

I. CALL TO ORDER

Mayor Strand 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. APPROVAL OF MINUTES

A copy of the minutes of the November 26, 2012 regular Council meeting is attached for approval. A MOTION is in order.

IV. 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.

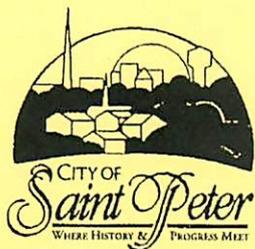
V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for November 21, 2012 through December 5, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING CHANGE ORDER NUMBER TWO, ACCEPTING THE TRUNK HIGHWAY 295 TURNBACK PROJECT, AND AUTHORIZING FINAL PAYMENT FOR THE PROJECT**

The construction of the Trunk Highway 295 Turnback Project has been completed as per the plan and specifications. It is recommended change order number two in the amount of \$16,386.75 be approved. It is recommended the Trunk Highway 295 Turnback Project be accepted and final payment to OMG Midwest, Incorporated DBA Southern Minnesota Construction in the amount of \$122,766.02 be authorized. Please see the attached staff report and RESOLUTION.



**VII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING 2012 TAX LEVY/PAYABLE 2013**

Staff recommends approval of the proposed levy. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION APPROVING 2013 GENERAL FUND BUDGET AND SPECIAL REVENUE FUND BUDGETS**

Following adoption of the levy, staff recommends approval of the proposed 2013 general fund and special revenue fund budgets. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING 2013 ENVIRONMENTAL SERVICES FUND BUDGET**

Staff recommends approval of the 2013 environmental services fund budget. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO REVOLVING LOAN TERMS FOR REST LLC**

The Economic Development Authority recommends approval of a request to modify the terms of a revolving loan provided to REST LLC, by releasing one individual from the personal guarantees provided as loan security. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO REVOLVING LOAN TERMS FOR CHIPPEWA PACKAGING**

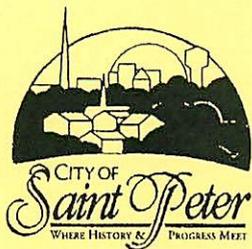
The Economic Development Authority recommends approval of a request for extension of the balloon payments required on revolving loans provided to Chippewa Packaging. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO INTRODUCTORY PERIOD FOR PART-TIME EMPLOYEES**

Staff recommends the introductory (probationary) period for part-time employees be modified in the Personnel Policy. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING WASHINGTON AVENUE LINK PROJECT CLOSURE NOTIFICATION**

Staff recommends adoption of a resolution establishing a public hearing as required by Federal regulations for the Summit Mobile Home



Community as it relates to the Washington Avenue Link Project. Please see the attached staff report and RESOLUTION.

**H. ADOPTION OF A RESOLUTION APPROVING BUILDING INSPECTION SERVICES CONTRACT WITH CITY OF NICOLLET**

Staff recommends approval be provided for execution of a building inspection services contract with the City of Nicollet for 2013. Please see the attached staff report and RESOLUTION.

**I. ADOPTION OF A RESOLUTION APPROVING NON-UNION/NON-CONTRACT EMPLOYEE WAGE INCREASE**

A two percent (2%) wage increase is recommended for non-union/non-contract employees to be effective January 1, 2013. Please see the attached staff report and RESOLUTION.

**J. ADOPTION OF A RESOLUTION APPROVING FUNDING EXCHANGE REQUEST**

The Minnesota Department of Transportation has suggested a swap of state and federal funds for the Washington Avenue Link Project. It is recommended that the City Council authorize execution of an agreement to allow the exchange of Saint Peter municipal state aid funds for federal funds for the Washington Avenue Link Project. Please see the attached staff report and RESOLUTION.

**K. ADOPTION OF A RESOLUTION REQUESTING FINDING OF NO SIGNIFICANT IMPACT FOR WASHINGTON AVENUE LINK PROJECT**

All comments are in concerning the Environmental Assessment Study for the Washington Avenue Link Project. No comments were received which would be a roadblock to proceeding with the project; therefore, it is recommended the City Council take action for a finding of no significant impact. Please see the attached staff report and RESOLUTION.

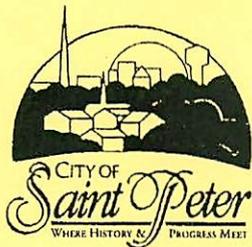
**L. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATION**

Staff recommends approval of a request for a "Use Of City Property Permit". Please see the attached staff report and RESOLUTION.

**VIII. EXECUTIVE SESSION**

**A. RESOLUTION CALLING FOR CLOSED SESSION**

State Statutes provide authorization for the City Council to close a meeting for discussion covered under an exemption to the Open Meeting Law. Staff recommends a closed session be called at this time to discuss



union negotiations with the Utilities, Parks, Streets, Police and Communication Technician Unions. Please see the attached RESOLUTION.

**ADJOURN TO CLOSED SESSION**

**B. DISCUSSION OF UNION CONTRACTS**

Discussion of each of the five union contracts will be provided for at this time.

**RETURN TO OPEN SESSION**

**NEW BUSINESS CONTINUED**

**M. RESOLUTION APPROVING EXECUTION OF 2013 UNION CONTRACTS**

Staff recommends approval of the 2013 Union Contract for Utilities, Parks, Streets, Police Officers and Communication Technicians.. Please see the attached RESOLUTIONS.

**IX. REPORTS**

**A. MAYOR**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON COUNCIL GOAL SESSION SCHEDULE**

A report will be provided at this time on the schedule for the end of year City Council goal session.

**2. OTHERS**

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

**X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
NOVEMBER 26, 2012**

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 November 26, 2012.

A quorum present, Mayor pro tem Carlin called the meeting to order at 7:02 p.m. The following members were present: Councilmembers Eichmann, Pfeifer, Kvamme, Carlin, Ziemann, and Brand. Absent was Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

Mayor pro tem Carlin was serving in place of Mayor Strand who was out of town.

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

**Approval of Minutes** – A motion was made by Kvamme, seconded by Ziemann, to approve the minutes of the November 13, 2012 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the November 13, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**American Water Works Association (MN) Award** – Carol Blommel Johnson and Bert Tracy of the Minnesota AWWA presented Water Utilities Superintendent Moulton with the Association's George Warren Fuller award in recognition of his leadership and contributions to the water industry. Moulton thanked the City staff for allowing him to attend AWWA meetings and to further his career in the water industry. The meeting was recessed at 7:07 p.m. to allow for photos.

The meeting resume at 7:10 p.m.

**Visitors** – Jared Skala, 217½ South Minnesota Avenue, addressed the Council to ask for additional information on the proposed project to install sidewalks in front of the Lager's dealership on Old Minnesota Avenue. Skala indicated he is an employee of Lager's and stated that taking away space along Old Minnesota Avenue would reduce the amount of cars that can be displayed for sale which would ultimately affect his income. City Administrator Prafke indicated staff was available to visit in-depth with Mr. Skala about the project and asked him to contact the City Administrator's Office or the Public Works Department. Prafke also quickly reviewed the City's policy on installation of sidewalks along collector streets such as Old Minnesota Avenue and noted that the wants and needs of many often must outweigh the wants and needs of a few. Prafke also reminded the public that the right-of-way is property owned by the City and not by abutting property owners. Prafke further pointed out that planning for the project continues and the Council would have at least two additional opportunities to discuss and comment on the proposed development. Prafke stated staff would continue to work with property owners in the area.

**Consent Agenda** – In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-162 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-162 is contained in the City Administrator's book entitled Council Resolutions 19.

**Greenhill Reservoir Rehabilitation Project Acceptance** – Public Works Director Giesking recommended acceptance of the Greenhill Reservoir Rehabilitation Project and that authorization be provided for final payment to the contractor in the amount of \$39,878.05. Giesking noted that the final project cost of \$655,061 was \$16,375 under budget because the interior quality of the tank was slightly better than expected which reduced the amount of welding needed for the project. Water Utilities Superintendent Moulton reviewed the Best Value Contracting process which was utilized for the project and reported Classic Protective Coatings had done an outstanding job on the project which was expected to last thirty (30) years. In motion by Kvamme, seconded by Zieman, Resolution No. 2012-163 entitled "Resolution Accepting The Greenhill Reservoir Repainting Project And Authorizing Final Payment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-163 is contained in the City Administrator's book entitled Council Resolutions 19.

**Polar Bear Plunge Authorization** – City Administrator Prafke recommended approval of a request submitted by the Nicollet County Sheriff to utilize Hallett's Pond for the Special Olympics Polar Bear Plunge. Prafke also corrected the resolution to provide the correct date for the event (February 2, 2013). In motion by Eichmann, seconded by Brand, Resolution No. 2012-164 entitled "Resolution Authorizing Use Of Hallett's Pond For Polar Bear Plunge", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-164 is contained in the City Administrator's book entitled Council Resolutions 19.

**Pool Painting Project** – Public Works Director Giesking recommended acceptance of the formal written proposal, in the amount of \$38,700, provided by Color Dynamics for painting of the outdoor pool with two-part epoxy paint. Giesking indicated the last time the pool was painted was five years ago. Giesking indicated the painting work would be done as soon as weather allows in 2013. In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-165 entitled "Resolution Accepting Quote For Project To Paint The Outdoor Municipal Pool", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-165 is contained in the City Administrator's book entitled Council Resolutions 19.

**Unbudgeted Purchase Request: Community Center Water Heater** – City Administrator Prafke recommended approval of a request for an unbudgeted purchase from Ryan Plumbing of a replacement water heater for the Community Center in the amount of \$6,496. Prafke indicated the existing unit, which was installed in 2009, was failing and would be replaced by a commercial unit that was expected to last longer due in part to the recent changes in the City's water quality. Councilmember Kvamme questioned whether the existing unit had failed due to the level of minerals in the water. Prafke was unable to identify the cause of the failure, but indicated the old water quality may have been part of the reason. In motion by Kvamme, seconded by Eichmann, Resolution No. 2012-166 entitled "Resolution Authorizing Unbudgeted Purchase Of A Replacement Water Heater For The Community Center", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-166 is contained in the City Administrator's book entitled Council Resolutions 19.

**North Interceptor Sewer Project – First Phase** – Public Works Director Giesking recommended accepting the formal written proposal from Insituform Technologies in the amount of \$48,020 to complete the first phase of the North Interceptor Sewer Project which would include lining the pipe. Water Utilities Superintendent Moulton indicated the first phase of the project would begin at the low end of the pipe located at the North Lift Station which is 25' deep. Moulton also noted the first phase would most likely be completed in December. Moulton reviewed the plans for the remaining phases, which totaled 600 of pipe, would have higher costs because the pipe can't be lined in other sections and which would begin in the spring in an attempt to stay ahead of the proposed MNDOT construction projects on Highway 169. In motion by Brand, seconded by Eichmann, Resolution No. 2012-167 entitled "Resolution Accepting Proposal For First Phase Of The North Interceptor Sewer Rehabilitation Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-167 is contained in the City Administrator's book entitled Council Resolutions 19.

### **Reports**

**Washington Avenue Link Project Open House** – City Administrator Prafke reported there had been good attendance at the Washington Avenue Link Project open house and reminded the public that November 26<sup>th</sup> was the last day to comment on the Environmental Assessment study. Prafke indicated that staff would continue to provide information to affected property owners as the project progresses. Prafke also noted the goals of the project which were to improve transportation efficiency; limit cut-through traffic on North Fifth Street; and improve bicycle/pedestrian connections in the area.

There being no further business, a motion was made by Pfeifer, seconded by Eichmann, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:47 p.m.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

To: Todd Prafke  
City Administrator

Date: December 8, 2011

Fr: Cindy Moulton *Cindy*  
Administrative Secretary

Re: License Renewals

### ACTION/RECOMMENDATION

Provide approval of licenses.

### BACKGROUND

The City has received several license applications for City Council approval.

Several businesses have submitted license applications in order to renew their Soft Drink, Tobacco, Amusement/Mechanical Device, Juke Box, Show, and Dance licenses as well as Solid Waste Hauler permits. The licensing period will be January 1, 2013 – December 31, 2013. There are also two applicants that have renewed their Temporary Soft Drink licenses which will be in effect for 180 days from the first day of operation they choose.

Please place these items on the December 10, 2012 City Council consent agenda.

### FISCAL IMPACT:

None other than receipt of the permit fees.

### ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without Council direction.

Denial: The applicants will be informed of the Council decision.

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 about these agenda items.

CKM



*Saint Peter Volunteer Fire Department  
227 West Mulberry Street, Saint Peter, Minnesota 56082  
507-934-1120  
Office of the Fire Chief- Ronald D. Quade*

November 30, 2012

City of St. Peter Council Members  
Mr. Todd Prafke  
227 S. Front Street  
St. Peter, Minnesota 56082



Dear Mr. Mayor, City Council members and Mr. Todd Prafke:

In accordance with the By Laws of the Saint Peter Fire Department the interview committee; consisting of Mr. Mike McCarthy-- Assistant Chief, Mr. Scott Zuhlsdorf-- Safety Officer, and myself Ronald D. Quade , Chief, St. Peter Fire Department, have held interviews with the candidates for hiring of Fire Department Officers. The following offices were included in these interviews to date; Captain I, and Lieutenant II to begin on Jan 1, 2013 for three year terms.

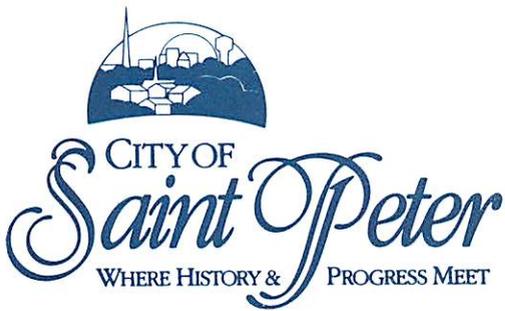
It is the recommendation of the previously mentioned committee that the following members be hired for the following officer positions for the time frames stated and in accordance with the By Laws of the Saint Peter Fire Department:

- 1) Mr. Ronald C. Neary Jr. for the position of Captain I for a period of three years starting January 1, 2013 with position to reopen for applications for the year starting January 1, 2016. Average Interview score: 77
- 2) Mr. Josh Kennedy for the position of Lieutenant II for a period of three years starting January 1, 2013 with the position to reopen for applications for the year starting January 1, 2016. Average Interview score: 80

Packet's with information, interview scores, and notes on interview process are included with this letter of recommendation for city and personnel records. Thank you for your time in this matter.

Respectfully,

Ronald D. Quade  
Fire Chief



## Memorandum

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

**DATE:** 12/6/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Reappointments

### **ACTION/RECOMMENDATION**

Provide approval for reappointment of several advisory board and commission members.

### **BACKGROUND**

The terms of several members of City Council advisory boards and commission will expire at the end of 2012. These individuals are eligible for reappointment and have been contacted to determine their interest in being appointed for an additional term. Mayor Strand has also recommended their reappointment as indicated on the consent agenda and shown below:

#### **HOUSING AND REDEVELOPMENT AUTHORITY**

Dennis Swenson (2013-2017)

#### **HUMAN RIGHTS COMMISSION**

Judy Douglas (2013-2015)

#### **PARKS AND RECREATION ADVISORY BOARD**

Mike Meffert (2013-2015)

Stuart Douglas (2013-2015)

#### **HERITAGE PRESERVATION COMMISSION**

Loren Sundboom (2013-2015)

Edi Thorstensen (2013-2015)

#### **PLANNING AND ZONING COMMISSION**

David Hoehn (2013-2015)

#### **HOSPITAL COMMISSION**

Sandy Gundlach (2013-2017)

Michelle Chalin (2013-2017)

#### **TOURISM AND VISITORS BUREAU**

Kris Higginbotham (2013-2017)

**FISCAL IMPACT:**

None.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: No further action will be taken without additional direction from the Council.

Denial: No further action will be taken without additional direction from the Council. The Council should be aware that failure to appoint additional members may prevent the boards from meeting their quorum requirements for meetings.

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 about this agenda item.

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	clothing allow - terry k	WATER	ADMIN AND GENERAL	58.00
	clothing allow - chris v.	WATER	ADMIN AND GENERAL	234.00
	clothing allow - amy k	STORMWATER FUND	ADMINISTRATION AND GEN	15.60
	TOTAL:			307.60
A PLUS SECURITY, INC.	50% downpmt video surveila	COMMUNITY CENTER	COMMUNITY CENTER	13,181.81
	TOTAL:			13,181.81
AFFORDABLE TOWING OF MANKATO, INC.	hd tow sterling from penn	ELECTRIC FUND	POWER DISTRIBUTION	4,645.05
	TOTAL:			4,645.05
AGGREGATE & READY MIX ASSOC OF MN	course reg - yushta gradin	STORMWATER FUND	ADMINISTRATION AND GEN	380.00
	TOTAL:			380.00
ALPHA WIRELESS COMMUNICATIONS CO	dec LTR radio maintenance	GENERAL FUND	MUNICIPAL BUILDING	58.53
	dec LTR radio maintenance	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	radio repair	COMMUNITY CENTER	COMMUNITY CENTER	72.96
	dec LTR radio maintenance	WATER	ADMIN AND GENERAL	56.08
	dec LTR radio maintenance	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	dec LTR radio maintenance	ELECTRIC FUND	ADMIN AND GENERAL	50.73
	TOTAL:			370.96
AMAZON	amazon purchase book-reimb	GENERAL FUND	NON-DEPARTMENTAL	37.52
	ink cartridges	GENERAL FUND	STREETS	71.64
	ink cartridges	GENERAL FUND	PARKS	57.31
	books	LIBRARY FUND	LIBRARY	1,397.65
	ink cartridges	WATER	ADMIN AND GENERAL	28.66
	ink cartridges	WATER	ADMIN AND GENERAL	28.51
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	28.66
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	28.51
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	28.65
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	14.26
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	71.64
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	71.29
	TOTAL:			1,864.30
	APT MACHINING & FABRICATING, INC	ss blades repaired	WASTE WATER FUND	SOURCE/TREATMENT
TOTAL:				270.00
ARROW ACE HARDWARE INC	batteries, bulbs	GENERAL FUND	MUNICIPAL BUILDING	91.85
	cable ties, filler, bulb,	GENERAL FUND	FIRE	56.59
	batteries, wd40, wash flui	COMMUNITY CENTER	COMMUNITY CENTER	72.07
	bulb	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	8.00
	TOTAL:			228.51
BEST BUY	monitor for sewer cam trai	WASTE WATER FUND	COLLECTOR/LIFT STAT	118.10
	TOTAL:			118.10
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	2013 pool license	GENERAL FUND	NON-DEPARTMENTAL	265.00
	TOTAL:			265.00
BUFFALO WILD WINGS	meal ny trip	ELECTRIC FUND	ADMIN AND GENERAL	13.77
	TOTAL:			13.77
STEVE BUSHMAN	cell phone chg to Canada	WASTE WATER FUND	ADMIN AND GENERAL	26.95
	TOTAL:			26.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
C & S SUPPLY CO INC	clothing allow - mike w	GENERAL FUND	MUNICIPAL BUILDING	112.76	
	safety boots - mike w	GENERAL FUND	MUNICIPAL BUILDING	104.97	
	clothing - olmanson simond	GENERAL FUND	STREETS	607.90	
	parts #112	GENERAL FUND	STREETS	14.42	
	clothing allow - mike w	WATER	ADMIN AND GENERAL	37.59	
	safety boots - mike w	WATER	ADMIN AND GENERAL	34.99	
	clothing allow - mike w	WASTE WATER FUND	ADMIN AND GENERAL	37.59	
	clothing allow - frost	WASTE WATER FUND	ADMIN AND GENERAL	147.96	
	safety boots - mike w	WASTE WATER FUND	ADMIN AND GENERAL	34.99	
				TOTAL:	1,133.17
	CENTERPOINT ENERGY MINNEGASCO	oct fuel	GENERAL FUND	FIRE	185.56
oct fuel		GENERAL FUND	STREETS	91.17	
oct fuel		GENERAL FUND	SWIMMING POOL	19.24	
oct fuel		GENERAL FUND	PARKS	72.94	
oct fuel		LIBRARY FUND	LIBRARY	467.75	
oct fuel		COMMUNITY CENTER	COMMUNITY CENTER	1,646.04	
oct fuel		WATER	PURIFICATION AND TREAT	945.77	
oct fuel		WATER	PURIFICATION AND TREAT	112.37	
oct fuel		WATER	ADMIN AND GENERAL	36.47	
oct fuel		WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82	
oct fuel		WASTE WATER FUND	SOURCE/TREATMENT	1,290.96	
oct fuel		WASTE WATER FUND	ADMIN AND GENERAL	36.47	
oct fuel		ENVIRON SERVICES F	ADMIN AND GENERAL	36.47	
oct fuel		ELECTRIC FUND	ADMIN AND GENERAL	91.17	
			TOTAL:	5,045.20	
CENTRAL FIRE PROTECTION INC	annual inspect/maint/cert	GENERAL FUND	MUNICIPAL BUILDING	107.00	
	annual inspect/maint/cert	GENERAL FUND	POLICE	60.00	
	annual inspect/maint/cert	GENERAL FUND	FIRE	75.00	
	annual inspect/maint/cert	GENERAL FUND	STREETS	21.00	
	annual inspect/maint/cert	GENERAL FUND	STREETS	148.00	
	annual inspection truck ch	GENERAL FUND	STREETS	5.50	
	annual inspect/maint/cert	GENERAL FUND	PARKS	16.80	
	annual inspect/maint/cert	GENERAL FUND	PARKS	124.00	
	annual inspection truck ch	GENERAL FUND	PARKS	4.40	
	annual inspect/maint/cert	LIBRARY FUND	LIBRARY	50.00	
	annual inspect/maint/cert	COMMUNITY CENTER	COMMUNITY CENTER	132.00	
	annual inspect/maint/cert	WATER	ADMIN AND GENERAL	8.40	
	annual inspect/maint/cert	WATER	ADMIN AND GENERAL	134.00	
	annual inspection truck ch	WATER	ADMIN AND GENERAL	2.20	
	annual inspect/maint/cert	WASTE WATER FUND	ADMIN AND GENERAL	8.40	
	annual inspect/maint/cert	WASTE WATER FUND	ADMIN AND GENERAL	84.00	
	annual inspect/maint/cert	WASTE WATER FUND	ADMIN AND GENERAL	56.00	
	annual inspection truck ch	WASTE WATER FUND	ADMIN AND GENERAL	2.20	
	annual inspect/maint/cert	ENVIRON SERVICES F	ADMIN AND GENERAL	8.40	
	annual inspect/maint/cert	ENVIRON SERVICES F	ADMIN AND GENERAL	72.64	
	annual inspection truck ch	ENVIRON SERVICES F	ADMIN AND GENERAL	2.20	
	annual inspect/maint/cert	ELECTRIC FUND	ADMIN AND GENERAL	21.00	
	annual inspect/maint/cert	ELECTRIC FUND	ADMIN AND GENERAL	44.00	
	annual inspection truck ch	ELECTRIC FUND	ADMIN AND GENERAL	5.50	
	annual inspect/maint/cert	STORMWATER FUND	ADMINISTRATION AND GEN	46.00	
	annual inspect/maint/cert	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	24.00	
				TOTAL:	1,262.64
	CHIEF SUPPLY	uniform	GENERAL FUND	POLICE	106.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	106.85
CINTAS FIRST AID & SAFETY	eye wash, bandages, tape	GENERAL FUND	STREETS	13.49
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	16.13
	eye wash, bandages, tape	GENERAL FUND	PARKS	10.79
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	16.14
	eye wash, bandages, tape	WATER	ADMIN AND GENERAL	5.40
	eye wash, bandages, tape	WASTE WATER FUND	ADMIN AND GENERAL	5.40
	eye wash, bandages, tape	ENVIRON SERVICES F	ADMIN AND GENERAL	5.38
	eye wash, bandages, tape	ELECTRIC FUND	ADMIN AND GENERAL	13.49
			TOTAL:	86.22
CLASSIC PROTECTIVE COATINGS	greenhill reservoir rehab	WATER	CAPITAL-WATER DISTRIBU	39,878.05
			TOTAL:	39,878.05
COALITION OF GREATER MN CITIES	fall conf Strand - Alexand	GENERAL FUND	MAYOR & COUNCIL	200.00
			TOTAL:	200.00
COLE PAPERS INC	cleaner, tissues, towels,	GENERAL FUND	CITY ADMINISTRATION	53.87
	cleaner, tissues, towels,	GENERAL FUND	CITY CLERK	53.87
	cleaner, tissues, towels,	GENERAL FUND	FINANCE	35.91
	cleaner, tissues, towels,	GENERAL FUND	POLICE	28.73
	cleaner, tissues, towels,	GENERAL FUND	BUILDING INSPECTOR	14.36
	cleaner, tissues, towels,	GENERAL FUND	PUBLIC WORKS ADMIN	7.18
	cleaners, towels, tissue	GENERAL FUND	STREETS	64.11
	cleaners, towels, tissue	GENERAL FUND	PARKS	64.11
	cleaner, tissues, towels,	GENERAL FUND	ECONOMIC DEVMT	3.59
	cleaners, towels, tissue	WATER	DISTRIBUTION AND STORA	32.05
	cleaner, tissues, towels,	WATER	ADMIN AND GENERAL	32.32
	cleaners, towels, tissue	WASTE WATER FUND	SOURCE/TREATMENT	32.09
	cleaner, tissues, towels,	WASTE WATER FUND	ADMIN AND GENERAL	32.31
	cleaners, towels, tissue	ENVIRON SERVICES F	REFUSE DISPOSAL	32.05
	cleaners, towels, tissue	ELECTRIC FUND	POWER DISTRIBUTION	64.11
	cleaner, tissues, towels,	ELECTRIC FUND	ADMIN AND GENERAL	96.96
	cleaners, towels, tissue	STORMWATER FUND	TREATMENT	32.09
			TOTAL:	679.71
COMFORT SYSTEMS, INC.	furnace-replace humidifier	GENERAL FUND	STREETS	19.66
	furnace-replace humidifier	GENERAL FUND	PARKS	15.73
	430 ritt st bldg repair he	TORNADO DISASTER R	ECONOMIC DEVMT	374.15
	furnace-replace humidifier	WATER	ADMIN AND GENERAL	7.87
	furnace-replace humidifier	WASTE WATER FUND	ADMIN AND GENERAL	7.87
	furnace-replace humidifier	ENVIRON SERVICES F	ADMIN AND GENERAL	7.86
	furnace-replace humidifier	ELECTRIC FUND	ADMIN AND GENERAL	19.66
			TOTAL:	452.80
CREDIT RIVER TOOLS	screwdrivers welding shop	GENERAL FUND	STREETS	42.08
	locking extensions	GENERAL FUND	STREETS	41.78
	screwdrivers welding shop	GENERAL FUND	PARKS	42.08
	locking extensions	GENERAL FUND	PARKS	41.78
	screwdrivers welding shop	WATER	DISTRIBUTION AND STORA	21.04
	locking extensions	WATER	DISTRIBUTION AND STORA	20.89
	screwdrivers welding shop	WASTE WATER FUND	SOURCE/TREATMENT	21.06
	locking extensions	WASTE WATER FUND	SOURCE/TREATMENT	20.91
	screwdrivers welding shop	ENVIRON SERVICES F	REFUSE DISPOSAL	21.04
	locking extensions	ENVIRON SERVICES F	REFUSE DISPOSAL	20.89

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	screwdrivers welding shop	ELECTRIC FUND	POWER DISTRIBUTION	42.08
	locking extensions	ELECTRIC FUND	POWER DISTRIBUTION	41.78
	screwdrivers welding shop	STORMWATER FUND	TREATMENT	21.06
	locking extensions	STORMWATER FUND	TREATMENT	20.91
			TOTAL:	419.38
CULLIGAN	solar salt delivered	COMMUNITY CENTER	COMMUNITY CENTER	20.52
			TOTAL:	20.52
DEWILD GRANT RECKERT & ASSOCIATES CO	wotp electric system	WASTE WATER FUND	SOURCE/TREATMENT	235.50
	substation imprvmt	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	212.00
	broadway generation plnt	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,609.90
	spcc plan update	ELECTRIC FUND	POWER DISTRIBUTION	328.50
			TOTAL:	2,385.90
LANCE DLOUHY	bagels for fun run partner	RESTRICTED CONTRIB	RECREATION/LEISURE SER	151.09
			TOTAL:	151.09
ELECTRIC PUMP	vanton pump unit 7000	WASTE WATER FUND	CAPITAL-TREATMENT SYST	9,819.25
			TOTAL:	9,819.25
ENDRES WINDOW CLEANING INC	window cleaning comm ctr	LIBRARY FUND	LIBRARY	358.24
	window cleaning comm ctr	COMMUNITY CENTER	COMMUNITY CENTER	537.37
			TOTAL:	895.61
FASTENAL COMPANY	reg duty L clamp	GENERAL FUND	STREETS	28.82
	graphite lube	GENERAL FUND	STREETS	10.99
	reg duty L clamp	GENERAL FUND	PARKS	28.82
	nut drivers, insert bits,	GENERAL FUND	PARKS	14.09
	graphite lube	GENERAL FUND	PARKS	10.99
	reg duty L clamp	WATER	DISTRIBUTION AND STORA	14.41
	graphite lube	WATER	DISTRIBUTION AND STORA	5.49
	reg duty L clamp	WASTE WATER FUND	SOURCE/TREATMENT	14.43
	graphite lube	WASTE WATER FUND	SOURCE/TREATMENT	5.50
	reg duty L clamp	ENVIRON SERVICES F	REFUSE DISPOSAL	14.41
	graphite lube	ENVIRON SERVICES F	REFUSE DISPOSAL	5.49
	reg duty L clamp	ELECTRIC FUND	POWER DISTRIBUTION	28.82
	graphite lube	ELECTRIC FUND	POWER DISTRIBUTION	10.99
	reg duty L clamp	STORMWATER FUND	TREATMENT	14.41
	graphite lube	STORMWATER FUND	TREATMENT	5.49
			TOTAL:	213.15
FERGUSON WATERWORKS #2516	u branch 1"x3/4" #354	WATER	NON-DEPARTMENTAL	308.86
	3/4" lo ball valve	WATER	NON-DEPARTMENTAL	958.67
			TOTAL:	1,267.53
FLEET FARM	gates for pond road	ENVIRON SERVICES F	ADMIN AND GENERAL	384.73
			TOTAL:	384.73
GOLDER ASSOCIATES INC.	air permit renewal app pre	ELECTRIC FUND	ADMIN AND GENERAL	139.10
			TOTAL:	139.10
GOODTIMES MANUFACTURING	halloween fun run t-shirts	RESTRICTED CONTRIB	RECREATION/LEISURE SER	18,881.25
			TOTAL:	18,881.25
GRAYBAR ELECTRIC COMPANY INC	cable comm data product	WATER	DISTRIBUTION AND STORA	235.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	235.15
HACH COMPANY	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	385.58
			TOTAL:	385.58
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,318.25
	aqua hawk	WASTE WATER FUND	BIOSOLIDS	5,444.75
			TOTAL:	6,763.00
HILLYARD/HUTCHINSON	hose vac assmby, wax pad	COMMUNITY CENTER	COMMUNITY CENTER	61.75
			TOTAL:	61.75
HOLIDAY COMMERCIAL	nov fuel	GENERAL FUND	POLICE	133.90
	nov car washes	GENERAL FUND	POLICE	8.54
	nov fuel	GENERAL FUND	BUILDING INSPECTOR	146.38
	nov fuel	GENERAL FUND	PUBLIC WORKS ADMIN	46.75
	nov fuel	GENERAL FUND	STREETS	255.10
	nov fuel	GENERAL FUND	RECREATION/LEISURE SER	84.79
	nov fuel	GENERAL FUND	PARKS	277.25
	nov fuel	WATER	SOURCE OF SUPPLY	7.44
	nov fuel	WATER	PURIFICATION AND TREAT	11.15
	nov fuel	WATER	DISTRIBUTION AND STORA	55.76
	nov fuel	WATER	CUSTOMER ACCOUNTS	33.97
	nov fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	69.04
	nov fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	33.97
	nov fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	73.88
	nov fuel	ELECTRIC FUND	POWER DISTRIBUTION	269.61
	nov fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	33.98
	nov fuel	STORMWATER FUND	TREATMENT	263.97
			TOTAL:	1,805.48
HOLIDAY INN EXPRESS	hotel hurricane sandy trip	ELECTRIC FUND	ADMIN AND GENERAL	190.39
			TOTAL:	190.39
GERALD HOLSAPPLE	drivers license - a	ELECTRIC FUND	ADMIN AND GENERAL	42.25
			TOTAL:	42.25
HOTEL SOFITEL	smmpa mtg meal	ELECTRIC FUND	ADMIN AND GENERAL	18.86
	smmpa mtg hotel	ELECTRIC FUND	ADMIN AND GENERAL	142.85
			TOTAL:	161.71
JAKE'S PIZZA	organizational lunch mtg	GENERAL FUND	CITY ADMINISTRATION	20.25
	meals radio training dispa	GENERAL FUND	POLICE	59.32
			TOTAL:	79.57
LOREN JANSEN	uniform allowance	GENERAL FUND	POLICE	72.94
	uniform allowance	GENERAL FUND	POLICE	213.89
			TOTAL:	286.83
MENARDS	trash can tape measur clam	GENERAL FUND	STREETS	51.17
	trash can tape measur clam	GENERAL FUND	PARKS	51.17
	trash can tape measur clam	WATER	DISTRIBUTION AND STORA	25.58
	trash can tape measur clam	WASTE WATER FUND	SOURCE/TREATMENT	25.62
	trash can tape measur clam	ENVIRON SERVICES F	REFUSE DISPOSAL	25.58
	trash can tape measur clam	ELECTRIC FUND	POWER DISTRIBUTION	51.17
	trash can tape measur clam	STORMWATER FUND	TREATMENT	25.62

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	fun run supp 2 urns	RESTRICTED CONTRIB	RECREATION/LEISURE SER	27.90	
			TOTAL:	283.81	
METRO FIRE	coupled hose #33 sweeper	GENERAL FUND	STREETS	396.27	
			TOTAL:	396.27	
MISC VENDOR	APPLIED AIR SYSTEMS IN	air compressor repair	GENERAL FUND	STREETS	440.85
	APPLIED AIR SYSTEMS IN	air compressor repair	GENERAL FUND	PARKS	352.68
	APPLIED AIR SYSTEMS IN	air compressor repair	WATER	ADMIN AND GENERAL	176.34
	APPLIED AIR SYSTEMS IN	air compressor repair	WASTE WATER FUND	ADMIN AND GENERAL	176.34
	APPLIED AIR SYSTEMS IN	air compressor repair	ENVIRON SERVICES F	ADMIN AND GENERAL	176.32
	APPLIED AIR SYSTEMS IN	air compressor repair	ELECTRIC FUND	ADMIN AND GENERAL	440.85
	CASA RAMIREZ	meal hurricane sandy trip	ELECTRIC FUND	ADMIN AND GENERAL	14.45
	COGO'S	fuel hurricane sandy trip	ELECTRIC FUND	ADMIN AND GENERAL	100.00
	DUTCH PANTRY	meal hurricane sandy trip	ELECTRIC FUND	ADMIN AND GENERAL	25.01
	GOLDEN REEF	meals hurricane sandy trip	ELECTRIC FUND	ADMIN AND GENERAL	33.35
	GOLDEN REEF	meal - reimbursed	ELECTRIC FUND	ADMIN AND GENERAL	20.44
	GREENWAYCOOP	meal, diesel hurricane san	ELECTRIC FUND	ADMIN AND GENERAL	87.45
	KRAMES STAYWELL, LLC	yth dev-babysitter trainin	RESTRICTED CONTRIB	RECREATION/LEISURE SER	435.78
	MILLRACEPOND INN	meal hurricane sandy trip	ELECTRIC FUND	ADMIN AND GENERAL	58.86
	NIELSEN, CHERYL	mobile home buy-out, summi	HOUSING PROJECT200	ECONOMIC DEVMT	2,000.00
	OCCUPATIONAL HEALTH CT	post accident testing - b	ELECTRIC FUND	ADMIN AND GENERAL	35.00
	PARTY CITY	party city invoice	GENERAL FUND	NON-DEPARTMENTAL	56.78
	PERLE SYSTEMS	serial card -new computer	ELECTRIC FUND	POWER PRODUCTION	66.55
	READY WATT ELECTRIC	install radios, antenas, r	GENERAL FUND	POLICE	2,370.00
	SUNOCO	fuel hurricane sandy trip	ELECTRIC FUND	ADMIN AND GENERAL	95.53
	TRAVEL CENTER	diesel hurricane sandy tri	ELECTRIC FUND	ADMIN AND GENERAL	110.01
	TRAVEL CENTER	diesel hurricane sandy tri	ELECTRIC FUND	ADMIN AND GENERAL	115.20
	WHELEN ENGINEERING	red corner linear led	GENERAL FUND	POLICE	491.00
	WRECKERS INT'L	insurance - towing fee ste	ELECTRIC FUND	POWER DISTRIBUTION	2,300.00
			TOTAL:	10,178.79	
MN DEPT OF HEALTH	2nd qtr water connect fees	WATER	NON-DEPARTMENTAL	4,771.00	
			TOTAL:	4,771.00	
MN MUNICIPAL UTILITIES ASSOCIATION	pre employment testing	WASTE WATER FUND	ADMIN AND GENERAL	66.50	
			TOTAL:	66.50	
MN SOUTH CENTRAL INVESTIGATORS COALITI	conf registr. jansen, gerh	GENERAL FUND	NON-DEPARTMENTAL	120.00	
			TOTAL:	120.00	
PETE MOULTON	meal awwa mnwarn -mkto	WATER	ADMIN AND GENERAL	26.03	
			TOTAL:	26.03	
MVTL LABORATORIES INC	mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	320.00	
	salty discharge testing	WASTE WATER FUND	SOURCE/TREATMENT	159.00	
	sludge analysis	WASTE WATER FUND	SOURCE/TREATMENT	341.00	
	salty discharge testing	WASTE WATER FUND	SOURCE/TREATMENT	159.00	
			TOTAL:	979.00	
MYSTIC LAKE RESTAURANTS	IBC mtg meal	GENERAL FUND	BUILDING INSPECTOR	12.22	
			TOTAL:	12.22	
NICOLLET COUNTY BANK	prepay final 08 eq cert	2008 EQUIPMENT CER	DEBT SERVICE PAYMENTS	60,000.00	
	prepay final 08 eq cert	2008 EQUIPMENT CER	DEBT SERVICE PAYMENTS	1,478.63	
			TOTAL:	61,478.63	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NIXLE LLC	nixle communication renewa	GENERAL FUND	POLICE	<u>1,590.00</u>
			TOTAL:	1,590.00
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	20.76
	filters	GENERAL FUND	NON-DEPARTMENTAL	16.68
	filters	GENERAL FUND	NON-DEPARTMENTAL	<u>64.33</u>
			TOTAL:	101.77
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	<u>93.90</u>
			TOTAL:	93.90
NUTTER CLOTHING CO	uniform allowance - peters	GENERAL FUND	POLICE	95.00
	clothing allow - mike m	GENERAL FUND	STREETS	<u>232.00</u>
			TOTAL:	327.00
OMG MIDWEST, INC	final pay 295 turnback	PERM IMPROVMENT RE	STREETS	<u>122,766.02</u>
			TOTAL:	122,766.02
ONLINE SHOES.COM	safety boots - kamm	WATER	ADMIN AND GENERAL	107.96
	safety boots-voeltz, thomp	WATER	ADMIN AND GENERAL	<u>395.88</u>
			TOTAL:	503.84
ORIENTAL TRADING CO.	election banners	GENERAL FUND	ELECTIONS	<u>28.99</u>
			TOTAL:	28.99
OVERHEAD DOOR COMPANY OF MANKATO INC	biosolids overhead door	WASTE WATER FUND	BIOSOLIDS	<u>990.52</u>
			TOTAL:	990.52
PEPSI-COLA OF MANKATO INC	comm ctr vending	COMMUNITY CENTER	COMMUNITY CENTER	<u>420.15</u>
			TOTAL:	420.15
QUALITY INN	lodging ny trip	ELECTRIC FUND	ADMIN AND GENERAL	<u>89.88</u>
			TOTAL:	89.88
QUILL	ink cartridges	GENERAL FUND	CITY ADMINISTRATION	11.35
	ink cartridges	GENERAL FUND	CITY CLERK	11.35
	ink cartridges	GENERAL FUND	FINANCE	7.56
	ink cartridges	GENERAL FUND	POLICE	6.05
	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	3.03
	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	1.51
	ink cartridges	GENERAL FUND	STREETS	24.72
	ink cartridges	GENERAL FUND	STREETS	56.46
	ink cartridges	GENERAL FUND	PARKS	19.78
	ink cartridges	GENERAL FUND	PARKS	45.17
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	0.76
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	75.65
	ink cartridges	WATER	ADMIN AND GENERAL	9.89
	ink cartridges	WATER	ADMIN AND GENERAL	6.81
	ink cartridges	WATER	ADMIN AND GENERAL	22.58
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	9.89
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	6.80
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	22.58
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	9.88
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	22.58
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	24.72
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	20.42

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	56.46
			TOTAL:	476.00
RIVER ROCK COFFEE	coffee -trail mtg @ comm c	GENERAL FUND	ECONOMIC DEVMT	12.50
			TOTAL:	12.50
RYAN PLUMBING & HEATING	repair booster pump bio	WASTE WATER FUND	BIOSOLIDS	375.56
			TOTAL:	375.56
SAM'S CLUB	candy cane hunt-canes	GENERAL FUND	RECREATION/LEISURE SER	85.68
	interest	GENERAL FUND	RECREATION/LEISURE SER	5.06
	supplies lib holiday open	LIBRARY FUND	LIBRARY	55.04
	candy machine - m&ms	COMMUNITY CENTER	COMMUNITY CENTER	53.58
			TOTAL:	199.36
BRIAN SHELLUM	drivers license reimb	ELECTRIC FUND	ADMIN AND GENERAL	42.25
			TOTAL:	42.25
SOUTHERN MN CONSTRUCTION CO INC	mobile home demo dump fee	HOUSING PROJECT200	ECONOMIC DEVMT	450.00
	gravel stockpile	WATER	ADMIN AND GENERAL	178.97
	gravel stockpile	WASTE WATER FUND	ADMIN AND GENERAL	178.97
	gravel stockpile	ENVIRON SERVICES F	ADMIN AND GENERAL	89.49
	gravel stockpile	ELECTRIC FUND	ADMIN AND GENERAL	447.44
			TOTAL:	1,344.87
SPORTS AUTHORITY	antennas for volleyball st	GENERAL FUND	RECREATION/LEISURE SER	112.19
			TOTAL:	112.19
SPRINT SOLUTIONS, INC.	cell phone svc 10/15-11/14	GENERAL FUND	POLICE	279.93
	cell phone svc 10/23-11/22	GENERAL FUND	POLICE	457.25
	cell phone svc 10/15-11/14	GENERAL FUND	FIRE	17.70
	on call phones 10/15-11/14	WATER	ADMIN AND GENERAL	25.93
	on call phones 10/15-11/14	ELECTRIC FUND	ADMIN AND GENERAL	25.93
			TOTAL:	806.74
ST PETER HERALD	1 year subscription renewa	GENERAL FUND	NON-DEPARTMENTAL	49.40
	hearing assess delin util	WATER	CUSTOMER ACCOUNTS	39.17
	hearing assess delin util	WASTE WATER FUND	CUSTOMER ACCOUNTS	39.17
	hearing assess delin util	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	39.17
	hearing assess delin util	ELECTRIC FUND	CUSTOMER ACCOUNTS	39.15
			TOTAL:	206.06
ST PETER HIGH SCHOOL	2012 lego robotics camp	GENERAL FUND	RECREATION/LEISURE SER	350.00
			TOTAL:	350.00
STANLEY SECURITY SOLUTIONS, INC.	key/lock maint - lube	GENERAL FUND	STREETS	12.85
	key/lock maint - lube	GENERAL FUND	PARKS	12.85
	key/lock maint - lube	COMMUNITY CENTER	COMMUNITY CENTER	16.00
	key/lock maint - lube	WATER	DISTRIBUTION AND STORA	6.43
	key/lock maint - lube	WASTE WATER FUND	SOURCE/TREATMENT	6.43
	key/lock maint - lube	ENVIRON SERVICES F	REFUSE DISPOSAL	6.43
	key/lock maint - lube	ELECTRIC FUND	POWER DISTRIBUTION	12.85
	key/lock maint - lube	STORMWATER FUND	TREATMENT	6.43
			TOTAL:	80.27
STAPLES ADVANTAGE	pw office chairs -4	GENERAL FUND	STREETS	146.97

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pw office chairs -4	GENERAL FUND	PARKS	117.57
	pens, labels, postits, cor	LIBRARY FUND	LIBRARY	38.68
	clock, corr fluid	COMMUNITY CENTER	COMMUNITY CENTER	29.01
	pw office chairs -4	WATER	ADMIN AND GENERAL	58.79
	pw office chairs -4	WASTE WATER FUND	ADMIN AND GENERAL	58.79
	pw office chairs -4	ENVIRON SERVICES F	ADMIN AND GENERAL	58.78
	pw office chairs -4	ELECTRIC FUND	ADMIN AND GENERAL	146.97
			TOTAL:	655.56
STATE INDUSTRIAL PRODUCTS	bio floor cleaner	COMMUNITY CENTER	COMMUNITY CENTER	193.02
			TOTAL:	193.02
STREICHER'S	uniform jacket	GENERAL FUND	POLICE	251.37
			TOTAL:	251.37
SUN COUNTRY	luggage fee ny trip	ELECTRIC FUND	ADMIN AND GENERAL	25.00
			TOTAL:	25.00
JENNIFER THORESON	reimb ups to Canada-beam s	WASTE WATER FUND	SOURCE/TREATMENT	159.18
			TOTAL:	159.18
TIGERDIRECT.COM	hp pro8100 printer - jane	GENERAL FUND	RECREATION/LEISURE SER	130.21
	hp pro8100 printer - wayne	COMMUNITY CENTER	COMMUNITY CENTER	130.21
			TOTAL:	260.42
JANE TIMMERMAN-PETTY CASH	mileage mkto supplies	GENERAL FUND	RECREATION/LEISURE SER	13.32
	vip concess supp t-ball	RESTRICTED CONTRIB	RECREATION/LEISURE SER	1.99
			TOTAL:	15.31
TOMARK SPORTS INC	adult volleyball nets	GENERAL FUND	RECREATION/LEISURE SER	1,250.38
			TOTAL:	1,250.38
USA BLUE BOOK	aluminum drum wrench	WATER	PURIFICATION AND TREAT	32.19
			TOTAL:	32.19
VON ESSEN TOWING	2 tires mower #19a	GENERAL FUND	PARKS	70.00
	2 tires mower #19a	GENERAL FUND	PARKS	70.00
	2 tires #608	GENERAL FUND	PARKS	332.00
			TOTAL:	472.00
VOSS LIGHTING	ballasts	COMMUNITY CENTER	COMMUNITY CENTER	597.32
	ballasts	COMMUNITY CENTER	COMMUNITY CENTER	186.82
			TOTAL:	784.14
VWR INTERNATIONAL	bottles, wipes, beakers	WASTE WATER FUND	SOURCE/TREATMENT	290.37
			TOTAL:	290.37
WESCO DISTRIBUTION INC	100w hps lamps #613	ELECTRIC FUND	NON-DEPARTMENTAL	352.05
	1/0 wire primary cable #37	ELECTRIC FUND	NON-DEPARTMENTAL	18,832.34
	4/0 wire primary cable 3 r	ELECTRIC FUND	NON-DEPARTMENTAL	22,768.53
	meter rings (screw type)	ELECTRIC FUND	POWER DISTRIBUTION	427.50
			TOTAL:	42,380.42
WHISKEY RIVER	meal 10/31 personnel revie	GENERAL FUND	PUBLIC WORKS ADMIN	29.08
	meal - devel corp	GENERAL FUND	ECONOMIC DEVMT	14.75
			TOTAL:	43.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WILSON DEVELOPMENT SERVICES, LLC	wash ave link project	PERM IMPROVMENT RE	STREETS	<u>1,387.07</u>
			TOTAL:	1,387.07
TOM WINSELL	uniform allowance	GENERAL FUND	POLICE	<u>209.72</u>
			TOTAL:	209.72
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	<u>53.13</u>
			TOTAL:	53.13

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

101	GENERAL FUND	15,517.16
211	LIBRARY FUND	2,367.36
217	COMMUNITY CENTER	17,366.77
240	TORNADO DISASTER REV LOAN	374.15
398	2008 EQUIPMENT CERTIFICAT	61,478.63
401	PERM IMPROVMENT REVOLVING	124,153.09
450	HOUSING PROJECT2000 #10	2,450.00
601	WATER	50,547.36
602	WASTE WATER FUND	21,841.61
603	ENVIRON SERVICES FUND	1,156.58
604	ELECTRIC FUND	55,184.84
606	STORMWATER FUND	831.58
610	HEARTLAND TRANSIT	32.00
820	RESTRICTED CONTRIBUTIONS	19,498.01

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GRAND TOTAL: 372,799.14  
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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following license applications are approved subject to payment of the licensing fees and compliance with City Code regulations:

Soft Drink

American Legion Post 37	229 W Nassau	1/1/13 – 12/31/13
Anytime Fitness	100 Dodd Rd	1/1/13 – 12/31/13
Blaschko's Embassy Bar & Grill	325 S MN	1/1/13 – 12/31/13
China Town	302 S MN	1/1/13 – 12/31/13
City Grille & Pub	814 N MN	1/1/13 – 12/31/13
Dairy Queen	850 N MN	1/1/13 – 12/31/13
Econofoods #331	612 S MN	1/1/13 – 12/31/13
El Agave Restaurant	402 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
Flame Bar	225 W Nassau	1/1/13 – 12/31/13
Freedom Valu Center #24	624 S MN	1/1/13 – 12/31/13
Godfather's Pizza	225 S MN	1/1/13 – 12/31/13
Great Wall Restaurant	108 S MN	1/1/13 – 12/31/13
Gustavus Adolphus College	800 College	1/1/13 – 12/31/13
Holiday Stationstore #251	123 St. Julien	1/1/13 – 12/31/13
Kentucky Fried Chicken	1505 Old MN	1/1/13 – 12/31/13
King Pins	1671 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
Kwik Trip #466	1305 S MN	1/1/13 – 12/31/13
Mankato Key City Lions	400 Union St.	1/1/13 – 12/31/13
McDonalds	120 St. Julien	1/1/13 – 12/31/13
MGM Liquor Warehouse	100 N MN	1/1/13 – 12/31/13
Red Men Club	412 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
River Rock Coffee	301 S MN	1/1/13 – 12/31/13
Subway	1306 S MN	1/1/13 – 12/31/13
St. Peter Food Coop	228 Mulberry	1/1/13 – 12/31/13
St. Peter Quick Mart	1122 S MN	1/1/13 – 12/31/13
Steindl Business Dev, Inc. dba	224 S MN	1/1/13 - 12/31/13
Erbert & Gerberts Sandwich		

Tobacco

Econofoods #331	612 S MN	1/1/13 – 12/31/13
Family Dollar Inc.	220 Grace	1/1/13 - 12/31/13
Flame Bar	225 W Nassau	1/1/13 – 12/31/13
Freedom Valu Center #24	624 S MN	1/1/13 – 12/31/13
Holiday Stationstore #251	123 St. Julien	1/1/13 – 12/31/13

MGM Liquor Warehouse	100 N MN	1/1/13 – 12/31/13
Kwik Trip #466	1305 S MN	1/1/13 – 12/31/13
St. Peter Quick Mart	1122 S MN	1/1/13 – 12/31/13

**Dance**

American Legion Post #37	229 W Nassau	1/1/13 – 12/31/13
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**Amusement Device**

Blaschko's Embassy Bar & Grill	325 S MN	1/1/13 – 12/31/13
Flame Bar	225 W Nassau	1/1/13 – 12/31/13
Godfather's Pizza	225 S MN	1/1/13 – 12/31/13
Gustavus Adolphus College	800 College	1/1/13 – 12/31/13
King Pins	1671 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
Red Men Club	412 S 3 <sup>rd</sup>	1/1/13 – 12/31/13

**Show License**

Blaschko's Embassy Bar & Grill	325 S MN	1/1/13 – 12/31/13
Flame Bar	225 W Nassau	1/1/13 – 12/31/13

**Juke Box**

Blaschko's Embassy Bar & Grill	325 S MN	1/1/13 – 12/31/13
Flame Bar	225 W Nassau	1/1/13 – 12/31/13

**Solid Waste Hauler**

Hansen Sanitation		1/1/13 – 12/31/13
LJP Enterprises Inc.		1/1/13 – 12/31/13
Waste Management		1/1/13 – 12/31/13

**Temporary Soft Drink**

St. Peter Baseball Assn.	500 W Skaro	4/1/12 – 9/27/12
St. Peter Softball Assn.	1401 Nicollet Ave.	5/1/13 – 9/30/13

2. The following appointments are hereby approved for the term indicated:

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>TERM</u></b>
Ronald Neary, Jr.	Fire Department Captain I	2013-2015
Joshua Kennedy	Fire Department Lieutenant II	2013-2015

3. The following individuals are hereby reappointed to serve on City Council advisory boards and commissions for the terms indicated:

**HOUSING AND REDEVELOPMENT AUTHORITY**

Dennis Swenson (2013-2017)

**HUMAN RIGHTS COMMISSION**

Judy Douglas (2013-2015)

**PARKS AND RECREATION ADVISORY BOARD**

Mike Meffert (2013-2015)

Stuart Douglas (2013-2015)

**HERITAGE PRESERVATION COMMISSION**

Loren Sundboom (2013-2015)

Edi Thorstensen (2013-2015)

**PLANNING AND ZONING COMMISSION**

David Hoehn (2013-2015)

**HOSPITAL COMMISSION**

Sandy Gundlach (2013-2017)

Michelle Chalin (2013-2017)

**TOURISM AND VISITORS BUREAU**

Kris Higginbotham (2013-2017)

4. The schedule of disbursements for November 21, 2012 through December 5, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10<sup>th</sup> day of December, 2012.

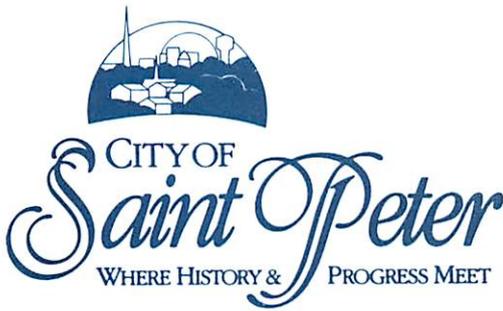
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 12/06/12

**FROM:** Lewis G. Giesking  
Director of Public Works

**RE:** Highway 295 Turnback Project Change Order/Final Acceptance

### **ACTION/RECOMMENDATION**

Approve change order number two in the amount of \$16,386.75, accept the Trunk Highway 295 Turnback Project, and authorize final payment in the amount of \$122,766.02 to OMG Midwest, Incorporated, DBA Southern Minnesota Construction.

### **BACKGROUND**

The construction project was bid and awarded in early 2011. Actual construction began in June of 2011. Construction was planned to extend over the winter to allow settlement and correction of poor soils conditions. The soils settlement occurred as predicted, and the remainder of the construction was completed this past summer.

Change Order Number One was previously approved by the Council. The change order allowed for placement of a clay liner for the stormwater basin along with a geotextile fabric fill and plug the ends of a twenty four inch diameter culvert discovered during construction. It also provided approval for a full depth saw cut of asphalt to install a new shoulder on trunk Highway 169.

Change Order Number Two is proposed for approval as part of the action to accept the project. Change Order Number Two includes the following items:

- Raising the bottom of the Stormwater treatment basin due to encountered high water conditions. The outlet pipe had to be adjusted for construction as well as adjusting the weir in the outlet control structure.
- Twelve arborvitae trees were added to the project to screen car headlights relating to a home near the project.
- Grouted riprap was necessary to stabilize the ends of a new stormwater pipe under Washington Avenue.
- A deduction of \$478.65 due to asphalt not meeting compaction specifications.
- Agreement with the contractor to withhold \$10,000 until next spring to verify that installed sod will grow.

The project construction costs, in addition to the change orders, exceeded the original bid by approximately \$41,000. This increase was due to the need for much more topsoil than originally estimated. This extra cost was paid based on the unit prices in the original bid.

**Project Construction Cost Summary:**

As Bid	\$2,127,247.25
Change Order No. 1.	\$ 39,855.00
Change Order No. 2.	\$ 16,386.75
<hr/>	
Final Project Total	\$2,229,153.76

For a project of this nature, the Minnesota Department of Transportation authorizes up to 25% of the construction cost to be utilized for project engineering, development and inspection. The total cost of this work is estimated to be \$590,000 which will exceed the allowed reimbursement by \$40,700. Unanticipated poor soil conditions and right-of-way issues resulted in approximately \$108,000 in additional engineering costs. As a result, a request will be made to the Minnesota Department of Transportation for a variance from the project development limits for the 1.8 % in extra costs. If the additional funding is not allowed from turnback funds, the city will utilize municipal state aid funds to cover this additional cost.

The project has been constructed according to the plans and specifications, meeting the Minnesota Department of Transportation requirements for safe access to trunk Highway 169 and providing access to the city's collector street system.

**FISCAL IMPACT:**

The project was to be funded 100% from the Minnesota Department of Transportation Turnback Fund. As the total project development, engineering, soils work and inspection work exceeded the 25% limit, based on construction cost, the City is at risk of funding \$40,700 of project costs.

**ALTERNATIVES AND VARIATIONS:**

Do Not Act: Staff will seek City Council direction.

Negative Vote: Staff will seek City Council direction for adjustments and/or actions.

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.

LGG/vwt



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

December 4, 2012

Mr. Lewis Giesking  
Director of Public Works  
City of Saint Peter  
405 W. St. Julien Street  
Saint Peter, MN 56082

RE: Acceptance and Final Payment Recommendation  
TH 295 Turnback Project  
BMI Project No. M14.100404

Dear Lew:

Enclosed are signed copies of the Contractor's Estimate No. 13-Final in the amount of \$122,766.02 and Change Order No. 2 in the amount of \$16,386.75, along with the Consent of Surety to Final Payment and IC-134's certifying the withholding of income tax.

TH 295 (also known as Freeman Drive) was a MnDOT highway between TH 169 and the lower campus of the RTC. In 2009, MnDOT worked with the City to turn back the roadway with the understanding that Turnback Funding would be provided to eliminate the Freeman Drive connection to TH 169 due to its proximity to TH 99W.

The project included abandoning the old TH 295 (Freeman Drive) access at TH 169 and realigning South Washington Avenue to provide a new connection to TH 169 farther south of the old Freeman Drive access. As part of the project, new south and north-bound TH 169 turn and acceleration lanes were constructed along with a median high tension cable barrier and striping. Improved access to the RTC lower campus was also provided from the new Washington Avenue alignment. The project also included construction of a storm water detention basin and the use of approximately 200,000 shredded tires as a lightweight fill for the section of Washington Avenue between TH 169 and Freeman Drive.

During construction of the storm water detention basin, groundwater was discovered higher than that shown in the previously completed soil borings. High groundwater prevented excavation of the pond to its designed depth. To make excavation possible, it required raising the bottom of the basin approximately 1.5-feet. This alteration required relaying approximately 40 feet of outlet pipe and modifying the v-notch weir in the outlet control structure. Because this work was not included in the original project scope, Change Order No. 2 was prepared. Change Order No. 2 also includes the addition of 12 techney arborvitae trees, on the north side of Washington Avenue at the old Washington Avenue access to the RTC, to prevent car headlights from shining in the windows of the house to the north. Grouted rip rap was added to stabilize both ends of the pipe that replaced the old railroad trestle under Washington Avenue. Change Order No. 2 also includes a deduction of \$478.65 for bituminous cores that did not meet the minimum specified density. Lastly, we are unsure if the sod on the north side of Washington Avenue between Freeman Drive and TH 169 is satisfactorily established. For this reason, the

H:\STPE\M14100404\\_TH 295 Turnback\Corres\100404 Final Estimate Acceptance Recommendation.doc

DESIGNING FOR A BETTER TOMORROW  
Bolton & Menk is an equal opportunity employer



Mr. Lewis Giesking  
December 4, 2012  
Page 2

Contractor has agreed to the City withholding \$10,000 of the final payment amount until it can be reviewed next spring. If the sod is dead next spring, the Contractor has agreed to replace it at his cost.

The final construction cost of \$2,229,153.76 exceeded the original contract amount of \$2,188,247.00 by approximately \$41,000, primarily due to the need for more topsoil than estimated. With a large part of the work taking place along the west side of southbound TH 169, MnDOT required extensive testing and analysis of the underlying soils. Monitoring of pore pressure and settlement of embankment soils were also required during construction along with the normal testing of materials. Overall, the soil testing, analysis, reporting and monitoring costs amounted to approximately \$108,000.

Total engineering costs for the project totaled roughly \$466,000. These costs included preparation of the right away plat, coordination of property acquisition with the State of Minnesota, topographical survey of the project area, wetland delineation and mitigation, design, coordination with MnDOT and RTC, construction staking and construction administration.

Turnback funds covered 100% of the construction costs. Up to 25% of the construction cost (approximately \$557,300) from turnback funds can be utilized for project development (PD) costs such as design, testing, surveying, inspection and contract administration. City inspection costs are approximately \$24,000.

Total project development costs are estimated to be \$598,000 which is approximately 1.8%, or \$40,700, more than eligible for reimbursement under current State Aid Rules. Given that the project was unique, we can request a variance to the 25% PD rule through the State Aid Variance Committee, although there is a chance the variance will not be granted.

We believe the project has been constructed according to the plans and specifications and, therefore, can recommend acceptance of Change Order No. 2 and final payment to OMG Midwest, Inc., d/b/a Southern Minnesota Construction.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read "Jeffrey A. Domras", written over a horizontal line.

Jeffrey A. Domras, P.E.  
Project Engineer

Enclosures

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION APPROVING CHANGE ORDER NUMBER TWO, ACCEPTING THE TRUNK  
HIGHWAY 295 TURNBACK PROJECT AND AUTHORIZING FINAL PAYMENT**

WHEREAS, in November 2008, the City entered into an agreement with the Minnesota Department of Transportation for a construction project related to the Trunk Highway 295 Turnback Project; and

WHEREAS, the City entered a contract with OMG, Midwest, doing business as Southern Minnesota Construction, to complete work associated with this project; and

WHEREAS, Change Order Number One was previously approved for this project; and

WHEREAS, Change Order Number Two includes work necessary to modify the stormwater pond, provide screening trees, add grouted riprap, add cost for asphalt saw cut, deduct cost for asphalt compaction, and an agreement for withholding \$10,000 to verify sod installation in the spring of 2013; and

WHEREAS, the City incurred additional costs due to unanticipated poor soil conditions and right-of-way issues which resulted in approximately \$108,000 in additional engineering costs; and

WHEREAS, staff recommends a request be made to the Minnesota Department of Transportation for a variance from the project development limits for the 1.8 % in extra costs; and

WHEREAS, the construction work has met the plans and specifications as completed.

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

1. Change Order Number Two in the amount of \$16,386.75 is hereby approved.
2. Trunk Highway 295 Turnback Project is accepted as completed.
3. Final payment in the amount of \$122,766.02 is authorized to be paid to OMG Midwest, Incorporated, DBA as Southern Minnesota Construction.
4. Project funding is to be 100% from the Minnesota Department of Transportation Turnback Fund.
5. Staff is directed make a request to the Minnesota Department of Transportation for a variance in the project development cost limit to fund the extra \$40,700 in project development costs.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of December, 2012.

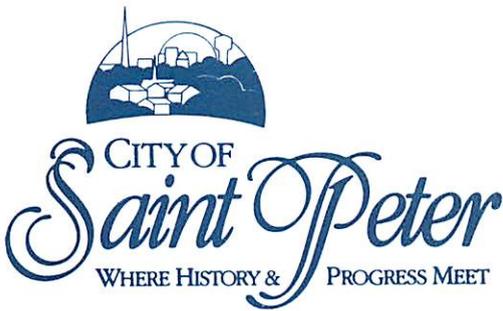
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** November 28, 2012

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

**RE:** Final Property Tax Levy for Taxes Payable in 2013

### ACTION/RECOMMENDATION

Approve the attached resolution to certify the final levy of \$2,078,506 to the Nicollet County Auditor.

### BACKGROUND

On September 10, 2012 the City Council adopted a preliminary property tax levy for taxes payable in 2013. Our discussion for the December 10<sup>th</sup> City Council meeting will center around how taxes evolve from property values to property tax statements, influences on taxes, the City's tax levy impact on Saint Peter property owners and budget comparisons to prior years.

I am recommending an increase from the 2012 levy to the 2013 levy of \$37,495. This increase is a reduction of \$14,600 from the preliminary levy you saw in September, due to a lowered obligation to the firefighter's relief pension. As you may recall, the levy for the 2011 year and the 2012 year stayed the same. This recommendation is based on a number of factors that we will outline in the memo below. The 2013 levy includes a number of assumptions and has no significant changes in our budget from the 2011 and 2012 years.

Council members should note that the 2013 calculated tax capacity provided by the county has been lowered from the 2012 tax capacity. We use tax capacity to show how the proposed levy will affect property owners. In 2013 the tax capacity is \$4,100,084 which is about \$65,650 less than the number we saw during the preliminary levy. The lowered tax capacity and an increased levy increases the tax rate from the 2012 rate of 49 to the 2013 Tax Rate of 50.69. The preliminary tax rate was estimated at 50.25. Tax Rates for previous years are listed below:

<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
49.00	43.52	43.39	37.93	43.72	42.59	40.72

The total amount of general fund expenditures is proposed to go up \$121,085, which is a 2% increase over the 2012 budget. In addition there is a \$250,000 transfer to the 2009A Community Center Bond fund to partially prepay the debt. The 2013 Local Government Aid Notice has been received and we are certified to receive \$2,616,126. This is the same amount

we received for 2012. We believe this is an amount we can use without anticipation of further unallocation for the 2013 year.

We have proposed budgets for the general fund of \$5,956,679 and a transfer of \$250,000, special revenue funds of \$1,721,920, debt service funds of \$1,345,158, capital funds of \$3,358,035 and Agency Funds of \$46,300. The actual amount of property tax that is necessary to assist in funding these operations is \$2,078,506, 16.4% of all these budgets. Other contributing sources of revenue are from local government aid; transfers from utility funds; grants and aids; fees; bonds; tax increment and special assessments.

Based on the projected budget, we will have a fund balance of \$2,997,543 at the end of budget year 2013. As you know our goal for reserves has continued to be in a range of 35% to 50%. In 2009 we did meet this goal because of the cuts that were made in preparation of the 2011 and 2012 years. Based on our current projections, the reserve percentage number will likely be in the 50% range for 2013.

While none of us enjoy paying property taxes, the proposed levy is both reasonable and responsible. The Council may be interested to note that the amount of the 2008 certified levy was 2,020,342; just \$58,164 lower than the 2013 levy. Therefore, approval of the 2013 levy is a 2.88% increase over the 2008 levy. It will allow the City to continue proper maintenance of streets, provide appropriate police and fire services, maintain and improve the parks system, continue economic development efforts, continue senior citizen and recreational activity, and provide staffing and materials to meet the demands of the taxpaying public. Staff recommends adoption of this levy for property taxes payable in 2013 to maintain the quality of life that the residents of Saint Peter have enjoyed.

**Fiscal Impact:**

The levy certification deadline is December 28, 2012 and once certified the City of Saint Peter will collect a levy of \$2,078,506 from property taxes in the year 2013 which breaks down as follows:

- General fund property tax revenue is \$1,275,614
- Library property tax revenue is \$220,133
- Debt obligation property tax revenue is \$572,759
- Firemen's Relief Association property tax revenue is \$10,000.

Saint Peter continues to see changes in the amount of property and value of property that is tax exempt. Market value on exempt property is updated every six years. In 1999 when the exempt property market values were updated, 53% of the market value was taxable property in Saint Peter. In 2005 these exempt property market values were again updated, which gave us 63% of the City Market Value as taxable. In 2011 the exempt property update changed the percent of taxable market value to 63.6%.

Please let me know if I can provide any additional information or clarify anything before the meeting on Monday. I will have available at the meeting the usual graphs, charts and other visuals that you have seen in previous years.

**ALTERNATIVES AND VARIATIONS:**

Vote in favor: Adoption of the final 2013 budget will follow.

Negative vote: Staff will await further direction from the Council.  
Modification of the resolution: This is always an option of the Council.

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

PO

CITY OF SAINT PETER  
TAX THEORY  
TAX LEVY: CERTIFY IN 2012, COLLECTIBLE IN 2013

Levy Limit Years

	Certified: Payable:	Levy Limit Years					BUDGET	PROJECTED	PROJECTED	PROJECTED	PROJECTED
		2008 2009	2009 2010	2010 2011	2011 2012	2012 2013	2013 2014	2014 2015	2015 2016	2016 2017	
General Fund		818,307	835,682	832,925	1,275,614	1,275,614	1,339,395	1,406,364	1,476,683	1,550,517	
\$ increase (decrease) in General Fund		(270,655)	297,281	0	90,490	0	63,781	66,970	70,318	73,834	
% increase (decrease) in General Fund		(23.36%)	33.48%	0.00%	7.64%	0.00%	5.00%	5.00%	5.00%	5.00%	
Public Library		310,133	310,133	310,133	250,133	220,133	231,140	242,697	254,831	267,573	
St. Peter Community Center		0	0	0	0	0	0	0	0	0	
N Firefighter's Relief		3,865	16,690	24,600	10,000	10,000	10,000	10,000	10,000	10,000	
Special Levies:											
A Bonded Indebtedness											
2002 Refunding Bond (CCC)		0	0	0	0	0	0	0	0	0	
09 Public Project Revenue Bond(SPCC)		375,945	301,715	298,112	294,277	294,277	257,180	257,180	257,180	257,180	
98 GO CO Refunding Bond (Pine Ridge)		0	0	0	0	0	0	0	0	0	
B Certificates of Indebtedness											
Expired Equipment Certificates		0	0	0	0	0	0	0	0	0	
'05 Equipment Certificate		47,700	0	0	0	0	0	0	0	0	
'06 Equipment Certificate		40,200	40,000	0	0	0	0	0	0	0	
'07 Equipment Certificate		34,300	34,200	34,200	0	0	0	0	0	0	
'08 Equipment Certificate		67,900	63,180	63,180	51,372	0	0	0	0	0	
'09 Equipment Certificate		0	69,300	67,462	65,720	63,977	62,053	0	0	0	
'10 Equipment Certificate		0	0	35,200	34,300	33,400	32,400	31,425	0	0	
'11 Equipment Certificate		0	0	0	21,995	21,425	20,840	20,235	19,605	19,605	
'12 Equipment Certificate		0	0	0	14,600	48,900	48,900	48,900	48,900	48,900	
'12 Equipment Certificate - Fire Truck		0	0	0	0	87,780	86,240	84,700	83,160	81,620	
'13 Equipment Certificate							57,500	56,000	54,500	53,000	
'14 Equipment Certificate								57,500	56,000	54,500	
'15 Equipment Certificate									57,500	56,000	
C Bonds of another local unit of Gov't											
Medical office Bldg (pking lot)					0	0	0	0	0	0	
J Pera Employer rate inc. after 6/30/01		69,536	79,895	82,652	0	0	0	0	0	0	
Unallotment -		0	269,547	269,547	0	0	0	0	0	0	
Abatement for ISJ Clinic				23,000	23,000	23,000	23,000	23,000	23,000	23,000	
Special Levies:		69,536	349,442	873,353	505,264	572,759	588,113	578,940	599,845	593,805	
Levy applicable to levy limits:		1,698,350	1,670,900	1,167,658	na	na	1,580,534	1,659,061	1,741,514	1,828,090	
TOTAL GROSS LEVY:		1,767,886	2,020,342	2,041,011	2,041,011	2,078,506	2,168,647	2,238,001	2,341,359	2,421,895	
% increase(decrease) over prior levy		(12.50%)	14.28%	1.02%	0.00%	1.84%	4.34%	3.20%	4.62%	3.44%	
Tax Rate: City		37.93	43.39	43.52	49.00	50.69	52.37	53.51	55.43	56.76	
Tax Rate: Total											
Taxable Market Value		492,632,100	492,259,900	484,053,400	430,696,300	424,206,500					
Exempt Market Value		231,922,800	231,922,800	277,106,400	277,106,400	277,106,400					
Net Tax Capacity		4,661,030	4,656,626	4,689,589	4,165,734	4,100,084	4,141,085	4,182,496	4,224,321	4,266,564	

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**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION ADOPTING THE FINAL 2012 TAX LEVY COLLECTIBLE IN 2013**

WHEREAS, the Legislature of the State of Minnesota has enacted a Truth in Taxation law requiring cities with populations of more than 2,500 to certify a proposed tax levy for 2012, payable in 2013, to the County Auditor by September 15, 2012; and

WHEREAS, that levy was certified and set at a total levy of \$2,093,106; and

WHEREAS, in prior years the Legislature of the State of Minnesota has repealed the Truth in Taxation law requiring cities to publish notices and hold public hearings on the levy and budgets proposed for the 2013 fiscal year; and

WHEREAS, there are no levy limits enacted for taxes collectible in 2013; and

WHEREAS, the final tax levy of 2012, payable in 2013, must be certified to the County Auditor by December 28, 2012, and cannot exceed the amounts proposed in September 2012; and

WHEREAS, in the further development and examination of the budgets after the September certification, the levy has been reduced to \$2,078,506.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, that the following sums of money be certified to the County Auditor of Nicollet County, Minnesota, as the final tax levy for 2012, collectible in 2013, upon the taxable property in said City of Saint Peter, Nicollet County, Minnesota, that:

- 1) for the purpose of paying the general expenses of the City of Saint Peter for the fiscal year commencing January 1, 2013, a tax of \$ 1,275,614 be levied on all of the taxable property in the City of Saint Peter for the year 2013.
- 2) for the purpose of defraying the cost of operating the Saint Peter Public Library for the year commencing January 1, 2013, a tax of \$ 220,133 be levied on all of the taxable property in the City of Saint Peter for the year 2013.
- 3) for the purpose of defraying the cost of operating the Saint Peter Fire Relief for the year commencing January 1, 2013, a tax of \$ 10,000 be levied on all of the taxable property in the City of Saint Peter for the year 2013.
- 4) for the purpose of defraying the cost of the 2009 Equipment Certificates of Indebtedness for the year commencing January 1, 2013, a tax of \$ 63,977 be levied on all taxable property in the City of Saint Peter for the year 2013.
- 5) for the purpose of defraying the cost of the 2010 Equipment Certificates of Indebtedness for the

year commencing January 1, 2013, a tax of \$ 33,400 be levied on all taxable property in the City of Saint Peter for the year 2013.

- 6) for the purpose of defraying the cost of the 2011 Equipment Certificates of Indebtedness for the year commencing January 1, 2013, a tax of \$ 21,425 be levied on all taxable property in the City of Saint Peter for the year 2013.
- 7) for the purpose of defraying the cost of the 2012 Equipment Certificates of Indebtedness for the year commencing January 1, 2012, a tax of \$ 48,900 be levied on all taxable property in the City of Saint Peter for the year 2012.
- 8) for the purpose of defraying the cost of the 2012 Fire Truck Equipment Certificates of Indebtedness for the year commencing January 1, 2012, a tax of \$ 87,780 be levied on all taxable property in the City of Saint Peter for the year 2012.
- 9) for the purpose of defraying the cost of the 2001 Public Project Revenue Bond (St. Peter Community Center) for the year commencing January 1, 2013, a tax of \$ 294,277 be levied on all taxable property in the City of Saint Peter for the year 2013.
- 10) for the purpose of tax abatement for the fiscal year commencing January 1, 2013, a tax of \$ 23,000 be levied on all of the taxable property in the City of Saint Peter for the year 2013.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of December 2012.

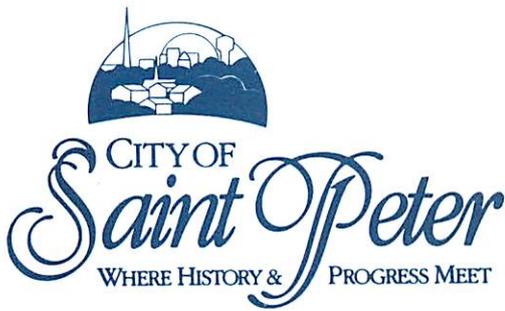
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** November 28, 2012

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

**RE:** 2013 Budgets for General, Special Revenue, Debt Service, Capital Funds, and Agency Funds.

### **ACTION/RECOMMENDATION**

Approve the 2013 budgets for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Funds, and the Agency Funds.

### **BACKGROUND**

We continue to work to provide a budget that is based on Council priorities for our customers and taxpayers while providing the financial resources needed to maintain a quality and quantity of staff that provide those services.

This discussion will include a summary explanation of the budgets that I hope will enhance the Council's understanding of the big picture of the budget. We continue to look at the General Fund and Special Revenue Fund budgets as a portion of a larger business and believe we are very cognizant of the impact that modifications in any of these areas have on other portions of the City business. The 2013 budget is based on the ideas expressed below.

The 2013 Budget will see a temporary end of a trend where we see many changes (i.e. tax capacity, levy limits and LGA allocations). LGA continues to make up a large portion of our General Fund budget.

The changes within the budget, as compared to 2012, are very small with a few specific exceptions:

- Street maintenance - We have planned for a \$90,000 increase over the 2012 budget. To be clear, you may remember making a change and adding \$40,000 in March, so this increase would be \$50,000 over what we planned to spend for 2012 after the additional dollars were provided by the Council. This is a response to what we believe are increasing material costs and continuing to provide maintenance on one of our biggest investments that is very expensive to replace.

- There is also \$40,000 allocated for all the pools to be painted in 2013 and potentially \$12,000 for pool blankets.
- Municipal Building Maintenance of \$10,000 for carpet and major repair to the HVAC system.
- Parks will see \$18,500 in miscellaneous improvements.
- General Fund reserves will be lowered to a projected 50% of expenditures and used to partially pre-pay the 2009A Community Center Bond. Along with reduced revenue in the future from our HickoryTech agreement (by 2016 we will receive approx. 50% of what we receive today or \$75,000), we will pre-pay and reduce our debt on the Community Center. By pre-paying on the bond that matures in 2020, we will see the greatest savings of the 4.65% interest.

For 2013, we will use the same philosophy we have over the past years. We do not look at the total levy and then make cuts or additions. We look at the divisional budgets line by line and think about needs and priorities set by the Council, make changes, and then look at how that would influence the total.

The philosophy in the past was to bring the Council budgets based on the programs and service standards we have had in place without puffing it up needlessly, simply to be cut later in October or November to show how great a job we can do budget cutting. That is to say, we bring a budget that will provide for the operation the Council has told us they want. In this case, the service levels are still based on the 2010 and 2011 budget modifications. Reserves are used for emergencies or efforts that are unknown to us at this time. In some past years we have used reserves for a deal that was too good to pass up. It may be important to note that once the legislative session ends in May of 2013 there is always the potential for a change in the ground rules. Election results and budget surpluses or deficiencies at the State level all influence those issues and right now, we do not have any supernatural ability to predict future outcomes.

We also believe the results from past budgets speak for themselves and that our budgeting philosophy has shown very positive results both from a financial and a service perspective. The positive results are that deviation from budget at the end of each year has been very small, as reported by the City's auditors. Further, the Council does not see a flurry of purchases at the end of each year based on the theory of, "if we don't spend it we won't get it next year." We just don't do that.

Lastly, based on State funding changes over the past nine years, local property taxes are more heavily depended upon to make City operations go.

**Our Financial Position Today** - The City, as reported by our auditors, is in very good financial shape. The General Fund ended the 2011 year with revenues over expenditures by \$143,069 and reserves increasing to \$3,061,943

**Working Plan Thus far** - The 2013 budget is not balanced. Revenues will be lower than expenditures. This is not a good or bad thing it is just the plan and we are happy that our understanding of these issues has evolved over the last number of years. The Fund Balance Policy for the General Fund which says the reserve should be "35% to 50% for the following years budgeted expenditures", has led us to an unbalanced budget which includes the partial pre-payment of the 2009A Bonds.

Based on the proposed budget we will have a projected fund balance of \$2,997,543 at the end of budget year 2013. Based on our current projections, the reserve percentage for the end of 2012 will likely be approximately 54.5%, and 2013 will be at 50.3%.

General Fund expenditures are planned for an increase of \$121,085 driven by personnel costs and capital purchases. Alternatives to this increase are discussed later in the memo. Major changes have been made in the past due to the LGA reductions and trying to maintain reasonableness in our tax levy, but this year we are relatively confident that the State will provide the LGA promised for the 2013 year. Again, this budget is premised on City Council service level decisions for 2010 and 2011 and the budget modifications that resulted.

Some of the tools used to provide the 2013 budget year include:

- Enterprise funds have been estimated based on projected sales for the 2013 year, assuming no rate increases and no use change from 2012 to 2013. This is a very conservative approach. As you know, a rate increase is likely needed in the Water Fund, which contributes to the General Fund as a transfer. Transfers will remain at 6.5% of sales for the Electric, Water, Wastewater, and Stormwater budgets. Please know that the transfers are based on percentage of gross revenue, so even though they are likely to change, we believe this assumption is appropriate as a starting point.
- Health insurance costs are budgeted with a 7% increase.
- Wage modifications for all union and non-union are about 2%. It may be important to remember the action the Council took in 2011 and 2012; changes were made to union contracts pushing increases to 2012 for the zero change in 2011.
- There are no significant changes in personnel levels with no position additions and no eliminations compared to the 2010 modification list and actual FTE in 2011 and 2012 budget. In other words - no changes. The Streets Division still operates with an Equipment Operator position going unfilled.
- We will continue to make operational changes that we hope will reduce overtime and may mean changes when and how some activities are undertaken. We budgeted hours of overtime at the levels we have seen for 2011 and 2012.
- Budget modifications, and in particular cuts articulated for the 2010 year, are also cut as a part of the 2013 budget.
- Fire Relief Association levy of \$10,000 for the 2013 year. The annual report was filed and our obligation was \$14,600 lower than the preliminary levy estimate.
- Self-funding a higher deductible for Property/Casualty Insurance coverage across all funds. This is the same as for 2010, 2011 and 2012. The 2012 fund balance here is approximately \$284,000. When this fund is at approximately \$350,000, we will be able to make some changes to our assumptions that impact the levy. In other words, we will start to realize some savings from this change that was made about four years ago.
- 2013 Local Government Aid is not planned to be reduced from the certified amount.
- \$500,000 additional debt related to the purchase of a fire truck will be issued in 2013 as an equipment certificate. The total cost is \$538,936, and we have approximately \$40,000 in the fire service charges fund to be used towards the purchase. We have a seven year budget, with \$87,780 in 2013 for debt service.
- Partial pre-payment of the Community Center's bond that has an interest rate of 4.65%. This pre-payment will bring our general fund reserve in line with our Fund Balance Policy guidelines.

**Planned projects in 2013 include:**

- Equipment Certificate of approximately \$201,250 is planned.
  - \$38,000 Four wheel drive police replacement vehicle.
  - \$29,000 Squad video replacement
  - \$17,000 Tasers
  - \$ 5,000 Firing range repairs
  - \$10,000 2 squad car computer replacements
  - \$25,000 Asphalt trailer
  - \$29,250 Mechanic vehicle (Utilities funding \$35,750)
  - \$12,000 Pool blankets
  - \$13,000 One additional gator type vehicle
  - \$13,000 One replacement gator type vehicle

An equipment certificate for these items will also be issued along with the fire truck debt in 2013. The council presented a question of the feasibility of using an inside gun range in lieu of making improvements to the current range. The distance of the inside shooting range is shorter than necessary and the membership fee isn't cost effective as compared to the very small amount of money that we have put into the current range.

Below are items that we discussed earlier and some items I think the Council should have opportunity to understand and discuss:

- Seal coating and patching work increase by \$90,000.
- Large maintenance or replacement of an air handler at City Hall and some hallway carpet replacement totaling \$10,000.
- Pool painting that was put off for a couple years at \$40,000.
- Additional parks repairs of \$18,500 for enhancements to portable bleachers and dugouts.
- We have planned no funding in the budget for Pavilion work as an amount is not known and our planning, thus far, has been to work to solicit other people's money once a scope is determined.
- There will be other modifications to fees which are insignificant to the budget but more reflective of actual costs.
- There is no funding for issues related to the development north of Union Street. These will be funded elsewhere.
- There is \$5,000 included in the budget for a community facility cooperation consultant to jointly plan with Gustavus Adolphus College and the School District.
- The budget includes Coalition of Greater Minnesota Cities membership fees (\$15,600) and funding for The Third Floor (funded by restricted funds) of \$5,000.

**Miscellaneous things to consider -**

- As always, our goal is to construct a budget that meets City Council goals and priorities. We have provided additional information so that the Council might be able to determine if this budget does meet the Council's goals and priorities.
- There are many, many requests that go unfilled; a large number of those are removed at the Department or the Administrative level. We continue to under-fund depreciation on assets and road maintenance. That is not only the case in Saint Peter, but in just about every community in the state.
- Our dependence on Local Government Aid remains significant.
- This budget delays some capital equipment wishes that in past years we may have funded. Some of these reductions are made because our needs have changed, and others because we continue to work to be good stewards of the resources. Some are done with the hope

that we can limp to another year based on cost or serviceability. Others are done because we believe strongly in the idea of budget responding to our customers and the services the Council wishes to see provided.

- We will be prioritizing things like weed control and repairs throughout our various facilities and our efforts will be focused on areas with customer needs as the driving force behind the prioritization.
- The Council can change how they look at resource balance between tax driven and Enterprise Funds. In the past we have maintained a very specific percentage of gross revenues of Enterprise Fund transfers to the General Fund. This budget anticipates no change in that balance. The Council could change that area if they wished. We will have the ability to discuss the general impact of changes in that balance if the Council wishes. A slight twist to that may be the additional use of enterprise funds in a more targeted way. We can discuss this now, but it may be more valuable during enterprise funds discussion that will come up in the near future.
- We have also assembled a list of some of the outside the box ideas that may assist us in our budget balancing. All of these need more discussion prior to any implementation because most represent a policy change and, frankly, a large shift in what our operations model has been in the past. Some of those are:
  - Additional modification to fees. (Yearly adjustments are always done)
  - Payment in lieu of taxes from other entities that are not taxed now.
  - Modification to the assessment policy that puts more burden on individual taxpayers rather than the general fund. The last changes the Council made put additional cost on General Fund by transferring alley skirting from the assessable category to being paid by the City.
  - Additional enterprise funds contributing to the general fund.
  - Targeted utility increases.
  - Administrative fines and fees exemplified by speeding tickets are not being pursued based on previous discussions with the City Council.
  - Franchise fees as exemplified by a Natural Gas fee.
  - Any others the Council may have or we may come up with.
- It is important to understand that our reserves have increased due to cost savings, but there are still areas of volatility that could substantially influence the final 2013 outcome. Those items that are our highest concerns include:
  - State aids; LGA in particular. A bigger picture discussion and plan may be needed in this area. That discussion could focus on alternative sources of revenue and what should or could be done to limit our dependence on LGA.
  - Budget modification from 2010 still influences us today. There is a long list of items that the Council has reviewed and Staff has moved forward with. These changes have led to modifications in the way we provide services including eliminating positions and reducing expenditures in many ways. We continue to be on target to maintain those savings, but if we don't meet the targets, the reserve outlook for ending 2013 would be reduced. Again, we are on track in this area, but it is important to be vigilant.
  - Natural or manmade events. A great example might be a relatively small natural disaster or a major crime against persons. These have the potential to tip the budget off plan with overtime and other costs. Our plan continues to contemplate that

reserve funds will have to meet those needs should a disaster occur. We will continue to worry about people first and money second.

- o Supply costs and, in particular, fuel. This is just a very difficult area to project as are all energy costs. Energy and fuel affects all aspects of our operations.

Attached are some summary sheets for budgets supported by the property tax levy. These funds have been reviewed and discussed by the City Council during the course of our budget process.

Another important consideration is reserves. Our General Fund reserves have increased from 37.4% to 54.5% since the end of 2008 to the projected 2012 year, or in real dollars by about \$1,196,891. This has been planned so that we can meet some of the financial challenges we are likely to be confronted with in 2013 and beyond. This was done through cost savings and budget modifications that the Council has reviewed and implemented. In addition, approximately \$210,000 in Enterprise Fund savings were realized and was planned to be transferred to the General Fund in 2011. We have not made that transfer, nor are we anticipating making that Enterprise Fund transfer because it is better to have those dollars stay with Enterprise Funds, but to be available should we sustain additional cuts in 2013.

A plan for 2014 might look something like this: Utilize a similar budget process. Review the use of any growth in General Fund reserves and watch for a need with the \$210,000 that is being kept in Enterprise Funds. Additionally, the discussion relative to Fund Balance should take place again.

Growth in our City is certainly a benefit to our financial position; and any substantive changes in our growth will impact our ability to provide services. We continue to strive to make sure that growth of our operation does not exceed growth of the community.

#### **FISCAL IMPACT:**

We have proposed operation budgets for the general fund of \$5,956,679 and a transfer of \$250,000, special revenue funds of \$1,721,920, debt service funds of \$1,345,158, capital funds of \$3,358,035 and Agency Funds of \$46,300. The City staff and Council have reviewed the budgets and understand that all purchases and projects must again be approved by the City Council if it exceeds the amounts in the purchase policy. By approving the budget the City Council provides a tool for staff to work with.

#### **ALTERNATIVES AND VARIATIONS:**

Vote in favor: Staff will use the budget as a guide to operate in 2013.

Negative vote: Staff will wait for further direction from the City Council.

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

I will have the usual graphs, charts and other visuals that the Council has seen in previous years. Please feel free to contact me should you have any questions or concerns on this agenda item.

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**General Fund  
Revenue Summary**

	2009	2010	2011	2012	2012	2013
	Actual	Actual	Actual	Budget	Projected	Proposed Budget
Property Taxes	904,476	1,065,312	1,021,425	1,275,614	1,275,614	1,275,614
Other Taxes	68,621	74,590	76,865	71,500	71,500	71,500
Licenses & Permits	161,885	308,545	149,557	130,479	131,613	132,920
State Grants and Aids	2,854,397	2,739,305	2,776,464	2,737,826	2,749,600	2,737,826
Administrative Fees	61,666	124,808	37,270	24,650	24,650	25,150
Police & Fire	129,290	118,366	121,704	106,500	107,415	106,500
Streets /Refuse Sales	29,692	17,291	16,684	14,700	16,035	14,700
Recreation	149,741	134,835	158,885	140,800	149,475	145,000
Fines & Penalties	81,236	80,067	81,530	83,000	83,000	83,000
Interest & Misc Income	154,126	149,947	135,782	51,952	78,732	51,952
Transfer from other Funds	73,103	0	13,550	0	0	0
Utility Fund Transfers	1,092,502	1,174,151	1,271,264	1,198,573	1,227,573	1,312,517
<b>TOTAL REVENUES:</b>	<b>5,760,735</b>	<b>5,987,217</b>	<b>5,860,980</b>	<b>5,835,594</b>	<b>5,915,207</b>	<b>5,956,679</b>
% increase (decrease) over prior year:	3.76%	3.93%	1.74%	-2.53%	-1.20%	0.70%
% increase (decrease) over prior year budget:						2.07%

**General Fund  
Expenditure Summary**

	2009	2010	2011	2012	2012	2013
	Actual	Actual	Actual	Budget	Projected	Proposed Budget
Mayor and Council	38,453	35,957	36,500	39,600	39,552	44,570
City Administrator	156,101	155,800	155,714	167,896	163,825	167,831
City Clerk	61,261	61,649	61,739	64,492	62,803	65,117
Elections	9,762	12,661	10,815	10,441	10,499	10,916
Finance Department	225,592	226,043	225,500	238,088	230,362	241,358
Legal Services	145,421	125,418	135,489	136,500	136,500	136,500
Municipal Building	80,996	81,279	93,216	85,880	83,374	95,571
Police Department	1,751,408	1,790,778	1,876,778	2,037,824	1,992,250	1,961,928
Fire Department	260,915	235,090	233,857	267,263	245,831	296,487
Building Inspections	193,684	185,228	173,902	188,848	172,517	180,118
Emergency Management	4,568	7,836	1,092	7,808	7,808	7,808
Community Service	77,103	81,102	77,914	79,673	75,854	79,389
Public Works Administration	112,329	114,868	93,471	83,890	82,542	84,707
Streets	909,693	902,496	1,097,409	962,490	990,590	1,037,668
Street Lighting	88,414	91,968	98,653	101,000	130,000	130,000
Senior Coordinator	27,431	26,057	29,017	28,625	28,625	32,400
Recreation and Leisure Services	319,461	319,560	332,210	329,096	321,044	336,671
Swimming Pool	155,115	144,457	144,672	174,019	169,899	217,716
Skating Rinks	11,130	12,642	11,326	12,061	10,111	12,062
Parks	656,742	578,459	619,793	643,051	602,391	640,971
Community Development	123,614	97,341	118,042	128,449	124,630	128,291
Unallocated - Insurance	23,312	20,788	19,614	20,000	20,000	20,000
Unallocated - Memberships	33,187	26,863	24,433	28,600	28,600	28,600
Unallocated - Miscellaneous	20,000	0	0	0	0	0
<b>Total Expenditures</b>	<b>5,485,692</b>	<b>5,334,340</b>	<b>5,671,156</b>	<b>5,835,594</b>	<b>5,729,607</b>	<b>5,956,679</b>
Other Transfers Out (In)	0	59,697	46,756	0	0	250,000
<b>NET OPERATIONS:</b>	<b>275,043</b>	<b>593,180</b>	<b>143,068</b>	<b>0</b>	<b>185,600</b>	<b>(250,000)</b>
% increase (decrease) over prior year:	-1.07%	-2.76%	6.31%	2.90%	1.03%	3.96%
% increase (decrease) over prior year budget:						2.07%

Beginning Fund Balance	2,050,652	2,325,695	2,918,875	3,061,943	3,061,943	3,247,543
Ending Fund Balance	2,325,695	2,918,875	3,061,943	3,061,943	3,247,543	2,997,543
Percent of next year budget	43.6%	51.5%	52.5%	51.4%	54.5%	
Percent of same year budget						50.3%

CITY OF ST. PETER LIBRARY

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Current Budget	2012 Projected Year End	2013 Proposed Budget
Property Taxes	62,000	65,100	151,900	285,980	310,133	310,133	310,133	250,133	250,133	220,133
State Grants and Aids	94,737	60,344	47,135	60,344	60,344	45,909	49,448	45,047	45,047	45,047
Administrative Fees	30	30	0	0	0	0	0	0	0	0
Fines & Penalties	8,862	10,019	6,873	7,752	11,195	11,808	14,371	8,000	10,000	8,000
Interest & Misc Income	90,646	42,231	36,153	43,940	56,266	53,960	57,247	48,000	65,000	48,000
Transfer from other Funds	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>256,276</b>	<b>177,724</b>	<b>242,061</b>	<b>398,016</b>	<b>437,938</b>	<b>421,810</b>	<b>431,199</b>	<b>351,180</b>	<b>370,180</b>	<b>321,180</b>
Personnel Services	166,236	186,049	176,675	180,586	179,214	178,186	177,467	200,273	194,087	204,784
Office Expenses	14,882	17,245	17,303	15,607	17,990	14,614	17,228	13,500	16,500	16,500
Professional Services	117,753	88,477	65,285	78,807	75,516	65,528	65,405	72,980	84,490	75,030
Repair & Maintenance	36,735	36,615	32,473	34,528	19,086	20,263	20,015	24,500	21,620	20,900
Capital	19,697	28,968	28,728	41,688	48,098	37,148	42,392	36,593	36,593	34,000
<b>TOTAL EXPENDITURES</b>	<b>355,304</b>	<b>357,354</b>	<b>320,464</b>	<b>351,216</b>	<b>339,904</b>	<b>315,739</b>	<b>322,507</b>	<b>347,846</b>	<b>353,290</b>	<b>351,214</b>
<b>NET OPERATIONS</b>	<b>-99,028</b>	<b>-179,630</b>	<b>-78,403</b>	<b>46,800</b>	<b>98,034</b>	<b>106,071</b>	<b>108,692</b>	<b>3,334</b>	<b>16,890</b>	<b>-30,034</b>
<b>BEGINNING FUND BALANCE</b>	<b>371,886</b>	<b>272,858</b>	<b>93,228</b>	<b>14,825</b>	<b>61,625</b>	<b>159,659</b>	<b>265,730</b>	<b>374,422</b>	<b>374,422</b>	<b>391,312</b>
<b>ENDING FUND BALANCE-Restricted</b>	<b>0</b>	<b>57,201</b>	<b>57,201</b>	<b>48,149</b>	<b>42,219</b>	<b>42,219</b>	<b>39,563</b>	<b>39,563</b>	<b>39,563</b>	<b>39,563</b>
<b>ENDING FUND BALANCE-Unrestricted</b>	<b>272,858</b>	<b>36,027</b>	<b>-42,376</b>	<b>13,476</b>	<b>117,440</b>	<b>223,511</b>	<b>334,859</b>	<b>338,193</b>	<b>351,749</b>	<b>321,715</b>
										<b>91.6%</b>

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CITY OF ST. PETER COMMUNITY CENTER

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Proposed Budget	2012 Projected Year End	2013 Proposed Budget
Property Taxes	0	42,460	42,460	0	0	0	0	0	0	0
State Grants and Aids	131	131	131	130	131	131	131	130	130	130
Interest & Misc Income	29,136	26,294	17,217	13,836	15,682	16,559	22,094	14,400	24,900	14,500
Daily/advertising/term Rents	130,361	127,999	143,772	154,429	152,268	163,174	192,561	198,000	197,600	198,000
Transfer from other Funds	0	148,832	156,863	98,570	141,500	146,881	147,183	152,000	152,000	152,000
Utility Fund Transfers	215,535	50,746	51,603	49,195	49,551	50,294	53,256	50,000	50,000	50,000
<b>TOTAL REVENUES</b>	<b>375,163</b>	<b>396,461</b>	<b>412,046</b>	<b>316,160</b>	<b>359,132</b>	<b>377,039</b>	<b>415,225</b>	<b>414,530</b>	<b>424,630</b>	<b>414,630</b>
Personnel Services	119,129	140,103	136,533	137,222	126,153	112,782	113,182	115,104	115,049	116,393
Office Expenses	31,544	36,519	29,929	42,487	31,819	36,607	40,495	34,200	40,225	42,200
Professional Services	141,962	139,243	152,258	154,055	137,374	123,138	126,705	144,250	143,850	143,950
Repair & Maintenance	17,850	23,162	40,549	18,864	46,260	15,176	24,657	24,000	27,000	31,000
Transfer to Other Funds	0	0	82,750	20,000	0	11,794	11,334	0	0	0
Capital	13,532	0	11,280	5,309	0	0	6,770	2,198	29,211	13,000
<b>TOTAL EXPENDITURES</b>	<b>324,017</b>	<b>339,027</b>	<b>453,299</b>	<b>377,937</b>	<b>341,606</b>	<b>299,497</b>	<b>323,143</b>	<b>319,752</b>	<b>355,335</b>	<b>346,543</b>
<b>NET OPERATIONS</b>	<b>51,146</b>	<b>57,434</b>	<b>-41,253</b>	<b>-61,777</b>	<b>17,526</b>	<b>77,542</b>	<b>92,082</b>	<b>94,778</b>	<b>69,295</b>	<b>68,087</b>
<b>BEGINNING FUND BALANCE</b>	<b>38,689</b>	<b>172,585</b>	<b>115,151</b>	<b>73,898</b>	<b>12,121</b>	<b>29,647</b>	<b>107,189</b>	<b>199,271</b>	<b>199,271</b>	<b>268,566</b>
<b>ENDING FUND BALANCE</b>	<b>89,835</b>	<b>115,151</b>	<b>73,898</b>	<b>12,121</b>	<b>29,647</b>	<b>107,189</b>	<b>199,271</b>	<b>294,049</b>	<b>268,566</b>	<b>336,653</b>
										97.1%

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**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION APPROVING THE GENERAL FUND, SPECIAL REVENUE FUNDS, DEBT SERVICE FUNDS, CAPITAL FUNDS, AND AGENCY FUNDS FOR THE 2012 FISCAL YEAR**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, MINNESOTA, that the General Fund, Special Revenue Funds, Debt Service Funds, Capital Funds, and Agency Fund expenditure budgets for the 2013 fiscal year be and hereby are approved as follows:

I.	General Fund		
	A. General Government	\$ 890,154	
	B. Public Safety	2,525,730	
	C. Public Works	1,893,346	
	D. Recreation and Leisure	598,849	
	E. Other and Miscellaneous	<u>48,600</u>	
			\$ 5,956,679
	F. Transfer	250,000	
II.	Special Revenue Funds		
	A. Insurance	\$ 50,000	
	B. Library	351,214	
	C. SPPA	15,946	
	D. Community Center	346,543	
	E. Economic Revolving Loan	100,000	
	F. Tax Increment Financing	140,529	
	G. Fire Relief Association	64,600	
	H. Nicollet Hotel	10,600	
	I. Nicollet Plaza	20,100	
	J. Tornado Revolving Loan	153,338	
	K. Theatre Tax Increment	11,150	
	L. Housing Tax Increment #9	20,500	
	M. Nicollet Meadows Tax Increment #10	236,200	
	N. INH Tax Increment #11	35,200	
	O. Mankato Clinic Tax Increment #12	36,000	
	P. Façade Revolving Loan	10,000	
	Q. Washington Terrace Tax Increment	120,000	
			\$1,721,920
III.	Debt Service Funds		\$1,345,158
IV.	Capital Funds		\$3,358,035
IV.	Agency Funds		\$ <u>46,300</u>

TOTAL FUND EXPENDITURES:

\$12,678,092

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10<sup>th</sup> day of December 2012.

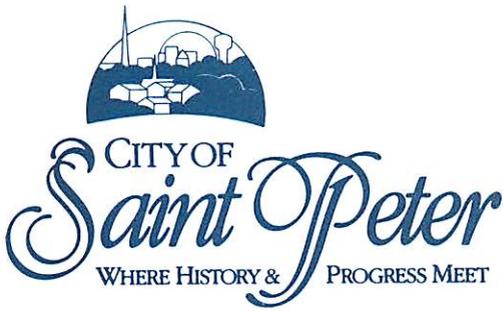
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** December 6, 2012

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

**RE:** 2013 Environmental Services Fund Budget

### **ACTION/RECOMMENDATION**

Approve the 2013 Environmental Service Fund Rates and Budget.

### **BACKGROUND**

The Environmental Services fund protects the environment by providing for the operations of:

1. Refuse and recycling collection throughout the community.
2. Operation of a yard waste drop off site; operation of a compost site; curb-side yard waste and leaf pick up; Christmas tree pick up.
3. Maintenance of the City's urban forest, tree removal, planting and replacement program on boulevards, in parks and other public areas
4. Maintenance of the downtown medians and urns.

This fund receives revenues through charging for three levels of refuse collection services. A 60 gallon cart for recycling (90 recycling carts are available upon request) is provided along with any of these services. The current rates for the services listed above are:

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

\*plus applicable tax

Based on Staff and Council discussions over the past two years, changes have been contemplated that would provide for charging those currently not charged for services they have access to and, in most cases, use or benefit from. Generally, this has been discussed as being a change where multi-family units and businesses, that do not currently pay for the services, now help pay for service numbers 2, 3 and 4 above.

While it is true that businesses may not use the Christmas tree pick up service, they may enjoy the up keep of the downtown, composting of their grass clippings and the urban forest that is maintained. Again this is a policy change that is significantly different than we have had in place over the last 20+ years and will result in additional charges to customers that have not been

asked to pay for use or access previously. That fact is balanced against making no change which would arguably mean increases to single family dwelling owners which are currently the primary payer.

The 2013 budget reflects a change to rates by unbundling the cost of operations. The "unbundling" of the annual costs divides the cost into three primary categories:

1. Refuse costs to include the pickup/hauling, disposal and billing;
2. Recycling costs include pickup/hauling, disposal and billing;
3. Environmental Service cost include all other service and costs such as the yard waste drop off site; compost site; curb-side yard waste and leaf pick up; Christmas tree pickup, the City's urban forest, tree removal/planting/replacement program, downtown medians and urns.

The proposed rates include the above current fees along with the environmental charges for non-garbage customers:

	<u>Enviro Fee</u>
Detached family unit (included in above rate)	\$8.63
Single Business	\$8.63
Multiple unit 5 and under per unit	\$2.16
Multiple unit over 5 on house account	\$21.58
Industrial/Institutional on house account	\$25.89

The Environmental base fee of \$8.63 per month is the basis that is used to determine what other non-garbage customers will pay. After discussion at the City Council workshop, this is the preferred method of implementing the new rate. There was also an option provided for phasing in of these rates which could be gradually implemented in future budgets.

Examples of customers in each class are (industrial classes are determined by property tax class):

- Detached family unit include residential single family units that aren't attached to other units (includes mobile homes)
- Single Business - Chamber of Commerce, Taco Johns, Fashion Corner, Assembly of God, Mankato Clinic, St. Peter Rental, Nicollet County Bank, Geldner Construction, Scholarship America, and Holiday.
- Multiple unit 5 and under (per unit) - Buildings that include Hometown Travel, Skyview Apartments, Sticks and Stones, Blaschko's Embassy Bar, Nicollet Plaza, Brandt Law Firm, Chapel View, duplexes, Pine Pointe Assoc,
- Multiple unit over 5 on house acct - Buildings that include Apple Tree Village, Rock Ridge Apartments, Realife Cooperative, 208 Minnesota Avenue (Kasota Property), Parkview Manor, 224 S MN (Dirks)
- Industrial/Institutional on house acct - Gustavus Adolphus College Campus, Regional Treatment Center, Hoffman Center, Creation Tech, Vet RX, El Microcircuits, River's Edge Hospital, senior living facilities, nursing home facilities, Jarraff Industries, Larry Anderson Trucking, and Green Hill Cemetery Association.

In the past we've had a practice to remove the garbage/environmental services charges when properties were vacant. The environmental charge will no longer be removed from the monthly bills for vacationers. We will still remove the garbage/recycling charges when the property is

vacant for over one month. This policy change will generate a small amount of additional revenue. The amount of revenue is difficult to predict, but we anticipate about one hundred customers a month fall into this category resulting in about \$900 in revenue.

Those being exempted from this new charge include utility structures (cable boxes, phone boxes, billboards), City facilities (buildings and parks, conservancies), and house accounts without a dwelling included.

Here are some highlights for this fund in 2013:

- The projected sales revenue for non-garbage customer accounts will collect approximately \$65,000 in 2013. This is the amount of revenue that the change in policy discussed above will generate.
- Operations, and services provided as a part of this fund are proposed to be the same as in the past few years. Services such as curb-side yard waste and leaf pick up; Christmas tree pickup; and a drop off site are continuing. There are two potential caveats to this which include additional assistance on downtown flower baskets and downtown tree holiday lighting. These services are not budgeted for but our expanding participation is likely part of our future work
- Garbage and disposal expense is 53% of the operating budget.
- Wages and benefits are recorded in the areas of work actually performed. For budget purposes the wage and benefits are allocated based on a percentage.
- Approval of the budget does not allow for the purchase of large items without additional City Council approval. Budgeted items over \$5,000 will be presented to the Council for final approval of purchase.

The capital needs shown in the 2013 budget include the development of a new public/private cooperative compost site. If we are to continue processing compost, yard waste, leaves, and small branches, we need to make improvements to our facilities to meet Minnesota Pollution Control Agency (MPCA) permitting rules. MPCA has had us on a five year plan to meet their compost permitting rules, this timeline expires in June 1, 2013. After June 1, 2013 we can not operate at the existing Stormwater ponds and any new facility will need a permit. Discussions are taking place to work with a nearby property owner, which would allow us composting and storage. There are some infrastructure needs that would go along with this agreement. Additionally the budget includes median sprinkler systems.

The Refuse fund has no debt obligations.

#### **FISCAL IMPACT:**

The fund balance in this fund has been increasing as planned except for 2012. the fund balance is projected to be \$210,309 at the end of 2013. Based on operations, cash flow and risk needs, I believe a target reserve should be in the area of \$300,000. This fund does not have large, higher priced equipment attached therefore, funding replacement/failures of equipment should not be difficult once the target reserve is achieved. A tandem truck is an example of a large replacement cost at \$200,000 (2006 purchase amount) in the Environmental Fund. (To be clear,

we are not proposing such a purchase as a part of this budget.)

Our current Waste Management contract for the pickup and hauling of garbage/recycling will be in effect until February 28, 2014.

Recycle, Recycle, Recycle. The single sort recycling program has been operating well. We continue to promote and educate residents of Saint Peter to increase our recycling and lower our disposal amounts. Last year Waste Management included additional plastics (#3 through #7) to the curbside single sort recycling. The promotion, which will provide for a broader range of recyclable materials, will continue to help reduce the amount of garbage going to landfills.

Waste Management continues to offer a tour of the recycling processing center in the Twin Cities. Please let me know if you or any of the Council members have interest in participating in a tour of the plant. **Greater recycling yields lower disposal fees, which saves everyone money.**

The approval of the Environmental Services budget of \$801,319 will give City Staff a working plan. The actual purchase or initiation of large projects and the funding source for those projects will be presented individually to the City Council for authorization.

**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 measurements 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

	B	C	D	E	F	Q	R	S	T	U	V
126					<b>Environmental Services Fund</b>						
127					<b>Statement of Sources and Applications of Cash</b>						
128									2012	2012	2013
129						2009	2010	2011	Proposed	Projected	Proposed
130						Actual	Actual	Actual	Budget	Budget	Budget
131					<b>Sources of Cash:</b>						
132											
133					Net Income (loss)	65,099	83,564	59,286	(5,897)	(24,259)	42,107
134					Add depreciation	5,878	6,100	5,885	6,500	6,500	6,500
135											
136					Total	70,977	89,664	65,171	603	(17,759)	48,607
137											
138					<b>Application of cash:</b>						
139											
140					Purchase of fixed assets	(14,904)	(526)	(300)	(15,899)	(1,099)	(44,800)
141											
142					Change in assets and liabilities	11,507	(3,792)	2,367	0	0	0
143											
144					Principal payments of long-term debt	0	0	0	0	0	0
145											
146					Bond Proceeds	0	0	0	0	0	0
147											
148					Total	(3,397)	(4,318)	2,067	(15,899)	(1,099)	(44,800)
149											
150					Net increase (decrease) in cash	67,580	85,346	67,238	(15,296)	(18,858)	3,807
151											
152					Cash balance - January 1	5,196	72,776	158,122	225,360	225,360	206,502
153											
154					Cash balance - December 31	72,776	158,122	225,360	210,064	206,502	210,309
155					Percent of next year operations	9.7%	23.4%	29.6%	27.8%	27.3%	
156					Percent of same year operations						27.8%

CITY OF ST. PETER  
 PROPOSED BUDGET WORKSHEET  
 AS OF: NOVEMBER 30TH, 2012

603-ENVIRON SERVICES FUND

REVENUES	(----- 2012 -----) (----- 2013 -----)							
	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>STATE AID/GRANTS</b>								
33422 OTHER STATE GRANTS & AID	326	326	326	326	163	326	326	
TOTAL STATE AID/GRANTS	326	326	326	326	163	326	326	
<b>STREETS/REFUSE SALES</b>								
34403 REFUSE COLLECTION CHARGES	706,876	710,866	715,582	715,000	654,762	715,000	780,000	
34404 GARBAGE BAG SALES	2,560	2,669	2,201	2,100	1,709	2,100	2,100	
34406 REFUSE CHANGE-OUTS	0	0	0	0	(5)	0	0	
TOTAL STREETS/REFUSE SALES	709,436	713,535	717,782	717,100	656,466	717,100	782,100	
34403 REFUSE COLLECTION CHARGES	NEXT YEAR NOTES: new rates implemented							
<b>MISCELLANEOUS</b>								
36101 SPECIAL ASSESSMENT PRINCIPAL	( 1,050)	( 3,910)	4,661	3,000	159	3,000	3,100	
36102 SPECIAL ASSESSMENT INTEREST	0	11	0	0	0	0	0	
TOTAL MISCELLANEOUS	( 1,050)	( 3,899)	4,661	3,000	159	3,000	3,100	
<b>INTEREST INCOME</b>								
36210 INTEREST EARNINGS	1,418	1,585	1,078	1,700	1,265	1,700	1,600	
TOTAL INTEREST INCOME	1,418	1,585	1,078	1,700	1,265	1,700	1,600	
<b>DONATIONS &amp; REFUNDS</b>								
36250 REFUNDS & REIMBURSEMENTS	0	0	0	9,900	0	0	0	
TOTAL DONATIONS & REFUNDS	0	0	0	9,900	0	0	0	
36250 REFUNDS & REIMBURSEMENTS	CURRENT YEAR NOTES: hanging Flower Basket operations							
<b>REFUSE OTHER</b>								
37360 PENALTY REVENUES	10,028	10,091	10,222	9,500	9,044	9,500	9,500	
37370 MISC REFUSE REVENUE	3,168	7,383	2,123	2,000	6,271	4,750	2,000	
TOTAL REFUSE OTHER	13,195	17,474	12,345	11,500	15,314	14,250	11,500	
<b>FIXED ASSET DISPOSAL</b>								
39101 SALE OF GENERAL FIXED ASSETS	4,752	0	0	250,000	495	0	0	
TOTAL FIXED ASSET DISPOSAL	4,752	0	0	250,000	495	0	0	
<b>TRANSFER FROM OTHER FUND</b>								
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0	0	
<b>TOTAL REVENUES</b>	<b>728,077</b>	<b>729,021</b>	<b>736,192</b>	<b>993,526</b>	<b>673,862</b>	<b>736,376</b>	<b>798,626</b>	

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603-ENVIRON SERVICES FUND  
 REFUSE DISPOSAL  
 EXPENDITURES

		2012					2013		
		2009	2010	2011	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
49510-100	REFUSE DISPOSAL WAGES	86,925	79,733	86,708	93,418	89,993	93,418	97,176	_____
49510-101	REFUSE DISPOSAL WAGES - TE	9,436	6,076	5,088	17,896	7,303	17,896	17,896	_____
49510-102	REFUSE DISPOSAL WAGES - OV	850	0	104	2,862	403	2,862	2,970	_____
49510-121	REFUSE DISPOSAL PERA CONTR	5,777	5,549	6,258	6,960	6,120	6,960	7,241	_____
49510-122	REFUSE DISPOSAL FICA CONTR	5,659	5,108	5,527	7,079	5,451	7,079	7,319	_____
49510-126	REFUSE DISPOSAL MEDICARE C	1,324	1,195	1,293	1,656	1,275	1,656	1,712	_____
49510-131	REFUSE DISPOSAL HEALTH INS	21,757	23,825	21,842	29,839	17,507	19,369	27,760	_____
49510-132	REFUSE DISPOSAL DENTAL INS	1,278	858	905	1,736	1,195	1,736	1,698	_____
49510-133	REFUSE DISPOSAL LIFE INSUR	54	48	43	50	47	50	50	_____
49510-151	REFUSE DISPOSAL WORKERS CO	2,659	2,900	3,679	4,843	3,719	4,843	5,111	_____
<b>TOTAL PERSONNEL SERVICES</b>		<b>135,718</b>	<b>125,293</b>	<b>131,447</b>	<b>166,339</b>	<b>133,014</b>	<b>155,869</b>	<b>168,933</b>	

49510-101 REFUSE DISPOSAL WAGES - TE CURRENT YEAR NOTES:  
 2 seasonal help @ \$8.75 for 67 days; \$8.75 for 122 days for median worker downtown \$7900;  
 \$9.00 for 122 days for flower watering and maintenance \$8900.

<b>OFFICE EXPENSES</b>									
49510-205	REFUSE DISPOSAL MISC. EMPL	0	209	113	5,663	0	5,663	5,663	_____
49510-208	REFUSE DISPOSAL GARBAGE BA	402	565	565	500	352	420	500	_____
49510-210	REFUSE DISPOSAL OPERATING	17,554	9,571	20,283	28,300	16,915	18,000	19,400	_____
49510-211	REFUSE DISPOSAL MOTOR FUEL	9,328	8,170	10,392	7,800	13,745	11,500	14,000	_____
49510-220	REFUSE DISPOSAL REPAIR & M	461	510	879	750	1,917	1,200	1,000	_____
<b>TOTAL OFFICE EXPENSES</b>		<b>27,745</b>	<b>19,025</b>	<b>32,232</b>	<b>43,013</b>	<b>32,930</b>	<b>36,783</b>	<b>40,563</b>	

49510-205 REFUSE DISPOSAL MISC. EMPL CURRENT YEAR NOTES:  
 Safety 2 @ \$513 = \$1026; Licenses 4 @ \$45 = \$180; Mosquito training and licenses 2 @ \$60 = \$120; Tree inspection training and licenses 2 @ \$360 = \$720; Clothing Allowance 2 @ \$325 = \$650; Safety Equipment (Boots, etc.) 4 @ \$200 = \$800; Hearing test 2 @ \$30 = \$60; Boots for two temporary 2 @ \$150 = \$300; Safety Glass \$0; Misc Safety \$300; Temporary drug and alcohol 2 @ \$122 = \$244; Replacement Vest \$80; 2 Random test \$222; Downtown - Boots \$150; Drug Testing \$122 plus 10%; Safety Vest, Glasses, Hard Hat \$60; Flowers - 2 boots @ \$150 = \$300; Drug Testing 2 @ \$122 = \$244; Safety Vests, Glasses, Hard Hats 2 @ \$60 = \$120

49510-205 REFUSE DISPOSAL MISC. EMPL NEXT YEAR NOTES:  
 Safety 2 @ \$513 = \$1026; Licenses 4 @ \$45 = \$180; Mosquito training and licenses 2 @ \$60 = \$120; Tree inspection training and licenses 2 @ \$360 = \$720; Clothing Allowance 2

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603-ENVIRON SERVICES FUND  
REFUSE DISPOSAL  
EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012			2013	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
	@ \$325 = \$650; Safety Equipment (Boots, etc.) 4 @ \$200 = \$800; Hearing test 2 @ \$30 = \$60; Boots for two temporary 2 @ \$150 = \$300; Safety Glass \$0; Misc Safety \$300; Temporary drug and alcohol 2 @ \$122 = \$244; Replacement Vest \$80; 2 Random test \$222; Downtown - Boots \$150; Drug Testing \$122 plus 10%; Safety Vest, Glasses, Hard Hat \$60; Flowers - 2 boots @ \$150 = \$300; Drug Testing 2 @ \$122 = \$244; Safety Vests, Glasses, Hard Hats 2 @ \$60 = \$120							
49510-210	REFUSE DISPOSAL OPERATING	CURRENT YEAR NOTES: Mosquito spray and pellets \$2,500; tree for boulevards \$2,500; Fertilizer for trees \$500; Trees for nursery \$1,000; Misc Consumables \$8,000; Downtown - Flowers/Urns \$1600; Blowing out sprinkler system and start up \$600; Sealer \$1100; Spray \$600; Flowers - Baskets 96 @ \$100 = \$9600 - changed to \$0; fertilizer for plants, extra baskets \$300 - changed to \$0.						
49510-210	REFUSE DISPOSAL OPERATING	NEXT YEAR NOTES: Mosquito spray and pellets \$2,500; tree for boulevards and Old Minnesota Avenue \$3,500; Fertilizer for trees \$500; Trees for nursery \$1,000; Misc Consumables \$8,000; Downtown - Flowers/Urns \$1600; Blowing out sprinkler system and start up \$600; Sealer - Downtown Kastona Stone \$1100; Spray \$600; Flowers - Baskets 96 @ \$100 = \$9600 - changed to \$0; fertilizer for plants, extra baskets \$300 - changed to \$0.						
49510-211	REFUSE DISPOSAL MOTOR FUEL	CURRENT YEAR NOTES: 20% increase fuel cost						
49510-211	REFUSE DISPOSAL MOTOR FUEL	NEXT YEAR NOTES: 20% increase fuel cost						
49510-220	REFUSE DISPOSAL REPAIR & M	CURRENT YEAR NOTES: Sod for stump hole \$750						
49510-220	REFUSE DISPOSAL REPAIR & M	NEXT YEAR NOTES: Sod for stump hole \$1000						
<b>PROFESSIONAL SERVICES</b>								
49510-300	REFUSE DISPOSAL PROFESSION	389,107	389,279	394,768	401,103	327,142	401,103	401,103
49510-331	REFUSE DISPOSAL TRAVEL & T	0	120	0	500	0	500	500
49510-340	REFUSE DISPOSAL ADVERTISIN	0	0	0	100	0	100	100
49510-351	REFUSE DISPOSAL LEGAL NOTI	0	0	0	0	0	0	0
49510-360	REFUSE DISPOSAL INSURANCE	4,722	2,923	2,875	4,750	2,434	4,750	4,750
TOTAL PROFESSIONAL SERVICES		393,829	392,322	397,642	406,453	329,577	406,453	406,453

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603-ENVIRON SERVICES FUND  
 REFUSE DISPOSAL  
 EXPENDITURES

					2012		2013		
		2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
49510-300	REFUSE DISPOSAL PROFESSIONPERMANENT NOTES: 2011 rate \$6.45; increases allowed under cpi index. contract thru February 28, 2014.								
49510-300	REFUSE DISPOSAL PROFESSIONCURRENT YEAR NOTES: 2012 Professional services Waste Mgmt= (2855*12*6.45)=\$ 220,977 waste processing= 12*14000=\$168,000 city bldg p/u=\$8,700								
49510-300	REFUSE DISPOSAL PROFESSIONNEXT YEAR NOTES: 2013 Professional services Waste Mgmt= (2855*12*6.55)=\$ 224,403 waste processing= 12*14000=\$168,000 city bldg p/u=\$8,700								
<b>REPAIR &amp; MAINTENANCE</b>									
49510-404	REFUSE DISPOSAL EQUIP- REP	4,051	3,130	9,908	3,000	31,652	34,000	10,000	
49510-405	REFUSE DISPOSAL SITE - REP	0	0	0	1,000	259	0	1,000	
49510-415	REFUSE DISPOSAL EQUIPMENT	1,017	198	0	7,000	5	5,000	7,000	
49510-430	REFUSE DISPOSAL MISCELLANE	0	0	0	0	0	0	0	
	TOTAL REPAIR & MAINTENANCE	5,069	3,328	9,908	11,000	31,916	39,000	18,000	
49510-404	REFUSE DISPOSAL EQUIP- REPCURRENT YEAR NOTES: Misc Equipment Repair \$3,000 Had major bucket truck repair in 2011								
49510-404	REFUSE DISPOSAL EQUIP- REPNEXT YEAR NOTES: Misc Equipment Repair \$10,000 Had major bucket truck repair in 2012 \$14,000 bucket truck repair, truck 47 major repairs 2012 \$7,000								
49510-405	REFUSE DISPOSAL SITE - REPCURRENT YEAR NOTES: Minimal on-site repairs anticipated								
49510-405	REFUSE DISPOSAL SITE - REPNEXT YEAR NOTES: Minimal on-site repairs anticipated, rent of new compost site \$3,000 permits MPCA \$0; LeSueur \$250								
49510-415	REFUSE DISPOSAL EQUIPMENT CURRENT YEAR NOTES: Tree spade \$1,000; Tub Grinder - not planned for 2012; Compost Screener \$6,000; end site use.								
49510-415	REFUSE DISPOSAL EQUIPMENT NEXT YEAR NOTES: Tree spade \$1,000; Tub Grinder - not planned for 2013; \$6,000; end site use.								
<b>TOTAL REFUSE DISPOSAL</b>		562,361	539,968	571,229	626,805	527,436	638,105	633,949	

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CITY OF ST. PETER  
 PROPOSED BUDGET WORKSHEET  
 AS OF: NOVEMBER 30TH, 2012

603-ENVIRON SERVICES FUND  
 ADMIN AND GENERAL  
 EXPENDITURES

		2012					2013		
		2009	2010	2011	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PERSONNEL SERVICES</b>									
49520-100	ADMIN AND GENERAL WAGES	34,080	34,266	34,216	34,921	30,914	34,921	35,579	
49520-102	ADMIN AND GENERAL WAGES -	87	68	64	85	42	85	87	
49520-112	ADMIN AND GENERAL CAR ALLO	761	780	780	761	715	761	761	
49520-121	ADMIN AND GENERAL PERA CON	2,265	2,407	2,498	2,532	2,148	2,532	2,579	
49520-122	ADMIN AND GENERAL FICA CON	2,032	2,074	2,080	2,170	1,782	2,170	2,211	
49520-126	ADMIN AND GENERAL MEDICARE	475	485	486	508	417	508	517	
49520-131	ADMIN AND GENERAL HEALTH I	6,570	9,061	9,115	9,828	6,756	8,197	9,129	
49520-132	ADMIN AND GENERAL DENTAL I	660	614	503	476	534	476	466	
49520-133	ADMIN AND GENERAL LIFE INS	15	15	14	14	12	14	14	
49520-151	ADMIN AND GENERAL WORKERS	673	707	702	930	714	930	466	
<b>TOTAL PERSONNEL SERVICES</b>		<b>47,617</b>	<b>50,476</b>	<b>50,458</b>	<b>52,225</b>	<b>44,033</b>	<b>50,594</b>	<b>51,809</b>	

49520-100 ADMIN AND GENERAL WAGES PERMANENT NOTES:  
 Director of Finance - 50% General Fund (Finance), 30 %  
 Electric, 5 % Water, 5 % Wastewater , 5% Environmental  
 Services, 5% Stormwater  
 Computer Technicians - 70% General Fund (Finance), 18%  
 Electric, 3 % Water, 3 % Wastewater, 3% Environmental  
 Services, 3% Stormwater  
 Accountant & Accts Payable- 50% General Fund (Finance),  
 30 % Electric, 5 % Water, 5 % Wastewater, 5% Environmental  
 Services, 5% Stormwater  
 Account Clerk - 13% Water, 13% Wastewater, 14%  
 Stormwater, 60% Electric  
 Director of Public Works - 42% Electric, 7 % Water, 7 %  
 Wastewater, 7% Environmental Services, 7% Stormwater, 30 %  
 General Fund (Public Works Admin)  
 Executive Secretary - 50% Electric, 17 % Water, 17%  
 Wastewater, 16% Stormwater  
 Admin Secretary - 42% Electric, 7% Water, 7% Wastewater,  
 7% Environmental Services, 7% Stormwater, 30% General Fund  
 (Public Works Admin)  
 Mechanic - Split - Water 4 %, Wastewater 5.5%, Streets  
 36%, Parks 13%, Electric 26%, Environmental Services 6%,  
 Stormwater 5.5%, Public Works Admin 4%  
 City Administrator - Water 4.25 %, Wastewater 4.25%,  
 Electric 25%, Environmental Services 2.5%, Stormwater 4%,  
 Admin 60%  
 Maint Supt. - Environmental Services 20%  
 Work Study Student - Environmental Services 5%

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CITY OF ST. PETER  
PROPOSED BUDGET WORKSHEET  
AS OF: NOVEMBER 30TH, 2012

603-ENVIRON SERVICES FUND  
ADMIN AND GENERAL  
EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012			2013	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>OFFICE EXPENSES</b>								
49520-200 ADMIN AND GENERAL OFFICE S	1,059	516	812	800	842	800	800	
49520-205 ADMIN AND GENERAL MISC. EM	4,120	4,129	4,502	4,992	3,228	4,992	4,992	
49520-210 ADMIN AND GENERAL OPERATIN	96	249	117	500	196	500	500	
49520-220 ADMIN AND GENERAL REPAIR &	679	639	687	1,000	1,671	1,000	1,000	
TOTAL OFFICE EXPENSES	5,954	5,534	6,117	7,292	5,936	7,292	7,292	
<b>PROFESSIONAL SERVICES</b>								
49520-300 ADMIN AND GENERAL PROFESSI	6,946	7,760	6,764	20,000	5,897	20,000	20,000	
49520-321 ADMIN AND GENERAL TELEPHON	1,008	960	1,072	1,030	977	1,030	1,030	
49520-322 ADMIN AND GENERAL POSTAGE	2	9	3	0	0	0	0	
49520-331 ADMIN AND GENERAL TRAVEL &	1,461	1,434	1,387	800	969	800	800	
49520-340 ADMIN AND GENERAL ADVERTIS	0	0	0	0	0	0	0	
49520-351 ADMIN AND GENERAL LEGAL NO	0	0	6	0	0	0	0	
49520-354 ADMIN AND GENERAL PRINTING	0	0	0	0	0	0	0	
49520-360 ADMIN AND GENERAL INSURANC	1,121	712	746	1,500	664	1,500	1,500	
49520-380 ADMIN AND GENERAL UTILITIE	4,512	3,682	3,164	4,400	3,475	4,400	4,400	
TOTAL PROFESSIONAL SERVICES	15,050	14,556	13,143	27,730	11,982	27,730	27,730	
<b>REPAIR &amp; MAINTENANCE</b>								
49520-401 ADMIN AND GENERAL BLDG-REP	689	544	1,277	1,400	631	1,400	1,400	
49520-404 ADMIN AND GENERAL EQUIP- R	1,773	1,279	2,831	1,300	2,251	1,300	1,300	
49520-430 ADMIN AND GENERAL MISCELLA	0	0	0	0	0	0	0	
49520-433 ADMIN AND GENERAL DUES & S	186	180	520	520	269	520	300	
TOTAL REPAIR & MAINTENANCE	2,649	2,004	4,628	3,220	3,151	3,220	3,000	
49520-433 ADMIN AND GENERAL DUES & SPERMANENT NOTES:								
2 @ \$40 = \$80 MN Society of Aboriculture								
Arbor day foundation								
MN state horticulture Society								
Share of: apwa, free press, st peter herald, Chamber of Commerce.								
TOTAL ADMIN AND GENERAL	71,271	72,570	74,346	90,467	65,103	88,836	89,831	

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CITY OF ST. PETER  
PROPOSED BUDGET WORKSHEET  
AS OF: NOVEMBER 30TH, 2012

603-ENVIRON SERVICES FUND  
CUSTOMER ACCOUNTS  
EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012			2013	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>PERSONNEL SERVICES</b>								
49525-100 CUSTOMER ACCTS WAGES	8,922	8,986	8,960	9,123	10,784	11,169	9,306	
49525-102 CUSTOMER ACCTS WAGES - OVE	408	60	98	326	149	326	332	
49525-121 CUSTOMER ACCTS PERA CONTRI	610	630	653	685	620	685	699	
49525-122 CUSTOMER ACCTS FICA CONTRI	521	513	519	586	494	586	598	
49525-126 CUSTOMER ACCTS MEDICARE CO	122	120	121	137	116	137	140	
49525-131 CUSTOMER ACCTS HEALTH INSU	3,045	3,334	3,346	3,667	2,297	2,904	3,389	
49525-132 CUSTOMER ACCTS DENTAL INSU	173	163	209	158	140	158	154	
49525-133 CUSTOMER ACCTS LIFE INSURA	5	5	5	5	4	5	5	
49525-151 CUSTOMER ACCTS WORKERS COM	64	67	55	74	57	74	76	
TOTAL PERSONNEL SERVICES	13,868	13,877	13,966	14,761	14,662	16,044	14,699	
49525-100 CUSTOMER ACCTS WAGES				PERMANENT NOTES: Billing Clerk & Acct Rec'ble Clerk- 60% Electric Utility, 10 % Water Utility, 10 % Wastewater Utility, 10% Storm, 10% Environmental Services.				
<b>OFFICE EXPENSES</b>								
49525-200 CUSTOMER ACCTS OFFICE SUPP	825	807	308	1,400	886	1,400	1,400	
TOTAL OFFICE EXPENSES	825	807	308	1,400	886	1,400	1,400	
<b>PROFESSIONAL SERVICES</b>								
49525-300 CUSTOMER ACCTS PROFESSIONA	2,176	1,683	1,575	1,800	1,530	1,800	2,000	
49525-322 CUSTOMER ACCTS POSTAGE	4,845	5,085	5,174	5,000	4,359	5,000	5,100	
49525-331 CUSTOMER ACCTS TRAVEL & TR	0	0	0	50	0	50	50	
49525-354 CUSTOMER ACCTS PRINTING &	96	0	0	750	0	750	750	
49525-360 CUSTOMER ACCOUNTS INSURANC	182	122	124	440	105	440	440	
TOTAL PROFESSIONAL SERVICES	7,299	6,891	6,873	8,040	5,994	8,040	8,340	
<b>REPAIR &amp; MAINTENANCE</b>								
49525-404 CUSTOMER ACCTS EQUIP-REP&M	1,256	1,315	1,353	1,350	1,610	1,610	1,700	
49525-430 CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0	
TOTAL REPAIR & MAINTENANCE	1,256	1,315	1,353	1,350	1,610	1,610	1,700	
49525-404 CUSTOMER ACCTS EQUIP-REP&M				PERMANENT NOTES: annual software maintenance				
<b>BAD DEBT</b>								
49525-904 CUSTOMER ACCTS BAD DEBT EX	220	427	0	100	( 21)	100	100	
TOTAL BAD DEBT	220	427	0	100	( 21)	100	100	
TOTAL CUSTOMER ACCOUNTS	23,469	23,317	22,499	25,651	23,131	27,194	26,239	

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CITY OF ST. PETER  
PROPOSED BUDGET WORKSHEET  
AS OF: NOVEMBER 30TH, 2012

603-ENVIRON SERVICES FUND  
DEPRECIATION EXPENSE  
EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012			2013	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>REPAIR &amp; MAINTENANCE</b>								
49970-420 DEPRECIATION EXPENSE DEP	5,878	6,100	5,885	6,500	2,645	6,500	6,500	6,500
TOTAL REPAIR & MAINTENANCE	5,878	6,100	5,885	6,500	2,645	6,500	6,500	6,500
TOTAL DEPRECIATION EXPENSE	5,878	6,100	5,885	6,500	2,645	6,500	6,500	6,500

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CITY OF ST. PETER  
 PROPOSED BUDGET WORKSHEET  
 AS OF: NOVEMBER 30TH, 2012

603-ENVIRON SERVICES FUND

INTEREST EXPENSE

EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012			2013	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>AGENT FEES</u>								
49980-611 INTEREST EXPENSE BOND INTE	0	0	0	0	0	0	0	0
TOTAL AGENT FEES	0	0	0	0	0	0	0	0
<hr/>								
TOTAL INTEREST EXPENSE	0	0	0	0	0	0	0	0

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CITY OF ST. PETER  
PROPOSED BUDGET WORKSHEET  
AS OF: NOVEMBER 30TH, 2012

603-ENVIRON SERVICES FUND  
TRANSFERS AND CONTRIBUTIO  
EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012			2013	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>TRANSFERS</u>								
49990-720 TRANSFERS AND CONTRIBUTION	0	3,503	2,945	0	0	0	0	
TOTAL TRANSFERS	0	3,503	2,945	0	0	0	0	
<hr/>								
TOTAL TRANSFERS AND CONTRIBUTIO	0	3,503	2,945	0	0	0	0	

ea

CITY OF ST. PETER  
 PROPOSED BUDGET WORKSHEET  
 AS OF: NOVEMBER 30TH, 2012

603-ENVIRON SERVICES FUND  
 CAPITAL-GENERAL PLANT  
 EXPENDITURES

		2012					2013		
		2009	2010	2011	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<b>PROFESSIONAL SERVICES</b>									
48310-300	CAPITAL-GENERAL PLANT PROF	0	0	0	50,000	449	0	0	
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>449</b>	<b>0</b>	<b>0</b>	
48310-300	CAPITAL-GENERAL PLANT PROF	CURRENT YEAR NOTES: Planning and design for new compost site (goal to fund with proceeds from sale of pond) \$50,000							
<b>CAPITAL</b>									
48310-550	CAPITAL-GENERAL PLANT MOTO	0	0	0	0	0	0	0	
48310-580	CAPITAL-GENERAL PLANT OTHE	1,256	526	300	215,899	2,647	1,099	44,800	
<b>TOTAL CAPITAL</b>		<b>1,256</b>	<b>526</b>	<b>300</b>	<b>215,899</b>	<b>2,647</b>	<b>1,099</b>	<b>44,800</b>	
48310-580	CAPITAL-GENERAL PLANT OTHE	CURRENT YEAR NOTES: Begin the development of a new composite and purchase \$200,000(goal to fund with proceeds from sale of the pond site). Sprinkler system for mediam at Nicollet Meadows \$6,800 and at Washington Terrace \$8,000. New phone system \$1,099 of est \$100,000.							
48310-580	CAPITAL-GENERAL PLANT OTHE	NEXT YEAR NOTES: Begin the development of a new composite fence \$30,000, surface amterials \$56,000 changed to \$0, grading \$20,000 changed to \$0, 2 gates \$2,000 changed to \$0 (goal to fund with proceeds from sale of the pond site). Existing site improvements wall \$15,000 changed to \$0, Sprinkler system for mediam at Nicollet Meadows \$6,800 and at Washington Terrace \$8,000.							
<b>TOTAL CAPITAL-GENERAL PLANT</b>		<b>1,256</b>	<b>526</b>	<b>300</b>	<b>265,899</b>	<b>3,096</b>	<b>1,099</b>	<b>44,800</b>	
<b>TOTAL EXPENDITURES</b>		<b>664,234</b>	<b>645,984</b>	<b>677,204</b>	<b>1,015,322</b>	<b>621,410</b>	<b>761,734</b>	<b>801,319</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>		<b>63,843</b>	<b>83,038</b>	<b>58,987</b>	<b>( 21,796)</b>	<b>52,452</b>	<b>( 25,358)</b>	<b>( 2,693)</b>	

03

**Environmental Services Capital Plan**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>General Plant</b>										
603.48310.300 Professional/engineering Services										
20 acres land site improvement										
One Ton - replacemnt???		\$45,000.00								
603.48310.550 Motor Vehicles										
#47 Replacement '98 Int'l Tandem Truck						\$250,000.00				
603.48310.580 Equipment/Site										
Pave Site		\$40,000.00								
Wall for lead drop off	\$0.00	\$15,000.00								
Add 2nd leaf vacuum					\$60,000.00					
Replace wood chipper				\$45,000.00						
#28 - Replace '93 F700 bucket truck used						\$90,000.00				
Add tree spade pull type			\$40,000.00							
Replace mosquito sprayer							\$10,000.00			
Sprinkler System - Nicollet Meadows Median	\$6,800.00									
Sprinkler System - Washington Terrace Median	\$8,000.00									
Compost Site Fence	\$30,000.00									
Surface Materials	\$0.00	\$56,000.00								
Grading	\$0.00	\$20,000.00								
Two Gates	\$0.00	\$2,000.00								
<b>TOTALS - General Plant</b>	<b>\$44,800.00</b>	<b>\$178,000.00</b>	<b>\$40,000.00</b>	<b>\$45,000.00</b>	<b>\$60,000.00</b>	<b>\$340,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Boulevard Tress (Expensed)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Bond Debt Service Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Environmental Services Capital Funding F 2013**

	FUNDING SOURCE:	RESERVES/ CASH	ASSESS./ Developer	GRANT or State Aid	BOND (Finance)
<b>603.48310 General Plant</b>					
300 Engineering	\$ -	\$ -	\$ -	\$ -	\$ -
550 Motor Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -
580 Equipment					
Wall for lead drop off	\$ -	\$ -	\$ -	\$ -	\$ -
Compost Site Fence	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -
Surface Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Grading	\$ -	\$ -	\$ -	\$ -	\$ -
Two Gates	\$ -	\$ -	\$ -	\$ -	\$ -
Sprinkler System - Nicollet Meadows Median	\$ 6,800	\$ 6,800	\$ -	\$ -	\$ -
Sprinkler System - Washington Terrace Median	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -
<b>TOTALS - CAPITAL Environmental Services</b>	<b>\$ 44,800</b>	<b>\$ 44,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION ADOPTING 2013 ENVIRONMENTAL SERVICES RATE SCHEDULE

WHEREAS, the environmental service fund expenses have been unbundled and are based on use by specific categories of customers; and

WHEREAS, the revenues generated from these changes are necessary to operate with positive fund balances; and

WHEREAS, the City Council believes it is appropriate that all customer categories that benefit from the services provided pay to support those services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following rate schedule be approved for the cost of services provided in the Environmental Service Fund effective for services starting February 1, 2013:

	<u>Monthly Refuse rate *</u>
Volume base =	\$2.70/month (Plus Refuse Bags \$1.50 for a 30 gallon bag; \$.99 for a 15 gallon bag)
60 Gallon cart =	\$8.18/month
90 gallon cart =	\$10.91/month

Recycling Rate \*  
\$3.62/month for all refuse customers

\*refuse and recycling charges may be inactivated if vacant for a full month at a time.

	<u>Monthly Environmental Fee</u>
Detached family unit	\$8.63
Single Business	\$8.63
Multiple unit 5 and under - per Unit	\$2.16
multiple unit over 5 - on house acct	\$21.58
Ind'/Institutional - on house acct	\$25.89

(plus applicable tax)

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of December 2012.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION ADOPTING 2013 ENVIRONMENTAL SERVICES ENTERPRISE BUDGET**

BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following budget amount for the Environmental Services Enterprise Fund of the City of Saint Peter are adopted for 2013:

Environmental Service Fund	\$801,319
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Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of December 2012.

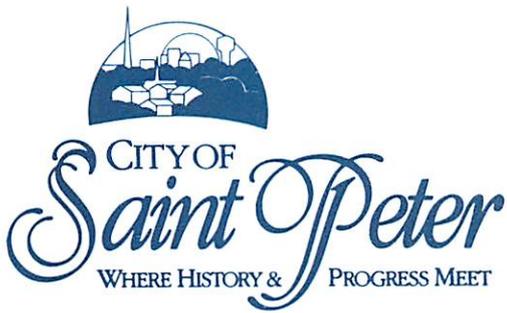
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 12/05/12

**FROM:** Russ Wille  
Community Development Director

**RE:** REST, LLC (Release of Personal Guarantee)

### ACTION/RECOMMENDATION

Adopt the attached resolution releasing Heather Frantum Mathes from the Personal Guarantee she executed to partially collateralize the revolving loan provided to REST, LLC.

### BACKGROUND

In May, 2011, the City Council awarded a \$145,000 revolving loan to REST, LLC to partially finance the construction of a new mental health clinic on Marshall Street within the North Industrial Park. The loan funds were released at the end of construction and repayment of the note began in March, 2012. All loan payments have been made by REST, LLC as per the terms of the promissory note. Following receipt of the November, 2012 payment, the balance of the note is calculated to be \$136,123.47.

The note is secured by a mortgage which is subordinate to the mortgage filed by Hometown Bank. The note is further secured by personal guarantees executed by the six members of REST, LLC.

At this time, Heather Frantum Mathes has withdrawn as a member of REST, LLC and is no longer affiliated with REST, LLC nor Counseling Services of Southern Minnesota. Ms. Frantum Mathes has asked that she be released from the terms of the personal guarantee that she executed.

The remaining five members of REST, LLC have acknowledged Ms. Frantum Mathes' request and consent to her released from the collateralization. The five members, (Shelley Germsheid, Natalee Anderson, Mark Ehlers, Sandra Pettis and Sheryl Tilson) have provided correspondence indicating their willingness to assume Ms. Frantum Mathes' financial obligations upon her release from the guarantee.

The five members have also submitted current personal financial statements. An analysis of the submittals suggests that the five remaining members of Rest, LLC would adequately serve to secure the note in the absence of Ms. Frantum Mathes' commitment.

**FISCAL IMPACT:**

A review of the personal financial statements submitted by the five remaining members of REST, LLC indicates that the note would remain adequately collateralized in the absence of the Frantum Mathes guarantee. All other terms and collateral of the loan would remain unchanged.

**ALTERNATIVES/VARIATIONS:**

Do not act: Ms. Frantum Mathes would be released from the personal guarantee as requested. The remaining five members of REST, LLC would assume her share of the debt.

Negative Vote: Ms. Frantum Mathes would remain bound by the personal guarantee executed to secure the REST, LLC note.

Modification of the Resolution: Any action to modify the resolution should be discussed and negotiated with the remaining five members of REST, LLC.

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

RW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION RELEASING HEATHER FRANTUM MATHES FROM THE TERMS OF THE PERSONAL GUARANTEE EXECUTED TO PARTIALLY SECURE THE REVOLVING LOAN PROVIDED TO REST, LLC.**

WHEREAS, the Economic Development Authority (EDA) administers the Revolving Loan Fund; and

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

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

WHEREAS, in May, 2011, REST, LLC was awarded a \$145,000 revolving loan to partially finance the construction of a mental health clinic within the North Industrial Park; and

WHEREAS, the note is secured by a second mortgage and personal guarantees executed by the six members of Rest, LLC.

WHEREAS, Heather Frantum Mathes has withdrawn from membership in Rest, LLC and has asked to be released from the terms of the personal guarantee; and

WHEREAS, the remaining five members of REST, LLC have provided correspondence consenting to the release requested by Frantum Mathes and acknowledging their increased financial obligation as per the five remaining personal guarantees; and

WHEREAS, a review of the personal financial statements submitted by the remaining five members of REST, LLC indicated that the note would be adequately secured in the absence of the Frantum Mathes guarantee.

WHEREAS, the EDA has reviewed the requested release and has recommended the City Council consent to the release as requested by Ms. Frantum Mathes.

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

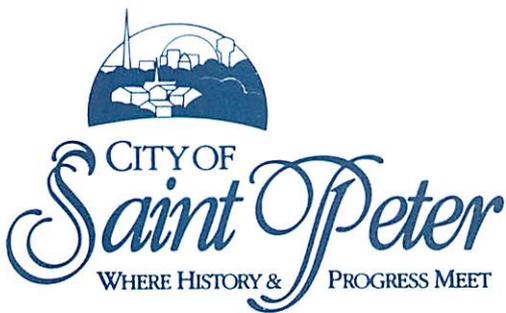
1. Heather Frantum Mathes is released from the terms of the personal guarantee she executed to partially collateralize the revolving loan provided to REST, LLC.
2. All other terms, conditions and collateral of the loan would remain unchanged.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 12/05/12

**FROM:** Russ Wille  
Community Development Director

**RE:** Chippewa Packaging – Extend Balloon Payment

### **ACTION/RECOMMENDATION**

Adopt the attached resolution modifying the terms of the two revolving loans previously provided to Chippewa Packaging by extending the date of the scheduled balloon payments.

### **BACKGROUND**

In 2005, the City Council provided a \$100,000 revolving loan to partially finance the start-up of Chippewa Packaging. The loan was established at an interest rate of 5%.

In 2007, recognizing the need for additional working capital, the City Council approved an additional \$100,000 revolving loan to Chippewa Packaging. This loan was established at a 3% rate of interest. The note was established to balloon after twelve months. At that time, the City Council reduced the interest rate of the 2005 loan to 3% and allowed for 'interest only' payments.

In February of 2009, the City Council approved extending the "interest only" payments on the two Chippewa Packaging loans through 2009. The regular principal and interest payments resumed with the January 2010 payment.

In late 2010, the City Council acted to extend the balloon payment date of the two loans to December 31, 2012.

Correspondence received from Chippewa Packaging indicates that they remain unable to honor the scheduled balloon payment. While business has improved as reflected in the financial reports reviewed by the EDA, Chippewa remains unable to provide the loan payoff.

Recognizing the inability to honor the balloon or refinance with the primary project lender, Chippewa Packaging has requested that the due date of the note(s) be extended once again to mirror the payoff of the Exceed Packaging loan.

In 2004, the \$100,000 loan made to Exceed Packaging was amortized on a straight 10 year schedule. This note is on pace to be retired upon receipt of the December 14, 2014 payment.

The extension would provide Chippewa Packaging the ability to continue to grow their businesses while maintaining acceptable cash flows.

## **FISCAL IMPACT**

The balloon payment date of the note(s) would be extended through December 14, 2014. Chippewa Packaging would continue to pay principal and interest on both notes at a rate of 3%.

## **ALTERNATIVES/VARIATIONS**

Do Not Act: Staff will wait for additional direction from the City Council.

Negative vote: Same as above.

Modification of the Resolution: That is always an option of the Council. The Council could initiate an action to collect, which likely results in a foreclosure. This is an option, but based on the costs associated with such an action, it is clearly less desirable than an extension at this time.

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

RW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012-

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

**RESOLUTION MODIFYING TERMS OF TWO REVOLVING LOANS PREVIOUSLY  
PROVIDED TO CHIPPEWA PACKAGING, INC.**

WHEREAS, the Economic Development Authority ("EDA") administers the Revolving Loan Fund; and

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

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

WHEREAS, in 2005 the City of Saint Peter provided a \$100,000 loan to Chippewa Packaging, Inc. to partially finance the business start-up; and

WHEREAS, the balance of the 2005 loan is \$61,022.58; and

WHEREAS, in 2007 the City provided an additional \$100,000 loan to Chippewa Packaging, Inc. to provide additional working capital; and

WHEREAS, the balance of the 2007 note is currently \$87,646.16.

WHEREAS, in 2010, Chippewa Packaging requested, and the City Council concurred, that the scheduled balloon payments on the two loans be extended through 2012; and

WHEREAS, Chippewa Packaging has once again requested a 24 month extension of the scheduled balloon payment date; and

WHEREAS, the requested amendment to the loan terms was reviewed by the EDA which has recommended that the Chippewa Packaging balloon payments be extended to December 31, 2014.

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

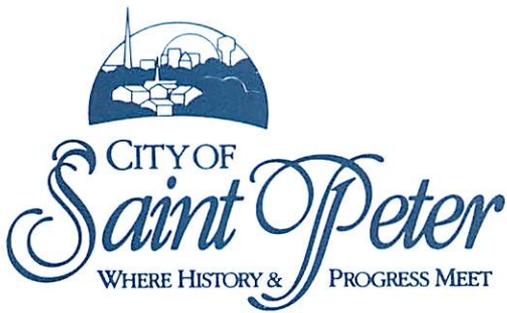
1. The terms of the two EDA revolving loans awarded to Chippewa Packaging, Inc. be amended to extend the scheduled balloon payments of the two loans to December 31, 2014.
2. All other terms, conditions and loan collateral shall remain unchanged.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10<sup>th</sup> day of December, 2012.

ATTEST:

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

\_\_\_\_\_  
Timothy Strand  
Mayor



## Memorandum

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

**DATE:** 12/5/12

**FROM:** Todd Prafke  
City Administrator

**RE:** Part-time Employee Introductory Period Policy Modification

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing for a change in the Personnel Policy related to the length of probation (introductory period) for part-time employees.

### **BACKGROUND**

Please find attached a resolution providing for a proposed change in the Personnel Policy related to part-time employment.

The goal of this change is to more equitably move new employees from their Introductory Period (probationary status) to regular status and receive their end of probation pay increase. Currently part-time employees have moved based on a timeline that is generally six (6) months from probationary status to regular status. That timeline was used regardless of how many hours the part-time employee worked and often this resulted in large differentials in the hours of work when employees moved to regular status.

To meet our goals and based on Council input, we will now track the hours and length of service of these employees and they will be eligible to move to regular status after they have worked 1,040 hours or worked for one year, whichever is completed first. That amount (1,040) hours is the equivalent of a full-time employee working six months and is the generally accepted standard for six (6) months of work. The change in policy clarifies this issue and provides for the needed direction to staff.

Members should know that we currently have four part-time employees that are in introductory (probation) status and it is my plan to treat them under the old rules; based on the promises we made at the time of their hire and that new part-time employees would fall under the new rules should the Council choose to adopt them. We will simply track the new employees in a new way to meet the changes in the policy.

This change is good for us in that it provides for additional uniformity within our human resources efforts and clarity for all employees. This helps employees feel better about their work and arguably improves work product.

**FISCAL IMPACT:**

There is not a very specific way to calculate the fiscal impact of this as it is a timing change, which has many variables, but for most part-time positions, it will be more calendar days before they reach the 1,040 hours and get a probationary pay increase.

**ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for additional direction.

Negative vote. No change will be made and the current policy will continue to apply.

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.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION PROVIDING MODIFICATION TO THE CITY'S PERSONNEL POLICY  
RELATED TO DEFINITION OF "INTRODUCTORY PERIOD" FOR PART-TIME EMPLOYEES**

WHEREAS, the City has established a Personnel Policy handbook for all employees; and

WHEREAS, the Policy outlines definitions related to employment with the City of Saint Peter;  
and

WHEREAS, staff recommended a modification to the introductory period length for part-time employees who may work as few as two to five (2-5) hours per month; and

WHEREAS, modifying the length of the introductory period for part-time employees will allow the City better evaluate the employees overall suitability for employment with the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City of Saint Peter Personnel Policy handbook is hereby modified as follows:

**VII. EMPLOYMENT PROCEDURES AND POLICIES.**

**Introductory Period.** The first six months of employment will be regarded as an introductory period for all full-time employees. The introductory period for all part-time employees shall be equivalent to a period of 1,040 hours worked or one (1) year, whichever is longer. This period will be used to evaluate the employee's ability to perform job functions and complete work assignments as well as to evaluate the employee's overall suitability for employment with the City of Saint Peter. During the introductory period, an employee may be dismissed if the employee is, in the opinion of the Supervisor and/or Department Director, unable to perform the required job functions in a satisfactory manner or if the employee's conduct is inappropriate. At the discretion of the City Administrator, an employee's introductory period may be extended for further evaluation of the employee but will in no case extend beyond twelve (12) months from the starting employment date. This extension of the introductory period, disciplinary action during the introductory period, or termination during the introductory period are not subject to the grievance procedures of this or any other policy except as may be required during Minnesota Statutes or federal law.

Vacation and sick leave benefits will accrue at the appropriate rate for an employee during the introductory period but only sick leave may be used until the employee has successfully completed the introductory period.

Employees transferred or promoted to a different position will be considered to be subject to this introductory period in all respects except as regards the vacation and sick leave use prohibition.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of December, 2012.

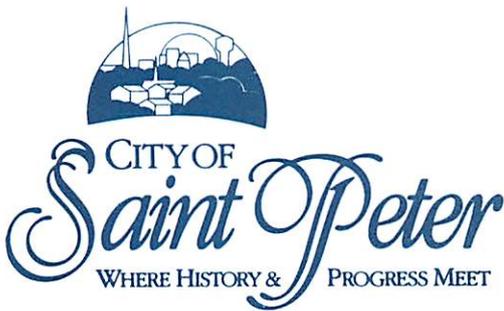
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 12/7/12

**FROM:** Todd Prafke  
City Administrator

**RE:** Washington Link/Summit Closure Notification

### **ACTION/RECOMMENDATION**

Approve the attached resolution calling for a hearing on partial manufactured home park closure for January 14, 2013 at 7 p.m. in the Governors' Room, to be noticed and held in accordance with State Statute.

### **BACKGROUND**

As a part of the many meetings, discussions and efforts put forth on the project, there are a number of hearing and notification requirements. One of those requirements is a part of Minnesota Statute 327C that requires a hearing on closure of Manufactured Housing Communities. While we are not closing Summit Park, this hearing requirement still applies if any portion of a manufactured housing park will be closed. As a part of the Washington Avenue Link project, as members know, a portion of the Park will be impacted, therefore the notice and hearing requirements must be met. Copies of the proposed notices are attached for your review.

The State law has three (3) relevant provisions to the lots being acquired in Summit Park:

- 1) The residents must receive a nine month notice of the possible closures.
- 2) The residents must be informed that there is a Minnesota Trust Fund that finances relocation. The trust fund provides significantly less benefits than the Federal Uniform Relocation Act, which is also applicable to this project. The State Manufactured Closure Trust Fund is not applicable to public agencies with the power of eminent domain, due to the greater federal relocation requirements.
- 3) The City must hold a public hearing to consider the nine (9) month closure notice.

Our development specialist/consultant for this project, Dan Wilson provided information for this memo.

### **FISCAL IMPACT:**

The cost of the notification and associated expenses are part of the overall project cost which are funded through a combination of sources including Federal Highway Administration,

9 Month Closure Notice  
Portion of Summit Park Manufactured Home Park

In compliance with MS 327C.095, Subdivision 1  
THE CITY OF ST. PETER, HEREBY GIVES NOTICE TO:

Commissioner of Health  
Housing Finance Agency  
The City of St. Peter Planning Commission  
Owner of Summit Park  
Each Resident of Summit Park

**Impacted Lots:**

The following (24) lots within Summit Park may cease to be used for the purpose of a Residential Manufactured Home Park:

Lots 18, 19, 21, 22, 23, 24, 25, 26, 36, 38, 40, 42,  
44, 46, 50, 52, 54, 58, 59, 62, 65, 67, 68, & 69

The land within the impacted lots are proposed to be used for a road improvement project, known as the Washington Ave Link Project, proposed by the City of St. Peter in conjunction with the Minnesota Department of Transportation.

**Impact on Displaced Residents:**

The occupants of these (24) lots may be permanently displaced by the pending road project and would be eligible for all residential relocation benefits afforded by 49CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition for federal and federally-assisted programs, referred to as the "Uniform Relocation Act" and Minnesota Statutes 117.52, referred to as the "Minnesota Uniform Relocation Act".

The availability of relocation assistance under the above federal and state statutes means that provisions for relocation assistance under Minnesota Manufactured Home Relocation Trust fund, MS Statutes 462A.40 is not applicable.

**Project Timing:**

The 24 lots would need to be vacated no later than September 10, 2013 in order for the Washington Ave Link road improvement project to proceed. Residents will become eligible for relocation assistance upon the City of St. Peter's receipt of approval from the Federal Highway Administrations approval of the "Finding of No Significant Impact" environmental notice.

The residents may choose to relocate prior to the closure date.

## **DRAFT**

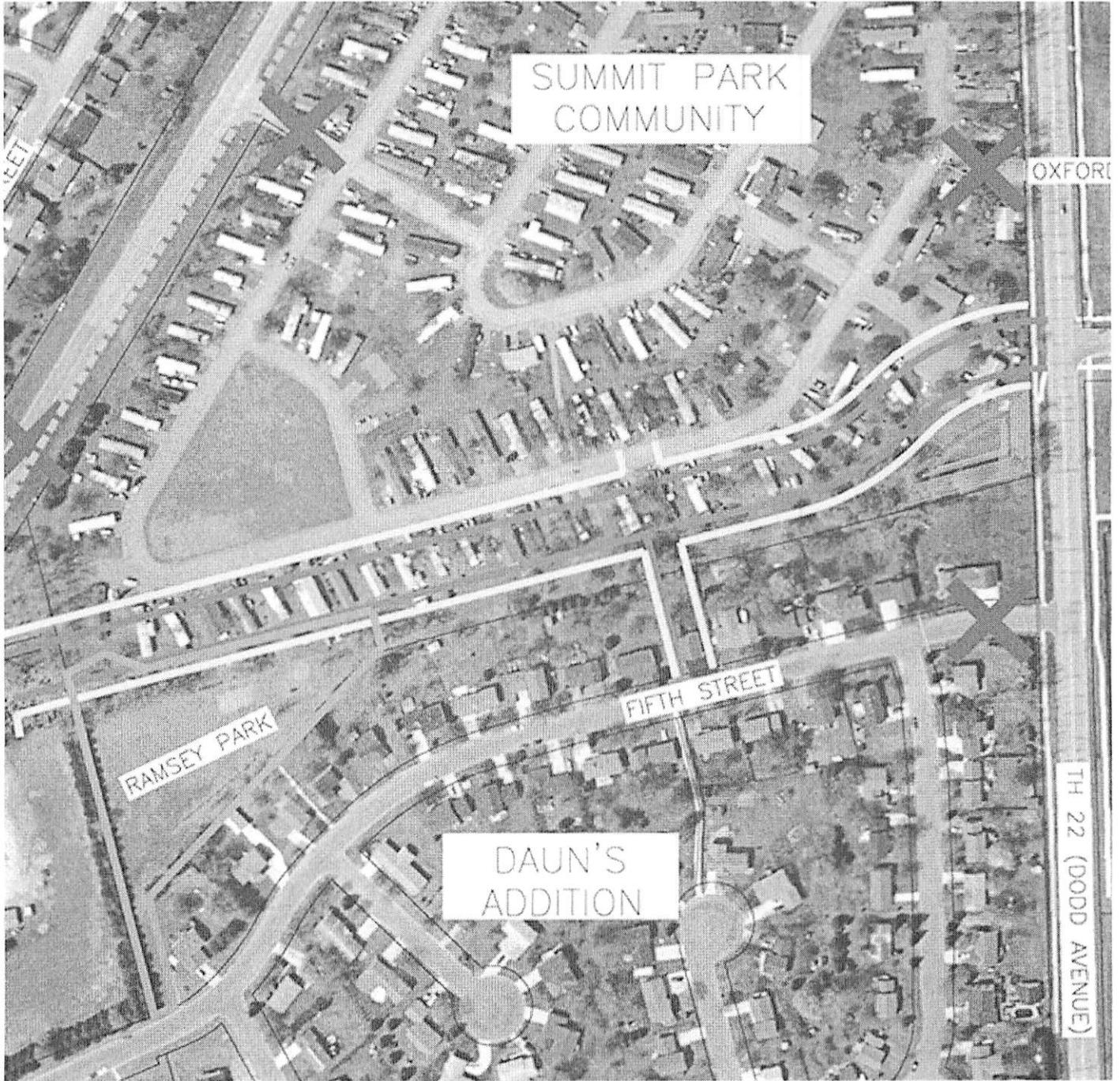
### **PUBLIC HEARING NOTICE MANUFACTURED HOME PARK CLOSURE NOTICE**

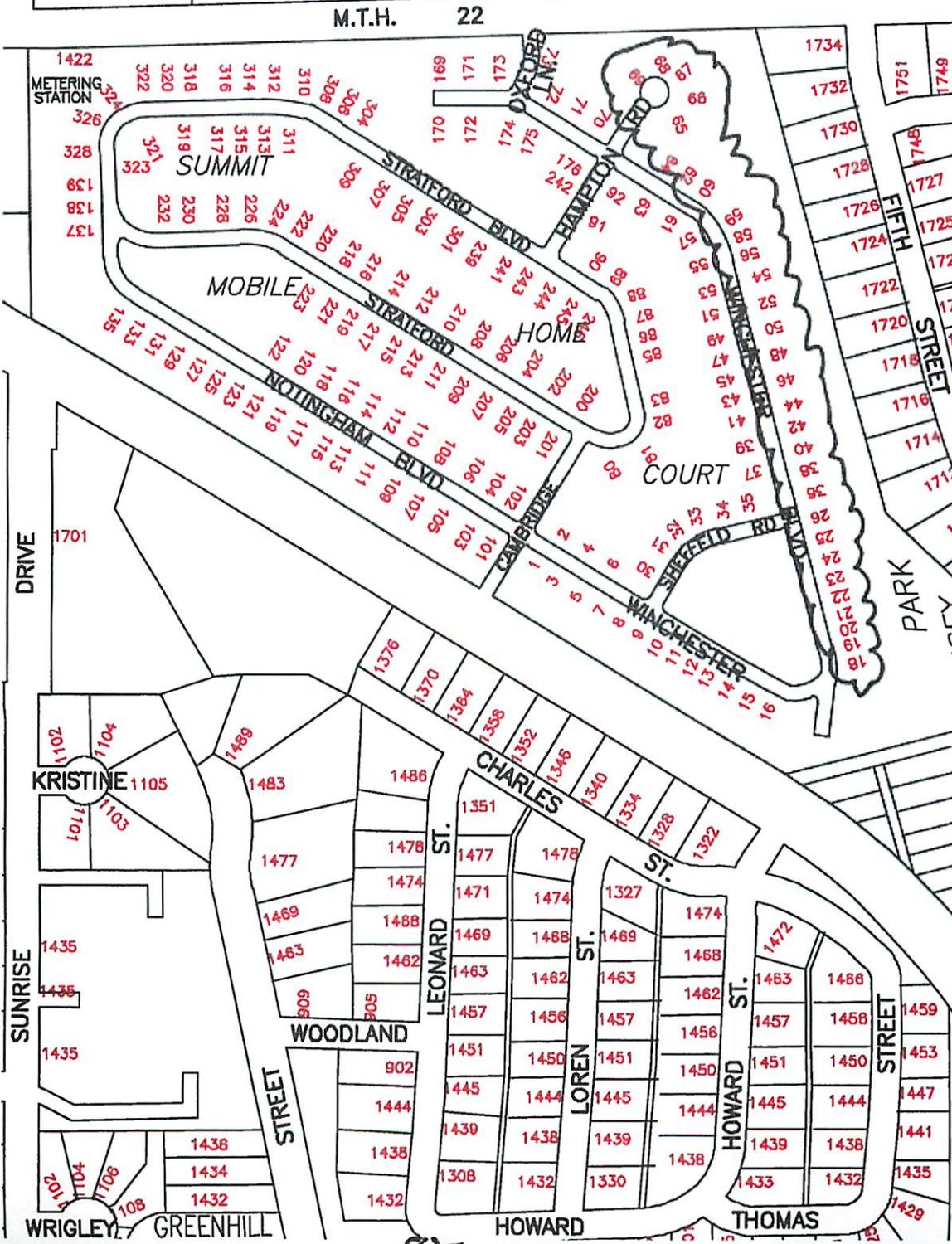
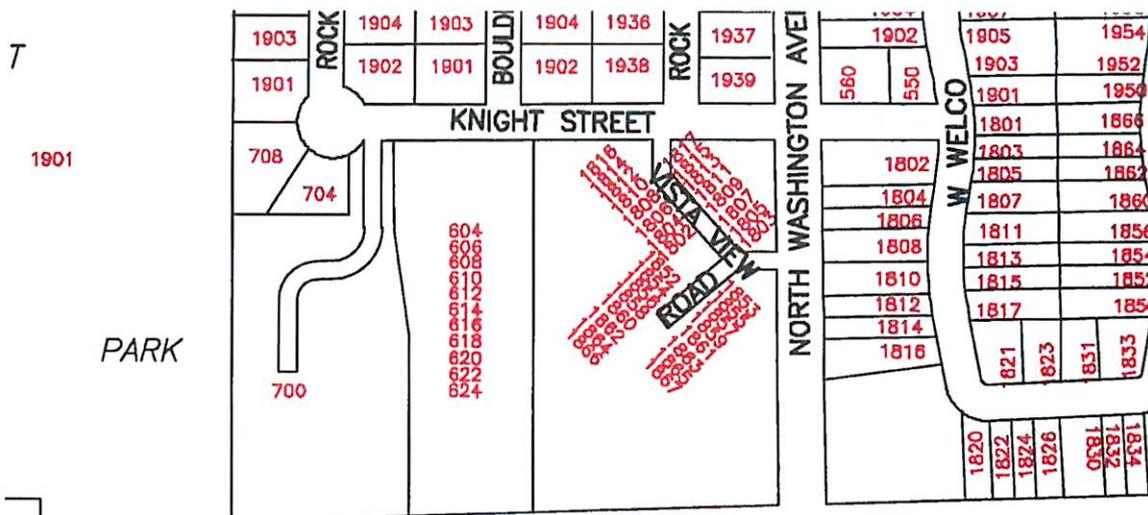
Notice is hereby given that the City of St. Peter City Council will hold a public hearing on January 3, 2013 at 7:00 P.M. in the City Council Chambers at 227 So. Front St., St. Peter, MN.

The purpose of the public hearing will be to comply with provisions of MS 327C.095, concerning the closure of 24 lots in the Summit Park Manufactured Home Park for purposes of the Washington Ave Link road improvement project. Note, that not all lots in the park will be impacted. The City Council will review the closure statement and any impact the closure of the 24 lots may have on the displaced residents.

Copies of the Closure Statement may be obtained at City Hall from 8:00 AM to 4:30 PM Monday - Friday.

All persons in attendance will have an opportunity to be heard. Written comments will be accepted up to the time of the public hearing.





**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION CALLING FOR A PUBLIC HEARING FOR THE CLOSURE OF  
MANUFACTURED HOME PARK**

WHEREAS, the proposed Washington Avenue Link project will realign Washington Avenue between Davis Street and Dodd Avenue; and

WHEREAS, the new alignment will require the relocation of 24 manufactured homes within the Summit Park Community (Lots 18, 19, 21, 22, 23, 24, 25, 26, 36, 38, 40, 42, 44, 46, 50, 52, 54, 58, 59, 62, 65, 67, 68, & 69); and

WHEREAS, Minnesota Statute 327C.095 requires the City to hold a public hearing to review the closure statement and any impact that the park closing may have on the displaced residents and the park owner.

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

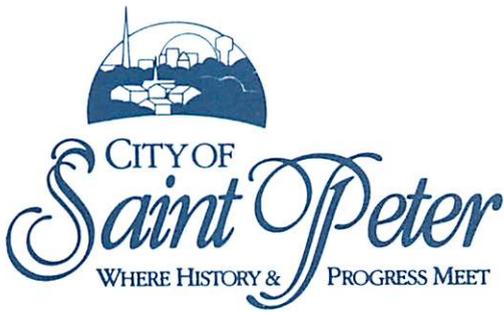
- 1) A hearing shall be held on the 14<sup>th</sup> day of January, 2013, in the Governors Room of the Saint Peter Community Center, 600 South 5<sup>th</sup> Street at 7:00 pm to review the closure statement and any impact the closure of the 24 lots may have on the displaced residents. All persons in attendance will have an opportunity to be heard. Written comments will be accepted up to the time of the public hearing.
- 2) The City shall cause a the hearing notice to be published in the official newspaper and mail a notice at least ten days before the hearing to a resident of each manufactured home in the park stating the time, place, and purpose of the public hearing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 12/05/12

**FROM:** Dean Busse  
Building Official

**RE:** City of Nicollet Building Inspection Contract

### **ACTION/RECOMMENDATION**

Approve the renewal of a contract with the City of Nicollet for the City of Saint Peter to continue to provide building inspection services for the 2013 year.

### **BACKGROUND**

We have been providing the building inspection services to the City of Nicollet since 2007. While each year is different as far as the number of permits issued, amount of work and complexity of projects, I believe this arrangement continues to be a positive for my Department and the City. The fees that are established fully cover our costs and help pay for a share of other fixed costs including software, insurance and other improvements that would otherwise be paid solely from fees generated in Saint Peter.

There are no substantive changes from the contract we had in place for the 2012 year. Nicollet approved this contract at their meeting last week. A copy is included for your review.

This contract also allows us opportunity to work with many of the same contractors promoting standards that transfer to an easier process in our community. The work that occurs fits well within our current schedule and can be accomplished by our 1.75 FTE inspectors. Without this additional workload and revenue generation, it would be more difficult to maintain our staff levels that could lead to erosion of our staff quality.

### **FISCAL IMPACT:**

In this year, as of the end of November, we have issued 124 building permits with a total valuation of \$718,865 and they are on track to do the same in 2013. Again, I project that this contract will continue a positive net gain for our finances in 2013.

### **ALTERNATIVES/VARIATIONS:**

Do not act. Staff will wait for further direction.

Negative vote. Contract will end on December 31, 2012 without further action.

Modification of the Resolution: If the contract is modified it would require additional re-negotiations with the City of Nicollet. A change in the resolution is always an option of the Council.

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

DB

**SERVICE CONTRACT FOR THE ADMINISTRATION OF THE  
STATE BUILDING CODE BETWEEN THE CITY OF ST. PETER,  
MINNESOTA AND THE CITY OF NICOLLET, MINNESOTA**

This service contract (the "Agreement") is made and entered into this 3<sup>rd</sup> day of December, 2012 between the City of St. Peter, Minnesota ("St. Peter") and the City of Nicollet, Minnesota ("Nicollet"), (collectively, the "Parties").

WHEREAS, Nicollet has adopted the Minnesota State Building Code; and

WHEREAS, Nicollet is authorized and empowered to provide for various types of inspections to ensure the public health, safety and welfare of its citizens; and

WHEREAS, said building code requires a certified building inspector for the implementation of the State Building Code; and

WHEREAS, Nicollet has investigated the facts and determined that it is in the best interests of the City and its citizens to contract with a third party for administration of the state building code; and

WHEREAS, St. Peter employs certified building inspectors who implement the State Building Code; and

WHEREAS, St. Peter has the desire and capacity to provide for the administration of the state building code to Nicollet.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth below, the Parties agree as follows:

1. Term. The term of this Agreement shall be for one year from the date of the last signature below. The Agreement will continue for successive one year terms unless either party gives notice of its intent not to continue the Agreement for at least sixty (60) days prior to the expiration of the current term. The Parties may also terminate this Agreement at any time, upon mutual agreement of the Parties as evidenced by an identical resolution of the city council of each city.
2. St. Peter's Duties.
  - A. Provide State Building Code Inspection Program for Nicollet including residential and commercial plan reviews.
  - B. Conduct residential and commercial inspections.
  - C. Assist and consult with Nicollet concerning building code issues.

**CITY OF NICOLLET, MINNESOTA**

The City Council of Nicollet, Minnesota, duly approved this Agreement on the 3<sup>rd</sup> day  
of December, 2012.

City of Nicollet, Minnesota

By:   
Its Mayor

By:   
Its City Administrator  
CURT / Treasurer

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION APPROVING EXECUTION OF CONTRACT TO PROVIDE BUILDING INSPECTION  
SERVICES TO THE CITY OF NICOLLET**

WHEREAS, the City has previously entered into a contract with the City of Nicollet to provide building inspection services in Nicollet; and

WHEREAS, the existing contract expires in December, 2012; and

WHEREAS, the proposed contract will provide revenues in the City of Saint Peter in the amount of eighty percent (80%) of the building permit fees collected in exchange for the service; and

WHEREAS, City of Saint Peter staff have been able to provide the service without impacting inspections in Saint Peter.

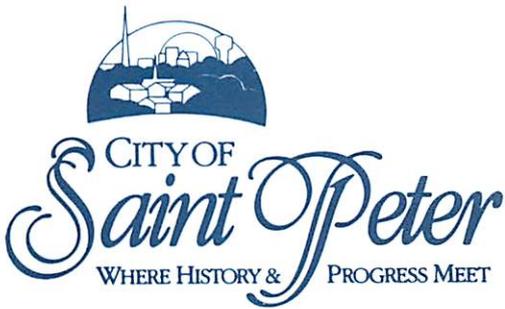
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to execute a new service contract for provision of building inspection services to the City of Nicollet through December 31, 2013.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of December, 2012.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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



## Memorandum

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

**DATE:** 12/7/2012

**FROM** Todd Prafke  
:  
City Administrator

**RE:** Non-Unionized, Non-Contract Employee Compensation  
For 2013

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing for a 2% wage adjustment effective January 1, 2013 for all non-union, non-contract employees.

### **BACKGROUND**

Members are aware of cost and wage issues that drive the budget within the City of Saint Peter. The Council has discussed priorities for wages and the impact that changes have relating to union vs. non-union employees for the 2013 year. The Council has also discussed taxes, Local Government Aid and other revenue streams within the City. A number of different avenues have been explored and discussed in addition to other alternatives being analyzed.

Based on the Council priority that all employees be treated in a similar fashion, and noting that all bargaining units and non-union employees had a zero wage change for 2011 and a 3% contract increase in 2012, I am recommending an increase in non-union, non-contract employee wages of 2% for the 2013 year. Under the current budget for 2013 and with the best information we have now, you will have sufficient funds for this wage change. If circumstances change, I will pursue other alternatives as directed by the Council which may mean additional modifications to the number of FTE's currently employed by the City. Any modification will be driven by the amount of change in tax proceeds, changes to Local Government Aid allocations and the cost of goods and services in general. Again, if there are changes to our revenue stream, additional changes may be made including an additional review and modification to the number of FTE's employed by the City across all funds including General and Enterprise funds.

Please note the resolution provides for a slight additional increase to the lowest compensated employees in the Library. This is being recommended in an effort to move this a bit closer to what I believe to be the appropriate marketplace wage.

As you know we have negotiated union agreements with all five of the bargaining units and those are planned to be finalized at this meeting as well. Lastly, I am cognizant of the Council desire to see all employees treated in a similar fashion, just like we have done with those union and non-union roles reversed over the last 10 to 15 years. This employee treatment issue has

been a prominent issue in all union negotiations and in all wage modifications for non-union employees. Again this principle has driven many decisions and it seems inappropriate to change that basic principle at this time.

**FISCAL IMPACT:**

This does fall within budget considerations for 2013.

**ALTERNATIVES/VARIATIONS:**

Do Not Act: Staff will wait for additional direction from the Council. I believe that the timing of this action is appropriate. It matches your past practice and previous discussions. A delay does not provide any additional leverage as this decision is solely at the pleasure of the Council.

Negative vote: Staff will not act. Wages for non-union/non-contract employees will not change.

Modification of the resolution: This is always an option of the Council. I would ask that consideration be given for the numerous issues that have been discussed to this point should modification of the resolution be considered. The Council has the ability to change the wording or set a number at any level, however I ask that additional time be provided for a review of the impact that any change may have on our entire pay process.

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION ESTABLISHING 2013 WAGE FOR NON-UNION, NON-CONTRACT  
EMPLOYEES**

WHEREAS, the City Council provides for wage modifications; and

WHEREAS, a basic tenet of the City Council has been to ensure that non-union and union employees are treated in a similar fashion; and

WHEREAS, the Council continues to work to contain costs but recognizes that the quality of City services are dependent on the quality of City employees; and

WHEREAS, if changes occur to the City's revenue stream the Council will review the number of full-time equivalent employees and services provided to the community.

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

1. Non-unionized, non-contract full-time and part-time employees that have completed probation will receive a wage increase of 2% effective January 1, 2013.
2. Seasonal employees will be allowed to move within their respective scales however no increase in the scale amounts will take place.
3. The following job titles will receive an additional increase of \$0.20 per hour:
  - Library Circulation Clerk
  - Library Associate

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of December, 2012.

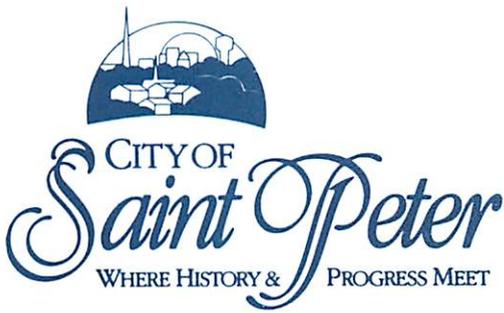
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 12/06/12

**FROM:** Lewis G. Giesking  
Director of Public Works

**RE:** Proposed Exchange of Municipal State Aid Funds for Federal Funds

### **ACTION/RECOMMENDATION**

Approve the exchange of \$369,000 in City Municipal State Aid Funds for Federal Grant Funds for the Washington Avenue Link Project.

### **BACKGROUND**

The City has received approval for approximately \$1,100,000 in federal grant funds which will be utilized for part of the funding of the Washington Avenue Link Project. Use of Federal funding triggers a number of requirements in order to obtain federal approval for the project. Most of these requirements will be met through the completion of the Environmental Assessment Study. The remainder of the funding for the Washington Avenue Link Project was to be from Municipal State Aid Funds and some utility funds.

Two other cities in the State of Minnesota have also received federal grant funds for street projects; however, they have concerns and issues with attempting to meet the federal requirements in order to qualify the projects for the federal funding. The Minnesota Department of Transportation (MnDOT) administers all of the federal grant funding and administers all of the municipal state aid funding for the cities in the state. MnDOT has the authority and opportunity to transfer these funds between cities within the state; therefore, the MnDOT District 7 Office is proposing to exchange municipal state aid funds with federal funds on the Saint Peter project.

The City of Chisholm Minnesota was granted \$369,000 in federal grant funds for a street project. As they did not see the value in meeting the federal requirements to utilize the funds, the City of Chisholm was going to forgo the use of the federal grant funds. Rather than lose this funding within the state, MnDOT is proposing an exchange of Chisholm federal funds for comparable municipal state aid funds of the City of Saint Peter for the Washington Avenue Link Project. The City of Chisholm then would be allowed to use an additional \$369,000 in municipal state aid funds for their project. The total amount of funding available for the Washington Avenue Link Project in the City of Saint Peter would remain the same.

There is no net gain or loss to the City of Saint Peter for allowing this exchange of funds. The only change in requirements is for the City Council to pass an enabling resolution to allow the

exchange of funds. This action would allow the City of Chisholm to swap funds and move ahead with their project by only meeting requirements necessary to access municipal stated funds.

By taking this action, the City of Saint Peter would be helping MNDOT in terms of the total funding available to the State of Minnesota for Streets, Road and Highway improvements. MnDOT has been very supportive of the projects within the City of Saint Peter and this is an opportunity for the City to help the State as a whole. Staff is recommending the City Council take action to support the exchange of funds.

**FISCAL IMPACT:**

There is no net gain or loss in funding for the Washington Avenue Link Project by taking this action.

**ALTERNATIVES AND VARIATIONS:**

Do Not Act: The City will not exchange funds.

Negative Vote: The city will not exchange funds.

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.

LGG/vwt



**Minnesota Department of Transportation**  
**State Aid for Local Transportation**

395 John Ireland Boulevard, MS 500  
Saint Paul, MN 55155

November 28, 2012

Tim Loose  
St. Peter City Engineer  
Bolton and Menk  
1960 Premier Drive  
Mankato, MN 56001

**SUBJECT: SP 165-126-005, xxx xxxx(xxx)**  
**Federal fund exchange agreement with City of Chisholm**  
**Agency Agreement No. 02657**

Dear Mr. Loose:

Attached are four copies of the agency agreement between City of Saint Peter and MnDOT, which allows for MnDOT to act as the City's agent in accepting federal aid in connection with the above referenced project.

This agreement is for a fund exchange between City of Chisholm and City of St. Peter. State Aid funds will be transferred from City of St. Peter to City of Chisholm once this agreement and the agreement between MnDOT and the other City are executed. City of St. Peter should continue to use the federal process for their project development.

Please review and if approved, have all four copies signed. A City Council resolution similar to the example attached, must be passed. The certified resolution should then be placed as the last page in **each** of the four copies of the agreement. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. Please return all four copies of the agreement to me for MnDOT signatures. A fully executed copy will be returned to you. If you have any questions or need any revisions, please feel free to contact me at 651.366.3822.

Sincerely,

  
Lynnette Roshell, PE  
Project Development Engineer

Enclosures

cc: Gordy Regenscheid --DSAE  
File

An Equal Opportunity Employer

93



STATE OF MINNESOTA AGENCY AGREEMENT  
BETWEEN  
DEPARTMENT OF TRANSPORTATION  
AND  
CITY of SAINT PETER  
FOR EXCHANGE OF FEDERAL FUNDS FOR STATE AID FUNDS

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This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("MnDOT") and City of Saint Peter acting through its City Council ("Recipient City"),

Minnesota Statutes § 471.59, subd. 10, §162.031, §162.091, and Title 23 USC 133 authorizes the parties to enter into this Agreement; and

The Federal fund exchange program is a voluntary program which allows State Aid agencies, who have been selected to receive federal funds to trade them with other State Aid agencies for state aid funds; and

City of St. Peter is in need of Federal Funds for State Project No. 165-126-005 in Fiscal Year 2013 and City of St. Peter is willing to transfer \$369,000 of State Aid Funds to City of Chisholm ("Donor City"). In exchange Donor City under a separate agreement with MnDOT Agreement 02658: will make federal funds it received for State Project No. 111-238-004 available to City of St. Peter. The federal funds for 111-238-004 are also available in federal fiscal year 2013.

The City of St. Peter desires to proceed with the construction of the project in advance of the year it is programmed for all of the federal funds; and

It is permissible under Federal Highway Administration procedures to perform advance construction of eligible projects with non-federal funds, with the intent to request federal funding for the federally eligible costs in a subsequent federal fiscal year, if sufficient funding and obligation authority are available; and

The City of St. Peter desires to temporarily provide City of St. Peter State Aid and/or other local funds in lieu of the federal funds so that the project may proceed prior to the fiscal year designated in the STIP; and

MnDOT is willing to facilitate these transactions.

THE PARTIES AGREE AS FOLLOWS:

I. TERM OF AGREEMENT.

- A. This agreement will be effective upon execution by recipient City and by appropriate State officials, pursuant to Minnesota Statutes Section 16C.05, and will remain in effect for five (5) years from the effective date

or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first.

- B. All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: IX. Indemnification; X. State Audits; XI. Government Data Practices; XII. Governing Law; Jurisdiction; Venue; and XIV. Force Majeure.

## II. DUTIES OF THE CITY.

- A. Prior to execution of this agreement, recipient City filled out a fund exchange application and submitted it to MnDOT.
- B. City of St. Peter receiving federal funds will complete the federal process to receive federal funds for SP 165-126-005 in accordance with all federal rules and regulations as well as the Delegated Contract Process ("DCP") Process as outlined in agency DCP contract agreement no. 99923. Payment provisions for federally eligible costs will be as stated herein.
- C. City of St. Peter will pay any part of the cost or expense of the Project that is not paid by federal funds.
- D. Because all of the federal funds are not available in the same federal fiscal year as the desired construction work, the federal funds need to be advance constructed. City of St. Peter will need to use its State Aid funds to cover the construction costs until the federal funds are made available sometime after October 1, 2014.

## III. DUTIES OF MnDOT.

- A. MnDOT will approve fund exchange application and match donor and recipient projects.
- B. MnDOT will complete documentation in for State Transportation Improvement Program ("STIP") modification to facilitate the fund exchange.
- C. MnDOT will do all work necessary to request authorization of federal funds and designation as an Advance Construction project for City of St. Peter once all preconstruction requirements are completed per the DCP Process.
- D. MnDOT will reimburse recipient City the federal aid share of the federally eligible costs, previously provided by recipient City. Reimbursement for City State Aid funds used in lieu of federal funds, will be deposited in the City's State Aid Account.

- E. MnDOT will act as an agent to transfer \$369,000 in federal funds from City of Chisholm to City of St. Peter's project 165-126-005. MnDOT will act as an agent to transfer \$369,000 in State Aid Funds from City of St. Peter to City of Chisholm for project 111-238-004.
- F. MnDOT is executing a separate MnDOT agreement no. 02658 with City of Chisholm to complete the transfer of funds.

IV. AUTHORIZED REPRESENTATIVES. Each authorized representative will have responsibility to administer this agreement and to ensure that all payments due to the other party are paid pursuant to the terms of this agreement.

- A. The City authorized representative is Tim Loose, St. Peter City Engineer. Bolton and Menk, 1960 Premier Drive, Mankato, MN 56001, phone 507-625-4171, or his successor.
- B. MnDOT's authorized representative is Lynnette Roshell, Minnesota Department of Transportation, State Aid for Local Transportation, 395 John Ireland Boulevard, Mail Stop 500, St Paul, MN 55155, phone 651-366-3822, or her successor.

V. ASSIGNMENT. Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

VI. AMENDMENTS. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement or their successors in office.

VII. WAIVER. If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

VIII. CONTRACT COMPLETE. This Agreement contains all prior negotiations and agreements between MnDOT and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

IX. INDEMNIFICATION. In the performance of this contract each party will be responsible for their own acts or omissions.

X. AUDITS. Under Minnesota Statutes § 16C.05, subd. 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by MnDOT and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

- XI. **GOVERNMENT DATA PRACTICES.** The City and MnDOT must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of data referred to in this clause by either the City or MnDOT.
- XII. **GOVERNING LAW; JURISDICTION; VENUE.** Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- XIII. **TERMINATION.** This Agreement may terminate only upon mutual written agreement of the parties.
- XIV. **FORCE MAJEURE.** Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

City  
City certifies that the appropriate person(s) have executed the contract on its behalf as required by applicable resolutions, ordinances, or charter provisions

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

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

Title: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

DEPARTMENT OF TRANSPORTATION

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

Title: Director,  
State Aid for Local Transportation

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

COMMISSIONER OF ADMINISTRATION

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

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION APPROVING EXECUTION OF AN AGREEMENT FOR AN EXCHANGE OF  
MUNICIPAL STATE FUNDS FOR FEDERAL FUNDS FOR THE WASHINGTON AVENUE  
LINK PROJECT**

WHEREAS, the City is developing the Washington Avenue Link Project which will be funded with federal funds, municipal state aid funds, and local utility funds; and

WHEREAS, the Minnesota Department of Transportation operates a voluntary program for federal funding exchange; and

WHEREAS, the City of Saint Peter desires to exchange federal funds for municipal state aid funds; and

WHEREAS, the Minnesota Department of Transportation has requested the City of Saint Peter authorize an exchange of City municipal state aid funds for an equal amount of federal funds; and

WHEREAS, there will be no adverse fiscal impact or adverse timing impact for the Washington Avenue Link Project; and

WHEREAS, the City already is utilizing federal funding for a portion of the Washington Avenue Link Project.

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

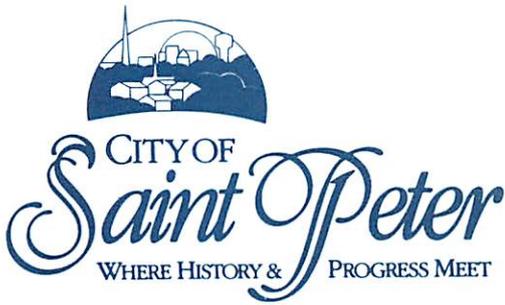
1. Pursuant to Minnesota State. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Saint Peter to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.
2. The Mayor and City Administrator are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 02657", a copy of which said agreement was before the City Council and which is made a part hereof by reference.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 12/06/12

**FROM:** Lewis G. Giesking  
Director of Public Works

**RE:** Washington Avenue Link Project FONSI

### **ACTION/RECOMMENDATION**

It is recommended the City Council formerly confirm a Finding of No Significant Impact (FONSI) for the Washington Avenue Realignment Project.

### **BACKGROUND**

The City, for the past 18 months, has been working with residents, the Minnesota Department of Transportation, and Federal Highway Administration officials to develop an Environmental Assessment Study of the Washington Avenue Link Project.

Approximately 14 meetings were held with residents to receive comments for improvement of the project and incorporation into the Environmental Assessment Study. In addition, a number of public agencies have been contacted to provide comments on various aspects related to the development of the Washington Avenue Link Project, all of which have been incorporated into the Environmental Assessment Study.

There is general support for the project concepts. No specific issue has been identified which would stop the project from proceeding, however comments were provided as a part of the process. Those comments and responses will be included in the Federal Highway Administration submittals. In addition to community member comments, questions and concerns raised by the Minnesota Department of Transportation and by the Federal Highway Administration officials have been addressed and the Environmental Assessment Study has been assembled in final form for submittal to the Federal Highway Administration for approval.

The next step in the Environmental Assessment Study process is for the City Council to formally declare a "Finding of No Significant Impact" for the North Washington Avenue Link Realignment Project.

### **FISCAL IMPACT:**

There is no direct fiscal impact for this action.

### **ALTERNATIVES AND VARIATIONS:**

Do Not Act: Staff will seek City Council direction.

Negative Vote: A negative vote would be perceived as lack of City Council support for the Washington Avenue Link Project and would effectively stop the project.

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.

LGG/vwt

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION REQUESTING A FINDING OF NO SIGNIFICANT IMPACT FOR THE NORTH  
WASHINGTON AVENUE REALIGNMENT PROJECT- SP 165-126-005**

WHEREAS, consistent with long-term planning by the City of Saint Peter, the City wishes to realign North Washington Avenue from a point approximately 300 feet north of Saint Julien Street to Trunk Highway (TH) 22 (Dodd Avenue) (Washington Avenue Link Project); and

WHEREAS, the proposed realignment will be to the east of the current roadway location and will connect with existing North Washington Avenue north of TH 22, and

WHEREAS, the proposed project will include other elements such as sidewalks, a trail located in the area to be vacated by the current alignment, and drainage improvements; and

WHEREAS, the City has applied for and was awarded Federal funding to help advance this project; and

WHEREAS, the City has prepared an Environmental Assessment (EA) document as part of the National Environmental Policy Act (NEPA) process to fulfill requirements of 42 USC 4332; and

WHEREAS, Environmental Assessments under NEPA are used to determine if further analysis in an Environmental Impact Statement is required, or if a Finding of No Significant Impact (FONSI) by the Federal Highway Administration (FHWA) is appropriate; and

WHEREAS, the FHWA and the Minnesota Department of Transportation (MnDOT) Division of State Aid have approved the draft EA for public and agency review and comment; and

WHEREAS, public and agency review procedures complying with applicable requirements under NEPA concluded on November 26, 2012.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Based on the analyses conducted for the EA and on comments received during the associated public and agency review comment period, the City Council concludes that the project does not have the potential for significant environmental effects, and recommends that the FHWA prepare a FONSI for this project.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of December, 2012.

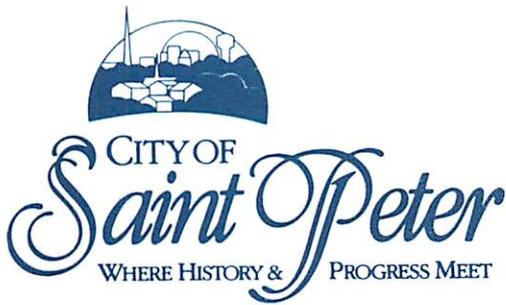
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 12/7/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Use of Public Property Permit

### **ACTION/RECOMMENDATION**

Approve an application for a Use of City Property permit.

### **BACKGROUND**

Mary Lou Cammack, on behalf of Diamonds in the Rust, has submitted a Public Property Permit Application in order to use the City sidewalk in front of their business located at 217 Park Row. The business would like to display for sale antiques in front of their building. The permit would be in effect from December 11, 2012 – December 10, 2013.

After review of the application, the required Department Directors and Fire Chief have signed off on the permit and approval is recommended.

### **FISCAL IMPACT:**

None other than receipt of the permit fee.

### **ALTERNATIVES/VARIATIONS:**

Do Not Act: No further action will be taken without Council direction.

Negative Vote: The applicant will be informed of the Council decision.

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 about this agenda item.

TP/ckm

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012**

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

**RESOLUTION APPROVING USE OF PUBLIC PROPERTY PERMIT**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following license applications be approved subject to compliance with all requirements of the City Code and payment of the licensing fee:

**Use of City Property Permit**

Diamonds in the Rust

217 West Park Row

12/11/12 – 12/10/13

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of December, 2012.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION CALLING FOR CLOSED SESSION**

WHEREAS, Minnesota Statutes provide for executive session of the City Council to discuss certain issues including union negotiations; and

WHEREAS, negotiations are currently underway between the City and International Union of Operating Engineers Local No. 70 (Utilities, Parks, and Streets Unions); and

WHEREAS, negotiations are also currently underway between the City and Law Enforcement Labor Services Local Nos. 241 (Police Officers) and 242 (Communication Technicians); and

WHEREAS, the City Administrator recommends a closed session be convened to further discuss the negotiations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: a closed session of the City Council be conducted to discuss union negotiations between the City and the Utilities, Parks, Streets, Police Officers, and Communication Technician Unions.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of December, 2012.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

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