G. Duos	\$330.00	1	1.66%	19.412.0800	Amended Plat	Block 116 Lot 2 & 3
Nebuti Trade & Travel Inc	\$843.21	1	1.66%	19.503.1020	Dodd's Addition	Lot 2, Block 16
Frey, Daniel	\$987.00	5	2.29%	19.501.0420	Daly & Smith Subdivision	S 30' of Lot 6, Lot 7 "Ex S 20.5'", Block 24
Grams, Stephen and Barbara	\$1,006.73	5	2.29%	19.486.0050	Washington Park Townhomes	Unit 5 & UND INT in Common, CIC 14
Hendrickson, Charles & Brigitta	\$494.03	1	1.66%	19.412.0940	Amended Plat	Lot E 1/2 of Lots 8 & 9, Block 117
Peterson, Duane & Arlene	\$1,260.00	5	2.29%	19.791.3470	Skaro & Evenson's Addition	Lot W 77' of Lots 1 & 2, Block 95
	<u>\$ 4,920.97</u>					



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/09/16

**FROM:** Russ Wille  
Community Development Director

**RE:** CBD/Accessibility Enhancement Revolving Loans – Forgiveness  
Applicability

### **ACTION/RECOMMENDATION**

Adopt the attached resolutions amending the applicable promissory notes of Central Business District/Accessibility Enhancement Revolving Loans closed in 2016 to provide for partial principle forgiveness as per the adopted guidelines.

### **BACKGROUND**

As the EDA and City Council were considering the amendments to the Historic Preservation loan program, a total of four such loans were approved and closed in calendar year 2016. The loan recipients and original principle of the loans are reported as follows:

Community Core Partners	\$25,000
Blaido, Inc. (4 the Team)	\$ 6,650
Mary Cammack (Playing Possum)	\$ 2,452
Chabeans, LLC (Patrick's on 3 <sup>rd</sup> )	\$25,000

In August, 2016, the City Council ultimately approved a revised Historical Preservation Loan Program which has been renamed as the Central Business District Renovation/Accessibility Enhancement Revolving Loan Program.

The revised program provides for partial loan forgiveness for those who honor the terms of loan repayment. The loan recipient can have up to 50% of the CBD/ADA loan forgiven if they make loan payments as due and in the amount due. The forgiveness of any particular loan is capped at \$5,000.

The City Council resolution approving the terms of the Mary Cammack loan stated, "The EDA has recommended alterations to the Historic Preservation/Accessibility Enhancement Loan Program which would include partial loan forgiveness which will be considered by the City Council in the near future. Should the Council adopt the recommended modifications, the forgiveness benefit would be retroactively applied to the Cammack loan." As such, I will work with the City Attorney to amend the Cammack note to provide the forgiveness benefit.

The other three loan recipients have all requested that the EDA and City Council retroactively apply the forgiveness benefit to their individual loans.

The EDA considered the requests at their regular October, 2016 meeting. The EDA has recommended that the forgiveness provision be retroactively applied to those CBD/Accessibility Enhancement loans closed during the 2016 calendar year.

Each of these loans were initiated following the discussions leading to adoption of the forgiveness provision. Each borrower was encouraged to proceed with their improvements with the suggestion that the applicable promissory notes could be amended at such time as the loan CBD/ADA Revolving Loan policies were amended.

An additional request for partial forgiveness was received from an applicant whose loan was closed prior to October 2015. The applicants were the owners of the Fair Emporium business. The EDA recommended that the request be denied based on the loan being provided prior to initiation of discussions about the forgiveness benefit.

**FISCAL IMPACT:**

The total amount to be forgiven would be as follows:

Community Core Partners	\$ 5,000
Blaido	\$ 3,325
Chabeans, LLC	<u>\$ 5,000</u>
TOTAL FORGIVENESS:	\$13,325

**ALTERNATIVES/VARIATIONS:**

Do not act: The Council would be asked to reconsider the matter at a later date.

Negative Votes: The recipients would be notified of the City Council's denial.

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

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

RJW

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION RETROACTIVELY APPLYING PARTIAL LOAN FORGIVENESS PROVISIONS  
OF THE CENTRAL BUSINESS DISTRICT RENOVATION/ACCESSIBILITY ENHANCEMENT  
LOAN PROGRAM TO LOAN PREVIOUSLY APPROVED FOR BLAIDO, INC. (d.b.a 4 THE  
TEAM)**

WHEREAS, the Economic Development Authority ("EDA") administers the City's Revolving Loan Funds; and

WHEREAS, the EDA was granted the power to administer the loan program and to make recommendations to the City Council regarding the administration of the loan programs; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan program; and

WHEREAS, in August, 2016, the EDA and City Council provided for certain amendments to the criteria of the Historic Preservation Loan Program; and

WHEREAS, upon acceptance of the amendments, the program was renamed as the Central Business District Renovation/Accessibility Enhancement Loan Program; and

WHEREAS, the amended loan criteria provides for partial loan forgiveness for loan recipients who have made all loan payments when due and in the amount due; and

WHEREAS, the forgiveness is capped at the lesser of \$5,000, or 50% of the original loan principle; and

WHEREAS, as the EDA and City Council were contemplating the forgiveness benefit, the EDA closed on loans originated from the CBD/Accessibility Enhancement loan program, and several applicants who received loans prior to the new loan program guidelines being adopted have now asked that the forgiveness benefit be retroactively applied to their closed loans; and

WHEREAS, a request was made by Blaido, Inc. for partial forgiveness of their loan received in 2016; and

WHEREAS, the EDA has reviewed the requests and has recommended that the partial principle forgiveness benefit of the Central Business District Renovation/Accessibility Enhancement loan program be retroactively applied.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the partial principle forgiveness benefit of the Central Business District/Accessibility Enhancement Revolving Loan program be retroactively applied to the Blaido, Inc. loan which was closed in 2016.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of November, 2016.

---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION MODIFYING TERMS OF COMMUNITY CORE PARTNERS, LLC REVOLVING  
LOAN TO RETROACTIVELY ALLOW PARTIAL LOAN FORGIVENESS AS CONTAINED IN  
THE CENTRAL BUSINESS DISTRICT RENOVATION/ACCESSIBILITY ENHANCEMENT  
LOAN PROGRAM**

WHEREAS, the Economic Development Authority (EDA) administers the City's Revolving Loan Funds; and

WHEREAS, the EDA was granted the power to administer the loan program and to make recommendations to the City Council regarding the administration of the loan programs; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan program; and

WHEREAS, in August, 2016, the EDA and City Council provided for certain amendments to the criteria of the Historic Preservation Loan Program; and

WHEREAS, upon acceptance of the amendments, the program was renamed as the Central Business District Renovation/Accessibility Enhancement Loan Program; and

WHEREAS, the amended loan criteria provides for partial loan forgiveness for loan recipients who have made all loan payments when due and in the amount due; and

WHEREAS, the forgiveness is capped at the lesser of \$5,000, or 50% of the original loan principle; and

WHEREAS, as the EDA and City Council were contemplating the forgiveness benefit, the EDA closed on loans originated from the CBD/Accessibility Enhancement loan program, and several applicants who received loans prior to the new loan program guidelines being adopted have now asked that the forgiveness benefit be retroactively applied to their closed loans; and

WHEREAS, a request was made by Community Core Partners, LLC for partial forgiveness of their loan received in 2016; and

WHEREAS, the EDA has reviewed the request and has recommended that the partial principle forgiveness benefit of the Central Business District Renovation/Accessibility Enhancement loan program be retroactively applied.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the partial principle forgiveness benefit of the Central Business District/Accessibility Enhancement Revolving Loan program be retroactively applied to the Community Core Partners, LLC loan which was closed in 2016.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of November, 2016.

---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION APPROVING RETROACTIVE APPLICATION OF THE PARTIAL LOAN  
FORGIVENESS PROVISION OF THE CENTRAL BUSINESS DISTRICT RENOVATION /  
ACCESSIBILITY ENHANCEMENT LOAN PROGRAM TO LOAN PREVIOUSLY APPROVED  
FOR CHABEANS, LLC (d.b.a. PATRICK'S ON THIRD)**

WHEREAS, the Economic Development Authority ("EDA") administers the City's Revolving Loan Funds; and

WHEREAS, the EDA was granted the power to administer the loan program and to make recommendations to the City Council regarding the administration of the loan programs; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan program; and

WHEREAS, in August, 2016, the EDA and City Council provided for certain amendments to the criteria of the Historic Preservation Loan Program; and

WHEREAS, upon acceptance of the amendments, the program was renamed as the Central Business District Renovation/Accessibility Enhancement Loan Program; and

WHEREAS, the amended loan criteria provides for partial loan forgiveness for loan recipients who have made all loan payments when due and in the amount due; and

WHEREAS, the forgiveness is capped at the lesser of \$5,000, or 50% of the original loan principle; and

WHEREAS, as the EDA and City Council were contemplating the forgiveness benefit, the EDA closed on loans originated from the CBD/Accessibility Enhancement loan program, and several applicants who received loans prior to the new loan program guidelines being adopted have now asked that the forgiveness benefit be retroactively applied to their closed loans; and

WHEREAS, a request was made by Chabeans, LLC for partial forgiveness of their loan received in 2016; and

WHEREAS, the EDA has reviewed the requests and has recommended that the partial principle forgiveness benefit of the Central Business District Renovation/Accessibility Enhancement loan program be retroactively applied.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the partial principle forgiveness benefit of the Central Business District/Accessibility Enhancement Revolving Loan program be retroactively applied to the Chabeans, LLC. loan which was closed in 2016.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of November, 2016.

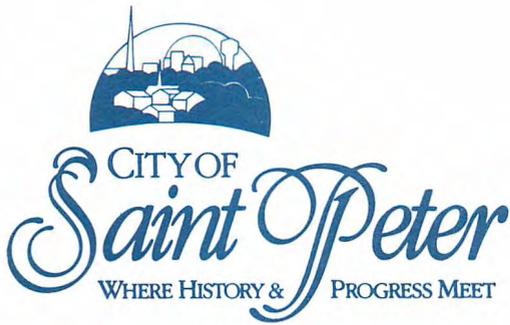
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 11/9/16

**FROM:** Russ Wille  
Community Development Director

**RE:** 2016 Comprehensive Plan - Adoption

### **ACTION/RECOMMENDATION**

Adopt the attached resolution accepting the 2016 Comprehensive Plan recommended and prepared by the Saint Peter Planning and Zoning Commission.

### **BACKGROUND**

For the last three years, the Planning and Zoning Commission has worked to prepare a revised 2016 Comprehensive Plan for the development of Saint Peter. The draft plan recommended by the Planning Commission would replace the existing Comprehensive Plan adopted by the City Council in February, 2005.

The Comprehensive Plan provides the baseline information and data necessary to make decisions regarding the physical development of lands within the City limits. This is essentially a depiction of this moment in time or a "snapshot" of the current development conditions. To reach the City's future envisioned in the Comprehensive Plan, we need a firm grasp on reality to make sure we move in the proper direction.

The Comprehensive Plan culminates in the goals and policies for residential, commercial, industrial and park development. Zoning or development recommendations of the Commission and decisions City Council should be supported by the adopted goals and policies within the plan.

In addition to the goals and policies, the Comprehensive Plan includes maps of both current and future land usage. The plan also includes maps showing the future development and extension of roadways, trails and sidewalks.

The Council reviewed the draft of the 2016 Comprehensive Plan in a previous workshop session. The Council posed a number of questions regarding the plan and sought additional clarification in a few instances. I have addressed the questions of the Council and provide the following explanation.

Page #23: Questions were raised as to the 70 new single family homes per year data mentioned in the text. I have removed the written reference to the average and the data can speak for itself.

Page #29: There was a typographical error in the graph. The data reflects the time period between 2000 and 2010. The second column of the table was mislabeled as "2020 Census". The typo has been corrected.

Page #54: I have provided a brief description of the Cities of Saint Peter and Le Sueur's efforts to develop an inter-city route system providing service between Le Sueur and Mankato.

Page #57: Residential Development, Policy #8 had referenced that the policy was a recommendation of the 2002 Housing Study conducted by Community Partners Research, Inc. The Commission felt that the 2002 recommendation was still appropriate. However, the reference to the 2002 Housing Study has been removed.

**FISCAL IMPACT:**

Pending Council approval, an appropriate number of copies will be professionally printed for distribution to the City Council, Planning Commission and staff members. The cost of printing the documents will be charged to the Community Development Department.

**ALTERNATIVES/VARIATIONS:**

Do not act: Staff will wait for further Council direction.

Negative Votes: The 2005 Comprehensive Plan will remain in effect.

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

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

RJW

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION ADOPTING REVISED 2016 COMPREHENSIVE PLAN FOR MUNICIPAL  
DEVELOPMENT**

WHEREAS, pursuant to State Statute §462.355, the Planning and Zoning Commission is charged with the preparation of the municipal comprehensive plan; and

WHEREAS, the Planning and Zoning Commission has consulted with other departments and agencies of the municipality to ensure conformity with and to assist in the development of the comprehensive municipal plan; and

WHEREAS, utilizing information and data from the 2010 U.S. Census and the various departments of the City, a revised comprehensive plan has been drafted; and

WHEREAS, following notice as required by Statute, a public hearing was held before the Planning and Zoning Commission to accept public testimony regarding the revised plan; and

WHEREAS, the Planning and Zoning Commission has recommended that the City Council adopt the revised 2016 Comprehensive Plan as prepared by the Commission; and

WHEREAS, the City Council finds it in the best interest of the community to preplace the existing Comprehensive Plan which was adopted by the Council on February 14, 2005 with the new 2016 Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the proposed 2016 Comprehensive Plan drafted and recommended by the Planning and Zoning Commission is hereby adopted as the official Comprehensive Plan for the development of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of November, 2016.

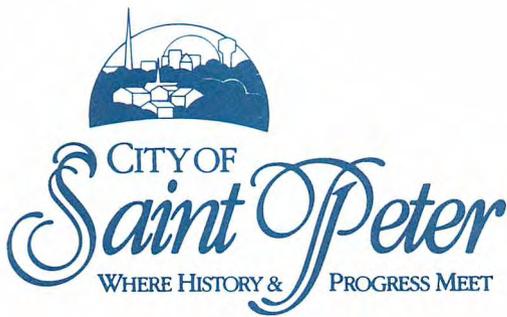
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 10/18/2016

**FROM:** Pete Moulton  
Director of Public Works

**RE:** Parks Master Plan Update

### **ACTION/RECOMMENDATION**

Adopt the updated Parks Master Plan.

### **BACKGROUND**

The Parks and Recreation Advisory Board has developed and updated a 2016 Parks Master Plan. The proposed plan was reviewed by the Planning and Zoning Commission and changes were made as per their comments. The plan has been prepared by City staff with mapping assistance from Bolton and Menk. The last Parks Master Plan was adopted in 2005 and implemented from 2005 to 2016.

The updated plan is focused on a sense of place, livability and fun for community members while accommodating growth and evolving recreational and social trends for the people who live here. The plan does this through planning for developing parks, open space, and an integrated City trail system. It is the hope of the Parks Board that a thoughtful plan, an enhanced vision and a consistent statement about preserving a sense of place, enhancing livability and flexibility in facilities while accommodating changing trends in recreational activities will provide the guidance needed as we move in to the future. These values have been extensively reflected in the parks master plan and play an important part in the City's overall comprehensive growth plan.

Changes in the last few years include:

- 1) Development of a new City park (Community Spirit Park) adjacent to the new high school that includes over \$3,000,000 in improvements including trails, green space and competitive fields. The park is a passive park area that is well lit and citizens are encouraged to use. Stormwater storage is used as an amenity for the scenic structure. Butterfly plantings and rain garden plants will supplement the beautification process.
- 2) Development of a new park at Traverse Green Subdivision (Prairie Ridge) as a new neighborhood park to serve the new subdivision. The new parks will include a playground, trails and a stormwater amenity.
- 3) Ramsey Park expansion in conjunction with the Washington Avenue link project and Minnesota Valley Education District (MVED) improvements. Ramsey is a neighborhood park that uses City/School resources to better the community. A new baseball field for younger children and playground equipment at MVED was also included.

- 4) Evaluation of future specialty parks (Le Sueur County park land) was updated to include areas specifically identified to meet needs of the specialty activities such as archery, BMX, and skateboard.

Staff recommends adoption of the updated Parks Master Plan as recommended by the Parks and Recreation Advisory Board.

Copies of the draft master plan were previously distributed to the City Council as part of the November 7, 2016 goal session packet.

**FISCAL IMPACT**

There is no immediate fiscal impact to adoption of the plan.

**ALTERNATIVES AND VARIATIONS:**

Do not act: No further action will be taken.

Negative Vote: Staff will await further direction regarding the Parks Master Plan.

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

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

PM/amg

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION AUTHORIZING THE ADOPTION OF THE 2016 PARKS MASTER PLAN**

WHEREAS, the Parks and Recreation Advisory Board updated and completed a new 2016 Parks Master Plan; and

WHEREAS, the Parks and Recreation Advisory Board met jointly with the Planning and Zoning Commission on April 2, 2015 to discuss the Parks Master Plan; and

WHEREAS, City staff reviewed the "draft" Parks Master Plan with City Council at Council Workshop on June 20, 2016; and

WHEREAS, City staff completed the requested changes including a visionary overview, a detail of the Master Plan, identified trends in growth and demographic; and

WHEREAS, the plan recognizes areas for improvement, it also includes areas for the next few years to address trends in recreational activities; and

WHEREAS, funding needs are identified for the parks system to include a funding increase beginning 2020, and;

WHEREAS, the Parks and Recreation Advisory Board is recommending the adoption of the plan with the additional requested City Council changes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: City Council hereby adopts the revised 2016 Parks Master Plan.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of November, 2016.

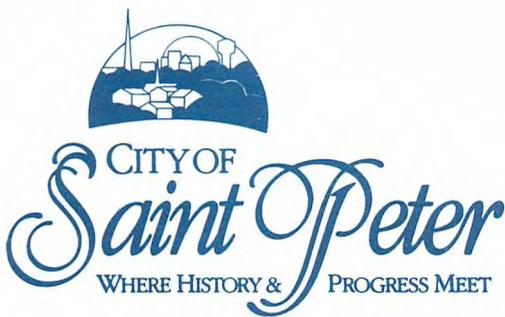
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 11/9/16

**FROM:** Todd Prafke  
City Administrator

**RE:** City Attorney/BCA Joint Powers Agreement

### **ACTION/RECOMMENDATION**

Approve the attached resolutions authorizing the Mayor and City Administrator to enter into Joint Powers Agreements with the State of Minnesota Bureau of Criminal Apprehension (BCA) allowing the City Attorney and the Police Department access to the BCA records.

### **BACKGROUND**

These agreements were initially requested in 2011 by the BCA for the purposes of formalizing the current criminal justice data communications network that is in place. These agreements are being proposed to all users of the system in an effort to memorialize the issues surrounding the system use, security, access and administration. The existing agreements will expire this year and the BCA wishes to renew the agreements.

The agreements do not allow access to any additional data from the BCA or others. It simply is documenting the rules, reporting, and processes that are already in place and have been in place for a number of years.

Without these agreements, the BCA could prohibit access to the system, which would be a significant detriment to prosecution efforts.

### **FISCAL IMPACT:**

There is no additional fiscal impact to this agreement. There is a based cost to these activities of slightly over \$1000. This system is already in place and has been for a number of years.

### **ALTERNATIVES AND VARIATIONS**

Do not act. Staff will wait for further direction, but a significant delay may cause the BCA to limit access after the first of the year.

Negative vote. Staff would wait for direction, but limited ability to access this information on this network would be a major obstacle in our operations and our ability to prosecute for violation of laws.

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.

TP/bal

# COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of St. Peter on behalf of its Prosecuting Attorney (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

## Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 116031, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us)) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.

ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us).

g. **“Court”** shall mean the State of Minnesota, State Court Administrator's Office.

h. **“Subscriber”** shall mean the Agency.

i. **“Subscriber Records”** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

**3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES.** Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

**4. SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

**5. GUARANTEES OF CONFIDENTIALITY.** Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

**6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.**

Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

**7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

**a. Court Data Services Programs.** Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

**b. Court Data Services Databases.** Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

**c. Marks.** Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

**d. Restrictions on Duplication, Disclosure, and Use.** Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. **Proprietary Notices.** Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. **Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. **INJUNCTIVE RELIEF.** Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. **LIABILITY.** Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

**10. AVAILABILITY.** Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

**11.** [reserved]

**12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

**a. Judicial Policy Statement.** Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

**b. Access and Use; Log.** Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

**c. Personnel.** Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

**d. Minnesota Data Practices Act Applicability.** If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

**13. FEES; INVOICES.** Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

**14. MODIFICATION OF FEES.** Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

**15. WARRANTY DISCLAIMERS.**

**a. WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

**b. ACCURACY AND COMPLETENESS OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

**16. RELATIONSHIP OF THE PARTIES.** Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

**17. NOTICE.** Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

**18. NON-WAIVER.** The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

**19. FORCE MAJEURE.** Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

**20. SEVERABILITY.** Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

**21. ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

**22. GOVERNING LAW.** This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

**23. VENUE AND JURISDICTION.** Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

**24. INTEGRATION.** This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

**1. SUBSCRIBER (AGENCY)**

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**2. DEPARTMENT OF PUBLIC SAFETY,  
BUREAU OF CRIMINAL APPREHENSION**

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION**  
delegated to Materials Management Division

By: \_\_\_\_\_

Date: \_\_\_\_\_

**4. COURTS**

Authority granted to Bureau of Criminal Apprehension

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with authorized authority)

Date: \_\_\_\_\_

# COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of St. Peter on behalf of its Police Department (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

## Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 116030, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us)) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.

ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. “**Rules of Public Access**” means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us).

g. “**Court**” shall mean the State of Minnesota, State Court Administrator's Office.

h. “**Subscriber**” shall mean the Agency.

i. “**Subscriber Records**” means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

**3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES.** Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

**4. SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber’s access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber’s duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

**5. GUARANTEES OF CONFIDENTIALITY.** Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

**6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.** Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

**7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

**a. Court Data Services Programs.** Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

**b. Court Data Services Databases.** Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

**c. Marks.** Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

**d. Restrictions on Duplication, Disclosure, and Use.** Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

**e. Proprietary Notices.** Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

**f. Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

**8. INJUNCTIVE RELIEF.** Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

**9. LIABILITY.** Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

**10. AVAILABILITY.** Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

**11.** [reserved]

**12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

**a. Judicial Policy Statement.** Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

**b. Access and Use; Log.** Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

**c. Personnel.** Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

**d. Minnesota Data Practices Act Applicability.** If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

**13. FEES; INVOICES.** Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

**14. MODIFICATION OF FEES.** Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

**15. WARRANTY DISCLAIMERS.**

**a. WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

**b. ACCURACY AND COMPLETENESS OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

**16. RELATIONSHIP OF THE PARTIES.** Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

**17. NOTICE.** Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

**18. NON-WAIVER.** The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

**19. FORCE MAJEURE.** Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

**20. SEVERABILITY.** Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

**21. ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

**22. GOVERNING LAW.** This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

**23. VENUE AND JURISDICTION.** Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

**24. INTEGRATION.** This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

**1. SUBSCRIBER (AGENCY)**

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**2. DEPARTMENT OF PUBLIC SAFETY,  
BUREAU OF CRIMINAL APPREHENSION**

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION**  
delegated to Materials Management Division

By: \_\_\_\_\_

Date: \_\_\_\_\_

**4. COURTS**

Authority granted to Bureau of Criminal Apprehension

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with authorized authority)

Date: \_\_\_\_\_

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 –**

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

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH  
THE CITY OF SAINT PETER ON BEHALF OF ITS' CITY ATTORNEY AND POLICE  
DEPARTMENT**

WHEREAS, the City of Saint Peter on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

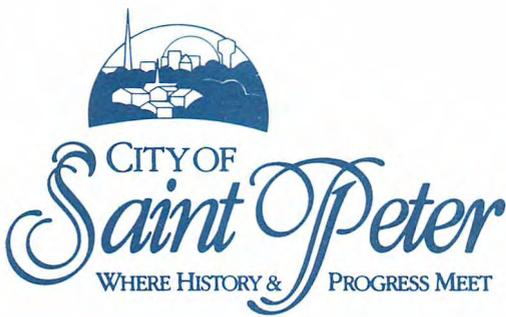
1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Saint Peter on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the City Administrator, Todd Prafke, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State. To assist the Authorized Representative with the administration of the agreement, Chief of Police Matthew Peters is appointed as the Authorized Representative's designee.
3. That City Administrator Todd Prafke, or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State. To assist the Authorized Representative with the administration of the agreement, City Attorney James W. Brandt is appointed as the Authorized Representative's designee.
4. That Charles Zieman,, the Mayor for the City of Saint Peter, and Todd Parke, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of November, 2016.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** November 9, 2016

**FROM:** Paula O'Connell  
Director of Finance

**RE:** 2017 Stormwater Fund Budget

### **ACTION/RECOMMENDATION**

Approve the 2017 Stormwater Fund Budget.

### **BACKGROUND**

The attached documents provide background on the recommended budget for the Stormwater Enterprise Fund for the 2017 year. This fund is used for services that include:

- stormwater management
- planning, review, and inspection of construction in the City right-of-way (ROW) or public improvements
- locating city owned utilities in the 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 2017 are very similar to the plan that was approved in 2016 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 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.

Wages and other cost of operations are seeing a typical increase. The stormwater staff, supervised by a Forman, includes two Infrastructure Technician positions. This structure provides 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 2017 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 \$63,000). We continue to rebuild one or two intersections each year.
- Managing the first phase of the sidewalk improvement program.
- Engineering for the Brown street basin construction. This project will be driven by development in the area, therefore it will be delayed until necessary.
- Maintenance equipment/improvements:
  - Public Works Improvements (i.e. Mechanics area) \$8,500 (10% of \$85,000)
  - Replace Unit #92- '92 GMC 1500 pickup with a used pickup \$15,000
  - Replace unit #1 '03 F150 with a used pickup \$5,000 (33% of \$15,000)
  - Replace Ferris zero turn mower \$6,500

Debt service attributable to this Fund is:

- \$870,000 Taxable G.O. Utility Revenue and TIF Bonds, 2010B;
  - 2016 debt service \$22,600; remaining debt \$61,750; 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. (.3 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 scenarios:

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

This is just informational; there is no additional revenue due to rate increases in the 2017 budget.

**FISCAL IMPACT:**

Based on the proposed budget, it is anticipated that the cash position will decrease from a projected \$393,209 at the end of 2016, to an estimated \$315,696 at the end of 2017. The unrestricted cash on hand for this fund is \$276,121, does reflect 49% of the 2018 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. Staff is monitoring the needs of the new development of Community Spirit Park. If the funding sources fall short for this improvement, the stormwater fund could contribute \$53k to cover the utility infrastructure put in place. Future improvements such as the Brown Street and Dranttel Street Basins could be paid for in part with assessments or tax increment financing. This budget anticipates using \$173,500 of reserves to fund capital purchases.

According to the 10 year capital plan and after the 2017 purchases, annual capital costs will range between \$126,700 and \$625,800. This is going to continue to reduce the reserves of this fund without a future rate adjustment and/or assessments. The 2018 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 plan in the amount of \$813,447 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 2017 year.

**ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for additional direction. There is no law that requires an approved budget. However, it is important to planning and measurement of operation to have the discussion and understanding of the costs and revenues. A budget represents that effort to our auditors.

Negative vote. Staff will wait for additional direction from the Council.

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.

PO/

STORMWATER FUND												
Statement of Sources and Applications of Cash												
	2013	2014	2015	2016	2016	2017	2018	2019	2020	2021	2022	
	Actual	Actual	Actual	Budget	Projected	Proposed Budget						
<b>Sources of Cash:</b>												
Net Income (loss)	(\$65,311)	(\$50,033)	\$56,786	(\$129,802)	(\$99,648)	(\$114,512)	(\$143,030)	(\$122,279)	(\$129,521)	(\$137,411)	(\$145,951)	
Add depreciation	201,577	207,936	232,668	230,000	230,000	230,000	230,000	230,000	230,000	230,000	230,000	
Total	136,266	157,903	289,454	100,198	130,352	115,488	86,970	107,721	100,479	92,589	84,049	
<b>Application of cash:</b>												
Purchase of fixed assets	(145,263)	(79,553)	(307,848)	(935,873)	(138,501)	(173,500)	(625,800)	(381,800)	(302,800)	(156,500)	(155,000)	
Change in assets and liabilities	9,212	(1,781)	(10,728)	0	0	0	0	0	0	0	0	
Principal payments of long-term debt	(76,000)	(77,625)	(40,625)	(19,500)	(19,500)	(19,500)	(19,500)	(81,125)	(81,125)	(60,000)	(60,000)	
Bond Proceeds	0	0		742,973	0	0	450,000	240,000	0	0	0	
Total	(212,051)	(158,959)	(359,201)	(212,400)	(158,001)	(193,000)	(195,300)	(222,925)	(383,925)	(216,500)	(215,000)	
Net increase (decrease) in cash	(75,785)	(1,056)	(69,747)	(112,202)	(27,649)	(77,512)	(108,330)	(115,204)	(283,446)	(123,911)	(130,951)	
Unrestricted Cash - January 1	567,447	491,661	490,605	420,858	420,858	393,209	315,696	207,366	92,162	(191,283)	(315,194)	
restricted reserve	\$39,575	\$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	\$381,283	\$269,081	\$353,634	\$276,121	\$167,791	\$52,587	(\$230,858)	(\$354,769)	(\$485,720)	
Percent of next year operations	85%	75%	64%	48%	61%	49%	32%	14%	-29%	-46%		
Percent of same year operations												-66%

78

**Stormwater Utility Capital Plan**

		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>606.48610</b>	<b>Collector System/Lift Station</b>										
300	Engineering		\$ 12,300	\$ 12,300	\$ 12,800	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 15,000
	North 4th & Madison Intersection Replmt Design	\$ 12,000									
	GIS Phase 2		\$ 5,000		\$ 5,000			\$ 5,000			
532	Utility Infrastructure		\$ 65,000	\$ 65,000	\$ 65,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 75,000	\$ 75,000	\$ 75,000
	North 4th & Chatham Intersection Correction	\$ 63,000									
	Saint Julien Roundabout (non MSA work)				\$ 122,000						
<b>606.48610</b>	<b>Collector System/Lift Station Totals</b>	<b>\$ 75,000</b>	<b>\$ 82,300</b>	<b>\$ 77,300</b>	<b>\$ 204,800</b>	<b>\$ 79,000</b>	<b>\$ 82,000</b>	<b>\$ 89,000</b>	<b>\$ 89,000</b>	<b>\$ 89,000</b>	<b>\$ 90,000</b>
<b>606.48620</b>	<b>Stormwater Treatment</b>										
300	Professional Services / Engineering	\$ 2,500	\$ 12,500	\$ 6,500	\$ 7,000	\$ 7,500	\$ 7,700	\$ 7,700	\$ 7,700	\$ 8,000	\$ 8,000
	Brown Street Basin	\$ 50,000									
520	Building/Structural Improvements-potential add'l gates,etc	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,600	\$ 6,600	\$ 6,600	\$ 7,000	\$ 7,000
532	Land Purchases when there is additional Old Minn Development	\$ -	\$ 25,000		\$ 25,000						
532	HWY 169 N Basin (Drantel Street)	\$ -		\$ 240,000							
532	Brown Street Basin (\$450,000)	\$ -	\$ 450,000								
<b>606.48620</b>	<b>Stormwater Treatment Totals</b>	<b>\$ 58,500</b>	<b>\$ 493,500</b>	<b>\$ 252,500</b>	<b>\$ 38,000</b>	<b>\$ 13,500</b>	<b>\$ 14,300</b>	<b>\$ 14,300</b>	<b>\$ 14,300</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>606.48630</b>	<b>General Plant</b>										
520	Building / Structure Improvements-improvement to address runoff at PW	\$ 5,000			\$ 6,000			\$ 7,000			\$ 7,000
520	Public Works Improvements (2017 = \$85,000) (10% of \$ Total Imp.)	\$ 8,500	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,500	\$ 7,700	\$ 7,700	\$ 7,700	\$ 8,000	\$ 8,000
550	Replace Unit #27- '14 Mack Vactor Truck (25% of \$400,000)							\$ 100,000			
550	Replace Unit # - 16' Army's new vehicle										\$ 35,000
550	Replace Unit #308 - '08 F150 Truck				\$ 31,000						
550	Replace with used & Surplus Unit #92 - 1992 GMC 1500 Truck	\$ 15,000					\$ 25,000				
550	Replace Unit #1- '03 F150 (Surplus/purchase used) (33% of \$15,000)	\$ 5,000					\$ 12,000				
550	Replace Unit #714- '14 F150 (33% of \$36,000)							\$ 12,000			
550	Unit # - 2016 Dodge Caravan (33% of \$30,000)								\$ 10,000		
580	Harper DewEze Mower #914					\$ 45,000					
580	Unit # 75 - 8" Godwin Pump #2		\$ 40,000							\$ 45,000	
580	Unit #613 - 8" Godwin Pump #1							\$ 40,000			
580	Replace # 84 - 1998 5410 John Deere (100% of \$35,000)			\$ 35,000							
580	Hydromulcher							\$ 22,000			
580	John Deere Z970R #715 (50% Water, 50% SW of \$12,000)				\$ 16,000					\$ 16,000	
580	Ferris Mower #909 - SURPLUS (50% Water)						\$ 14,000				
580	Side Mower							\$ 8,700			
580	Replace Parks #808 Ferris zero-turn with new mower (Split with Parks 50%)	\$ 6,500				\$ 6,500					\$ 6,500
580	Rotary Mower			\$ 6,000							
580	Flail Mower					\$ 5,000				\$ 5,000	
580	Mowing Trailer									\$ 4,500	
580	John Deere 540 #113 (33% of \$12,000)			\$ 4,000							
580	Aerator 2012		\$ 3,000								
<b>606.48630</b>	<b>General Plant Totals</b>	<b>\$ 40,000</b>	<b>\$ 50,000</b>	<b>\$ 52,000</b>	<b>\$ 60,000</b>	<b>\$ 64,000</b>	<b>\$ 58,700</b>	<b>\$ 23,400</b>	<b>\$ 181,700</b>	<b>\$ 88,500</b>	<b>\$ 56,500</b>
<b>TOTALS - CAPITAL STORMWATER SYSTEMS</b>		<b>\$ 173,500</b>	<b>\$ 625,800</b>	<b>\$ 381,800</b>	<b>\$ 302,800</b>	<b>\$ 156,500</b>	<b>\$ 155,000</b>	<b>\$ 126,700</b>	<b>\$ 285,000</b>	<b>\$ 192,500</b>	<b>\$ 161,500</b>

bl

**2017 Stormwater Utility Capital Funding Plan**

		FUNDING SOURCE:	RESERVES/ CASH	Equipment Certificate	ASSESS./ Developer Bon	TIF BONDING	Parkland fund	BOND (Finance)	
<b>606.48610</b>	<b>Collector System/Lift Station</b>								
300	Engineering								
	North 4th & Madison Intersection Replacement Design		\$ 12,000						
532	Utility Infrastructure								
	North 4th & Chatham Intersection Correction		\$ 63,000						
<b>606.48610</b>	<b>Collector System/Lift Station Totals</b>		<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
<b>606.48620</b>	<b>Stormwater Treatment</b>								
300	Professional Services / Engineering								
	Miscellaneous Engineering		\$ 2,500						
	Brown Street Basin		\$ 50,000						
520	Building/Structural Improvements		\$ 6,000						
532	Land Purchases when there is additional Old Minn Development		\$ -						
532	Brown Street Basin							\$0	
<b>606.48620</b>	<b>Stormwater Treatment Totals</b>		<b>\$ 58,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,500</b>
<b>606.48630</b>	<b>General Plant</b>								
520	Building/Structure Improvements		\$ 5,000						
520	Public Works Improvements (33% of \$15,000)		\$ 8,500						
550	Replace with used and Surplus Unit #92 - '92 GMC 1500 Truck		\$ 15,000						
550	Replace with used and Surplus Unit #1 - '03 Ford F150 Truck (Split 33%)		\$ 5,000						
580	Replace and trade-in Parks Unit #808 Ferris (Split 50% with Parks)		\$ 6,500						
<b>606.48630</b>	<b>General Plant TOTALS</b>		<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>
<b>TOTALS - CAPITAL STORMWATER SYSTEMS</b>			<b>\$ 173,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 173,500</b>

CITY OF ST. PETER  
PROPOSED BUDGET WORKSHEET  
AS OF: NOVEMBER 9, 2016

606-STORMWATER FUND

REVENUES	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	(----- 2016 -----) CURRENT BUDGET	(----- 2017 -----) Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>STATE AID/GRANTS</u>								
33422 OTHER STATE GRANTS & AID	499	43	43	43	154	154	43	
TOTAL STATE AID/GRANTS	499	43	43	43	154	154	43	
<u>MISCELLANEOUS</u>								
36101 SPECIAL ASSESSMENT PRINCIPAL	545	520	304	1,000	508	1,000	1,000	
TOTAL MISCELLANEOUS	545	520	304	1,000	508	1,000	1,000	
<u>INTEREST INCOME</u>								
36210 INTEREST EARNINGS	2,354	2,883	3,203	3,000	2,070	3,000	3,000	
TOTAL INTEREST INCOME	2,354	2,883	3,203	3,000	2,070	3,000	3,000	
<u>STORMWATER SALES</u>								
37610 RESIDENTIAL - SINGLE FAMILY	219,773	222,717	224,954	226,754	188,290	226,754	226,754	
37615 RESIDENTIAL - LESS THAN 5 MULT	7,399	7,429	7,437	7,500	6,155	7,500	7,500	
37618 RESIDENTIAL-GREATER THAN 5 MUL	12,128	12,942	13,431	13,431	11,582	13,431	13,431	
37620 COMMERCIAL	79,280	79,712	79,761	80,000	66,226	80,000	80,000	
37625 MANUFACTURED HOMES	6,697	6,009	6,009	6,009	5,007	6,009	6,009	
37630 INDUSTRIAL	18,671	18,669	18,671	18,671	15,559	18,671	18,671	
37640 SCHOOLS/RTC	59,912	59,912	59,912	69,362	52,964	63,362	69,362	
37645 CHURCH/ GOVERNMENT	36,512	36,265	36,265	36,265	30,257	36,265	36,265	
TOTAL STORMWATER SALES	440,373	443,656	446,441	457,992	376,041	451,992	457,992	
<u>STORMWATER OTHER</u>								
37650 CONNECTION FEES	0	20,263	0	0	0	0	0	
37656 EROSION CONTROL PERMIT	34,025	39,783	125,854	40,000	115,973	63,000	40,000	
37660 PENALTY REVENUES	3,189	3,315	3,457	3,400	2,840	3,400	3,400	
37670 MISC STORM SEWER REVENUES	11,006	9,992	39,619	20,000	13,946	20,000	20,000	
TOTAL STORMWATER OTHER	48,220	73,353	168,930	63,400	132,758	86,400	63,400	
<u>FIXED ASSET DISPOSAL</u>								
39101 SALE OF GENERAL FIXED ASSET	0	9,000	0	0	1,026	0	0	
TOTAL FIXED ASSET DISPOSAL	0	9,000	0	0	1,026	0	0	
<u>TRANSFER FROM OTHER FUND</u>								
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0	0	
<u>CONTRIBUTED ASSETS</u>								
39210 CONTRIBUTED ASSETS	276,060	( 19,818)	744,643	0	0	0	0	
TOTAL CONTRIBUTED ASSETS	276,060	( 19,818)	744,643	0	0	0	0	
TOTAL REVENUES	768,051	509,637	1,363,563	525,435	512,556	542,546	525,435	

18

606-STORMWATER FUND  
 COLLECTIONS/LIFT STATION  
 EXPENDITURES

			(----- 2016 -----)			(----- 2017 -----)		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>								
49700-100	COLLECTIONS WAGES	79,398	70,823	66,080	127,032	97,774	127,032	123,895
49700-101	COLLECTIONS WAGES - TEMPOR	7,861	9,638	15,457	1,528	11,517	1,528	1,608
49700-102	COLLECTIONS WAGES - OVERTI	329	627	1,247	3,682	2,066	3,682	3,582
49700-112	COLLECTIONS CAR ALLOWANCE	30	0	70	70	100	70	70
49700-121	COLLECTIONS PERA CONTRIBUT	6,793	5,188	5,721	9,804	7,148	9,804	9,561
49700-122	COLLECTIONS FICA CONTRIBUT	6,050	4,891	5,579	8,199	6,518	8,199	8,003
49700-126	COLLECTIONS MEDICARE CONTR	1,415	1,144	1,305	1,918	1,525	1,918	1,872
49700-131	COLLECTIONS HEALTH INSURAN	10,103	6,355	5,212	13,933	6,473	13,933	15,835
49700-132	COLLECTIONS DENTAL INSURAN	1,037	886	873	1,273	1,021	1,273	1,273
49700-133	COLLECTIONS LIFE INSURANCE	38	28	28	47	37	47	47
49700-142	COLLECTIONS UNEMPLOYMENT-D	0	0	0	0	0	0	0
49700-151	COLLECTIONS WORKERS COMPEN	1,097	1,293	4,755	6,331	5,302	6,331	5,775
	TOTAL PERSONNEL SERVICES	114,151	100,873	106,328	173,817	139,481	173,817	171,521
<b>OFFICE EXPENSES</b>								
49700-210	COLLECTIONS OPERATING SUPP	848	1,174	48	1,000	0	100	100
49700-211	COLLECTIONS MOTOR FUELS	0	0	79	500	0	85	250
49700-220	COLLECTIONS REPAIR & MAINT	1,914	1,522	1,295	2,000	104	2,000	2,000
	TOTAL OFFICE EXPENSES	2,762	2,696	1,421	3,500	104	2,185	2,350
<b>PROFESSIONAL SERVICES</b>								
49700-300	COLLECTIONS PROFESSIONAL S	5,566	3,609	12,840	7,500	495	7,500	7,500
49700-360	COLLECTIONS INSURANCE	1,610	1,664	1,626	1,700	1,379	1,379	1,476
	TOTAL PROFESSIONAL SERVICES	7,176	5,273	14,466	9,200	1,874	8,879	8,976
<b>REPAIR &amp; MAINTENANCE</b>								
49700-406	COLLECTIONS MAINS- REP&MAI	3,353	10,417	4,239	5,000	1,145	5,000	5,000
49700-430	COLLECTIONS MISCELLANEOUS	0	0	0	500	0	0	0
49700-433	COLLECTIONS DUES & SUBSCRI	0	0	0	0	0	0	0
	TOTAL REPAIR & MAINTENANCE	3,353	10,417	4,239	5,500	1,145	5,000	5,000
<b>TOTAL COLLECTIONS/LIFT STATION</b>								
		127,442	119,259	126,455	192,017	142,605	189,881	187,847

22

CITY OF ST. PETER  
 PROPOSED BUDGET WORKSHEET  
 AS OF: NOVEMBER 9, 2016

606-STORMWATER FUND  
 TREATMENT  
 EXPENDITURES

			(----- 2016 -----)				(----- 2017 -----)	
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>								
49710-100	TREATMENT WAGES	30,163	29,482	10,094	43,731	19,546	43,731	41,614
49710-101	TREATMENT WAGES - TEMPORAR	1,006	271	657	1,528	49	1,528	1,608
49710-102	TREATMENT WAGES - OVERTIME	0	109	0	1,282	0	1,282	1,222
49710-112	TREATMENT CAR ALLOWANCE	30	0	70	70	100	70	70
49710-121	TREATMENT PERA CONTRIBUTIO	2,055	2,122	1,456	3,376	1,424	3,376	3,213
49710-122	TREATMENT FICA CONTRIBUTIO	1,746	1,763	1,215	2,886	1,158	2,886	2,756
49710-126	TREATMENT MEDICARE CONTRIB	408	412	284	675	271	675	644
49710-131	TREATMENT HEALTH INSURANCE	4,000	3,697	2,183	6,694	2,452	6,694	7,631
49710-132	TREATMENT DENTAL INSURANCE	313	428	264	477	208	477	477
49710-133	TREATMENT LIFE INSURANCE	12	13	8	16	8	16	16
49710-151	TREATMENT WORKERS COMPENSA	317	372	1,680	2,224	1,862	2,224	1,997
	TOTAL PERSONNEL SERVICES	40,050	38,668	17,910	62,959	27,078	62,959	61,248
<b>OFFICE EXPENSES</b>								
49710-210	TREATMENT OPERATING SUPPLI	7,944	7,989	7,737	8,000	10,441	6,500	8,000
49710-211	TREATMENT MOTOR FUELS	8,120	9,368	5,497	8,000	5,776	5,500	7,000
49710-220	TREATMENT REPAIR & MAINT.	1,022	989	279	1,000	94	300	1,000
	TOTAL OFFICE EXPENSES	17,086	18,346	13,513	17,000	16,310	12,300	16,000
<b>PROFESSIONAL SERVICES</b>								
49710-300	TREATMENT PROFESSIONAL SER	176	25,074	3,594	3,000	5,484	3,000	3,000
49710-360	TREATMENT INSURANCE	564	626	943	1,000	360	360	385
49710-380	TREATMENT UTILITIES	2,187	3,399	726	3,500	1,029	2,000	1,100
	TOTAL PROFESSIONAL SERVICES	2,927	29,099	5,264	7,500	6,873	5,360	4,485
<b>REPAIR &amp; MAINTENANCE</b>								
49710-404	TREATMENT EQUIP&MACH-REP&M	3,058	4,388	693	5,000	4,114	5,000	5,000
49710-405	TREATMENT PONDS- REP&MAINT	449	0	0	5,000	420	2,500	2,500
49710-406	TREATMENT REPAIR & MAINT-M	0	3,180	61	4,000	734	2,500	2,500
49710-415	TREATMENT EQUIPMENT RENTAL	0	0	159	50	18	50	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	3,507	7,568	914	14,120	5,286	10,120	10,120
<b>TOTAL TREATMENT</b>								
		63,569	93,681	37,601	101,579	55,547	90,739	91,853

83

606-STORMWATER FUND  
 ADMINISTRATION AND GENERA  
 EXPENDITURES

		(----- 2016 -----)			(----- 2017 -----)			
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>								
49720-100	ADMIN AND GENERAL WAGES	71,132	66,176	74,525	41,518	53,944	45,000	43,311
49720-101	ADMINISTRATION AND GENERAL	1,193	352	363	0	1,100	0	0
49720-102	ADMIN AND GENERAL WAGES -	246	274	156	312	126	312	323
49720-112	ADMINISTRATION AND GENERAL	197	144	144	144	120	144	144
49720-121	ADMIN AND GENERAL PERA CON	5,119	4,693	5,277	3,130	3,857	3,400	3,266
49720-122	ADMIN AND GENERAL FICA CON	4,214	3,871	4,218	2,593	3,140	2,800	2,705
49720-126	ADMIN AND GENERAL MEDICARE	986	905	986	607	735	650	633
49720-131	ADMIN AND GENERAL HEALTH I	12,346	10,396	11,290	11,248	8,506	11,248	12,976
49720-132	ADMIN AND GENERAL DENTAL I	941	1,040	964	668	726	668	668
49720-133	ADMIN AND GENERAL LIFE INS	30	27	25	16	19	17	16
49720-151	ADMIN AND GENERAL WORKERS	3,792	4,528	426	436	365	436	448
	TOTAL PERSONNEL SERVICES	100,194	92,407	98,372	60,672	72,636	64,675	64,490
<b>OFFICE EXPENSES</b>								
49720-200	ADMIN AND GENERAL OFFICE S	183	54	150	500	0	500	500
49720-205	ADMIN AND GENERAL MISC. EM	2,963	3,450	3,494	3,300	3,732	3,300	3,300
49720-210	ADMIN AND GENERAL OPERATIN	304	84	620	1,000	191	1,000	1,000
49720-211	ADMIN AND GENERAL MOTOR F	0	810	0	500	0	50	50
49720-220	ADMIN AND GENERAL SUPPLIES	0	0	0	150	0	0	150
	TOTAL OFFICE EXPENSES	3,450	4,398	4,264	5,450	3,923	4,850	5,000
<b>PROFESSIONAL SERVICES</b>								
49720-300	ADMIN AND GENERAL PROFESSI	775	862	1,357	1,200	81	1,200	1,000
49720-321	ADMIN AND GENERAL TELEPHON	2,603	2,751	2,526	2,700	2,088	2,700	2,500
49720-322	ADMIN AND GENERAL POSTAGE	0	26	82	500	166	500	500
49720-331	ADMIN AND GENERAL TRAVEL &	2,703	5,772	4,656	5,000	1,583	4,000	4,000
49720-340	ADMIN AND GENERAL ADVERTIS	0	168	208	1,000	0	200	75
49720-351	ADMINAND GENERAL LEGAL NOT	43	124	1,966	100	63	100	100
49720-354	ADMIN AND GENERAL PRINTING	0	0	190	200	0	200	200
49720-360	ADMIN AND GENERAL INSURANC	1,005	1,143	943	1,150	803	803	859
49720-380	ADMIN AND GENERAL UTILITIE	0	0	0	0	0	0	0
	TOTAL PROFESSIONAL SERVICES	7,131	10,846	11,929	11,850	4,785	9,703	9,234
<b>REPAIR &amp; MAINTENANCE</b>								
49720-401	ADMINISTRATION AND GENERAL	0	0	4,637	100	799	100	100
49720-404	ADMIN AND GENERAL EQUIP- R	603	1,245	644	1,500	653	1,500	1,200
49720-430	ADMIN AND GENERAL MISCELLA	0	0	0	0	0	0	0
49720-433	ADMIN AND GENERAL DUES & S	785	25	760	2,000	1,260	2,000	1,000
	TOTAL REPAIR & MAINTENANCE	1,388	1,270	6,041	3,600	2,711	3,600	2,300
<b>TOTAL ADMINISTRATION AND GENERA</b>		<b>112,164</b>	<b>108,921</b>	<b>120,605</b>	<b>81,572</b>	<b>84,056</b>	<b>82,828</b>	<b>81,024</b>

84

606-STORMWATER FUND  
 CUSTOMER ACCOUNTS  
 EXPENDITURES

			2016			2017		
2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED	
ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<u>PERSONNEL SERVICES</u>								
49725-100	CUSTOMER ACCTS WAGES	9,449	9,407	9,498	9,068	9,041	9,068	9,327
49725-102	CUSTOMER ACCTS WAGES - OVE	5	0	31	325	38	325	334
49725-121	CUSTOMER ACCTS PERA CONTRI	674	668	694	704	650	704	725
49725-122	CUSTOMER ACCTS FICA CONTRI	539	518	544	582	512	582	599
49725-126	CUSTOMER ACCTS MEDICARE CO	126	121	128	136	120	136	140
49725-131	CUSTOMER ACCTS HEALTH INSU	3,511	3,404	2,664	3,612	1,963	3,612	4,153
49725-132	CUSTOMER ACCTS DENTAL INSU	238	225	218	187	215	187	187
49725-133	CUSTOMER ACCTS LIFE INSURA	5	5	4	4	4	4	4
49725-151	CUSTOMER ACCTS WORKERS COM	54	47	55	72	60	72	71
TOTAL PERSONNEL SERVICES		14,600	14,396	13,835	14,690	12,603	14,690	15,540
<u>OFFICE EXPENSES</u>								
49725-200	CUSTOMER ACCTS OFFICE SUPP	0	0	0	185	0	0	50
49725-211	CUSTOMER ACCTS MOTOR FUELS	0	0	0	0	0	0	0
TOTAL OFFICE EXPENSES		0	0	0	185	0	0	50
<u>PROFESSIONAL SERVICES</u>								
49725-300	CUSTOMER ACCTS PROFESSIONA	5	5	5	300	5	50	50
49725-322	CUSTOMER ACCTS POSTAGE	0	0	0	35	0	0	0
49725-331	CUSTOMER ACCTS TRAVEL & TR	600	510	510	510	170	510	510
49725-354	CUSTOMER ACCTS PRINTING &	0	0	0	125	0	0	0
49725-360	ADMIN AND GENERAL INSURANC	152	173	131	175	97	97	104
TOTAL PROFESSIONAL SERVICES		757	689	646	1,145	272	657	664
49725-331	CUSTOMER ACCTS TRAVEL & TR	PERMANENT NOTES: rain barrels						
<u>REPAIR &amp; MAINTENANCE</u>								
49725-404	CUSTOMER ACCTS EQUIP- REP&	0	0	0	260	0	0	0
49725-430	CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE		0	0	0	260	0	0	0
<u>BAD DEBT</u>								
49725-904	CUSTOMER ACCTS BAD DEBT EX	27	13	52	120	( 4)	120	100
TOTAL BAD DEBT		27	13	52	120	( 4)	120	100
TOTAL CUSTOMER ACCOUNTS		15,384	15,097	14,533	16,400	12,870	15,467	16,354



CITY OF ST. PETER  
PROPOSED BUDGET WORKSHEET  
AS OF: NOVEMBER 9, 2016

606-STORMWATER FUND  
DEPRECIATION EXPENSE  
EXPENDITURES

	2013	2014	2015	(----- 2016 -----)		(----- 2017 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>REPAIR &amp; MAINTENANCE</u>								
49970-420 DEPRECIATION EXPENSE DEP	201,577	207,936	232,668	230,000	199,146	230,000	230,000	
TOTAL REPAIR & MAINTENANCE	201,577	207,936	232,668	230,000	199,146	230,000	230,000	
TOTAL DEPRECIATION EXPENSE	201,577	207,936	232,668	230,000	199,146	230,000	230,000	

2/8

CITY OF ST. PETER  
PROPOSED BUDGET WORKSHEET  
AS OF: NOVEMBER 9, 2016

606-STORMWATER FUND  
INTEREST EXPENSE  
EXPENDITURES

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016			2017	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>AGENT FEES</u>								
49980-611 INTEREST EXPENSE BOND INTE	8,540	5,756	4,405	3,900	3,900	3,900	3,100	
TOTAL AGENT FEES	8,540	5,756	4,405	3,900	3,900	3,900	3,100	
<hr/>								
TOTAL INTEREST EXPENSE	8,540	5,756	4,405	3,900	3,900	3,900	3,100	

87

CITY OF ST. PETER  
PROPOSED BUDGET WORKSHEET  
AS OF: NOVEMBER 9, 2016

606-STORMWATER FUND  
TRANSFERS AND CONTRIBUTIO  
EXPENDITURES

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016			2017	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>TRANSFERS</u>								
49990-720 TRANSFERS AND CONTRIBUTION	28,624	28,838	25,868	29,769	21,996	29,379	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	28,624	28,838	25,868	29,769	21,996	29,379	29,769	
<hr/>								
TOTAL TRANSFERS AND CONTRIBUTIO	28,624	28,838	25,868	29,769	21,996	29,379	29,769	

88

CITY OF ST. PETER  
 PROPOSED BUDGET WORKSHEET  
 AS OF: NOVEMBER 9, 2016

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

	(----- 2016 -----) (----- 2017 -----)							
	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PROFESSIONAL SERVICES</u>								
48610-300 CAPITAL-COLLECTOR SYSTEM P	4,887	5,053	1,110	19,500	14,217	19,500	12,000	
TOTAL PROFESSIONAL SERVICES	4,887	5,053	1,110	19,500	14,217	19,500	12,000	
48610-300 CAPITAL-COLLECTOR SYSTEM P	NEXT YEAR NOTES: N.4th & Madison Intersection Replacement Design \$12,000							
<u>CAPITAL</u>								
48610-520 CAPITAL-COLLECTOR SYSTEM B	0	0	0	0	0	0	0	
48610-532 CAPITAL-COLLECTOR SYSTEM U	0	1,334	0	437,600	0	0	63,000	
TOTAL CAPITAL	0	1,334	0	437,600	0	0	63,000	
48610-532 CAPITAL-COLLECTOR SYSTEM U	NEXT YEAR NOTES: N.4th & Chatham Instersection Correction \$63,000							
TOTAL CAPITAL-COLL SYT/LIFT ST	4,887	6,387	1,110	457,100	14,217	19,500	75,000	

68

606-STORMWATER FUND  
 CAPITAL-TREATMENT SYSTEM  
 EXPENDITURES

			----- 2016 -----			----- 2017 -----		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>PROFESSIONAL SERVICES</u>								
48620-300	CAPITAL-TREATMENT SYSTEM P	0	0	133,373	0	15,000	52,500	
TOTAL PROFESSIONAL SERVICES		0	0	133,373	0	15,000	52,500	
48620-300	CAPITAL-TREATMENT SYSTEM P	NEXT YEAR NOTES: 2017 Misc Engineering \$2,500 Brown Street Basin \$50,000						
<u>CAPITAL</u>								
48620-510	CAPITAL-TREATMENT SYSTEM L	0	0	0	325	0	0	
48620-520	CAPITAL-TREATMENT SYSTEM B	0	0	5,000	0	5,000	6,000	
48620-532	CAPITAL-TREATMENT SYSTEM U	0	0	250,000	0	0	0	
48620-580	CAPITAL-TREATMENT SYSTEM O	912	0	0	0	0	0	
TOTAL CAPITAL		912	0	255,000	325	5,000	6,000	
48620-520	CAPITAL-TREATMENT SYSTEM B	PERMANENT NOTES: Bldg/Structure Imprvmts						
48620-532	CAPITAL-TREATMENT SYSTEM U	NEXT YEAR NOTES: Brown St Basin Construction Cost \$450,000-changed to \$0 Land purchases when there is additional Old Minn Dev. \$25,000-changed to \$0.						
TOTAL CAPITAL-TREATMENT SYSTEM		912	0	0	388,373	325	20,000	58,500

96

606-STORMWATER FUND  
 CAPITAL-GENERAL PLANT  
 EXPENDITURES

			----- 2016 -----			----- 2017 -----		
	2013	2014	2015	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>CAPITAL</b>								
48630-520	CAPITAL-GENERAL PLANT BUIL	0	0	0	5,000	13	13,601	13,500
48630-550	CAPITAL-GENERAL PLANT MOTO	0	0	0	31,000	7,775	31,000	20,000
48630-580	CAPITAL-GENERAL PLANT OTHE	5,170	0	2,383	54,400	0	54,400	6,500
	TOTAL CAPITAL	5,170	0	2,383	90,400	7,788	99,001	40,000
48630-520	CAPITAL-GENERAL PLANT BUIL	NEXT YEAR NOTES: Bldg/Structure Improvement \$5,000 Mechanic's Shop 2016 \$8,601 share of \$86,013 Mechanic's Shop 2017 \$8,500 share of \$85,005 both split between = water, wastewater, stormwater & Enviro 10% each; electric 15%; streets & Parks 20% each, transit 5%.						
48630-550	CAPITAL-GENERAL PLANT MOTO	NEXT YEAR NOTES: 2017 Surplus unit #92 and replace with used truck.\$15,000 Surplus unit #1 and replace with used truck \$5,000 (33% split with water and wastewater)						
48630-580	CAPITAL-GENERAL PLANT OTHE	NEXT YEAR NOTES: Replace and trade-in Parks #808 Ferris Mower (Split with Parks 50%) \$6,500						
TOTAL CAPITAL-GENERAL PLANT		5,170	0	2,383	90,400	7,788	99,001	40,000
TOTAL EXPENDITURES		568,270	585,875	565,629	1,591,110	542,451	780,695	813,447
REVENUE OVER/(UNDER) EXPENDITURES		199,781	( 76,238)	797,934	( 1,065,675)	( 29,895)	( 238,149)	( 288,012)

16

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 -**

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

**RESOLUTION ADOPTING THE 2016 STORMWATER ENTERPRISE BUDGET**

BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following budget amount for the Stormwater Enterprise Fund of the City of Saint Peter are adopted for 2017:

Stormwater Fund      \$813,447

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of November 2016.

---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2016 –**

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

**RESOLUTION CALLING FOR CLOSED SESSION**

WHEREAS, Minnesota Statutes allow for closed sessions of the Council for discussion of specific issues including land sale negotiations; and

WHEREAS, the City Administrator recommends a closed session be called for discussion regarding sale of City owned property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session as provided for under Minnesota Statutes for discussion of land sale negotiations for the City owned property previously utilized as the wastewater treatment ponds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of November, 2016.

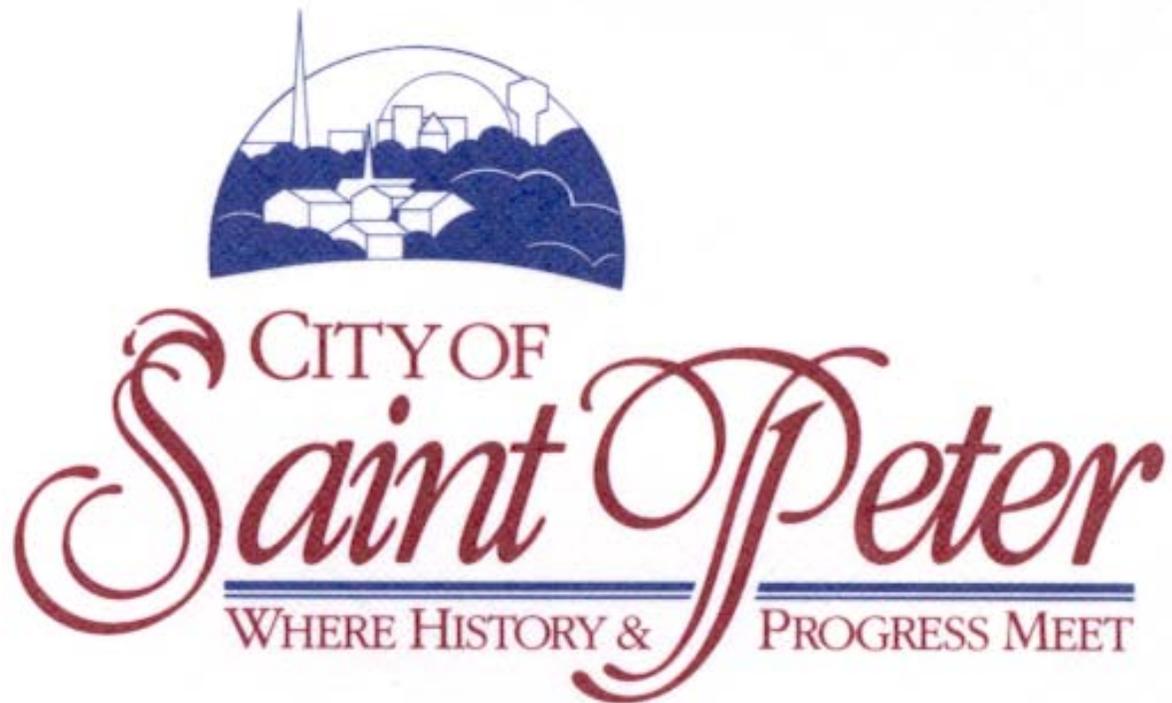
---

Charles Zieman  
Mayor

ATTEST:

---

Todd Prafke  
City Administrator



# COMPREHENSIVE PLAN

2016

# TABLE OF CONTENTS

<u>CONTENT</u>	<u>PAGE</u>
<b>Chapter I. INTRODUCTION</b>	
<u>Comments</u>	
2016 - John Kvamme (Saint Peter City Council / St. Peter Planning Commission)	2 - 4
2005 - Todd Prafke (Saint Peter City Administrator)	5 - 6
2004 - Sheryl Winston Smith (Chairperson, Saint Peter Planning Commission)	7 - 9
1995 - Bob Moline (Chairperson, Saint Peter Planning Commission)	10 - 12
<b>Chapter II. GENERAL CHARACTERISTICS &amp; CITY AMENITIES</b>	
<u>Education</u>	
Saint Peter Public Schools	14
2015 Bond Referendum – New SPHS Construction	14
Private Educational Opportunities	15
Gustavus Adolphus College	15
Leo Hoffman Center	16
<u>Health Care</u>	
River's Edge Hospital	17
Mankato Clinic – Daniels Health Center	17
Mayo Health Systems	18
Home Health Services	18
<u>Senior Housing</u>	
Benedictine Living Community (Benedictine Health Services)	19
Prairie Hill & Sand Hill (Ecumen)	19
Pheasants Ridge	19
Heritage Meadows (Good Samaritan)	19
<b>Chapter III. DETAILED CHARACTERISTICS</b>	
<u>Land Use</u>	
Existing Land Use	
Residential	21
Commercial	22
Industrial	22
Institutional / Educational	22
Gateway Overlay District	23
Heritage Preservation District	23
<u>Building Permit Trends</u>	23
<u>General Planning Principles</u>	24
<u>Downtown Development Priorities</u>	25
<u>North Commercial Development Priorities</u>	25
<u>Future Land Use</u>	26

<u>Demographics</u>	
Population	28
Population by Age	29
Employment & Economy	29
Employment / Wages by Industry	30
Annual Covered Employment	30
Labor Shed – Commuter Data	33
Commuting Patterns	33
Largest Employers	35
Race	36
<u>Housing</u>	
Household Trends	37
Household Projections	38
Building Better Neighborhoods	39
Rental Licensure / Inspections	41
Foreclosures (2007 – ‘09)	41
2012 Housing Study Update Recommendations	41
2014 Housing Study Update	42
<u>Utilities</u>	
Wastewater / Sewer	44
Water	44
Stormwater	44
Electric	
Southern Minnesota Municipal Power Agency	45
Co-Generation Plant	45
Electric Load Management	46
Telecommunications	46
Natural Gas	47
Solid Waste / Garbage	47
Recycling	47
<u>Transportation</u>	
U.S. Highway 169	48
2010 Autumn Flooding	49
RCUT Intersections	49
2014 Flood Mitigation Project	49
Future Highway Improvements	
2016 Flood Mitigation Project	50
2017 Highway #99 Improvements	50
Intersection Management Planning	50
Collector Street Program	51
Trail System	52
Snowmobile Trail Proposal	52
Sidewalk Master Plan	52
MN Comprehensive Statewide Freight & Passenger Rail Plan	53
Mankato Regional Airport	53
Saint Peter Public Transportation	53;
Multi-County Transit Planning	54
Intercity Bus	54
Cab Service	54

## **Chapter IV. PARK MASTER PLAN**

## **Chapter V. DEVELOPMENT GOALS & POLICIES**

<u>Residential Development Goals &amp; Policies</u>	57
<u>Commercial Development Goals &amp; Policies</u>	59

Industrial Development Goals & Policies

61

Parks & Playgrounds Goals & Policies

62

CHAPTER

I

INTRODUCTIONS

# INTRODUCTION TO THE COMPREHENSIVE PLAN 2016

## John Kvamme Saint Peter City Council and Planning Commission

Saint Peter is a lovely little town in a beautiful river valley between agriculture to the west and lakes to the east. We are near, but not too near, the Twin Cities. We have local history that helped shape the early years of the State of Minnesota and we have local history that is important only to us. We have a Central Business District on the National Register of Historic Places. Our community is filled with parks and beautiful old homes and is vibrant with cultural, civic and athletic activities. We have the necessities - college, public schools and hospital - to be a self-contained community, yet have a neighboring Regional Commercial Center. Memories of the 1998 tornado begin to fade, but the modernized public infrastructure remains.

Saint Peter is no longer the mythical village where everyone knows your name, but we are still small enough that shopkeepers recognize you and grocery store visits result in conversations. Our population has jumped fifteen percent in the past decade, but the benefits that come with this are accompanied by new challenges for us to address.

We enjoy community blessings that express the uniqueness that is Saint Peter and define who we are. These assets need and deserve to be nurtured, encouraged and promoted.

- We have stable employers such as the County, School District, River's Edge Hospital, Regional Treatment Center and Gustavus Adolphus College. It would be nice to have more retail and more industrial, but increased population will make those easier to attract.
- We have community identity through our schools and hospital. Small towns without these begin to wither.
- We have cultural, civic, religious and athletic events sponsored and encouraged by Gustavus Adolphus and by the people our local institutions attract to the community. These individuals are an invisible asset.
- We have arts, civic, religious and youth organizations that sponsor activities with a constant chaos of choice. The bonding among the participants and the positive feelings towards the community generated within those involved can be as important to us as the activities.
- We have unique specialty shops for residents and visitors. It is an effective way to maintain commercial vitality in the shadow of Mankato.
- We have proximity to Mankato for the services and entertainment offered there and for the pool of consumers for our specialty stores and for our local events. These are the two sides of the Mankato coin.

- We have housing options for a range of ages, incomes and lifestyles located in a variety of neighborhoods. This is new in the last fifteen years and has had a profound effect on the community.
- We have walkability in our community and good density of development. These are advantages too easily lost in the rush and excitement of new development.
- We have natural amenities that promote outdoor activities by residents and visitors. These assets are under-utilized and deserving of more attention.
- We have public and civic organizations with an active interest in conversation, collaboration and cooperation among each other.
- We have local government with more resources than most small Minnesota communities and a willingness to be proactive and innovative.

As wonderful as we think our community is, internal and external forces continue to push change upon us. This Plan is an attempt to address the challenges and opportunities we can already see and to give us a context for addressing those coming that we cannot see.

Here are seven areas that merit our concern and attention. None are “problems” that can be “solved”. Rather, each one is an ongoing issue that will always be with us. Each one could be on this list for almost any small town. Each one has layers of implications for the future of the community. Each one requires a multi-part, multi-year approach that requires the participation of many.

- Changing demographics, whether ethnic diversity or economic disparity or services for an aging population.
- Maintaining the size of our school age population.
- Providing attractive alternatives to keep consumers in town, whether for shopping, services, healthcare, education, athletics or entertainment.
- Encouraging development that augments and enhances the character of Saint Peter and avoids the general sameness of “Anywhere, USA”.
- Taking advantage of the natural features we have – river, bluffs and flood plain.
- Responding to a changing state tax climate that is putting more reliance on local resources.
- Accommodating the pluses and minuses of Highway 169 running through the middle of our downtown.

We write a Comprehensive Plan to expand our thinking to the possibilities, to focus our thinking on the obstacles, to open our thinking to the alternatives and to channel our thinking to the practical and the possible.

This Comprehensive Plan is a framework upon which we can hang the language pattern of these contradictions and incompatibilities. It provides a way to organize and structure our

hopes and dreams for ourselves and for our community. It is our continuation of the hard work, the foresight and the courage of conviction of those public servants and civic volunteers who have come before us. They have provided us building blocks, but it is our privilege to continue their work for the Saint Peter we love.

# INTRODUCTION TO THE COMPREHENSIVE PLAN 2005

**Todd Prafke  
City Administrator**

Where do you want to go today? A question that many ask themselves on a regular basis; it brings up thoughts of going to the store or neighborhood after a long day at work. It is also a question that has been used as an introduction to a bigger picture thought process. The question is a thought process that involves the future of Saint Peter and as stewards of that future, we ask where?

In the aftermath of the 1998 tornado, many previously held ideas and thoughts about our community were brought once more to the forefront, to be weighed against the current reality and our wishes for the next 20 to 30 years. These ideas were challenged based on the hope that the tornado, which brought tremendous devastation, also brought a clean slate, that golden opportunity to rethink the past thoughts and make sure they match our current hopes.

The spring of 1999 brought the Minnesota Design Team (MDT) to town with one central mission. That mission was to help us think, talk and focus on what we want our future to be. The MDT did this through a number of charts over a weekend and brought upwards of 200 people into the discussion to talk, plan and express community values and how they relate to the future of Saint Peter.

A number of key points were brought to the forefront including our strong wish to be connected to the past; not only in knowing our history, but in the realization that the design of our community had value and that we could impact the quality of life through the design. That a variety of designs for places to live is better than one or two choices. That our “old town” neighborhoods really held some relevance for living today, including size, shape, pedestrian access, and economies of scale that, although not enjoyed by everyone, certainly can have a great impact in how one chooses to live.

In the aftermath of the tornado, many voiced concern that Saint Peter would see a decline in its habitability for families and that the attractions of larger communities would play a strong role in our decline. In reality, we have seen substantial growth. Growth has brought with it concerns over the type of neighborhood and other developments that will occur. The goal for many has been to manage that growth and all that comes with it by providing alternatives to developers that not only support their financial needs, but also the physical needs of the community and those that reside here.

The difference between the Comprehensive Plan of 10 years ago and this one, is that the last plan understood that change here has been relatively slow. This offered us time for reasoned assessment. It gave us time for a process that allowed for a number of different perspectives. Change now will be faster and in bigger groups. We must have our plan laid out further in advance and have the ability to facilitate growth in ways that push the community goals that we enjoy today. Our challenge is to manage growth to a level that is sensible. It is to ensure that we do not suffer from the consequences of building neighborhoods that disconnect us from the community. That our history of neighborhood development stays strong in that we build neighborhoods that are truly a place to live; not just a place to park and sleep. That we build places for work that have their own “neighborhood feel”. As Bob Moline put it in the last

Comprehensive Plan introduction, “Saint Peter; our town becomes their ‘place in the country’...these people who can create new employment opportunities here and thus bring variety, new perspective, and fresh energy to town.”

Our role as a retail center is now diminished by the large retail draw of Mankato and the focus on our downtown is that of a beautiful river community with basic goods and services as well as the service of uncommonly unique shops and food and beverage opportunities. That should not be taken as a white flag of surrender in the retail arena, but rather as knowledge that our niche is secure in providing specific retail.

These may be some of the salient points that might be the basis for our future:

- Growth has brought new energy and opportunities but it must be managed and should not go forward without limits. We should only grow to a certain point. Now whether that point is a population figure or a line drawn on a map at the next bluff line has yet to be determined. But there is a limit to our growth. Then, as stewards of the community, we must focus on redevelopment within those boundaries.
- That our economic base is driven by Gustavus Adolphus College and the Regional Treatment Center. Other business ventures, including not-for-profit agencies, are now making up a more significant part of our base. We should facilitate the broadening of that base and provide for organized movement into the future.
- The retail sector will continue to be a complement to the retail magnet that is Mankato, and our niche will be known as a destination point for those who want that something “special” including the best service.
- People will not only find Saint Peter a desirable retirement locale because of ample senior housing options and new hospital and clinics, but families will find it alluring because neighborhoods and neighborhood designs provide the surroundings they want in raising their families.
- Increasing numbers of peoples will continue to see the benefits of a smaller community with the amenities of larger communities close by, and the infrastructure of the best communities already built in.

We are like the river that now is our eastern boundary; we will continue to see changes in our path. We will see the water rise and recede, but change will continue to be the standard that we are defined by. Where do you want to go today? It’s more than just going home or to the store; it’s not about where you want to go today, it’s really about where we want to be tomorrow.

# Community Identity

## 2004

**Sheryl Winston Smith**  
**Chairperson, Saint Peter Planning Commission**

Many people say that St. Peter is a great place to raise a family. This statement has far broader implications than simply raising a family. When people say this, it is a shorthand for many attributes which together makes St. Peter a vibrant and vital community. St. Peter is a place that is large enough to offer many amenities yet small enough to remain a small town that is truly a community. St. Peter is a small, historic city located in the scenic Minnesota River Valley and is the county seat of Nicollet County. It has many attributes that are desirable and are also distinct to this city, contributing to the sense of place which makes St. Peter uniquely St. Peter and not just any place.

This section on Community Identity delineates these unique and desirable characteristics and suggests goals which will promote and enhance these attributes.

### ***Historic Identity***

St. Peter resonates with history. First settled in 1853, St. Peter is one of the oldest cities in the state. St. Peter was the home of 5 governors. The Traverse des Sioux Treaty was signed in St. Peter, and the site is now marked by the Treaty Site History Center which provides educational displays and houses the Nicollet County Historical Society. Historic Minnesota Square Park reminds townspeople and visitors of the foiled attempt to make St. Peter the state capital. The local newspaper, the St. Peter Herald, has been published since 1884.

The city of St. Peter includes many architecturally and historically notable structures, including the E.P. Bassford designed Nicollet Hotel, the E. St. Julien Cox House, and the newly renovated Nicollet County Courthouse. More than 40 buildings have been designated on the National Register of Historic Places, including residences and the Central Business District, which was placed on the National Register in 2001.

St. Peter also includes historic institutions which continue to play an important role in the community. Gustavus Adolphus College has been an important presence in the city since 1876. The St. Peter Regional Treatment Center was the first psychiatric treatment facility of its kind in the state and currently includes a museum.

### ***Arts and Culture***

St. Peter boasts opportunities for arts and culture not seen in most cities of similar size, enhancing the quality of life for residents and bringing people to town as a destination. The St. Peter Arts Center offers classes and displays by local artists. Concerts, plays and dance recitals are presented throughout the year at Gustavus Adolphus College. The college also houses the Hillstrom Museum of Art.

St. Peter hosts several annual events which are a draw to residents and visitors. The Old Fashioned Fourth of July Celebration lines Minnesota Avenue with spectators every July Fourth to view the floats and bands on parade, culminating in Minnesota Square Park and

ending with a twilight fireworks display at the fairgrounds. Every summer, St. Peter is home to the Nicollet County Fair which is located in walking proximity to much of the town. The widely attended annual Rock Bend Folk Festival has been bringing music and crafts to St. Peter for 13 years and fills Minnesota Square Park for a fall weekend.

### ***College Town***

St. Peter has been home to Gustavus Adolphus College since 1876, and the college and the city benefit from one another. The college is the second largest employer in the town, and attracts faculty and students from all over the world. With approximately 2500 students, the college is an important presence in town. The college also offers annual events which draw numerous visitors, including the Nobel Conference and the Christmas in Christ Chapel celebration.

### ***School System***

St. Peter is fortunate to retain its own public school district which provides a high quality education for residents on a scale in which individuals are able to thrive. The kindergarten through 12<sup>th</sup> grade school system is divided into an elementary, intermediate, and junior/senior high school. High school students also take advantage of classes at Gustavus. Many programs are offered through the school system, including family and community education programs, such as the Early Childhood Family Education program.

In addition to the public school system, St. Peter also is home to several private, religious schools. The John Ireland Catholic School offers kindergarten through sixth grade education. The St. Peter Evangelical Lutheran School offers kindergarten through eighth grade education.

### ***Civic Connectedness***

Elements of civic connectedness are key threads woven into life in St. Peter. The ability of the city to rebuild following the 1998 tornado has been widely noted. As the city web page notes, "Our small town life is the good life. Walking down the street means greeting friends, neighbors and strangers alike with a smile and a "hello"." St. Peter is a place where the lifestyle offers much for everyone from children to elderly residents. The newly built Community Center is a focal point for community meetings and programs and is centrally located in town, allowing many residents to walk and bike to it and the attached public library. The proud display of flags lining Minnesota Square Park for holidays such as Memorial Day, July Fourth, and Veterans' Day are a visual sign of civic pride. A low rate of crime and general sense of security are also important elements of life in St. Peter.

St. Peters' residential neighborhoods enhance the civic connectedness of the City. The older historic residential neighborhoods benefit from the walkable grid pattern and provide interconnected access to downtown, schools, and parks. Innovative design principles were realized in the creation of Nicollet Meadows which seeks to foster connectedness and a sense of neighborhood in a newer residential area

### ***Downtown St. Peter and the Central Business District***

The Central Business District of St. Peter is the economic heart of downtown. Designated on the National Register of Historic Places, the Central Business District includes a

vibrant mix of stores that are essential to everyday life and those that provide specialty items. While it is hard for small town centers to thrive in the automobile-centered age, a vital downtown remains an essential element of community identity. It is notable that downtown St. Peter is nearly fully-occupied at this time. It is also notable that in the era of the automobile, daily errands can be achieved on foot in St. Peter given the proximity of stores, banks, and Post Office and other key services to one another.

### ***Government and Non-Profit Institutions***

St. Peter is distinct in the preponderance of government and non-profit institutions that contribute to the local economy. This includes the Nicollet County government, St. Peter Regional Treatment Center, Scholarship America, the Minnesota School Board Association, and Gustavus Adolphus College, as well as other small institutions.

### ***Public Places and Green Spaces***

The parks and green spaces in St. Peter contribute to the quality of life. Minnesota Square Park hosts events large and small and provides a welcoming view as people ride by on Minnesota Avenue. The riverfront park provides views and access to the Minnesota River and is perhaps an underutilized resource in St. Peter. Linnaeus Arboretum on the campus of Gustavus Adolphus College provides plantings and pathways for working. Numerous other parks and green spaces are venues for picnics and ballgames in St. Peter.

### **Goals**

New projects that are consistent with the Comprehensive Plan should complement and build on the unique and desirable attributes of St. Peter as much as possible. Some goals include:

- Preserve and enhance the historic and aesthetic attractiveness of St. Peter.
- Preserve the small town character and quality of life in St. Peter.
- Maintain and preserve interconnected walkable neighborhoods.
- Maintain and strengthen St. Peter as a destination city with a vibrant downtown and historic and cultural opportunities and events.
- Promote downtown businesses and strive to maintain a healthy central core to the city.
- Work toward reemphasizing the riverfront as an important natural and scenic feature of the city.

## **A vision for St. Peter – An Introduction to the Comprehensive Plan 1995**

**Bob Moline  
Chairman, Saint Peter Planning Commission**

About 20 years ago a delightful little document was prepared for the Saint Peter Chamber of Commerce titled simply **Saint Peter**. The image of the evolution of Saint Peter conveyed by the piece was that of a story written by both the physical forces of wind, water, and ice that first shaped the place but also by the sequence of cultures that fashioned a landscape out of the physical environment, responding differently to it, trying to make it work locally, then later making connections with the larger scene, tying us to the region, the state, the country and the rest of the planet. Saint Peter ended with this:

“...that’s the story of Saint Peter up to this time. Of course it doesn’t end there. A lot of people here are very concerned about keeping the story good. ...Saint Peter will continue to write its own story. We’re not in a real big hurry, because we know history is on our side. More and more people are looking for “a place in the country.” ...So we’re looking for more writers. If you want to, you can help write the story. Like the river the town was built on, the story will keep on going.”

This fresh comprehensive plan can provide a framework for continuing the story, setting the most general of limits, laying down some rules, ground rules, so to speak. It offers a suggestion here, shows a direction there, and organizes the continuing conversation because in one sense the plan is never “finished.” It serves as a friendly guide; follow it but make adjustments depending on the flow of the shaping forces and events. But the plan is more than an operating manual, list of procedures. In the same way that the rules of syntax govern the way words are put together to form understandable sentences, this plan should offer a way to achieve a “syntax of city design” allowing us to make sense of the city, making it readable,” coherent, memorable—a place you have a clear mental map of, a place to show your friends.

Dramatic population change has not been the hallmark of agricultural south central Minnesota. Despite a decline of six percent in the total population of Region 9 counties over the last 20 years, many towns and villages have continued to provide goods and services to their trade areas. Although there has been a decline in population in area counties, Nicollet County has increased in size, along with neighboring cities. Within the five-county area including Nicollet County and its neighbors, 20 of the 40 villages grew during the 1970s. In the 1980’s 19 places, about half of them, gained population. In short, we get a mixed impression; though some places are not healthy, other places seem to be doing well and people are finding reasons to stay in the region.

Surely there are forces and events that have caused some places to decline and we acknowledge the fact that all is not well but half of the villages and towns in the five county area have shown remarkable resiliency, indeed vitality in the last 20 years. And, unlike the close-in edges of metropolitan areas, change here of whatever kind has been relatively slow offering us time for reasoned assessment, time to lay out a thoughtful planning process that has allowed for open discussion of a full range of alternative perspectives.

As we move through the last years of the millennium, Saint Peter and its region will continue to change slowly in response to a suite of forces and events, only some of which can anticipate and in only some of which we can participate.

### **Major Forces Shaping Saint Peter's Future Growth**

As noted above the forces of change work more slowly here than in metropolitan regions but they do operate. Among the forces most likely to exert the greatest influence during the next five years or so are:

- Continuing slow decline in the non-urban population driven by the long term national trend of increasing farm size and declining farm numbers.
- Land economics, including not only the cost of land but also the public and private costs of land development.
- Economic competition in both the agricultural sector including its global aspects and the more local retail and service sectors.
- The rapid expansion and surprising vitality of Mankato as a regional shopping center.
- The increasing mobility of the population that makes even the Twin Cities attractive as a recreation, entertainment, shopping, and professional service center.
- Policy shifts and decisions of state government offices especially MNDOT.
- The stabilizing presence of the Regional Treatment Center, the county government services, and Gustavus Adolphus College.
- Public attitudes that provide the context for local government decision making.

### **The Vision**

To hear the story from some people, the future of towns and cities in this country is sobering, grim, desperate, even hopeless. Nothing seems to work the way it was planned-neither the infrastructure, nor the day-to-day cultural contacts. The late Lewis Mumford, longtime student of America's urban places wrote that cities are supposed to be places of "meeting and mixture" where the cultural and physical geography blend in relationships that offer order, stability, diversity, and harmony. But nowadays few places match Mumford's ideal.

"Eighty percent of everything ever built in America has been built in the last fifty years, and most of it is depressing, brutal, ugly, unhealthy, and spiritually degrading..."

"...for we are presently suffering on a massive scale the social consequences of living in places that are not worth caring about."

From: Kunstler, James (1993) The Geography of Nowhere

"...homes, offices, factories, and shopping malls float in a culturing medium, a 'nonplace urban realm' that provides the bare functions of a city, while doing away with the vital, not quite disciplined formal and social mix that gives cities life".

From: Sorkin, Michael (1992) Variations on a Theme Park

Do these comments describe present or future Saint Peter? Trying to answer that question could become a fruitful topic of discussion in our homes, places of business, schools, clubs, bars and restaurants. It may be that the small town atmosphere of informality, neighborliness, and helpful sharing gives us a change to respond more directly to the urban difficulties noted above. It is possible to conclude that, compared to the major cities, our problems may not seem so intractable, and that we do care, care deeply about this place on the river?

The Saint Peter Planning and Zoning Commission discussed the future of Saint Peter in many sessions over the last two years and conducted two lively "Plan-In" workshops where members of the public added their ideas to the mix. A vision of this place, of what Saint Peter means to people, of what the future is likely to hold, of what the Planning and Zoning Commission might suggest to bring about desired changes—a vision is beginning, just beginning to emerge and seems in summary to take the following form.

- Over the last 60 years Saint Peter has grown at an average rate of about 1.6 percent per year, even more slowly since 1970. Saint Peter will continue to grow and we think a little faster than the .65 percent per year during the last 20 years. Such stability is seen as a strength by some but is frustrating to others and these contrasting perceptions will likely form the basis for a continuing conversation.
- Saint Peter will continue its role as an agricultural central place in a matrix of highly productive farmland but its traditional agricultural services will continue to decline in favor of the other industries and commercial services.
- The Regional Treatment Center, Nicollet County government, and Gustavus Adolphus College will continue to be the major employers providing a degree of economic stability not enjoyed by similar sized towns in the region.
- The retail sector will find a way to complement the economic magnet of Mankato rather than attempt to compete with it. Indeed, given the easy motility of most of the population, it is possible to think of the Mankato area as a market for the specialized goods and services yet to be offered in the Saint Peter CBD.
- People will continue to find in Saint Peter a desirable retirement locale, suggesting expansion in services catering to that clientele.
- Increasing number of people, frustrated and unhappy with life in the bigger cities, may seek refuge in Saint Peter; our town becomes their "place in the country." No mere commuters, these are people who can create new employment opportunities here and thus bring variety, new perspectives, and fresh energy to our town.

CHAPTER

II

GENERAL  
CHARACTERISTICS

&

CITY AMENITIES

# Education

## **Saint Peter Public Schools**

The Saint Peter Independent School District #508 is comprised of three public education facilities located within the city limits: South Elementary, North Intermediate, and the Saint Peter Middle and High School. With an annual graduating class of around 150 students, the district is proud to have graduated over 10,000 students since it open its doors in 1880.

These district enrollment projections indicate that enrollments are expected to increase as larger elementary grade enrollments move through the system from kindergarten to the high school.

<b>SAINT PETER PUBLIC SCHOOL ENROLLMENT</b>		
<u>SCHOOL YEAR</u>	<u>ENROLLMENT</u>	<u>% CHANGE</u>
2009 - 2010	1,796	
2010 - 2011	1,820	1.34%
2011 - 2012	1,875	3.02%
2012 - 2013	1,905	1.60%
2013 - 2014	1,924	1.00%
2014 - 2015	1,959	1.82%
2015 - 2016	2,005	2.35%
2016 - 2017	2,025	1.00%
2017 - 2018	2,050	1.23%
2018 - 2019	2,076	1.27%
2019 - 2020	2,101	1.20%

Source: Independent School District #508

## **2015 Bond Referendum – New SPHS Construction**

In, 2015, the citizens of ISD #508 passed a referendum authorizing the School Board to issue \$58.6 million in bonds to finance the construction of a new high school and remodeling and mechanical upgrades to existing school buildings to address overcrowding and space limitations.

To better serve current and future students amidst a growing Saint Peter community, the Saint Peter School Board has instituted the following realignment of grades:

South Elementary (grades K-1),

North Intermediate (grades 2-4),

Saint Peter Middle School (grades 5-8 / Early Childhood programs).

New high school (grades 9-12),

Passage of the 2015 referendum seeks to fulfill the following objectives through a dynamic process of “Innovation, Renovation, and Collaboration”.

- Address classroom overcrowding at South Elementary and North Intermediate.
- Provide a comprehensive, 21st Century learning facility for high school students that ensures preparation for college and/or the local workforce.
- Locate all early childhood learning in one facility.
- Provide a wider range of opportunities for Saint Peter students, families and community members.
- Establish a separate middle school learning environment, unique to the learning needs of students in grades 5-8.
- Provide a community centered high school accessible and available to the entire Saint Peter community for events and activities throughout the year.

(Courtesy of: [www.stpeterschools.org](http://www.stpeterschools.org))



## **Private Educational Options**

In addition to the Saint Peter Public School system, John Ireland Catholic School (K-6) and the St. Peter Evangelical Lutheran School (K-8) provide private schooling alternatives for area children.

There were 53 children enrolled at John Ireland Catholic Schools during the 2015-16 school year.

St. Peter Evangelical Lutheran School serves 30 children in their preschool program and 40 children in their elementary school program.

## **Gustavus Adolphus College**

Saint Peter is also home to Gustavus Adolphus College (GAC), a Swedish Lutheran liberal arts institution founded in 1862. The college has an enrollment of roughly 2500 students from across the United States and foreign nations and brings arts, athletics and entertainment, along with vital business to the city of Saint Peter. The Linnaeus Arboretum sits on the far western edge of the campus providing a natural learning environment for the college and community.

The college provides a rich and full on campus experience and encourages students to live in the college provided, on campus housing. Third year students are afforded an opportunity each

spring to apply to live off campus. There are currently 180 students residing in off-campus, rental housing.

The entire Gustavus Adolphus College campus was placed in an Educational / Institutional District (EID) zoning designation in 2007 by the city in order to defer decisions regarding campus physical plant, building and usage to the college's Board of Trustees. The EID designation provides the college with the zoning flexibility to carry out its Campus Master Plan.

## **Leo A. Hoffmann Center**

"The Leo A. Hoffmann Center is a nonprofit corporation inpatient residential treatment facility for children and adolescent boys ages 11 – 18. Program design draws from myriad of theoretical and multimodal approaches. The program utilizes a holistic and strength-based approach that promotes personal growth and development in relationships, development of cognitive strategies in dealing with thinking errors, and ways to reduce and manage risk from future offending. The program, by design, is comprehensive and addresses all areas of adolescent's lives and includes emotional development, cognitive restructuring, behaviors management, building pro-social skills, understanding the cycle of behavior, relapse prevention and targeting risk behaviors."

The mission of the Leo A. Hoffmann Center is

*"...to maintain a safe and structured environment in which quality mental health services are provided. This comprehensive treatment emphasizes helping adolescents overcome problematic behaviors and make choices that will give positive direction for their future."*

(Courtesy of: [www.hoffmanncenter.org](http://www.hoffmanncenter.org))

# Health Care

Saint Peter offers an array of health care options including wellness centers, clinical and medical facilities.

## **River's Edge Hospital**

A historic and unique health care provider to Saint Peter, River's Edge Hospital offers a full range of medical services including surgery, emergency room and urgent care, ambulance, physical and occupational therapy, imaging services and more.

Recently, the Orthopedic and Fracture Clinic (Mankato) has moved a large portion of their surgical services to the River's Edge Hospital. This program, branded OrthoEdge, has significantly improved the utilization of the hospital services and spaces, especially those necessary to support the large increase in on site surgical procedures.



---

## **Mankato Clinic – Daniel's Clinic**

As part of the Mankato Clinic, Daniel's Clinic in Saint Peter offers family practice, pediatrics, foot and ankle care, and traditional clinical services. While the core clinical services of Mankato Clinic remains at the Daniel's Clinic at the intersection of Old Minnesota Avenue and Dodd Avenue, some specialty clinical services are being established on the River's Edge Hospital campus.

## **Mayo Health Systems**

Reflecting the excellence of the world renowned Mayo Clinic (Rochester), the Mayo Clinic Health Systems – St. Peter offers basic health and medical care in addition to laboratory, chiropractic, imaging, and surgery services.

In 2006, the Mayo Health System clinic was relocated from Sunrise Drive to join the city medical services on the River's Edge Hospital campus.

## **Home Care Services**

Nicollet County Home Care Services is designed to support residents in an effort to live independently at home. Nurses, in partnership with physicians and other health care professionals, work with residents and their families to meet their needs.

Home care series include bathing, skin care, grocery shopping, laundry, light housekeeping, medication instruction and monitoring of vital functions such as heart, lungs, kidneys and blood sugar.

Fees for services may be paid through Medical Assistance, Waiver Services, Public Health Nursing Clinic or privately according to a sliding fee scale based upon income.

(Courtesy of: [www.co.nicollet.mn.us](http://www.co.nicollet.mn.us))

# **Senior Housing**

## **Benedictine Living Community of Saint Peter (Benedictine Health Services)**

Offering 46 apartment-style quarters for senior housing tenants, BHS provides a full continuum of care from skilled nursing and therapy services to beauty and hair salon care for both independent and assisted living residents. Their full-scale rehabilitation center and services are open to those living within the BHS community as well as non-residents, offering both long and short-term care through physical, occupational and speech therapy.

## **Prairie Hill and Sand Prairie (Ecumen)**

Saint Peter is home to two sister communities within the Ecumen assisted living system. Located within close proximity to the River's Edge Hospital campus, the Prairie Hill facility provides 43 units for those living independent or those requiring assistance with bathing, housekeeping, medication or other light services. Additionally, there are 20 "memory care" units at Prairie Hill for those suffering from the various stages of dementia or Alzheimer's disease.

Sand Prairie community, also within close proximity to the River's Edge Hospital campus, offers 42 senior housing units. This is an assisted living facility providing skilled care and rehabilitation services.

## **Pheasants Ridge**

Pheasants Ridge is a family owned and operated assisted living and memory care facility offering a range of service levels for its residents. The facility houses 24 single and companion sized living spaces, creating an intimate home for its tenants with individualized care.

## **Heritage Meadows Apartments (Good Samaritan Society)**

Heritage Meadows Senior Apartments is a 28 unit senior residence operated by the Good Samaritan Society and provide apartment style living for area elders. The staff of Heritage meadows includes registered nurses, certified nursing assistants as well as rehabilitation therapists.

Residents can live independently or access home care or rehabilitative services such as medical assessments, wound care, IV therapy, pain management and others. To enhance the living experience in-home services such as meal preparation, medication reminders, laundry services, light housekeeping and assistance with bathing or dressing are available to residents.

# **CHAPTER**

## **III**

### **Detailed Characteristics**

# Land Use

## Existing Land Use

The Existing Land Use map is included in Appendix A.

### Residential Zoning Districts:

**R-1: Single Family Dwelling**: The R-1 District is intended and designed to provide for certain low-density residential areas now developed with single-family dwellings and areas where similar residential development is likely to occur.

**R-2: 1-2 Family Dwelling**: The R-2 District is intended and designed to provide for certain medium-density residential areas now developed with single-family and two-family dwellings and areas where similar residential development seems likely to occur.

**R-3: Multiple Family Dwelling**: The R-3 District is intended and designed to provide for certain high-density residential areas now developed with multifamily dwellings and areas where similar residential development seems likely to occur.

**R-4: Large Lot Residential**: The R-4 District is intended to provide areas of land for the development of single-family residential uses. The minimum area and increased setback provisions are intended to provide for less dense residential subdivisions.

**RP-1: Residential / Professional Office District**: The RP-1 District is intended and designed to provide certain areas of the City for the development of professional and business offices in areas where residential dwellings predominate. The district is intended to include primarily established residential areas where changing conditions have made limited office use suitable and not incompatible with the basic residential character of the district. The district is also intended for certain residential areas which, by reason of proximity to existing commercial areas and major streets, would be suitable for limited office use. It is further the intention of this section that the classification as RP-1 of an area will aid in the preservation and stabilization of property values. To this end, it is the intention that new buildings or the conversion and alteration of existing buildings is compatible by means of landscaping, open space and architectural treatment with neighboring residences.

**R-MHP: Mobile Home Park District**: The regulations of this division are designed to provide for certain high-density residential areas of the city for the development of mobile home parks, which by reason of design and location will be compatible with the nearby Residential Uses.

#### Commercial Zoning Districts:

**CBD: Central Business District:** The CBD, Central Business District is intended to provide for the general retail shopping of persons living in the city and surrounding trade area. The applicable development regulations within the Central Business District encourage high-density commercial development. Central Business District structures and properties within the Heritage Preservation District shall be further regulated as to design and construction pursuant to Chapter 10.

**C-3: Limited Retail Business District:** The C-3 Limited Retail Business District is intended to provide for limited retail and service commercial activities. Uses are intended to accommodate and serve local neighborhood patrons.

**C-4: Highway Service Commercial:** The C-4 Highway Commercial District is intended to provide for commercial areas serving the highway traveling public.

**C-5 Business / Professional Office:** The C-5 District is intended and designed to provide certain areas of the City for the development of business, medical or professional offices in areas adjacent to residential areas. The district is further intended to allow for the location of larger office developments that generate increased volumes of traffic without adversely affecting neighboring residential uses. The district is intended to promote sustainable development by providing employment opportunities in close proximity to residential neighborhoods.

#### Industrial Zoning Districts:

**I-1: Limited Industrial:** The I-1 Limited Industrial District is intended and designed to provide areas of the City suitable for activities and uses which are industrial in nature. Industrial/commercial uses within the Limited Industrial District are limited to those that would not be expected to generate significant noise, odor, vibration or other discharge discernable from areas outside of the parcel on which the use is located.

**I-2: General Industrial:** The I-2 General Industrial District is intended and designed to provide areas of the City suitable for activities and uses that are of an industrial nature. It is further intended that industrial and related commercial uses be the predominate use of land within the I-2 General Industrial District.

#### Institutional/Educational Zoning District:

**EID: Educational / Institutional:** The EID District is intended to provide areas of land for the development of college or university campuses. The EID District allows for multiple uses of land typically associated with providing post-secondary education while protecting neighboring uses from the negative impact of non-compatible or more intense uses of land.

#### Gateway Overlay Zoning Districts:

**GO: Gateway Overlay:** The GO Gateway Overlay District is intended to promote high quality development within the Highway 169 corridor. The design features

and development standards included in this division are intended to create a memorable and positive first impression upon those entering the city, particularly the motoring public. The District also intends to establish an image and character that is distinctly Saint Peter. The principles of the Gateway Overlay District are to be carried out through standards related to site planning, signage, architecture and landscaping.

#### Heritage Preservation Overlay Zoning District:

**HPC: Heritage Preservation District:** The HPC ordinance is to preserve and promote the natural beauty and distinct historic character of the Saint Peter Heritage Preservation Property which is so intimately connected with the history and life of the City. To maintain and promote the charm and atmosphere of an integrated shopping, living and entertainment retreat area for visitors and the people of the City, to the end that the public welfare will be promoted and advanced through the preservation of property values and the resulting benefit to the economy of the City flowing from the promotion and maintenance of the City as a leading attraction for tourists and most importantly, to preserve and promote the quality of life for the citizens of the City.

## **BUILDING PERMIT TRENDS**

“Like many communities in Minnesota, Saint Peter has a significant variation in the annual level of new housing construction activity over the last 15 years. Single family housing construction was a very active market segment for a five year period from 2001 to 2005, before decreasing substantially over the next several years. The following table identifies the units that have been issued a building permit since the year 2000.

Saint Peter experienced a strong period of single family housing construction in the early half of the previous decade. In each of the five years from 2001 to 2005, building permits were issued for more than 50 single family detached houses per year. In some years, such as 2003, a large volume of attached single family construction also occurred.

The annual construction began to drop in 2006 although 37 single family detached houses were still permitted in that year. However, by 2007, only 11 single family permits were issued and the annual volume remained below that level through 2012.

Activity began to rebound in 2013 with permits used for 14 single family detached houses. Some additional attached housing occurred in 2013, but the best information indicates that these units are intended for rental occupancy.”

Community Partners Research, Inc.  
St. Peter Housing Study Update – 2014

## HOUSING CONSTRUCTION ACTIVITY (2000 - 2013)

YEAR	SINGLE FAMILY	SINGLE FAMILY	MULTIFAMILY	TOTAL
	<u>DETACHED</u>	<u>ATTACHED</u>	<u>RENTAL</u>	
2000	17	14	12	43
2001	66	0	0	66
2002	51	0	82	133
2003	53	53	41	147
2004	65	9	55	129
2005	51	3	16	70
2006	37	0	0	37
2007	11	0	0	11
2008	7	0	8	15
2009	10	0	0	10
2010	8	0	117	125
2011	5	0	0	5
2012	7	0	6	13
2013	14	0	72	86
2014	19	1	0	20
2015	<u>12</u>	<u>2</u>	<u>17</u>	<u>31</u>
TOTAL	433	82	426	941

1. Source: City of Saint Peter (Building Official)

### General Planning Principles:

- **GROWTH SHOULD BE ORDERLY** – Planning should occur first, and land use decisions, such as the zoning ordinance, subdivision regulations, and street and utility extensions, should follow the plan. The City should plan all growth within the service area of the city.
- **GROWTH SHOULD BE BALANCED** – Adequate land should be reserved for all suitable land uses. The city should continue to monitor growth and research new development areas to meet growth demands.
- **GROWTH SHOULD BE ENVIRONMENTALLY SOUND** – Land use should be planned so as to minimize damage to the physical and social environment.
- **GROWTH SHOULD SEPARATE INCOMPATIBLE USES** – New land uses should not be detrimental to other existing planned uses in the area.
- **GROWTH SHOULD BE COORDINATED** – Transportation and utility networks should be planned at the same time and be consistent with land uses. The City should work with Nicollet County to ensure that adopted plans and policies are complementary between jurisdictions.

- **GROWTH SHOULD BE ENCOURAGED** – The expansion of municipal tax capacity is necessary to meet ever-increasing citizen demands as well as legislatively mandated services.

- **GROWTH SHOULD BE ANTICIPATED** – Through the proper interpretation and analysis of historical, current and projected data, future growth areas can be predicted and properly planned.

## **Downtown Development Priorities:**

In 2009, the City Council adopted certain priorities or goals for the development and redevelopment of properties within the Central Business District or historic downtown Saint Peter. The goals are periodically reviewed by the City Council and goals are added or deleted as conditions may warrant.

The goals for development/redevelopment within the downtown are as follows:

- Promote projects that improve or are sympathetic to the historic scale and nature of downtown.
- Business development that promotes a mix of niche retail, food / beverage and entertainment. Promotion of office uses in upper floors is valuable to retail trade in the downtown.
- Building enhancements that are not only historically sympathetic. This should be done while promoting upper floor housing or living in the downtown. This will enhance use of businesses by creating density. This should be done while striving to maintain retail or service businesses on the lower floors of buildings.
- Promote uses, events and activities that set the downtown as a place of destination.
- Use arts and cultural activities to promote the use of downtown as a destination.
- Continue to provide Economic Development Authority loan dollars to build and upgrade buildings in the downtown.

## **North Commercial Development Priorities:**

In 2010, the City Council adopted certain priorities or goals for the development or redevelopment of properties within what has been described as the “North Commercial” district for planning purposes. This area can generally be described as the Old Minnesota Avenue corridor between Union Street and Dodd Avenue (Highway 22 North). These goals are periodically reviewed by the City Council and goals are added or deleted as conditions may warrant.

- Provide efficient vehicular access to future commercial developments from U.S. Highway 169.

- Improve the pedestrian and multi-modal circulation within the North Commercial District.
- Segregate commercial activity including lighting, noise and vehicular traffic from the residentially developed neighborhoods.
- Reduce vehicular conflicts and improve the safety of the public.
- Support the goals and policies of the U.S. Highway 169 Interregional Corridor Study as to highway access and crossings.
- Promote the provision of meeting space or public space for large group assemblage and activities.
- Diverse and sustainable building design and standards emphasizing enhanced accessibility.
- Enhanced enjoyment and utilization of Hallett's Pond site.

## **Future Land Use:**

### **Growth Boundaries:**

The growth boundaries originally discussed in the 1980's by the Planning Commission and incorporated in 1999 as part of the Minnesota Design Team planning weekend were included in 2005 Saint Peter Comprehensive Plan.

The western growth boundary generally follows the geographic feature locally referred to as the "second bluff". The northern and eastern edges of the growth boundary are designated by Roberts Creek and Minnesota River flood plain respectively. The Regional Treatment Center campus would encompass the southern edge of the identified growth boundary.

Via incorporation into the 2005 Saint Peter Comprehensive Plan, the growth boundary is to be considered to be the absolute limits to municipal growth. Early projections have suggested that the population of Saint Peter would nearly double if the growth boundary is developed to the residential density of the existing community.

Once the land within the growth boundary is fully developed, the growth and continuing evolution of the municipality would need to be accomplished via redevelopment.

### **(R-4) Large Lot Residential Zoning District:**

The R-4 zoning classification with larger residential lots and increased setbacks was created in 2007. Past planning efforts have suggested that residential subdivisions in proximity to the community core should be developed with higher densities. R-4 zoning is envisioned at the extreme edges of the growth boundary in such areas as Robard's Creek at the far north of the boundary. At this time, no land within Saint Peter has been designated R-4 Large Lot Residential.

### **(C-6) Limited Retail Commercial District:**

As the Planning and Zoning Commission has considered the development of the River's Edge Hospital campus and North Industrial Park areas, they have expressed a desire to establish a new commercial zoning district to provide limited retail & service uses. Such uses would be expected to be healthcare related, convenience gas station, lodging and other commercial uses supportive of a medical / industrial complex.

The Commission has prepared a draft version of (C-6) Limited Retail Commercial regulations for City Council consideration subsequent to the completion of this Comprehensive Plan. The members envision such a district being created south of Dodd Avenue (Highway 22 North) across from the River's Edge Hospital campus. Preliminary sketches have been prepared depicting vehicular access from both North Sunrise Drive and County Road 15.

The Future Land Use is depicted in Appendix A.

### **Zoning Map**

The current zoning map as amended from time to time by the City Council is included in Appendix A. The "Official Zoning Map" of the City of Saint Peter is maintained in the office of the Community Development Director.

# Demographics

## POPULATION

Since its founding in 1853 by Captain William Bigelow Dodd, Saint Peter has grown to become a city of 11,666 residents according to 2015 estimates provided by the American Community Survey of the U.S. Census Bureau. That represents an increase of 474 persons since the 2010 census. If the community were to continue to grow at that rate, the 2020 population of Saint Peter would approach 12,140.

If the population of Saint Peter reaches 12,140 by the end of the current decade, an 8.4% rate of growth would result. That would be just over one-half of the 14.9% rate of growth achieved between 2000 and 2010.

### HISTORIC POPULATION

	<u>SAINT PETER</u>	<u>NICOLLET CO.</u>
1870	2,124	8,362
1880	3,436	12,333
1890	3,671	13,382
1900	4,302	14,774
1910	4,176	14,125
1920	4,335	15,036
1930	4,811	16,550
1940	5,870	18,282
1950	7,754	20,929
1960	8,484	23,196
1970	8,339	24,518
1980	9,056	26,929
1990	9,421	28,076
2000	9,747	29,771
2010	11,192	32,727

The population of Saint Peter grew at a slower rate than Nicollet County between the years 1990 and 2000. However the growth of Saint Peter outpaced the county by a significant margin in the first decade of the twenty-first century. While the population of Saint Peter grew by 14.9%, Nicollet County grew at a rate of 9.9% over the decade.

If current trends continue, the 2020 U.S. Census is expected to show that Saint Peter and Nicollet County both grew by approximately 8.4%. At that rate the 2020 population of Nicollet County would near 35,476.

The population of Saint Peter includes those that are considered to live in “group quarters”. Such individuals would include those within Gustavus Adolphus College housing, those confined at the Regional Treatment Center, residents of nursing homes and those confined in

the Nicollet County Jail. According to the 2010 U.S. Census, a total of 2,665 individuals or 23.8% of the Saint Peter population resides within group quarters.

## POPULATION BY AGE

<b>POPULATION BY AGE (2000 - 2010)</b>				
	<b>2000</b>	<b>2010</b>		
<b>AGES</b>	<b>CENSUS</b>	<b>CENSUS</b>	<b>CHANGE</b>	<b>%</b>
<b>0 - 14</b>	1,519	1,832	313	2.06%
<b>15 - 19</b>	1,500	1,333	-167	-11.13%
<b>20 - 24</b>	1,888	2,037	149	7.90%
<b>25 - 34</b>	902	1,471	569	63.10%
<b>35 - 44</b>	1,178	998	-180	-11.24%
<b>45 - 54</b>	1,015	1,236	221	21.77%
<b>55 - 64</b>	594	995	401	67.50%
<b>65 - 74</b>	510	599	89	17.45%
<b>75 - 84</b>	402	444	42	10.45%
<b>85 +</b>	239	251	12	0.50%

Source: U.S. Census Bureau

“For many years, demographic analysts have been talking about the impact that is occurring as the large “baby boom” generation moves through the aging cycle. This trend has been very evident in Saint Peter. Between 2000 and 2010, the City had a net gain of 622 people in the age ranges between 45 and 64 years old. In 2010, nearly all of the baby boomers were within these age ranges.

Saint Peter also had very strong net population growth in the number of young adults, in the age ranges between 25 and 34 years old. This 10 year age cohort actually experienced the largest numeric net gain in the City. During the last decade, Saint Peter had a very active housing construction market which appears to have attracted younger residents to the City.

There was some numeric growth in the City’s population of senior citizens, primarily due to an increase in younger seniors age 65 to 74 years old. Very little growth occurred among older seniors above the age of 85.

While net growth occurred in most defined age ranges, net decreases occurred in others. The City had a reduction of older children, age 15 to 19, and among adults age 35 to 44 years old.”

Source: Community Partners Research Inc. (2012 St. Peter Housing Study)

## EMPLOYMENT AND ECONOMY

“While many factors influence the need for housing, employment opportunities represent a predominant demand generator. Without jobs and corresponding wages, the means to afford housing is severely limited. Employment opportunities are provided by a broad range of private

and public business sectors. The type of employment, wage level and working conditions will each influence the kind of housing that is needed and at what level of affordability.

## EMPLOYMENT / WAGES BY INDUSTRY:

The following table shows the annual employment and average wages by major employment sector in 2013. It is important to note that the major employment sectors listed do not represent all employment in the city. Some groups, including self-employment, are not represented. This information is only for the City of Saint Peter.

<b>SAINT PETER AVERAGE ANNUAL WAGES BY INDUSTRY</b>		
<u>INDUSTRY</u>	<u>2013 EMPLOYMENT</u>	<u>2013 AVERAGE WAGE</u>
Total All Industry	5,293	\$37,336
Manufacturing	334	\$41,496
Trade, Transportation, Utilities	458	\$21,632
Information	N/A	N/A
Financial Activities	129	\$47,372
Professional & Business Services	222	\$34,632
Education & Health Services	2,759	\$41,964
Leisure & Hospitality	401	\$9,724
Other Services	194	\$39,000
Public Administration	674	\$42,380

Source: MN Dept. of Employment & Economic Development

The average weekly wage for all industry in calendar year 2013 was \$37,336. This assumes full-time employment at the average weekly wage rate. The highest paying wage sectors were Financial Activities at \$47,372, and Public Administration at \$42,380 annually. Education and Health Services was the largest sector for employment, representing more than 52% of all classified employment options. The lowest paying wage sector was Leisure and Hospitality with an average annual wage below \$10,000.

## ANNUAL COVERED EMPLOYMENT

Since the Quarterly Census of Covered Workers (QCEW) tracks employees covered by unemployment insurance by location of the worker, it is possible to examine longer-term patterns in the employment level. The following table displays the total number of workers reported in Saint Peter back to the year 2000.

**SAINT PETER AVERAGE ANNUAL  
EMPLOYMENT: 2000-2013**

<u>YEAR</u>	<u>TOTAL COVERED EMPLOYMENT</u>
2000	5,193
2001	5,164
2002	5,146
2003	5,066
2004	5,137
2005	5,285
2006	5,379
2007	5,421
2008	5,498
2009	5,143
2010	5,079
2011	5,066
2012	5,127
2013	5,293

Source: MN Dept. of Employment & Economic Development

Over a longer term period, there has been limited growth in the number of employees covered by unemployment insurance that are working in Saint Peter. Growth had been occurring annually between 2003 and 2008 but then reversed. As national economic conditions began to deteriorate in 2008, the number of covered workers began to drop again and reached the lowest level in 2011. Since that time, some growth has returned although the number of covered workers in 2013 was only 100 people greater than the year 2000.

The same patterns for the number of workers covered by unemployment insurance can be tracked for the entire Three-County area consisting of Nicollet, Blue Earth and Le Sueur Counties.

Over a longer term period, there has been growth in the number of employees covered by unemployment insurance that are working in the Three-County area. However, year-to-year changes have been both up and down over the 14 years reviewed. From 2000 to 2013, the number of covered workers increased by nearly 3,900 jobs or nearly 7%. However, most of this job growth occurred between 2000 and 2007. After a prolonged national economic recession began in 2008, the number of covered workers dropped significantly. The annual average for 2013 represented the first year that the number of covered workers exceeded the level that had been achieved by the year 2007.”

Community Partners Research, Inc.  
St. Peter Housing Study Update – 2014

**THREE-COUNTY AVERAGE ANNUAL  
EMPLOYMENT 2000-2013**

<u>YEAR</u>	<u>TOTAL COVERED EMPLOYMENT</u>
2000	56,003
2001	56,208
2002	56,489
2003	56,168
2004	56,757
2005	57,737
2006	59,259
2007	59,492
2008	59,113
2009	56,569
2010	56,410
2011	57,587
2012	58,410
2013	59,890

Source: MN Dept. of Employment & Economic Development

**Labor Shed – Commuter Data**

In October, 2013, Greater Mankato Growth undertook an analysis of the Labor Shed Drive Times for the various municipalities participating in the Regional Economic Development Alliance (REDA).

The next step of the analysis was to review demographic and housing data for those living within the various commuter labor shed. Select findings of the analysis are presented as follows:

**COMMUTER SHED ANALYSIS**

POPULATION			
<u>YEAR</u>	<u>0-30 MINUTES</u>	<u>0-45 MINUTES</u>	<u>0-60 MINUTES</u>
2000	103,235	219,103	734,404
2010	118,129	256,700	826,742
2012	120,196	260,832	838,746
2017 (EST)	124,061	269,920	867,638

Source: MN Dept. of Employment & Economic Development

## COMMUTER SHED ANALYSIS

### HOUSEHOLDS

<u>YEAR</u>	<u>0-30</u> <u>MINUTES</u>	<u>0-45</u> <u>MINUTES</u>	<u>0-60</u> <u>MINUTES</u>
2000	38,527	80,502	280,303
2010	44,924	96,354	320,459
2012	45,622	97,545	324,244
2017 (EST)	47,493	101,739	337,863

Source: MN Dept. of Employment & Economic Development

A map depicting the Labor Shed Drive Times of 30, 45 and 60 minutes from Saint Peter is included in Appendix A.

## COMMUTING PATTERNS

Some information is available on area workers that commute for employment. The best information is from the 2012 American Community Survey, and has been examined for the City of Saint Peter. The following table only examines people living in Saint Peter that travel to work and excludes people that work at home.

### COMMUTE TIMES - SAINT PETER WORKER (2012)

TRAVEL TIME	NUMBER	PERCENT
LESS 10 MINUTES	2,209	43.7%
10-19 MINUTES	1,174	23.2%
20-29 MINUTES	1,001	19.8%
30+ MINUTES	671	13.3%
TOTAL:	5,005	100.0%

Source: 2012 American Community Survey (5 year estimates)

A large majority of Saint Peter residents were commuting less than 20 minutes to work in 2012. Presumably, most residents commuting fewer than 10 minutes were working in the city or just outside of the city limits. People driving 10 to 19 minutes to work may have been commuting to Mankato / North Mankato, the regional center, or toward the city of Le Sueur. Overall, more than 86% of Saint Peter residents commute less than 30 minutes to work.

The American Community Survey also identifies travel time by location of employment. For people that worked in Saint Peter, the following travel times were identified.

For people that worked in Saint Peter, only 13% traveled 30 minutes or more as longer distance commuters. Overall, nearly 70% of city based employees traveled less than 20 minutes to work and lived either within the city limits or in one of the nearby jurisdictions.

**COMMUTE TIMES - SAINT PETER EMPLOYEES  
(2012)**

TRAVEL TIME	NUMBER	PERCENT
LESS 10 MINUTES	2,390	38.8%
10-19 MINUTES	1,890	30.7%
20-29 MINUTES	1,069	17.3%
30+ MINUTES	814	13.2%
TOTAL:	6,163	100.0%

Source: 2012 American Community Survey (5 year estimate)

The Census Bureau also produces commuter reports through its Center for Economic Studies division. This information is based on reports for the year 2011 but provides a further breakdown of worker movement patterns.

According to the report for Saint Peter, there were 5,148 people that were employed within the city limits in 2011. Of the Saint Peter based employees, 1,826 also lived within the city. The remaining 3,322 employees lived outside of the city limits and commuted for employment. The percentage of city based workers that were also residents was 35.5%

The *On the Map* reporting service can be used to make comparisons between communities in the region. The following table presents worker inflow information for the other communities along U.S. Highway 169, including Belle Plaine, Le Sueur, Mankato and North Mankato. It looks at the percentage of people in each community that both lived and worked in their home city in 2011 as well as the percentage of workers that come from outside of each city.

As indicated in the preceding table, only 35.5% of the jobs based in Saint Peter were actually filled by people that lived within the city. While this percentage may seem to be low, Saint Peter outperformed other nearby communities in attracting local workers to also live within the city. Only Le Sueur was also above the 30% in the percentage of jobs filled by city residents.

**EMPLOYEE INFLOW ANALYSIS - (2011)**

CITY	NUMBER OF PEOPLE EMPLOYED	% EMPLOYEES THAT ALSO	% EMPLOYEES THAT RESIDE	NUMBER OF EMPLOYEES THAT
	<u>IN CITY</u>	<u>RESIDE IN CITY</u>	<u>OUTSIDE CITY</u>	<u>LIVE OUTSIDE CITY</u>
SAINT PETER	5,148	35.5%	64.5%	3,322
LE SUEUR	2,244	31.0%	69.0%	1,548
BELLE PLAINE	2,124	29.2%	70.8%	1,503
NORTH MANKATO	5,904	21.3%	78.7%	4,646
MANKATO	28,106	25.0%	75.0%	21,092

Source: U.S. Census Bureau, Center for Economic Studies

In addition to defining residents that work within the city, the Census data can also be used to determine worker outflow measuring residents that leave their home city to work elsewhere.

### EMPLOYEE OUTFLOW ANALYSIS - (2011)

<u>CITY</u>	<u>NUMBER OF EMPLOYED CITY RESIDENTS</u>	<u>% RESIDENTS THAT LIVE &amp; WORK IN CITY</u>	<u>% RESIDENTS THAT LEAVE THE CITY FOR WORK</u>
SAINT PETER	4,387	41.6%	58.4%
LE SUEUR	1,941	35.9%	64.1%
BELLE PLAINE	3,166	19.6%	80.4%
NORTH MANKATO	6,127	20.5%	79.5%
MANKATO	14,173	49.5%	50.5%

Source: U.S. Census Bureau, Center for Economic Studies

Although the majority of employed Saint Peter residents worked outside of the community, a relatively large share of residents were employed within the city in 2011. Nearly 42% of working residents have a local place of work, while more than 58% commuted elsewhere.

Among the nearby communities used for comparison, only Mankato had a larger percentage of residents that both lived and worked within the community. In both Belle Plaine and North Mankato, approximately 80% of the residents left their home community for employment.

### Largest Employers

Saint Peter is fortunate to have a diverse mixture of commercial, industrial and institutional employment opportunities within the community. Such diversity is key to lessening the economic impacts to the community when the consumer economy trends downward.

As of February, 2016, the employee count of the largest Saint Peter businesses is as follows:

#### LARGEST SAINT PETER EMPLOYERS

<u>EMPLOYER</u>	<u># EMPLOYEES (2016)</u>
Regional Treatment Center	1,122
Gustavus Adolphus College	730
Nicollet County	225
Independent School District #508	219
Alumacraft Boat Co.	175
Rivers Edge Hospital	165
Creation Technologies	153
Scholarship America	138
City of Saint Peter	81
Chippewa / Exceed Packaging	60
E.I. Microcircuits	43

As noted elsewhere in this plan, The Census Bureau, Center for Economic Studies indicated that there were 5,148 jobs located within the city limits of Saint Peter.

## RACE

“The large majority of Saint Peter’s residents were listed as “white” for race and were not of Hispanic / Latino ethnicity, according to the 2010 U.S. Census, the minority populations have continued to grow in size. The following table compares changes in the racial characteristics of the community from 2000 to 2010.

### POPULATION BY RACE (2000 - 2010)

RACE	<u>2000 Census</u>	<u>2010 Census</u>	<u>Increase</u>	<u>% Change</u>
<b>Black / African American</b>	153	369	216	141.20%
<b>Native American / Alaskan</b>	42	64	22	52.40%
<b>Asian / Pacific Islander</b>	152	180	28	18.40%
<b>Other Races</b>	122	263	141	115.60%
<b>Two / More Races</b>	99	229	130	131.30%
<b><u>White</u></b>	<u>9,179</u>	<u>10,091</u>	<u>912</u>	<u>9.90%</u>
<b>TOTAL:</b>	9,747	11,196	1,422	14.60%

Source: U.S. Census Bureau / Community Partners Research, Inc.

AT the time of the 2010 Census, more than 90% of the City’s residents self-identified as being “white”. The largest racial minority groups were Black / African American at 3.3% of the Saint Peter population. In 2010, 5.3% of the population identified as “Some Other Race” or of “Two or More Races”.

Fewer than 6.5% of the Saint Peter population self-identified themselves as Hispanic / Latino ethnicity. The majority of the Hispanic / Latino population were of Mexican decent.

The changing racial demographics experienced in Saint Peter are mirrored in the 2015 – 2016 enrollment of the Saint Peter Public School System.

### SAINT PETER PUBLIC SCHOOLS - ENROLLMENT BY RACE (2015 - 16)

	<b>White</b>		<b>Black</b>		<b>Hispanic</b>		<b>Asian / Pacific</b>		<b>Native American</b>	
	<b>White</b>	<b>%</b>	<b>Black</b>	<b>%</b>	<b>Hispanic</b>	<b>%</b>	<b>Pacific</b>	<b>%</b>	<b>American</b>	<b>%</b>
<b>South Elementary</b>	350	77%	39	9%	50	11%	8	2%	4	1%
<b>North intermediate</b>	469	74%	53	8%	92	15%	15	2%	3	1%
<b>Middle School</b>	281	78%	45	8%	32	9%	13	4%	3	1%
<b>High School</b>	443	81%	45	8%	48	9%	14	3%	0	0%

Source: Independent School District #508

# Housing

## HOUSEHOLD TRENDS

“According to the most recent official estimate from the State Demographer, Saint Peter had 3,611 permanent households on July 1, 2013. The City had added 120 households from the time of the 2010 Census, or an annual average of 40 households per year.

Consistent with population patterns, the City had a long-term pattern of household growth. The rate of growth accelerated in the previous decade, but has slowed over the past few years. The 2010 Census reported 3,491 households in Saint Peter, up by 513 households from the year 2000. The City’s rate of growth in the 2000’s was more than double the rate of the 1980’s or 1990’s. However, since 2010, the best available estimates show a more moderate rate of growth.

Most of the household growth within the Market Area (Saint Peter & surrounding townships) and Nicollet County has been directly attributed to the City of Saint Peter. Excluding Saint Peter, the remainder of the Market Area added only eight households in the remaining jurisdictions from 2010 to 2013. At the County level, only 89 households were added in the remaining County jurisdictions, compared to 120 within Saint Peter.

### HOUSEHOLD TRENDS 1980 - 2010

CITY	1990	% CHANGE	2000	%	2010	%
	CENSUS	1980 - 1990	CENSUS	CHANGE 1990 - 2000	CENSUS	CHANGE 2000 - 1010
Saint Peter	2,767	7.12%	2,978	7.63%	3,491	17.23%
Market Area	4,730	5.67%	5,143	8.73%	5,811	12.99%
Nicollet County	9,478	10.47%	10,642	12.28%	12,201	14.65%
3-County Area	37,223	7.50%	41,334	11.00%	47,404	14.70%

Source: U.S. Census Bureau / MN State Demographer

Household growth has been occurring within the larger Three-County (Blue Earth, Le Sueur & Nicollet) region. From 2010 to 2013, this aggregated area added more than 1,100 total households, or nearly 375 households in an average year. However, 79% of the net household growth since 2010 was attributed to the City of Mankato. For all other jurisdictions within the Three-County Area outside of Mankato, average annual growth has been below 80 households a year since 2010.

The Census Bureau does not issue annual estimates for households. However, since their population estimates were generally very similar to those from the State Demographer’s Office, it is reasonable to assume that household changes would also be similar.

The analysts did obtain 2014 household estimates from ESRI. Consistent with their overly conservative population data, ESRI shows Saint Peter adding only six households over the period from 2010 to 2014. From 2010 to 2014 more than 225 new housing units were issued a

building permit in Saint Peter. While not all of these new units may be occupied, there is no logical basis for ESRI's belief that the City has added only six households. If true, large-scale housing vacancies would exist within the community.

As with the population dates for the Three-County Area, ESRI appears to be overly optimistic about regional growth. Their 2014 estimate shows the aggregated area adding 1,664 households over the four-year time period, or 416 households in an average year. Based on the State Demographer's estimates, the area has been averaging nearly 375 households per year from 2000 to 2013.

Although ESRI's household estimates for the Three-County region may be high, they do form a possible range when combined with the State Demographer's data, reflecting recent growth of approximately 375 to 416 households in an average year after 2010"

Community Partners Research, Inc.  
St. Peter Housing Study Update - 2014

## HOUSEHOLD PROJECTIONS

"The following table presents household projections obtained from various sources include ESRI and the State Demographer. Trend-based projections have been created by Community Partners Research. The ESRI projections are to the year 2019 while the other projections extend to the year 2020.

The State Demographer's Office has not issued household projections at the city or township level. However, a recent population projection for the City can be extrapolated into a household forecast for Saint Peter. No similar recent projections exist for the township areas that surround Saint Peter so no extrapolation can be made for the Market Area.

County level household projections previously released by the State Demographer's Office have been presented. It is important to note that the State Demographer has been recently revising their county population projection data. The household projections presented below predate the most recent population projections and no longer match the latest population forecasts. However, no revised household forecasts have yet been released. In the opinion of Community Partners Research, the most recent population projections are unreliable, and the original household forecasts are a more reliable data set than the most recent population projections.

### HOUSEHOLD PROJECTIONS TO 2019/2020

<u>CITY</u>	<u>2010 CENSUS</u>	<u>ESRI PROJECTION</u>	<u>CPR, INC. PROJECTION</u>	<u>STATE DEMOGRAPHER PROJECTION</u>
Saint Peter	3,491	3,508	3,850	3,950
Market Area	5,811	N/A	6,250	N/A
Nicollet County	12,201	12,679	12,900	13,624
3-County Area	47,404	50,699	51,200	51,521

Source: U.S. Census Bureau / Community Partners Research, Inc.

There is some variation in the available projections, even after adjusting for the one-year time difference between the ESRI projections and the other sources.

As stated previously, the ESRI estimates and projections for the City of Saint Peter are too low and viewed as unreliable. ESRI shows the City adding only 17 total households between 2010 and 2019, or less than two households in an average year.

The Community Partners Research projection would expect the City to add nearly 360 total households over the decade, or approximately 36 in an average year.

The extrapolated projection from the State Demographer's population data would expect Saint Peter to add approximately 46 households in an average year from 2010 to 2020. The assumptions used for this extrapolation are based on a stable population of group quarters residents and a slight reduction in average household size through the decade.

When the Community Partners Research projection and the extrapolated State Demographer based projections are used to form a range, possible annual growth of 36 to 46 households per year in Saint Peter. As stated previously, the City has averaged 40 households per year from 2010 to 2013, very consistent with this projection range. However, much of the recent growth can be attributed to some larger-scale multifamily rental projections, which are less likely to recur on an annual basis. For growth within the projected range to continue into the future, it is probable that a higher level of home ownership growth will need to be present.

There is a greater uniformity in the projections at the regional level, which cover the combined Three-County entity of Nicollet, Blue Earth and Le Sueur Counties. Since ESRI's projection period ends in 2019, the analysts have examined the annual incremental growth required to achieve the projections.

To reach ESRI projections, annual average growth of 366 households per year would be required between 2010 and 2019. To reach the Community Partners Research projection, annual average growth of 380 households per year would be required over the decade. To achieve the State Demographer's regional forecast, average annual growth of 412 households would be required from 2010 to 2020. When combined, these projections form a reasonable range of expected household growth of 366 to 412 households per year.

For comparison purposes, the State Demographer believes that the Three-County region has averaged 374 households per year through the first three years of the decade. ESRI believes that the Three-County area has been averaging 416 households per year through the first four years of the decade. Both of these estimates are generally consistent with the projected annual range over the entire decade”

Community Partner Research, Inc.  
St. Peter Housing Study Update – 2014

## **Building Better Neighborhoods**

As the City Council discussed the merits of undertaking the construction of a third residential neighborhood based upon the Building Better Neighborhoods program authored by the Greater Minnesota Housing Fund, staff evaluated the financial performance of Nicollet Meadows and Washington Terrace compared to the other privately developed subdivisions.

Both Nicollet Meadows and Washington Terrace were developed utilizing the principles of the Building Better Neighborhoods (BBN) program created by the Greater Minnesota Housing Fund (GMHF).

***“Building Better Neighborhoods is the culmination of the work of GMHF and its Home at Last consultants over the past few years. Based on knowledge gained in dozens of cities across Minnesota, it advocates a balance of “cost-reduction” and “value-added” strategies. Together, these innovative design strategies and practical lessons learned will be valuable to any community seeking to provide affordable homeownership opportunities in well-planned and livable neighborhoods.”***

The financial performance of the two municipally developed subdivisions was accomplished comparing Nicollet Meadows and Washington Terrace to the Windsor Pond, Lampert Addition, Standard Lumber, Pine Pointe and Union Street neighborhoods.



The Estimated Market Value, municipal utility sales and property tax billings were compared amongst the neighborhoods to determine a per acre value. The results of the analysis is as follows:

### **SUBDIVISION ANALYSIS**

<b><u>SUBDIVISION</u></b>	<b><u>MARKET VALUE PER ACRE</u></b>	<b><u>UTILITY BILLINGS PER ACRE</u></b>	<b><u>REAL ESTATE TAXES PER ACRE</u></b>
<b>Windsor Pond</b>	\$976,251	\$10,880	\$11,713
<b>Nicollet Meadows</b>	\$848,252	\$13,686	\$9,561
<b>Washington Terrace</b>	\$727,739	\$16,516	\$8,712
<b>Lampert Addition</b>	\$653,966	\$9,590	\$6,565
<b>Standard Lumber</b>	\$627,874	\$11,073	\$7,754
<b>Union Street</b>	\$565,119	\$9,377	\$6,191
<b>Pine Pointe</b>	\$437,473	\$3,686	\$5,578

Source: City of Saint Peter

With the exception of the Windsor Pond development, the analysis suggests that the financial performance of Nicollet Meadows and Washington Terrace exceeds that of the privately, traditionally designed subdivisions. The study clearly indicates that the more densely developed neighborhoods financially outperform the neighborhoods featuring large lots and traditionally developed infrastructure

It is perhaps interesting to note that while it was not developed utilizing the BBN program, Windsor Pond incorporates many of the BBN principles such as narrower streets and smaller residential parcels.

## **Rental Licensure/Inspections**

In 1989, the City Council adopted an ordinance requiring the licensure and inspection of residential rental units within the city. The inspection programs are intended to ensure that every rental housing unit is maintained to the minimum life safety standards of the code.

The licensing also provide for enforcement and penalties should rental properties be maintained in an unlawful or unruly manner which creates a public nuisance. As with most municipal rental codes, a rental license can be withdrawn administratively should the licensee face multiple violations.

As of 2015, there were 1,336 rental units licensed by the office of the Saint Peter Building Official. The location of the various rental properties are shown on the map included in Appendix A.

## **Foreclosures 2007 – 2012**

By 2007, the national housing market and housing economy was reeling. The collapse of the housing market and large economic recession forced many out of their home by foreclosure. Saint Peter was not insulated from these adverse situations.

Between 2007 and 2012 there were a total of 89 foreclosure actions undertaken within the city.

## **2012 Housing Study Update Recommendations**

In 2012, the City of Saint Peter commissioned Community Partners Research, Inc. (CPR) to undertake an analysis of the Saint Peter housing market. This study follows housing studies conducted in 1999, 2002 and 2005.

The recommendation of the 2012 study are as follows:

- The research supports the construction of between 50 and 60 market rate rental units in Saint Peter between 2012 and 2017. This would help to relieve the low rate of vacancy that currently exists, and address demand that is expected from renter household growth.
- With the completion of Park Row Crossing, there are 170 tax credit / moderate rent housing units. This provides housing opportunities to only 2.8% of all households within

the Market Area, and 4.7% of all Saint Peter households in 2014. CPR's analysis suggests that the addition of the Park Row Crossing tax credit units would meet the pent up need for this type of housing however additional units would be necessary to meet the needs of a growing community.

- Preserve the existing low income housing options and seek an expansion of tenant-based rental assistance to address an on-going community need.
- With the recent construction of three senior housing projects and the mixture of tenant services provided, the senior housing market is well served. Until the current supply of units is fully absorbed, and occupancy patterns stabilized, no additional senior housing expansion would be recommended.
- While home ownership assistance programs may be in less demand than in the past, they can still be offered to promote the sale of both new and existing houses, in an attempt to increase the level of local activity.
- In the past, the private development community has responded to market demand and has proceeded with subdivision creation as needed. Supply and demand should be monitored. If the available inventory appears to be inadequate to meet near-term needs, additional land development should be promoted.
- Although demographic patterns are conducive to attached ownership housing construction, this segment of the market will probably remain suppressed until confidence returns in the national economy and housing markets.

## **2014 Housing Study Update**

- Unlike some neighboring communities, the City did not have an overly large inventory of residential lots when construction activity slowed around 2007.
- It is unlikely that the high volume of annual home construction of the early 2000's will recur in the region. Still, when compared to other area cities, including Mankato, there is evidence that Saint Peter has the potential to increase its capture rate of households looking for newly constructed homes.
- There has been growth in the available labor force of the Three-county (Nicollet, Blue Earth & Le Sueur) area in recent years. When comparing 2000 to 2013, the total labor force has increased by nearly 6,300 people or 9.4%.
- In 2011, there were 5,148 people employed within the City limits. Of those employed within Saint Peter, 3,322 or 64.5% lived outside of the city and commute in to the city for work.
- In 2011, 4,387 persons residing in Saint Peter were employed. Of those, 2,562 or 58.4% were employed outside of the city limits of Saint Peter.
- Saint Peter and the three-county area have been able to consistently add population and households for more than thirty-three years.

- Near term household growth will remain reasonably similar to the most recent patterns. For the City of Saint Peter, this represents an annual growth of between 36 and 46 households in a typical year through 2020.
- The Three-county area could expect approximately 366 to 412 new households through 2020. Saint Peter would be expected to capture 10% to 11% of this regional growth.
- Household projections are based on current conditions and expectations. With significant job growth in the region, future industrial expansions such as the Walmart distribution center, Cambria and FedEx can significantly increase the rate of household and population growth.
- An analysis of building permits indicates that 195 rental housing units were constructed between 2010 and 2013. In that same time, only 34 single family homes were permitted for construction.
- At the time of the 2010 U.S. Census 65.3% of all housing units were owner occupied. In 2000, 68.9% of households were owner occupied.
- Growth generated demand will yield an additional 20 to 25 owner-occupied housing units in an average year. Unit replacement and pent-up demand could increase this to 30 new units per year through 2020.
- For Saint Peter to achieve a higher level of annual production in the future, it is assumed that promotional efforts, including gap financing, down payment assistance and reduced lot pricing will generate a level of construction that has not been reached recently without these types of incentives.
- The research completed as part of this 2014 update is generally supportive of a renewed effort to develop an affordable, single-family home subdivision in Saint Peter, especially if this effort can include special buyer incentives and assistance programs.
- Various owners of private subdivisions view the City's development of an affordable, mixed use subdivision as direct competition. While public subdivisions would generally not represent direct competition based upon lot pricing, the private owners view them as competition that will further limit their ability to sell their remaining lot inventory.

# Utilities

## **Wastewater / Sewer**

Saint Peter wastewater (sewerage) is treated at the Wastewater Treatment Facility located at 400 West St. Julien Street. Treatment begins with Preliminary Treatment where large solids such as rags and abrasive grit is removed from the wastewater stream. Next, Primary Treatment separates other solids from the wastewater stream.

The Secondary Treatment process pumps wastewater through Biological Aerated Filters where the organic matter in the waste is converted to biomass. Following disinfection via UV light to reduce pathogens, the treated water is finally released into the Minnesota River.

Capacity Average Dry Season:	2.00 million gallons / day
Capacity Average Wet Season:	4.00 million gallons / day
Capacity Average:	1.28 million gallons / day

## **Water**

The City of Saint Peter provides its residents quality drinking water from nine wells drawing from the Jordan, Franconia-Ironton-Galesville, Mt. Simon, and Mt. Simon-Hinckley aquifers. Using reverse osmosis, the Broadway Water Treatment Plant and the Saint Julian Water Treatment Plant work to lower levels of iron, manganese, nitrates, radium, chloride, sulfates, and total dissolved solids from the city's drinking water, also adding chlorine and fluoride to promote and enhance public health.

## **Stormwater**

Your stormwater fees go toward maintaining and enhancing storm sewers throughout our community. Some of the more noticeable stormwater management efforts include maintenance of catch basins that catch the flow of water from streets and stormwater basins that hold stormwater for longer periods and allow for natural treatment and replenishment of aquifers. Stormwater changes are a part of Federal and State pollution control agency efforts and requirements to minimize pollutants from running into rivers such as the Minnesota River and other lakes and streams. Stormwater charges for the average household are \$7.50 per month while other land use types (industrial and commercial) pay based on their acreage.

The existing stormwater pipe network in the developed part of the city is capable of handling the potential runoff from a ten-year storm event which is 4.2 inches of rainfall over a 24-hour period.

The existing stormwater network does not handle additional flow from the undeveloped growth areas around the City, as currently this water does not typically reach the existing stormwater system because it infiltrates into the ground before reaching the network. When land is developed, there is increased impervious area; therefore there is more runoff, which would

overload the existing stormwater system. This runoff is managed by a series of stormwater pods on the western edge of Saint Peter.

## Electric

### **Southern Minnesota Municipal Power Agency (SMMPA):**

“Created by its members in 1977, SMMPA generates and sells reliable wholesale electricity to its eighteen non-profit, municipally owned member utilities and developed innovative products and services to help them deliver value to their customers.

Though SMMPA members are located throughout the State, most are in southern Minnesota. SMMPA members serve over 96,000 residential customers and 12,300 commercial and industrial customers.

The Agency’s main source of electricity is its 41% share in the 884 MW Sherco 3 coal-fired generator near Becker, MN. The Agency’s energy mix also includes various renewable energy sources such as wind, biodiesel and waste-to-energy, and an array of intermediate and peaking units owned by member utilities.”

(Courtesy of smmpa.com)

The following municipal utilities have joined together as members of the SMMPA organization:

Austin Utilities	Blooming Prairie Public Utilities
Fairmont Public Utilities	Grand Marais Public Utilities
Lake City Utilities	Litchfield Public Utilities
Mora Municipal Utilities	New Prague Utilities Commission
North Branch Municipal Water & Light	Owatonna Public Utilities
Preston Public Utilities	Princeton Public Utilities
Redwood Falls Public Utilities	Rochester Public Utilities
Saint Peter Municipal Utilities	Spring Valley Public Utilities
Waseca Utilities	Wells Public Utilities

### **Co-Generation Plant:**

A 12 MW diesel generator is located at the top of the Broadway hill. At the direction of SMMPA, staff of the Saint Peter electric utility “cold start” the generator and bring it on-line to provide power to the electrical grid.

The co-generation of power allows SMMPA to manage their electrical peak in an effort to save money for member utilities and their customers. In addition to peak shaving, the generator can be brought on-line at such times as the community is facing catastrophic outages or when electrical lines feeding the community are disrupted or down.

## **Electric Load Management:**

The City of Saint Peter *requires* all Electric Utility customers with newly installed or replacement central air conditioning, to participate in an “Electric Load Management” program. It is designed to reduce the costs to the utility and to the customer. By lowering peak demand for electricity during certain times of the day, typically during the summer months, the utility can save customers money by lowering the wholesale price of electricity bought by the utility.

Controls are added to the residential air conditioning unit that allows the municipal electric utility the ability to turn the cooling unit on and off. A unit would typically be shut off for a fifteen minute period each hour. By rolling the shut off through the city, the peak energy consumption of the utility is “shaved” resulting in lower electrical rates to the consumer. The homeowner hardly notices any change their homes comfort during peak shaving events.

## **Electrical Distribution:**

In the mid 1990’s, the City was faced with a community question; “how reliable is your electric system”? Multiple outages and interruptions led staff to recommend to the City Council a policy of installing underground electrical utilities as the standard to improve system performance. The Council took action in the fall of 1997 to stabilize the direction moving forwards with electrical improvements all new installations would be underground.

Power outages over extended periods present major health and safety concerns as well as economic loss to customers. Placement of the underground electrical distribution system has significantly reduced the number and frequency of power outages.

In March of 1998, the tides turned for Saint Peter when the electrical system was destroyed by a tornado and completely rebuilt with an underground system. The opportunity to improve the electrical system by installing all new underground cables was just one benefits, the other was the installation of a ‘looped” feed to improve system redundancy, reduce or eliminate outages and to improve continuous service to our customers.

## **Telecommunications**

Saint Peter offers a series of telecommunication providers as a means to promote choice and competition rates for the benefit of the city’s consumer community. Phone, cable, and internet services are each available either through individual or bundle packages for residential or business properties from pairs of competing providers.

Phone:	Consolidated Communications Century Link
Cable / TV:	Consolidated Communications Mediacom
Internet:	Consolidated Communications Mediacom

## **Natural Gas**

CenterPoint Energy is the sole provider of natural gas available in the City of Saint Peter and offers both residential as well as business account packages.

## **Solid Waste / Garbage**

The City of Saint Peter contracts with LJP, Inc. for residential, curbside refuse pickup. “Curbie” receptacles are available in 60 gallon or 90 gallon sizes. Pickup is provided once per week.

Refuse services are billed monthly along with the municipal utilities.

## **Recycling**

Curbside, single-sort recycling services are provided on the same day as regular solid waste collection.

Materials acceptable for recycling include Plastics #1-#7, glass, metal cans, paper and cardboard. There is no need to separate the materials and all materials can be comingled in the provided “Curbie” receptacle.

Alternative disposal of hazardous wastes, appliances or electronics is provided intermittently in cooperation with Nicollet County and Tri-County Solid Waste. Notification of these drop-off events is provided on the city website, Facebook page and in the weekly “Hot Sheet”.

# Transportation

## U.S. Highway 169

2009 improvements and construction along 169 through Saint Peter sought to address six primary goals:

1. Improve pedestrian safety and accessibility
2. Improve vehicle safety
3. Improve mobility and system connectivity
4. Enhance appearance of corridor and community
5. Reinforce historic context of downtown
6. Rehabilitate roadway pavement

Raised medians were installed between the north and southbound lanes to improve both vehicle and pedestrian safety and mobility. “Bump-outs” were also added to define parking lanes and reduce pedestrian crossing lengths, while controlled intersections received pedestrian timers. To improve vehicular travel patterns, crossing accesses at Park Row and Grace Street were removed, redirecting vehicles that wish to cross 169 to alternative controlled intersections. Benches and bike racks were also added along the street, improving the general aesthetics of the 169 corridor.

In 2009, the City of Saint Peter joined other municipalities, counties, townships, private industry and individuals as a charter member of the U.S. Highway 169 Corridor Coalition. The mission of the organization is as follows:

*“Working together to enhance safety, reduce congestion and maximize economic development along the U.S. Highway 169 interregional corridor.”*

According to data assembled by the Corridor Coalition:

- A 200% growth in agribusiness freight is expected on U.S. Highway 169 by 2025.
- 40% of Minnesota employees work within 10 miles of U.S. Highway 169.
- 50% of the ethanol produced in Minnesota is transported via U.S. Highway 169.
- 60 million pounds of freight are transported each day via U.S. Highway 169.
- 6,400 heavy commercial vehicle trips are taken on U.S. Highway 169 each day.
- U.S. Highway 169 is a vital artery for agricultural products to the Ports of Savage.

The data suggests that U.S. Highway 169 is essential to the economic wellbeing of Saint Peter and surrounding region. As such it is appropriate to continue to advocate for ongoing state and federal investments in the improvement and maintenance of the invaluable interregional corridor.

## **2010 Autumn Flooding**

In October of 2010, after wide ranging fast and heavy rainfalls, the Minnesota River Valley experienced severe flooding that destroyed north and southbound lanes and prohibited traffic along much of 169 south and north of Saint Peter.

Road maintenance and reconstruction further lengthened the period of time that the highway was closed to automotive transportation. These events precipitated future flood mitigation projects in 2014.

## **Reduced Conflict Intersection**

A 2012 analysis of the St Julien / Highway 169 and Dodd Avenue / Highway 169 intersections suggested that upon future increase in traffic the performance of the intersections would not meet MnDOT traffic and safety standards. Consequently, Highway 169 on the north side of Saint Peter received the installation of two Reduced Conflict Intersections (RCI).

With goals to reduce delay and congestion on the major highway and prevent collisions common to rural side-street highway entries, the RCI's installation requires all left-hand turns onto Highway 169 to first turn right onto through traffic and travel 1,000 feet before making a U-Turn through the center median back onto the desired north or southbound lane. Research conducted at existing RCI intersections in other states have found a 70% decrease in fatal vehicle conflicts and a 42% decrease in injuries caused by such accidents at the site of the reduced conflict intersection (Data courtesy of MnDOT).

## **2014 Flood Mitigation Project**

Highway 169 from Saint Peter to Le Sueur underwent construction to reduce flooding threats in 2014. Improvements included the resurfacing of southbound lanes, the raising of flood-prone segments of southbound Highway 169 roadway as well as the installation of the RCUT intersections in north St. Peter.

## **Highway 22 Bridge Improvements**

Beginning in July of 2015, Highway 22 at along the southern edge of Saint Peter underwent the second stage of the MnDOT flood mitigation projects. An additional 120' of raised roadway was added to the Minnesota River Bridge to help manage flooding and handle additional water flow. The improvement allows the bridge to remain open during flood events that have typically required closure due to overland flooding between the bridge and Highway 169.

## **Future Highway Improvements**

### **2016 Highway 169 Flood Mitigation**

An additional flood mitigation project in 2016 to address four flood-prone areas between Mankato and Saint Peter. The project's estimated cost was \$25 million, covering expenses for six miles of road resurfacing, the installation of median barriers, and the raising of the road above the 100 year flood.

This mitigation project will help ensure that Highway 169, the vital north-south link of the region, can remain open during flood events that have resulted in closure.

### **2017 Highway 99 Improvements**

In 2017, improvements will be made to the Broadway Bridge along Highway 99 on the eastern edge of Saint Peter. Due to the fact that the bridge is listed on the National Register of Historic Places, special care will be required to ensure that any and all reconstruction does not compromise the visual character of the local landmark.

Considered by engineers to be "fracture critical", the historic structure will be preserved by the addition of support beams installed on the underside of the bridge decking. While the improvement will be virtually invisible, the structural improvements will increase the long-term safety and utilization of this vital connection to the community.



## **Intersection Management Planning**

While private interests were contemplating the development of land adjacent to Hallett's Pond, the City of Saint Peter undertook an analysis of the post development performance of the Old Minnesota Avenue and St. Julien Street intersection. Based upon projections to the year 2030, it is predicted that the performance of the intersection will be compromised as additional area development occurs.

The analysis of this intersection considered a "do nothing" scenario, the installation of stop lights and the construction of a roundabout. While each intersection treatment presented certain challenges, it was determined that the construction of a roundabout intersection would most

appropriately address the proposed congestion and traffic backups expected as additional area development is commenced.

Additional Saint Peter intersections are expected to be stressed upon relocation and construction of a new Saint Peter High School. The new school location is expected to alter the circulation patterns of the west side of town, perhaps especially those accessing Broadway Avenue as part of their school commute.

As such it is highly recommended that analysis be done on these other Saint Peter intersections to determine the current and projected intersection performance.

- Broadway Avenue and Sunrise Drive
- Broadway Avenue and Washington Avenue
- Washington Avenue and Dodd Avenue (Highway 22 North)

## **Collector Street Program**

In 1996, the Area Transportation Plan identified proposed locations of new collector streets designed to serve underdeveloped properties outside of the existing corporate limits of Saint Peter. Designed and constructed to carry higher volumes of traffic compared to streets within residential subdivisions, collector streets anticipate serving in excess of 5,000 vehicle traffic volumes daily and provide interconnectivity between neighborhoods and established districts within the city.

In 2013, improvements were made to Washington Avenue to provide a continuous collector street link from the Regional Treatment Center to Dodd Avenue (Highway 22 North). The identified goals of the Washington Avenue Link program were to:

- Improve city-wide operations and continuity.
- Improve safety by reducing through traffic on local residential streets and Highway 169.
- Control access on Highway 22 (Dodd Avenue).
- Improve pedestrian access to Ramsey Park and city schools.

After considering multiple alternatives, it was decided to construct a connection between Washington Avenue and Dodd Avenue (Highway 22) starting at the Davis Street intersection. In order to do so, more than twenty mobile homes were relocated to vacant lots within the Summit Community and a short connector street was installed between the new, realigned Washington Avenue and Fifth Street. Access to Dodd Avenue from Oxford Lane and Fifth Street were also closed to reduce and control residential traffic on Fifth Street and to allow Fifth Street to operate within its design limits.

The Transportation Master Plan (updated 2015) mapping is included in Appendix A.

## **Trail System**

The 2015 Trail Master Plan shows both existing and proposed Saint Peter trails. Currently, there are both state and local trails available to the Saint Peter community. Local trails run along portions of Sunrise Drive and County Road 5 (Broadway Avenue), Dodd Avenue, County Road 15 and Nicollet Avenue. State trails exist along Broadway Avenue and Highway 22 south of town.

A minimum maintenance trail loops around and through the Traverse des Sioux Nature Resource Area, ending at the historical Treaty Site east of Highway 169. Proposed trail projects include local trails along Broadway Avenue that circle the perimeter of Saint Peter and reach out east on Highway 99 to the scenic River Valley Overlook.

Saint Peter is working with the DNR, Mankato, North Mankato, Blue Earth County, Nicollet County, Le Sueur County and Kasota focusing on the functional and recreational movement of pedestrians and bicyclists. Currently, officials are in the process of planning a series of trail system installations to provide connectivity to existing regional systems. Additions would include a connection to the 39 mile long DNR Sakatah Singing Hills State Trails reaching from Mankato to Faribault, linkage to trails within the cities of Mankato and North Mankato as well as the Red Jacket Trail.

Moreover, upon the installation of the Washington Link connector street, the abandoned right of way between Davis Street and Sunrise Drive has remained and is now utilized as a walking and biking trail within the city.

The Trail Master Plan map is included in Appendix A.

## **Snowmobile Trail Proposal**

The City of Saint Peter has proposed the additions of a series of city and county snowmobile trails to the surrounding community. County trails would occupy the western and northern perimeters with additional trails reaching south along Highway 22 and southeast along Highway 99. Moreover, the plan proposes city trails wrapping around the southern region of the city and running north along the west perimeter.

The Snowmobile Trail Map is depicted in Appendix A.

## **Sidewalk Master Plan**

Serving as a means of safe and effective pedestrian circulation throughout the community and between schools, parks, medical facilities and developments, sidewalks are a vital part of city culture and cohesion. In recent years, the City of Saint Peter has worked to install sidewalks throughout the community and on both sides of collector streets, giving specific priority to the creation of safe routes to school for children and the installation of handicapped ramps on each sidewalk corner. Moreover, the construction of the Washington Avenue Link provided vacant space for a paved trail connecting Davis Street to Sunrise Drive.

The City still looks to further improve community sidewalks with a plan for their installation on both sides of every street to the extent practical. Within this plan, infill schedules will be

designated by each street’s radial proximity to any of the city’s schools, parks, public facilities and institutions through a strategic ranking system to ensure that the areas with the highest volume of pedestrian traffic are promptly addressed.

The 2015 Sidewalk Master Plan shows much of the southern portion of the city having existing sidewalks, with the majority of the proposed new sidewalk construction lying north along Minnesota Avenue, Union, Fifth and St. Julien Street as well as select streets in the eastern portions of Saint Peter. These new walks would be fully handicapped accessible upon their construction to allow for the safe movement of persons with mobility impairments.

The Sidewalk Master Plan map is shown in Appendix A.

## **Minnesota Comprehensive Statewide Freight and Passenger Rail Plan**

Noting predictions of growth for the state of Minnesota, a State Rail Plan was drafted in 2010 as a means to begin planning for the installation of freight and passenger rail routes. The plan offered two possible project structures referred to as Future A and Future B. Future A supposes that growth is concentrated in the Twin Cities Metro area with some expansion towards St. Cloud and would include an inter-city rail system connecting Minneapolis and St. Cloud to Chicago along the I-94 corridor, requiring limited construction of inter-state connections. Future B assumes a multi-centered development seeing significant development not only in the Twin Cities Metro area but also in Rochester, St. Cloud, Winona and Duluth. This plan would include a similar connection to Chicago in addition to lines reaching to outlying cities such as Duluth.

## **Mankato Regional Airport**

Less than five miles southeast of Saint Peter, the two-runway Mankato Regional Airport is more than 1,000 acres in size and accommodates thousands of take-offs and landings annually. The site also hosts the State of Minnesota Civil Air Patrol encampment every year and offers space and runway services for Minnesota State University, Mankato student pilot training programs.

## **Saint Peter Public Transportation**

Saint Peter Transit offers a low-fare public transportation service open Monday-Friday from 10 a.m. to 6 p.m. The deviated route operates on an hourly loop, stopping at eleven popular pick-up and drop-off sites around town. Riders who wish to be picked up or dropped off within two blocks of the designated stops may request so at the discretion of the driver and schedule availability. Listed below is the route schedule.

<b>South Loop (Route)</b>	<b>North Loop (Route)</b>
Family Fresh Market (:00) top of hour	Family Fresh Market (:28)
Regional Treatment Center-RTC (:08)	Fairview Apartments-706 Ronell Street (:34)
Parkview Manor Apt Parking Lot-1010 S. 4th St. (:13)	Shopko (:36)
Gustavus Adolphus College-3 Flags (:16)	Maplewood Apt - NEED TO CALL 934-6070

Community Center-Door A (:19)	Ecumen Sand Prairie-700 Knight St. (:46)
River Rock Cafe - NEED TO CALL 934-6070	Rivers Edge Hospital-Main Entrance (:54)

Dial-A-Ride is a second, by-request transportation option that runs Monday-Friday from 7 a.m. to 8 p.m. and Saturdays from 10 a.m. to 5 p.m., providing rides to and from anywhere within the city limits at a higher ticketed price.

The Student Senate at Gustavus Adolphus College traditionally sponsors a free “Gus Bus” transit for all students to and from downtown businesses and designated street corners Friday and Saturday nights between the hours of 9 p.m. and 2 a.m.

## **Intercity Transit Planning**

The cities of Saint Peter and Le Sueur; are working with the Minnesota Department of Transportation to design an intercity passenger bus service. The two municipalities are attempting to design a system to provide service between Le Sueur and Mankato along the U.S. Highway #169 corridor. A 2017 start-up of the service is anticipated.

## **Intercity Bus**

Mankato Land to Air Express offers a shuttle service for residents and visitors of Saint Peter to and from the Minneapolis/Saint Paul International Airport. Travelers can request pick-up and/or drop-off at Gustavus Adolphus College or the Saint Peter Food Co-op at either location’s designated time.

Jefferson Lines, a branch of Greyhound Buses, also offers transportation services for ticket buyers and is available for pick-up and drop-off in Saint Peter via online or phone scheduling.

At this time, MnDOT is assessing the need for commuter bus service between Mankato and the southwest metro. The analysis will determine the efficiency of a newly designed intercity commuter service. Such service could be provided by a new agency / organization or by the existing intercity transit providers listed above.

## **Cab Services**

There are two independent cab services available in Saint Peter. Kato Cab, based out of Mankato, offers 24/7 paid travel to over forty cities and towns across southern and central Minnesota. Saint Peter is also home to its own local service, St. Peter Cab Company, which offers taxi services, including transportation to the Minneapolis / St. Paul Airport. Service is provided around the clock under its new owner, Matt McPartland.

# CHAPTER

## IV

# Parks and Recreation Plan

### Adoption by Reference

*The Parks Master Plan as adopted and amended by the City Council from time-to-time is incorporated by reference and is considered to be supplemental to the provisions, policies, goals and findings of this Comprehensive Plan.*

# **CHAPTER**

## **V**

# **DEVELOPMENT GOALS AND POLICIES**

## **RESIDENTIAL DEVELOPMENT GOALS AND POLICIES**

### **GOALS:**

1. Adequate land should be reserved for the various types of housing. (single family, multi-family and mobile home)
2. Land uses that are incompatible to residential uses should be separated from residential uses.
3. Residential uses should be placed on land suitable for that purpose and free from flooding, noise, excessive traffic and other hazards.
4. When planning new residential developments, the inclusion of schools, parks, playgrounds, convenience shopping and other uses which serve residential areas should be considered.
5. The existing housing stock should be preserved and maintained.
6. Residential growth should proceed at a manageable and sustainable pace, balanced with school, utility and public service capacity.

### **POLICIES:**

1. The zoning ordinance future land use map should delineate areas suitable for the various types of housing.
2. Streets with high traffic volumes should be designed to skirt residential neighborhoods rather than pass through them.
3. New residential growth should be planned in an orderly fashion adjacent to existing residential areas; leapfrogging should be avoided.
4. Parks and playgrounds should be provided for when planning new residential areas.
5. Subdivision streets and utilities, including required stormwater management should be in place before new residential building is allowed.
6. Mobile homes should be placed in mobile home parks. Life / safety design standards should be adopted to protect the welfare of mobile home park residents as well as to allow emergency serviceability to the park.
7. The taxable value of residential units must be maintained.
8. To assist in creating community stability, greater civil engagement and enhanced workforce productivity, the City should promote home ownership opportunities for area residents.

9. The City should seek to ensure that available housing options are appropriate for all ages and household types. Life cycle housing opportunities must be provided to allow lifelong residency without sacrificing necessary services. – 2002 Housing Study.
10. Safe, affordable and desirable rental housing opportunities should be provided. Rental housing options should exist for households of all incomes. Rental housing units should be provided within single or multi-family dwellings as well as mobile homes.
11. Zoning and subdivision regulations should encourage and allow for appropriate multi-family housing opportunities within traditional single-family neighborhoods or districts. Inclusionary land use practices within residential districts provides for the efficient and effective provision of municipal utility and social services.
12. Residential neighborhoods should be designed to provide safe and convenient pedestrian interconnections between public facilities and between neighborhoods as provided in the Sidewalk Master Plan.
13. The City should encourage higher residential density in proximity to the city center where pedestrian access to essential business and governmental services typical of a Central Business District are provided.

## **COMMERCIAL DEVELOPMENT GOALS AND POLICIES**

### **GOALS:**

1. Sufficient land should be reserved for the various types of commercial development. Development opportunities should be encouraged within existing commercial districts.
2. Commercial facilities should not interfere with the smooth flow of traffic.
3. Commercial facilities should be of a size and scale compatible with nearby uses.
4. Efforts should be undertaken to promote the architectural and structural integrity and vitality of the historic commercial district.

### **POLICIES:**

1. The zoning ordinance and map should provide adequate areas for various categories and densities of commercial uses.
2. Large commercial facilities should be placed on high traffic streets and be oriented away from residential areas. In locations where commercial uses adjoin other districts, landscaping should be used as a buffer between zoning districts.
3. Planned unit developments, where access, parking and other amenities are shared by a number of businesses should be encouraged.
4. New commercial facilities should be required to provide off-street parking and loading facilities. Adequate storm water management should be incorporated into the designs of commercial developments.
5. Convenience commercial facilities should be of the proper size and scale to fit into the neighborhoods they serve.
6. Historic structures within the Central Commercial District should be preserved in a manner consistent with the standards adopted by the Department of Interior. Public / private investment opportunities should exist to encourage the appropriate renovation, rehabilitation or repair of historic commercial properties within Saint Peter.
7. The safe and efficient movement of pedestrian traffic must be provided within the Central Business District to ensure the viability and profitability of the existing and future commercial enterprises. Excessive traffic volumes and the predominance of large commercial vehicles must not be allowed to endanger the health and safety of pedestrians.
8. The City should actively recruit commercial development opportunities within the Central Business District as well as the Highway Service Commercial districts.

9. Commercial development / redevelopments along Minnesota Avenue corridor should be undertaken in a manner which reflects favorably on the aesthetics of the community and corridor.
10. Commercial developments / redevelopments along the Minnesota Avenue corridor should not expose loading docks, utility infrastructure or garbage corrals to the highway motoring public.
11. Lots providing frontage upon to parallel streets shall provide a “front door” appearance to each façade abutting a public street.

## **INDUSTRIAL DEVELOPMENT GOALS AND POLICIES**

### **GOALS:**

1. Adequate land should be reserved for the various types of industrial development.
2. Industrial development should be separated from incompatible uses.
3. New Industrial activity should be located so as not to create detrimental effects on nearby property uses or the city in general.
4. Industrial land should be well placed and serviced for the businesses located there.

### **POLICIES:**

1. The zoning ordinance and map should show adequate land for both light and heavy industrial uses.
2. Performance standards should be used to avoid any detriment to nearby uses.
3. Industrial areas should be located on or near highways so industrial traffic is not routed through residential areas.
4. New industrial facilities should be required to provide adequate off-street parking and loading areas.
5. Industrial areas should have lots of many sizes, including some very large lots.
6. Industrial areas should have adequate utilities and heavy-duty roads planned and if possible, installed prior to industrial expansion.
7. The City should encourage industrial development through the provision of financial assistance when such assistance is deemed necessary and appropriate. The City should actively recruit industrial development opportunities. The City should provide for the installation of the required municipal services within new industrial developments.

## **PARKS AND PLAYGROUNDS GOALS AND POLICIES**

### **GOALS:**

1. As Saint Peter grows, adequate land should be provided for park and playground development to serve anticipated growth.
2. Park planning should be done prior to or at the same time as land use planning.

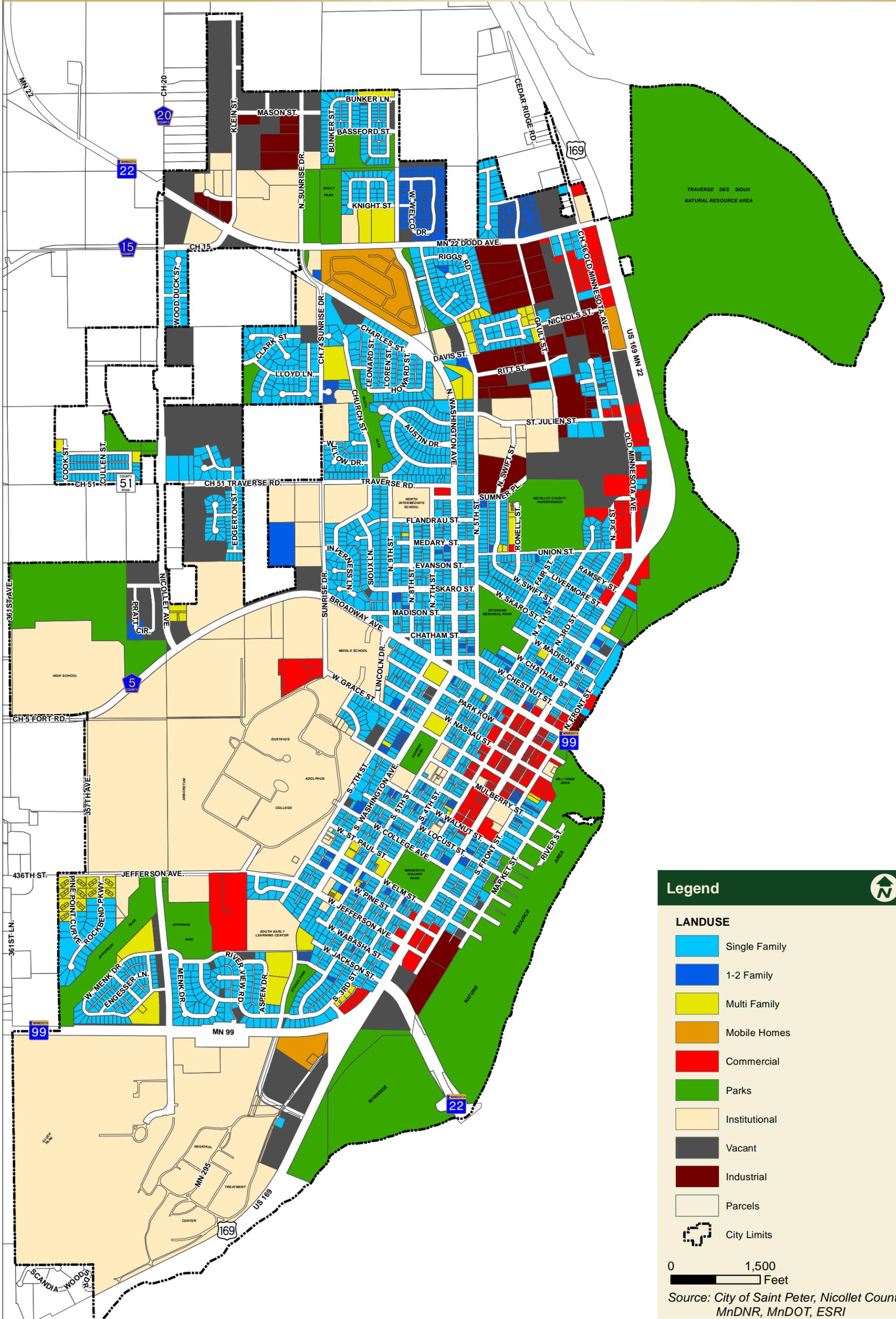
### **POLICIES:**

1. The City should reserve adequate land for park and playground development to serve anticipated growth. New developments should be required to provide for the donation of land or the payment of fees to finance the provision of recreational facilities.
2. Parks, playgrounds and other public facilities should be considered when planning new subdivision plats.
3. Whenever possible, the City should make use of the Minnesota River flood plain, ponds, wooded areas or other unique features for park and playground development.
4. Parks should be accessible and provide for the safe and efficient movement of multimodal traffic.
5. A wide variety of parks should be maintained within the inventory to provide multigenerational recreational opportunities for area residents or visitors. Life cycle park planning should be encouraged to enhance the recreational opportunities of old and young alike.
6. A combination of indoor and outdoor recreational opportunities should be provided to area residents or visitors twelve months a year.
7. Cooperation among units of government, public / private partnerships and the use of volunteers can assist in park and recreation development and maintenance.
8. Parks classified as “Community Parks” or “Organized Sports Parks” shall provide sanitary restroom facilities for the convenience and needs of those utilizing the park facilities.
9. Anticipating the generated increased traffic levels and need for vehicular parking, “Organized Sports Parks” should be cautiously sited if within predominately residential neighborhoods.

# Appendix

## A

### MAPS



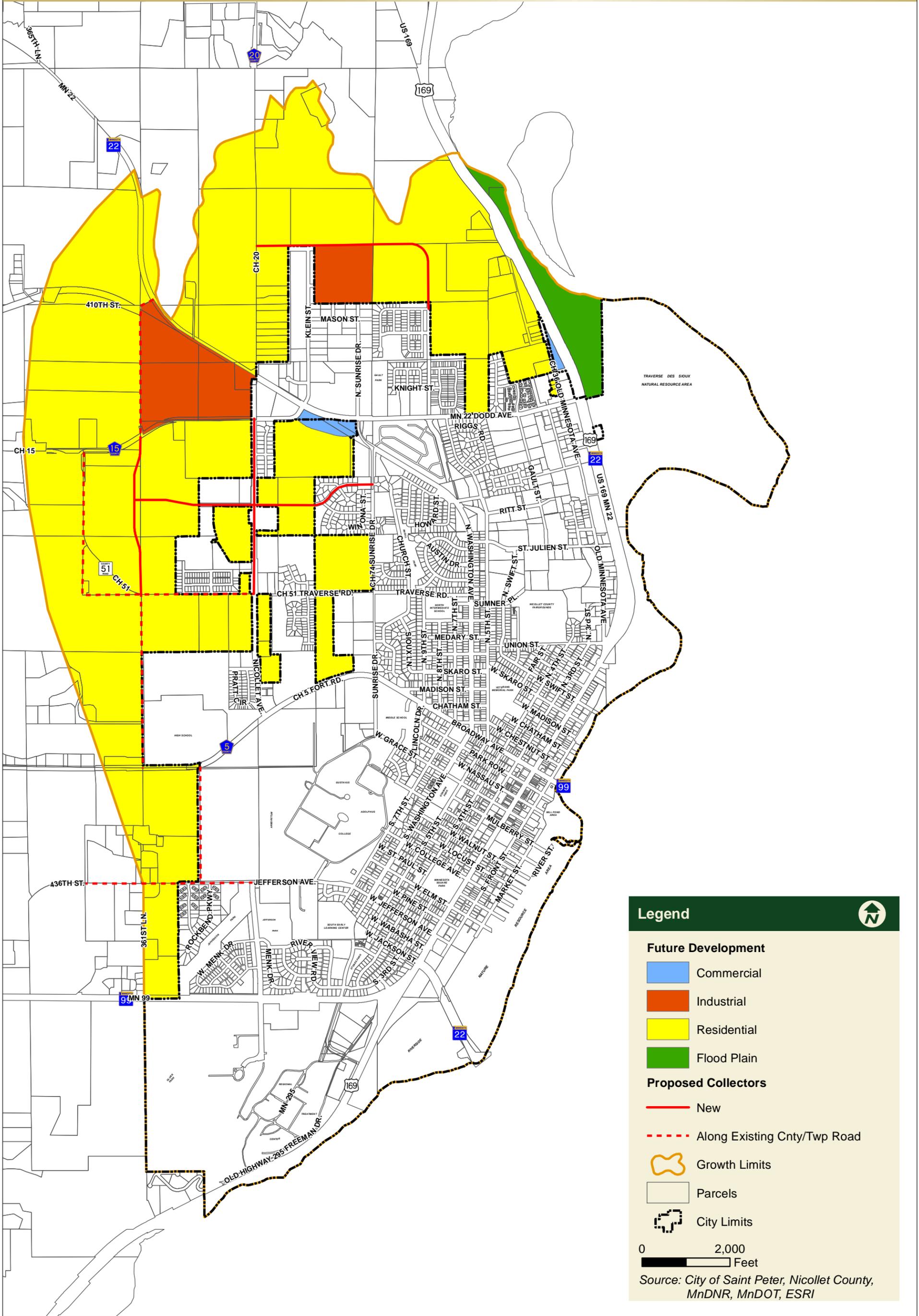
**Legend**

**LANDUSE**

- Single Family
- 1-2 Family
- Multi Family
- Mobile Homes
- Commercial
- Parks
- Institutional
- Vacant
- Industrial
- Parcels
- City Limits

0 1,500 Feet

Source: City of Saint Peter, Nicollet County, MnDNR, MnDOT, ESRI



**Legend**

**Future Development**

- Commercial
- Industrial
- Residential
- Flood Plain

**Proposed Collectors**

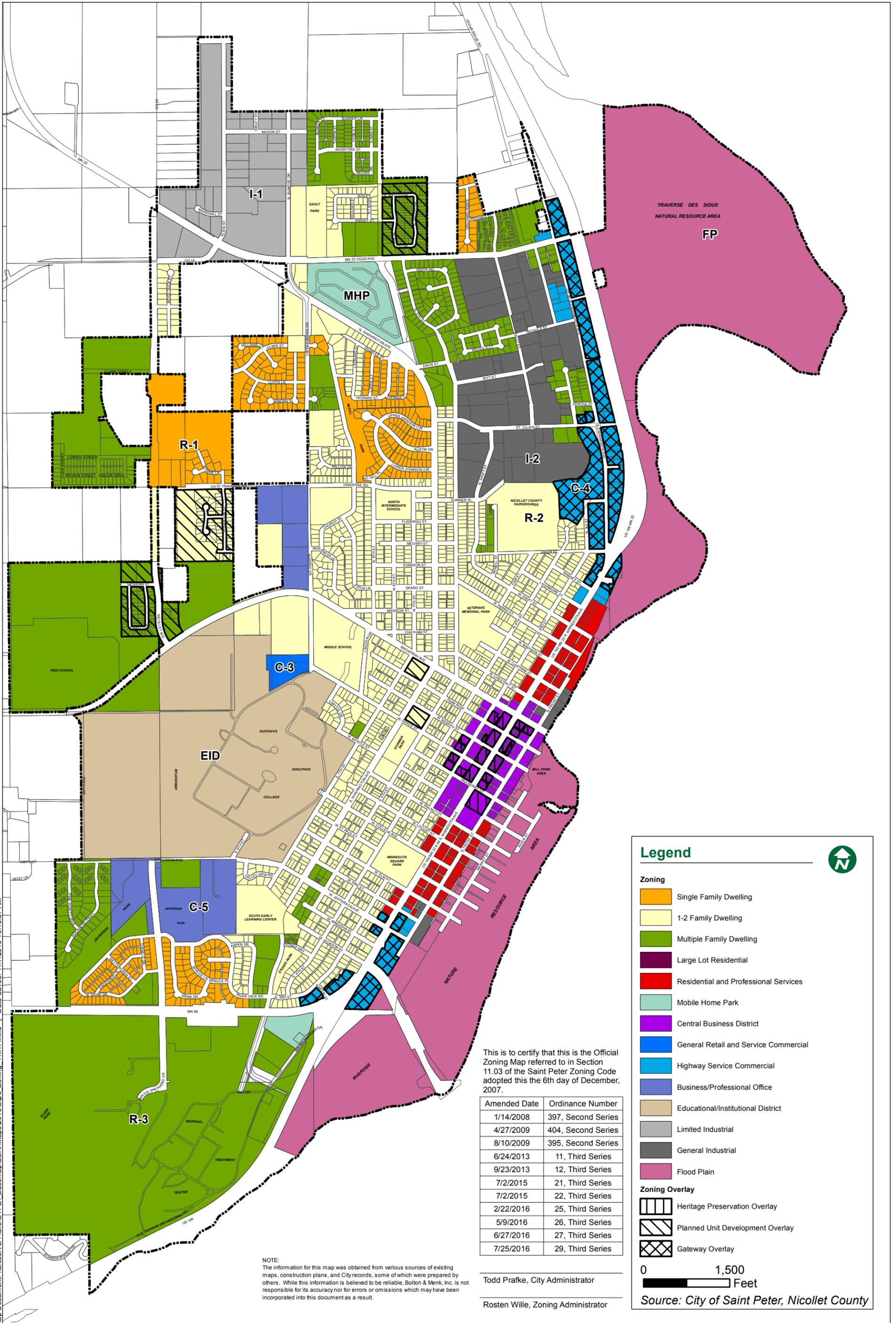
- New
- Along Existing Cnty/Twp Road

**Other Features**

- Growth Limits
- Parcels
- City Limits

0 2,000 Feet

Source: City of Saint Peter, Nicollet County, MnDNR, MnDOT, ESRI



Map Document: \\arcserver1\GIS\S\STPEL\_BaseMap\ESRI\Map2016\Stpe\_Zoning\_11x17.mxd | Date Saved: 11/7/2016 10:16:37 AM

This is to certify that this is the Official Zoning Map referred to in Section 11.03 of the Saint Peter Zoning Code adopted this the 6th day of December, 2007.

Amended Date	Ordinance Number
1/14/2008	397, Second Series
4/27/2009	404, Second Series
8/10/2009	395, Second Series
6/24/2013	11, Third Series
9/23/2013	12, Third Series
7/2/2015	21, Third Series
7/2/2015	22, Third Series
2/22/2016	25, Third Series
5/9/2016	26, Third Series
6/27/2016	27, Third Series
7/25/2016	29, Third Series

**NOTE:**  
The information for this map was obtained from various sources of existing maps, construction plans, and City records, some of which were prepared by others. While this information is believed to be reliable, Bolton & Menk, Inc. is not responsible for its accuracy nor for errors or omissions which may have been incorporated into this document as a result.

Todd Prafke, City Administrator

Rosten Wille, Zoning Administrator

**Legend**



**Zoning**

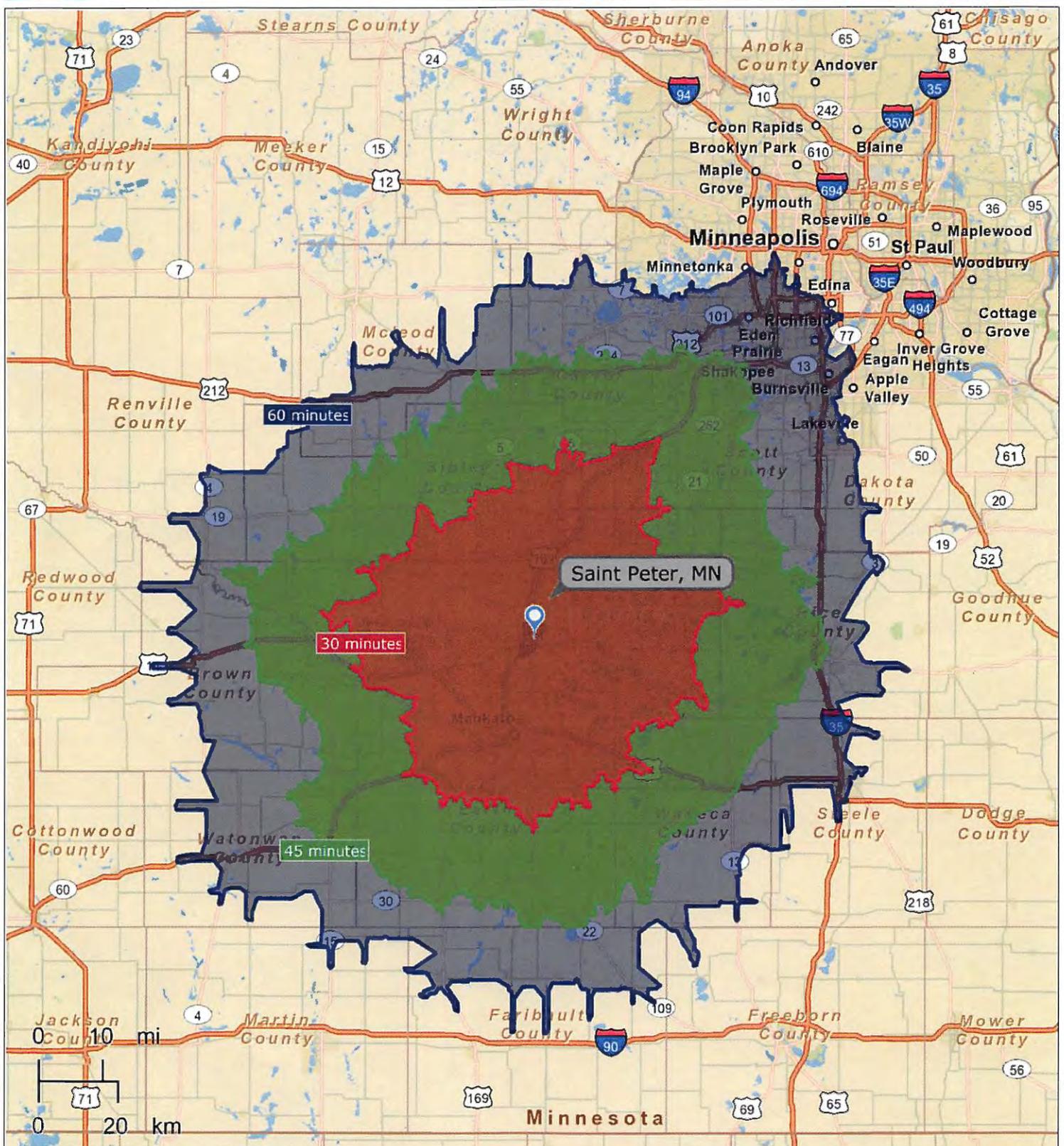
- Single Family Dwelling
- 1-2 Family Dwelling
- Multiple Family Dwelling
- Large Lot Residential
- Residential and Professional Services
- Mobile Home Park
- Central Business District
- General Retail and Service Commercial
- Highway Service Commercial
- Business/Professional Office
- Educational/Institutional District
- Limited Industrial
- General Industrial
- Flood Plain

**Zoning Overlay**

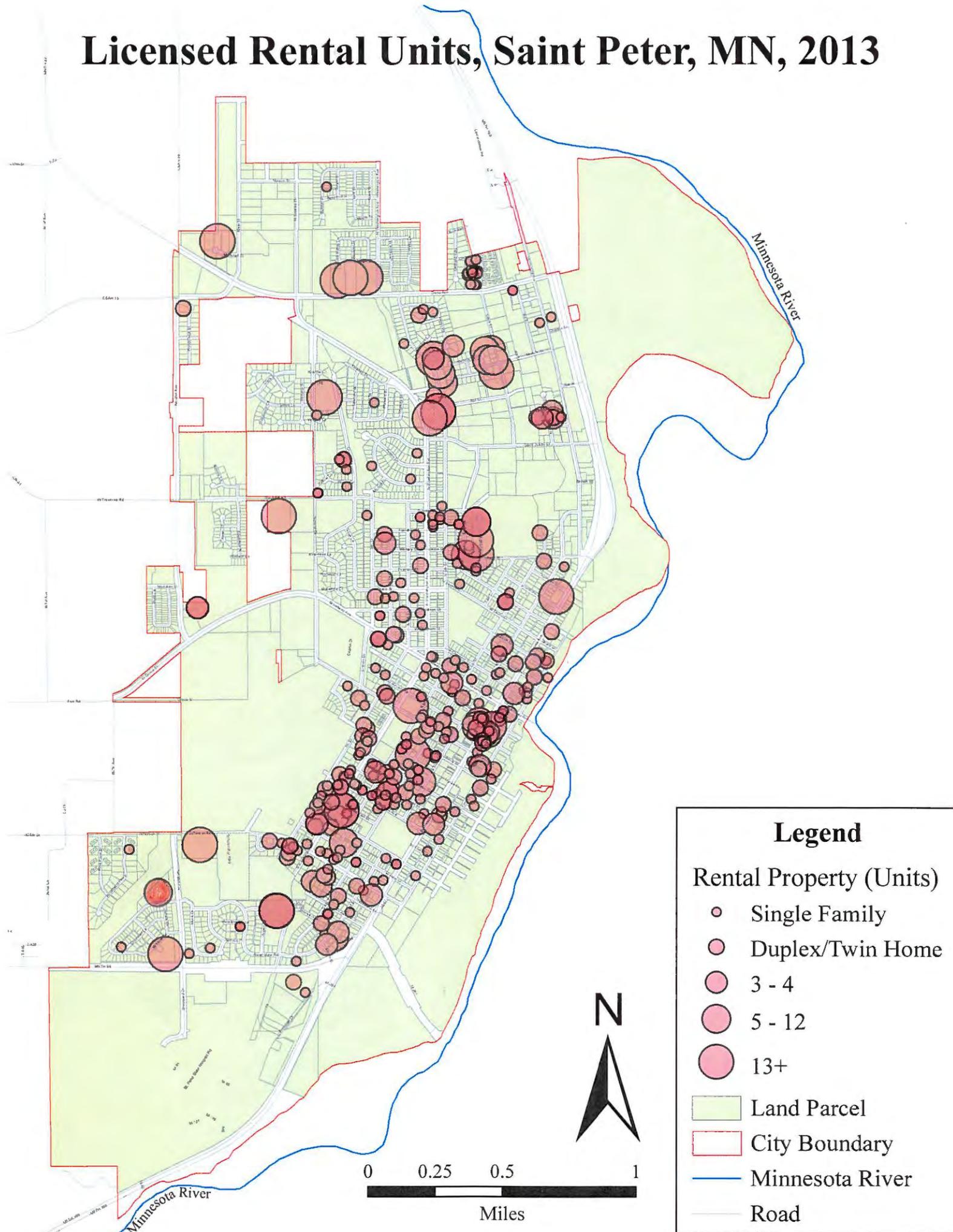
- Heritage Preservation Overlay
- Planned Unit Development Overlay
- Gateway Overlay

0 1,500  
Feet

*Source: City of Saint Peter, Nicollet County*



# Licensed Rental Units, Saint Peter, MN, 2013



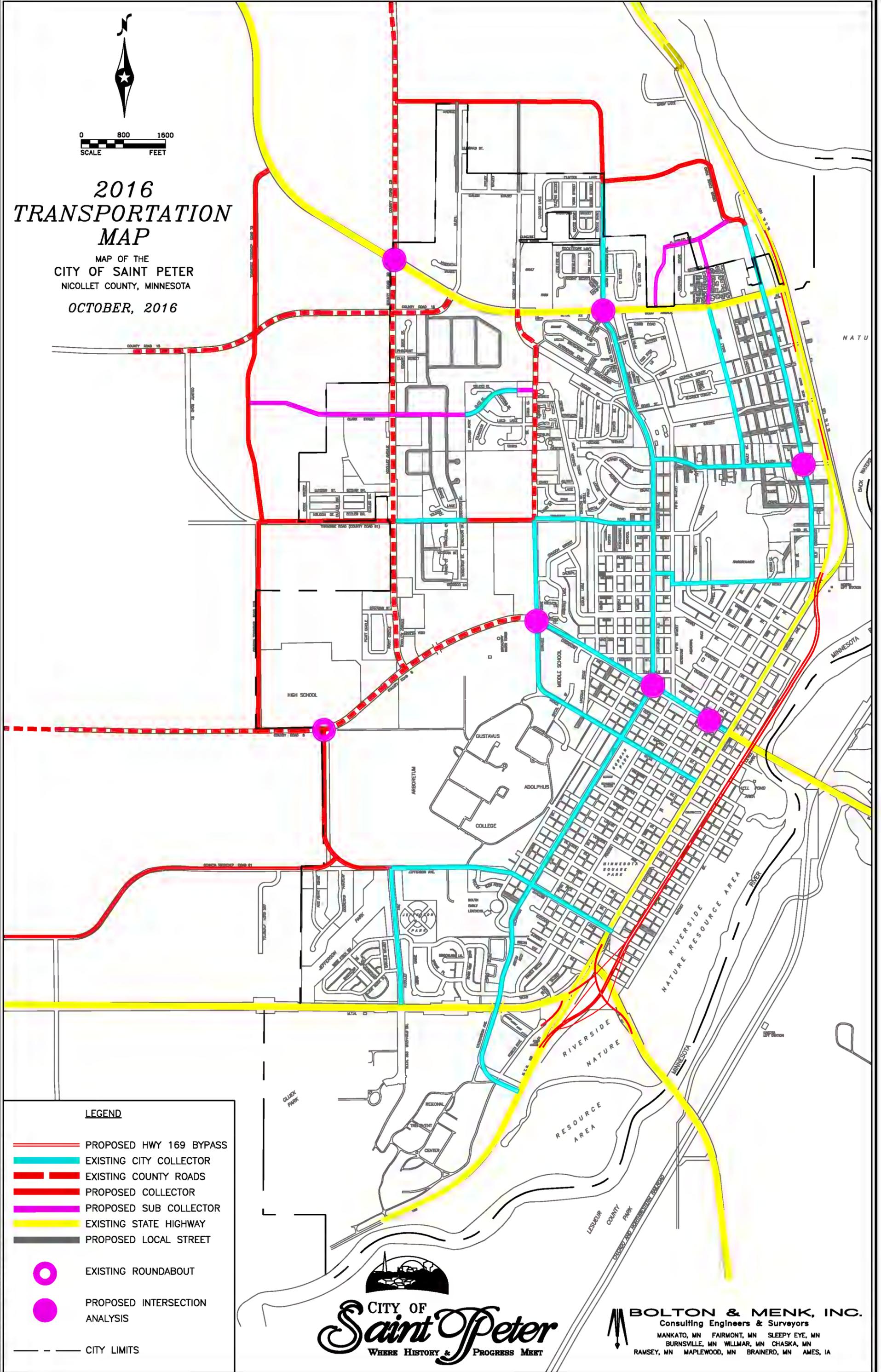


0 800 1600  
SCALE FEET

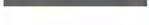
# 2016 TRANSPORTATION MAP

MAP OF THE  
CITY OF SAINT PETER  
NICOLLET COUNTY, MINNESOTA

OCTOBER, 2016



### LEGEND

-  PROPOSED HWY 169 BYPASS
-  EXISTING CITY COLLECTOR
-  EXISTING COUNTY ROADS
-  PROPOSED COLLECTOR
-  PROPOSED SUB COLLECTOR
-  EXISTING STATE HIGHWAY
-  PROPOSED LOCAL STREET
  
-  EXISTING ROUNDABOUT
-  PROPOSED INTERSECTION ANALYSIS
  
-  CITY LIMITS

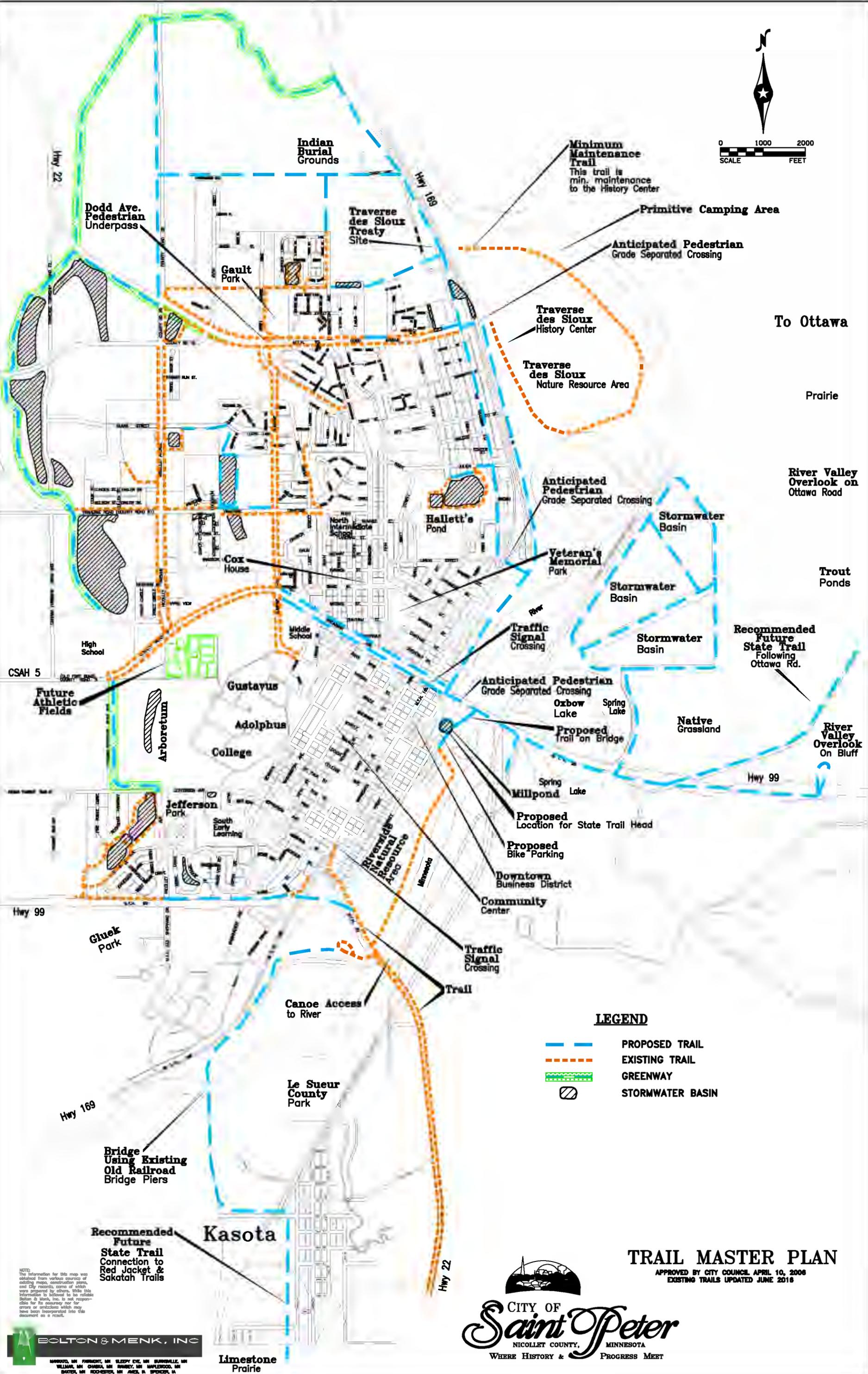
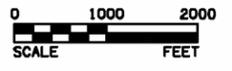


CITY OF  
*Saint Peter*  
WHERE HISTORY & PROGRESS MEET



**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN  
BURNSVILLE, MN WILLMAR, MN CHASKA, MN  
RAMSEY, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA



To Ottawa

Prairie

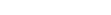
River Valley Overlook on Ottawa Road

Trout Ponds

Recommended Future State Trail Following Ottawa Rd.

River Valley Overlook On Bluff

**LEGEND**

-  PROPOSED TRAIL
-  EXISTING TRAIL
-  GREENWAY
-  STORMWATER BASIN

**TRAIL MASTER PLAN**

APPROVED BY CITY COUNCIL APRIL 10, 2008  
EXISTING TRAILS UPDATED JUNE 2018



NOTE: The information for this map was obtained from various sources of existing maps, construction plans and City records, some of which were prepared by others. While this information is believed to be reliable, Bolton & Menk, Inc. is not responsible for its accuracy nor for errors or omissions which may have been incorporated into this document as a result.

**BOLTON & MENK, INC**

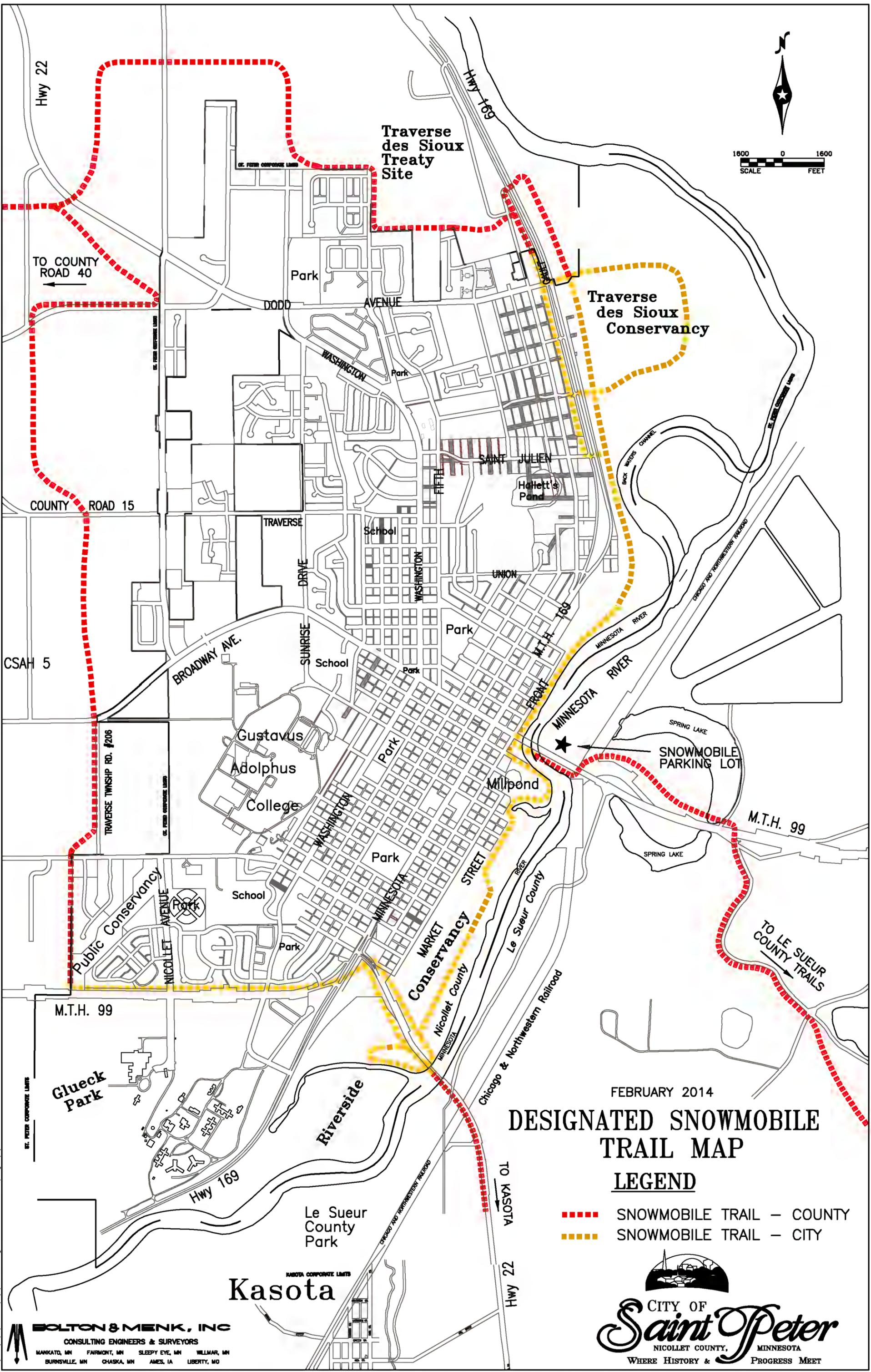
MARSHO, MN FARMINGTON, MN SLEEPY EYE, MN BARRISVILLE, MN  
WILLMAR, MN CHISHA, MN HANNEY, MN MAPLEWOOD, MN  
DUNN, MN ROCHESTER, MN AUCK, A. SPENCER, IA

Limestone Prairie

C:\STPE\Mapa\Street Maps\2016 Trail Master Planning



1600 0 1600  
SCALE FEET



FEBRUARY 2014

# DESIGNATED SNOWMOBILE TRAIL MAP

## LEGEND

- - - SNOWMOBILE TRAIL - COUNTY
- - - SNOWMOBILE TRAIL - CITY

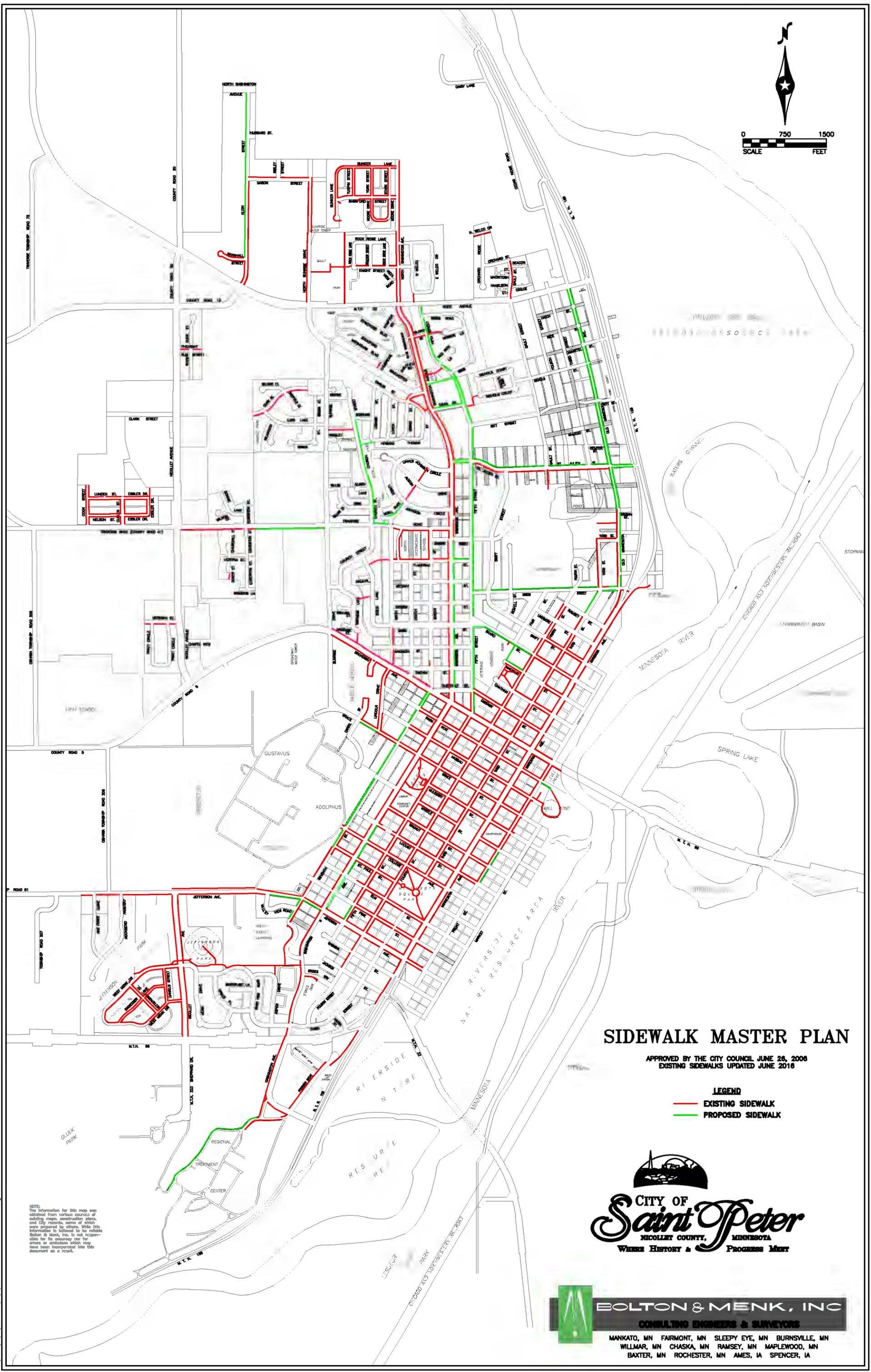
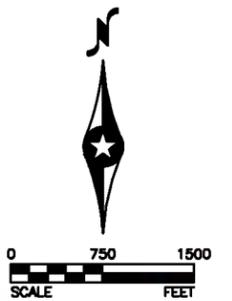


**CITY OF**  
*Saint Peter*  
 NICOLLET COUNTY, MINNESOTA  
 WHERE HISTORY & PROGRESS MEET

**BOLTON & MENK, INC**  
 CONSULTING ENGINEERS & SURVEYORS

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN  
 BURNSVILLE, MN CHASKA, MN AMES, IA LIBERTY, MO

D:\STPE\Maps\Street Maps\2014 Designated Snowmobile Trail Map.dwg 2/18/14



# SIDEWALK MASTER PLAN

APPROVED BY THE CITY COUNCIL JUNE 28, 2008  
 EXISTING SIDEWALKS UPDATED JUNE 2018

- LEGEND**
- EXISTING SIDEWALK
  - PROPOSED SIDEWALK



**BOLTON & MENK, INC**  
 CONSULTING ENGINEERS & SURVEYORS

MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN  
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

NOTE:  
 The information for this map was obtained from various sources of existing maps, construction plans, and City records, none of which were prepared by others. While this information is believed to be reliable, Bolton & Menk, Inc. is not responsible for its accuracy nor for errors or omissions which may have been incorporated into this document as a result.