

# CITY OF SAINT PETER HOT SHEET



All the City news you need to know and a little bit more!  
City Info Line 507-934-0675 TDD #711  
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The following information is a publication of the City of Saint Peter, City Administrator's Office, 934-0663, 227 South Front Street. Please contact us at [barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov) [www.facebook.com/cityofsaintpeter](http://www.facebook.com/cityofsaintpeter)



08/02/16

**COUNCIL ACTIONS** – Action taken by the City Council at their regular meeting on July 25, 2016 included a public hearing and subsequent action on a petition to rezone the property at 1703 North Third Street to C-4 Highway Commercial; a public hearing and subsequent action to modify the City's revolving loan fund; approval to execute an agreement for an energy savings feasibility analysis with Ameresco; approval for execution of an updated agreement with the Regional Economic Development Alliance through Greater Mankato Growth; acceptance of a two year donation from the St. Peter Soccer Club in the total amount of \$30,000 for construction of a soccer rink at Veterans Memorial Park; tabled action to name the new park at Traverse Green Subdivision and the new park next to the High School; approval for execution of an electric service territory adjustment agreement with BENCO Electric; authorization for purchase of a replacement anesthesia system for River's Edge Hospital and Clinic; and approval for execution of a renewal contract with Traverse des Sioux Library for services the City is unable to provide through current staffing levels.

The next City Council meeting is August 8, 2016 at 7:00 p.m. in the Governors' Room of the Community Center. For more information on City Council meetings, please contact the City Administrator's office at 507-934-0663. Copies of the Council packet are also available on the City's website at <http://www.saintpetermn.gov/city-council-minutes-agendas-packets>.



**MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE) – Money and money and money...** About a month ago the City

Council received a report from Auditor Jim Eichten on the annual State required audit. Mr. Eichten is from the City's Auditing firm of MMKR. The firm works for the Council and among its' many duties is to let the Council know the quality and accurateness of the financial data we as staff provide to them. One of the other things they do is provide some broader statistical information about comparable cities so that the Council has an additional idea of how the City's finances look compared to other communities. If you have interest in this, the entire Auditor's presentation, management report and financial report are available on the City's website at (<http://www.saintpetermn.gov/annual-financial-reports>). For those of you that are accountants or into financial reports I might suggest looking at the management report as it is more narrative and has some really valuable graphs and tables for your use. (Also please note that the charts shown below, which are hard to read, can be found at the link above.)

There are a couple of things I wanted to highlight from the management report just in case you don't want to look through the whole thing. This first table, straight from the Audit report shows what we look like in expenditures relative to other communities in the state in 2014.

Year	Governmental Funds Expenditures per Capita With State-Wide Averages by Population Class					
	State-Wide			City of Saint Peter		
	December 31, 2014			2013	2014	2015
Population	2,500-10,000	10,000-20,000	20,000-100,000	11,445	11,758	11,758
<b>Current</b>						
General government	\$ 131	\$ 104	\$ 87	\$ 102	\$ 101	\$ 111
Public safety	248	237	254	218	222	225
Street maintenance and lighting	121	119	114	110	106	109
Parks and recreation	88	101	92	132	132	135
All other	69	89	98	66	63	107
	\$ 655	\$ 650	\$ 645	\$ 628	\$ 624	\$ 685
<b>Capital outlay and construction</b>	\$ 357	\$ 278	\$ 276	\$ 411	\$ 420	\$ 51
<b>Debt service</b>						
Principal	\$ 180	\$ 163	\$ 115	\$ 123	\$ 87	\$ 117
Interest and fiscal	54	40	34	24	29	28
	\$ 234	\$ 203	\$ 149	\$ 146	\$ 116	\$ 145

This table show our revenues for that same data point set.

Year	State-Wide			City of Saint Peter		
	December 31, 2014			2013	2014	2015
	2,500-10,000	10,000-20,000	20,000-100,000	11,445	11,758	11,758
Property taxes	\$ 427	\$ 396	\$ 427	\$ 197	\$ 198	\$ 186
Tax increments	26	37	46	59	58	59
Franchise and other taxes	32	42	37	11	12	12
Special assessments	59	51	64	9	43	3
Licenses and permits	28	27	41	17	27	21
Intergovernmental revenues	298	264	166	334	437	325
Charges for services	105	82	90	35	40	40
Other	66	72	65	96	84	92
<b>Total revenue</b>	<b>\$ 1,041</b>	<b>\$ 971</b>	<b>\$ 936</b>	<b>\$ 757</b>	<b>\$ 898</b>	<b>\$ 737</b>

This last slide (below) shows the opinion of the Auditor.

**MMKR** SUMMARY

- Clean Opinion on Basic Financial Statements with One Qualification
- Qualification Related to the Fire Relief Association Not Implementing GASB Statement #68 on Pensions
- One Finding on MN Legal Compliance
- Financial Results Indicate Adherence to Budget
- Administration Continues Ongoing Assessment of Financial Projections, Debt Management, and Financial Results including Tax Increment Districts and Enterprise Funds

So a couple of overall things to note. The Auditor provides a “clean” opinion and states our adherence to budget

and the reliability of the information that is provided to the City Council is exactly as it should be.

That is good stuff for the Council and for you to know. We take a lot of pride in what is done with your finances, and we understand that the responsibility of handling the money you provide is significant. Your finance team is top notch. The Council knows that too and that’s why, as we enter the 2017 budget work cycle, the Council takes time to make sure that not only is it done well, but that the dollars used match community priorities.

Will you take a closer look using the link provided? It makes me wonder...



**SEAL COATING** – As part of the City’s annual streets maintenance program, the City conducts “seal coating”. The community is divided into sections and the

work is done on a 5-6 year rotating basis in each section.

Seal coating is a process where a tacky asphaltic oil is applied to the road surface, followed immediately by placement of small red/chip rock

stones. The rock is left in place for several days to allow the rock to adhere to the oil product until it is eventually swept up by the Streets crew. This creates a, hopefully, water proof seal to the road surface that prevents penetration of water which leads to deterioration of the road surface.

During the process, motorists are restricted from driving on the roadway surface until the rock is in place. It moves very quickly and the City’s Streets crew works cooperatively with the seal coat contractor to move through areas efficiently and quickly.

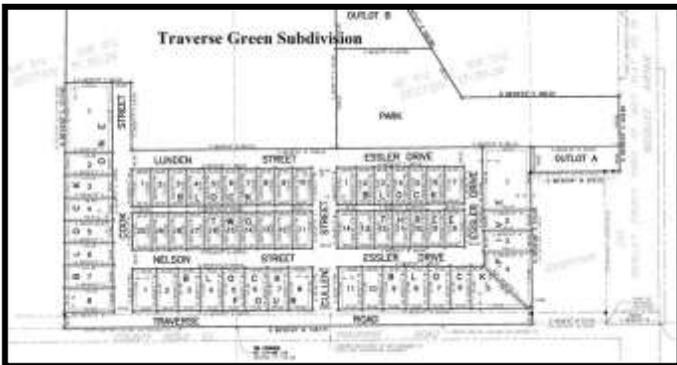
This year’s seal coating program will begin on Wednesday August 3rd and by the time many folks will be reading this, they will be partly done with the process. If you live in one of the areas to be done, “no parking” signs will have been posted before the work commences. Those living in the area are asked to make alternative plans for parking vehicles to make sure the entire length of roadway is open. Once the rock has been placed, please feel free to park on the roadway again,

The streets to be seal coated this year include the following:

- Allison Drive
- Chestnut Street from Broadway to North Fifth Street
- Chatham Street from North Fifth Street to North Eighth Street
- Church Street from Traverse Road to Dead End
- Davis Street from North Fifth Street to North Washington Avenue
- Daun Place
- Evenson Street from North Fifth Street to North Ninth Street
- Flandrau Street from North Fifth Street to North Ninth Street
- Governors Heights
- Medary Street from North Fifth Street to Dead End
- North Fifth Street from Broadway to Dodd Avenue
- North Washington Avenue from Broadway to Saint Julien Street
- North Seventh Street from Broadway to Traverse Road
- North Eighth Street from Broadway to Flandrau
- North Ninth Street from Skaro to Traverse Road
- Madison Street from North Fifth Street to Cul-de-sac
- Ritt Street from North Fifth Street to Gault Street
- Saint Julien Street from North Washington Avenue to Old Minnesota Avenue

- Skaro Street from North Fifth Street to North Ninth Street
- Sioux Lane
- Sumner Street from Dead End to North Seventh Street
- Willow Court
- Willow Drive

Property owners along these roadways may experience a bit of dust from the process, but please be patient until the rock is swept up in a few days. For questions about the seal coating process, please contact the Public Works Department at 934-0670.



**TRAVERSE GREEN LOT SALES –** Are you interested in constructing or purchasing a new home? Lots are now for sale in the City owned Traverse Green Subdivision.

Interested individuals will need to contact the Community Development Department at City Hall (507-934-0661 or 227 South Front Street) for information. The Department has maps of the development, individual lot prices, information on restrictive covenants that will be implemented in the subdivision, and maybe most importantly, information on financing assistance programs for qualified buyers.

And if you would rather buy a completed home, construction will begin this fall on speculative homes that are being built by the City's Economic Development Authority. Once they are under construction, these homes will become available for public purchase.

More information on both the lot sales and sale of the spec homes is also available on the City's website at <http://www.saintpetermn.gov/traverse-green-subdivision> and from the Community Development Department at City Hall (934-0661).

**LAWN MOWING REMINDERS –** Did you know that City Code regulations prohibit mowing lawn clippings into the roadway? If someone inadvertently (or on purpose) spreads lawn clippings into the street, it is up to the property owner to make sure the clippings are swept up and properly disposed of. This is

easily avoided by simply turning the mower the other direction as you near the curb line.

Residents are encouraged to leave the lawn clippings on their lawns or, if you absolutely can't bring yourself to do so, bag the clippings and dispose of the materials at the yard waste compost site at the corner of North Swift/St. Julien Street. Clippings that wind up in the street eventually find their way into the storm sewer system and travel, untreated, to the Minnesota River. This increases the phosphorus level in the river and endangers wildlife and plant life. For more information about this topic, please visit [www.cleanwatermn.org](http://www.cleanwatermn.org).

**RECREATIONAL FIRE STANDARDS -** Are you getting ready for a backyard recreational fire? Before you put match to firewood, please review the standards and guidelines for having a recreational fire.



- Recreational fires must be at least 25 feet from all buildings or combustible materials. Combustible materials are things such as wood, paper, and plastics.
- Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.
- Recreational fires must be constantly attended until the fire burns out completely or is extinguished.
- A minimum of one portable fire extinguisher complying with MSFC (07) Section 906 with a minimum 4-A rating or other approved on-site fire extinguishing equipment, such as dirt, sand, or garden hose shall be readily available at all times until the fire is extinguished. Examples of other approved fire extinguishing equipment would be a charged garden hose, dirt, or sand (and a means of applying it).
- The only materials permitted in a recreational fire are wood from trees, small branches, brush, or charcoal. Treated lumber materials, construction debris, garbage, plastic materials, or waste materials are not allowed to be burned in recreational fires.
- Recreational fires must be immediately extinguished if they pose a fire safety risk, if they are not in compliance with the above, or when directed to do so by a police officer, firefighter, fire warden, or DNR officer.

- The MSFC (07) does not contain any regulations for immediate extinguishment if the smoke from a recreational fire is a nuisance to an adjoining property.

Also please note that Minnesota Statutes define a campfire as: "Campfire" means a fire set for cooking, warming, or ceremonial purposes, which is not more than three feet in diameter by three feet high, and has had the ground five feet from the base of the fire cleared of all combustible material.

And finally, please help stop the spread of Emerald Ash Borer (EAB) by only using firewood that is from the local area. As required by the Minnesota Department of Agriculture, residents are not allowed to import materials to Minnesota that could harbor EAB such as ash firewood. Residents are not supposed to move firewood unless it's MDA Certified firewood (look for the MDA Certified Seal shown here) and are asked to remember that it is illegal to move all hardwood firewood outside of EAB quarantine areas. Clicking on this link will take you to a map showing the [emerald ash borer status](#) in Minnesota. Let's work together to protect our urban forests from Emerald Ash Borer.



**PRIMARY ELECTION VOTING** - Tuesday, August 9th is primary election day in Minnesota. Voters in Saint Peter will cast their ballots at the following locations:



Ward 1, Precinct 1	National Guard Armory
	1120 North Swift Street
Ward 1, Precinct 2	National Guard Armory
	1120 North Swift Street
Ward 2, Precinct 1	Community Center
	600 S Fifth Street Door A
Ward 2, Precinct 2	Community Center
	600 S Fifth Street Door B

Polls are open beginning at 7:00 a.m. and voting continues through 8:00 p.m.

Don't know which ward and/or precinct you're in? Want to know what will be on your ballot on Primary Election Day? Find out all this and more by clicking on the poll finder link ... <http://pollfinder.sos.state.mn.us/>.

**CLUCK, CLUCK, CLUCK...** - Beginning January 1, 2017, residents of Saint Peter will have the ability to apply for a permit for the keeping of backyard chickens. After months of discussion at both workshops and Council meetings, the City Council,

on a 4-3 vote, approved an addition to the City Code that would allow keeping of chickens. Here's the important stuff you need to know if you are interested....

- Permit process will begin this fall (October or November). Notice will be provided through normal channels (website, Hot Sheet, etc...) when permit applications are available to the public.
- If approved the annual permit would be valid starting January 1, 2017. Cost is \$5 for the permit plus a \$45 inspection fee.
- Applicant must provide a chicken coop made of durable materials that provides shelter from the elements and a chicken run that allows for adequate movement for the chickens
- Coops and runs may only be placed in the rear yards of properties zoned for residential use and there must also be a residential structure on the property.
- The coop and run must be at least 25 feet from any neighboring residential structure and set back a minimum of seven (7) feet from any property line.
- The coop and run can't exceed 120 total square feet and/or six (6) feet in height.
- Coops and runs must be screened to the height of the coop and run from the view of neighboring properties and must provide adequate ventilation and insulation to maintain a temperature suitable for the chicken(s) kept there.
- Chickens may not be housed in a residential structure or kept outside of the coop.
- Six is the maximum number of hen chickens allowed at any one location. No roosters are allowed.



More information, including the complete permit requirements and regulations, will be available for interested parties when the permit process is finalized later this fall.

**BEFORE YOU HIRE A CONTRACTOR...** do your homework! Contractors need a license from the State of Minnesota Department of Labor and Industry (DLI) and before you hire someone, the DLI suggests you ask for the contractor's license number and contact the Residential Building Contractors division at the DLI to verify the builder is currently licensed.

Other information on the contractor is also available from the State including any history of

State disciplinary action against the contractor. And before you sign a contract, make sure the document includes a detailed summary of the work to be done; a description of materials to be used; the total contract price or how the price will be calculated; and specific timelines and provisions that address what will happen if the contractor fails to meet the contractual deadlines. If you have a

problem or complaint with a residential building contractor, contact the DLI Residential Building Contractors unit at (651)284-5065, by fax at (651)284-5749; or by e-mail at [DLI.Contractor@state.mn.us](mailto:DLI.Contractor@state.mn.us) to discuss your situation with an investigator who may offer suggestions about how to resolve the dispute.

**CITY MEETING CALENDAR** - This calendar is subject to change. Should you have a question on a meeting date/time, please contact the City Administrator's Office at 934-0663 or visit the City's website at [www.saintpetermn.gov](http://www.saintpetermn.gov).

Monday	August 8	7:00 p.m.	City Council Meeting
Tuesday	August 9		PRIMARY ELECTION DAY
Monday	August 15	5:30 p.m.	City Council Workshop
Monday	August 15	7:00 p.m.	Parks and Recreation Advisory Board
Thursday	August 18	5:30 p.m.	Planning and Zoning Commission
Monday	August 22	7:00 p.m.	City Council Meeting
Wednesday	August 24	12:30 p.m.	Hospital Commission
Thursday	August 25	12:00 noon	Economic Development Authority
Friday	August 26	8:00 a.m.	Tourism and Visitor's Bureau
Monday	August 29	3:00 p.m.	City Council Goal Session
Tuesday	August 30	5:30 p.m.	Heritage Preservation Commission
Thursday	September 1	5:30 p.m.	Planning and Zoning Commission
Monday	September 5		LEGAL HOLIDAY – LABOR DAY City offices closed
Tuesday	September 6	5:30 p.m.	City Council Workshop
Monday	September 12	7:00 p.m.	City Council Meeting
Tuesday	September 13	6:00 p.m.	Library Board
Monday	September 19	5:30 p.m.	City Council Workshop
Monday	September 19	7:00 p.m.	Parks and Recreation Advisory Board
Thursday	September 22	12:00 noon	Economic Development Authority
Friday	September 23	8:00 a.m.	Tourism and Visitors Bureau
Monday	September 26	7:00 p.m.	City Council Meeting
Tuesday	September 27	5:30 p.m.	Heritage Preservation Commission