CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Monday, February 6, 2017
Saint Peter Public Library, Conference Room - 5:30 p.m.

I. CALL TO ORDER

II. DISCUSSION

A. Water Tower Painting Update
B. Streets Tandem Truck Purchase
C. Recreation Department (Library) Job Descriptions
D. 2017 Fee Schedule
E. Legislative Visit from Senator Frentz
F. Others

III. ADJOURN

Office of the City Administrator
Todd Praake
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Pete Moulton  
Director of Public Works

RE: 2017 Broadway Water Tower Refurbishing

ACTION/RECOMMENDATION

None needed. For City Council review and information.

BACKGROUND

The specifications have been completed and bids will be received on February 7, 2017, for work on the Broadway Tower. The tower is an elevated, 500,000 gallon, steel hydro-pillar located just east of the new Broadway Water Plant. The tower was last refurbished in 2001, with a 15-year coating and is currently on schedule for another prescribed amount of maintenance.

Since working on water storage tanks is a difficult job, it is important that the City use caution in selecting a contractor. One method of selecting a contractor that the City has used successfully the past for similar projects is is called “Best Value Contract” which is an evaluation process that assists the evaluation team in determining prospective contractor's qualifications. This process is allowed under current State Law.

The City intends to review each contractor's qualifications based on the following criteria: previous jobs, reputation, timeliness, customer's satisfaction, and work experience. These measures help determine the contractor's proficiency in completing the scope of work. The City will then use the information to evaluate each contractor and to award the contract. The City previously used this process when completing the Greenhill Reservoir refurbishing in 2013, and the contractor who supplied the “best value” for that project completed the work successfully based on the predetermined scope.

The contractor selection method uses information supplied by the contractor to determine their qualifications to complete the work as it allows for access to resources that were clear indicators of the contractor's past performance. A project like ours is a rather specialized process and the City would like to ensure the contractor has the capability to complete the work in the manner and timeframe necessary.

Our engineer from Bolton and Menk, Inc. have prepared evaluation forms to assist with a review of qualifications. The performance criteria is identified in the bid specification documents. Contractors are made aware not only of of our process prior to bidding, but also the five different areas for which they are to be evaluated. Each area carries a weighted percentage of the total selection criteria.
The five "Performance Criteria" include:

1) Timeliness of Contractor Performance: Weighted Score (WS) 30%
2) Contractor's key personnel qualifications and experience with zinc epoxy coating systems: WS 25%
3) Experience with similar sized projects: WS 15%
4) Level of customer satisfaction with the contractor WS 15%
5) Contractors technical capabilities in applying zinc and epoxy coatings: WS15%

Once the contractor has a weighted score, that number will be divided into the cost supplied by the contractor to determine their best value bid number.

<table>
<thead>
<tr>
<th>Example</th>
<th>Total Cost</th>
<th>Contractor WS</th>
<th>Best Value Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor A</td>
<td>$600,000</td>
<td>WS .90</td>
<td>$666,667</td>
</tr>
<tr>
<td>Contractor B</td>
<td>$620,000</td>
<td>WS .94</td>
<td>$659,574</td>
</tr>
<tr>
<td>Contractor C</td>
<td>$652,000</td>
<td>WS .95</td>
<td>$686,316</td>
</tr>
</tbody>
</table>

In this example it would have been recommended that Contractor B be selected to complete the work in the amount of $620,000.

If there are no significant delays in selection of a contractor, the work is expected to take place beginning May 1, 2017, and be completed by September 30, 2017.

We may also wish to discuss the idea of additional logos being places on the tower as was previously briefly touched on at a workshop.

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

PM
TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works
Tim Mayo
Maintenance Superintendent

RE: Streets Tandem Purchase – 2017 Equipment Certificate

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

As the City continues to grow, we believe the most effective and efficient way to expand service is to purchase larger equipment to increase individual productivity. During the past year our staff has looked at and evaluated equipment that would best serve the City. This review has led me to recommend purchase a new tandem truck and attachments to replace our oldest single-axle truck in the Streets Section fleet.

Existing Unit - Unit #38 is a 1995 Ford L8000 single-axle dump truck, which is primarily used for snow plowing, sanding, and hauling duties. The existing Unit is 21 years old and has served the City well, however it is a bit undersized for certain jobs and has been mainly used on smaller jobs and to put down pre-wetting solution. The maintenance history of Unit #38 is shown below

Past 3 years of work orders:

- 1/13 hydraulic pump replaced
- 6/14 rear springs replaced
- 7/14 alternator and brake chambers plus slacks
- 11/14 rebuilt plow hatch
- 10/15 patched dump box due to holes
- To date – work is still needed to be done on rear tires, rear springs, and shackles

Unit #38 1995 Dump Truck hours:

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>Annual Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013- 8710 hrs.</td>
<td>616 hrs.</td>
</tr>
<tr>
<td>2014- 9326 hrs.</td>
<td>308 hrs.</td>
</tr>
<tr>
<td>2015- 9634 hrs.</td>
<td>230 hrs.</td>
</tr>
</tbody>
</table>
• Average work hours for that time period then would be 384 hours per year

Current Unit #207 Sterling Tandem Dump Truck hours:
• 810 hours average over 2014-2016

Proposed Unit - Based on our reviews, I recommend replacing the existing unit with a 2018 Freightliner 114SD Tandem truck that would not only be used for snow plowing, sanding, and hauling duties, but also for general hauling of other materials such as asphalt, gravel, sand, compost, brush, street sweepings, dirt, and ball diamond infield material.

Chassis – The minimum specifications for the truck would be: 12.8L
• 450 HP Detroit Diesel Engine
• Allison Transmission (automatic)

Manufacturers who can supply trucks that meet our specifications include:

Freightliner Trucks supplied by I-State Truck Center, Inver Grove Heights, Minnesota
Mack Trucks supplied by Nuss Truck & Equipment, Mankato, Minnesota
Western Star supplied by Boyer Ford Trucks, Inc., Minneapolis, Minnesota

The City has purchased trucks from all of these dealers in the past with good results. The chassis comes with a one-year warranty on parts and labor.

Attachments – I also recommend purchase of attachments for the new truck including: underbody scraper, reversible front snowplow, snowplow wing and sander, "U" dump box with liquid saddle tanks that flow by gravity for pre-wetting. When used in the past, these options serve the City well in street maintenance during snow removal and general winter duties. The new truck would have attachments similar to the last truck (Mack) that was purchased in 2012.

City staff identified that Towmaster Truck Equipment is the only vendor that would be able to provide all of the attachments using State Bid pricing to meet the City’s specifications. The cost of the attachments would be $111,042.00.

Funding and Cost - Three vendors are available through the State bid process to furnish and deliver the Chassis and meet city standards:

<table>
<thead>
<tr>
<th>Chassis Dealer</th>
<th>Chassis</th>
<th>Towmaster Attachments</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-State Truck Center &amp; Towmaster</td>
<td>$113,917.73</td>
<td>$111,042.00</td>
<td>$224,959.73</td>
</tr>
<tr>
<td>Nuss Truck &amp; Towmaster</td>
<td>$119,544.72</td>
<td>$111,042.00</td>
<td>$230,586.72</td>
</tr>
<tr>
<td>Boyer Ford Trucks &amp; Towmaster</td>
<td>$128,288.51</td>
<td>$111,042.00</td>
<td>$237,330.51</td>
</tr>
</tbody>
</table>

Funding for this truck is to come from the 2017 Equipment Certificate with a total cost for both the chassis and attachments of $224,959.73.
Please feel free to contact me if you have any questions or concerns on this agenda item.

PM/TM/amg
Memorandum

TO: Honorable Mayor Zieman
    Members of the City Council
FROM: Todd Prafke
       City Administrator
RE: Library Job Description Modifications

ACTION/RECOMMENDATION

For Council discussion and input on re-organization of duties within the Recreation Department (Library) through the modification of job descriptions.

BACKGROUND

As members may recall we have had substantive changes in relation to personnel in the Recreation and Leisure Services Department. Those changes include a resignation and a retirement of the County employee that provided many of the Senior Services to the City. Council may also recall that when Jane came to visit with you in the summer we had anticipated the retirement and some opportunities that a change in internal structure may provide. While change in personnel is always a challenge and since it is our practice to reevaluate job descriptions when openings occur it seemed appropriate to realign the department work flow and assignments based on that more conceptual discussion from this summer.

To meet needs, wants and continued growth in the services and programs we provide to the community we have been exploring ways to embrace and manage what we do by asking some of the following questions:
• Are we addressing the needs of families, older adults and new immigrants to St. Peter?
• Do we maximize use of the community center and library?
• Do we need to adjust the way we deliver programs?
• How do we work with other youth serving organizations in the community?
Those questions, and more, have led us to re-consider the structure of our department.

Currently, the Recreation Department encompasses and oversees operation of the library, recreation programs, Senior Center activities, community center operations and facility management (pool, warming house, park shelter reservations). Rather than seeing each of these areas as separate, with staff and programs separate, Jane and I believe we need to operate as a whole as we plan for the future and address the previously stated questions.

Members may also recall that you provided us with direction to move forward within the Recreation related positons, which we have done with your approval, and as a next step adjust the Library positon description a bit more to better follow the course we were on with the Recreation job descriptions. The attached descriptions are based on that direction.
To structure the Recreation & Leisure Services Department to address this new theme, we are recommending the following:

- Make modifications to the Lead Librarian position description renaming it which better articulates actions toward our goals and balance within our organizational structure.
- Make modification to align what was previously called the Assistant Lead Library to Assistant Library Supervisor with similar changes to your Assistant Recreation Program Supervisor within its duties.

Planning for more integration across the divisions (library, recreation programs, Senior Center activities, community center operations and facility management (pool, warming house, park shelter reservations) of the Recreation Department led us to review these library positions. Proposed changes are attached.

Changing Lead Librarian to Library Supervisor, maintains previous duties, and reflects the supervisory nature of the position with similar responsibilities and leadership duties as the Recreation Program Supervisor. Aligning what was previously titled the Assistant Lead Librarian provides more balance within the organizational structure and to removes silos in our current operations.

As an example, we can help address literacy within all our programs and across all generations. We can promote the public library as a hub for the community that we can build on for families, immigrants and all ages. We can make more time to communicate with other youth serving organizations to enhance all of our programs. We can continue to make recreational, educational and social programs a priority for older adults.

As planning and our thoughts on the concept, and changes in our situation have evolved a new theme emerged to reflect the vision and purpose for the Recreation Department:

*Inform, Inspire and Connect.*

We inform through all our services, we inspire through our programs and activities and we connect through our meeting places, spaces and events.

There is no anticipated additional cost to these modifications and all fall within our current plan and budget and previous expenditure patterns.

Working with the Recreation Director, Recreation Program Supervisor and Library Staff, we will have a team poised to Inform, Inspire and Connect.

Please feel free to contact me should you have any questions or concerns.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 173

POSITION TITLE: LIBRARY SUPERVISOR

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: RECREATION AND LEISURE SERVICES DIRECTOR

OVERVIEW OF POSITION:

Under the direction and general supervision of the Recreation and Leisure Services Director, the Library Program Supervisor supervises the operation of the library and is responsible for assisting in the development, implementation, monitoring and evaluation of youth and adult Library programs and activities. This position will work non-traditional work hours on occasion.

ESSENTIAL JOB FUNCTIONS:

- Provide an inviting atmosphere for patrons and ensure high quality customer service.

  Plan, direct and supervise Library programs, activities, and events in a positive and safe environment to meet the needs of a diverse community and promote library usage.

- Analyzes community needs; researches and develops new strategies to meet needs.

- Recruit, interview, train and supervise library staff.

- Promote and market Library services and programs as part of the Recreation and Leisure Services Department using a variety of communication tools.

- Provide for evaluation of Library programs.

- Research and recommend new programs, activities and events.

- Communicate with City and community boards and committees as directed.

- Assist in the preparation of the Library operational and program budgets. Monitor revenues and expenditures to keep within the approved budget guidelines. Oversees use of petty cash funds.

- Act as the Recreation and Leisure Services Department liaison to Friends of the Library and other literacy and library focused organizations... Coordinate with groups to best address the literacy and library needs of the community.

- Coordinate scheduling of various facilities, equipment and personnel.

- Inspect and assess program equipment as needed.

- Make recommendations on purchases and replacements as necessary.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Assist in the preparation of written communications relative to library programs, including preparing news releases, informational bulletins, and other written communications designed to interest and inform the public.

- Maintain organized files and provide reports
- Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate effectively both orally and in writing; leadership ability; accept responsibility; secure the confidence of recreation participants; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff; interact positively with the public, staff, and with diverse groups and individuals; interact positively and ability to apply effective conflict resolution techniques, work independently with minimal supervision

ESSENTIAL PHYSICAL REQUIREMENTS:

The Library Supervisor is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40 in one usable eye or both eyes together
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Library Media Science, Education or related field.
- Two years of experience with library operations
- Two years programming experience in libraries, recreation, educational or related area, or equivalent.
- Personal Computer experience.
- Valid Driver's License.
- Experience working with the public.

DESIRED QUALIFICATIONS:

- Two years of employee supervisory experience.
- Experience in preparation and implementation of budgets
- Greater than two years experience in provision of literacy enhancing programing, library program management or delivery
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Previous experience with inventory or library materials circulation software

Adopted: __________
POSITION TITLE: LEAD LIBRARIAN

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: DIRECTOR OF RECREATION AND LEISURE SERVICES

OVERVIEW OF POSITION:

Under the direction and general supervision of the Director of Recreation and Leisure Services, the Lead Librarian supervises the operation of the library. The Lead Librarian provides guidance and assistance to library patrons, serves as library administrator, and supervises all library personnel.

ESSENTIAL JOB FUNCTIONS:

- Supervises the operation of the library; circulates and retrieves all library materials; maintains library shelves in good order; provides an inviting atmosphere for patrons; develops activities, displays, and programs which promote library usage; follows accepted inter-library loan procedures for obtaining requested library materials; monitors programs and library usage; oversees use of petty cash funds.

- Provides guidance and assistance to library patrons; helps patrons locate needed materials; registers borrowers; assists library users in filling out application cards; establishes and maintains records of library users.

- Prepares reports for the City Council; attends and participates in meetings of the Library Board; assists in the preparation of specifications for the purchase of equipment, obtains quotes for equipment and supplies, reviews and purchases books and materials for the library following City Purchasing Policy guidelines; assists in the preparation of budget recommendations; reports needs and proposed plans to the Director of Recreation and Leisure Services on a regular basis.

- Assigns and directs the work of all library personnel; schedules work hours for Library Assistant and Library Aide; makes recommendations regarding employment of library personnel.

- Plans and may provide program activities for adult library users and supervises activities for youth.

- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: manage library operations; coordinate the work of all library personnel; communicate effectively, both orally and in writing; accept responsibility; secure the confidence of library patrons; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff and the general public.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Lead Librarian is required to be capable of performing the following physical functions or a combination thereof for any given workday:

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate typewriter or computer keyboard for up to 8 hours in a work day.
- Occasionally lift and carry up to thirty (30) pounds.

MINIMUM QUALIFICATIONS:
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

- Two years of experience with library operations
- Bachelor's Degree in Education, Media, Library Sciences or equivalent.
- Ability to operate a PC and use internet and related programs including on-line cataloging system
- Experience working with the public.

DESIRED QUALIFICATIONS:

- Advanced education in library operations, media resources or related field.
- Minimum of two years of experience with public library operations
- Progressive experience in provision of library services in public libraries.
- Demonstrated ability to work with boards or commissions and assist in the development of operational policies.

Adopted: 09-27-99
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 146

POSITION TITLE: ASSISTANT LIBRARY SUPERVISOR
DEPARTMENT: RECREATION AND LEISURE SERVICES
SUPERVISOR: LIBRARY SUPERVISOR

OVERVIEW OF POSITION:

Under the direction and general supervision of the Library Supervisor, the Assistant Library Supervisor provides assistance to library patrons and assists in carrying out the work of the Library including developing programming and services for children and young adults and working on other Recreation Department programs and projects as needed. This position will work non-traditional work hours on occasion.

ESSENTIAL JOB FUNCTIONS:

- Responsible to plan, implement and direct youth and adult Library programs, activities, and events in a positive and safe environment to meet the needs of the community.

- Responsible for maintenance of children’s and young adult materials in the collection of the library.

- Responsible for the Summer Reading Program

- Assist in recruiting, interviewing, training and supervising library staff.

- Provides assistance to library patrons; helps patrons locate needed materials; registers borrowers; assists library users in filling out application cards; checks out materials.

- Works to develop partnerships with other community organizations, libraries, and businesses to build relationships and provide creative, quality programming.

- Works with Recreation/Library team to effectively market and promote programs.

- Conducts program evaluations and responds as appropriate.

- Researches needs and interests of patrons, follows trends in library use and develops new and innovative programs, activities and events.

- Makes recommendations for program purchases. Monitor revenues and expenditures to keep within the approved budget guidelines.

- Assist in the preparation of the Library program budgets. Monitor revenues and expenditures to keep within the approved budget guidelines.

- Provide high quality customer service.

- Prepares written communication relative to programs, including news releases, informational
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

bulletins, and other written or oral communications designed to interest and inform the public.

- Maintains organized files and provide reports.

- Coordinates publicity for library activities and programs.

  Responsible for management of Inter-Library Loan (ILL) materials.

- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively; accept responsibility; secure the confidence of library patrons; maintain confidentiality as needed; demonstrate tact; deal with the public; interact positively and appropriately with the public, staff and diverse groups and individuals; apply effective conflict resolution techniques work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Library Assistant is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and write for up to 8 hours.
- Ability to operate keyboard for up to 8 hours in a workday.
- Occasionally lift and carry up to thirty (30) pounds.

MINIMUM QUALIFICATIONS:

- Associate's Degree or equivalent
- Two years of experience in general program, activity or event planning or a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Personal computer knowledge and experience
- Valid driver's license
- Experience working with the public.

DESIRED QUALIFICATIONS:
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Bachelor's degree in Education, Media or Library Sciences or equivalent.
- Three or more years of public library experience in patron service related or youth related position.
- Advanced education in library operations, media resources or related field
- Demonstrated ability to provide children’s programming and services

Adopted:
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 146

POSITION TITLE: ASSISTANT LEAD LIBRARIAN

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: LEAD LIBRARIAN

OVERVIEW OF POSITION:

Under the direction and general supervision of the Lead Librarian, the Assistant Lead Librarian provides assistance to library patrons and assists in carrying out the work of the Library.

ESSENTIAL JOB FUNCTIONS:

- Provides assistance to library patrons; helps patrons locate needed materials; registers borrowers; assists library users in filling out application cards; checks out materials.
- Assists in carrying out the work of the library; records returned materials; shelves returned materials; maintains library shelves in good order; prepares overdue notices.
- Primary responsibility for maintenance of children’s and young adult materials in the collection of the library.
- Develops, presents, initiates and provides library programs and displays focused on youth and children.
- Organizes youth related activities, including but not limited to, story time, summer reading programs and others.
- Coordinates with other area public libraries, local elementary libraries, and college education departments.
- Responsible for management of Inter-Library Loan (ILL) materials.
- Coordinates publicity for library activities and programs.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively; accept responsibility; secure the confidence of library patrons; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff and the general public; work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Library Assistant is required to be capable of performing the following physical functions or a combination thereof for any given workday.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and write for up to 8 hours.
- Ability to operate keyboard for up to 8 hours in a workday.
- Occasionally lift and carry up to thirty (30) pounds.

MINIMUM QUALIFICATIONS:
- High school diploma or equivalent.
- Ability to operate a PC and use internet and related programs.
- Ability to use on-line cataloging system.
- Experience working with the public.

DESIRED QUALIFICATIONS:
- Bachelors degree in Education, Media or Library Sciences or equivalent.
- Three or more years of public library experience in patron service related or youth related position.
- Advanced education in library operations, media resources or related field.
- Demonstrated ability to provide children's programming and services.

Adopted: 03/23/2015
Memorandum

TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: 2017 Fee Schedule

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

As members know, the City maintains a fee schedule that lists many of the charges for services we provide. This Schedule is reviewed on a regular basis and is typically put in place at the end of one year effective in the New Year. Due to an error on my part I did not ask the Council to take action at the end of 2016.

Please find attached the proposed Fee Schedule for the 2017 year. It is my hope that you will review and provide for the changes as suggested in this redline version. While any change may be significant to a particular user, none of the changes proposed whether approved or not will have a significant impact on your overall budgets. It has been the Council’s goal to make changes to keep fees more in line with cost to provide the service or in some instance to discourage asking the City to provide a service that is available in the private sector in our area while avoiding big changes over time.

I believe each of these changes has merit. However, should the Council wish to wait until later in this year to ensure the changes are effective the first of 2018 I would suggest that is not an unreasonable response. The most significant dollar changes are related to building construction related activities and that season has not yet gotten into swing so I do not foresee problems that may be associated with a change “mid-stream”.

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

TP/bal
**MUNICIPAL FEE SCHEDULE**

*Effective February 13, 2017*

**BUSINESS LICENSES AND PERMITS**

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

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

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

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

5. **Consumption and Display License**
   - A. Investigation Fee: 250.00
   - B. Annual Renewal (sent to State): 50.00
   - C. Daily Fee (not to exceed 10 permits issued annually): 30.00

6. **On-Sale Wine License**
   - A. Investigation Fee: 250.00
   - B. Initial License: 305.00
   - C. Annual Renewal: 265.00

7. **On-Sale Beer License**
   - A. Investigation Fee: 250.00
   - B. Initial License: 305.00
   - C. Annual Renewal: 265.00

8. **Off-Sale Beer License**
   - A. Investigation Fee: 250.00
   - B. Initial License: 155.00
   - C. Annual Renewal: 150.00

---

*Commented [BAL1]: Todd wants to add a fee for clerical staff time – need to lay groundwork for public information requests when we charge the requestor.*

*Commented [BAL2]: Need to add a $50 "Consumption and Display permit" to the list. In 2016 the Planning applied and even though the City is the approving entity, they won't do it without Council recommendation which requires us to process the permit. Todd said on 2/10/2016 to add to the schedule in 2017.*

*Commented [BAL3]: The $150 is sent directly to the state by the licensee. In the past the City has gotten nothing for taking this to Council and doing all the accompanying paperwork.*
9. Short-term On-Sale Beer License
   (per day not to exceed $75.00 for requests involving periods of 3-90 consecutive days) 25.00

10. Duplicate business license 10.00

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

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

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

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

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

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

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

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

19. Temporary Gambling License (per event) 25.00

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

21. Fireworks Display Permit (per occasion) 50.00

22. Tobacco License
   A. Initial License 250.00
   B. Annual Renewal 100.00
23. **Soft Drink License**
   A. Initial License  
   B. Annual Renewal  
   C. Daily License (for 1-4 days) (per day/per vendor)  
   D. Short term license (for periods 5-180 consecutive days/per vendor)  
   E. Temporary Event Soft Drink License (event sponsor must obtain)  
   - 30.00  
   - 25.00  
   - 5.00  
   - 15.00  
   - 50.00

24. **Show and Theater License (includes circus/carnivals)**
   A. Background Investigation  
   B. Annual License  
   C. Short Term (1-3 days)  
   - 40.00  
   - 35.00  
   - 20.00

25. **NON-BUSINESS LICENSES AND PERMITS**

26. **Sign Permit (copy of design and site plan required)**
   A. 100 square feet or less  
   B. Each additional 25 square feet or portion thereof after 100 square feet  
   - 50.00  
   - 10.00

27. **Adult Foster Care/Day Care Facility inspection (per inspection)**
   A. Within City limits  
   B. Outside City limits  
   - 45.00  
   - 55 plus mileage

28. **Rental Housing Registration and Inspection Permit**
   A. Rental Certificate application fee per unit (valid for 24 months)  
   B. Inspection fee per unit (maximum of 6 units per apartment complex)  
   C. Re-inspection fee per unit (failure to pass inspection)  
   D. Rental certificate application fee per unit after December 31st  
   - 24.00  
   - 20.00  
   - 20.00  
   - 36.00

28. **Demolition Permits**
   A. Garage  
   B. House  
   C. Other structures  
   - 20.00  
   - 50.00  
   - 50.00

29. **Building Permits including replacement of windows and exterior doors and/or Plumbing and Mechanical Permits**
   $1 to $500  
   $501 to $2,000  
   (for the first $500 plus $2.36 for each additional $100 or fraction thereof to and including $2,000)  
   $2,001 to $25,000  
   (for the first $2,000 plus $10.50 for each additional $1,000 or fraction thereof to and including $25,000)  
   - 21.00  
   - 21.00  
   - $56.40
$25,001 to $50,000
(for the first $25,000 plus $8.40 for each additional $1,000 or fraction thereof, to and including $50,000)  $297.90

$50,001 to $100,000
(for the first $50,000 plus $6.30 for each additional $1,000 or fraction thereof, to and including $100,000)  $507.90

$100,001 to $500,000
(for the first $100,000 plus $5.25 for each additional $1,000 or fraction thereof, to and including $500,000)  $822.90

$500,001 to $1,000,000
(for the first $500,000 plus $5.25 for each additional $1,000 or fraction thereof, to and including $1,000,000)  $2,922.90

$1,000,000 and up
(for the first $1,000,000 plus $5.25 for each additional $1,000 or fraction thereof)  $5,547.90

30. Permit for replacement of garage doors  $45 plus $5 state surcharge

31. Plan Review:
   A. Commercial properties  65% of building permit fee
   B. Residential properties  35% of building permit fee
   C. Similar plans meeting 1300.0160, subp. 6  25% of building permit fee

32. Permit for replacement of furnace, central air conditioner, or water heater  $45.00 plus $1 state surcharge

33. Inspection fees outside of normal business hours (2 hour minimum)  $45.00/hour

34. Inspections for which no fee is specifically indicated (minimum ½ hour plus total cost to City including mileage, meals and processing)  $45.00/hour

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

36. Surcharge fees  As provided in State Statutes

37. Building moving permit
   A. Primary Structures  $100.00 & utility crew expense
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td>Mobile home installation fee</td>
<td>135.00</td>
</tr>
<tr>
<td></td>
<td>Plan Review</td>
<td>47.25</td>
</tr>
<tr>
<td></td>
<td>State Surcharge</td>
<td>1.00</td>
</tr>
<tr>
<td>xx</td>
<td>Residential Roofing Permit</td>
<td>91.00</td>
</tr>
<tr>
<td>xx</td>
<td>Residential Siding Permit</td>
<td>91.00</td>
</tr>
<tr>
<td>39.</td>
<td>Conditional Use Permit</td>
<td>300.00</td>
</tr>
<tr>
<td>40.</td>
<td>Petition to subdivide plats</td>
<td>250.00</td>
</tr>
<tr>
<td>41.</td>
<td>Variance application filing fee</td>
<td>300.00</td>
</tr>
<tr>
<td>42.</td>
<td>Easement vacation requests</td>
<td>80.00</td>
</tr>
<tr>
<td>43.</td>
<td>Interim parking use permit</td>
<td>110.00</td>
</tr>
<tr>
<td>44.</td>
<td>South 7th Street Residential Parking Permit</td>
<td>15.00</td>
</tr>
<tr>
<td>45.</td>
<td>Capital Drive Residential Parking Permit</td>
<td>15.00</td>
</tr>
<tr>
<td>46.</td>
<td>Rezoning request filing fee</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>Publication fee</td>
<td>125.00</td>
</tr>
<tr>
<td>47.</td>
<td>Street/Alley Vacation Request Filing Fee</td>
<td>300.00</td>
</tr>
<tr>
<td>48.</td>
<td>Annexation Request Filing Fee</td>
<td>230.00</td>
</tr>
<tr>
<td></td>
<td>A. Filing Fee</td>
<td>$5.00/acre ($100 minimum/$600 maximum)</td>
</tr>
<tr>
<td></td>
<td>B. Municipal Board Fee</td>
<td></td>
</tr>
<tr>
<td>49.</td>
<td>Waiver of Subdivision Fee</td>
<td>200.00</td>
</tr>
<tr>
<td>50.</td>
<td>Golf Carts/ATV/Personal Mobility devices permit for use of City Streets – per year</td>
<td>50.00</td>
</tr>
<tr>
<td>51.</td>
<td>Municipal Parking Lot Permit Fee (per permit/per calendar year)</td>
<td>25.00</td>
</tr>
<tr>
<td>52.</td>
<td>Private Use of City Parking Lots, Streets and Sidewalks</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>A. Private use of public sidewalks (permit valid for a period of five years)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Private use of public parking lots or streets</td>
<td>25.00</td>
</tr>
<tr>
<td>53.</td>
<td>Request for renaming streets or for private drive designations (per name)</td>
<td>$100.00</td>
</tr>
<tr>
<td>CHARGES FOR SERVICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Government</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54. Copies</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>A. One side (per copy)</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>B. Two sides (per copy)</td>
<td>0.35</td>
<td></td>
</tr>
<tr>
<td>C. Color Copies per single side page</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>55. Faxing (no international calls allowed)</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>A. Per page sent</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>B. Per page received</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>xx. Clerical Staff Time (per hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56. Notary Public Services</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>A. Notary Public services (per signature by Notary)</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>B. Certified copies of resolutions/ordinances (per document)</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>57. City map sales (per map)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. 2' x 3' black and white</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>B. Colored zoning map</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>C. Address map</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>58. City Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. City Code Book Sales</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>B. Updates to City Code (per Chapter)</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>C. Zoning Ordinance</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>D. Requests for City Code change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Codification Charges</td>
<td>400.00</td>
<td></td>
</tr>
<tr>
<td>2. Publication Charges</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>59. Audited Financial Report (per copy)</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>60. Other City publications without specific charge (per publication)</td>
<td>Determined by City Administrator</td>
<td></td>
</tr>
<tr>
<td>61. Comprehensive Plan (per copy)</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>62. Assessment search and certification</td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>63. Requests for municipal financing (M.S. 429 projects, Tax Increment and other not related to EDA loans)</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>64. Service charge for returned checks (per check)</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>65. Utility Bill Advertisements (whether printed by City or provided by advertiser)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Full page ad</td>
<td>700.00</td>
<td></td>
</tr>
<tr>
<td>B. One-half page ad</td>
<td>350.00</td>
<td></td>
</tr>
</tbody>
</table>

Commented [BAL4]: Need to add the charge for advertising on the panels at the ccc – June had in the Hot Sheet that it is $400 – I thought it used to be $300?
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>xx</td>
<td>Advertising Panels at Community Center (per year/panel)</td>
<td>$400.00</td>
</tr>
<tr>
<td>66</td>
<td>Utility Flyer Community Custom Event Notice</td>
<td>25.00</td>
</tr>
<tr>
<td>67</td>
<td>Utility Flyer Community Event Notice via form (less than 25 words)</td>
<td>5.00</td>
</tr>
<tr>
<td>68</td>
<td>Voting booth rental (per booth)</td>
<td>25.00</td>
</tr>
<tr>
<td>69</td>
<td>Replacement dog/cat license tags</td>
<td>1.00</td>
</tr>
<tr>
<td>70</td>
<td>Dog licenses (on or before April 30 biannually)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Spayed/neutered</td>
<td>5.00</td>
</tr>
<tr>
<td></td>
<td>B. Unspayed/Unneutered</td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td>C. Penalty for failure to license by April 30th</td>
<td>5.00</td>
</tr>
<tr>
<td></td>
<td>Pro-rated (1) year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Spayed/neutered</td>
<td>2.50</td>
</tr>
<tr>
<td></td>
<td>B. Unspayed/Unneutered</td>
<td>12.50</td>
</tr>
<tr>
<td>71</td>
<td>Cat licenses (on or before April 30 biannually)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Spayed/neutered</td>
<td>5.00</td>
</tr>
<tr>
<td></td>
<td>B. Unspayed/Unneutered</td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td>C. Penalty for failure to license by April 30th</td>
<td>5.00</td>
</tr>
<tr>
<td></td>
<td>Pro-rated (1) year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Spayed/neutered</td>
<td>2.50</td>
</tr>
<tr>
<td></td>
<td>B. Unspayed/Unneutered</td>
<td>12.50</td>
</tr>
<tr>
<td>72</td>
<td>Dog Pound</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Impounding Fee (per dog)</td>
<td>30.00</td>
</tr>
<tr>
<td></td>
<td>B. Daily maintenance fee (per day)</td>
<td>7.70</td>
</tr>
<tr>
<td>73</td>
<td>Cat Pound</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Impounding Fee (per cat)</td>
<td>30.00</td>
</tr>
<tr>
<td></td>
<td>B. Daily maintenance fee (per day)</td>
<td>7.70</td>
</tr>
<tr>
<td>xx</td>
<td>Keeping of Chickens (annual fee expires on the 1st day of each year)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Annual Permit fee (must be renewed annually)</td>
<td>$5 per property</td>
</tr>
<tr>
<td></td>
<td>B. Initial Inspection Fee</td>
<td>$45 per property</td>
</tr>
<tr>
<td>74</td>
<td>Animal Adoption Fee</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td>(Includes rabies vaccination, distemper vaccination, heartworm examine, or feline leukemia. In addition, offers 40% discount for spay or neuter.)</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>General Parking Violations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Minimum fine for General Parking violations</td>
<td>12.00</td>
</tr>
<tr>
<td></td>
<td>B. If paid after 7 days but prior to 21 days</td>
<td>25.00</td>
</tr>
</tbody>
</table>
C. After 21 days and prior to summons 50.00

76. Snow Emergency Parking Violations (Effective July 1, 2011)
   A. Minimum fine for Snow Emergency Violations 25.00
   B. If paid after 7 days but prior to 21 days 50.00
   C. After 21 days and prior to summons 150.00

77. Penalties for violations of alcohol and alcohol related statutes and ordinances
   A. First offense within 12 month licensing period $50.00
   B. Second offense within 12 month licensing period $100.00
   C. Third offense within 12 month licensing period $200.00 and/or suspension or revocation
   D. Fourth offense within 12 month licensing period $400.00 and/or suspension or revocation

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

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

80. Storage of impounded items
   A. Cars, vans and trucks (per day) 10.00
   B. Other motorized vehicles (per day) 10.00
   C. Non-motorized equipment (per day) 5.00
   D. Bicycle storage (per day) 2.00
      (Exceptions: bikes with Police Department or MN inspection/registration sticker

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

XX Minnesota Square Park Banners (for each two period or portion thereof)
   A. Charge per standard $40
82. Non-resident finger printing  20.00

83. Police Reports
   A. Accident and theft reports (per report)  5.00
   B. Civil action cases (per case)  30.00
   C. Civil action pictures (per case)  30.00
   D. Drivers record check fee  5.00
   E. Vehicle registration check fee  5.00
   F. Criminal history check  5.00

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

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

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

87. Fire CO2 Detector Call Fee  $175.00

88. Police Labor
   A. Licensed Peace Officer (per hour)  50.00
   B. K-9 Officer with canine (per hour)  70.00
   C. Communications Technicians (per hour)  25.00
   D. Police Reserve Officer (per hour)  15.00
   E. Community Service Officer (per hour)  30.00
   F. Building Moving Escort Fee minimum $50 per
      Officer/hour

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

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

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

92. Work Zone Equipment Fees  Per sign/per day
   A. 36" x 36" sign (on strut)  3.00
   B. 36" x 36" sign only  1.50
   C. 36" x 36" arrow  1.50
   D. Road closed sign  2.00
   E. Cone  2.00
   F. Reflective Cone  1.00
   G. Safety Fence (50 foot roll plus posts)  3.00
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>93</td>
<td>Campsites</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Mill Pond site with electrical hookup (per day)</td>
<td>25.00</td>
</tr>
<tr>
<td></td>
<td>B. Mill Pond/Riverside Park primitive site (per day)</td>
<td>15.00</td>
</tr>
<tr>
<td>94</td>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unusually high water/wastewater usage rate* (per 1,000 gallons of water and wastewater usage). See formal policy identified in Resolutions No. 1996-22 and 1997-30 for restrictions.</td>
<td>4.00</td>
</tr>
<tr>
<td>95</td>
<td>Water service line thawing (per line)</td>
<td>325.00</td>
</tr>
<tr>
<td>96</td>
<td>Water Main Tapping Fee:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1&quot; Water Main Tap</td>
<td>340.00</td>
</tr>
<tr>
<td></td>
<td>1½&quot; Water Main Tap</td>
<td>540.00</td>
</tr>
<tr>
<td></td>
<td>2&quot; Water Main Tap</td>
<td>640.00</td>
</tr>
<tr>
<td>97</td>
<td>Sanitary Sewer main Tapping Fee:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4&quot; Sanitary Sewer Tap</td>
<td>340.00</td>
</tr>
<tr>
<td></td>
<td>6&quot; Sanitary Sewer Tap</td>
<td>360.00</td>
</tr>
<tr>
<td>98</td>
<td>Water Main Access Fee:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1&quot; Line</td>
<td>1,800.00</td>
</tr>
<tr>
<td></td>
<td>1½&quot; Line</td>
<td>1,900.00</td>
</tr>
<tr>
<td></td>
<td>2&quot; Line</td>
<td>2,000.00</td>
</tr>
<tr>
<td></td>
<td>4&quot; Line</td>
<td>2,400.00</td>
</tr>
<tr>
<td></td>
<td>6&quot; Line</td>
<td>3,000.00</td>
</tr>
<tr>
<td></td>
<td>8&quot; Line</td>
<td>3,800.00</td>
</tr>
<tr>
<td></td>
<td>10&quot; Line</td>
<td>4,800.00</td>
</tr>
<tr>
<td></td>
<td>12&quot; Line</td>
<td>6,000.00</td>
</tr>
<tr>
<td>99</td>
<td>Sanitary Sewer Main Access Fee:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4&quot; Line</td>
<td>1,500.00</td>
</tr>
<tr>
<td></td>
<td>6&quot; Line</td>
<td>2,100.00</td>
</tr>
<tr>
<td></td>
<td>8&quot; Line</td>
<td>2,900.00</td>
</tr>
<tr>
<td></td>
<td>10&quot; Line</td>
<td>3,900.00</td>
</tr>
<tr>
<td></td>
<td>12&quot; Line</td>
<td>5,100.00</td>
</tr>
<tr>
<td>100</td>
<td>Storm Sewer Access Fee:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-4&quot; Line</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td>6-10&quot; Line</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td>12-24&quot; Line</td>
<td>1,000.00</td>
</tr>
<tr>
<td>101</td>
<td>Freeze Water Service Line ¼&quot; or 1&quot; Lines</td>
<td>200.00</td>
</tr>
</tbody>
</table>
102. Utility inspections for private development projects 5% of total project cost

**Traverse des Sioux Laboratory Fees**

103. Certified Test Results
   A. Ammonia 18.00
   B. Carbonaceous Biochemical Oxygen Demand (CBOD) 30.00
   C. Colliert – 24 16.00
   D. Colliert (re-check within 7 days) 12.00
   E. Fecal Coliform Plate 28.00
   F. Fluoride 16.00
   G. Nitrate/Colliert Combination 25.00
   H. Nitrates 15.00
   I. Ortho Phosphorus 16.00
   J. pH 9.00
   K. Total Phosphorus 19.00
   L. Total Suspended Solids 15.00
   M. Rush Orders Double original cost

104. Uncertified Test Results:
   A. Biological Oxygen Demand 30.00
   B. Dissolved Oxygen 12.00
   C. Chloride 13.00
   D. Iron 15.00
   E. Manganese 15.00
   F. Sulfate 14.00
   G. Total Dissolved Solids 12.00
   H. Total Hardness 18.00
   I. Turbidity 12.00
   J. Quantitray 20.00
   K. Rush Orders Double original cost

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

106. Sewer Televising
   A. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be $0.55 per foot, plus an hourly rate of $80.00 per hour (minimum of one hour).

   B. Eight to twelve inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe
exceeding 600 lineal feet in length, the fee shall be $0.40 per foot, plus an hourly rate of $80.00 per hour (minimum of one hour).

C. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe up to 600 lineal feet in length, the fee shall be $0.70 per foot, plus an hourly rate of $80.00 per hour (minimum of one hour).

D. Fifteen inch diameter clay, cement, or polyvinyl chloride (PVC) pipe. For all total continuous lengths of pipe exceeding 600 lineal feet in length, the fee shall be $0.55 per foot, plus an hourly rate of $80.00 per hour (minimum of one hour).

E. Contractor requesting televising of new sanitary sewer main or storm sewer lines $1.50/linear foot

F. Private sanitary lateral televising $100.00

G. Copy of Televising DVD $25.00

107. Stormwater Utility right-of-way management fees
   A. Stormwater I – curb and gutter replacement, concrete apron work, curb cut for driveway $100.00/block
   B. Stormwater II - Irrigation system, replacing or adding new sidewalk, installing landscape (blocks, bricks, rock, and woodchips) $25.00/block

108. Erosion and Sediment Control Surety Requirements
   A. Sites up to and including three acres $3,000
   B. Each additional acres or portion thereof $1,000

109. Illicit Discharge – all fees are as stated OR 150% of actual cost incurred by the City, whichever is greater
   A. First offense $250.00
   B. Second offense $500.00
   C. All subsequent offense $1,000.00
   D. Failure to report (per day fine) $250.00

110. Cleaning Catch Basins on Private Property (per sump)
   A. Structures less than 1.4 cubic feet in size $90.00
   B. Structures greater than 1.4 cubic feet in size $135.00

111. Underground Utility Work Permit Fees
   A. Excavation – work performed in any area of the right-of-way $200.00+60.00
   B. Trenching or Direction Boring for underground utilities $200+60 plus $15.00/100 l.f.
   C. Utility Inspection per crossing (boring, trenching) $50.00
D. Services Installation in Utility Easement/Alley Outside Street ROW $235.00
E. Inspection – failure to provide notification within 48 hours of the job completion $50.00

112.7 Erosion and Sedimentation Control Fee: 4-10 Acres $125.00-per-acre; 11 or more acres $100.00-per-acre.
A. Sites up to and including three acres $3,000.00
B. Each additional acre or portion thereof $1,000.00

113. Obstruction Permit Fee (for any obstruction in street/sidewalk for more than 8 hours) $5.00/day

114. Permit Extension Fee (for work not completed by date on initial permit – good for 90 days additional but will expire at the end of the year) $50.00

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

116. Permit Penalty Fee for failure to provide notification to City within 48 hours of job completion and/or at expiration of 90-day permit $50.00

117. Irrigation Meter application and permit 25.00

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

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

120. Frozen water meter replacement (charges are for business hours 7:00 a.m. – 3:30 p.m. only. After business hours, charge would be increased by $40.00 for each meter)
A. 5/8” - ¾” meters 265.00
B. 1” meters 415.00
C. 1 ½” and larger meters Labor and materials expense

121. Seasonal meter installation (per meter) 65.00

122. Residential electric and water meter test (up to 1” meter by request)
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>123.</td>
<td>Meter test for all other meters (no charge if meter is defective)</td>
<td></td>
</tr>
<tr>
<td>124.</td>
<td>Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Single Phase</td>
<td>$750.00</td>
</tr>
<tr>
<td></td>
<td>B. Three Phase</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>125.</td>
<td>Fee in lieu of assessments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Per building lot serviced per utility</td>
<td>$3,200.00</td>
</tr>
<tr>
<td></td>
<td>B. Per dwelling unit in excess of two per utility</td>
<td>$600.00</td>
</tr>
<tr>
<td>126.</td>
<td>A. Street repair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. Asphalt Street Patch for new Driveway</td>
<td>$350.00</td>
</tr>
<tr>
<td>127.</td>
<td>Salt or salt/sand mixture materials (per ton)</td>
<td>$95.00</td>
</tr>
<tr>
<td>128.</td>
<td>Winter asphalt mix materials (per ton)</td>
<td>$115.00</td>
</tr>
<tr>
<td>129.</td>
<td>Labor charge per hour worked including travel time (no equipment) (Public Works personnel/per person)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Business hours</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>B. Non-business hours</td>
<td>$65.00</td>
</tr>
<tr>
<td>130.</td>
<td>Hydro-mulching Fee: $250 per hour plus materials (includes truck with operator, hydro mulcher, extra operator) $180 per tank of product (2 tank minimum)</td>
<td></td>
</tr>
<tr>
<td>131.</td>
<td>Truck parking electrical outlets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Seasonal (November 1 - May 1)</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>B. Short-term (3 days - 3 nights)</td>
<td>$50.00</td>
</tr>
<tr>
<td>132.</td>
<td>Equipment Charges Per Hour - With Operators</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A. Backhoe, single axle truck, street sweeper, single axle dump truck with snow plow, high lift forklift, sign truck</td>
<td>$125.00</td>
</tr>
<tr>
<td></td>
<td>B. Tandem dump truck, tandem dump truck with snow plow, road grader, Caterpillar wheel loader</td>
<td>$135.00</td>
</tr>
<tr>
<td></td>
<td>C. (With special snow removal attachments) Road grader with wing, dump truck with snowplow and wing, wheel loader with snowplow and wing, wheel loader with snow blower</td>
<td>$160.00</td>
</tr>
<tr>
<td></td>
<td>D. Self-propelled broom, air compressor with accessories and pickup, pickups, one ton trucks</td>
<td>$90.00</td>
</tr>
</tbody>
</table>
rollers, tractors
E. Six inch pumps with engine $75.00 $95.00
F. 12" high capacity low head pump with engine $80.00 $100.00
G. 16" high capacity low head pump with engine $90.00 $105.00
H. Bucket truck, digger derrick, trencher $145.00 $165.00
I. Sewer jet rodding machine, Vector with pickup $135.00 $145.00
(Each of these require two operators. There is an additional charge of $0.35 per lineal foot for sewer cleaning.)
J. Skidsteer, self-propelled mower/snow blower/broom attachment, small trencher $85.00 $105.00
K. All other equipment such as chain saw, push mower, snow blower, and weed whips $75.00 $95.00
L. Skidsteer with milling machine $110.00 $120.00
M. Dump truck with leaf blower, (tandem truck with 2 operators) $160.00 $190.00
N. Crash Trailer with Operator and arrow Board $160.00 $180.00
O. Air Compressor Soda Blaster with Operator $135.00 $155.00
P. Tack trailer with truck and operator (plus cost of asphalt emulsion) $160.00 $180.00
Q. Stump grinder with truck and operator $145.00 $165.00
R. Electric all-terrain vehicle with operator $85.00 $105.00
S. Mosquito sprayer with truck and operator (cost of materials extra) $145.00 $165.00
T. Site Lite SL4000 14’ light tower with generator 60.00/day $80.00/day plus fuel plus fuel
U. Asphalt paver with three operators $235.00 $280.00

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

<table>
<thead>
<tr>
<th>CITY REFUSE CUSTOMERS</th>
<th>NON-REFUSE CUSTOMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200 first 30 days</td>
<td>$200 first 30 days</td>
</tr>
<tr>
<td>plus $50/week thereafter</td>
<td>plus $50/week thereafter</td>
</tr>
</tbody>
</table>

134. Yard Waste Drop Off Site
A. Disposal of yard bag of leaves or grass No charge* $1.00 each
B. Per cubic yard of leaves or grass No charge* $5.00 each
C. Per cubic yard of brush No charge* $7.00 each
D. Per cubic yard of branches No charge* $7.50 each
E. Per Christmas tree (undecorated) No charge* $3.00 each
F. Per Christmas wreath (no wire) No charge* $0.50 each

*No charge other than environmental services fee on utility bills

135. Ticket Books
A. 10 tickets $20.00
136. Family Season Swim Pass $40.00
137. Individual Season Swim Pass $30.00
138. Day Care Pass (up to 10 daycare children on one pass – only for use during daycare hours of operation and daycare supervisor must accompany children) $75.00
139. Daily rates $3.00
140. Lap Swim, Swimnastics Senior Watercise $3.00
141. Lap Swim – 10 punch card $18.00
142. Family Swim* - Adults $3.00
*Children free when accompanied by an adult
143. Pool Party Rental
A. 1-25 people # of guards - 2 $55 $72.00
B. 26-50 people # of guards - 3 $65.00 $85.00
C. 51-75 people # of guards - 4 $75.00 $98.00
D. 76-100 people # of guards - 5 $85.00 $110.00
144. Special Events Determined by Director
145. Picnic Shelter Reservation $40.00 $52.00
146. Refundable Park Cleanup Deposit
A. 1-199 People $100.00 $100.00
B. 200+ people $250.00 $250.00
147. Alcoholic Beverages Deposit $100.00 $100.00
148. Softball Fields Tournament Fee
A. Locally sponsored reservation fee $40.00
B. Refundable performance deposit $100.00
C. Basic Maintenance fee per field $25.00 $25.00
D. Additional dragging fee – after play starts per field $5.00
E. Additional striping fee – after play starts per field $10.00
F. Diamond Dry fee -per bag $15.00
G. Light fee per hour and field $20.00
H. Out-of-Town Sponsor per team $13.00
I. Refundable Deposit $100.00
149. Tent Installation Non-Refundable Fee - cumulative
A. 1st day $25.00 $32.50
B. 2nd day additional $50.00 $65.00
C. 3rd day additional $100.00 $130.00

Senior Citizen Activities
150. Senior Cise (per day)  $1.00
151. Trips and tours  Determined by Director
152. Continental Breakfast  Determined by Director
153. Community Center gym walking  No charge
154. Cash Fares
   A. Dial-a-Ride  $3.50
   B. Route  1.75
   C. Seniors Dial-a-ride (55+)
      2.00  3.00
   D. Seniors Route (55+)
      1.00  Not available
   E. Preschoolers Dial-a-ride (Up to 6 years of age)  1.00
   F. Preschools Route (Up to 6 years of age)  $0.50  Not available

155. Ticket Books Dial-a-ride = 2 tickets; Route = 1 ticket
   A. 32 tickets  $40.00
   B. 20 tickets  $27.00
   C. 10 tickets  $14.00
   D. Senior Citizens 32 tickets book  $28.00
   E. Senior Citizens 20 tickets book  $18.00

156. Monthly Preschool Express Rates
   A. Five Days M-F
      1-way  $40.00
      2-way  $65.00
   B. Three Days (MWF)
      1 way  24.00
      2 way  39.00
   C. Two Days (T-R)
      1 way  16.00
      2 way  26.00

157. Night/weekend rate – bus with driver (Four hour minimum)  $37.50/hour

<table>
<thead>
<tr>
<th>COMMUNITY CENTER ROOM RENTAL*</th>
<th>BASE RATE</th>
<th>EACH ADDITIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District #508 fees shall be plus 25%; non-resident outside of the School District #508 rate shall be fees plus 100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

158. Meeting Room 102 – Traverse des Sioux  $33.00
159. Conference Room 104 – Nicollet Room  $27.50

$12.00/6
160. Locker room lockers months
161. Storage Cage/Room 120 per month $33.00
162. Meeting Room 215 85.00 $15.00
163. Meeting Room 217 – St. Peter Room $44.00 $15.00
164. Senior Center/Room 219 $110.00 $15.00
165. Gymnasium Room 218A or 218B $71.50 $25.00
      (1/2 gym)
166. Gymnasium Room 218 (whole gym) $143.00 $25.00
167. Community Center Lobby Rental $110.00 $15.00
168. Reception Room 300A or 300B – Governors' Room $60.50 $15.00
169. Reception Room 300 – Governors’ Room $82.50 $15.00
170. Multi-purpose Room $44.00 $10.00
171. Damage deposit $100.00
172. Alcohol permit fee (for use of alcohol in Community Center rooms) $20.00
173. Room set-up fee (for rearranging room in other than normal set-up) $25.00
174. LCD Projector fee with room rental $25/day + $100 security deposit
175. Gym and meeting rooms for community and non-profit groups (exception: Tournaments, private classes, and others at discretion of Recreation Director) Free with $100 damage deposit

176. COPIES
   A. Copies – tenant one side $0.08
   B. Copies – tenant two sides $0.12
   C. Copies – public one side $0.25
   D. Copies – public two sides $0.35
   E. Copies color per one sided page $1.00

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

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

178. **HARDCOVER BOOKS (per item)**
   A. Adult Fiction $30.00
   B. Adult Non-Fiction $35.00
   C. Junior/Young Adult Fiction $25.00
   D. Junior/Young Adult Non-Fiction $30.00
   E. Picture Book Fiction $25.00
   F. Picture Book Non-Fiction $30.00
   G. Reader $25.00

179. **PAPERBACK BOOKS (per item)**
   A. Adult Fiction $20.00
   B. Adult Non-Fiction $20.00
   C. Junior Fiction $15.00
   D. Junior Non-Fiction $20.00
   E. Young Adult Fiction $20.00
   F. Young Adult Non-Fiction $20.00

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

181. **AUDIO-VISUAL MATERIALS (per item)**
   A. Books on CD $20.00
   B. Books on Tape $20.00
   C. Cassette Picture Book $25.00
   D. Compact Discs (CDs) $30.00
   E. DVD $40.00
   F. Videocassette $30.00
   ** All above costs include a $10.00 service fee for acquisitions, cataloging, and processing. Patrons may choose to purchase the EXACT item for replacement themselves and pay the library only the $10.00 service fee.

**OTHER LIBRARY CHARGES/FEES**

182. Replacement library cards $ 5.00

183. Photocopies per page
   One-side $0.25
   Two-sided $0.35

184. Printing from Computer (b/w) per page $0.25

185. Printing from Computer (color) per side/per page $1.00

186. Library Meeting Room Deposit $30.00

Adopted by the City Council of the City of Saint Peter, Nicolet County, Minnesota, this 11th day of January, 2016. Modified by the addition of #102 on January 25, 2016.
TO: Honorable Mayor Zieman  
    Members of the City Council

FROM: Todd Praefke  
      City Administrator

RE: Senator Frentz Visit

ACTION/RECOMMENDATION

None needed. For Council discussion only.

BACKGROUND

Each year the Council invites local Legislators to visit with them regarding issues of concern for the Saint Peter area. Newly elected Senator Nick Frentz will be at the workshop on Monday evening at about 7p.m. to visit with the Council regarding issues impacting Saint Peter.

Here are a few ideas or conversation starters for his visit.

- What do you think will be the biggest things that will be discussed during this session that will impact the City of Saint Peter or Cities in general?

- Any issues we should know about relative to RTC? We still see it as a valuable employer and institution in our community. It is included in Bonding Bill, what are the chances it passes?

- LGA. What do you think is going to happen? Are we on stable ground or maybe see slight increases, maybe to get us back to 2002 levels?

- Elections. The cost for maintenance and replacement of election equipment (M100 tabulator and AutoMark assisted voting equipment) is a big concern for us. Will there be any state funding available to help with these costs as the equipment ages? Also election related, are you aware of any push to require cities holding odd-year elections to go to the even-year State/Federal election cycle (we are on an odd year cycle)?

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

- When we borrowed money, which was need and was done very fairly by the state, from the Public Facilities Authority for our Water Plants the rules only allowed for 20 year
term, even though these facilities are often in use for 50 plus years. Do you see any opportunity to let us refinance that Public Facilities Authority debt that under the current rules that allow for a 30 year term? Refinancing and change of debt service duration are currently not allowed. Our goal would be to have an additional options that while maybe costing a bit more could lower costs to our current customers. We are not complain as we have been treated very fairly by PFA just continuing to look for options. Do you see that as something you might be able to support either legislatively or though work on the rules?

- Cooperative efforts. Find a place that has more and is using public funds better. If you have ideas and ways we can work together let us know. Are there others we could or should emulate?

- You have been great with our staff related to funding for the Minnesota Square Park Pavilion work. What more can us/should we do to help in finding ways to make the needed improvements to that regional asset?

- We have great partnerships with local State Agencies including Greg Ous and District 7 MN DOT, Tom Godfried in Transit and many of the folks at MPCA and MN Dept. of Health. We know your time as Senator has been short but are there specific folks you think we should know or build relationships with in the State that would assist us and you in our joint work for our area?

- What questions do you have for us or suggestions about things we can do to help you with some of your goals?

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

TP/bal