



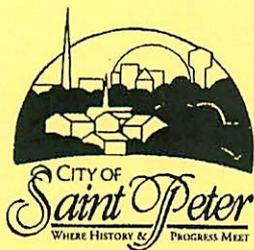
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, April 9, 2012
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**

None scheduled
- VII. NEW BUSINESS**
 - A. Police Radio Purchase
 - B. Traffic Safety Grant Acceptance
 - C. Assessment Policy Modification
 - D. Pool Job Descriptions
 - E. Golf Cart Permit Application
 - F. Post Issuance Compliance Policies and Procedures
- VIII. REPORTS**
 - A. **MAYOR**
 - 1. "Arbor Day/Month" Proclamation
 - 2. Others
 - B. **CITY ADMINISTRATOR**
 - 1. Severe Weather Awareness Week
 - 2. Parks Opening
 - 3. Fire Department Radio System Matching Funds
 - 4. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



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 March 26, 2011 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 March 22, 2012 through April 4, 2012, is attached. Please see the attached staff reports and RESOLUTION.

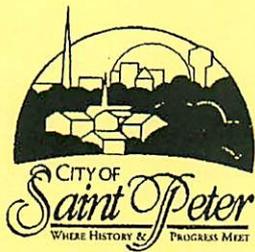
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING PURCHASE OF POLICE RADIOS**

Staff recommends approval of a resolution authorizing purchase of 800 Mhz radios and related equipment for the Police Department. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION ACCEPTING TRAFFIC SAFETY GRANT FUNDS

Staff recommends formal acceptance of traffic safety grant funds from the Minnesota Department of Public Safety. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION MODIFYING CITY ASSESSMENT POLICY

Staff recommends adoption of a modified assessment policy. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION ADOPTING POOL POSITION DESCRIPTIONS

Staff recommends adoption of position descriptions for Swimming Pool Manager and Maintenance Worker. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING GOLF CART PERMIT APPLICATION

An application has been received for a permit to operate a golf cart or four wheeled vehicle on City staffs. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION ADOPTING POST ISSUANCE COMPLIANCE POLICIES AND PROCEDURES

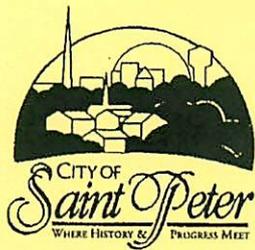
The Internal Revenue Services expects issues of tax-exempt bonds to adopt written procedures in place to ensure compliance with regulations related to issuance of tax-exempt bonds. The City's bond counsel has recommended adoption of post-issuance compliance policies and procedures as provided in the draft resolution. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

1. REPORT ON "ARBOR DAY/MONTH" PROCLAMATION

Mayor Strand will proclaim "Arbor Day/Month" in the City.



2. OTHERS

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

B. CITY ADMINISTRATOR

1. REPORT ON SEVERE WEATHER AWARENESS WEEK

A report will be provided at this time on "Severe Weather Awareness Week".

2. REPORT ON OPENING OF CITY PARKS

A report will be provided at this time on the decision to open City parks on April 6th.

3. REPORT ON FIRE DEPARTMENT RADIO SYSTEM MATCHING FUNDS

A report will be provided at this time on Nicollet County's action to provide matching funds for the Fire Department radio system purchase.

4. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
MARCH 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 March 26, 2012.

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

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

Approval of Minutes – A motion was made by Kvamme, seconded by Zieman, to approve the minutes of the March 12, 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 March 12, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Eichmann, seconded by Kvamme, Resolution No. 2012-35 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. 2012-35 is contained in the City Administrator's book entitled Council Resolutions 18. Councilmember Kvamme questioned who had donated the cost of the Library countertops. City Administrator Prafke indicated the donation came from the Carl and Verna Schmidt Foundation.

Refunding Of 2003C Rural Redevelopment Loan Ratification – City Administrator Prafke recommended the Council ratify the negotiated sale of refunding bonds as provided for in a Council resolution from February 27, 2012. Prafke reminded Councilmembers that the earlier resolution allowed for negotiated sale of the bonds if the net savings would be at least \$100,000. Prafke reported the interest rate received was 3.677% and the net savings would be \$100,048.44. Prafke also directed Council attention to the Standard and Poor's rating that was purchased for the bond issuance and which affirmed the City's A+ credit rating and upgraded the management status to "good". Councilmember Kvamme questioned how the Standard and Poor's ratings were determined. Prafke indicate the organization contacts the City for a lengthy conference call with the City Administrator and Finance Director and they thoroughly research the City's financial state including review of City financial documents and audits. In motion by Carlin, seconded by Zieman, Resolution No. 2012-36 entitled "Resolution Providing For The Issuance And Sale Of \$1,890,000 General Obligation Sewer Revenue Refunding Bonds, Series 2012A And Pledging For The Security Thereof Net Revenues", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-36 is contained in the City Administrator's book entitled Council Resolutions 19. Prafke also noted that the resolution provided in the Council packet was a draft resolution and the final resolution, with all the blanks filled in, would be provided for signature by City officials by the City's bond counsel when the sale of the bonds is finalized.

Gault Street (Hallett's Park) Detention Basin Bid Award – Water Superintendent Moulton requested award of the bid for the Gault Street (Hallett's Park) Detention Basin Project to Rehnet Excavating in the amount of \$37,466.40. Moulton reported the bid was the lowest of five bids received and Rehnet had performed similar work for the City in the past. Councilmember Kvamme asked where the water comes from that is in the basin. Moulton indicated the stormwater was from a large area in the northwest quadrant of the community including Summit Park and Standard Subdivision and that the water is mostly contained in the pond, but during 100 year rain events, there can be overflow of the stormwater into Hallett's Pond. Moulton also pointed out that the water levels in the area are quite low at this time which resulted in lower bids because the contractors could see the needed repairs. City Administrator Prafke pointed out that the low bid was substantially below the engineer's estimate for the project. In motion by Brand, seconded by Carlin, Resolution No. 2012-37 entitled "Resolution Awarding Bid For 2012 Gault Street (Hallett's Park) Detention Basin Storm Water Improvement Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-37 is contained in the City Administrator's book entitled Council Resolutions 19.

Community Center Parking Lot Fog Seal Project – City Administrator Prafke began discussion by asking for leeway to modify the proposed resolution to show that quotes were received for the project rather than bids as indicated in the draft resolution. Water Superintendent Moulton recommended accepting the quote from Caldwell Asphalt in the amount of \$4.16 per gallon applied (approximately \$7,626 total cost) for sealing the Community Center parking lots. Moulton reported that quotes were received in 2010 for the project, but the work was never completed at that time when the contractor ran out of materials. Prafke indicated the project would be funded by Community Center reserves. In motion by Zieman, seconded by Kvamme, Resolution No. 2012-38 entitled "Resolution Accepting Quote For Fog Sealing Of The Community Center Asphalt Parking Lot", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-38 is contained in the City Administrator's book entitled Council Resolutions 19.

Public Works Copier Purchase – City Administrator Prafke recommended approval of an unbudgeted purchase of a replacement copier for the Public Works Department from Copier Business Solutions in the amount of \$7,641.56. Water Superintendent Moulton indicated the copier was the main copier for Public Works and the machine had been experiencing mechanical problems for a long time and was no longer repairable. Councilmembers questioned the warranty period on new machines versus refurbished machines and Prafke indicated the warranty on a new copier was twice as long as a refurbished copier. In motion by Zieman, seconded by Carlin, Resolution No. 2012-39 entitled "Resolution Approving Unbudgeted Purchase Of Copier For Public Works Department", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-39 is contained in the City Administrator's book entitled Council Resolutions 19.

Equipment Certificate Debt Issuance – City Administrator Prafke recommended awarding the bid for the 2012 equipment certificate to First National Bank. Prafke noted First National had submitted the lowest cost of the three bids received with interest costs of \$18,936 over the five year life of the issuance. In motion by Eichmann, seconded by Kvamme, Resolution No. 2012-40 entitled "Resolution Awarding The Sale Of \$240,000 General Obligation Equipment Certificates Of Indebtedness For 2012; Fixing The Form And Specifications Thereof; And Providing For Their Payment", was introduced. Upon roll call, with all in favor, the Resolution

was declared passed and adopted. A complete copy of Resolution No. 2012-40 is contained in the City Administrator's book entitled Council Resolutions 19.

Mayor's Task Force Member Appointment – City Administrator Prafke presented the recommendation for members on the Mayor's Task Force which included community volunteers, stakeholder representatives, community organization representatives, Parks and Recreation Advisory Board members, City staff and each member of the City Council. Prafke asked that Dan Welp be added to the resolution as the representative from the St. Peter Jaycees. In motion by Carlin, seconded by Eichmann, Resolution No. 2012-41 entitled "Resolution Appointing Members To Mayor's Pavilion Task Force", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-41 is contained in the City Administrator's book entitled Council Resolutions 19.

Mayor's Task Force Architect Selection – City Administrator Prafke presented the resolution which provides for the architectural firm of Oleson + Hobbie to work with the Mayor's Task Force for a fee of \$2,450. Prafke indicated the Task Force would have approximately 3-4 meetings and the architectural costs would be funded by General Fund reserves. In motion by Zieman, seconded by Brand, Resolution No. 2012-42 entitled "Resolution Retaining Architectural Firm To Work With Mayor's Pavilion Task Force", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-42 is contained in the City Administrator's book entitled Council Resolutions 19.

City Assistance Request: Relay For Life – City Administrator Prafke recommended approval of a request by the organizers of the American Cancer Society Relay For Life for City assistance with their event on June 16th. Prafke indicated the organizers had asked to relocate the event to Gorman Park for 2012 to provide easier access to the Community Center in the event of inclement weather. Prafke also noted that a section of South Fifth Street between Grace Street and Mulberry Street would be closed overnight to allow parking of campers associated with the event. Councilmembers expressed some concern about closing the street in front of the neighboring churches. Prafke indicated the event organizers were required to visit with the churches and the roadway would be reopened early Saturday morning as event cleanup takes place. In motion by Carlin, seconded by Eichmann, Resolution No. 2012-43 entitled "Resolution Authorizing City Assistance For Relay For Life Event", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-43 is contained in the City Administrator's book entitled Council Resolutions 19.

Business License Applications – City Administrator Prafke recommended approval of license applications for tobacco and 3.2 off-sale beer licenses for Victor de Jesus Virula dba La Mexicana Market #1. Prafke indicated the background information had found nothing that would prohibit issuance of the licenses. In motion by Kvamme, seconded by Zieman, Resolution No. 2012-44 entitled "Resolution Approving Business License Applications", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-44 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Women's History Month Proclamation – Mayor Strand proclaimed March as "Women's History Month" in the community.

Mayor Strand thanked Councilmembers Carlin and Eichmann for serving as Mayor pro tem during his recent absences and thanked Councilmembers Brand and Zieman for taking his place in the St. Patrick's Day parade.

Mayor's Reports – Mayor Strand reported on his recent activities which included attending Business After Hours and a meeting of the Sister City Committee.

APPA Legislative Rally – Mayor Strand and Councilmember Carlin reported on their attendance at the American Public Power Association legislative rally held in Washington, D.C. and their meetings with Minnesota elected officials on tax exempt financing, power marketing administration and railroad reform.

Parks Opening Date – City Administrator Prafke reminded residents that although the weather had been unseasonably warm, the official opening dates of the City's parks is not until May 1st. Prafke indicated the weather could still turn cold and keeping the restroom facilities closed would protect the pipes from freezing. Prafke also noted that staff will continue to monitor weather conditions and the opening date may be revised if possible.

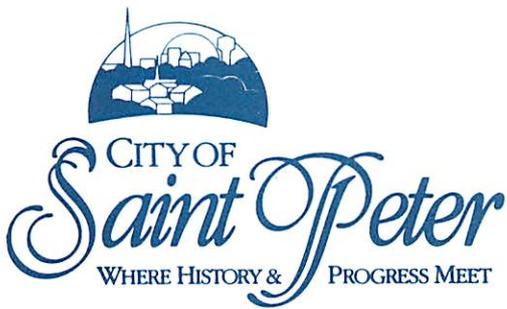
Dog Park – City Attorney Brandt reported Le Sueur County had voted to approve the lease for the dog park property east of the Minnesota River and once repairs are made to a culvert in the area the dog park would be established.

There being no further business, a motion was made by Carlin, seconded by Brand, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 7:55 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/5/2012

FROM: Lewis Giesking
Director of Public Works

RE: Circulation Pump Replacement

ACTION/RECOMMENDATION

Authorize Electric Pump of new Prague, Minnesota to furnish and deliver a new Vanton Vertical Centrifugal Pump for the Unit 6000 Odor Scrubber in the amount of \$9,422.38.

Background

Staff had identified a failure of the vertical centrifugal pump used in stage one (circulation) of the Unit 6000 Odor Scrubber. Staff removed the pump and found the stainless steel shaft broken along with several other issues. The pump was taken to Electric pump in New Prague for an estimate of repair. Electric Pump is the sole distributor for these pumps in Unit 6000.

The initial cost of repair for the pump was quoted at \$7,518.42. Due to the extent of the repairs and cost, quotes were taken for a complete replacement of the vertical centrifugal pump.

Electric Pump, Automatic Systems and Quality Control Electric Pump all have supplied quotes for a new pump. Electric Pump is the sole distributor of the Vanton Vertical Centrifugal Pump so the other bidders are at a disadvantage but still supplied quotes. The difference in cost of the repair is 80% of the purchase of a new pump. Staff recommends the purchase of a new pump.

<u>VENDOR</u>	<u>REPAIR</u>	<u>NEW</u>
Electric Pump - New Prague, Minnesota	\$7,518.42	\$9,442.38
Automatic Systems - St. Paul, Minnesota	No quote	\$10,896.18
QCEC - Des Moines IA	No quote	\$12,094.25

This information was prepared by Wastewater Foreman Bushman and Water Utilities Superintendent Moulton.

FISCAL IMPACT:

There are funds allocated in the wastewater budget for this purchase.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: Stage 1 of the unit 6000 will not operate.

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



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/4/2012

FROM: Cindy Moulton 
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of temporary and annual licenses.

BACKGROUND

The City has received temporary and annual license applications for City Council approval.

CW Vending has submitted a Peddler License application in order to sell ice cream from a motorized vehicle from street to street in St. Peter. The licensing period will be April 10, 2012 – November 1, 2012.

Keith Hanson, on behalf of the St. Peter Softball Association has submitted a Temporary On Sale Beer license application in order to sell 3.2 at 1401 Nicollet Avenue. The licensing period will be May 1, 2012 – July 30, 2012.

Melchior Tree Service and Tooltime's Handyman have submitted Tree Worker license applications in order to cut, trim, prune, and remove trees, shrubs or vines in Saint Peter. The licensing period will be May 1, 2012 – April 30, 2012.

Several events will be taking place at Minnesota Square this summer and fall. Greek Gourmet has submitted a Temporary Soft Drink license application in order to serve soda on the following dates; June 2, 2012, July 4, 2012, and September 8 & 9, 2012.

Please place these items on the April 9, 2012 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

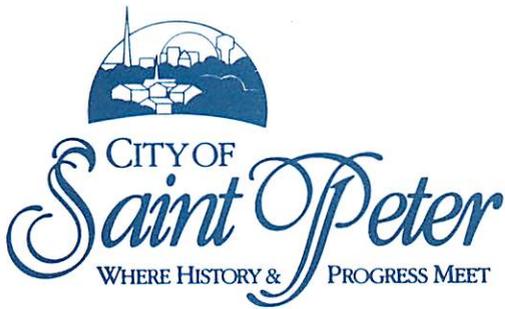
ALTERNATIVES/VARIATIONS:

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.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/6/2012

FROM: Jane Timmerman
Recreation and Leisure Services Department Director

RE: Youth Center Coordinator Appointment

ACTION/RECOMMENDATION

Provide for appointment of Martha Morrow as Part-time Youth Center Coordinator at the rate of \$15.00 per hour.

BACKGROUND

The youth center (Third Floor) has been successfully operating out of North Intermediate School since January, 2011. Martha Morrow has been working with the program and has done an outstanding job working with the youth, School staff and Gustavus student volunteers.

I recommend Martha Morrow be appointed as Part-time Youth Center Coordinator. She is a trained educator with years of experience in the classroom. She has a passion for working with youth, is co-founder of the St. Peter Area Children's Theater and was instrumental in bringing the TREEmendous playground to Gorman Park. Her energy, enthusiasm and leadership skills make her the perfect candidate for this position.

The Youth Center Coordinator position works approximately 13-18 hours per week. Ms. Morrow has been working in the position since the start of the school year and this action is proposed to meet the City's hire and temporary appointment policies.

Please include this appointment on the consent agenda for the regular meeting of April 9, 2012.

FISCAL IMPACT:

The position is funded by the City and School District #508.

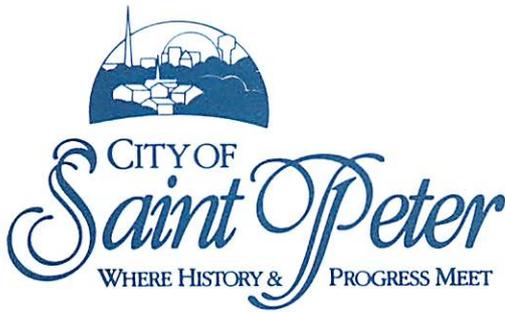
ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the Council staff will work to find an additional alternative for staffing the youth center.

Denial: Again, staff will work to find an additional alternative for staffing the youth center.

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.



Memorandum

TO: Todd Prafke
City Administrator

DATE: April 4, 2012

FROM: Lewis Giesking
Director of Public Works

Pete Moulton
Water Utilities Superintendent

RE: Seasonal Employee Appointments

ACTION/RECOMMENDATION

It is recommended the City Council approve the appointments for the Utilities Division of the Department of Public Works for the 2012 season.

BACKGROUND

The 2012 Public Works utility budgets contain money allocated for hiring seasonal employees. In discussions with the qualified seasonal applicants, the following candidates have related experience and are willing to begin employment with various sections of Public Works. The selected individuals will take care of mowing and trimming around city facilities, maintenance at the ponds, stormwater detention basins, parks and streets; they will also assist full-time employees with daily functions. They include:

Utilities Laborer (Water/Wastewater/Stormwater):

Luke Hermer	\$8.00
Isaac Hermer	\$8.25
Alec Bethke	\$8.00
Vernon Junker	\$8.00
Roger Schoeb	\$8.00
Richard Hurlbert	\$8.50
Patrick Mears	\$8.50
Robert Wendelschafer	\$8.25

Please include appointment of these seasonal positions on the consent agenda for the April 9, 2012 regular meeting.

FISCAL IMPACT:

Funding for these seasonal positions has been budgeted for.

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.

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

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

LG/PM/bl

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A TO Z RENTAL CENTER	spill prvntn-wood planer r	GENERAL FUND	STREETS	14.83
	spill prvntn-wood planer r	GENERAL FUND	PARKS	11.86
	spill prvntn-wood planer r	WATER	CAPITAL-GENERAL PLANT	5.93
	spill prvntn-wood planer r	WASTE WATER FUND	CAPITAL-GENERAL PLANT	5.93
	spill prvntn-wood planer r	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	5.93
	spill prvntn-wood planer r	ELECTRIC FUND	CAPITAL-GENERAL PLANT	14.84
	TOTAL:			59.32
A. H. HERMEL WHOLESALE	concessions	COMMUNITY CENTER	COMMUNITY CENTER	111.30
	TOTAL:			111.30
AM HORIZONS TRAINING GROUP	diversity training	GENERAL FUND	CITY ADMINISTRATION	600.00
	diversity training	LIBRARY FUND	LIBRARY	30.00
	diversity training	COMMUNITY CENTER	COMMUNITY CENTER	60.00
	diversity training	WATER	ADMIN AND GENERAL	3.75-
	diversity training	WASTE WATER FUND	ADMIN AND GENERAL	11.25
	diversity training	ENVIRON SERVICES F	ADMIN AND GENERAL	63.75-
	diversity training	ELECTRIC FUND	ADMIN AND GENERAL	3.75-
	diversity training	STORMWATER FUND	ADMINISTRATION AND GEN	60.00
	diversity training	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	60.00
	TOTAL:			750.00
AMAZON	office 2010 license	GENERAL FUND	FINANCE	147.77
	ink cartridges	GENERAL FUND	STREETS	16.13
	ink cartridges	GENERAL FUND	PARKS	12.91
	books & dvds	LIBRARY FUND	LIBRARY	897.46
	dvd player & cable	PUBLIC ACCESS	PUBLIC ACCESS	39.27
	office 2010 license	WATER	ADMIN AND GENERAL	36.94
	ink cartridges	WATER	ADMIN AND GENERAL	196.78
	ink cartridges	WATER	ADMIN AND GENERAL	6.45
	office 2010 license	WASTE WATER FUND	ADMIN AND GENERAL	36.94
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	6.45
	office 2010 license	ENVIRON SERVICES F	ADMIN AND GENERAL	36.95
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	6.46
	office 2010 license	ELECTRIC FUND	ADMIN AND GENERAL	36.94
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	16.13
	TOTAL:			1,493.58
	AMERICAN ENGINEERING TESTING INC	airpot calibration	GENERAL FUND	STREETS
airpot calibration		GENERAL FUND	PARKS	14.80
airpot calibration		WATER	ADMIN AND GENERAL	7.40
airpot calibration		WASTE WATER FUND	ADMIN AND GENERAL	7.40
airpot calibration		ENVIRON SERVICES F	ADMIN AND GENERAL	7.40
airpot calibration		ELECTRIC FUND	ADMIN AND GENERAL	18.50
TOTAL:				74.00
AMERICINN	reimbures 1 night-stay @ h	GENERAL FUND	PUBLIC WORKS ADMIN	41.14-
	reimbures 1 night-stay @ h	ELECTRIC FUND	ADMIN AND GENERAL	41.15-
	TOTAL:			82.29-
APT MACHINING & FABRICATING, INC	welding impeller	WASTE WATER FUND	SOURCE/TREATMENT	120.00
	TOTAL:			120.00
LISA BOEHLKE	uniform shoes	GENERAL FUND	POLICE	132.49
	TOTAL:			132.49

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOLTON & MENK INC	greenhill reservoir 1/21-2	WATER	CAPITAL-WATER DISTRIBU	4,870.80
	wwtf tuckpoint&seal 1/21-2	WASTE WATER FUND	CAPITAL-TREATMENT SYST	<u>2,735.00</u>
			TOTAL:	7,605.80
JOHN BORNHOLDT	wrench set,led light,die g	GENERAL FUND	STREETS	109.27
	wrench set,led light,die g	GENERAL FUND	PARKS	87.41
	wrench set,led light,die g	WATER	DISTRIBUTION AND STORA	43.71
	wrench set,led light,die g	WASTE WATER FUND	SOURCE/TREATMENT	43.71
	wrench set,led light,die g	ENVIRON SERVICES F	REFUSE DISPOSAL	43.69
	wrench set,led light,die g	ELECTRIC FUND	POWER DISTRIBUTION	<u>109.27</u>
		TOTAL:	437.06	
SUSAN BRUNZ	tv monitor	PUBLIC ACCESS	PUBLIC ACCESS	<u>161.04</u>
			TOTAL:	161.04
STEVE BUSHMAN	meal	WASTE WATER FUND	ADMIN AND GENERAL	<u>20.15</u>
			TOTAL:	20.15
C & S SUPPLY CO INC	fuel hose	GENERAL FUND	PARKS	49.14
	clothing allowance-wayne	COMMUNITY CENTER	COMMUNITY CENTER	<u>169.27</u>
			TOTAL:	218.41
CDW GOVERNMENT, INC.	color printer	GENERAL FUND	ECONOMIC DEVMT	<u>454.70</u>
			TOTAL:	454.70
CENTERPOINT ENERGY MINNEGASCO	gas for march '12	GENERAL FUND	FIRE	390.03
	gas for march '12	GENERAL FUND	STREETS	336.87
	gas for march '12	GENERAL FUND	SWIMMING POOL	19.24
	gas for march '12	GENERAL FUND	PARKS	269.50
	gas for march '12	LIBRARY FUND	LIBRARY	799.40
	gas for march '12	COMMUNITY CENTER	COMMUNITY CENTER	1,814.93
	gas for march '12	WATER	PURIFICATION AND TREAT	1,686.58
	gas for march '12	WATER	PURIFICATION AND TREAT	241.98
	gas for march '12	WATER	ADMIN AND GENERAL	134.75
	gas for march '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	13.44
	gas for march '12	WASTE WATER FUND	SOURCE/TREATMENT	5,437.06
	gas for march '12	WASTE WATER FUND	ADMIN AND GENERAL	134.75
	gas for march '12	ENVIRON SERVICES F	ADMIN AND GENERAL	134.75
	gas for march '12	ELECTRIC FUND	ADMIN AND GENERAL	<u>336.87</u>
		TOTAL:	11,750.15	
JOHN CHA	tae kwon do 2/9-3/28	GENERAL FUND	RECREATION/LEISURE SER	<u>675.00</u>
			TOTAL:	675.00
CINTAS FIRST AID & SAFETY	vehicle kits	GENERAL FUND	STREETS	32.39
	vehicle kits	GENERAL FUND	PARKS	25.91
	first aid supplies	LIBRARY FUND	LIBRARY	12.58
	vehicle kits	WATER	ADMIN AND GENERAL	12.96
	vehicle kits	WASTE WATER FUND	ADMIN AND GENERAL	12.96
	vehicle kits	ENVIRON SERVICES F	ADMIN AND GENERAL	12.94
	vehicle kits	ELECTRIC FUND	ADMIN AND GENERAL	<u>32.39</u>
		TOTAL:	142.13	
CLEARWATER RECREATION	track ride parts	GENERAL FUND	PARKS	<u>277.39</u>
			TOTAL:	277.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COLE PAPERS INC	cleaning supplies	GENERAL FUND	STREETS	135.27
	cleaning supplies	GENERAL FUND	PARKS	108.21
	parks start up products '1	GENERAL FUND	PARKS	1,941.54
	cleaning supplies	LIBRARY FUND	LIBRARY	217.61
	return towels	LIBRARY FUND	LIBRARY	49.75-
	cleaning supplies	LIBRARY FUND	LIBRARY	48.56
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	870.47
	return towels	COMMUNITY CENTER	COMMUNITY CENTER	199.01-
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	194.22
	cleaning supplies	WATER	DISTRIBUTION AND STORA	54.11
	cleaning supplies	WASTE WATER FUND	SOURCE/TREATMENT	54.11
	cleaning supplies	ENVIRON SERVICES F	REFUSE DISPOSAL	54.10
	cleaning supplies	ELECTRIC FUND	POWER DISTRIBUTION	135.27
			TOTAL:	3,564.71
COPIER BUSINESS SOLUTIONS	2012 toshiba copier	GENERAL FUND	STREETS	1,910.37
	copier contract 3/22-6/21	GENERAL FUND	STREETS	25.59
	2012 toshiba copier	GENERAL FUND	PARKS	1,528.30
	copier contract 3/22-6/21	GENERAL FUND	PARKS	20.47
	2012 toshiba copier	WATER	CAPITAL-GENERAL PLANT	764.17
	copier contract 3/22-6/21	WATER	ADMIN AND GENERAL	10.23
	2012 toshiba copier	WASTE WATER FUND	CAPITAL-GENERAL PLANT	764.17
	copier contract 3/22-6/21	WASTE WATER FUND	ADMIN AND GENERAL	10.23
	2012 toshiba copier	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	764.17
	copier contract 3/22-6/21	ENVIRON SERVICES F	ADMIN AND GENERAL	10.23
	2012 toshiba copier	ELECTRIC FUND	CAPITAL-GENERAL PLANT	1,910.38
	copier contract 3/22-6/21	ELECTRIC FUND	ADMIN AND GENERAL	25.59
			TOTAL:	7,743.90
COURT SPORTS AND MORE	clothing allowance - todd	GENERAL FUND	PARKS	22.00
	clothing allowance - todd	GENERAL FUND	PARKS	45.00
	clothing allowance - steve	WASTE WATER FUND	ADMIN AND GENERAL	35.00
	clothing allowance - dan k	ENVIRON SERVICES F	ADMIN AND GENERAL	80.00
	clothing allowance - amy	STORMWATER FUND	ADMINISTRATION AND GEN	73.00
		TOTAL:	255.00	
CULLIGAN	muni bldg meter rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
	solar salt & delivery	LIBRARY FUND	LIBRARY	18.76
	solar salt & delivery	COMMUNITY CENTER	COMMUNITY CENTER	20.05
		TOTAL:	66.86	
DAKOTA SUPPLY GROUP	digital remote register	WATER	DISTRIBUTION AND STORA	218.92
		TOTAL:	218.92	
DAVE'S ELECTRONIC SERVICE	#207 tk8180 radio 2way	GENERAL FUND	STREETS	676.25
	#911 tk8180 2way radio	GENERAL FUND	STREETS	692.28
		TOTAL:	1,368.53	
DEWILD GRANT RECKERT & ASSOCIATES CO	elec sub improv 2/29/12	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,830.50
	map updates 2/29/12	ELECTRIC FUND	POWER DISTRIBUTION	1,050.00
		TOTAL:	2,880.50	
DITCH WITCH OF MINNESOTA, INC.	clay-trans pad spill preve	GENERAL FUND	STREETS	687.73
	clay-trans pad spill preve	GENERAL FUND	PARKS	550.19
	clay-trans pad spill preve	WATER	CAPITAL-GENERAL PLANT	275.10
	clay-trans pad spill preve	WASTE WATER FUND	CAPITAL-GENERAL PLANT	275.10

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	clay-trans pad spill preve	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	275.10
	clay-trans pad spill preve	ELECTRIC FUND	CAPITAL-GENERAL PLANT	687.74
			TOTAL:	2,750.96
DON'S APPLIANCE & TV	speed queen dryer	WASTE WATER FUND	SOURCE/TREATMENT	675.55
			TOTAL:	675.55
EARL F ANDERSEN INC	galv channel posts	GENERAL FUND	STREETS	744.21
	private property signs	GENERAL FUND	STREETS	47.94
			TOTAL:	792.15
FASTENAL COMPANY	175w hid lamps pw bldg	GENERAL FUND	STREETS	50.88
	cable ties	GENERAL FUND	STREETS	32.92
	metal primer spill prevent	GENERAL FUND	STREETS	10.02
	175w hid lamps pw bldg	GENERAL FUND	PARKS	40.71
	cable ties	GENERAL FUND	PARKS	26.33
	paint marker	GENERAL FUND	PARKS	4.42
	metal primer spill prevent	GENERAL FUND	PARKS	8.01
	metal primer spill prevent	WATER	CAPITAL-GENERAL PLANT	4.01
	175w hid lamps pw bldg	WATER	DISTRIBUTION AND STORA	20.35
	cable ties	WATER	DISTRIBUTION AND STORA	13.17
	metal primer spill prevent	WASTE WATER FUND	CAPITAL-GENERAL PLANT	4.01
	t-rod	WASTE WATER FUND	SOURCE/TREATMENT	24.29
	175w hid lamps pw bldg	WASTE WATER FUND	SOURCE/TREATMENT	20.35
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	13.17
	safety green marking paint	WASTE WATER FUND	SOURCE/TREATMENT	403.84
	metal primer spill prevent	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	4.01
	175w hid lamps pw bldg	ENVIRON SERVICES F	REFUSE DISPOSAL	20.36
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	13.16
	metal primer spill prevent	ELECTRIC FUND	CAPITAL-GENERAL PLANT	10.01
	175w hid lamps pw bldg	ELECTRIC FUND	POWER DISTRIBUTION	50.88
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	32.92
	spiral point plug tap	ELECTRIC FUND	POWER DISTRIBUTION	7.56
	reciprocating saw blades	ELECTRIC FUND	POWER DISTRIBUTION	27.74
			TOTAL:	843.12
GALLS INC	clothing allowance	GENERAL FUND	POLICE	324.96
			TOTAL:	324.96
LEWIS GIESKING	taxi	ELECTRIC FUND	ADMIN AND GENERAL	155.00
	fax	ELECTRIC FUND	ADMIN AND GENERAL	13.25
	ink & photo paper	ELECTRIC FUND	ADMIN AND GENERAL	43.46
			TOTAL:	211.71
GOODTIMES MANUFACTURING	yth soccer shirts camp	GENERAL FUND	RECREATION/LEISURE SER	175.00
	little saints bb shirts	RESTRICTED CONTRIB	RECREATION/LEISURE SER	225.75
	yth soccer shirts camp	RESTRICTED CONTRIB	RECREATION/LEISURE SER	175.00
	yth soccer campshirts	RESTRICTED CONTRIB	RECREATION/LEISURE SER	19.50
			TOTAL:	595.25
GRAFIX SHOPPE	graphics for new police ca	GENERAL FUND	POLICE	1,840.00
			TOTAL:	1,840.00
JAMES GRUHOT	water class a dept health	WATER	ADMIN AND GENERAL	23.00
			TOTAL:	23.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage for march '12	GENERAL FUND	CITY ADMINISTRATION	72.20
	postage for march '12	GENERAL FUND	CITY CLERK	5.50
	postage for march '12	GENERAL FUND	FINANCE	104.30
	postage for march '12	GENERAL FUND	POLICE	42.23
	postage march '12	GENERAL FUND	FIRE	12.00
	postage for march '12	GENERAL FUND	BUILDING INSPECTOR	47.42
	postage for march '12	GENERAL FUND	PUBLIC WORKS ADMIN	52.22
	postage for march '12	GENERAL FUND	RECREATION/LEISURE SER	6.00
	postage march '12 - yth ce	GENERAL FUND	RECREATION/LEISURE SER	1.45
	postage for march '12	GENERAL FUND	ECONOMIC DEVT	3.00
	postage for march '12	LIBRARY FUND	LIBRARY	24.95
	postage for march '12	COMMUNITY CENTER	COMMUNITY CENTER	1.00
	postage for march '12	WATER	ADMIN AND GENERAL	5.35
	postage for march '12	WATER	CUSTOMER ACCOUNTS	87.81
	postage march '12	WASTE WATER FUND	ADMIN AND GENERAL	0.30
	postage for march '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	87.82
	postage for march '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	87.81
	postage for march '12	ELECTRIC FUND	ADMIN AND GENERAL	3.19
	postage for march '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	87.82
	postage for march '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	4.00
			TOTAL:	736.37
GUSTAVUS ADOLPHUS COLLEGE-DINING	daddy daughter dance meals	GENERAL FUND	RECREATION/LEISURE SER	277.88
			TOTAL:	277.88
HACH COMPANY	iron reagent	WATER	PURIFICATION AND TREAT	280.09
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	507.11
			TOTAL:	787.20
HANCOCK CONCRETE PRODUCTS, INC.	manhole adjusting ring	WASTE WATER FUND	COLLECTOR/LIFT STAT	342.00
			TOTAL:	342.00
HILLTOP FLORIST AND GREENHOUSE	flowers-baby,funeral,sympa	GENERAL FUND	POLICE	146.03
			TOTAL:	146.03
HILLYARD/HUTCHINSON	vacuum bags & brush roller	GENERAL FUND	STREETS	44.17
	vacuum bags & brush roller	GENERAL FUND	PARKS	35.33
	vacuum bags & brush roller	WATER	DISTRIBUTION AND STORA	17.67
	vacuum bags & brush roller	WASTE WATER FUND	SOURCE/TREATMENT	17.67
	vacuum bags & brush roller	ENVIRON SERVICES F	REFUSE DISPOSAL	17.65
	vacuum bags & brush roller	ELECTRIC FUND	POWER DISTRIBUTION	44.17
			TOTAL:	176.66
HOLIDAY COMMERCIAL	fuel for march '12	GENERAL FUND	POLICE	486.21
	car washes	GENERAL FUND	POLICE	17.08
	pop for training	GENERAL FUND	POLICE	10.56
	fuel for march '12	GENERAL FUND	BUILDING INSPECTOR	84.30
	fuel for march '12	GENERAL FUND	STREETS	360.71
	fuel for march '12	GENERAL FUND	PARKS	382.63
	fuel for march '12	WATER	SOURCE OF SUPPLY	21.96
	fuel for march '12	WATER	PURIFICATION AND TREAT	32.93
	fuel for march '12	WATER	DISTRIBUTION AND STORA	164.67
	fuel for march '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	49.04
	fuel for march '12	ENVIRON SERVICES F	REFUSE DISPOSAL	242.83
	fuel for march '12	ELECTRIC FUND	POWER DISTRIBUTION	310.10
	fuel for march '12	STORMWATER FUND	TREATMENT	111.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>2,274.35</u>
ICOP	mounting kit standard cons	GENERAL FUND	POLICE	207.03
			TOTAL:	<u>207.03</u>
IDEXX DISTRIBUTION, INC	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	916.92
			TOTAL:	<u>916.92</u>
INFRATECH	carry case for multipro	GENERAL FUND	FIRE	72.79
	multipro sensor	GENERAL FUND	FIRE	140.01
	flashlight & battery pack	STORMWATER FUND	COLLECTIONS/LIFT STATI	358.72
			TOTAL:	<u>571.52</u>
JAVENS MECHANICAL CONTRACTING CO.	mua #4 belt & temp sensor	WASTE WATER FUND	SOURCE/TREATMENT	589.10
			TOTAL:	<u>589.10</u>
JEFFERSON FIRE & SAFETY INC	firefighter gear	GENERAL FUND	FIRE	7,237.55
	boots	GENERAL FUND	FIRE	226.20
			TOTAL:	<u>7,463.75</u>
JT SERVICES	replacement globe/oval #79	ELECTRIC FUND	NON-DEPARTMENTAL	8,344.59
			TOTAL:	<u>8,344.59</u>
JWC ENVIRONMENTAL	sl grinder	WASTE WATER FUND	COLLECTOR/LIFT STAT	13,215.16
	grinder core deposit	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,836.05
			TOTAL:	<u>11,379.11</u>
KAREN LARSON	tae kwon do 2/6-3/28	GENERAL FUND	RECREATION/LEISURE SER	675.00
			TOTAL:	<u>675.00</u>
KARL LARSON	'12 spring lil kickers soc	GENERAL FUND	RECREATION/LEISURE SER	540.00
	'12 spring lil kickers soc	RESTRICTED CONTRIB	RECREATION/LEISURE SER	558.00
			TOTAL:	<u>1,098.00</u>
BARBARA A LUKER	mileage to st cloud	GENERAL FUND	CITY ADMINISTRATION	123.77
	meal - mcfoa conf	GENERAL FUND	CITY ADMINISTRATION	14.78
			TOTAL:	<u>138.55</u>
MACQUEEN EQUIPMENT INC	idler pulley ret rings #33	GENERAL FUND	STREETS	527.35
	rear nozzle repair	GENERAL FUND	STREETS	72.08
	outer rear nozzle #310	GENERAL FUND	STREETS	41.41
	ac comp & dryer receiver #	GENERAL FUND	STREETS	939.87
	return jack shaft seal mas	GENERAL FUND	STREETS	350.55
	quick clamps #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	159.16
	#27 nozzle, quick clamp	WASTE WATER FUND	COLLECTOR/LIFT STAT	249.28
	pipe assembly #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	194.15
			TOTAL:	<u>1,832.75</u>
MANTEK	mkr pool cleaner	GENERAL FUND	SWIMMING POOL	3,475.64
			TOTAL:	<u>3,475.64</u>
MARCO, INC.	copier maint for 46018	GENERAL FUND	CITY ADMINISTRATION	13.59
	copier maint for 46018	GENERAL FUND	CITY CLERK	13.59
	copier maint for 46018	GENERAL FUND	FINANCE	9.06
	copier maint for 46018	GENERAL FUND	POLICE	7.25
	copier maint for 46018	GENERAL FUND	BUILDING INSPECTOR	3.62

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	copier maint for 46018	GENERAL FUND	PUBLIC WORKS ADMIN	1.81	
	copier maint for 46018	GENERAL FUND	ECONOMIC DEVT	0.91	
	copier maint for 46018	WATER	ADMIN AND GENERAL	8.15	
	copier maint for 46018	WASTE WATER FUND	ADMIN AND GENERAL	8.16	
	copier maint for 46018	ELECTRIC FUND	ADMIN AND GENERAL	24.46	
			TOTAL:	90.60	
PAT MCSHANE	renew drivers license	ELECTRIC FUND	ADMIN AND GENERAL	43.00	
			TOTAL:	43.00	
MENARDS	diesel shed spill prevent	GENERAL FUND	STREETS	245.80	
	stoarge containers radios	GENERAL FUND	STREETS	8.20	
	diesel tank spill prevent	GENERAL FUND	STREETS	40.09	
	diesel shed spill prevent	GENERAL FUND	PARKS	196.64	
	stoarge containers radios	GENERAL FUND	PARKS	6.56	
	diesel tank spill prevent	GENERAL FUND	PARKS	32.07	
	diesel shed spill prevent	WATER	CAPITAL-GENERAL PLANT	98.32	
	diesel tank spill prevent	WATER	CAPITAL-GENERAL PLANT	16.04	
	drill bit nozzle, pvc, val	WATER	PURIFICATION AND TREAT	93.83	
	stoarge containers radios	WATER	DISTRIBUTION AND STORA	3.28	
	diesel shed spill prevent	WASTE WATER FUND	CAPITAL-GENERAL PLANT	98.32	
	diesel tank spill prevent	WASTE WATER FUND	CAPITAL-GENERAL PLANT	16.04	
	stoarge containers radios	WASTE WATER FUND	SOURCE/TREATMENT	3.28	
	diesel shed spill prevent	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	98.32	
	diesel tank spill prevent	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	16.04	
	stoarge containers radios	ENVIRON SERVICES F	REFUSE DISPOSAL	3.27	
	diesel shed spill prevent	ELECTRIC FUND	CAPITAL-GENERAL PLANT	245.83	
	diesel tank spill prevent	ELECTRIC FUND	CAPITAL-GENERAL PLANT	40.09	
	stoarge containers radios	ELECTRIC FUND	POWER DISTRIBUTION	8.20	
			TOTAL:	1,270.22	
METRO FIRE	helmet	GENERAL FUND	FIRE	275.31	
			TOTAL:	275.31	
METRO JANITORIAL SUPPLY INC.	cleaners	COMMUNITY CENTER	COMMUNITY CENTER	318.65	
			TOTAL:	318.65	
MISC VENDOR	ATTENBERGER, LAURA	refund health&wellness cli	GENERAL FUND	NON-DEPARTMENTAL	42.75
	KIMBLE, LEIGH ANN	refund facility rental	GENERAL FUND	NON-DEPARTMENTAL	42.75
	MEDVET	MEDVET: net, gloves	GENERAL FUND	COMMUNITY SERVICE	239.25
			TOTAL:	324.75	
MN DEPT OF PUBLIC SAFETY	police license plates (4)	GENERAL FUND	POLICE	24.00	
			TOTAL:	24.00	
MN IRON & METAL COMPANY	metal - spill prevent	GENERAL FUND	STREETS	49.43	
	metal - spill prevent	GENERAL FUND	PARKS	39.54	
	metal - spill prevent	WATER	CAPITAL-GENERAL PLANT	19.77	
	metal - spill prevent	WASTE WATER FUND	CAPITAL-GENERAL PLANT	19.77	
	metal - spill prevent	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	19.77	
	metal - spill prevent	ELECTRIC FUND	CAPITAL-GENERAL PLANT	49.44	
			TOTAL:	197.72	
MN MUNICIPAL UTILITIES ASSOCIATION	2nd qtr safety program	GENERAL FUND	FIRE	130.22	
	2nd qtr safety program	GENERAL FUND	PUBLIC WORKS ADMIN	780.24	
	2nd qtr safety program	GENERAL FUND	STREETS	780.79	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2nd qtr safety program	GENERAL FUND	PARKS	651.10
	2nd qtr safety program	COMMUNITY CENTER	COMMUNITY CENTER	390.66
	2nd qtr safety program	WATER	ADMIN AND GENERAL	520.88
	pre-employment testing	WASTE WATER FUND	ADMIN AND GENERAL	35.50
	2nd qtr safety program	WASTE WATER FUND	ADMIN AND GENERAL	780.79
	2nd qtr safety program	ENVIRON SERVICES F	ADMIN AND GENERAL	260.44
	2nd qtr safety program	ELECTRIC FUND	ADMIN AND GENERAL	651.10
	job train&safety programs	ELECTRIC FUND	ADMIN AND GENERAL	687.50
	2012 elec dues 2nd qtr	ELECTRIC FUND	ADMIN AND GENERAL	3,261.75
	2nd qtr safety program	STORMWATER FUND	ADMINISTRATION AND GEN	390.66
			TOTAL:	9,321.63
MN WASTEWATER OPERATORS ASSOCIATION	2012 mwoa dues-scot p	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	2012 mwoa dues-jen t	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	2012 mwoa dues-john h	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	2012 mwoa dues-tom c	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	2012 mwoa dues-adam t	WASTE WATER FUND	ADMIN AND GENERAL	25.00
			TOTAL:	125.00
MVTL LABORATORIES INC	mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	320.00
	testing	WASTE WATER FUND	SOURCE/TREATMENT	318.00
			TOTAL:	638.00
NEW PIG CORPORATION	spill containment	GENERAL FUND	STREETS	245.31
	spill containment	GENERAL FUND	PARKS	196.25
	spill containment	WATER	DISTRIBUTION AND STORA	98.12
	spill containment	WASTE WATER FUND	SOURCE/TREATMENT	98.12
	spill containment	WASTE WATER FUND	SOURCE/TREATMENT	824.23
	spill containment	ENVIRON SERVICES F	REFUSE DISPOSAL	98.12
	spill containment	ELECTRIC FUND	POWER DISTRIBUTION	245.31
			TOTAL:	1,805.46
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	71.17
	filter	GENERAL FUND	NON-DEPARTMENTAL	7.83
			TOTAL:	79.00
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	887.35
			TOTAL:	887.35
NUTTER CLOTHING CO	clothing allowance	GENERAL FUND	POLICE	153.00
			TOTAL:	153.00
OFFICEMAX	cable	GENERAL FUND	POLICE	21.36
	battery back up	COMMUNITY CENTER	COMMUNITY CENTER	42.74
			TOTAL:	64.10
PAAPE COMPANIES, INC.	repair chiller	COMMUNITY CENTER	COMMUNITY CENTER	1,179.30
			TOTAL:	1,179.30
RONALD D. QUADE	mn valley reg mtg, perdiem	GENERAL FUND	FIRE	390.00
			TOTAL:	390.00
QUILL	ink cartridges	GENERAL FUND	CITY ADMINISTRATION	20.19
	ink cartridges	GENERAL FUND	CITY CLERK	20.19
	ink cartridges	GENERAL FUND	FINANCE	48.52
	ink	GENERAL FUND	FINANCE	48.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	GENERAL FUND	FINANCE	13.46
	ink cartridges	GENERAL FUND	POLICE	10.77
	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	5.38
	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	2.69
	ink cartridges	GENERAL FUND	STREETS	52.27
	ink cartridges	GENERAL FUND	STREETS	65.07
	ink cartridges	GENERAL FUND	RECREATION/LEISURE SER	138.79
	ink cartridges	GENERAL FUND	PARKS	41.82
	ink cartridges	GENERAL FUND	PARKS	52.05
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	1.35
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	59.93
	ink cartridges	PUBLIC ACCESS	PUBLIC ACCESS	58.35
	ink cartridges	WATER	ADMIN AND GENERAL	12.13
	ink	WATER	ADMIN AND GENERAL	12.13
	ink cartridges	WATER	ADMIN AND GENERAL	20.91
	ink cartridges	WATER	ADMIN AND GENERAL	26.03
	ink cartridges	WATER	ADMIN AND GENERAL	12.11
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	12.13
	ink	WASTE WATER FUND	ADMIN AND GENERAL	12.13
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	20.91
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	26.03
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	12.11
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	12.13
	ink	ENVIRON SERVICES F	ADMIN AND GENERAL	12.13
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	20.90
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	26.02
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	12.13
	ink	ELECTRIC FUND	ADMIN AND GENERAL	12.13
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	52.27
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	65.07
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	36.34
			TOTAL:	1,055.09
RYAN ELECTRIC OF ST PETER	rewiring mill pond - fema	GENERAL FUND	PARKS	1,538.00
			TOTAL:	1,538.00
KEITH SHERWOOD	sand & poly windows	LIBRARY FUND	LIBRARY	1,638.00
	materials & disposal	LIBRARY FUND	LIBRARY	125.00
			TOTAL:	1,763.00
ARTHUR E SIDNER	daddy daughter dance enter	GENERAL FUND	RECREATION/LEISURE SER	240.00
			TOTAL:	240.00
SIEMENS INDUSTRY, INC.	media for unit 6000	WASTE WATER FUND	SOURCE/TREATMENT	4,427.66
			TOTAL:	4,427.66
SPRINT SOLUTIONS, INC.	phone bill for march '12	GENERAL FUND	POLICE	279.93
	phone bill for march '12	GENERAL FUND	POLICE	438.52
	phone bill for march '12	GENERAL FUND	FIRE	17.34
	phone bill for march '12	WATER	ADMIN AND GENERAL	23.44
	phone bill for march '12	ELECTRIC FUND	ADMIN AND GENERAL	23.44
			TOTAL:	782.67
ST PETER HOMES	remove grn valley #35&25	HOUSING PROJECT200	ECONOMIC DEVMT	1,661.23
			TOTAL:	1,661.23

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ST PETER RENTAL CENTER	batting cage vets skidstee	GENERAL FUND	PARKS	64.13
	ball fields sod cutter	GENERAL FUND	PARKS	<u>33.35</u>
			TOTAL:	97.48
STANDARD & POOR'S	bond rating	WASTE WATER FUND	ADMIN AND GENERAL	<u>6,545.00</u>
			TOTAL:	6,545.00
STATE INDUSTRIAL PRODUCTS	weed killer	LIBRARY FUND	LIBRARY	127.77
	weed killer	COMMUNITY CENTER	COMMUNITY CENTER	<u>127.76</u>
			TOTAL:	255.53
STEFFEN ELECTRIC OF LE CENTER INC.	ballasts & lamps	GENERAL FUND	MUNICIPAL BUILDING	969.95
	ballasts & lamps	GENERAL FUND	FIRE	2,459.65
	ballast and lamp	GENERAL FUND	PARKS	<u>3,227.85</u>
			TOTAL:	6,657.45
ADAM THORESON	class a license renewal	WASTE WATER FUND	ADMIN AND GENERAL	<u>23.00</u>
			TOTAL:	23.00
JANE TIMMERMAN-PETTY CASH	supplies for snr center da	GENERAL FUND	SENIOR COORDINATOR	19.68
	candles	LIBRARY FUND	LIBRARY	<u>18.78</u>
			TOTAL:	38.46
TOWMASTER, INC.	camera & extension cable #	GENERAL FUND	STREETS	<u>123.02</u>
			TOTAL:	123.02
USA BLUE BOOK	solinst repl cable w/probe	WATER	SOURCE OF SUPPLY	<u>254.73</u>
			TOTAL:	254.73
VALLEY NATIONAL GASES, LLC	acetylene	GENERAL FUND	STREETS	31.57
	grinding wheel	GENERAL FUND	STREETS	6.83
	blade	GENERAL FUND	STREETS	10.69
	acetylene	GENERAL FUND	PARKS	25.26
	grinding wheel	GENERAL FUND	PARKS	5.46
	blade	GENERAL FUND	PARKS	8.55
	acetylene	WATER	DISTRIBUTION AND STORA	12.63
	grinding wheel	WATER	DISTRIBUTION AND STORA	2.73
	blade	WATER	DISTRIBUTION AND STORA	4.28
	acetylene	WASTE WATER FUND	SOURCE/TREATMENT	12.63
	grinding wheel	WASTE WATER FUND	SOURCE/TREATMENT	2.73
	blade	WASTE WATER FUND	SOURCE/TREATMENT	4.28
	acetylene	ENVIRON SERVICES F	REFUSE DISPOSAL	12.63
	grinding wheel	ENVIRON SERVICES F	REFUSE DISPOSAL	2.74
	blade	ENVIRON SERVICES F	REFUSE DISPOSAL	4.26
	acetylene	ELECTRIC FUND	POWER DISTRIBUTION	31.57
	grinding wheel	ELECTRIC FUND	POWER DISTRIBUTION	6.83
	blade	ELECTRIC FUND	POWER DISTRIBUTION	<u>10.69</u>
			TOTAL:	196.36
	VESSCO, INC	tote of poly	WASTE WATER FUND	SOURCE/TREATMENT
			TOTAL:	4,532.57
VISA	cards	GENERAL FUND	CITY ADMINISTRATION	7.71
	clip art license renewal	GENERAL FUND	CITY ADMINISTRATION	74.95
	meal & coffee	GENERAL FUND	CITY ADMINISTRATION	20.99
	cards	GENERAL FUND	CITY CLERK	7.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	meals liquor license train	GENERAL FUND	CITY CLERK	24.39
	cables	GENERAL FUND	FINANCE	33.86
	cards	GENERAL FUND	FINANCE	5.14
	meals for special ops conf	GENERAL FUND	POLICE	29.53
	gas	GENERAL FUND	POLICE	66.60
	meal for sota conf	GENERAL FUND	POLICE	18.16
	cards	GENERAL FUND	POLICE	4.11
	typewriter ribbons	GENERAL FUND	POLICE	54.70
	conf registration interop	GENERAL FUND	POLICE	50.00
	meals for police training	GENERAL FUND	POLICE	110.78
	cards	GENERAL FUND	BUILDING INSPECTOR	2.06
	cards	GENERAL FUND	PUBLIC WORKS ADMIN	1.03
	american public works post	GENERAL FUND	PUBLIC WORKS ADMIN	20.00
	leis,starfish,flowers-danc	GENERAL FUND	RECREATION/LEISURE SER	141.00
	paint supplies	GENERAL FUND	RECREATION/LEISURE SER	7.56
	tattoos, necklace - dance	GENERAL FUND	RECREATION/LEISURE SER	42.99
	parrots - dance	GENERAL FUND	RECREATION/LEISURE SER	35.99
	parrots - dance - refund	GENERAL FUND	RECREATION/LEISURE SER	16.00-
	dance supplies	GENERAL FUND	RECREATION/LEISURE SER	107.58
	summer program supplies	GENERAL FUND	RECREATION/LEISURE SER	107.57
	ice cream - dance	GENERAL FUND	RECREATION/LEISURE SER	37.89
	candy - dance	GENERAL FUND	RECREATION/LEISURE SER	103.18
	meal w/ jari usa	GENERAL FUND	ECONOMIC DEVT	25.64
	cards	GENERAL FUND	ECONOMIC DEVT	0.51
	dvd player	PUBLIC ACCESS	PUBLIC ACCESS	394.15
	meals for mn rural water c	WATER	ADMIN AND GENERAL	150.86
	cards	WATER	ADMIN AND GENERAL	4.63
	cards	WASTE WATER FUND	ADMIN AND GENERAL	4.62
	cards	ELECTRIC FUND	ADMIN AND GENERAL	13.88
	meals for appa rally-dc	ELECTRIC FUND	ADMIN AND GENERAL	156.71
	luggage	ELECTRIC FUND	ADMIN AND GENERAL	25.00
	gis reference materials	STORMWATER FUND	ADMINISTRATION AND GEN	80.03
	table cloth for hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	30.00
	paint supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	7.56
	paint supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	7.56
	domain 3 yrs stpeterfunrun	RESTRICTED CONTRIB	RECREATION/LEISURE SER	224.90
	hrf decorations	RESTRICTED CONTRIB	RECREATION/LEISURE SER	88.96
			TOTAL:	2,314.49
VOYAGEUR WEB	website development	2009 EQUIPMENT CER	FINANCE	5,300.00
			TOTAL:	5,300.00
WESCO DISTRIBUTION INC	4 hole safety sub #446	ELECTRIC FUND	NON-DEPARTMENTAL	256.50
	16s meters #581	ELECTRIC FUND	NON-DEPARTMENTAL	1,239.75
	ct wire yellow #754	ELECTRIC FUND	NON-DEPARTMENTAL	106.88
	ct wire yellow #754	ELECTRIC FUND	NON-DEPARTMENTAL	106.88
	starting aid #634	ELECTRIC FUND	NON-DEPARTMENTAL	268.17
	repair kits	ELECTRIC FUND	POWER DISTRIBUTION	101.32
			TOTAL:	2,079.50
WRITE ON	police anniversary gift	GENERAL FUND	POLICE	166.20
			TOTAL:	166.20
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	50.67
			TOTAL:	50.67

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ZEP SALES & SERVICE	aerosol degreaser & wipes	GENERAL FUND	STREETS	24.53
	aerosol degreaser & wipes	GENERAL FUND	PARKS	19.62
	aerosol degreaser & wipes	WATER	DISTRIBUTION AND STORA	9.81
	aerosol degreaser & wipes	WASTE WATER FUND	SOURCE/TREATMENT	9.81
	aerosol degreaser & wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	9.81
	aerosol degreaser & wipes	ELECTRIC FUND	POWER DISTRIBUTION	24.53
			TOTAL:	98.11

----- FUND TOTALS -----

101	GENERAL FUND	47,652.72
211	LIBRARY FUND	3,909.12
213	PUBLIC ACCESS	652.81
217	COMMUNITY CENTER	5,101.34
449	2009 EQUIPMENT CERTIFICAT	5,300.00
450	HOUSING PROJECT2000 #10	1,661.23
601	WATER	10,638.88
602	WASTE WATER FUND	44,536.69
603	ENVIRON SERVICES FUND	2,350.37
604	ELECTRIC FUND	23,096.98
606	STORMWATER FUND	1,073.74
610	HEARTLAND TRANSIT	64.00
820	RESTRICTED CONTRIBUTIONS	1,337.23

GRAND TOTAL: 147,375.11

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 budgeted purchases in excess of \$5,000 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Electric Pump	Odor control pump	\$9,422.38	Wastewater

2. The following business licenses are hereby approved subject to compliance with City Code regulations and payment of the licensing fee:

Peddler License

CW Vending 4/10/12 – 11/1/12

Temporary On Sale Beer

St. Peter Softball Assn. 1401 Nicollet Ave. 5/1/12 – 7/30/12

Tree Worker

Melchior Tree Service 5/1/12 – 4/30/13

Tooltime's Handyman 5/1/12 – 4/30/13

Temporary Soft Drink

Greek Gourmet MN Square Park 6/2/12, 7/4/12 and 9/8/12 – 9/9/12

3. The following temporary employee appointments are hereby approved at the wages indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Martha Morrow	Youth Center Coordinator	\$15.00
Luke Hermer	Utility Laborer	\$8.00
Isaac Hermer	Utility Laborer	\$8.25
Alec Bethke	Utility Laborer	\$8.00
Vernon Junker	Utility Laborer	\$8.00
Roger Schoeb	Utility Laborer	\$8.00
Richard Hurlbert	Utility Laborer	\$8.50
Patrick Mears	Utility Laborer	\$8.50
Robert Wendelschafer	Utility Laborer	\$8.25
Joshua Hobday	Parks Laborer	\$8.25
Cameron Braun	Parks Laborer	\$8.25
Seth Wenner	Parks Laborer	\$8.00

Grant Nelsen	Parks Laborer	\$9.25
Skip Keller	Parks Laborer	\$9.00
Bob Lutz	Parks Laborer	\$8.25
Lucas Connor	Env. Services Laborer	\$8.00
Lance Willson	Env. Services Laborer	\$8.25
Sheldon Anderson	Streets Laborer	\$8.00
Ben Rosburg	Streets Laborer	\$8.00

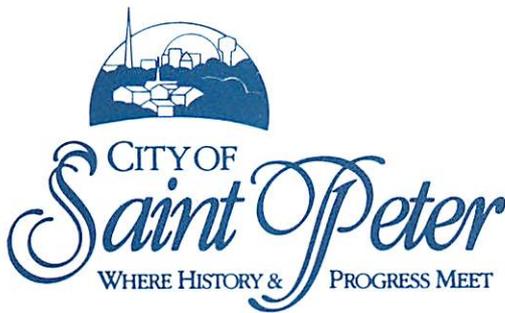
4. The schedule of disbursements for March 22, 2012 through April 4, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of April, 2012.

 Timothy Strand
 Mayor

ATTEST:

 Todd Prafke
 City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/6/2012

FROM: Matt Peters
Chief of Police

RE: Radio System Purchase

ACTION/RECOMMENDATION

Approve the Resolution authorizing the purchase of 800mHz trunked radio equipment including console radio, mobile radios, and portable radios.

BACKGROUND

The inability of law enforcement agencies, ambulance and fire departments to communicate with other nearby agencies and other public safety personnel has plagued police officers since the day that radios were first installed in cars.

One of the primary causes of this lack of communication ability is that in many jurisdictions different agencies were not only on different frequencies but also on different broadcast bands. Eventually, equipment became available that allowed officers to "scan" many frequencies with their radio, allowing simpler communication. Still, even today, differences in frequencies and technology often make it difficult to communicate.

When it became common public knowledge that the inability to communicate via radio was one likely cause of so many deaths among emergency responders on 9/11, calls to provide solutions to the problem became irresistible.

So, there has been a national process in place to enhance radio interoperability. Agencies have been incorporating interoperability solutions or planning. That planning for us has meant a search for funding.

In 2004, the U.S. Council of Mayors completed a study of 192 cities. At that time it was reported that 77 percent of cities actually did have interoperability between their police and fire department, with 66 percent extended to EMS agencies. That sounded great, but as the size of the city grew, the less likely it was for the agencies to have interoperable systems.

When the survey went beyond "emergency" city services, communications became dicey. More than 86 percent reported that they did not have interoperability with their state highway departments, and fully 94 percent did not have interoperability between their emergency

services and local railway facilities. They reported that 60 percent did not have communications with state emergency operations centers. Finally, 49 percent reported that they did not have interoperable communications with their state police agencies. Other numbers were similarly disheartening.

The following items are identified for purchase at this time:

3 Motorola XTL2500 mobile radios including accessories	\$8,001.42
DES/OFB encryption on mobiles	\$1,964.43
Installation of XTL2500	900.00
8 Motorola XTS2500 Model II portables	\$14,654.08
8 Remote Speakers mics	\$582.00
1 Impress 6 unit gang charger	\$1,012.50
Motorola MIP Console 8 channel 2 consolleTTes and installation	\$33,873.00
6 foot rack	\$500.00
8 port rackmount Ethernet switch	\$188.00
Motorola CDM series radio for dispatch UHF Trunked for PW Radio	\$900.00
TOTAL	\$62,575.43

In addition, staff will come back to the Council to request approval to purchase a few more related items that we have not received quotes or prices on yet. They include possible purchases of:

- computer monitor
- computer to run the MIP 5000
- speakers
- CAT5 jump cable
- A.C. Power outlet upgrade
- Emergency Siren narrow band receivers

Staff anticipates that the money budgeted will be sufficient to cover these costs and will bring them to you when the data is collected. The hope is to order the defined new equipment now so it can be available in a timely manner. This will help ensure we have ample changeover time.

All of the above purchases are either through Alpha Wireless or CTS systems in Mankato

FISCAL IMPACT

Funding for these purchases is allocated and planned for in three separate areas. The General Fund Police budget includes \$40,000. The 2012 Equipment Certificate identifies \$15,000 and the 2011 Equipment Certificate identifies \$30,000 for a total of \$85,000.

ALTERNATIVES AND VARIATIONS

Do not act. Staff will wait for further direction. It should be noted that some items have discounts applied that are good for a limited time.

Negative vote. Staff will wait for further direction and will work on any alternate plan the Council wishes us to pursue.

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.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION AUTHORIZING PURCHASE OF 800 Mhz TRUNKED RADIO EQUIPMENT
FOR POLICE DEPARTMENT**

WHEREAS, the Police Department relies on radios for communication with officers and other jurisdictions; and

WHEREAS, emergency management services across the State are moving to 800 Mhz trunked radio equipment to assure interoperability between police and fire departments and other jurisdictions; and

WHEREAS, funding has been budgeted for replacement of the Police Department's radio systems with 800 Mhz equipment.

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

1. The Police Department is authorized to proceed with the purchase of the following radio equipment from Alpha Wireless and/or Computer Technology Systems (CTS):

3 Motorola XTL2500 mobile radios including accessories	\$8,001.42
DES/OFB encryption on mobiles	\$1,964.43
Installation of XTL2500	900.00
8 Motorola XTS2500 Model II portables	\$14,654.08
8 Remote Speakers mics	\$582.00
1 Impress 6 unit gang charger	\$1,012.50
Motorola MIP Console 8 channel 2 consolleTTes and installation	\$33,873.00
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Motorola CDM series radio for dispatch UHF Trunked for PW Radio	\$900.00
TOTAL	\$62,575.43

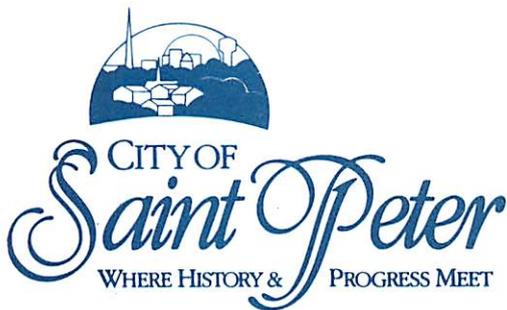
2. Funding for the purchase shall be from the General Fund, 2012 Equipment Certificate fund, and 2011 Equipment Certificate fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of April, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/5/2012

FROM: Matt Peters
Chief of Police

RE: Traffic Safety Grant Acceptance

ACTION/RECOMMENDATION

Approve the resolution authorizing acceptance of \$5,000 from the Department of Public Safety, Office of Traffic *Safety Toward Zero Deaths* grant program.

BACKGROUND

The police department has been awarded grant funding from the Department of Public Safety as a reward for conducting highly publicized projects addressing impaired driving and passenger protection. It is our belief that traffic enforcement is not only an end in itself, but is also a valuable tool and integral part of both criminal interdiction and general policing.

We know that enforcement efforts alone do not have a lasting effect on drivers' behavior; the public must be made aware of enforcement efforts. We have increased public awareness efforts and publicized our increased enforcement, raising the perceived risk of citation. This has proven to result in long-lasting improvements on driver behavior. The grant will fund the following:

- The purchase of 2 speed radar units.
- The purchase of 1 emergency light bar.
- The purchase of 1 squad car siren.

FISCAL IMPACT:

The funding will be expended as outlined above

ALTERNATIVES/VARIATIONS:

Do Not Act - No further action will be taken without additional direction from the Council. Without official Council acceptance of the grant, the funding will be withdrawn.

Negative Vote – Without approval of the resolution, the Department of Public Safety will not provide the funding.

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.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION AUTHORIZING ACCEPTANCE OF A TRAFFIC SAFETY GRANT

WHEREAS, the Saint Peter Police Department desires to protect the health of Saint Peter citizens by improving traffic safety and participating in the Safe and Sober Program; and

WHEREAS, under the provision of the Highway Safety Act (P. L. 89-563), the Minnesota Department of Public Safety has federal funding to promote traffic safety; and

WHEREAS, the Minnesota Department of Public Safety had judged the Saint Peter Police Department's efforts to decrease impaired driving and increase seat belt use to be exceptional, and wants to reward those efforts by providing additional funding for the department.

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

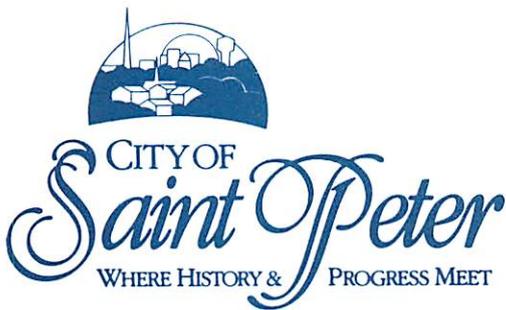
1. The City of Saint Peter enter into an agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for the period from March 30, 2012 to September 30, 2012.
2. The Chief of Police of Saint Peter is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the Saint Peter Police Department.
3. City Administrator Todd Prafke is hereby authorized to be the fiscal agent and administer the grant on behalf of the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of April, 2011.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 02/16/2012

FROM: Todd Prafke
City Administrator

RE: Assessment Policy Review

ACTION/RECOMMENDATION

Approve the attached resolution adopting a revised Assessment Policy.

BACKGROUND

Please find attached a clean copy of your Assessment Policy. The Council has reviewed this policy at three separate workshops and has suggested modifications that, it is hoped, provide clarification and establish additional guidance for staff in its application.

This policy was originally adopted in 1998 and has been the basis for all project based (M.S. 429) assessments since that time. Our history of application of the policy has been very clear and consistent and it is hoped that this better represents the Council's current wishes and our past practice related to assessment of specific projects.

Based on your previous discussions a number of issues have been modified. We had discussed some additional definitions on specific terms, corrected typos, adjusted phrasing and modified sentence structure. It should be noted that both the current and modified policies allow the Council to deviate from the policy if you wish and can articulate the reason for the deviation. It is a very big challenge to anticipate every scenario and develop language to address each scenario. It should be noted however, that in the 14 years you have had this policy, you have not been challenged in court and you have continued to work with abutting property owners to make sure the policy is applied in a way that is not only fair, but works. I hope that the re-wording helps in making the policy easier to understand and apply.

As an aside, the policy is not an obstacle to projects; it has generally worked very well from a guideline perspective. The largest hindrance to the assessment of a major project in the future will be the Minnesota Statutes that clearly direct that any assessment or improvement must be supported by an increase in property value. Today, based on what we do, based on the type of improvements we might see, that valuation increase could be a difficult threshold, which is why the waiver approach we have used on all projects in the last 14 years is so important. It protects the legality of assessment even if values do not increase and it forces us to make sure we have a communication and an understanding with abutting property owners about cost, process and the nature of the work or improvement.

One last item, the Council has discussed is your want to revisit this policy and in particular the assessment of corner lots and/or work along Municipal State Aid streets. We will do some additional information gathering and bring that information back to the Council in the near future.

Fiscal Impact:

There is no direct cost to the adoption of the policy, nor do I believe any changes here will impact the amounts assessed to abutting properties or paid by the City on any given project.

Alternatives and Variations

Do not act. Staff will wait for further direction.

Negative vote. Staff will assume the policy currently in place meets the Council needs and wishes and will not take any additional action to provide for modifications.

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

Please let me know if you have any questions or concerns.

TP/bal

CITY OF SAINT PETER ASSESSMENT POLICY

GENERAL POLICY STATEMENT

This policy is established to set the rules for the acceptance of petitions, approval of projects and calculation of assessments for City infrastructure improvements in and around the City of Saint Peter.

It is the intent of this policy that its provisions shall apply only to projects authorized by the City Council.

DEFINITIONS

City - City of Saint Peter.

Collector Street - is a street that has greater than seven-ton capacity design.

Hook-up – is the connection by the property owner to the City water or sewer service as defined in City Code.

Improvements - The addition, enhancement or correction of infrastructure that provides for the development and/or enhancement of property including, but not limited to, curbs, gutter, sidewalks, roadways, streets, water mains, wastewater mains, electrical installations, stormwater collection and treatment.

Reconstruction - The correction or rebuilding of any project where costs are equal to or greater than fifty percent (50%) of the replacement cost in current dollars based on City Engineer's estimate.

Repair - Repair is the maintenance or correction of deficiencies in physical infrastructure that cost up to fifty percent (50%) of the replacement cost in current dollars based on City Engineer's estimate.

Residential Street - is a street that is seven (7) ton or less capacity design .

Roadway- is a thoroughfare, route, or way on land between two places, which typically has been paved or otherwise improved to allow travel by some conveyance, including a cart or motor vehicle.

Stormwater and Storm Sewer will have the same meaning.

Street - is a paved public thoroughfare in a built environment.

Trail -is a path with a rough beaten, bituminous, cement, or dirt/stone surface that is generally used for non-motorized travel and may be designated on an official City map.

Wastewater and Sanitary Sewer will have the same meaning.

PETITIONS

No petition for construction of any public improvement outlined in this policy shall be accepted or acted upon by the Council unless it is filed with the City Administrator on or before August 15th of the year prior to the year of requested construction, unless the City's anticipated expenditures are less than \$5,000.

Petitions must be submitted on a form approved by the City for consideration of the Council.

CLASS A IMPROVEMENTS

Class A Improvements are those that generally benefit the City at large, including, but not limited to:

1. Public buildings.
2. Public parks or recreational facilities.
3. The installation of street lighting systems and maintenance of such systems.
4. Stormwater improvements excluding those in any Stormwater or Storm Sewer Assessment District.
5. Trails.
6. Or any other improvement(s) that are not described in Minnesota Statutes, Section 429.021, Subdivision 1.

Class A improvements shall be financed from general City funds and not from special assessments.

CLASS B IMPROVEMENTS

Class B Improvements are those that are of benefit to more than the abutting property. Class B improvements include:

1. Trunk water mains larger than eight inches (8") in residential areas.
2. Trunk water mains larger than twelve inches (12") in commercial/industrial areas.
3. Trunk wastewater mains larger than eight inches (8").
4. The construction of municipally owned off-street parking facilities.
5. Three-Phase and Single-Phase Electric Distribution Service Lines.
6. Collector Street Construction or Reconstruction
7. Storm Sewer Improvements

CLASS C IMPROVEMENTS

Class C Improvements are those that are primarily, if not exclusively, of benefit to the property abutting the improvement, including:

1. The construction of lateral water mains no larger than eight inches (8") in diameter in residential areas.
2. The construction of lateral water mains no larger than twelve inches (12") in diameter in commercial/industrial areas.
3. The construction of lateral wastewater mains no larger than eight inches (8") in diameter.
4. The construction and repair of curbs and gutters.
5. Residential street construction or reconstruction.
6. The construction and repair of sidewalks.

FINANCING OF CLASS B AND C IMPROVEMENTS

It is the policy of the City to finance Class B and C Improvements by the methods described later in this section. The apportionment of the cost between the benefited property and the City at large, and the method of levying assessments prescribed in those sections, shall be followed unless the Council, by resolution, finds that because of a special circumstance, a different policy is necessary or desirable in the particular case. If there is a special circumstance, it should be stated in the resolution. Any local improvement described in Minnesota Statutes, Section 429.02 and not placed in Class A, B, or C by this section, shall be financed as the Council determines to be most feasible and equitable in each case.

ASSESSMENT REGULATIONS FOR CLASS B IMPROVEMENTS

Subd. 1. Trunk Water Mains, Wastewater Mains - When a water main or sanitary sewer is laid across or adjacent to unplatted property, the City may defer the assessment against the unplatted property. When trunk water or sanitary sewer is constructed and is to serve also as a lateral water main or sanitary sewer for abutting property, the property shall be assessed for the costs of an equivalent lateral water main or sanitary sewer. The City will pay the cost of the trunk water main and sanitary sewer, minus the cost of the lateral water main or sanitary sewer that is assessed. Lateral water main will be defined as no larger than eight inches (8") and eight feet (8') deep. The City cost will be paid from the appropriate City funds.

Subd 2. Three-Phase Electric Distribution Service Lines - The cost to install three- or single-phase electric distribution lines will be assessed to the property served.

Subd. 3. Street Construction or Reconstruction - When standards for residential street construction are higher than those the City would normally use, the cost to be assessed to the benefited property shall be based on the cost of normal residential street construction capacity of seven (7) tons. The remainder of the cost shall be paid from appropriate funds and from the property benefiting from the higher construction standards. Reconstruction of a residential roadway that has a design capacity up to seven (7) tons shall have thirty percent (30%) of the cost assessed to the abutting property owners and the remainder shall be paid by City general funds.

Subd. 4. Storm Sewer Improvements - Improvements to the storm sewer system in an established storm sewer improvement district will be financed in accordance with the provisions of Minnesota Statutes, Chapter 444.

ASSESSMENT REGULATION FOR CLASS C IMPROVEMENTS

Subd. 1 Sidewalk - The cost of construction, reconstruction, and repair of sidewalks shall be assessed one hundred percent (100%) based on frontage against property abutting the side of the street on which the sidewalk is located unless it is located in a Sidewalk assessment district where separate rules for payment will apply. Sidewalks that cross alleys will be paid by the City.

Subd. 2. Water and Sewer - The cost of water mains and of sanitary sewer shall be assessed one hundred percent (100%) against the abutting property based on frontage. The cost of water mains is to be assessed including the service lines, valves, and hydrants at time of initial construction. The cost of sanitary sewer includes service lines, if furnished, at time of initial construction.

The hook-up of Water and Wastewater service shall be charged a connection fee, which shall be determined by the City Council.

Service lines shall be defined by City Code.

Subd. 3. Street - The cost of construction of any street including those where the project may include curb and gutter, shall be assessed on the basis of frontage excluding cost of constructing street intersections which shall be paid by the City.

Reconstruction of a street shall be paid by an assessment to the abutting property owners at thirty percent (30%) of the cost.

Subd. 4. Curb and Gutter - One hundred percent (100%) of cost for the construction, repair or reconstruction of Curb and Gutter that is exclusive of street reconstruction shall be assessed based on frontage against property abutting the side of the street on which the Curb and Gutter is located.

SPECIAL RULES

Subd. 1. Corner Lots - For any infrastructure improvements that occur simultaneously on both the front and side yard of a corner lot the assessment will be calculated by adding the front and side yard frontage and dividing by two (2). This will establish the assessable frontage, which will be then used to calculate the total frontage for the project assessment calculation.

For infrastructure improvements that occur only on one side of a corner lot, the frontage shall be calculated using the actual frontage abutting the project.

Subd. 2. Intersections - The cost of water and sewer improvement in street intersections shall be included as part of the total assessable cost. The City shall pay intersection costs related to street, curb and gutter improvements.

Subd. 3. Irregular Lot Shapes and Adjusted Frontage - When an irregular shaped lot is abutting an infrastructure improvement, an adjustment to maintain fairness in the assessment

may be made. When the amount of an assessment is determined by frontage, an equivalent front footage shall be determined by the following formula:

The sum of all sides of the lot shall be added together and divided by the number of sides and shall be the assessed frontage.

Subd. 4. Bidding Process - Alternate bids will be required on all water/wastewater main installation projects. The bids provided will be the basis for determining the true cost of the improvement share to be assessed. The basis for comparison will be the lowest alternate of the awarded bid.

FEDERAL, STATE AND COUNTY AID USE

If the City receives financial assistance from the federal government, the state or the county to defray a portion of the cost of any improvement project, such aid shall be used first to reduce the share of the project cost that would be met from the general and enterprise City funds according to the assessment formula contained in this policy. If the aid is greater than the amount of the improvement cost to be borne by the City, the remainder of the aid shall be placed in the appropriate City improvement fund or distributed in such other manner, as the Council shall determine.

PROCEDURAL RESTRICTIONS

Subd. 1 General - In attempting to conform to the provisions of Minnesota Statutes, Chapter 429, proceedings for a public improvement to be paid wholly or partly by special assessments shall conform to the requirements of these sections.

Subd. 2. Waiver and Assessment Hearing - After receiving bids for a project, the Council may, at its discretion, request submittal of signed waivers of the right to appeal the assessment when levied or may elect to hold a public assessment hearing to determine if there is substantial objection to the proposed assessments. If the Council elects to hold a public assessment hearing, the contract for the project shall not be awarded until the 30-day appeal period has expired.

PARTIAL PAYMENT

After the adoption of the assessment roll of any improvement project by the Council, the owner of any property assessed may, prior to the certification of the assessment of payment of the first installment to the County Auditor, pay to the City Treasurer all or any portion of the assessment, but not less than five hundred dollars (\$500). The remaining unpaid balance shall be spread over the period established by the Council for installment payment of the assessment.

CERTIFICATION OF ASSESSMENTS

After the adoption of any special assessment by the Council, the Finance Director/Treasurer shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the County Auditor to be extended on the property tax lists of the County.

INTEREST RATE

The interest rate shall be set by the Council on each special assessment project, and the rate of interest shall depend on the current market investment conditions or the cost of bond issuance plus one percent (1%).

ASSESSMENT PERIOD

Assessments shall not be spread over a period longer than the anticipated useful life of the project to be assessed. Subject to the useful life requirement, assessment shall be spread as follows.

- | | | |
|----|--------------------------------------|---------------------|
| 1. | Assessments under \$500 | One Year |
| 2. | Assessments from \$500 to \$2500 | Five Years |
| 3. | Assessments from \$2,501 to \$10,000 | 10 Years |
| 4. | Assessments exceeding \$10,000 | 15 years or greater |

ADJUSTMENTS

In the event the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments on a specific project, the City Council reserves the right to adjust the policy to achieve a more equitable distribution of cost for that project.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION APPROVING UPDATED ASSESSMENT POLICY

WHEREAS, the City Council has previously adopted an assessment policy; and

WHEREAS, the policy serves as the basis for all project based assessments based as defined in Minnesota Statutes 429; and

WHEREAS, modifications to the policy are recommended to provide additional definitions and facilitate understanding of the terms of the policy.

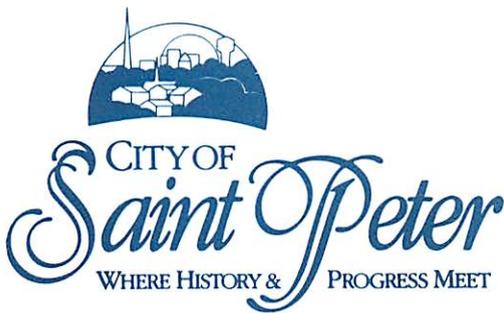
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated City of Saint Peter Assessment Policy is hereby adopted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of April, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 4/5/12

FROM: Todd Prafke
City Administrator

RE: Pool Job Descriptions

ACTION/RECOMMENDATION

Approve the attached resolution providing for establishment of job descriptions for Swimming Pool Manager and Swimming Pool Maintenance Worker.

BACKGROUND

Please find attached pool job descriptions for the Swimming Pool Manager and Swimming Pool Maintenance Worker. These have been slightly modified based on Council discussion at your last workshop, to correct a couple of typos and format changes, and the inclusion of a Spanish language component as a part of desired qualifications in the Pool Manager description.

These two descriptions are a part of the ongoing process of developing job descriptions for every position in your organization. The seasonal positions are the next in line and I anticipate other pool positions to come to you in the future.

Job descriptions are used for many purposes, which include, but are not limited to, the hiring process, identification of work tasks and, in the event of an injury, they are the basis for minimum rehabilitation and workers compensation activities. You should note that no pay equity points are provided as these positions do not currently meet the Pay Equity reporting threshold. Points could be added in the future if that threshold is surpassed.

FISCAL IMPACT:

There is no fiscal impact to the adoption of these descriptions. This does not change your FTE numbers but does allow for a very slight change in organizational structure. Again, this is part of our ongoing process to provide framework within your organization and these two temporary or seasonal positions are next in line for that action.

ALTERNATIVES AND VARIATIONS

Do not act. Staff will wait for further direction and use the same information and processes that we have used in the past in the hire and work assignments for these positions.

Negative vote. Staff will wait for further 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.

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

POSITION TITLE: SWIMMING POOL MANAGER

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: DIRECTOR OF RECREATION AND LEISURE SERVICES

OVERVIEW OF POSITION:

Under the direction and general supervision of the Director of Recreation and Leisure Services, the Swimming Pool Manager supervises the operation of the municipal swimming pool. The Swimming Pool Manager also assists the Director of Recreation and Leisure Services with the development of programs for the municipal swimming pool and supervises all pool personnel.

ESSENTIAL JOB FUNCTIONS:

- Supervise the operation of the municipal swimming pool; establishes and reviews day-to-day pool procedures; establish and review emergency pool procedures; direct maintenance of pool facilities and equipment; prepare daily, weekly, and monthly pool reports.
- Assist with the development of programs for the municipal swimming pool; administer and coordinates planned programs; establish swimming lesson schedules.
- Assign and direct work of pool personnel; schedule work hours for all lifeguards; make recommendations regarding employment of pool personnel.
- Manage swimming pool cash operations and recordkeeping. Direct and supervise the collection of fees; prepare daily records of receipts and deposits in accordance with City policies.
- Develop and maintain ongoing, in-service training for pool staff.
- Establish policies, procedures and safety rules for pool personnel and general public.
- Recommend purchase of pool equipment.
- Maintain inventory of necessary materials for staff (e.g. lesson certificates, class lists, kickboards, time sheets, float aids, first aid and lifesaving supplies, etc.)
- Maintain disciplinary procedures (i.e. staff, participants) as provided for in the City of Saint Peter personnel policy manual.
- Work as a lifeguard; physically protect the lives of all persons using the municipal swimming pool.

Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: manage pool operations and maintenance; coordinate the work of all pool personnel; communicate effectively; delegate responsibility; secure the confidence of pool patrons; perform quickly and calmly during emergency situations; maintain confidentiality as needed; be tactful; and ability to deal with the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

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

Legend:

- Continuously is over 2/3 of a work day
- Frequently is 1/3 to 2/3 of a work day
- Occasionally is less than 1/3 of a work day

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, frequently bend/stoop, squat, crouch, kneel, balance; occasionally reach above shoulder level; use hands for firm grasping and fine manipulating

Strength: Carry up to thirty pounds and lift up to thirty pounds;
Stamina: Continuously endure exposure to various weather conditions

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Six months experience as a lifeguard.
- One year of experience in swimming pool operations including care of equipment.
- Possession of a Water Safety Instructor (WSI) Certificate including six months of swimming lesson instruction.
- Possession of American Red Cross First Aid, CPR for the Professional Rescuer and Automated External Defibrillator certifications.

DESIREABLE QUALIFICATIONS:

- Certified Pool Operator (CPO) certification or proof of successful completion of closely related training.
- Bachelor's Degree in Recreation, Education or Sociology.
- One year experience assisting in a supervisory capacity including management of personnel or facilities.
- Proof of certification as a trainer in WSI and lifeguard.
- Ability to speak Spanish.

Adopted: _____, 2012

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

POSITION TITLE: SWIMMING POOL MAINTENANCE WORKER

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: SWIMMING POOL MANAGER/PARKS FOREMAN

OVERVIEW OF POSITION:

Under the direction and general supervision of the Swimming Pool Manager and Parks Foreman, the Maintenance Worker provides daily maintenance services for the operation of the municipal swimming pool.

ESSENTIAL JOB FUNCTIONS:

- Ensure that all equipment is functioning properly.
- Assist in maintaining pool equipment to ensure equipment is in proper working condition.
- Maintain, analyze and submit pertinent records regarding sanitary water conditions (chlorine and pH readings) and water back-washing.
- Maintain pool, including proper chemical and PH rate (e.g. test and adjust as needed to comply with mandated safety and health requirements for pool water purity and balance).
- Complete maintenance checklist and maintain records to comply with mandated requirements.
- Coordinate, schedule and execute all general cleaning, including pool vacuuming, deck maintenance and routine filtration cleaning (i.e. backwash).
- Daily cleaning of the locker rooms/restrooms.
- Report all maintenance and operational issues to the Pool Manager and/or Parks Foreman.
- Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate effectively; secure the confidence of pool patrons; perform quickly and calmly during emergency situations; maintain confidentiality as needed; be tactful; and ability to deal with the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Swimming Pool Maintenance Worker is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTIONS

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, , reach above shoulder level; Continuously use hands for firm grasping and fine manipulating

Strength: Continuously carry up to thirty-four pounds and lift up to thirty-four pounds; Frequently carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds;

Stamina: Continuously endure exposure to dust, fumes, gases, mist, wet, humid; Occasionally exposed to high noise levels.

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Wear safety equipment including safety goggles.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Pool Maintenance Worker by the City but are not required.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Possession of American Red Cross CPR/AED for the Professional Rescuer certification, or ability to obtain certification within 30 days of employment.

DESIREABLE QUALIFICATIONS:

- Possession of Certified Pool Operator (CPO) certificate/license or proof of successful completion of closely related training.
- One year of experience in swimming pool operations/maintenance.

Adopted: _____, 2012

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ESTABLISHING POSITION DESCRIPTIONS FOR THE POSITIONS OF
SWIMMING POOL MANAGER AND SWIMMING POOL MAINTENANCE WORKER**

WHEREAS, the City Council adopts position descriptions that are used in the hiring process , identification of work tasks for employees, and to establish physical requirements for each position; and

WHEREAS, staff has developed position descriptions for the positions of Swimming Pool Manager and Swimming Pool Maintenance Worker; and

WHEREAS, the Council has reviewed the descriptions and has determined the descriptions adequately identify the essential job functions, required interpersonal skills, essential physical requirements, minimum qualifications and desired qualifications for each position.

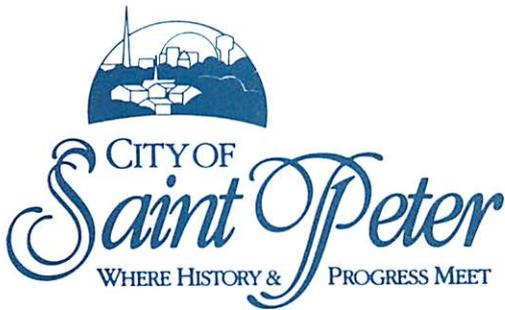
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the position descriptions for the positions of Swimming Pool Manager and Swimming Pool Maintenance Worker are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of April, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/4/2012

FROM: Cindy Moulton
Administrative Secretary

RE: Four Wheeled Vehicle/Golf Cart On City Streets Permit Application

ACTION/RECOMMENDATION

Provide approval of a permit application for use of a golf cart/four wheeled vehicle on City streets.

BACKGROUND

Linda Jay Wilde has submitted an application for a "Use Of Four Wheeled Vehicle/Golf Cart On City Streets" permit. Ms. Wilde lives outside the City limits.

You have explained to Ms. Wilde that the permit would enable her to drive on the city streets, but would not allow her to drive on the City walking/biking paths nor the County roads or highways and that if she chose to drive on the City paths or County roads/highways she would be at risk for a ticket.

Ms. Wilde has submitted the appropriate application fee along with the required insurance verification and her doctor's certifications as required by the City Code.

Please place this item on the April 9, 2012 City Council agenda.

FISCAL IMPACT:

None other than receipt of the permit fee.

ALTERNATIVES/VARIATIONS:

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

Denial: 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.

CKM

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION APPROVING PERMIT FOR USE OF FOUR WHEELED VEHICLE OR GOLF
CART ON CITY STREETS**

WHEREAS, the City Code contains a provision for issuance of a permit to allow four wheeled vehicles or golf carts on City streets under certain conditions; and

WHEREAS, a permit application has been submitted by an individual residing outside the City limits; and

WHEREAS, the applicant has provided the required insurance verification and physician's statement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following permit application is approved for the term indicated subject to payment of the licensing fee and compliance with all City regulations:

FOUR WHEELED VEHICLE/GOLF CART USE PERMIT

Linda J. Wilde

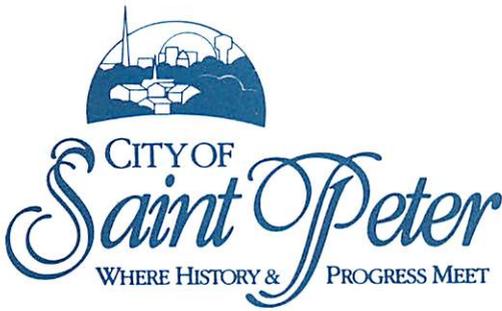
April 10, 2012 – April 9, 2013

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of April, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 04/03/12

FROM: Paula O'Connell
Director of Finance/Treasurer

RE: Post-Issuance Compliance Policies and Procedures

ACTION/RECOMMENDATION

Approve the Post-Issuance Compliance Policies and Procedures.

BACKGROUND

The IRS has increased its scrutiny of tax-exempt bonds and has strongly expressed an expectation that issuers of tax-exempt bonds have written procedures in place to ensure compliance with these rules. See the attached memo from, Briggs & Morgan, our bond counsel.

The rules outlined in this policy are procedures that are currently being completed for each of our bond issues. Our bond counsel believes it is advantageous for us to have a written policy approved by the City Council.

FISCAL IMPACT:

We currently perform these procedures within our Finance Department and there is no cost for adoption of the policy.

ALTERNATIVES/VARIATIONS:

Do not act: The IRS may increase the penalties of an audit if written policies are not adopted.

Negative Votes: The IRS may increase the penalties of an audit if written policies are not adopted.

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

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

MEMORANDUM

TO: Paula O'Connell, Finance Director for the City of St. Peter, Minnesota

FROM: Mary L. Ippel

DATE: February 9, 2012

RE: **Post--Issuance Compliance Policies and Procedures**

Following issuance by the City of St. Peter (the "City") of tax-exempt governmental bonds, the City must continue to take certain actions with respect to the bonds in order that they retain their tax-exempt status. In particular, the City must be sure that the project financed with the bonds continues to be used for public purposes and that the proceeds of the bonds are applied in a manner that complies with the arbitrage rules on the Internal Revenue Code of 1986, as amended (the "Code"), and its related regulations.

Over the last couple of years, the IRS has increased its scrutiny of tax-exempt bonds and has strongly expressed an expectation that issuers of tax-exempt bonds have written procedures in place to ensure compliance with these rules. Most recently, in September, 2011, the IRS released a new Form 8038-G, which is the form that issuers file upon the issuance of each tax-exempt bond issue. The new version of the form specifically asks the issuer to check a box that it has established written procedures "to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations." There is a second box asking if the issuer has written procedures "to monitor the requirements of Section 148," which is the Code section governing arbitrage.

There is no statutory or rule requirement that the City have such written procedures. By including these questions on Form 8038-G (the same questions also appear on Form 8038), however, the IRS is strongly emphasizing its view of the importance of having such procedures in place. Informally, the IRS has also indicated that having such procedures in place may result in a lower penalty in the event of any audit or voluntary compliance agreement related to an issuer's bonds. Therefore, we strongly recommend that the City adopt the proposed Post-Issuance Compliance Policies and Procedures.

The proposed Policies and Procedures have been drafted to cover the concerns and expectations that have been expressed by the IRS. Yet, at the same time, we recognize that the

City, along with its bond counsel and financial advisor, are already doing many of the tasks set forth in the document. It simply demonstrates that the City is, in fact, taking the appropriate actions to ensure that its bonds remain tax-exempt.

We recommend that the proposed Policies and Procedures be adopted at the City's earliest convenience. Please feel free to contact us if you have any further questions or comments.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ESTABLISHING PROCEDURES AND POLICIES RELATING TO POST
ISSUANCE COMPLIANCE UNDER THE INTERNAL REVENUE CODE UPON THE
ISSUANCE OF GOVERNMENTAL BONDS**

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

1. Recitals. In order to comply with the ongoing compliance of governmental bonds issued by the City with the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder (the "Regulations"), including the record retention requirements of Code Section 6001 and Section 1.6001(a) of the Treasury Regulations, the City Council has the overall, final responsibility for monitoring whether the City is in compliance with post-issuance federal requirements for the City's governmental bonds. The City's bond counsel has prepared for use by the City a document entitled "Governmental Bonds Post-Issuance Compliance Policies and Procedures" (the "Policies and Procedures").

The Policies and Procedures are internal operating procedures to be used by the City's management in connection with the issuance and sale of all issues of governmental bonds and the City's bond counsel advises the City to approve the Policies and Procedures.

2. Approval of Policies and Procedures. The City hereby approves the Governmental Bonds Post-Issuance Compliance Policies and Procedures in substantially the form presented to the City Council.
3. The Governmental Bonds Post-Issuance Compliance Policies and Procedures is attached to this Resolution as Exhibit A.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of April, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

**EXHIBIT A
CITY OF SAINT PETER, MINNESOTA**

**GOVERNMENTAL BONDS
POST-ISSUANCE COMPLIANCE
POLICIES AND PROCEDURES**

The following policies and procedures were adopted by the City Council of the City of Saint Peter, Minnesota (the "City") as of the date indicated below with respect to the governmental bonds of the City, to require, and further ensure, the ongoing compliance of governmental bonds issued by the City with the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder (the "Regulations"), including the record retention requirements of Code Section 6001 and Section 1.6001(a) of the Treasury Regulations. Such policy and procedures were adopted after consultation with Briggs and Morgan, P.A., the bond counsel ("Bond Counsel"), and David Drown Associates, Inc., the financial advisors, to the City and are internal operating procedures to be used by the City's management in connection with the issuance and sale of all issues of governmental bonds.

The City Council of the City has the overall, final responsibility for monitoring whether the City is in compliance with post-issuance federal tax requirements for the City's governmental bonds. However, the City Council assigns to the Finance Director of the City the primary operating responsibility to monitor the City's compliance with post-issuance federal tax requirements for the City's governmental bonds. The Finance Director may further assign post-issuance compliance responsibilities to other staff of the City, Bond Counsel, the paying agent for the bonds, and a rebate analyst. The Finance Director shall provide training and educational resources to City staff who are responsible for ensuring compliance with any portion of these policies and procedures.

1. Appropriate Application of Proceeds.

a. The Finance Director shall ensure the timely expenditure of the proceeds of governmental bonds by monitoring the application of all bond proceeds in accordance with the source of funds used and in accordance with the documents related to the issuance of the governmental bonds, including the reimbursement of pre-issuance expenses.

b. The Finance Director shall ensure the correct calculation and application of bond proceeds pursuant to the Code by:

i. confirming that any closing and/or allocation memorandum for the issuance of the bonds is accurate in the deposits directed thereunder, including ensuring that bond proceeds are used only for public purposes; and

ii. through the draw request process, identifying requested expenditures that are not eligible expenditures.

c. The Finance Director shall monitor the use of all bond-financed facilities in order to:

i. determine whether private business uses of bond-financed facilities have exceeded de minimus limits set forth in Section 141(b) of the Code, and

ii. determine whether private security or payments that exclude the de minimus limits set forth in Section 141(b) of the Code.

2. Arbitrage Yield Restriction and Rebate Requirements. The Finance Director shall monitor and calculate arbitrage, and shall coordinate and maintain, or cause to be maintained, records of:

a. Computations of the yield on the bonds by the City's financial advisor, and purchases and sales of investments made with bond proceeds (including amounts treated as "gross proceeds" of bonds under section 148 of the Code) and receipts of earnings in those investments;

b. Expenditures made with bond proceeds (including investment earnings on bond proceeds) for the governmental purposes of the bonds;

c. Calculations that will be sufficient to demonstrate to the Internal Revenue Service ("IRS") upon an audit of a bond issue that, where applicable, the City has complied with any available exception to the arbitrage rebate requirement in respect of that bond issue;

d. Calculations that will be sufficient to demonstrate to the IRS upon an audit of a bond issue for which no exception to the arbitrage rebate requirement was applicable, that the rebate amount, if any, was payable to the United States of America in respect of investments made with gross proceeds of that bond issue, was calculated and timely paid with Form 8038-T timely filed with the IRS; and

e. Information and records showing that investments held in yield-restricted advance refunding or defeasance escrows for bonds, and investments made with unspent bond proceeds after the expiration of the applicable temporary period, were not invested in higher yielding investments.

The Finance Director shall also:

a. Ensure that any third-party entity tasked with investment responsibility for governmental bonds is provided with a copy of the tax compliance or arbitrage certificate for each bond issue and is advised as to all investment restrictions with respect to the proceeds of and funds related to any governmental bonds issued by the City;

b. Cause any funds subject to yield restriction to be segregated;

c. Hire an independent contractor annually or every five years, as the case may be and as required by any arbitrage certificate, to perform all arbitrage and rebate calculations and to review the City's investment process to ensure that it is in compliance; and

d. Consult with Bond Counsel prior to engaging in post-issuance credit enhancement transactions.

3. Record Retention Requirements. It is the policy of the City that, unless otherwise permitted by future IRS regulations or other guidance, written records (which may be in electronic form) will be maintained with respect to each bond issue for as long as those bonds remain outstanding, plus three years. For this purpose, the bonds include refunding bonds that refund the original bonds and thereby refinance the property that was financed by the original bonds.

In maintaining electronic storage, the Finance Director will comply with applicable IRS requirements, such as those contained in Revenue Procedure 97-22.

The records to be obtained and maintained are to include:

a. The official transcript of proceedings for the original issuance of the bonds (including ensuring that all applicable documents are included in such transcript);

b. Records showing how the bond proceeds were invested, as described in 2 above;

c. Records showing how the bond proceeds were spent, as described in 1 above, including, but not limited to, loan documents, construction contracts, draw requests, invoices, payment of bond

issuance costs, and records of "allocations" of bond proceeds to make reimbursement for project expenditures made before the bonds were actually issued;

d. Information, records, and calculations showing that, with respect to each bond issue, the City was eligible for an exception to the arbitrage rebate requirement or, if not, that the rebate amount, if any, that was payable to the United States of America in respect of investments made with gross proceeds of that bond issue, was calculated and timely paid with Form 8038-T timely filed with the IRS, as described in 2 above;

e. Schedules of all bond-financed facilities, including whether such facilities are land, buildings, or equipment, economic life calculations, and information regarding depreciation;

f. Records and agreements related to any trade or business activities by or with non-governmental entities or persons with respect to any facilities financed with the proceeds of governmental bonds, including, but not limited to, management agreements and leases; and

g. Documentations of all sources of payment or security for the issue.

The basic purpose of the foregoing record retention procedure for the City's governmental bonds is to enable the City to readily demonstrate to the IRS upon a questionnaire or an audit of any bond issue that the City has fully complied with all federal tax requirements that must be satisfied after the issue date of the bonds.

4. Reissuance. The following policies relate to compliance with rules and regulations regarding the reissuance of bonds for federal law purposes. The Finance Director will:

a. Identify and consult with Bond Counsel regarding any post-issuance change to any terms of an issue of bonds which could potentially be treated as a reissuance for federal tax purposes; and

b. Confirm with Bond Counsel whether any "remedial action" in connection with a "change in use" (as such terms are defined in the Code and Treasury Regulations) would be treated as a reissuance for tax purposes and, if so, confirm the filing of any new Form 8038-G.

5. Direct Pay Bonds.

a. In addition to the other requirements herein, should the City issue direct pay bonds pursuant to Sections 54A through 54F of the Code, the Finance Director shall also be responsible for:

i. determining the amount of interest payable on each interest payment date and the proper amount of refundable credit reported on Form 8038-CP;

ii. as appropriate, the Finance Director shall compare the interest payment calculations to any independently-verified report prepared at closing for the bond issue; and

iii. the Finance Director shall approve all disbursements.

iv. preparing and timely filing all Forms 8038-CP;

v. timely filing of Form 8038-CP shall be made to insure that payments are timely made on the interest payment date and such timely filing is ensured by the use of a third-party filing agent; and

vi. in the case of bond issues with multiple maturities, a separate Form 8038-CP shall be filed for each maturity;

vii. ensuring all credit payments shall be requested to be made by wire. The Finance Director is familiar with the wire payment procedures for the City and will ensure that the Form 8038-CP includes the proper information for payment of the credit to the proper person; and

viii. alternatively, hiring a third party (the "Filing Agent") who shall be responsible for the matters in this Section 5 and any other responsibilities set forth in a filing agent agreement between the City and the Filing Agent.

b. In addition to the records retained pursuant to Section 3, the records to be obtained and maintained with respect to direct pay bonds are to include:

i. information, records, and calculations showing that Forms 8038-CP were properly prepared and timely filed, as described in (a) above;

ii. all contracts that are subject to the federal Davis-Bacon prevailing wage rules; and

iii. with respect to Qualified Energy Conservation Bonds, such documents, test results, audits, and reports obtained by the City that demonstrate that the final project has achieved a reduction in energy consumption in publicly-owned buildings by at least 20%.

c. The Finance Director shall ensure that all contracts let for projects financed with direct pay bonds shall comply with the federal Davis-Bacon prevailing wage rules.

6. Taxable Governmental Bonds. Most of the provisions of these policies and procedures are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. However, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of these policies and procedures, the Finance Director shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of these policies and procedures with respect to such taxable governmental bonds. The Finance Director shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.

7. Qualified 501(c)(3) Bonds. If the City issues bonds to finance a facility to be owned by the City but which may be used, in whole or in substantial part, by a nongovernmental organization that is exempt from federal income taxation under Section 501(a) of the Code as a result of the application of Section 501(c)(3) of the Code (a "501(c)(3) Organization"), the City may elect to issue the bonds as "qualified 501(c)(3) bonds" the interest on which is exempt from federal income taxation under Sections 103 and 145 of the Code and applicable Treasury Regulations. Although such qualified 501(c)(3) bonds are not governmental bonds, at the election of the Finance Director, for purposes of these policies and procedures, the Finance Director may treat such issue of qualified 501(c)(3) bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of these policies and procedures with respect to such qualified 501(c)(3) bonds. Alternatively, in cases where compliance activities are reasonably within the control of the relevant 501(c)(3) Organization, the Finance Director may determine that all or some portion of the compliance responsibilities described herein shall be assigned to organization.

8. Conduit Bonds. The provisions of these policies and procedures are primarily intended to be applicable to governmental bonds. However, the City may from time to time issue qualified 501(c)(3) bonds or other qualified private activity bonds that are not governmental bonds and loan the proceeds thereof to a nongovernmental organization that is the obligor on such conduit bonds. Although such conduit bonds are not governmental bonds, at the election of the Finance Director, for purposes of these

policies and procedures, the Finance Director may treat such issue of conduit bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of these policies and procedures with respect to such conduit bonds. Alternatively, in cases where compliance activities are reasonably within the control of the relevant obligor, the Finance Director may determine that all or some portion of the compliance responsibilities described herein shall be assigned to or required of such obligor.

9. General Requirements.

a. Periodically, the Finance Director shall consult with Bond Counsel, general counsel, and financial advisors to the City to determine if any changes to these procedures are advisable and shall amend these procedures accordingly.

b. These procedures may be amended or withdrawn from time to time and constitute internal management procedures for compliance with certain provisions of the Code and do not constitute and are not intended to be, rules of the City.

Adopted this 9th day of April, 2012 on behalf of the City.

PROCLAMATION

“ARBOR DAY and ARBOR MONTH”

WHEREAS, Minnesota’s forest treasures were a significant attraction to early settlers because of their usefulness and the beautiful environment they protected; and

WHEREAS, trees are an increasingly vital resource in Minnesota today, enriching our lives by purifying air and water, helping conserve soil and energy, serving as recreational settings, providing habitat for wildlife of all kinds, and making our cities more livable; and

WHEREAS, Arbor Day was founded on April 10, 1872 by J. Sterling Morton at Nebraska City, Nebraska; and

WHEREAS, in 1876 Minnesota became the fourth state to adopt Arbor Day and traditionally recognizes Arbor Day on the last Friday of April; and

WHEREAS, the citizens of Saint Peter have proudly participated in the celebration of Arbor Day for many years.

NOW, THEREFORE, I, Timothy Strand, Mayor the City of Saint Peter, Minnesota, do hereby proclaim April 27, 2012 as “ARBOR DAY” and April, 2012 as “ARBOR MONTH” in the City and invite citizens to participate in the tree planting ceremony which will take place in the Mill Pond area of Riverside Park on April 27th at 3:30 p.m. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 9th day of April, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

