

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

Regular Workshop Session of Tuesday, February 20, 2018
Community Center, St. Peter Room – 5:30 p.m.
600 South Fifth Street

III. CALL TO ORDER

II. DISCUSSION

- A. Medical Office Building Refinancing
- B. 2018 Stormwater Fund Budget
- C. Parks Board Membership Structure
- D. Seasonal Position Wages
- E. Tobacco 21

III. ADJOURNMENT

****PLEASE NOTE MEETING LOCATION****

Office of the City Administrator
Todd Prafke

TP/bal



DDA

**David Drown Associates, Inc.
Public Finance Advisors**

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Cologne, MN 55322
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November 7, 2017

City of Saint Peter
Russ Wille, Community Development Director
227 South Front Street
Saint Peter, MN 56082

RE: Refinance of 2008B Hospital Revenue Bonds

Honorable Commissioners & Mr. Wille:

The purpose of this letter is to provide information regarding the proposed refinance of the 2008B Hospital Revenue Bonds previously issued by the City. We have been working with staff over the past several months on assembling a finance plan for the proposed hospital remodel and expansion project. Part of the finance plan includes the refinance of the 2008B Hospital Revenue Bonds that were issued to fund the medical office building that is connected to the River's Edge Hospital facility. These bonds will have a remaining principal balance of \$2,090,000 after the March 1, 2018 payment.

Reasons for the refinance of the 2008B Bonds are twofold in that; 1) net interest savings approaching \$300,000 can likely be achieved over the remaining principal payments; and 2) covenants that were incorporated into the 2008B Bonds would not allow for the implementation of the finance plan for additional hospital improvements as presently proposed.

We have recommended to staff that the 2008B Bonds be refinanced through the issuance of EDA lease revenue bonds as it would assist in accomplishing the objectives outlined above. In order to implement this course of action it will require a series of actions by both the EDA and City Council. Those actions and the intended schedule include the following:

<u>Date:</u>	<u>Entity:</u>	<u>Action:</u>
February 22, 2018	EDA	Project discussion and call for hearing on creation of ED District
March 22, 2018	EDA	Hold hearing, adopt district plan, adopt parameters resolution
March 26, 2018	City Council	Authorize project financing proposed by EDA
March 27, 2018	Staff	Receive financing proposals. If acceptable, send call notice.
May 11, 2018	Staff	Closing

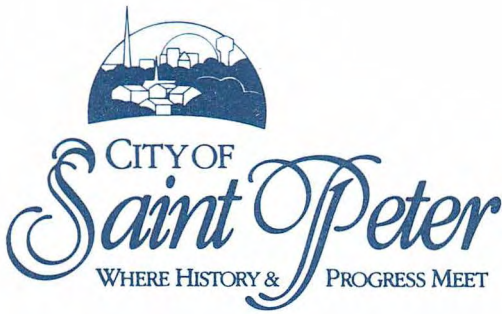
If the Economic Development Authority determines that it is appropriate to proceed with the proposed refinance of the 2008B Bonds, it would be appropriate to act upon the enclosed resolution calling for a public hearing on the creation of an economic development district. Bond Counsel for the City has indicated that statute requires the creation of a project district prior to the implementation of project financing.

Thank you for your time and consideration of this material. Please feel free to contact me if you would like to discuss this information in additional detail.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Sweeney". The signature is written in a cursive style with a large initial "S".

Shannon Sweeney, Associate
David Drown Associates, Inc.



Memorandum

TO: Todd Prafke
City Administrator

DATE: February 8, 2018

FROM: Paula O'Connell
Director of Finance

RE: 2018 Stormwater Fund Budget

ACTION/RECOMMENDATION

None needed. For information and discussion only.

BACKGROUND

The attached documents provide background on the recommended budget for the Stormwater Enterprise Fund for the 2018 year. No rate increase is recommended for the 2018 year. This fund is used for services that include:

- Stormwater management
- Planning, review, and inspection of construction in the City right-of-way or public improvements i.e. Traverse Green.
- Locating City owned utilities in the right-of-way
- Repair and maintenance of stormwater infrastructure within our community

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

The operations for 2018 are very similar to the plan that was approved in 2017 and there is no change recommended in the rates; however a rate increase will very likely be necessary to cover future debt service on anticipated project costs. Current rates along with future parcels included into the City limits will not be able to sustain a positive reserve. In addition, we believe that future capital improvements need to be supported by assessments at some level. The City does have the appropriate rules and processes in place to provide for those assessments.

Wages and other costs of operations are seeing a typical increase. The stormwater staff includes a Foreman and two Infrastructure Technician positions. This structure provides versatility to the stormwater and construction management operations. As projects are completed throughout the year, a portion of these employee's wages get reallocated to the appropriate utility or project.

Stormwater also continues to contribute 6.5% of gross sales to the General Fund in the 2018 budget.

With the issuance of each new National Pollution Discharge Elimination System (NPDES) permit, the City can expect to see additional stormwater requirements imposed. These mandatory changes continue to require City Code regulations which place measurable and enforceable standards on City stormwater discharges. In addition, we believe that maintenance requirements will need to increase in an effort to lower levels of nitrogen, total suspended solids (TSS) and phosphorus.

Capital projects included in the budget for this upcoming year are:

- Design and rebuild of two intersections on North Third Street at Chatham and Chestnut to enhance stormwater structures (estimated at \$77,300). We continue to rebuild one or two intersections each year.
- GIS updates that allows us to update equipment and software to track/record signs, trees, streetlights, transformers and more. Stormwater's share is \$8,000.
- \$12,500 for engineering design of the 2019 intersection improvements to catch basins, curb/gutter, and sidewalks access.
- Land for basin construction \$25,000. This project will be driven by development in the area, therefore it will be delayed until necessary.
- The Hermel Building needs a tin ceiling after insulating it (\$10,000) and Public Works improvements in the Mechanic's shop (\$7,000) for a total of \$17,000.
- Hustler mower (Split with Parks 50% \$13,000) \$6,500.

In 2017 the Stormwater Fund contributed \$96,000 towards Community Spirit Park improvements.

Debt service attributable to this Fund is:

- \$870,000 Taxable G.O. Utility Revenue and TIF Bonds, 2010B;
 - 2018 debt service \$21,801; remaining debt \$44,151; final payment 2020.

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

- ✓ \$7.50 for single family residential and multi-unit dwellings up to five units. (.3 REF)
- ✓ \$11.25 per acre for Manufactured Housing Parks and Public/Private Schools and the MN State Regional Treatment Center. (.5 REF)
- ✓ \$22.50 per acre for multi-family parcels greater than 5 units, churches and government (1 REF).
- ✓ \$33.75 per acre for Industrial (1.50 REF)
- ✓ \$39.38 per acre for Commercial/Business (1.75 REF)

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

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

This is just informational; there is no additional revenue due to rate increases in the 2018 budget.

Based on the proposed budget, it is anticipated that the cash position will decrease from a projected \$538,028 at the end of 2017, to an estimated \$466,214 at the end of 2018. The total cash on hand for this fund is 65% of the 2019 operational budget. While it is likely that capital improvements will be necessary in the future, it does not mean that consideration of a rate increase is certain to maintain an adequate fund balance. Future improvements such as the Brown Street and Dranttel Street Basins could be covered with assessments or tax increment financing. This budget anticipates using \$146,300 of reserves to fund capital purchases.

According to the 10 year capital plan and after the 2018 purchases, annual capital costs will range between \$139,100 and \$641,800. This is going to continue to reduce the reserves of this fund without a future rate adjustment and/or assessments. The 2019 budget will be a reasonable time to review these rates and our future plans for stormwater improvements. The challenges we face in this fund are driven by cost of additional development and changes in rules and regulations related to stormwater treatment and how developments could occur. This budget includes lots of placeholders that allow us to plan ahead but, frankly, we do not yet know when or exactly to what extent activity will take place.

The approval of the Stormwater budget (including capital) in the amount of \$858,814 will give Staff a working plan. The actual purchase or initiation of large projects and funding sources for any large projects or purchases will be presented individually to the City Council for authorization. There is no proposal to change the rate structure or rates for the 2018 year.

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

PO/

STORMWATER FUND												
Statement of Sources and Applications of Cash												
	2014	2015	2016	2017	2017	2018	2019	2020	2021	2022	2023	
	Actual	Actual	Actual	Budget	Projected	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	
Sources of Cash:												
Net Income (loss)	(\$50,033)	\$56,786	(\$62,039)	(\$114,512)	(\$23,339)	(\$181,014)	(\$159,992)	(\$167,729)	(\$176,126)	(\$185,186)	(\$194,438)	
Add depreciation	207,936	232,668	268,130	230,000	275,045	275,000	275,000	275,000	275,000	275,000	275,000	
Total	157,903	289,454	206,091	115,488	251,706	93,986	115,008	107,271	98,874	89,814	80,562	
Application of cash:												
Purchase of fixed assets	(79,553)	(307,848)	(64,170)	(173,500)	(248,739)	(146,300)	(641,800)	(549,800)	(156,000)	(162,400)	(139,100)	
Change in assets and liabilities	(1,781)	(10,728)	20,125	0	(8,843)	0	0	0	0	0	0	
Principal payments of long-term debt	(77,625)	(40,625)	(19,500)	(19,500)	(19,500)	(19,500)	(21,125)	(81,125)	(60,000)	(60,000)	(60,000)	
Bond Proceeds	0	0	0	0	0	0	450,000	240,000	0	0	0	
Total	(158,959)	(359,201)	(63,545)	(193,000)	(277,082)	(165,800)	(212,925)	(390,925)	(216,000)	(222,400)	(199,100)	
Net increase (decrease) in cash	(1,056)	(69,747)	142,546	(77,512)	(25,376)	(71,814)	(97,917)	(283,654)	(117,126)	(132,586)	(118,538)	
Unrestricted Cash - January 1	491,661	490,605	420,858	563,404	563,404	538,028	466,214	368,297	84,643	(32,483)	(165,069)	
Restricted reserve	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	
Unrestricted Cash balance - December 31	\$451,030	\$381,283	\$523,829	\$446,317	\$498,453	\$426,639	\$328,722	\$45,068	(\$72,058)	(\$204,644)	(\$323,182)	
Percent of next year operations	87%	63%	88%	68%	76%	65%	51%	11%	-4%	-22%		
Percent of same year operations											-38%	

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2017

606-STORMWATER FUND

REVENUES	(----- 2017 -----) (----- 2018 -----)							
	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>STATE AID/GRANTS</u>								
33422 OTHER STATE GRANTS & AID	43	43	43	43	43	43	43	
33468 PENSION CONTRIBUTIONS	0	0	686	0	0	0	0	
TOTAL STATE AID/GRANTS	43	43	729	43	43	43	43	
<u>MISCELLANEOUS</u>								
36101 SPECIAL ASSESSMENT PRINCIPAL	520	304	155	1,000	976	976	1,000	
TOTAL MISCELLANEOUS	520	304	155	1,000	976	976	1,000	
<u>INTEREST INCOME</u>								
36210 INTEREST EARNINGS	2,883	3,203	3,331	3,000	4,172	4,172	4,000	
TOTAL INTEREST INCOME	2,883	3,203	3,331	3,000	4,172	4,172	4,000	
<u>STORMWATER SALES</u>								
37610 RESIDENTIAL - SINGLE FAMILY	222,717	224,954	226,043	226,754	227,960	227,960	229,000	
37615 RESIDENTIAL - LESS THAN 5 MULT	7,429	7,437	7,379	7,500	7,357	7,357	7,357	
37618 RESIDENTIAL-GREATER THAN 5 MUL	12,942	13,431	13,923	13,431	14,564	14,564	14,600	
37620 COMMERCIAL	79,712	79,761	79,453	80,000	79,439	79,439	79,460	
37625 MANUFACTURED HOMES	6,009	6,009	6,009	6,009	6,009	6,009	6,009	
37630 INDUSTRIAL	18,669	18,671	18,671	18,671	18,671	18,671	18,671	
37640 SCHOOLS/RTC	59,912	59,912	63,557	69,362	70,987	70,987	71,650	
37645 CHURCH/ GOVERNMENT	36,265	36,265	36,308	36,265	36,001	36,001	36,310	
TOTAL STORMWATER SALES	443,656	446,441	451,344	457,992	460,988	460,988	463,057	
<u>STORMWATER OTHER</u>								
37650 CONNECTION FEES	20,263	0	0	0	0	0	0	
37656 EROSION CONTROL PERMIT	39,783	125,854	120,168	40,000	86,880	86,615	40,000	
37660 PENALTY REVENUES	3,315	3,457	3,400	3,400	3,635	3,635	3,400	
37670 MISC STORM SEWER REVENUES	9,992	39,619	18,622	20,000	126,109	129,676	20,000	
TOTAL STORMWATER OTHER	73,353	168,930	142,189	63,400	216,624	219,926	63,400	
<u>FIXED ASSET DISPOSAL</u>								
39101 SALE OF GENERAL FIXED ASSET	9,000	0	11,977	0	3,578	0	0	
TOTAL FIXED ASSET DISPOSAL	9,000	0	11,977	0	3,578	0	0	
<u>TRANSFER FROM OTHER FUND</u>								
39200 TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0	0	
<u>CONTRIBUTED ASSETS</u>								
39210 CONTRIBUTED ASSETS	(19,818)	744,643	0	0	0	0	0	
TOTAL CONTRIBUTED ASSETS	(19,818)	744,643	0	0	0	0	0	
TOTAL REVENUES	509,637	1,363,563	609,724	525,435	686,382	686,105	531,500	

606-STORMWATER FUND
 COLLECTIONS/LIFT STATION
 EXPENDITURES

			(----- 2017 -----)			(----- 2018 -----)		
	2014	2015	2016	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES								
49700-100	COLLECTIONS WAGES	70,823	66,080	115,386	123,895	117,308	117,308	133,361
49700-101	COLLECTIONS WAGES - TEMPOR	9,638	15,457	11,517	1,608	15,328	15,328	1,608
49700-102	COLLECTIONS WAGES - OVERTI	627	1,247	2,066	3,582	1,296	1,296	3,863
49700-112	COLLECTIONS CAR ALLOWANCE	0	70	120	70	120	120	70
49700-121	COLLECTIONS PERA CONTRIBUT	5,188	5,721	8,638	9,561	8,887	8,887	10,292
49700-122	COLLECTIONS FICA CONTRIBUT	4,891	5,579	7,734	8,003	8,310	8,310	8,608
49700-126	COLLECTIONS MEDICARE CONTR	1,144	1,305	1,809	1,872	1,944	1,944	2,013
49700-131	COLLECTIONS HEALTH INSURAN	6,355	5,212	7,379	15,835	8,341	8,339	8,897
49700-132	COLLECTIONS DENTAL INSURAN	886	873	1,233	1,273	1,102	1,102	1,203
49700-133	COLLECTIONS LIFE INSURANCE	28	28	45	47	37	37	42
49700-142	COLLECTIONS UNEMPLOYMENT-D	0	0	0	0	0	0	0
49700-151	COLLECTIONS WORKERS COMPEN	1,293	4,755	5,302	5,775	4,689	4,689	5,978
TOTAL PERSONNEL SERVICES		100,873	106,328	161,229	171,521	167,362	167,360	175,935
OFFICE EXPENSES								
49700-210	COLLECTIONS OPERATING SUPP	1,174	48	0	100	357	357	100
49700-211	COLLECTIONS MOTOR FUELS	0	79	0	250	0	0	250
49700-220	COLLECTIONS REPAIR & MAINT	1,522	1,295	104	2,000	1,307	1,307	2,000
TOTAL OFFICE EXPENSES		2,696	1,421	104	2,350	1,664	1,664	2,350
PROFESSIONAL SERVICES								
49700-300	COLLECTIONS PROFESSIONAL S	3,609	12,840	529	7,500	6,500	6,500	7,500
49700-360	COLLECTIONS INSURANCE	1,664	1,626	1,379	1,476	995	995	1,476
TOTAL PROFESSIONAL SERVICES		5,273	14,466	1,909	8,976	7,495	7,495	8,976
49700-300	COLLECTIONS PROFESSIONAL SPERMANENT NOTES:	Rain barrel rebate program \$1,250						
REPAIR & MAINTENANCE								
49700-406	COLLECTIONS MAINS- REP&MAI	10,417	4,239	1,145	5,000	11,108	11,108	10,000
49700-430	COLLECTIONS MISCELLANEOUS	0	0	0	0	0	0	0
49700-433	COLLECTIONS DUES & SUBSCRI	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE		10,417	4,239	1,145	5,000	11,108	11,108	10,000
49700-406	COLLECTIONS MAINS- REP&MAINEXT YEAR NOTES:	R/R catchbasin						
TOTAL COLLECTIONS/LIFT STATION		119,259	126,455	164,387	187,847	187,629	187,627	197,261

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2017

606-STORMWATER FUND
 TREATMENT
 EXPENDITURES

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	(----- 2017 -----)			(----- 2018 -----)	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PERSONNEL SERVICES								
49710-100 TREATMENT WAGES	29,482	10,094	28,054	41,614	32,727	32,727	44,938	_____
49710-101 TREATMENT WAGES - TEMPORAR	271	657	49	1,608	984	984	1,608	_____
49710-102 TREATMENT WAGES - OVERTIME	109	0	0	1,222	0	0	1,327	_____
49710-112 TREATMENT CAR ALLOWANCE	0	70	120	70	120	120	70	_____
49710-121 TREATMENT PERA CONTRIBUTIO	2,122	1,456	1,948	3,213	2,481	2,481	3,470	_____
49710-122 TREATMENT FICA CONTRIBUTIO	1,763	1,215	1,591	2,756	2,112	2,112	2,968	_____
49710-126 TREATMENT MEDICARE CONTRIB	412	284	372	644	494	494	694	_____
49710-131 TREATMENT HEALTH INSURANCE	3,697	2,183	2,850	7,631	3,472	3,471	4,926	_____
49710-132 TREATMENT DENTAL INSURANCE	428	264	267	477	353	353	451	_____
49710-133 TREATMENT LIFE INSURANCE	13	8	10	16	11	11	14	_____
49710-151 TREATMENT WORKERS COMPENSA	372	1,680	1,862	1,997	1,621	1,621	2,070	_____
TOTAL PERSONNEL SERVICES	38,668	17,910	37,125	61,248	44,374	44,374	62,536	_____
OFFICE EXPENSES								
49710-210 TREATMENT OPERATING SUPPLI	7,989	7,737	11,110	8,000	8,593	8,590	8,000	_____
49710-211 TREATMENT MOTOR FUELS	9,368	5,497	6,636	7,000	8,060	8,060	7,000	_____
49710-220 TREATMENT REPAIR & MAINT.	989	279	413	1,000	609	609	1,000	_____
TOTAL OFFICE EXPENSES	18,346	13,513	18,159	16,000	17,262	17,259	16,000	_____
PROFESSIONAL SERVICES								
49710-300 TREATMENT PROFESSIONAL SER	25,074	3,594	5,756	3,000	3,706	3,706	3,000	_____
49710-360 TREATMENT INSURANCE	626	943	1,360	385	693	693	385	_____
49710-380 TREATMENT UTILITIES	3,399	726	1,181	1,100	204	204	1,100	_____
TOTAL PROFESSIONAL SERVICES	29,099	5,264	8,297	4,485	4,603	4,603	4,485	_____
REPAIR & MAINTENANCE								
49710-404 TREATMENT EQUIP&MACH-REP&M	4,388	693	5,303	5,000	9,738	9,738	5,000	_____
49710-405 TREATMENT PONDS- REP&MAINT	0	0	2,026	2,500	5,504	5,504	15,000	_____
49710-406 TREATMENT REPAIR & MAINT-M	3,180	61	734	2,500	609	609	2,500	_____
49710-415 TREATMENT EQUIPMENT RENTAL	0	159	18	50	0	0	50	_____
49710-430 TREATMENT MISCELLANEOUS	0	0	0	50	0	0	50	_____
49710-433 TREATMENT DUES & SUBSCRIPT	0	0	0	20	0	0	20	_____
TOTAL REPAIR & MAINTENANCE	7,568	914	8,081	10,120	15,851	15,851	22,620	_____
49710-405 TREATMENT PONDS- REP&MAINTNEXT YEAR NOTES:								
								rip rap with cable mat
TOTAL TREATMENT	93,681	37,601	71,661	91,853	82,090	82,087	105,641	_____

606-STORMWATER FUND
 ADMINISTRATION AND GENERA
 EXPENDITURES

				(----- 2017 -----)			(----- 2018 -----)	
	2014	2015	2016	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES								
49720-100	ADMIN AND GENERAL WAGES	66,176	74,525	70,121	43,311	73,219	73,219	47,804
49720-101	ADMINISTRATION AND GENERAL	352	363	1,100	0	198	198	0
49720-102	ADMIN AND GENERAL WAGES -	274	156	147	323	73	73	530
49720-112	ADMINISTRATION AND GENERAL	144	144	144	144	144	144	144
49720-121	ADMIN AND GENERAL PERA CON	4,693	5,277	5,165	3,266	5,488	5,488	3,618
49720-122	ADMIN AND GENERAL FICA CON	3,871	4,218	4,191	2,705	4,436	4,436	2,997
49720-126	ADMIN AND GENERAL MEDICARE	905	986	982	633	1,037	1,037	701
49720-131	ADMIN AND GENERAL HEALTH I	10,396	11,290	10,087	12,976	14,360	14,360	13,211
49720-132	ADMIN AND GENERAL DENTAL I	1,040	964	894	668	987	987	711
49720-133	ADMIN AND GENERAL LIFE INS	27	25	23	16	25	25	16
49720-151	ADMIN AND GENERAL WORKERS	4,528	426	365	448	364	364	467
49720-168	ADMIN AND GENERAL PENSION	0	0	12,272	0	0	0	0
TOTAL PERSONNEL SERVICES		92,407	98,372	105,491	64,490	100,331	100,331	70,199
OFFICE EXPENSES								
49720-200	ADMIN AND GENERAL OFFICE S	54	150	0	500	142	142	500
49720-205	ADMIN AND GENERAL MISC. EM	3,450	3,494	4,940	3,300	3,834	3,834	3,300
49720-210	ADMIN AND GENERAL OPERATIN	84	620	195	1,000	34	34	1,000
49720-211	ADMIN AND GENERAL MOTOR F	810	0	0	50	0	0	50
49720-220	ADMIN AND GENERAL SUPPLIES	0	0	60	150	0	0	150
TOTAL OFFICE EXPENSES		4,398	4,264	5,195	5,000	4,010	4,010	5,000
PROFESSIONAL SERVICES								
49720-300	ADMIN AND GENERAL PROFESSI	862	1,357	122	1,000	4,369	4,369	1,000
49720-321	ADMIN AND GENERAL TELEPHON	2,751	2,526	2,386	2,500	1,817	1,817	2,500
49720-322	ADMIN AND GENERAL POSTAGE	26	82	181	500	97	97	500
49720-331	ADMIN AND GENERAL TRAVEL &	5,772	4,656	1,627	4,000	1,602	1,602	4,000
49720-340	ADMIN AND GENERAL ADVERTIS	168	208	0	75	0	0	75
49720-351	ADMINAND GENERAL LEGAL NOT	124	1,966	63	100	196	196	100
49720-354	ADMIN AND GENERAL PRINTING	0	190	0	200	0	0	200
49720-360	ADMIN AND GENERAL INSURANC	1,143	943	803	859	649	649	859
49720-380	ADMIN AND GENERAL UTILITIE	0	0	0	0	0	0	0
TOTAL PROFESSIONAL SERVICES		10,846	11,929	5,182	9,234	8,729	8,730	9,234
REPAIR & MAINTENANCE								
49720-401	ADMINISTRATION AND GENERAL	0	4,637	1,638	100	744	744	100
49720-404	ADMIN AND GENERAL EQUIP- R	1,245	644	672	1,200	727	717	1,200
49720-430	ADMIN AND GENERAL MISCELLA	0	0	0	0	0	0	0
49720-433	ADMIN AND GENERAL DUES & S	25	760	1,260	1,000	760	760	1,000
TOTAL REPAIR & MAINTENANCE		1,270	6,041	3,570	2,300	2,231	2,221	2,300
TOTAL ADMINISTRATION AND GENERA								
		108,921	120,605	119,438	81,024	115,301	115,292	86,733

606-STORMWATER FUND
 CUSTOMER ACCOUNTS
 EXPENDITURES

			(----- 2017 -----)			(----- 2018 -----)		
	2014	2015	2016	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES								
49725-100	CUSTOMER ACCTS WAGES	9,407	9,498	10,643	9,327	10,631	10,631	9,583
49725-102	CUSTOMER ACCTS WAGES - OVE	0	31	56	334	82	82	344
49725-121	CUSTOMER ACCTS PERA CONTRI	668	694	803	725	804	804	745
49725-122	CUSTOMER ACCTS FICA CONTRI	518	544	632	599	634	634	615
49725-126	CUSTOMER ACCTS MEDICARE CO	121	128	148	140	149	149	144
49725-131	CUSTOMER ACCTS HEALTH INSU	3,404	2,664	2,317	4,153	3,602	3,602	3,313
49725-132	CUSTOMER ACCTS DENTAL INSU	225	218	256	187	244	244	177
49725-133	CUSTOMER ACCTS LIFE INSURA	5	4	5	4	5	5	4
49725-151	CUSTOMER ACCTS WORKERS COM	47	55	60	71	58	58	70
TOTAL PERSONNEL SERVICES		14,396	13,835	14,920	15,540	16,208	16,209	14,995
OFFICE EXPENSES								
49725-200	CUSTOMER ACCTS OFFICE SUPP	0	0	0	50	0	0	50
49725-211	CUSTOMER ACCTS MOTOR FUELS	0	0	0	0	0	0	0
TOTAL OFFICE EXPENSES		0	0	0	50	0	0	50
PROFESSIONAL SERVICES								
49725-300	CUSTOMER ACCTS PROFESSIONA	5	5	6	50	8	8	50
49725-322	CUSTOMER ACCTS POSTAGE	0	0	0	0	0	0	0
49725-331	CUSTOMER ACCTS TRAVEL & TR	510	510	170	510	0	0	510
49725-354	CUSTOMER ACCTS PRINTING &	0	0	0	0	0	0	0
49725-360	ADMIN AND GENERAL INSURANC	173	131	97	104	92	92	104
TOTAL PROFESSIONAL SERVICES		689	646	272	664	100	100	664
49725-331	CUSTOMER ACCTS TRAVEL & TR	PERMANENT NOTES: rain barrels						
REPAIR & MAINTENANCE								
49725-404	CUSTOMER ACCTS EQUIP- REP&	0	0	0	0	0	0	0
49725-430	CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE		0	0	0	0	0	0	0
BAD DEBT								
49725-904	CUSTOMER ACCTS BAD DEBT EX	13	52	54	100	20	20	100
TOTAL BAD DEBT		13	52	54	100	20	20	100
TOTAL CUSTOMER ACCOUNTS		15,097	14,533	15,246	16,354	16,328	16,329	15,809

CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2017

606-STORMWATER FUND
 DEPRECIATION EXPENSE
 EXPENDITURES

	2014	2015	2016	(----- 2017 -----)			(----- 2018 -----)	
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>REPAIR & MAINTENANCE</u>								
49970-420 DEPRECIATION EXPENSE DEP	207,936	232,668	268,130	230,000	275,045	275,045	275,000	
TOTAL REPAIR & MAINTENANCE	207,936	232,668	268,130	230,000	275,045	275,045	275,000	
TOTAL DEPRECIATION EXPENSE	207,936	232,668	268,130	230,000	275,045	275,045	275,000	

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CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2017

606-STORMWATER FUND
 INTEREST EXPENSE
 EXPENDITURES

	2014	2015	2016	(----- 2017 -----)	(----- 2018 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>AGENT FEES</u>								
49980-611 INTEREST EXPENSE BOND INTE	5,756	4,405	3,566	3,100	2,767	3,100	2,301	
TOTAL AGENT FEES	5,756	4,405	3,566	3,100	2,767	3,100	2,301	
<hr/>								
TOTAL INTEREST EXPENSE	5,756	4,405	3,566	3,100	2,767	3,100	2,301	

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CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2017

606-STORMWATER FUND
 TRANSFERS AND CONTRIBUTIO
 EXPENDITURES

		(----- 2017 -----)			(----- 2018 -----)			
	2014	2015	2016	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<hr/>								
TRANSFERS								
49990-720	TRANSFERS AND CONTRIBUTION	28,838	25,868	29,337	29,769	29,964	29,964	29,769
49990-722	TRANSFERS AND CONTRIBUTION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS		28,838	25,868	29,337	29,769	29,964	29,964	29,769
<hr/>								
TOTAL TRANSFERS AND CONTRIBUTIO		28,838	25,868	29,337	29,769	29,964	29,964	29,769

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CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2017

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

	2014	2015	2016	(----- 2017 -----)	(----- 2018 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PROFESSIONAL SERVICES</u>								
48610-300 CAPITAL-COLLECTOR SYSTEM P	5,053	1,110	525	12,000	721	721	20,300	
TOTAL PROFESSIONAL SERVICES	5,053	1,110	525	12,000	721	721	20,300	
48610-300 CAPITAL-COLLECTOR SYSTEM P	NEXT YEAR NOTES: N.3rd St at Chestnut and Chatham Intersection Replacement Design \$12,300 GIS Updates \$8,000							
<u>CAPITAL</u>								
48610-520 CAPITAL-COLLECTOR SYSTEM B	0	0	0	0	0	0	0	
48610-532 CAPITAL-COLLECTOR SYSTEM U	1,334	0	0	63,000	156,106	156,106	65,000	
TOTAL CAPITAL	1,334	0	0	63,000	156,106	156,106	65,000	
48610-532 CAPITAL-COLLECTOR SYSTEM U	NEXT YEAR NOTES: rebuild of two intersections on North Third Street at Chatham and Chestnut -intersection Correction \$65,000							
TOTAL CAPITAL-COLL SYT/LIFT ST	6,387	1,110	525	75,000	156,827	156,827	85,300	

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CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2017

606-STORMWATER FUND
 CAPITAL-TREATMENT SYSTEM
 EXPENDITURES

				2017			2018	
2014	2015	2016	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED	
ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<u>PROFESSIONAL SERVICES</u>								
48620-300	CAPITAL-TREATMENT SYSTEM P	0	0	52,500	143	319	12,500	
TOTAL PROFESSIONAL SERVICES		0	0	52,500	143	319	12,500	
48620-300	CAPITAL-TREATMENT SYSTEM P	NEXT YEAR NOTES: 2018 Misc Engineering \$12,500						
<u>CAPITAL</u>								
48620-510	CAPITAL-TREATMENT SYSTEM L	0	0	325	0	176	0	25,000
48620-520	CAPITAL-TREATMENT SYSTEM B	0	0	3,589	6,000	0	0	0
48620-532	CAPITAL-TREATMENT SYSTEM U	0	0	0	0	0	0	0
48620-580	CAPITAL-TREATMENT SYSTEM O	0	0	0	0	0	0	0
TOTAL CAPITAL		0	0	3,914	6,000	176	0	25,000
48620-510	CAPITAL-TREATMENT SYSTEM L	NEXT YEAR NOTES: Land purchase when there is additional Old Minn. Dev. \$25,000						
48620-532	CAPITAL-TREATMENT SYSTEM U	NEXT YEAR NOTES: Brown St Basin Construction Cost \$450,000 - changed to \$0 and move to future year.						
TOTAL CAPITAL-TREATMENT SYSTEM		0	0	3,914	58,500	319	319	37,500

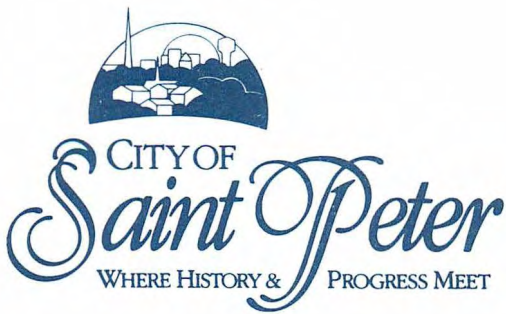
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CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: DECEMBER 31ST, 2017

606-STORMWATER FUND
 CAPITAL-GENERAL PLANT
 EXPENDITURES

		2017			2018				
		2014	2015	2016	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>CAPITAL</u>									
48630-520	CAPITAL-GENERAL PLANT BUIL	0	0	0	13,500	9,898	9,898	17,000	
48630-550	CAPITAL-GENERAL PLANT MOTO	0	0	0	20,000	8,364	8,364	0	
48630-580	CAPITAL-GENERAL PLANT OTHE	0	2,383	0	6,500	73,331	73,331	6,500	
TOTAL CAPITAL		0	2,383	0	40,000	91,593	91,593	23,500	
48630-520	CAPITAL-GENERAL PLANT BUILNEXT YEAR NOTES: Hermel bldg tin ceiling to hold insulation \$10,000 Public Works Imprv. Mechanics shop. \$7,000								
48630-580	CAPITAL-GENERAL PLANT OTHENEXT YEAR NOTES: Hustler mower (Split with Parks 50% \$13,000) \$6,500								
TOTAL CAPITAL-GENERAL PLANT		0	2,383	0	40,000	91,593	91,593	23,500	
TOTAL EXPENDITURES		585,875	565,629	676,203	813,447	957,864	958,183	858,814	
REVENUE OVER/(UNDER) EXPENDITURES		(76,238)	797,934	(66,479)	(288,012)	(271,481)	(272,078)	(327,314)	

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Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/15/18

FROM: Todd Prafke
City Administrator

RE: Parks Board Membership Structure

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

This agenda item was one of the topics on the January 29, 2018 goal session agenda that the Council did not get to. Time has been scheduled on the workshop to review the current membership structure and review any changes the Council may be interested in discussing.

You had previously directed staff to work towards an additional designated seat for Council on the Board. That can be done in any number of ways. My goal for your discussion is to review what may be the three most logical and direct changes. Members would then provide direction and staff would then respond by putting in place the process or take the actions that are need.

The list of possible modifications looks like:

- With a current vacancy you could just appoint another member who happens to be on the Council. This might be considered more of an interim solution as the new member would have the "normal" term and just happen to also be a Councilmember. A slight twist on this option would be to change the open seat to one designated for the Council with the same term provision as with the current Council designated seat. This would mean that you would have fewer "citizen" seats.
- You have another designated seat. That seat is set aside for the School District. You could change that designation. With the development of Community Spirit Park we may wish to be thoughtful about how a change of this type can impact future cooperative planning although there is no formal process for that relationship within the Park Board structure. The City and School have a separate agreement that manages that relationship.
- Modify the Ordinance to provide for an additional seat for the Council increasing from one designated seat to two. This could be done by just an addition of one seat to the Board. However, that would then mean there would be an even number of members. It

is not a best practice to have an even number of members on a Board that votes, but there is no rule that says you cannot. As an alternative you could add two seats; one for Council and one for another citizen appointee. While one could argue we are starting to get a bit too big, that is certainly at the discretion of the Council to decide.

Certainly there are other variations on this theme. All of the ideas explored here, except one, would require a modification of the City Code.

Since this was an issue that was brought up as an idea, it may be appropriate to first ask what goal(s) are we trying to meet or what problem/challenge are we trying to resolve through this change? Knowing and clearly identifying the goal(s) first may point to a specific solution that may or may not be a change in membership.

A list of the current members and the duties and responsibilities of the board is attached.

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

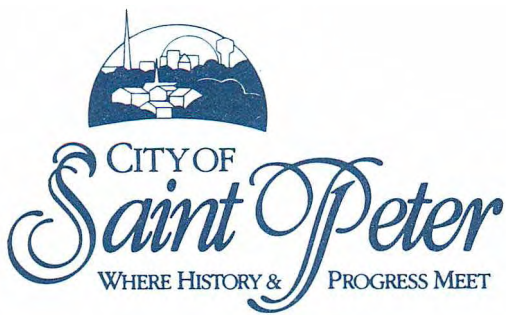
TP/bal

PARKS AND RECREATION ADVISORY BOARD

The Parks and Recreation Advisory Board is established to study the needs of the City in the area of public parks and recreational programs and to make recommendations to the City Council on park and recreation policies. The duties and responsibilities of the Parks and Recreation Advisory Board shall include, but are not limited to, the following: 1.) Review and make recommendations to the City Council on park and recreation policies; 2.) Review the need for additional park land; 3.) Prepare a park land acquisition and development plan; 4.) Prepare a capital equipment and improvement program for the park system; 5.) Make annual budget recommendations; 6.) Study and recommend park and recreational programs and activities; 7.) Study and meet with other governmental organizations and bodies on the use of parks; and 8.) Serve as the City's Tree Advisory Board.

**BOARD MEMBERS
(Eleven members, 3 year terms)**

David Eli Hoehn	1-1-16 to 12-31-18 ¹
Mike Meffert	1-1-16 to 12-31-18 ²
L. Lee Alger	1-1-16 to 12-31-18 ²
Al Christensen	1-1-17 to 12-31-19 ¹
Bernard Bidelman	1-1-17 to 12-31-19 ¹
Steven Alger	School Board Liaison
Ryan Kupcho	1-1-18 to 12-31-20 ²
Michael Looft	1-1-18 to 12-31-20 ²
Brian Fremo	1-1-18 to 12-31-20 ¹
Open	1-1-18 to 12-31-20 ¹
Jeff Brand	City Council Liaison
Recreation Director	Ex-Officio
Public Works Director	Ex-Officio
City Administrator	Ex-Officio



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/15/18

FROM: Todd Prafke
City Administrator

RE: Seasonal Position Wages

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

As you may remember, changes to wage scales for seasonal employees were not included in the Council wage resolution adopted in December, 2017 with a plan to reconsider those wages in early 2018 after a more complete review of comparative data could be done.

Further changes to the seasonal wage scales will be recommended, largely driven by the need to comply with changes in the minimum wage laws, but also impacted by a need to be competitive for summer help with other communities, other part-time and seasonal employers, and more specifically in the case of the swimming pool, to encourage youth (our primary employee demographic) to invest both time and money into the training.

You will note most changes amount to about \$0.25 per hour.

Enclosed please find a table showing the proposed changes to seasonal wages. We have budgeted for the change and, while not exact, your current budgets are able to support these proposed changes.

It is my intent to bring this to a meeting for approval in the very near future.

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

TP/bal

2017 Summer Recreation Pay Scale

# of years	Recreation Assistant/ Office Assistant	Recreation Leader/ Coach	Summer Program Coordinator
1	9.50	10.00	11.25
2	9.75	10.25	11.50
3	10.00	10.50	11.75
4	10.25	10.75	12.00

(We no longer use Rec Asst/Office Asst)

2018 Summer Rec Pay Scale

# of years	Rec Leader	Summer Program Coordinator (Sports, Jr. Explorer, Lil'Rascals Coordinator)
1	\$10.00	\$11.25
2	\$10.25	\$11.50
3	\$10.50	\$11.75
4+	\$10.75	\$12.00

2017 Aquatics Pay Scale

# of years	Cashier	Lifeguard	WSI/LG	WSI	Head Guard
1	7.50	9.50	9.75	10.00	11.00
2	7.75	9.75	10.00	10.25	11.25
3	8.00	10.00	10.25	10.50	11.50
4	8.25	10.25	10.50	10.75	11.75

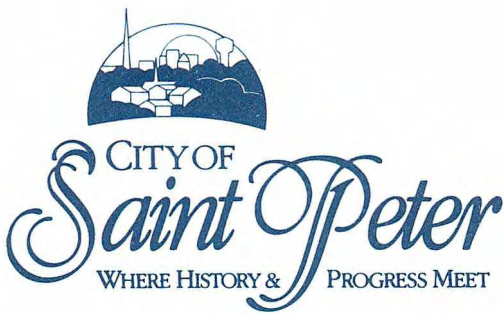
(We no longer use WSI only)

2018 Aquatics Pay Scale

# of years	Cashier	Lifeguard	WSI/LG	Head Guard
1	\$7.65	\$10.25	\$10.65	\$11.50
2	\$7.90	\$10.50	\$10.90	\$11.75
3	\$8.15	\$10.75	\$11.15	\$12.00
4+	\$8.40	\$11.00	\$11.40	\$12.25

2018 Public Works -

# of Years	PW Summer Workers
1	\$10.25
2	\$10.50
3	\$10.75
4+	\$11.00



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/15/18

FROM: Todd Prafke
City Administrator

RE: Tobacco 21

ACTION/RECOMMENDATION

None needed. For City Council review and discussion only.

BACKGROUND

This topic was originally planned for discussion at your last goal session. Tobacco 21 is an issue for which you requested a regular "check in". Since there has been recent action this seems like an appropriate time for a "check in".

Please find attached a copy of the February 13, 2018 article from the Mankato Free Press regarding the City of Mankato's decision to not move ahead with a change in their tobacco ordinances.

The Council's position thus far has been that a change of this type is only effective if done either on a statewide or, at a minimum, a regional basis.

I think the question for you is whether that is still your position? If so, and you wish to see a change, then additional work is needed. If so and you do not want to see a change, then no work appears needed at this time. Of course, you can modify your position at any time.

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

TP/bal

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http://www.mankatofreepress.com/news/tobacco-ordinance-goes-down-in-flames-mankato-defeat-also-nullifies/article_20ac7440-107a-11e8-97df-834569c245b0.html

BREAKING FEATURED

Tobacco 21 ordinance goes down in flames; Mankato defeat also nullifies North Mankato's ordinance

By Tim Krohn tkrohn@mankatofreepress.com 11 hrs ago



Supporters of raising the age to buy tobacco to 21 fill the Mankato City Council chamber as they wait to speak at Monday's meeting. The council defeated the ordinance on a 4-3 vote. Photo by Pat Christman

The Free Press

[f](#) [t](#) [G+](#) [in](#) [p](#) [@](#)

The Mankato City Council snuffed out a move to raise the tobacco purchasing age to 21 in a 4-3 vote Monday night despite impassioned pleas by dozens of local residents, health care professionals and local legislators.

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The decision effectively nullifies a recent vote by North Mankato's Council to raise the purchase age, as that city's ordinance would only go into effect if its neighbor across the river followed suit.

Mayor Eric Anderson was joined by council members Dennis Dieken, Trudy Kunkel and Jenn Melby-Kelley in voting against the ordinance Monday night.

Members Karen Foreman, Mark Frost and Mike Laven voted to increase the age.

Anderson suggested he felt pressures were being put on the council to pass a local ordinance in a political ploy to have individual communities in the state take the lead on an issue that should instead be passed by the Legislature.

While saying he's seen the devastation and death caused by smoking in his own family and respects what supporters are aiming for, "I'm wary to take political votes."

He also blasted the state for giving lip service to tobacco education while he said they used none of the \$815 million they collected in tobacco taxes in 2016 to fund any tobacco reduction programs.

Dieken voiced concerns that a local ordinance would hurt Mankato retailers as 18-20 year olds would simply go to neighboring towns to purchase tobacco legally, particularly when it's unclear if and when the state might make 21 the legal purchase age everywhere.

Kunkel said she wasn't sure it was her role as a council member to pass such an ordinance, saying it seemed an issue better left to the state.

Frost — the chief advocate on the council for Tobacco 21 — said supporting the ordinance was "a no brainer." He and others likened it to Mankato's move years ago to become one of the first cities in the state to ban indoor smoking. That vote, he said, led to then Mankato Sen. Kathy Sheran leading a successful effort to pass a statewide ban.

Frost and others speakers said that opponents of the indoor smoking ban argued it would harm local businesses, but said local bars and restaurants instead thrived.

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Several dozen supporters of the higher age packed the council chambers, many testifying that teenagers and even younger kids get hooked on smoking because they know someone who is 18 who can legally buy tobacco for them. Those kids don't know many friends 21 and over who would buy for them, they argued.

Dr. Greg Kutcher, of Mayo Clinic Health System, said it's proven fact that tobacco is highly toxic, killing one third of the people who use it, is highly addictive and is most harmful to those 18 and under — the age at which most smokers start.

"I'm a hospice physician and I see people every day who are dying of tobacco-related illnesses," Kutcher said.

Randy Farrow, CEO of Mankato Clinic, said that as a health-care administrator he knows the heavy financial cost of smoking on the health-care system.

"A significant cost component is related to smoking. We all pay the financial burden for that," Farrow said.

Several college, high school and middle school students also spoke, some telling personal stories of getting hooked on smoking at a very young age and others talking of the pressure and prevalence of tobacco use among their age group.

Kevin Morin, owner of E-Cig Crib, which sells electronic cigarettes, argued that a local ordinance wouldn't just hurt his business but would actually drive his customers to buy high-nicotine vapor devices that are sold at many gas stations in neighboring communities.

Morin said they work hard to sell vaping juices with very low nicotine levels, which he said have helped people trying to quit smoking. He said vapor devices sold at most convenience stores have much higher nicotine levels.

A representative of Holiday stations and the owner of Happy Dan's in Mankato also testified against the ordinance, saying it would drive many customers to shop in other towns.

Although he supported the local ordinance, Laven said he was disappointed in Sen. Nick Frenz and Rep. Jack Considine — who urged the council to pass the ordinance — because neither of them has sponsored similar legislation in the Legislature. A Republican senator has introduced Tobacco 21 legislature in the Senate but there is no current bill in the House.

Follow Tim Krohn on Twitter @TimKrohn

1 comment

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26 people listening

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The Free Press of Mankato MN from Facebook

11 hours ago

Story has been updated with full report form council meeting.

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