

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

Regular City Council Meeting of Monday, August 27, 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**
 - A. Swift/Sumner Street Project Acceptance

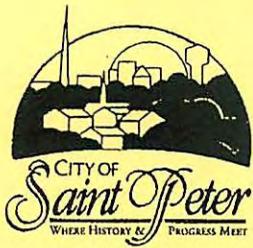
- VII. NEW BUSINESS**
 - A. Fire Truck Bid Award
 - B. Background Check Ordinance
 - C. Summary Ordinance Publication
 - D. Tax Increment Financing Public Hearing Schedule
 - E. Transit Grant Application
 - F. City Assistance Request: Oktoberfest

- VIII. REPORTS**
 - A. **MAYOR**

 - B. **CITY ADMINISTRATOR**
 - 1. City/County Meeting
 - 2. Mayor's Task Force Meeting Schedule
 - 3. Goal Session Schedule
 - 4. PAWS Walk/Dog Park Grand Opening
 - 5. Community Center Open House
 - 6. 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 August 13, 2012 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

A. **Scheduling of Visitor Comments on Agenda Items**

Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

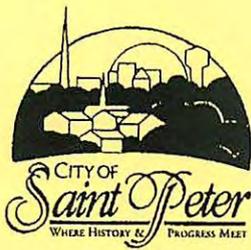
V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for August 9, 2012 through August 22, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION ACCEPTING SWIFT/SUMNER STREET PROJCT**

The project to improve the intersection of Swift and Sumner Streets has been completed as per the plans and specifications. Staff recommends the project be accepted and authorization be provided to make final payment to the contractor. Please see the attached staff report and RESOLUTION.



VII.

NEW BUSINESS

A. ADOPTION OF A RESOLUTION AWARDING BID FOR FIRE PUMPER TRUCK

Staff recommends award of the bid for a new Fire Department pumper truck to Custom Fire Apparatus, Inc. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF AN ORDINANCE MODIFYING BACKGROUND CHECK REGULATIONS

Staff recommends adoption of an ordinance modifying background check regulations and processes as contained in the City Code. Please see the attached staff report and ORDINANCE.

C. ADOPTION OF A RESOLUTION APPROVING SUMMARY PUBLICATION OF BACKGROUND CHECK ORDINANCE

Should the background check ordinance be adopted, staff recommends adoption of a resolution providing for summary publication of the lengthy ordinance. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION SCHEDULING PUBLIC HEARING RELATED TO TAX INCREMENT FINANCING DISTRICT ESTABLISHMENT

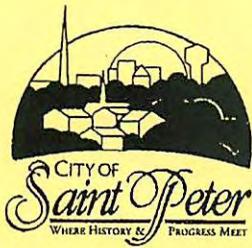
Staff recommends a public hearing be scheduled regarding establishment of a tax increment financing district to support redevelopment in the area of Old Minnesota Avenue and North Third Street. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION AUTHORIZING SUBMISSION OF TRANSIT GRANT APPLICATION

The City's transit service is funded in large part through grant funds received from the State of Minnesota. In order to secure those grant funds staff recommends authorization be provided for submission of a grant application. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE FOR OKTOBERFEST EVENT

The St. Peter Ambassadors have submitted a request for City assistance for the Oktoberfest event to be held on September 27-29, 2012. In addition to other requests, the Ambassadors have requested permission



to use Municipal Lot #5 for the event. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON CITY/COUNTY MEETING SCHEDULE

A City/County Meeting has been scheduled for August 29th. A report will be provided at this time.

2. REPORT ON MAYOR'S TASK FORCE MEETING SCHEDULE

The next meeting of the Mayor's Task Force is scheduled for August 29th and it will take place at the Minnesota Square Park pavilion. A report will be provided at this time.

3. REPORT ON GOAL SESSION SCHEDULE

The third quarter goal session has been scheduled for September 4th. A report will be provided at this time.

4. PAWS WALK/DOG PARK GRAND OPENING

A report will be provided at this time on the schedule for the P.A.W.S. Walk and the dog park grand opening.

5. COMMUNITY CENTER OPEN HOUSE

A reports will be provided at this time on the Community Center open house.

6. 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
AUGUST 13, 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 August 13, 2012.

A quorum present, Mayor Strand called the meeting to order at 7:08 p.m. The following members were present: Councilmembers Pfeifer, Kvamme, Eichmann, Zieman, Brand, and Mayor Strand. Absent was Councilmember Carlin. The following officials were present: City Administrator Prafke and City Attorney Brandt.

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

Approval of Minutes – A motion was made by Brand, seconded by Zieman, to approve the minutes of the July 23, 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 July 23, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-110 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Kvamme questioned whether the street patching materials purchase was an increase in the amount previously approved. Public Works Director Giesking indicated the budgeted amount for materials was \$100,000 and only \$80,000 had previously been approved. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-110 is contained in the City Administrator's book entitled Council Resolutions 19.

2012 Housing Study Acceptance – City Administrator Prafke recommended the 2012 housing study be accepted and authorization be provided to make final payment to the vendor. Prafke noted the study will be available on the City's website and letters will be sent out to area developers, bankers, and realtors letting them know how to access the study. In motion by Brand, seconded by Zieman, Resolution No. 2012-111 entitled "Resolution Accepting The 2012 Saint Peter Housing Study Update", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-111 is contained in the City Administrator's book entitled Council Resolutions 19.

Personnel Policy Modification – City Administrator Prafke recommended the Personnel Policy Section XIV "Separation" be modified regarding the health care savings plan. Prafke outlined the proposed changes which included a provision for a 100% contribution of severance pay to a health care savings plan for employees who leave City employment after 25 or more years of service. Prafke noted the change would be effective August 14, 2012 and State law limited policy changes to once every two years. In motion by Kvamme, seconded by Eichmann, Resolution No. 2012-112 entitled "Resolution Modifying Personnel Policy Section XIV 'Separation'", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-112 is contained in the City Administrator's book entitled Council Resolutions 19.

Billing Clerk Position Description – City Administrator Prafke recommended modifications to the minimum and desired qualifications for the Billing Clerk position description. Prafke reminded Councilmembers that position descriptions are reviewed when employees leave City

employment and staff recommended updating the description so that it more accurately reflected the qualifications necessary to perform the position. In motion by Eichmann, seconded by Pfeifer, Resolution No. 2012-113 entitled "Resolution Approving Modifications To The Billing Clerk Position Description", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-113 is contained in the City Administrator's book entitled Council Resolutions 19.

North Third Street Project Design Engineering – Public Works Director Giesking recommended Bolton and Menk, Inc. be retained to provide design engineering services for reconstruction of North Third Street from Union Street to Old Minnesota Avenue in preparation for potential development in the area. Giesking indicated the work would be funded by water utility funds, wastewater utility funds, and tax increment financing and it was necessary to provide for the preliminary work to facilitate development of the preliminary and final plats that will go before the Planning and Zoning Commission in the next few weeks. Councilmember Kvamme objected to authorizing receipt of bids without the Council seeing the design of the street which Giesking indicated would be residential in nature on the north-south portions and may be wider to accommodate delivery trucks on the east-west portion of the "L" shaped roadway. Giesking noted that staff was trying to balance the timing needs for the developer, (which appeared to be moving quickly), with the need to upgrade utilities and the roadway.

Kvamme asked that the language in the resolution be modified to read "NOW, THEREFORE..... Bolton and Menk, Inc. is hereby retained to prepare plans, specifications and develop bid documents...". In motion by Kvamme, seconded by Brand, Resolution No. 2012-114 entitled "Resolution Retaining Bolton and Menk, Inc. To Prepare Plans, Specifications And Prepare Bid Documents For A Project To Reconstruct North Third Street From Union Street To Old Minnesota Avenue", was introduced with the modified language. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2012-114 is contained in the City Administrator's book entitled Council Resolutions 19.

Washington Avenue Link Project Purchase Offers – City Administrator Prafke requested authorization to submit purchase offers for two properties in the area of the Washington Avenue Link Project contingent upon the City receiving a "Finding Of No Significant Impact" statement on each of the properties. Prafke noted that the owner of the Summit Park property had health issues that were prompting the recommendation to purchase the property and the other property was the only "stick built" house that would be impacted by the project. Councilmembers asked if the properties would be demolished. Prafke indicated the mobile home was in good condition and could be moved to a different lot in Summit Park and the single family home could be moved, but nothing had been finalized yet. Prafke also pointed out that costs for property purchase for the Washington Avenue Link project were included in the project budget and the value of the properties was based on appraisals by Wilson Development Services and the formula specified by the Federal Highway Administration which is one of the funding sources for the project. In motion by Kvamme, seconded by Eichmann, Resolution No. 2012-115 entitled "Resolution Authorizing Purchase Offers For Properties Associated With The Washington Avenue Link Project #SP165-126-005", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-115 is contained in the City Administrator's book entitled Council Resolutions 19.

Sidewalk Repair Project – Public Works Director Giesking reported staff had inspected sidewalks in the central business district and sent notices to property owners of the need to repair defective sidewalks. Giesking also recommended the City accept a quote from Nielsen Blacktopping in the amount \$33,340 for repair and replacement of City owned sidewalk that does not meet the minimum construction standards including a large area around the Fire Station and downtown alley entrances that were the responsibility of the City. Giesking noted that only one contractor had submitted a quote for the work and the contractor was unable to schedule the repairs until September-October. He also noted that staff had contacted area

cities to inquire as to recent prices they may have received for concrete work and the prices in the quote received from Nielsen Blacktopping were 10% higher than what Mankato was quoted 45 days earlier which staff felt was reflective of contractors being fully booked. Councilmember Zieman suggested that re-quoting the project in 2013 might result in lower prices. City Administrator Prafke indicated that it was difficult to require private property owners to make repairs if the City did not comply with the regulations and the sidewalks were hazardous and should be repaired promptly. In motion by Brand, seconded by Kvamme, Resolution No. 2012-116 entitled "Resolution Accepting Quote For 2012 Miscellaneous Sidewalk Improvements", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-116 is contained in the City Administrator's book entitled Council Resolutions 19.

Stormwater Treatment Project Engineering – Public Works Director Giesking recommended Bolton and Menk, Inc. be retained to prepare plans, specifications and bidding documents for development of a stormwater treatment basin in the area of Brown Street. Giesking indicated the regional project, which may be done in conjunction with MNDOT, would treat stormwater from a 55 acre area. Giesking reported that because they City did not own property in the area, it would be necessary to acquire land for the development. Giesking also recommended that the stormwater basin project include installation of an outfall sewer that would serve as an outlet to alleviate any flooding from Hallett's Pond during high water events. In motion by Kvamme, seconded by Zieman, Resolution No. 2012-117 entitled "Resolution Retaining Bolton and Menk, Inc. To Design A Stormwater Treatment Project Development In The Area Of Brown Street", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-117 is contained in the City Administrator's book entitled Council Resolutions 19.

Bucket Truck Repairs – Public Works Director Giesking requested authorization to proceed with approximately \$14,000 in unbudgeted repairs to the Environmental Services bucket truck. Giesking indicated the motor and other parts of the bucket truck were in good working condition and because used trucks sell for between \$30,000-50,000 and new trucks can be over \$200,000, it made more economic sense to repair the truck which could be funded by Environmental Services Fund reserves. In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-118 entitled "Resolution Authorizing Unbudgeted Bucket Truck Repairs", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-118 is contained in the City Administrator's book entitled Council Resolutions 19.

City Assistance Request: Rock Bend Folk Festival – City Administrator Prafke recommended approval of a request by the organizers of Rock Bend Folk Festival for City assistance for their event to be held in Minnesota Square Park September 8-9, 2012. Prafke pointed out that the request was similar to previous years and the details were outlined in the proposed resolution. In motion by Eichmann, seconded by Pfeifer, Resolution No. 2012-119 entitled "Resolution Authorizing City Assistance For Rock Bend Folk Festival", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-119 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor's Report – Mayor Strand reported on his recent activities which included attending welcoming ceremonies for international students at a Lions Club event; the Coalition of Greater Minnesota Cities annual summer conference; a town-gown luncheon at Gustavus; Board of Appeals and Equalization training through Nicollet County; Night to Unite event at Veteran's Memorial Park; Region Nine Development Commission board meeting; Regional Treatment

Center liaison meeting and participating in the Highway 169 Coalition meeting which was hosted by Saint Peter and which included a tour of the New Sweden Dairy facility.

Primary Election – City Administrator Prafke reminded residents of the primary election being held on August 14th.

Community Center Open House – City Administrator Prafke reported an open house event would be scheduled at the Community Center on August 29th and directed Council attention to the flyer for the event on their desks.

Rain Barrel Program – Public Works Director Giesking indicated 80 rain barrels were sold during the program. Giesking and City Administrator Prafke indicated the program will most likely be provided again but staff would look for a less expensive barrel for the program.

Seal Coating – Public Works Director Giesking reported seal coating would begin on August 15th, weather permitting, and would most likely take three days to complete with the excess rock swept up a week or so after being placed.

Closed Session: Attorney-Client Privilege – City Administrator Prafke requested a closed session under the attorney-client privilege exemption of the Open Meeting law to discuss a lawsuit filed against the City by the owners of the Green Valley trailer park. In motion by Pfeifer, seconded by Brand, Resolution No. 2012-120 entitled "Resolution Calling For Closed Session", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-120 is contained in the City Administrator's book entitled Council Resolutions 19.

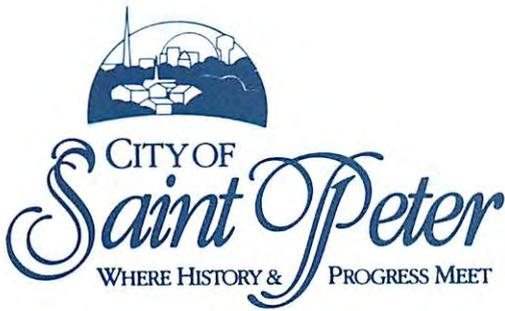
The meeting then adjourned to closed session in the Traverse des Sioux Room of the Community Center at 8:35 p.m. The meeting returned to open session at 8:47 p.m.

There being no further business, a motion was made by Eichmann, seconded by Brand, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 8:49 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/24/2012

FROM: Lewis Giesking
Director of Public Works

RE: 522 North Minnesota Avenue Sewer Installation

ACTION/RECOMMENDATION

Authorize PSC Construction of Madison Lake, Minnesota to install a new sewer service to 522 North Minnesota Avenue in the amount of \$7,100.29.

BACKGROUND

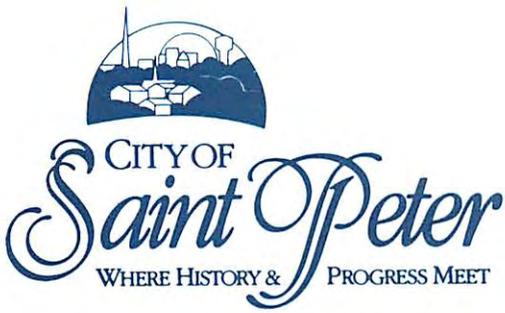
City staff has been working with the homeowner at 522 North Minnesota Avenue to repair a deficient sewer service from the main sewer in the street to the property line in the boulevard. The sanitary sewer has HAD problems in the past and has required multiple cleanings. City staff televised the sewer and identified multiple failures under the street surface.

The scope of work includes hooking up a new 4" PVC from the city main and running it to the existing 4" PVC located next to the right-of-way. Staff has received bids and the numbers below are very reasonable in cost. The owner has signed a waiver of assessment and plans on assessing the cost to the property.

The project was quoted and awarded based on unit prices. Contractors and prices quoted included:

PSC Construction	\$7,100.29
O'Brien P&H	\$11,774.00
Rehnelt Construction	DID NOT SUBMIT QUOTE

Funding for this work shall be from Wastewater funds



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/24/2012

FROM: Lewis Giesking
Director of Public Works

RE: 307 West Broadway Avenue Sewer Repair

ACTION/RECOMMENDATION

Authorize PSC Construction of Madison Lake, Minnesota to repair on a sewer service to 307 Broadway Avenue in the amount of \$7,517.14.

BACKGROUND

City staff was contacted by the homeowner at 307 West Broadway Avenue with sewer problems. Staff televised the sewer service and found that both fernco's (rubber sewer coupling) located in the right-of-way have settled, causing the pipe to shift and hold back solids.

The scope of work includes removing the fernco's and using a glued coupling and replacing the 4" PVC from the city main and running it to the existing 4" cast iron located the right-of-way. Since the sewer service was installed during the 1988 Broadway Avenue project and is PVC in the right-of-way the repairs would be covered by the wastewater utility. The wastewater utility has money available for the repair in 602.49470.406.

The project was quoted and recommended for award based on unit prices. Contractors and prices quoted included:

PSC Construction	\$7,517.14
O'Brien P&H	\$10,951.44
Rehnelt Construction	DID NOT SUBMIT

Funding for this work shall be from wastewater funds.



Memorandum

TO: Todd Prafke
City Administrator .

DATE: 8/23/12

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Temporary Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

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

The Rock Bend Folk Festival is scheduled to be held on September 8 – 9, 2012 in Minnesota Square Park. Munchie Monster has submitted a Temporary Soft Drink License application in order to sell soda at the event.

The Saint Peter Ambassadors are hosting Oktoberfest on September 27 – 28, 2012 in Parking Lot #5. They have submitted license applications for a Temporary On Sale Liquor, Temporary On Sale Beer, and Temporary Dance.

Please place these items on the August 27, 2012 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

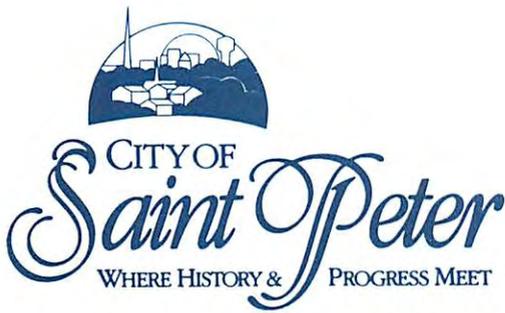
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



Memorandum

TO: Todd Prafke
City Administrator Prafke

DATE: August 23, 2012

FROM: Paula O'Connell
Finance Director

RE: Part-time Bus Driver Appointments

ACTION/RECOMMENDATION

Approve the hiring of two part-time Bus Drivers pending the completion of background checks.

BACKGROUND

After advertising in the Saint Peter Herald, three individuals were interviewed for the position of Bus Driver.

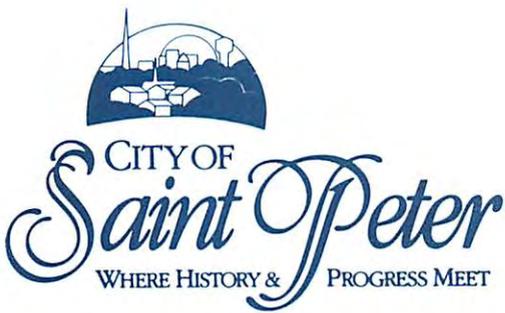
I would like to recommend the appointment of Sandra Owen and Todd Fisher for part-time Bus Driver at \$13.52 (Classification A).

Sandra Owen has driven for the City of Saint Peter in the past and is familiar with our system and ready to drive. We will be assisting Todd Fisher to acquire his class B driver's license as well as the necessary training. Before either driver starts we will be doing a background check on both of them, but due to the change of how our background checks get completed, at this time we have not received the necessary information.

There will be additional training expenses necessary for additional personnel, but the transit system is still providing the same amount of operational hours.

If you have any questions or concerns on this agenda item, please feel free to contact me.

PO



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/24/12

FROM: Todd Prafke
City Administrator

RE: Firefighter Suspension

ACTION/RECOMMENDATION

Include suspension of Curt Reese, Firefighter for a period of six months as part of the consent agenda.

BACKGROUND

Firefighter Reese violated City policy and Fire Department policy by failing to inform the Chief or other officer within the Fire Department of his loss of driver's license. Firefighter Reese lost his drivers license for a period of 14 months spanning the 2011 and 2012 years.

Maintaining a valid driver's license is a minimum qualification for that position and his failure to report his loss of license is a violation of the policy. He continued to drive to and from fire calls representing a major liability for the City, the Fire Department and his fellow Firefighters.

As members may know, a Firefighter becomes the responsibility of the Department and City at the time they are paged and start to the Fire Hall. That means, if a fire call comes in, is paged and a Firefighter gets out of bed to respond, we are responsible for them from that time to the time they reach the Fire Hall, including their drive to the Hall. While it is not believed that Firefighter Reese drove fire equipment to the scene of any emergency, he did, for a period of 14 months, drive a vehicle to the Fire Hall.

Under the Saint Peter Personnel Policy Section XVII Disciplinary Action, Suspension, the City Administrator may suspend an employee for a period not to exceed 30 days. A suspension of more than 30 days may be imposed by the City Council.

If suspended, Firefighter Reese will not receive Relief Association time credit during his suspension. Following his suspension, he must be a member in good standing for five years to retire and receive his relief association pension, according to Relief Association by-laws

Firefighter Reese would be able to rejoin the Fire Department in full standing after the suspension, provided he continues to meet the minimum requirements of the position including his firefighting certification.

I have met with Firefighter Reese and Chief Quade on this matter. Following your meeting Firefighter Reese will receive notice of the action of the Council.

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESale	concessions	COMMUNITY CENTER	COMMUNITY CENTER	252.75
			TOTAL:	252.75
ALL AMERICA PRESSURE WASHER MFG., INC.	pressure nozzle & coupler	WASTE WATER FUND	SOURCE/TREATMENT	12.83
			TOTAL:	12.83
ALPHA WIRELESS COMMUNICATIONS CO	new radios	GENERAL FUND	POLICE	609.19
	siren, adapter cable	GENERAL FUND	POLICE	533.56
	antenna,mag mount new squa	GENERAL FUND	POLICE	42.50
	chargers, antennas, batter	GENERAL FUND	STREETS	258.01
	chargers, antennas, batter	GENERAL FUND	PARKS	206.41
	chargers, antennas, batter	WATER	ADMIN AND GENERAL	103.20
	chargers, antennas, batter	WASTE WATER FUND	ADMIN AND GENERAL	103.20
	chargers, antennas, batter	ENVIRON SERVICES F	ADMIN AND GENERAL	103.21
	chargers, antennas, batter	ELECTRIC FUND	ADMIN AND GENERAL	258.01
			TOTAL:	2,217.29
AMERICAN PUBLIC WORKS ASSOC- MN CHAPTE	apwa school yushta 2/12/13	STORMWATER FUND	NON-DEPARTMENTAL	495.00
			TOTAL:	495.00
AMERICAN PUBLIC WORKS ASSOCIATION	11/1/12-10/31/13 dues lew	GENERAL FUND	STREETS	51.25
	11/1/12-10/31/13 dues lew	GENERAL FUND	PARKS	41.00
	11/1/12-10/31/13 dues lew	WATER	ADMIN AND GENERAL	20.50
	11/1/12-10/31/13 dues lew	WASTE WATER FUND	ADMIN AND GENERAL	20.50
	11/1/12-10/31/13 dues lew	ENVIRON SERVICES F	ADMIN AND GENERAL	20.50
	11/1/12-10/31/13 dues lew	ELECTRIC FUND	ADMIN AND GENERAL	51.25
			TOTAL:	205.00
B & L UTILITY MAINTENANCE, LLC	paint light poles	GENERAL FUND	PARKS	140.00
	park light poles, elec cab	ELECTRIC FUND	POWER DISTRIBUTION	3,824.00
			TOTAL:	3,964.00
BACHMAN'S, INC.	pw lanpw landscape&dt plan	GENERAL FUND	STREETS	35.95
	pw landscape	GENERAL FUND	PARKS	35.95
	pw landscape	WATER	DISTRIBUTION AND STORA	17.97
	pw landscape	WASTE WATER FUND	SOURCE/TREATMENT	17.99
	pw landscape	ENVIRON SERVICES F	REFUSE DISPOSAL	17.97
	dt planters	ENVIRON SERVICES F	REFUSE DISPOSAL	90.31
	pw landscape	ELECTRIC FUND	POWER DISTRIBUTION	35.94
	pw landscape	STORMWATER FUND	TREATMENT	17.99
			TOTAL:	270.07
BNR IRRIGATION SERVICES, INC.	vets irrigation startup	GENERAL FUND	PARKS	288.00
			TOTAL:	288.00
BOLTON & MENK INC	2006 transport master 6/9-	GENERAL FUND	STREETS	539.00
	staff, msa,funding apps	GENERAL FUND	STREETS	170.63
	sidewalk&curb imp	GENERAL FUND	STREETS	2,503.00
	menk dr & daniels topo&re	GENERAL FUND	STREETS	498.00
	staff, msa,funding apps	GENERAL FUND	PARKS	136.50
	econofoods/coop aerial pho	GENERAL FUND	ECONOMIC DEVMT	175.00
	wash ave link 6/9-7/20	PERM IMPROVMENT RE	STREETS	11,702.50
	turnbacks 6/9 - 7/20	PERM IMPROVMENT RE	STREETS	22,133.60
	greenhill reservoir 6/9-7/	WATER	CAPITAL-WATER DISTRIBU	6,075.00
	web gis migration 6/9-7/20	WATER	CAPITAL-WATER DISTRIBU	1,280.67
	staff, msa,funding apps	WATER	ADMIN AND GENERAL	68.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	web gis migration 6/9-7/20	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	1,280.67
	interceptor rehab ph 1 7/2	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	1,532.00
	wwtp tuck pointing	WASTE WATER FUND	CAPITAL-TREATMENT SYST	2,664.50
	staff, msa, funding apps	WASTE WATER FUND	ADMIN AND GENERAL	68.25
	staff, msa, funding apps	ENVIRON SERVICES F	ADMIN AND GENERAL	68.24
	city hall substation 6/9-7	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	4,104.50
	staff, msa, funding apps	ELECTRIC FUND	ADMIN AND GENERAL	170.63
	web gis migration 6/9-7/20	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	1,280.66
	shopko site drain, site, mtg	STORMWATER FUND	COLLECTIONS/LIFT STATI	2,638.00
	2 mtgs mndot hwy 169 basin	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,120.00
	dog park fence staking	RESTRICTED CONTRIB	PARKS	512.00
			TOTAL:	60,721.60
BORDER STATES ELECTRIC SUPPLY	white & black wire	ELECTRIC FUND	NON-DEPARTMENTAL	476.88
			TOTAL:	476.88
BRANDT LAW OFFICE	civil charges for july '12	GENERAL FUND	LEGAL SERVICES	2,641.25
	criminal charges for july	GENERAL FUND	LEGAL SERVICES	12,984.50
	chippewa subordination	REVOLVING LOAN FUN	ECONOMIC DEVMT	137.50
	hunter/lundberg	REVOLVING LOAN FUN	ECONOMIC DEVMT	55.00
	volk/total entertainment	REVOLVING LOAN FUN	ECONOMIC DEVMT	96.25
	jari usa lease	TORNADO DISASTER R	ECONOMIC DEVMT	102.75
	green valley	WATER	ADMIN AND GENERAL	825.00
			TOTAL:	16,842.25
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	temp food license open hou	COMMUNITY CENTER	COMMUNITY CENTER	35.00
			TOTAL:	35.00
CARQUEST AUTO PARTS STORES	water pump	GENERAL FUND	POLICE	100.30
	gasket, victopac sheet	GENERAL FUND	FIRE	24.42
	wrench set	GENERAL FUND	FIRE	62.20
	filter	GENERAL FUND	BUILDING INSPECTOR	20.59
	wire, clnr, gloves, starter	GENERAL FUND	STREETS	141.20
	wire, clnr, gloves, starter	GENERAL FUND	PARKS	141.20
	filters	GENERAL FUND	PARKS	31.78
	wire, clnr, gloves, starter	WATER	DISTRIBUTION AND STORA	70.59
	tuneup, oil, hyd fluid	WASTE WATER FUND	SOURCE/TREATMENT	133.22
	wire, clnr, gloves, starter	WASTE WATER FUND	SOURCE/TREATMENT	70.68
	filter	WASTE WATER FUND	SOURCE/TREATMENT	2.61
	wire, clnr, gloves, starter	ENVIRON SERVICES F	REFUSE DISPOSAL	70.59
	funnel	ELECTRIC FUND	POWER PRODUCTION	5.33
	wire, clnr, gloves, starter	ELECTRIC FUND	POWER DISTRIBUTION	141.19
	wire, clnr, gloves, starter	STORMWATER FUND	TREATMENT	70.66
			TOTAL:	885.96
CDW GOVERNMENT, INC.	bldg dept printer	GENERAL FUND	BUILDING INSPECTOR	2,039.57
			TOTAL:	2,039.57
JOHN CHA	tae kwon do 6/4-6/27/12	GENERAL FUND	RECREATION/LEISURE SER	720.00
			TOTAL:	720.00
CITY OF WASECA	create a camp trips	GENERAL FUND	RECREATION/LEISURE SER	114.00
			TOTAL:	114.00
COLE PAPERS INC	cleaning supplies	GENERAL FUND	CITY ADMINISTRATION	52.71
	cleaning supplies	GENERAL FUND	CITY CLERK	52.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cleaning supplies	GENERAL FUND	FINANCE	35.14
	cleaning supplies	GENERAL FUND	POLICE	28.11
	cleaning supplies	GENERAL FUND	BUILDING INSPECTOR	14.06
	cleaning supplies	GENERAL FUND	PUBLIC WORKS ADMIN	7.03
	mat for break room	GENERAL FUND	STREETS	64.53
	mat for break room	GENERAL FUND	PARKS	64.53
	cleaning supplies	GENERAL FUND	ECONOMIC DEVMT	3.51
	mat for break room	WATER	DISTRIBUTION AND STORA	32.26
	cleaning supplies	WATER	ADMIN AND GENERAL	31.63
	mat for break room	WASTE WATER FUND	SOURCE/TREATMENT	32.30
	cleaning supplies	WASTE WATER FUND	ADMIN AND GENERAL	31.62
	mat for break room	ENVIRON SERVICES F	REFUSE DISPOSAL	32.26
	mat for break room	ELECTRIC FUND	POWER DISTRIBUTION	64.53
	cleaning supplies	ELECTRIC FUND	ADMIN AND GENERAL	94.88
	mat for break room	STORMWATER FUND	TREATMENT	32.28
			TOTAL:	674.09
COMFORT SYSTEMS, INC.	430 ritt a/c repair	TORNADO DISASTER R	ECONOMIC DEVMT	222.87
			TOTAL:	222.87
COMPUTER TECHNOLOGY SOLUTIONS, INC.	repair color printer	GENERAL FUND	POLICE	293.91
	repair police color printe	GENERAL FUND	POLICE	140.00
			TOTAL:	433.91
CRYSTAL LAWN, INC	jeff fields irrigation rep	GENERAL FUND	PARKS	55.85
			TOTAL:	55.85
DAVID DROWN ASSOCIATES, INC.	annual tif reports	GENERAL FUND	FINANCE	7,000.00
			TOTAL:	7,000.00
MATTHEW M. DOBOSENSKI	consultation av system	RESTRICTED CONTRIB	FIRE	500.00
			TOTAL:	500.00
NEIL DOOSE	softball ump 8/13-8/20	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	126.00
DRANTTEL SALES & SERVICE	oil	ENVIRON SERVICES F	REFUSE DISPOSAL	34.09
			TOTAL:	34.09
GARY R. ENG	snapon jigsawblades,led li	GENERAL FUND	STREETS	28.33
	snapon jigsawblades,led li	GENERAL FUND	PARKS	28.33
	snapon jigsawblades,led li	WATER	DISTRIBUTION AND STORA	14.16
	snapon jigsawblades,led li	WASTE WATER FUND	SOURCE/TREATMENT	14.18
	snapon jigsawblades,led li	ENVIRON SERVICES F	REFUSE DISPOSAL	14.16
	snapon jigsawblades,led li	ELECTRIC FUND	POWER DISTRIBUTION	28.33
	snapon jigsawblades,led li	STORMWATER FUND	TREATMENT	14.17
			TOTAL:	141.66
BRIAN ENTER	softball ump 7/30-8/9	GENERAL FUND	RECREATION/LEISURE SER	147.00
	softball ump	GENERAL FUND	RECREATION/LEISURE SER	42.00
			TOTAL:	189.00
ERICKSON OIL PRODUCTS INC	fuel for july '12	GENERAL FUND	STREETS	68.82
	fuel for july '12	WATER	SOURCE OF SUPPLY	19.03
	fuel for july '12	WATER	PURIFICATION AND TREAT	28.54
	fuel for july '12	WATER	DISTRIBUTION AND STORA	142.69

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fuel for july '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	255.09
	fuel for july '12	STORMWATER FUND	TREATMENT	181.10
			TOTAL:	695.27
FASTENAL COMPANY	slip joint pliers	GENERAL FUND	PARKS	28.15
	reciprocating saw blades	GENERAL FUND	PARKS	17.31
	hex cap screws	WASTE WATER FUND	SOURCE/TREATMENT	9.78
	cap screw	ELECTRIC FUND	POWER DISTRIBUTION	0.18
			TOTAL:	55.42
FERGUSON WATERWORKS	3/4" meter ball valves	WATER	NON-DEPARTMENTAL	958.67
			TOTAL:	958.67
FIRE PROTECTION SERVICES, INC.	chapel view review	GENERAL FUND	BUILDING INSPECTOR	150.00
			TOTAL:	150.00
GELDNER UNDERGROUND, INC.	summit park boring 4" into	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	9,576.00
	install fiber glass baseme	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	750.00
			TOTAL:	10,326.00
LEWIS GIESKING	cookies for 169 coal mtg	GENERAL FUND	STREETS	10.50
	smmpa bd mtg new prague	ELECTRIC FUND	ADMIN AND GENERAL	39.79
			TOTAL:	50.29
GILLUND ENTERPRISES INC	engine degreaser	GENERAL FUND	STREETS	35.85
	engine degreaser	GENERAL FUND	PARKS	35.85
	engine degreaser	WATER	DISTRIBUTION AND STORA	17.92
	engine degreaser	WASTE WATER FUND	SOURCE/TREATMENT	17.95
	engine degreaser	ENVIRON SERVICES F	REFUSE DISPOSAL	17.92
	engine degreaser	ELECTRIC FUND	POWER DISTRIBUTION	35.85
	engine degreaser	STORMWATER FUND	TREATMENT	17.95
			TOTAL:	179.29
GRAYBAR ELECTRIC COMPANY INC	cond body type&ina bucket	ELECTRIC FUND	POWER DISTRIBUTION	129.66
			TOTAL:	129.66
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage for july '12	GENERAL FUND	CITY ADMINISTRATION	33.18
	postage for july '12	GENERAL FUND	CITY CLERK	58.76
	postage for july '12	GENERAL FUND	ELECTIONS	24.00
	postage for july '12	GENERAL FUND	FINANCE	179.00
	postage for july '12	GENERAL FUND	POLICE	44.74
	postage for july '12	GENERAL FUND	FIRE	1.50
	postage for july '12	GENERAL FUND	BUILDING INSPECTOR	12.03
	postage for july '12	GENERAL FUND	PUBLIC WORKS ADMIN	25.29
	postage for july '12	GENERAL FUND	STREETS	5.00
	postage for july '12	GENERAL FUND	RECREATION/LEISURE SER	71.80
	postage for july '12	GENERAL FUND	SWIMMING POOL	0.50
	postage for july '12	GENERAL FUND	PARKS	3.00
	postage for july '12	GENERAL FUND	ECONOMIC DEVMT	7.75
	postage for july '12	LIBRARY FUND	LIBRARY	9.65
	postage for july '12	PUBLIC ACCESS	PUBLIC ACCESS	2.00
	postage for july '12	COMMUNITY CENTER	COMMUNITY CENTER	2.55
	postage for july '12	WATER	ADMIN AND GENERAL	10.70
	postage for july '12	WATER	CUSTOMER ACCOUNTS	98.43
	postage for july '12	WASTE WATER FUND	ADMIN AND GENERAL	4.20
	postage for july '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	98.43

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage for july '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	98.43
	postage for july '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	98.42
	postage for july '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	8.15
			TOTAL:	897.51
HACH COMPANY	colored buffer solution	WATER	PURIFICATION AND TREAT	147.83
			TOTAL:	147.83
KEITH HANSON	softball ump	GENERAL FUND	RECREATION/LEISURE SER	84.00
	softball ump	GENERAL FUND	RECREATION/LEISURE SER	84.00
			TOTAL:	168.00
HAWKINS CHEMICAL	chlorine tablets,dpd table	GENERAL FUND	SWIMMING POOL	139.73
	azone 15	GENERAL FUND	SWIMMING POOL	332.13
	caustic soda,hydro acide,c	WATER	PURIFICATION AND TREAT	3,158.50
	caustic soda	WATER	PURIFICATION AND TREAT	1,415.00
	caustic soda	WATER	PURIFICATION AND TREAT	1,118.75
	hydro acid credit on prici	WATER	PURIFICATION AND TREAT	178.33-
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	363.40
			TOTAL:	6,349.18
HD SUPPLY WATERWORKS, LTD.	d/s saddle & ball corp com	WATER	NON-DEPARTMENTAL	233.09
			TOTAL:	233.09
HILLYARD/HUTCHINSON	vac hose 1.5 assy	COMMUNITY CENTER	COMMUNITY CENTER	27.03
	gasket, hose adapter	COMMUNITY CENTER	COMMUNITY CENTER	24.04
			TOTAL:	51.07
DERRICK HOFFMAN	softball ump	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	126.00
DAN HONETSCHLAGER	softball ump 7/30 - 8/9	GENERAL FUND	RECREATION/LEISURE SER	210.00
	softball ump	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	336.00
INT'L ASSN OF CHIEFS OF POLICE	2012 policy subscription	GENERAL FUND	POLICE	30.00
			TOTAL:	30.00
JAVENS MECHANICAL CONTRACTING CO.	install pressure switch co	WATER	DISTRIBUTION AND STORA	364.50
	water heater repair	WASTE WATER FUND	SOURCE/TREATMENT	617.92
			TOTAL:	982.42
MATT JOHNSON	summer celeb bounce house	GENERAL FUND	RECREATION/LEISURE SER	165.66
			TOTAL:	165.66
KEELEY FARM DRAINAGE	bullet edger 4" desert san	GENERAL FUND	STREETS	21.63
	bullet edger 4" desert san	GENERAL FUND	PARKS	21.63
	bullet edger 4" desert san	WATER	DISTRIBUTION AND STORA	10.81
	bullet edger 4" desert san	WASTE WATER FUND	SOURCE/TREATMENT	10.83
	bullet edger 4" desert san	ENVIRON SERVICES F	REFUSE DISPOSAL	10.81
	bullet edger 4" desert san	ELECTRIC FUND	POWER DISTRIBUTION	21.63
	bullet edger 4" desert san	STORMWATER FUND	TREATMENT	10.82
			TOTAL:	108.16
KIND VETERINARY CLINIC PA	pound cats & dogs july '12	GENERAL FUND	COMMUNITY SERVICE	643.02
	paws for july '12	RESTRICTED CONTRIB	COMMUNITY SERVICE	874.26

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,517.28
JEFF KNUTSON	driver licesne renewal cla	STORMWATER FUND	ADMINISTRATION AND GEN	42.25
			TOTAL:	42.25
KARA KOCHMICK	vip appreciation night sup	RESTRICTED CONTRIB	RECREATION/LEISURE SER	31.96
	rec storage	RESTRICTED CONTRIB	RECREATION/LEISURE SER	32.16
			TOTAL:	64.12
KWIK TRIP INC	fuel for july '12	GENERAL FUND	PARKS	131.45
	fuel for july '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	23.41
	fuel for july '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2,648.65
			TOTAL:	2,803.51
LAGER'S INC	flywheel #509	GENERAL FUND	FIRE	185.00
			TOTAL:	185.00
LIQUI-SYSTEMS INC	replacement ph sensor	WATER	PURIFICATION AND TREAT	183.86
			TOTAL:	183.86
LJP ENTERPRISES INC	disposal & pickup july '12	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	disposal & pickup july '12	WATER	PURIFICATION AND TREAT	94.69
	disposal & pickup july '12	WASTE WATER FUND	SOURCE/TREATMENT	211.93
	disposal & pickup july '12	ENVIRON SERVICES F	REFUSE DISPOSAL	1,039.39
			TOTAL:	1,777.52
MANKATO-SPS COMPANIES, INC.	spray heads w/dust covers	WATER	ADMIN AND GENERAL	71.51
			TOTAL:	71.51
METHODWORKS	refurbished med pressure 1	WASTE WATER FUND	SOURCE/TREATMENT	518.00
			TOTAL:	518.00
METRO SALES INC	toner	GENERAL FUND	POLICE	242.64
			TOTAL:	242.64
MID-AMERICA SPORTS ADVANTAGE	3 rolls poly cap 250'	RESTRICTED CONTRIB	PARKS	674.15
			TOTAL:	674.15
MIDAS AUTO SERVICE EXPERTS-2270	two wheel alignment	GENERAL FUND	FIRE	86.88
			TOTAL:	86.88
MIDWEST SPECIALTY SALES	bushing #709	STORMWATER FUND	TREATMENT	25.24
			TOTAL:	25.24
MII LIFE	july 2012 admin fee	GENERAL FUND	CITY ADMINISTRATION	2.93
	july 2012 admin fee	GENERAL FUND	CITY CLERK	1.83
	july 2012 admin fee	GENERAL FUND	FINANCE	4.87
	july 2012 admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.28
	july 2012 admin fee	GENERAL FUND	POLICE	23.79
	july 2012 admin fee	GENERAL FUND	BUILDING INSPECTOR	4.67
	july 2012 admin fee	GENERAL FUND	COMMUNITY SERVICE	1.83
	july 2012 admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.35
	july 2012 admin fee	GENERAL FUND	STREETS	2.49
	july 2012 admin fee	GENERAL FUND	RECREATION/LEISURE SER	5.22
	july 2012 admin fee	GENERAL FUND	PARKS	9.39
	july 2012 admin fee	GENERAL FUND	ECONOMIC DEVMT	1.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	july 2012 admin fee	LIBRARY FUND	LIBRARY	2.29	
	july 2012 admin fee	COMMUNITY CENTER	COMMUNITY CENTER	2.74	
	july 2012 admin fee	WATER	DISTRIBUTION AND STORA	4.48	
	july 2012 admin fee	WATER	ADMIN AND GENERAL	1.65	
	july 2012 admin fee	WATER	CUSTOMER ACCOUNTS	0.36	
	july 2012 admin fee	WASTE WATER FUND	SOURCE/TREATMENT	2.65	
	july 2012 admin fee	WASTE WATER FUND	ADMIN AND GENERAL	1.86	
	july 2012 admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.37	
	july 2012 admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	3.66	
	july 2012 admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.74	
	july 2012 admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.37	
	july 2012 admin fee	ELECTRIC FUND	POWER DISTRIBUTION	5.49	
	july 2012 admin fee	ELECTRIC FUND	ADMIN AND GENERAL	6.63	
	july 2012 admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.20	
	july 2012 admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.37	
	july 2012 admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	3.78	
	july 2012 admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.37	
	july 2012 admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.65	
			TOTAL:	106.14	
MISC VENDOR	DONAHUE, DYLO	armory-election security/c	GENERAL FUND	ELECTIONS	105.00
	GENERATIONS PHOTOGRAPH	signs,logos,rules for dog	RESTRICTED CONTRIB	PARKS	85.00
	KLATT, KATHY	KLATT, KATHY: water main r	WATER	DISTRIBUTION AND STORA	113.29
	LAKE CRYSTAL FIRE DEPT	safe escape house 8/6/12	GENERAL FUND	FIRE	125.00
	MANAKTO YOUTH FOOTBALL	tackle football registrati	GENERAL FUND	RECREATION/LEISURE SER	4,375.00
	NELSEN, MARGIE	garden plot at cc	RESTRICTED CONTRIB	RECREATION/LEISURE SER	52.26
	PELL, BRITTANY	election judge	GENERAL FUND	ELECTIONS	129.81
	PETERSON, DEAN	PETERSON, DEAN: water main	WATER	DISTRIBUTION AND STORA	77.00
	SIEBERG, DON	entertainment for senior d	GENERAL FUND	SENIOR COORDINATOR	150.00
	WOW ZONE	WOW ZONE: cac field trip	GENERAL FUND	RECREATION/LEISURE SER	463.45
				TOTAL:	5,675.81
MN COUNTY ATTORNEYS ASSOC.	2012 property receipt	GENERAL FUND	POLICE	29.93	
			TOTAL:	29.93	
MN DEPT OF HUMAN SERVICES	mowing - 484 union,601 s f	GENERAL FUND	NON-DEPARTMENTAL	100.00	
			TOTAL:	100.00	
MN MUNICIPAL UTILITIES ASSOCIATION	appa safety manual	ELECTRIC FUND	ADMIN AND GENERAL	48.20	
			TOTAL:	48.20	
MN PIPE & EQUIPMENT	1.5" remote read digital d	WATER	NON-DEPARTMENTAL	955.54	
			TOTAL:	955.54	
MOTOROLA SOLUTIONS, INC	radios,mics,chargers-femag	GENERAL FUND	FIRE	332,725.10	
			TOTAL:	332,725.10	
MVTL LABORATORIES INC	nitrate testing	WASTE WATER FUND	SOURCE/TREATMENT	9.60	
	testing	WASTE WATER FUND	SOURCE/TREATMENT	127.00	
	testing	WASTE WATER FUND	SOURCE/TREATMENT	127.00	
	testing	WASTE WATER FUND	SOURCE/TREATMENT	11.00	
	carbonaceous testing	WASTE WATER FUND	SOURCE/TREATMENT	90.00	
	mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	320.00	
			TOTAL:	684.60	
NICOLLET COUNTY SENIOR SERVICES	contract sylvia perron jul	GENERAL FUND	SENIOR COORDINATOR	2,161.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	2,161.00
NORTH CENTRAL INTERNATIONAL	air filter	GENERAL FUND	NON-DEPARTMENTAL	20.20
	air filter	GENERAL FUND	NON-DEPARTMENTAL	9.28
	a/c condenser #207	GENERAL FUND	STREETS	203.92
			TOTAL:	233.40
NORTHERN SAFETY TECHNOLOGY, INC.	safe & sober squad equip	GENERAL FUND	POLICE	1,625.68
			TOTAL:	1,625.68
PETER'S SODDING SERVICE	sod installed austin dr	WATER	DISTRIBUTION AND STORA	25.00
	sod by catholic church	ELECTRIC FUND	POWER DISTRIBUTION	25.00
			TOTAL:	50.00
PONGRATZ FENCE&FAB	dog park fence install	RESTRICTED CONTRIB	PARKS	790.00
			TOTAL:	790.00
RONALD D. QUADE	mileage vernon ctr sc reg	GENERAL FUND	FIRE	35.52
	mtg fees&per diem ron q,ro	GENERAL FUND	FIRE	34.00
			TOTAL:	69.52
QUICK MART ST PETER	fuel for july '12	GENERAL FUND	FIRE	108.56
	fuel for july '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	61.12
			TOTAL:	169.68
QUILL	ink cartridge	GENERAL FUND	STREETS	26.14
	ink cartridge	GENERAL FUND	SWIMMING POOL	58.64
	ink cartridge	GENERAL FUND	PARKS	20.91
	ink cartridge	WATER	ADMIN AND GENERAL	10.45
	ink cartridge	WASTE WATER FUND	ADMIN AND GENERAL	10.45
	ink cartridge	ENVIRON SERVICES F	ADMIN AND GENERAL	10.45
	ink cartridge	ELECTRIC FUND	ADMIN AND GENERAL	26.14
			TOTAL:	163.18
KELLY RAYMOND	softball ump	GENERAL FUND	RECREATION/LEISURE SER	189.00
	softball ump 8/13-8/17	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	315.00
RIVER'S EDGE HOSPITAL & CLINIC	drug & alcohol screening	GENERAL FUND	POLICE	52.90
	drug & alcohol screening	GENERAL FUND	PARKS	29.00
	drug & alcohol screening	COMMUNITY CENTER	COMMUNITY CENTER	29.00
	drug & alcohol screening	WATER	ADMIN AND GENERAL	29.00
	drug & alcohol screening	WASTE WATER FUND	ADMIN AND GENERAL	29.00
	drug & alcohol screening	ENVIRON SERVICES F	ADMIN AND GENERAL	29.00
	drug & alcohol screening	STORMWATER FUND	ADMINISTRATION AND GEN	29.00
	drug & alcohol screening	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	58.00
			TOTAL:	284.90
ROYAL TIRE, INC	tires	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,049.81
	tires	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,005.12
			TOTAL:	2,054.93
RYAN ELECTRIC OF ST PETER	ch light repairs	GENERAL FUND	MUNICIPAL BUILDING	376.59
	spill prevent work	GENERAL FUND	STREETS	103.31
	spill prevent work	GENERAL FUND	PARKS	82.65
	spill prevent work	WATER	CAPITAL-GENERAL PLANT	41.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	install dehumidifier&cabin	WATER	PURIFICATION AND TREAT	195.74
	spill prevent work	WASTE WATER FUND	CAPITAL-GENERAL PLANT	41.33
	spill prevent work	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	41.33
	spill prevent work	ELECTRIC FUND	CAPITAL-GENERAL PLANT	103.31
			TOTAL:	985.59
SCHRADER'S LAW ENFORCEMENT SUPPLY	wallet-uniform allow-matt	GENERAL FUND	POLICE	30.99
			TOTAL:	30.99
SOUTHERN MN CONSTRUCTION CO INC	asphalt	WATER	ADMIN AND GENERAL	996.38
	asphalt	WASTE WATER FUND	ADMIN AND GENERAL	996.38
	asphalt	ENVIRON SERVICES F	ADMIN AND GENERAL	498.19
	asphalt	ELECTRIC FUND	ADMIN AND GENERAL	2,490.96
	asphalt	STORMWATER FUND	COLLECTIONS/LIFT STATI	300.45
			TOTAL:	5,282.36
SOUTHERN MN MUNICIPAL POWER AGENCY	purchased power for july '	ELECTRIC FUND	POWER SUPPLY	818,254.38
			TOTAL:	818,254.38
SOUTHLAND ELECTRICAL SUPPLY	uv breaker	WASTE WATER FUND	SOURCE/TREATMENT	284.21
			TOTAL:	284.21
SPRINT SOLUTIONS, INC.	phone bill for july '12	GENERAL FUND	POLICE	279.93
	phone bill for july '12	GENERAL FUND	FIRE	17.26
	phone bill for july '12	WATER	ADMIN AND GENERAL	25.81
	phone bill for july '12	ELECTRIC FUND	ADMIN AND GENERAL	25.81
			TOTAL:	348.81
ST PETER HERALD	not of pub accuracy test	GENERAL FUND	ELECTIONS	49.48
	ad in "55&better" herald	GENERAL FUND	SENIOR COORDINATOR	128.00
	ordinance #7	GENERAL FUND	ECONOMIC DEVMT	298.78
	video surveilance	COMMUNITY CENTER	COMMUNITY CENTER	56.40
	notice of assesements	ELECTRIC FUND	CUSTOMER ACCOUNTS	103.88
	pt bus driver ad	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	72.01
			TOTAL:	708.55
ST PETER HIGH SCHOOL	2012 youth football camp	GENERAL FUND	RECREATION/LEISURE SER	566.00
			TOTAL:	566.00
ST PETER RENTAL CENTER	leaf blower filters	WATER	DISTRIBUTION AND STORA	15.76
			TOTAL:	15.76
TIMOTHY STRAND	mileage to owatonna cgmc c	GENERAL FUND	MAYOR & COUNCIL	124.32
	hotel for cgmc conf	GENERAL FUND	MAYOR & COUNCIL	195.58
	meals for conf	GENERAL FUND	MAYOR & COUNCIL	50.13
	luncheon tic royal visit g	GENERAL FUND	MAYOR & COUNCIL	50.00
			TOTAL:	420.03
STREICHER'S	badge, patches	GENERAL FUND	FIRE	67.00
	patches	GENERAL FUND	FIRE	19.99
	badge, patches	RESTRICTED CONTRIB	FIRE	67.00
	patches	RESTRICTED CONTRIB	FIRE	19.99
			TOTAL:	173.98
KEVIN THURSTON	softball ump	GENERAL FUND	RECREATION/LEISURE SER	126.00
	softball ump	GENERAL FUND	RECREATION/LEISURE SER	84.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	210.00
TIGERDIRECT.COM	monitor w/speaker	LIBRARY FUND	LIBRARY	150.49
			TOTAL:	150.49
JANE TIMMERMAN-PETTY CASH	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	18.15
	specialty camp supplies	GENERAL FUND	RECREATION/LEISURE SER	16.41
			TOTAL:	34.56
TIRE ASSOCIATES	tires #509	GENERAL FUND	FIRE	621.06
			TOTAL:	621.06
TURFWERKS	shim camber #808	GENERAL FUND	PARKS	34.88
			TOTAL:	34.88
TYLER TECHNOLOGIES	incode annual software mai	GENERAL FUND	FINANCE	3,255.05
	incode annual software mai	WATER	ADMIN AND GENERAL	813.76
	incode annual software mai	WATER	CUSTOMER ACCOUNTS	1,425.89
	incode annual software mai	WASTE WATER FUND	ADMIN AND GENERAL	813.76
	incode annual software mai	WASTE WATER FUND	CUSTOMER ACCOUNTS	1,425.89
	incode annual software mai	ENVIRON SERVICES F	ADMIN AND GENERAL	813.76
	incode annual software mai	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	1,425.87
	incode annual software mai	ELECTRIC FUND	ADMIN AND GENERAL	813.76
	incode annual software mai	ELECTRIC FUND	CUSTOMER ACCOUNTS	1,425.89
			TOTAL:	12,213.63
US AUTO FORCE	tires #609	GENERAL FUND	STREETS	305.44
	tires #66	ELECTRIC FUND	POWER DISTRIBUTION	601.84
			TOTAL:	907.28
US POSTMASTER	postage for fall brochure	GENERAL FUND	RECREATION/LEISURE SER	476.43
			TOTAL:	476.43
VESSCO, INC	mechanical seal	WASTE WATER FUND	BIOSOLIDS	84.43
			TOTAL:	84.43
VISA	meal - budget discussion	GENERAL FUND	CITY ADMINISTRATION	52.81
	hotel for duluth	GENERAL FUND	CITY ADMINISTRATION	370.74
	swmhp gift	GENERAL FUND	CITY ADMINISTRATION	74.79
	bca criminal justice regis	GENERAL FUND	POLICE	106.52
	ram for touch pad	GENERAL FUND	POLICE	62.00
	pesticide certification cl	GENERAL FUND	PARKS	120.00
	meal w/russ park mtg	GENERAL FUND	PARKS	25.44
	mouse pads	LIBRARY FUND	LIBRARY	55.44
	safety shoes	WATER	ADMIN AND GENERAL	179.95
	pdf converter	ELECTRIC FUND	POWER PRODUCTION	36.95
	safety shoes	ELECTRIC FUND	ADMIN AND GENERAL	143.96
	meal	ELECTRIC FUND	ADMIN AND GENERAL	27.42
	parking while in seattle	ELECTRIC FUND	ADMIN AND GENERAL	132.00
	luggage to seattle	ELECTRIC FUND	ADMIN AND GENERAL	25.00
	program supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	108.96
			TOTAL:	1,521.98
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	350.00
	tires & disposal	GENERAL FUND	POLICE	108.00
	tire service	GENERAL FUND	PARKS	10.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	468.00
THE WATSON CO	concessions	GENERAL FUND	SWIMMING POOL	627.24
			TOTAL:	627.24
MICHAEL WEICHERDING	renewal boiler's license	COMMUNITY CENTER	COMMUNITY CENTER	45.00
			TOTAL:	45.00
WESCO DISTRIBUTION INC	plastic power splices w/co	ELECTRIC FUND	NON-DEPARTMENTAL	384.75
	fuse holder heb-aa	ELECTRIC FUND	NON-DEPARTMENTAL	406.13
			TOTAL:	790.88
WHY NOT EVENTS	movies in the park-rango	GENERAL FUND	RECREATION/LEISURE SER	500.00
	movies in the park - titan	GENERAL FUND	RECREATION/LEISURE SER	500.00
	movies in the park-webough	GENERAL FUND	RECREATION/LEISURE SER	500.00
	movies in park-backtofutur	GENERAL FUND	RECREATION/LEISURE SER	500.00
			TOTAL:	2,000.00
WILSON DEVELOPMENT SERVICES, LLC	acquisition relocate wash	PERM IMPROVMENT RE	STREETS	3,212.60
			TOTAL:	3,212.60
WOLF MOTOR COMPANY, INC.	radiator hose #813	ELECTRIC FUND	POWER DISTRIBUTION	67.80
			TOTAL:	67.80
ZACK'S INC	poly scoop shovels	GENERAL FUND	STREETS	340.54
			TOTAL:	340.54
ZIEGLER INC	replace voltage reg - nlif	WASTE WATER FUND	COLLECTOR/LIFT STAT	200.00
	replaced reapr support bra	ELECTRIC FUND	POWER PRODUCTION	500.00
	loader air filter #812	ELECTRIC FUND	POWER DISTRIBUTION	29.91
			TOTAL:	729.91

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

101	GENERAL FUND	391,301.94
211	LIBRARY FUND	217.87
213	PUBLIC ACCESS	2.00
217	COMMUNITY CENTER	906.02
230	REVOLVING LOAN FUND	288.75
240	TORNADO DISASTER REV LOAN	325.62
401	PERM IMPROVMENT REVOLVING	37,048.70
601	WATER	21,346.81
602	WASTE WATER FUND	14,806.47
603	ENVIRON SERVICES FUND	4,441.25
604	ELECTRIC FUND	845,594.41
606	STORMWATER FUND	6,281.09
610	HEARTLAND TRANSIT	2,790.46
820	RESTRICTED CONTRIBUTIONS	3,747.74

 GRAND TOTAL: 1,329,099.13

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>
PSC Construction	Service line repairs	\$14,617.43	Wastewater

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

Temporary On-Sale Liquor License

St. Peter Ambassadors	Parking Lot #5	9/27/12 - 9/28/12
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Temporary Beer License

St. Peter Ambassadors	Parking Lot #5	9/27/12 - 9/28/12
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Temporary Dance License

St. Peter Ambassadors	Parking Lot #5	9/27/12 - 9/28/12
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Temporary Soft Drink

Munchie Monster	MN Square Park	9/8/12 – 9/9/12
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3. The following employee appointments are approved at the wages indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Sandra Owen	Part-time Bus Driver	\$13.52/hour
Todd Fisher	Part-time Bus Driver	\$13.52/hour

4. Firefighter Curt Reese is hereby suspended for a period of six (6) months for violations of City and Fire Department policies.

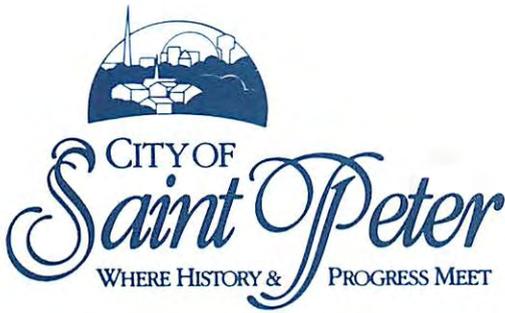
5. The schedule of disbursements for August 9, 2012 through August 22, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 27th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/24/12

FROM: Lewis Giesking
Director of Public Works

RE: Final Acceptance: Swift/Sumner Intersection Project

ACTION/RECOMMENDATION

Provide for adoption of a resolution accepting the project and authorizing final payment of \$2,889.86 to W.W. Blacktopping, Inc. of Mankato, MN.

BACKGROUND

The City Council authorized a project to correct stormwater problems at the intersection of Sumner and Swift Streets. Additional stormwater intakes were installed and the intersection was reshaped to better control the direction of stormwater during heavy rain events.

The project has been completed as per the plans and specifications and the contractor has completed all project documentation. The total project cost of \$61,297.20 exceeded the bid amount by \$2,201.20. This was due to additional bituminous patching required for the project, which was funded based on unit prices bid for the project.

FISCAL IMPACT:

The project was funded from the Stormwater Fund.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek City Council direction.

Negative Votes: Payment will not be made and staff will seek City Council direction.

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.

LGG/vwt

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ACCEPTING THE 2012 SWIFT AND SUMNER INTERSECTION
IMPROVEMENT PROJECT AND AUTHORIZING FINAL PAYMENT**

WHEREAS, the City Council authorized a project to correct stormwater problems at the intersection of Swift and Sumner Streets; and

WHEREAS, additional stormwater intakes and reshaping of the intersecting were done to correct the problem; and

WHEREAS, the contractor completed the project as per the plans and specifications; and

WHEREAS, the amount of bituminous patching exceeded the project bid amount due to excavation and shaping to match existing materials.

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

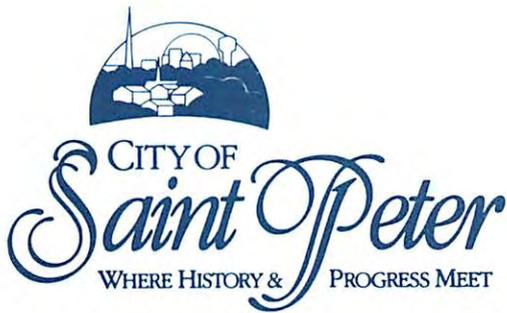
1. The City Council hereby accepts the 2012 Swift and Sumner Intersection Improvement Project and authorizes final payment of \$2,889.86 to W.W. Blacktopping, Inc. of Mankato, MN.
2. Funding for the project shall be from Stormwater funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/21/12

FROM: Todd Prafke
City Administrator

RE: Fire Truck Bid Approval

ACTION/RECOMMENDATION

Accept the bid and direct staff to purchase a new fire truck and related equipment from Custom Fire Apparatus Inc. of Osceola Wisconsin in the amount of \$538,946 including delivery charge.

BACKGROUND

The Fire Department continues to work to meet goals related to fire suppression needs for our community. Part of continuing to reach that goal is the need, from time to time, to update equipment with equipment that meets the needs of the community and helps ensure Firefighter safety. The last pumper, #506 was purchased 10 years ago at a cost of about \$314,000. The new pumper truck will replace pumper #501, which is a 1978 Ford chassis pumper that is now unable to pass a number of the testing requirements for pumping pressures and volumes.

The Fire Department formed a Truck Committee over two years ago to develop specifications for a new pumper truck that would meet the needs of the Department. That committee developed the specifications that were approved by the Council and bids were solicited for the purchase. As a part of that bid process, and in addition to the required advertisement of bids, invitations to bid were sent to three builders. Only one builder, Customer Fire Apparatus, Inc. submitted a bid that was opened, as per your rules, on July 25th. Again, we received only one bid.

Often times specifications for fire trucks are put together with the assistance of a builder. This is a generally accepted practice in this industry. Volunteer Fire Departments are not well equipped to get the ball rolling, but have a clear understanding of their wants and needs. Departments often just do not have a great ability or large amount of time to apply those needs into development of a specification document.

Our objective is to review the specifications well to help ensure that the specs are reasonably broad and allow for exceptions or modifications at the time of bid. Modifications or exceptions to the specs can then be reviewed by a committee, in this instance, the Truck Committee. In addition, we rely on the free market to encourage bidders to bid for the business based on their profitability, workload, and other factors. We also rely on the fact that bidders do not know who else, if anyone else, will bid. While we only received one bid, I believe that the bid received is a

fair price for the truck and equipment that was specified. The bid did contain exceptions, modification or substitutions. In each instance, the Truck Committee was satisfied with the proposed change and recommends acceptance of the bid. The projected delivery date is eight months or less after the order has been placed.

FISCAL IMPACT:

The cost of the truck will be funded through the issuance of an equipment certificate to be issued in a timeframe that matches the cash need for delivery of the truck. There is currently about \$40,000 set aside from fire service charges to be used towards the purchase. You may also note that this purchase is subject to the current Township Fire Contract agreements we have in place, so the cost of the truck becomes part of the operational budget for those contracts.

When we get closer to the delivery date, a determination will need to be in place related to disposition of Truck #501. We do not believe there will be a strong market for the sale of Pumper #501. The Council does not need to determine what will be done with Pumper #501 now, but it should be a topic of discussion in the near future. Ideas that have been discussed include sale at auction, providing the truck to your sister city, or sale through the state auction website.

ALTERNATIVES AND VARIATIONS:

Do not act. The bid is still good for another two-week Council cycle. The approval could be delayed until then, however I do not see any significant advantage of a delay at this time.

Negative vote. Staff will wait for further direction from the Council and the bidder will be informed of the bid rejection.

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

Please feel free to contact Chief Quade or me if you have any questions or concerns.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION AWARDING BID FOR FIRE PUMPER TRUCK

WHEREAS, the 1978 Ford pumper truck currently being used by the Saint Peter Fire Department is unable to pass a number of testing requirements for pumping pressures and volumes; and

WHEREAS, the Fire Department established a "truck committee" to develop specifications for purchase of a replacement pumper truck; and

WHEREAS, bids were solicited for a replacement pumper truck for the Fire Department; and

WHEREAS, only one bid, from Customer Fire Apparatus, Inc. was received; and

WHEREAS, the truck committee reviewed the submitted bid and evaluated the exceptions and modifications to the bid specifications and recommends award of the bid.

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

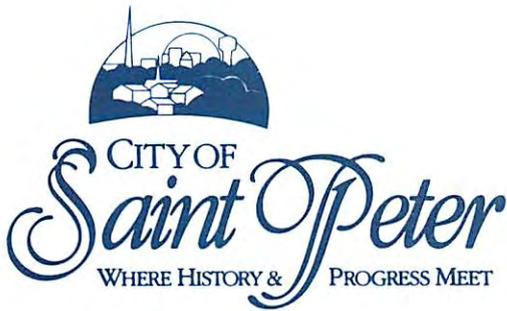
1. The bid for the Fire Pumper Truck project is hereby awarded to Custom Fire Apparatus, Inc. of Osceola, Wisconsin in the amount of \$538,946, which includes delivery charges.
2. Funding for the truck purchase shall be from accumulated fire service charges and a yet to be issued equipment certificate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/24/12

FROM: Todd Prafke
City Administrator

RE: Background checks

ACTION/RECOMMENDATION

Approve the attached ordinance and summary publication.

BACKGROUND

The Saint Peter Police Department had its annual audit of records and records retention for use of Bureau of Criminal Apprehension (BCA) data. During that audit the BCA informed us, for what I believe is the third year, that we need to modify or provide for additional rules through ordinance about use of data specifically related to criminal history background checks for employees or applicants for employment and licenses. While you have some language within your current ordinance, an update is needed to meet the requirement of ongoing use of BCA data bases.

City Police Departments generally have access to the State's database of criminal justice information maintained by the Bureau of Criminal Apprehension (BCA) for the purpose of carrying out law enforcement duties. However, access to the database has proven useful for other City functions such as criminal history background checks on prospective City job applicants, liquor license applicants, and peddler license applicants.

Using our Police Department to run these criminal history checks can save us both money and time. However, it is important for the City to access the data appropriately and to understand what will – and will not – be provided in the way of criminal history information.

There are ways to access certain pieces of background information that is appropriate for us to know as a part of a hire process without the use of the Police Department. We can access public information for an employment or license background check by using the BCA's free internet website access. However, only conviction, sentence, and confinement information for 15 years after the discharge of the sentence will appear. No arrest data is available using the web site. We must also provide notice to the applicant of these searches, which we currently do according to the BCA requirement.

Police Departments can have access to the BCA criminal history data only to perform the duties that are required by law (Minn. 299C.46) and generally this means performing law enforcement duties. Since a city ordinance is a law however, an ordinance can be used to allow the use of

this data for non-criminal purposes such as employment background and license checks. That is the area where a change is needed. The proposed Ordinance is attached for your review.

As the agency responsible for maintaining the security of the criminal history data, the BCA has directed that each local ordinance should contain:

- A requirement that the Police Department conduct the criminal history check. The specific category (e.g., job type) subject to the checks (for employment purposes, this can include employees, applicants for employment, volunteers and independent contractors; for licensing purposes, this can include business licenses).
- A requirement that the data be maintained by the Police Department and only a summary of the criminal history record is provided to the hiring authority.
- Language that complies with the Minnesota Government Data Practices Act.
- A provision that requires notice to the applicant of the reason for denial if the denial is based on data obtained from the criminal history check.

Since our current local ordinance does not contain all those requirements, the BCA is telling us to discontinue access for the employment checks until an ordinance is adopted or updated to meet BCA requirements for access. Your new proposed Ordinance meets all of the requirements discussed above.

They type of data we would miss but have used in the past includes:

- Minnesota adult arrests less than one year old with no disposition
- adult arrest information resulting in a conviction
- adult conviction and sentencing data for 15 years after discharge of the sentence
- No juvenile arrest or adjudication data
- No adult arrest data older than one year with no disposition, or dismissal data will be returned for these checks.

In addition, we have sought information, where it is applicable to the job within the Child Protection Background Check Act (Minn. Stat. 299C.61 & 62). This allows employers to conduct special background checks of individuals who work with children in various settings (care, treatment, education, training, instruction, or recreation). Since many cities have recreational opportunities for children, this statute would apply to most of those workers and to any volunteers in those programs.

Only background checks conducted in accordance with the Child Protection Act allow for the release of certain criminal data – juvenile adjudication data that cannot be obtained using the City's Police Department. In order to obtain this type of criminal history data, the background check must be submitted to the BCA using a specific informed consent form.

The data we will receive, if we use the BCA to conduct a background check under the Child Protection Act, includes the following Minnesota information:

- Conviction data.
- Juvenile adjudication data for specific crimes listed in the Act.
- Arrests resulting in conviction, and
- Arrest data that has occurred in the past year with no disposition.

Below are some examples of the BCA rules that we already comply with and for which no change is needed:

- The BCA prohibits dissemination of records obtained from the system by the local law enforcement agency for ordinance checks (city employment or city licensing) outside the Police Department, therefore the information must be maintained by the local Police Department – not by any other city department.
- The Police Department must establish an appropriate records management process for these records. The records should be locked and only Police Department employees with a business reason for handling the information should have access. In addition, the Police Department will need to consult with the City's administrative staff (City Administrator, Clerk, or other records management staff) to decide how long the records will be maintained. Generally, records of persons not hired are kept for one year after the position is filled, records of persons on eligibility lists are kept for two years (or the length of eligibility if longer), and records of persons who are hired are kept for five years after termination of employment.

When the Police Department is used to conduct background checks, the department will be responsible for conveying the appropriate information to the City department that will determine whether to hire the applicant or not. The Police Department only provides a summary of the information from the criminal history check and assists the City Administrator in understanding what the data means.

The BCA database – whether accessed through the local Police Department or through the BCA – will not contain most criminal history that occurred in another state, even a neighboring state. If the City wishes to obtain that information, we would have to contact the neighboring state to find how to access their information. The City will receive national criminal history information on workers covered by the Child Protection Act and Firefighters by submitting fingerprints and paying the required fees to the BCA.

FISCAL IMPACT:

There is no direct cost to this action but we will incur costs related to codification and publishing which are estimated to be in the \$700 range.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for your direction. If you do not wish to use your own Police Department for employment background or license checks we can access the BCA for this purpose by paying an established fee (\$15.00). The City will need to understand which statute applies to the individual being checked in order to use the appropriate consent form and access the appropriate data through the BCA. The challenge here is that the check may take longer to complete and at times that can cause complications with both hiring and checks for licenses or permits.

Negative vote. Staff will pursue other options and report back unless there is specific direction provided by the Council. If you choose we can use an outside service for this data gathering. There are several private companies that conduct criminal history checks as part of an overall background checking fee-based service. These companies likely have access only to public conviction data and the data may not be up-to-date. While these companies may save time and effort, we would want to question the company about what data they will be receiving as part of the criminal history check and how often it is updated.

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

Please let Chief Peters or I know if you have any questions or concerns.

TP/bal

ORDINANCE NO. ____, THIRD SERIES

AN ORDINANCE AMENDING CITY CODE CHAPTER 30 ARTICLE XI. "CRIMINAL HISTORIES AND BACKGROUND CHECKS FOR INDIVIDUALS APPLYING FOR CERTAIN POSITIONS" AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 AND SECTION 1-6 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

WHEREAS, the City Code contains regulations for performing background checks on applicants for employment and rental housing tenants and managers; and

WHEREAS, the Minnesota Bureau of Criminal Apprehension (BCA) has requested changes to the City's regulations to comply with State policies for access to certain data on individuals; and

WHEREAS, the City Council wishes to fully comply with BCA regulations.

NOW, THEREFORE, THE CITY COUNCIL OF CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, DOES HEREBY ORDAIN:

Section 1. Saint Peter City Code Chapter 30 Article XI "CRIMINAL HISTORIES AND BACKGROUND CHECKS FOR INDIVIDUALS APPLYING FOR CERTAIN POSITIONS" is hereby amended as follows:

Sec. 30-309. Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Children means any person less than 18 years of age.

Manager means the owner, the agent or any other individual responsible for receiving lease applications or rent payments or authorizing the lease or rent of an apartment, house, manufactured home or lot for the placement of a manufactured home and who has received a Certificate of Completion from the Crime Free Multi-housing Training.

Public safety sensitive positions means paid and volunteer positions with the City, which because of their nature and description require a high level of interaction with the public, uncontrolled access to private property and positions of influence and leadership over children and other vulnerable individuals including, but not limited to, volunteer firefighters, volunteer police reserve, civilian police personnel, city meter readers, building official, rental inspector, neighborhood watch block captains, hospital employees, hospital volunteers, ambulance service employees, ambulance service volunteers and all other individuals who work directly with children or vulnerable adults.

Residential property managers means persons who are defined in and must qualify under M.S. §§ 299C.67 through 299C.71.

Tenant means any individual other than a relative who is renting or attempting to rent or lease an apartment, house, manufactured home or a lot for the placement of a manufactured home.

Vehicle registration check means a record check through the State Department of Motor Vehicles.

Volunteers for the McGruff Program means persons who participate in the McGruff Safe House Program in accordance with M.S. § 299A.28.

Sec. 30-310. - Applicant information required. All individuals making an application for a public safety sensitive position shall complete an application that shall contain the following:

(1) Full name, place and date of birth and the present residence address and residence addresses for the past five years;

(2) Whether the applicant has ever used or been known by a name other than his present name, and if so, what such name or names were and information concerning dates and places where such names were used;

(3) Whether the applicant has been convicted of any crime. If so, the applicant shall furnish information as to the time, place, and offense resulting in the conviction.

Sec. 30-311. - Tenant information required. Upon request of the manager for the purpose of a background check, all people making an application for housing shall complete an application that shall contain the following:

(1) Full name, place and date of birth and the present residence address and residence addresses for the past five years of the tenant and each person who will reside in the rental unit;

(2) Whether the tenant or any person residing with the tenant has ever used or been known by a name other than his present name, and if so, what such names were and information concerning dates and places where such names were used;

(3) Whether the tenant or any person residing with the tenant has been convicted of any crime. If so, the tenant shall furnish information as to the time, place, and offense resulting in the conviction.

Sec. 30-312. - Background investigation on tenants. The Chief of Police shall conduct a criminal record check for background check crimes and driver's license record check on a tenant for a fee, for managers who provide a consent for release of information signed by the tenant. Such consent release forms shall contain:

(1) Notification to the tenant that the manager will request the Chief of Police to conduct a criminal record check;

(2) Notification of the right to obtain a copy of the criminal record check;

(3) Notification of the right to challenge the accuracy and completeness of the criminal record report; and

(4) Notification of the right to be informed by the manager if the application for housing has been denied based upon the presence or background check crimes.

Sec. 30-313. - Background Investigation On City Applicants.

Subd. 1. The Saint Peter Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for the following positions within the city, unless the city's hiring authority concludes that a background investigation is not needed:

A. All regular part-time or full-time employees of the City of Saint Peter and other positions that work with children or vulnerable adults.

Subd. 2. In conducting the criminal history background investigation in order to screen employment applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with Bureau of Criminal Apprehension policy. Any data that is accessed and acquired shall be maintained at the Police Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Police Department to the City Administrator, or other staff involved in the hiring process.

Subd. 3. Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minnesota Statutes Chapter 13, regarding the collection, maintenance, and use of the information. Except for the positions set forth in Minnesota Statutes Section 364.09, the City will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

A. The grounds and reasons for the denial.

B. The applicant complaint and grievance procedure set forth in Minnesota Statutes Section 364.06.

C. The earliest date the applicant may reapply for employment.

D. That all competent evidence of rehabilitation will be considered upon reapplication.

Sec. 30-314. - Background checks on managers. The Police Department shall provide background checks on the managers of rental units as provided for in M.S. §§ 299C.67 through 299C.71 as may be amended from time to time.

Sec. 30-315. - Background checks on volunteers for the McGruff Program. The Police Department shall provide background checks on volunteers for the McGruff Program as required in M.S. § 299A.28 as may be amended from time to time.

Sec. 30-316. - Information to be protected. Information that is gathered in the background investigation that is not deemed public data under the Minnesota Government Data Practices Act, M.S. § 13.01 et seq., shall not be released to the requesting Department Director or manager. The information gathered shall only be used by the manager for the purpose of approving or rejecting the application for housing or by the Department Director for employment purposes.

Sec. 30-317. - Driver's license information.

Subd. 1. Upon request, the Chief of Police shall conduct a driver's license records investigation of City employee applicants and employees for insurance purposes and to ensure compliance with driver's license requirements for city vehicle operation.

Subd. 2. Upon request of a citizen and upon verification of the identification of the requesting person, the Chief of Police is authorized to conduct a driver's license record check for that requesting citizen for a fee.

Sec. 30-320. - Illegal acts. It is illegal to furnish false information to the Chief of Police for the purpose of this article.

Section 2. Saint Peter City Code Chapter 1 entitled, "General Provisions" and Section 1-6 entitled, "Violation A Misdemeanor Or A Petty Misdemeanor" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of August, 2012.

ATTEST:

Todd Prafke
City Administrator

Timothy Strand
Mayor

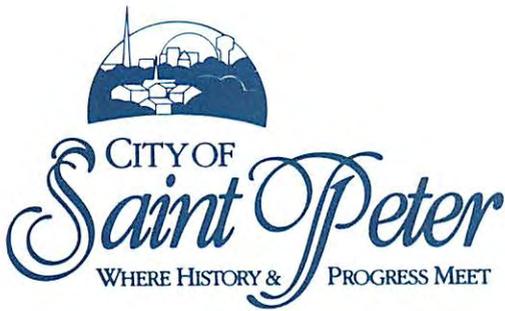
The foregoing Ordinance was adopted by the following votes:

Ayes:

Nayes:

Absent:

Published in the *Saint Peter Herald* on _____, 2012.



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/22/2012

FROM: Todd Prafke
City Administrator

RE: Summary Ordinance Publication

ACTION/RECOMMENDATION

Provide for adoption of a resolution allowing for summary publication of the background check ordinance if adopted.

BACKGROUND

Should the Council adopt the background check ordinance, it must be published in the legal newspaper of the City to become effective. The ordinance is very lengthy and publication of the document in its entirety would be very expensive. Minnesota Statutes 412.191, Subdivision 4 allow for summary publication of ordinances under certain conditions.

Staff recommends authorization be provided for summary publication of the ordinance as outlined in the proposed resolution.

FISCAL IMPACT:

Summary publication would save approximately \$500 on the publication costs for the ordinance. Sufficient funding is available in the General Fund for the actual costs which should be less than \$300.

ALTERNATIVES/VARIATIONS:

Do Not Act: If the Council does not authorize summary publication, staff will proceed with publishing the entire document.

Denial: No further action would be taken without additional direction from the Council. In order for the ordinance to become effective, the entire document would then need to be published.

Modification of the Resolution: This is always an option of the Council as long as the proposed publication continues to meet the requirements of M.S. 412.191, Subdivision 4.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION AUTHORIZING PUBLICATION OF THE TITLE AND SUMMARY OF
ORDINANCE NO. ____, THIRD SERIES**

WHEREAS, the City Council has determined that the publication of the title and a summary of Ordinance No. ____, Third Series entitled "AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 30 ARTICLE XI. "CRIMINAL HISTORIES AND BACKGROUND CHECKS FOR INDIVIDUALS APPLYING FOR CERTAIN POSITIONS" AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 AND SECTION 1-6 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS", would clearly inform the public of the intent and effect of Ordinance No.3, Third Series; and

WHEREAS, pursuant to Minnesota Statutes 412.191, Subdivision 4, the Council may by a four-fifths vote of its members, direct that only the title of the Ordinance and a summary be published with notice that a printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk/Administrator and at the Saint Peter Public Library; and

WHEREAS, prior to publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

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

1. The title and summary of Ordinance ____, Third Series entitled "AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 30 ARTICLE XI. "CRIMINAL HISTORIES AND BACKGROUND CHECKS FOR INDIVIDUALS APPLYING FOR CERTAIN POSITIONS" AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 AND SECTION 1-6 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS" be published with notice that a printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk and the Saint Peter Public Library.

2. The publication shall read as follows:

AN ORDINANCE AMENDING SAINT PETER CITY CODE CHAPTER 30 ARTICLE XI. "CRIMINAL HISTORIES AND BACKGROUND CHECKS FOR INDIVIDUALS APPLYING FOR CERTAIN POSITIONS" AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 AND SECTION 1-6 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS - This ordinance amends Chapter 30 by modifying the process and regulations for background checks on individuals applying for City positions and tenant and rental property managers. This ordinance includes the following Sections:

Sec. 30-309. Definitions.

- Sec. 30-310. Applicant information required.
- Sec. 30-311. Tenant information required.
- Sec. 30-312. Background investigation on tenants.
- Sec. 30-313. Background Investigation On City Applicants.
- Sec. 30-314. Background checks on managers.
- Sec. 30-315. Background checks on volunteers for the McGruff Program.
- Sec. 30-316. Information to be protected.
- Sec. 30-317. Driver's license information.
- Sec. 30-320. Illegal acts.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Waconia Office
2078 Feather Circle
Waconia, MN 55387
(952) 442-5821; fax (952) 442-8838
Email: shannon@daviddrown.com

August 21, 2012

City of Saint Peter
Attn: Todd Prafke, City Administrator
227 South Front Street
Saint Peter, MN 56082

Honorable Mayor, Council Members, and Mr. Prafke:

We have been working with City staff to identify the most appropriate method for financing public improvements that are necessary for the redevelopment of property in the northern portion of the community including that owned by Northern Con-Agg. Based on our preliminary research, we recommend that a redevelopment tax increment financing district be created for the purpose of funding public improvement costs associated with the proposed redevelopment of this area.

If the Council finds that it is appropriate to implement this recommendation, the creation of a new tax increment district creates the opportunity to include other parcels that may be redevelopment candidates within the next 5-years. In order for a property to be considered substandard and an eligible candidate for redevelopment TIF assistance, the cost of bringing the structure up to current building codes must exceed 15% of the replacement cost of said structure. An internal inspection of all structures to be included within the district is required (or at least a reasonable attempt is made to internally inspect the property). This analysis is currently being completed by City staff as a part of the process of establishing a tax increment financing district.

If a redevelopment tax increment financing district is created, it would allow the City to capture some of the new property taxes that would be generated by the increase in market value that will result from the proposed, and perhaps other, redevelopment projects. This capture of new property taxes can occur for a period of up to 26-years. It is the captured property taxes that would be used to assist in recouping the public improvement costs necessary to promote redevelopment activity in this area.

As a part of the process of creating a tax increment financing district, we are required to analyze the public improvement costs and establish a budget, estimate the potential tax increment that will be generated by a tax increment financing district, and provide an analysis of the impact to other taxing jurisdictions that are affected by the creation of a tax increment financing district. This information would be prepared in the form of a tax increment plan that would be distributed to the City, County, and School district in advance of a public hearing at which time they would be provided the opportunity (along with the public) to comment on the proposed plan.

Enclosed for your review and consideration is a resolution calling for a public hearing on the proposed creation of Tax Increment Financing District No. 1-18. I will be available at the August 27, 2012 meeting to discuss this material in detail and answer questions.

If I can be of any additional assistance to you in the mean time, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Sweeney". The signature is written in black ink and is positioned below the word "Sincerely,".

Shannon Sweeney
David Drown Associates, Inc.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION CALLING A PUBLIC HEARING ON THE CREATION OF TAX INCREMENT FINANCING DISTRICT NO. 1- 18 AND THE ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO

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

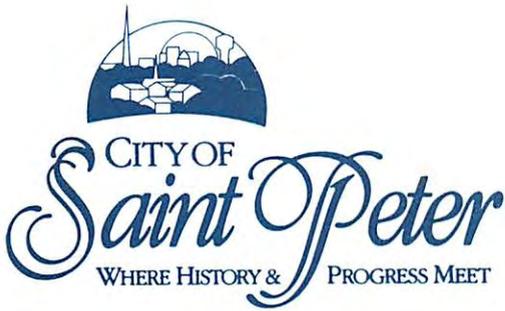
1. Public Hearing. This Council shall meet on Monday, October 8, 2012, at approximately 7 p.m. to hold a public hearing on the following matters; (a) the proposed creation of Tax Increment Financing District No. 1-18, and (b) the adoption of the Tax Increment Financing Plan relating thereto, pursuant to and in accordance with Minnesota Statutes, Sections 469.174 to 469.1799, inclusive, as amended (the "Act").
2. Notice of Hearing. Filing of Plan. The City Administrator is hereby authorized to cause a notice of the hearing to be published as required by the Act and to place a copy of the proposed Tax Increment Financing Plan on file in City Administrator's Office at City Hall and to make such copies available for inspection by the public.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: August 21, 2012

FROM: Paula O'Connell
Director of Finance

RE: 2013 Transit Grant Application

ACTION/RECOMMENDATION

Approve submission of an application for 2013 transit funds to the Minnesota Department of Transportation, Office of Transit.

BACKGROUND

The 2012 goal for the Transit system is to maintain and refine the level of service to residents of Saint Peter and Kasota while maintaining and increasing the use of the transit System. Funding from the Department of Transportation in the amount of eighty percent of the total operating costs will allow the system to continue to provide this valuable service to the residents of the community.

(80%)	\$259,188.00	State and Federal Share
(20%)	\$ 64,797.00	Local (St. Peter) Share
	\$ 323,985.00	Total Operating Cost

This projected Total Operating expense is \$ 30,805.00 over the 2012 projected expense, of which Mn/dot approved a budget of \$265,000.00. It is our belief that we have additional cost going forward and that the state is willing to add funding for the City.

FISCAL IMPACT:

Should this application not be approved for submission, we would face a substantial shortage of funds. Fees are also anticipated to increase if the funding from the state increases to support a change in operations.

ALTERNATIVES AND VARIATIONS:

Do not act: Staff will wait for your direction, however the transit application must be submitted no later than August 31, 2012.

Negative vote: Staff will wait for direction on where cut backs should be made to offset the operating cost of the Transit system.

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

Please feel free to contact me should 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 SUBMISSION OF TRANSIT GRANT APPLICATION FOR 2013

WHEREAS, the City operates a transit system that is funded by a combination of City and State Department of Transportation funds; and

WHEREAS, in order to continue operation of the transit system, it is necessary to secure additional funding through the State of Minnesota; and

WHEREAS, grant funds are available through the State for operation of the transit system; and

WHEREAS, a grant application for the year 2013 has been developed which outlines the proposed budget for the transit system; and

Whereas, the City Council finds the transit system to be a valuable benefit to the residents of the Community; and

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

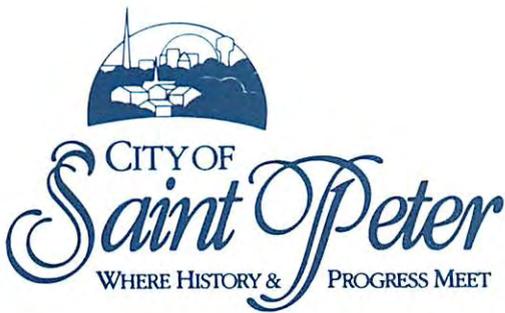
1. Staff is hereby authorized to submit a grant application to the Minnesota Department of Transportation, Office of Transit for operation of the transit system in 2013.
2. The City of Saint Peter agrees to provide a local share of twenty percent (20%) of the total operating and Capital cost of the transit system.
3. The City Administrator and Transit Coordinator are hereby authorized to execute such documents as may be necessary for the City to secure a transit grant for operation of the system in 2012.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/24/2012

FROM: Todd Prafke
City Administrator

RE: Request for City Assistance: Oktoberfest

ACTION/RECOMMENDATION

Provide for adoption of a resolution authorizing certain City assistance for Oktoberfest.

BACKGROUND

The Saint Peter Ambassadors have submitted a request for City assistance for an event called "Oktoberfest" that they wish to hold in Municipal Parking Lot #5 located at the southwest corner of West Grace Street/South Minnesota Avenue intersection. The event would take place on September 27-29, 2012.

The organizers have met with City staff and requested the following authorizations:

- Use of Lot #5 for setup and their event from September 27-29, 2012
- Authorization for installation of a large tent in the parking lot provided all Gopher State One call regulations are followed and the pavement is returned to pre-event condition should any staking be done in the parking lot
- Installation of a stage along the west side of the parking lot
- Use of Police Reserves to provide security for the event provided all costs for the Reserves are paid by the Ambassadors.
- Use and delivery of City picnic tables to the lot.
- Use of South Third Street from Broadway Avenue to West Mulberry Street for a parade on September 29th beginning at 11:00 a.m. and use of North Third Street for parade staging beginning at 10:00 a.m.

The authorization for City assistance should be provided contingent upon the following:

- The organizers providing a certificate of insurance naming the City of Saint Peter as an additional insured in an amount of \$1,500,000 for a single occurrence
- Ambassadors notifying all drink and food vendors of the need to obtain the appropriate City, County and/or State licensure by no later than September 10th.
- Organizers must provide for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Organizers must return the parking lot to pre-event condition.

- Provide for fencing of the entire event area with one means of ingress and egress and an additional location for emergency use only.

FISCAL IMPACT:

Estimated cost to the City for providing this assistance is approximately \$1,500.

ALTERNATIVES/VARIATIONS:

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

Denial: Staff would notify the Ambassadors of the Council's decision.

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

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

TP/bal

ST. PETER AMBASSADORS, INC.
P.O. Box 301
St. Peter, MN 56082



August 17, 2012

Todd Prafke
City Administrator
227 South Front St.
St. Peter, MN 56082

Re: Oktoberfest 2012

Dear Mr. Prafke:

The St. Peter Ambassadors are again hosting an Oktoberfest celebration scheduled for September 27th, 28th and 29th, 2012. We would, again, request the permission to utilize City Lot #5, corner of Grace Avenue and Minnesota Avenue, on those dates. As in the past, the schedule of events is as follows:

1. Oktoberfest is a musical event featuring polka bands playing from 11:00 a.m. to 11:00 p.m. on Saturday. There will be vendors on site each day selling food, hopefully non-profit organizations from the St. Peter community. Entry to the event is free to the public up until 7 p.m. at which time a button will need to be purchased for entry

There will be a parade on Saturday beginning at 11:00 a.m. with lineup at 10:00 a.m. using the same parade route as the St. Patrick's Day event. This, I believe, will be sponsored by the Chamber of Commerce.

A Bouche Ball Tournament is also scheduled for Saturday from 1:00-4:00 p.m.

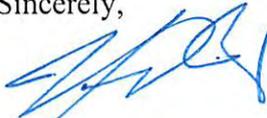
2. Crowd control fencing will be in place on the north side of the parking lot, from the corner of Family Dollar to the Ameriprise building on the south; port-a-pots on site, along with hand washing stations, with a minimum of one handicap accessible port-a-pot. There will be two points of entry to the lot. There will be no parking allowed in the Fire Department parking lot

3. We would request the use of 30-35 picnic tables to be placed in and around the event tent.

4. We will be in contact with the Farmer's Market and in the event the market is still running at this time, they will set up under the event tent and in the parking lot.
5. Cell phones will be on-site and we plan to use 911 in the event of an emergency.
6. The Ambassadors will be the liquor license holder and will have Dram Shop insurance coverage for this event.
7. St. Peter Police Reserves will be in attendance to ID all attendees wishing to purchase alcohol and a wrist band will be required for each person purchasing alcohol. The Police Reserves will also be utilized to monitor the area from 6 p.m. to close on each day.
8. We will have a liability insurance policy that will cover your limit requests and will provide a copy to the City and list the City as additional insured on the policy.
9. Electrical sources have been surveyed and as in the past our electrical contractor has located power sources that will support the event. Gopher State One Call will be utilized if needed.
10. Monies raised by the Ambassadors will go to such community events as the July 4th celebration; flower basket project; St. Patrick's Day Parade; Bluesfest, and other events within the City of St. Peter.

Please do not hesitate to contact the Ambassadors with any concerns or questions. We look forward to working with the City of St. Peter and its staff.

Sincerely,



Michael K. Riley, Sr.
St. Peter Ambassador Member

MKR:hb
cc: Dave Detlefsen

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION APPROVING CITY ASSISTANCE FOR ST. PETER AMBASSADOR'S
OKTOBERFEST EVENT**

WHEREAS, the City Council wishes to promote cultural events in Saint Peter's downtown that provide for activities that are inclusive of the entire community; and

WHEREAS, a request has been received from the St. Peter Ambassadors to hold a community event in Municipal Parking Lot # 5 located at the corner of Highway 169 and West Grace Street; and

WHEREAS, this request includes planning for security, waste, sanitation and vending.

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

1. The St. Peter Ambassadors will be allowed to use Parking Lot #5 from September 27-29, 2012 for their Oktoberfest event.
2. Approval shall be provided as follows:
 - Use of Lot #5 for setup and the event from September 27-29, 2012
 - Authorization for installation of a large tent in the parking lot provided all Gopher State One call regulations are followed and the pavement is returned to pre-event condition should any staking be done in the parking lot
 - Installation of a stage along the west side of the parking lot
 - Use of Police Reserves to provide security for the event provided all costs for the Reserves are paid by the Ambassadors.
 - Delivery of City picnic tables to the lot.
 - Use of South Third Street from Broadway Avenue to West Mulberry Street for a parade on September 29th beginning at 11:00 a.m. and use of North Third Street for parade staging beginning at 10:00 a.m.
3. The authorization for City assistance should be provided contingent upon the following:
 - The organizers providing a certificate of insurance naming the City of Saint Peter as an additional insured in an amount of \$1,500,000 for a single occurrence
 - Ambassadors notifying all drink and food vendors of the need to obtain the appropriate City, County and/or State licensure by no later than September 10th.
 - Organizers must provide for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
 - Organizers must return the parking lot to pre-event condition.
 - Organizers must apply for a dance license prior to the event.
 - Provide for fencing of the entire event area with one means of ingress and egress and an additional location of access for emergency use only.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of August, 2011.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



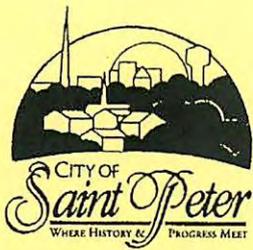
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, August 13, 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**
 - A. 2012 Housing Study Acceptance
- VII. **NEW BUSINESS**
 - A. Personnel Policy Modification
 - B. Billing Clerk Position Description
 - C. North Third Street Project Design Engineering
 - D. Washington Avenue Link Project Purchase Offers
 - E. Sidewalk Repair Project
 - F. Stormwater Treatment Project Engineering
 - G. Bucket Truck Repairs
 - H. City Assistance Request: Rock Bend Folk Festival
- VIII. **REPORTS**
 - A. **MAYOR**

 - B. **CITY ADMINISTRATOR**
 - 1. Primary Election
 - 2. Community Center Open House
 - 3. Rain Barrel Program
 - 4. Others
- IX. **EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session - Attorney-Client Privilege
ADJOURN TO CLOSED SESSION
 - B. Discussion of Filed Lawsuit
RETURN TO OPEN SESSION
- X. **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 July 23, 2012 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

A. **Scheduling of Visitor Comments on Agenda Items**

Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for July 19, 2012 through August 8, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION ACCEPTING 2012 HOUSING STUDY**

The Council previously authorized development of an updated housing study. The study has been received and staff recommends it be accepted and authorization be provided to make final payment to the vendor. Please see the attached staff report and RESOLUTION.



VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION MODIFYING PERSONNEL POLICY

Staff recommends the personnel policy, Section XIV "Separation" be modified as provided under State law. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION MODIFYING BILLING CLERK POSITION DESCRIPTION

Staff recommends approval of the proposed modifications to the Billing Clerk position description. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION AUTHORIZING DESIGN ENGINEERING FOR NORTH THIRD STREET DEVELOPMENT

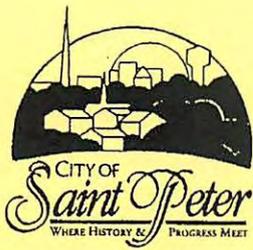
Development is proposed which will impact North Third Street – Union to Old Minnesota Avenue. It is recommended the City Council retain Bolton and Menk Engineers to prepare plans, specifications and receive bids for reconstruction of North Third Street – Union to Old Minnesota Avenue for a time and expense fee not to exceed \$24,000. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION AUTHORIZING PURCHASE OFFERS FOR TWO PROPERTIES ASSOCIATED WITH WASHINGTON AVENUE LINK PROJECT

Staff recommends Wilson Development, the City's property acquisition specialists for the Washington Avenue Link project be authorized to make contingent purchase offers on two properties impacted by the project. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION ACCEPTING QUOTE FOR SIDEWALK REPAIR PROJECT

The City received one proposal for replacement of failed City sidewalks. It is recommended the City Council accept the quote from Nielsen Blacktopping, Inc. of Kasota, MN in the amount of \$33,340. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY ENGINEERING FOR STORMWATER TREATMENT PROJECT

Development is proposed on the Westside of Old Minnesota Avenue from North Third Street to Saint Julien Street. Stormwater treatment will be required for the area which is proposed to be met with a regional basin. It is recommended to retain Bolton and Menk Engineers to design an outfall storm sewer and regional stormwater basin for a fee not to exceed \$39,430. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION APPROVING REPAIRS TO BUCKET TRUCK

The boom for the Environmental Services bucket truck failed and repairs are estimated to exceed \$14,000. It is recommended the City Council authorize repairs to the bucket truck. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE FOR ROCK BEND FOLK FESTIVAL

Staff recommends approval of a request by Rock Bend Folk Festival organizers for City assistance as outlined in the proposed resolution. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

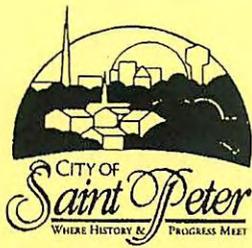
B. CITY ADMINISTRATOR

1. REPORT ON PRIMARY ELECTION

A primary election will take place on August 14th. A report will be provided at this time.

2. REPORT ON COMMUNITY CENTER OPEN HOUSE

A report will be provided at this time on the 10 year anniversary open house at the Community Center which is scheduled for Wednesday, August 15, 2012 from 4 pm – 7 pm.



3. REPORT ON RAIN BARREL PROGRAM

A report will be provided at this time on the rain barrel program.

4. OTHERS

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

IX. EXECUTIVE SESSION

A. RESOLUTION CALLING FOR CLOSED SESSION

State Statutes provide authorization for the City Council to close a meeting for discussion covered under the Attorney-Client privilege exemption to the Open Meeting Law. Staff recommends a closed session be called at this time to discuss the lawsuit filed by Green Valley LLP. Please see the attached RESOLUTION.

B. DISCUSSION OF LAWSUIT FILED BY GREEN VALLEY LLP

The City Council will now discuss the filed lawsuit.

RETURN TO OPEN SESSION

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING

JULY 23, 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 July 23, 2012.

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

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

Approval of Minutes – A motion was made by Kvamme, seconded by Brand, to approve the minutes of the July 9, 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 July 9, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Visitors – Mayor Strand presented retired Firefighter Jerry Conlon with a "Certificate Of Appreciation" in recognition of his service to the community as a twenty (20) year member of the Fire Department. Fire Chief Quade presented Mr. Conlon with a "Retired Firefighter" plaque and thanked him for his years of service. Mayor Strand called a recess at 7:04 p.m. to allow Mr. Conlon an opportunity to take pictures with his family.

The meeting resumed at 7:07 p.m.

Consent Agenda – In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-106 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. 2012-106 is contained in the City Administrator's book entitled Council Resolutions 19.

Hospital Equipment Purchase – Hospital CEO Colleen Spike addressed the Council to approve a request for \$345,445.32 in equipment purchases which will be used for joint replacement surgeries which will take place at the hospital beginning in September. Spike indicated the Hospital was working collaboratively with The Orthopaedic and Fracture Clinic (OFC) of Mankato to allow OFC surgeons to provide joint replacement surgeries at River's Edge. Spike indicated the return on investment for the surgeries, if done at the rate of 8-10 per week, would be thirteen months and more than half of the Hospital's beds would be filled by replacement surgery patients. Spike also noted that the Hospital's physical therapy department would be very important to the recovery process for joint replacement patients. Spike also pointed out that the request for purchase included purchase of a bariatric bed that will accommodate larger patients who receive lap band surgery at the Hospital. Spike reported the purchases would be funded by Hospital funds. In motion by Pfeifer, seconded by Brand, Resolution No. 2012-107 entitled "Resolution Approving Equipment Purchases By River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-107 is contained in the City Administrator's book entitled Council Resolutions 19.

School District #508 Memorandum of Understanding – Recreation and Leisure Services Director Timmerman requested authorization for execution of a youth development memorandum of understanding with School District #508. Timmerman indicated the City first entered into the agreement eight years ago when the State cut funding for Community Education programs. Timmerman reported the City could provide the programs at a lesser cost so an agreement was put in place for the School District to pay the City for providing the services which included after school programs and the Volunteers in the Park community service program. In motion by Eichmann, seconded by Zieman, Resolution No. 2012-108 entitled “Resolution Authorizing Execution Of Youth Development Memorandum Of Understanding”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-108 is contained in the City Administrator’s book entitled Council Resolutions 19.

Personnel Policy Modifications – City Administrator Prafke recommended modifications be made to the City’s personnel policy to include “members of household” in the definition of immediate family as that phrase relates to sick leave and to change the term “permanent employees” to “regular employees”. In motion by Brand, seconded by Kvamme, Resolution No. 2012-109 entitled “Resolution Modifying Personnel Policy”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-109 is contained in the City Administrator’s book entitled Council Resolutions 19.

Reports

“Night To Unite Day” Proclamation – Mayor Strand proclaimed August 7th as “Night To Unite Day” in the community and encouraged residents to attend the Night To Unite event at Veteran’s Memorial Park that day.

Mayor’s Report – Mayor Strand reported on his recent activities which included attending Region Nine Development Commission meetings; Business After Hours; and the 90th birthday party of a local resident.

Southwest Minnesota Housing Partnership Anniversary (SWMHP) – City Administrator Prafke and Councilmember Kvamme reported on their attendance at the SWMHP anniversary celebration in Slayton.

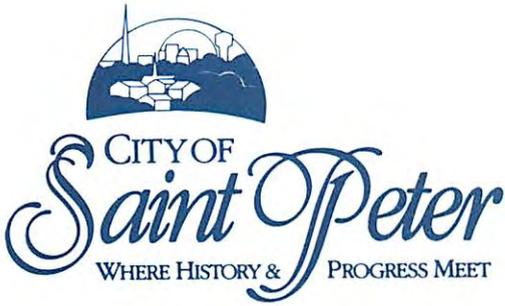
City/County Meeting Discussion – Councilmembers Pfeifer and Eichmann and City Administrator Prafke reported on discussion topics at the July 11th City/County meeting which included cooperative efforts to reduce costs; daycare task force; the City’s blighted housing program; Code Red/Nixle notification systems; stormwater issues; road issues including CSAH 20 and Highway 169/Union Street; and the County’s recent tabletop emergency preparedness exercise.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 7:33 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: July 24, 2012

FROM: Lewis Giesking
Director of Public Works

RE: 2012 Street Maintenance Program

ACTION/RECOMMENDATION

It is recommended the City Council rescind authorization from May 14, 2012 authorizing purchase of \$20,000 in asphalt patching materials from Sibley Aggregates and authorizing purchase of \$40,000 in additional asphalt patching materials from Southern Minnesota Construction (SMC).

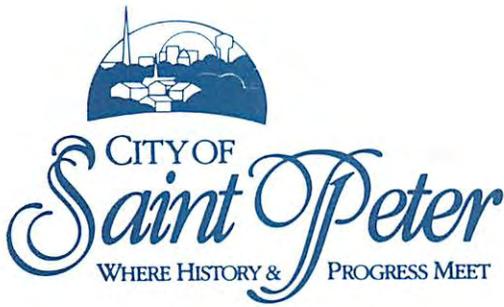
BACKGROUND

In 2012, the initial abbreviated street maintenance program included purchase of asphalt patching materials. The Council approved purchase of a portion of these materials from Sibley Aggregates in the amount of \$20,000. This was requested by staff due to limited access to the SMC facility which has been experienced by City staff in the past. However, this year access to SMC has been fully available which eliminates the need to purchase from Sibley Aggregates..

City staff is recommending approval be provided for the purchase of up to \$40,000 of asphalt materials from SMC. This would complete the 2012 asphalt patching program. The total amount budgeted for asphalt patching in 2012 would be \$100,000.

The purchase is funded from the 2012 streets maintenance budget

LGG



Memorandum

Memo

To: Todd Prafke
City Administrator

July 19, 2012

From: Lewis Giesking
Director of Public Works

Pete Moulton *Pete*
Water Utilities Superintendent

RE: 1517 South Third Street Sewer Installation

Action/Recommendation:

Authorize payment to Rehnelt Construction of Kasota Minnesota to installation on a new sewer service to 1517 South Third Street in the amount of \$8,778.05.

Background:

City staff has been working with the homeowner at 1517 South Third Street to repair a deficient sewer service to the property. The sanitary sewer has failed in the past and has required multiple cleanings. The scope of work includes hooking up a new 4" PVC from the city main and running it to the house and installing a new 4" PVC clean out. There were existing connections to the respective main so Sewer Access Charges (SAC) were not applicable.

The project came in under budget and the homeowner is happy with the corrections.

The total cost of this project will be paid by the owner in monthly installments ending in December of 2012. The owner has signed a waiver of assessment.

The project was bid and awarded based on unit prices. Bidders and Prices included:

Rehnelt Construction	Preliminary Bid	\$11,134.00
O'Brien P&H	Preliminary Bid	\$14,716.50
T. Enz Construction	Preliminary Bid	DID NOT SUBMIT

ATT: Purchase Order #3762

S:\PublicWorks\Amy\Memos & Letters\2012\1517 South Third Street - Council PO #3762.doc



TO: Todd Prafke
City Administrator

DATE: 8/3/12

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

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

The Rock Bend Folk Festival is scheduled to be held on September 8 – 9, 2012 in Minnesota Square Park. John Ganey, on behalf of Rock Bend Folk Festival, has submitted a Temporary Show License application to allow groups to perform in the park. Tasty Treat Concessions and Thomas Malchow have each submitted a Temporary Soft Drink License application in order to sell soda at the event.

The Saint Peter Ambassadors are hosting Oktoberfest on September 27 – 28, 2012 in Parking Lot #5. They have submitted license applications for a Temporary On Sale Liquor, Temporary On Sale Beer, and Temporary Dance.

Kerry Olsen, on behalf of Jesus Assembly of God, submitted a Gambling Permit application in order to hold a fundraiser for Darwin & Kendra Mohlenbrock at the church (722 Sunrise Drive) on July 22, 2012. The Nicollet County Pork Producers have submitted a Temporary Soft Drink License application in order to sell soda at the Nicollet County Fairgrounds during the fair and the car show. You have already approved these licenses and have requested ratification by the City Council.

Please place these items on the August 13, 2012 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

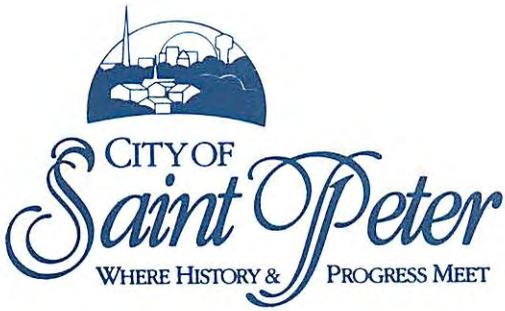
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/7/2012

FROM: Matt Peters
Chief of Police

RE: Consent Agenda—Surplus Bicycles

ACTION/RECOMMENDATION

Declare the following list of unclaimed bicycles as surplus property.

BACKGROUND

Unclaimed bicycles are for the most part not usable. Once the bicycles are declared surplus they are turned over to Key City Bikes. Key City Bikes rebuilds bikes and then donates them to various charitable organizations for distribution to children.

<u>Bicycle Description</u>	<u>Property Card Number</u>
Orange painted blue bike	pc 15031
Pacific Exploit silver/blue	pc 15027
Union Flyer 26" gray	pc 15038
Schwinn blu/black	pc 15022
Quest charmer purple	pc 15033
Pacific BMX blk/purple	pc 15065
Next Slumber Party pink/pur	pc 15009
Next BMX red/black/blue	pc 15067
Magna Glacier Point	pc 15044
Magna Sport black	pc 15016
Kent blk/pur boys trick bike	pc 15050

FISCAL IMPACT:

None

ALTERNATIVES/VARIATIONS:

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

Denial: The bikes will remain at the Police Department.

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 on this agenda item.

MP



Memorandum

TO: Todd Prafke
City Administrator

DATE: 07/25/12

FROM: Jane Timmerman
Recreation Director

RE: Part-time Circulation Clerk appointments

ACTION/RECOMMENDATION

Approve the appointments of Sarah Weinberg and Lindsey Lugsch-Tehle to the part-time position of Circulation Clerk at the wage rate of \$7.64 per hour. After satisfactory completion of six months probation, provide a step increase.

BACKGROUND

The recruitment process for the replacement of a circulation clerk in the St. Peter Public Library has been completed. Lead Librarian Doug Wolfe and Assistant Lead Librarian Anissa Sandland interviewed nine candidates.

Both candidates bring recent computer/technology experience and present themselves in a positive, outgoing and approachable manner. The backgrounds that they have will contribute to enhancing the library. Ms Lugsch-Tehle has built and maintained her own professional website and social media sites. Ms Weinberg does graphic design with photoshop and Microsoft word.

Staff recommends the appointments of Sarah Weinberg and Lindsey Lugsch-Tehle to the part-time position of Circulation Clerk. Ms Weinberg and Ms Lugsch-Tehle meet all the requirements needed for this position.

FISCAL IMPACT:

These are replacement positions and are included in the 2012 Library budget.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction from the Council.

Negative Votes: No further action will be taken without additional direction from the Council.

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.

JT/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESAL	concessions	COMMUNITY CENTER	COMMUNITY CENTER	111.46
			TOTAL:	111.46
A.M. LEONARD, INC.	railroad pick, handles	ENVIRON SERVICES F	REFUSE DISPOSAL	62.97
			TOTAL:	62.97
ALL AMERICA PRESSURE WASHER MFG., INC.	coupler, plug	GENERAL FUND	STREETS	3.27
	coupler, plug	GENERAL FUND	PARKS	2.62
	coupler, plug	WATER	ADMIN AND GENERAL	1.31
	coupler, plug	WASTE WATER FUND	ADMIN AND GENERAL	1.31
	coupler, plug	ENVIRON SERVICES F	ADMIN AND GENERAL	1.31
	coupler, plug	ELECTRIC FUND	ADMIN AND GENERAL	3.27
			TOTAL:	13.09
ALPHA WIRELESS COMMUNICATIONS CO	maint on ltr radios	GENERAL FUND	MUNICIPAL BUILDING	58.53
	impress chgr for radio	GENERAL FUND	FIRE	53.44
	maint on ltr radios	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	maint on ltr radios	WATER	ADMIN AND GENERAL	56.08
	maint on ltr radios	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	maint on ltr radios	ELECTRIC FUND	ADMIN AND GENERAL	50.73
	2 replace batteries for ra	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	153.64
			TOTAL:	505.08
AMAZON	headset and microphone	GENERAL FUND	FINANCE	33.32
	ink, mouse	GENERAL FUND	POLICE	157.17
	ups	GENERAL FUND	BUILDING INSPECTOR	48.99
	ink	GENERAL FUND	STREETS	9.24
	ink	GENERAL FUND	PARKS	7.39
	books, dvds	LIBRARY FUND	LIBRARY	526.12
	mice	LIBRARY FUND	LIBRARY	72.58
	ups	PUBLIC ACCESS	PUBLIC ACCESS	48.99
	ink	WATER	ADMIN AND GENERAL	3.70
	receipt printer	WATER	CUSTOMER ACCOUNTS	46.62
	ink	WASTE WATER FUND	ADMIN AND GENERAL	3.70
	receipt printer	WASTE WATER FUND	CUSTOMER ACCOUNTS	46.62
	ink	ENVIRON SERVICES F	ADMIN AND GENERAL	3.68
	receipt printer	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	46.60
	ink	ELECTRIC FUND	ADMIN AND GENERAL	9.24
	receipt printer	ELECTRIC FUND	CUSTOMER ACCOUNTS	46.62
			TOTAL:	1,110.58
AMERICAN WATER WORKS ASSOCIATION	awwa conf '12 dallas - pet	WATER	ADMIN AND GENERAL	980.00
			TOTAL:	980.00
APPLIANCE CLINIC	repair drain hose on wash	COMMUNITY CENTER	COMMUNITY CENTER	167.74
			TOTAL:	167.74
APT MACHINING & FABRICATING, INC	sharpened chipper knives	ENVIRON SERVICES F	REFUSE DISPOSAL	160.00
			TOTAL:	160.00
ARROW ACE HARDWARE INC	weed control	GENERAL FUND	MUNICIPAL BUILDING	7.47
	chalk glass marker red	GENERAL FUND	POLICE	6.94
	flag,paint,fan,weedkiller	GENERAL FUND	FIRE	107.85
	bait,ant raid, fridge ligh	GENERAL FUND	STREETS	2.45
	no park signs, wasp/hornet	GENERAL FUND	STREETS	68.76
	hi velocity fan	GENERAL FUND	SWIMMING POOL	69.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	blankets, pine sol	GENERAL FUND	SWIMMING POOL	22.93
	caulk,hoses,wasp sprayceme	GENERAL FUND	PARKS	217.53
	bait,ant raid, fridge ligh	GENERAL FUND	PARKS	2.45
	plumbing part	COMMUNITY CENTER	COMMUNITY CENTER	35.24
	round up	WATER	PURIFICATION AND TREAT	11.75
	tape,ball valve,hose,rakes	WATER	PURIFICATION AND TREAT	101.47
	bait,ant raid, fridge ligh	WATER	DISTRIBUTION AND STORA	1.23
	bait,ant raid, fridge ligh	WASTE WATER FUND	SOURCE/TREATMENT	1.23
	caulk, ladder hooks,bit,bo	WASTE WATER FUND	SOURCE/TREATMENT	16.48
	bait,ant raid, fridge ligh	ENVIRON SERVICES F	REFUSE DISPOSAL	1.23
	measure cup,tote,hose wash	ENVIRON SERVICES F	REFUSE DISPOSAL	38.83
	filters	ELECTRIC FUND	POWER PRODUCTION	89.65
	filters,sprinklers,battery	ELECTRIC FUND	POWER DISTRIBUTION	168.98
	bait,ant raid, fridge ligh	ELECTRIC FUND	POWER DISTRIBUTION	2.45
	bait,ant raid, fridge ligh	STORMWATER FUND	TREATMENT	1.22
	wood,paint,saw,thermometer	STORMWATER FUND	TREATMENT	70.48
	door switch bus #9	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	5.33
	night to unite canopy	RESTRICTED CONTRIB	POLICE	64.11
	spray paint - dog park	RESTRICTED CONTRIB	PARKS	9.60
			TOTAL:	1,125.12
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	501.31
	new audio materials	LIBRARY FUND	LIBRARY	486.02
			TOTAL:	987.33
B & L UTILITY MAINTENANCE, LLC	sand blast curb/sidewalk	GENERAL FUND	STREETS	2,627.13
			TOTAL:	2,627.13
BATTERIES PLUS	batteries 6v	WASTE WATER FUND	SOURCE/TREATMENT	38.37
			TOTAL:	38.37
BOLTON & MENK INC	water trmt services 4/14-6	WATER	CAPITAL-WATER TREATMEN	625.04
	greenhill reservoir 5/12-6	WATER	CAPITAL-WATER DISTRIBU	585.00
	survey ljp property	STORMWATER FUND	COLLECTIONS/LIFT STATI	340.00
			TOTAL:	1,550.04
BORDER STATES ELECTRIC SUPPLY	4 hole safety sub	ELECTRIC FUND	NON-DEPARTMENTAL	566.54
	splice kit 10-2 short	ELECTRIC FUND	NON-DEPARTMENTAL	293.98
	8" heat shrink tubing	ELECTRIC FUND	NON-DEPARTMENTAL	327.36
			TOTAL:	1,187.88
BROWN TRAFFIC PRODUCTS	led green light #757	ELECTRIC FUND	NON-DEPARTMENTAL	250.09
			TOTAL:	250.09
BRYAN ROCK PRODUCTS INC	3/4" screened clean	GENERAL FUND	STREETS	41.53
	3/4" screened clean	GENERAL FUND	PARKS	41.53
	3/4" screened clean	WATER	DISTRIBUTION AND STORA	20.76
	3/4" screened clean	WASTE WATER FUND	SOURCE/TREATMENT	20.79
	3/4" screened clean	ENVIRON SERVICES F	REFUSE DISPOSAL	20.76
	3/4" screened clean	ELECTRIC FUND	POWER DISTRIBUTION	41.53
	3/4" screened clean	STORMWATER FUND	TREATMENT	20.77
			TOTAL:	207.67
STEVE BUSHMAN	room tax for mwoa conf	WASTE WATER FUND	ADMIN AND GENERAL	79.38
			TOTAL:	79.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
C & S SUPPLY CO INC	clothing allowance - todd	GENERAL FUND	PARKS	223.94
			TOTAL:	223.94
JULIE CARLBLOM	water aerobics inst 6/14-7	GENERAL FUND	SWIMMING POOL	36.00
			TOTAL:	36.00
CARQUEST AUTO PARTS STORES	water pump, diff of arm pr	GENERAL FUND	POLICE	99.50
	plugs	GENERAL FUND	POLICE	40.47
	outlets,switch,lamps,fuse,	GENERAL FUND	STREETS	75.24
	choke kit	GENERAL FUND	PARKS	19.44
	screws & washers	GENERAL FUND	PARKS	1.50
	outlets,switch,lamps,fuse,	GENERAL FUND	PARKS	75.24
	outlets,switch,lamps,fuse,	WATER	DISTRIBUTION AND STORA	37.61
	hydro fluid & hose	WASTE WATER FUND	COLLECTOR/LIFT STAT	193.85
	trailer emergency light,ga	WASTE WATER FUND	SOURCE/TREATMENT	264.90
	outlets,switch,lamps,fuse,	WASTE WATER FUND	SOURCE/TREATMENT	37.66
	outlets,switch,lamps,fuse,	ENVIRON SERVICES F	REFUSE DISPOSAL	37.61
	outlets,switch,lamps,fuse,	ELECTRIC FUND	POWER DISTRIBUTION	75.24
	outlets,switch,lamps,fuse,	STORMWATER FUND	TREATMENT	37.65
			TOTAL:	995.91
CENTERPOINT ENERGY MINNEGASCO	gas for july '12	GENERAL FUND	FIRE	52.53
	gas for july '12	GENERAL FUND	STREETS	43.89
	gas for july '12	GENERAL FUND	SWIMMING POOL	568.84
	gas for july '12	GENERAL FUND	PARKS	35.11
	gas for july '12	LIBRARY FUND	LIBRARY	128.25
	gas for july '12	COMMUNITY CENTER	COMMUNITY CENTER	485.48
	gas for july '12	WATER	PURIFICATION AND TREAT	71.85
	gas for july '12	WATER	PURIFICATION AND TREAT	22.24
	gas for july '12	WATER	ADMIN AND GENERAL	17.56
	gas for july '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas for july '12	WASTE WATER FUND	SOURCE/TREATMENT	51.14
	gas for july '12	WASTE WATER FUND	ADMIN AND GENERAL	17.56
	gas for july '12	ENVIRON SERVICES F	ADMIN AND GENERAL	17.54
	gas for july '12	ELECTRIC FUND	ADMIN AND GENERAL	43.89
			TOTAL:	1,568.70
CINTAS CORPORATION #754	uniform service july '12	ELECTRIC FUND	ADMIN AND GENERAL	499.65
			TOTAL:	499.65
CINTAS FIRST AID & SAFETY	cold spray,cream,eye wash	GENERAL FUND	STREETS	11.82
	first aid cabinet refill	GENERAL FUND	STREETS	9.42
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	92.23
	cold spray,cream,eye wash	GENERAL FUND	PARKS	9.46
	first aid cabinet refill	GENERAL FUND	PARKS	7.53
	cold spray,cream,eye wash	WATER	ADMIN AND GENERAL	4.73
	first aid cabinet refill	WATER	ADMIN AND GENERAL	3.77
	cold spray,cream,eye wash	WASTE WATER FUND	ADMIN AND GENERAL	4.73
	first aid cabinet refill	WASTE WATER FUND	ADMIN AND GENERAL	3.77
	cold spray,cream,eye wash	ENVIRON SERVICES F	ADMIN AND GENERAL	4.73
	first aid cabinet refill	ENVIRON SERVICES F	ADMIN AND GENERAL	3.76
	cold spray,cream,eye wash	ELECTRIC FUND	ADMIN AND GENERAL	11.82
	first aid cabinet refill	ELECTRIC FUND	ADMIN AND GENERAL	9.42
			TOTAL:	177.19
CLARKE MOSQUITO CONTROL PRODUCTS INC.	mosquito control insectici	ENVIRON SERVICES F	REFUSE DISPOSAL	732.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	732.00
CLASSIC PROTECTIVE COATINGS	pay est 1 greenhill reserv	WATER	CAPITAL-WATER DISTRIBU	254,591.45
			TOTAL:	254,591.45
COALITION OF GREATER MN CITIES	2012 cgmc conf - tim stran	GENERAL FUND	MAYOR & COUNCIL	230.00
			TOTAL:	230.00
COLE PAPERS INC	mop heads	GENERAL FUND	STREETS	28.07
	insect repellents	GENERAL FUND	STREETS	31.47
	floor cleaner,plates,towel	GENERAL FUND	STREETS	47.35
	degreaser	GENERAL FUND	STREETS	7.78
	towels, bucket, wipes	GENERAL FUND	STREETS	72.96
	garbage bags	GENERAL FUND	STREETS	44.50
	towels, tissue	GENERAL FUND	SWIMMING POOL	254.92
	gloves	GENERAL FUND	SWIMMING POOL	153.03
	mop heads	GENERAL FUND	PARKS	28.07
	insect repellents	GENERAL FUND	PARKS	31.47
	floor cleaner,plates,towel	GENERAL FUND	PARKS	47.35
	degreaser	GENERAL FUND	PARKS	7.78
	towels, bucket, wipes	GENERAL FUND	PARKS	72.96
	garbage bags	GENERAL FUND	PARKS	44.50
	cleaning supplies	LIBRARY FUND	LIBRARY	216.37
	cleaning supplies	LIBRARY FUND	LIBRARY	46.73
	cleaning supplies	LIBRARY FUND	LIBRARY	196.35
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	865.47
	return gloves	COMMUNITY CENTER	COMMUNITY CENTER	72.77-
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	186.94
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	224.44
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	785.42
	mop heads	WATER	DISTRIBUTION AND STORA	14.03
	insect repellents	WATER	DISTRIBUTION AND STORA	15.73
	floor cleaner,plates,towel	WATER	DISTRIBUTION AND STORA	23.67
	degreaser	WATER	DISTRIBUTION AND STORA	3.89
	towels, bucket, wipes	WATER	DISTRIBUTION AND STORA	36.48
	garbage bags	WATER	DISTRIBUTION AND STORA	22.25
	mop heads	WASTE WATER FUND	SOURCE/TREATMENT	14.05
	insect repellents	WASTE WATER FUND	SOURCE/TREATMENT	15.75
	floor cleaner,plates,towel	WASTE WATER FUND	SOURCE/TREATMENT	23.70
	degreaser	WASTE WATER FUND	SOURCE/TREATMENT	3.89
	towels, bucket, wipes	WASTE WATER FUND	SOURCE/TREATMENT	36.52
	garbage bags	WASTE WATER FUND	SOURCE/TREATMENT	22.28
	mop heads	ENVIRON SERVICES F	REFUSE DISPOSAL	14.03
	insect repellents	ENVIRON SERVICES F	REFUSE DISPOSAL	15.73
	floor cleaner,plates,towel	ENVIRON SERVICES F	REFUSE DISPOSAL	23.67
	degreaser	ENVIRON SERVICES F	REFUSE DISPOSAL	3.89
	towels, bucket, wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	36.48
	garbage bags	ENVIRON SERVICES F	REFUSE DISPOSAL	22.25
	mop heads	ELECTRIC FUND	POWER DISTRIBUTION	28.07
	insect repellents	ELECTRIC FUND	POWER DISTRIBUTION	31.47
	floor cleaner,plates,towel	ELECTRIC FUND	POWER DISTRIBUTION	47.35
	degreaser	ELECTRIC FUND	POWER DISTRIBUTION	7.78
	towels, bucket, wipes	ELECTRIC FUND	POWER DISTRIBUTION	72.96
	garbage bags	ELECTRIC FUND	POWER DISTRIBUTION	44.50
	mop heads	STORMWATER FUND	TREATMENT	14.05
	insect repellents	STORMWATER FUND	TREATMENT	15.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	floor cleaner,plates,towel	STORMWATER FUND	TREATMENT	23.69
	degreaser	STORMWATER FUND	TREATMENT	3.88
	towels, bucket, wipes	STORMWATER FUND	TREATMENT	36.52
	garbage bags	STORMWATER FUND	TREATMENT	22.28
			TOTAL:	4,017.74
COMFORT SYSTEMS, INC.	removed dehumidistat	ELECTRIC FUND	POWER PRODUCTION	60.00
			TOTAL:	60.00
COPIER BUSINESS SOLUTIONS	copier maint	GENERAL FUND	RECREATION/LEISURE SER	273.55
	copier maint	COMMUNITY CENTER	COMMUNITY CENTER	273.56
			TOTAL:	547.11
CROP PRODUCTION SERVICES	roundup weed control	GENERAL FUND	STREETS	258.06
	pathway&rodeo weed control	STORMWATER FUND	TREATMENT	265.59
	rodeo weed control	STORMWATER FUND	TREATMENT	43.01
			TOTAL:	566.66
CRYSTAL LAWN, INC	irrigation water tower	WATER	DISTRIBUTION AND STORA	272.13
			TOTAL:	272.13
CRYSTAL VALLEY	1m fuel	WASTE WATER FUND	SOURCE/TREATMENT	10,851.89
	1m fuel	ELECTRIC FUND	POWER PRODUCTION	22,637.66
	1m fuel	ELECTRIC FUND	POWER PRODUCTION	18,424.67
	1m fuel	ELECTRIC FUND	POWER PRODUCTION	23,145.88
	1m fuel	ELECTRIC FUND	POWER PRODUCTION	46,644.33
	1m fuel	ELECTRIC FUND	POWER PRODUCTION	23,695.66
			TOTAL:	145,400.09
CULLIGAN	meter rental for muni bldg	GENERAL FUND	MUNICIPAL BUILDING	28.05
	water, cold cooler pool	GENERAL FUND	SWIMMING POOL	129.33
	solar salt & delivery	LIBRARY FUND	LIBRARY	18.76
	solar salt and delivery	COMMUNITY CENTER	COMMUNITY CENTER	40.57
			TOTAL:	216.71
DAKOTA SUPPLY GROUP	1.5" remote read #330	WATER	NON-DEPARTMENTAL	514.12
	1.5" remote read #330	WATER	NON-DEPARTMENTAL	513.95
			TOTAL:	1,028.07
DAVE'S ELECTRONIC SERVICE	radio	GENERAL FUND	STREETS	696.56
			TOTAL:	696.56
DAVIS EQUIPMENT CORPORATION	tire assembly & adapter	WATER	DISTRIBUTION AND STORA	127.61
			TOTAL:	127.61
DEWILD GRANT RECKERT & ASSOCIATES CO	elec sub improve 6/30	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,692.62
			TOTAL:	2,692.62
DIAMOND VOGEL PAINTS	street stripping tips	GENERAL FUND	STREETS	112.22
			TOTAL:	112.22
DON'S APPLIANCE & TV	compact fridge	WASTE WATER FUND	SOURCE/TREATMENT	255.11
			TOTAL:	255.11
NEIL DOOSE	softball ump 7/16-7/26	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	126.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DPC INDUSTRIES, INC.	potassium permanganate	WATER	PURIFICATION AND TREAT	817.50
			TOTAL:	817.50
DRANTTEL SALES & SERVICE	ear muffs	GENERAL FUND	STREETS	48.10
	ear muffs	GENERAL FUND	PARKS	38.48
	ear muffs	WATER	ADMIN AND GENERAL	19.24
	ear muffs	WASTE WATER FUND	ADMIN AND GENERAL	19.24
	ear muffs	ENVIRON SERVICES F	ADMIN AND GENERAL	19.22
	ear muffs	ELECTRIC FUND	ADMIN AND GENERAL	48.10
			TOTAL:	192.38
EARL F ANDERSEN INC	stop/slow signs	GENERAL FUND	STREETS	44.41
	stop/slow signs	GENERAL FUND	PARKS	44.41
	stop/slow signs	WATER	DISTRIBUTION AND STORA	22.20
	stop/slow signs	WASTE WATER FUND	SOURCE/TREATMENT	22.23
	stop/slow signs	ENVIRON SERVICES F	REFUSE DISPOSAL	22.20
	stop/slow signs	ELECTRIC FUND	POWER DISTRIBUTION	44.41
	stop/slow signs	STORMWATER FUND	TREATMENT	22.21
			TOTAL:	222.07
EBSCO ACCOUNTS RECEIVABLE	home&garden subscription	LIBRARY FUND	LIBRARY	26.45
			TOTAL:	26.45
ED'S PLUMBING	serviced stool	GENERAL FUND	SWIMMING POOL	83.99
			TOTAL:	83.99
ELECTION SYSTEMS & SOFTWARE, INC	election firmware,support	GENERAL FUND	ELECTIONS	726.64
			TOTAL:	726.64
GARY R. ENG	snap on wrenches	GENERAL FUND	STREETS	12.72
	snaponair chuck & screwdri	GENERAL FUND	STREETS	12.94
	snap on wrenches	GENERAL FUND	PARKS	12.72
	snaponair chuck & screwdri	GENERAL FUND	PARKS	12.94
	snap on wrenches	WATER	DISTRIBUTION AND STORA	6.36
	snaponair chuck & screwdri	WATER	DISTRIBUTION AND STORA	6.47
	snap on wrenches	WASTE WATER FUND	SOURCE/TREATMENT	6.37
	snaponair chuck & screwdri	WASTE WATER FUND	SOURCE/TREATMENT	6.48
	snap on wrenches	ENVIRON SERVICES F	REFUSE DISPOSAL	6.36
	snaponair chuck & screwdri	ENVIRON SERVICES F	REFUSE DISPOSAL	6.47
	snap on wrenches	ELECTRIC FUND	POWER DISTRIBUTION	12.72
	snaponair chuck & screwdri	ELECTRIC FUND	POWER DISTRIBUTION	12.94
	snap on wrenches	STORMWATER FUND	TREATMENT	6.35
	snaponair chuck & screwdri	STORMWATER FUND	TREATMENT	6.47
			TOTAL:	128.31
ENGINEERING AMERICA, INC	grease & lime away	WASTE WATER FUND	BIOSOLIDS	436.05
			TOTAL:	436.05
BRIAN ENTER	softball ump	GENERAL FUND	RECREATION/LEISURE SER	189.00
			TOTAL:	189.00
ERICKSON OIL PRODUCTS INC	fuel for july '12	GENERAL FUND	POLICE	25.29
			TOTAL:	25.29
FASTENAL COMPANY	clamps,terminals,drills,nu	GENERAL FUND	STREETS	41.37
	ear muffs	GENERAL FUND	STREETS	7.02

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hearing protection	GENERAL FUND	STREETS	54.05
	hearing protection	GENERAL FUND	SWIMMING POOL	28.09
	clamps, terminals, drills, nu	GENERAL FUND	PARKS	41.37
	ear muffs	GENERAL FUND	PARKS	5.62
	hearing protection	GENERAL FUND	PARKS	43.24
	clamps, terminals, drills, nu	WATER	DISTRIBUTION AND STORA	20.68
	ear muffs	WATER	ADMIN AND GENERAL	2.81
	hearing protection	WATER	ADMIN AND GENERAL	21.62
	clamps, terminals, drills, nu	WASTE WATER FUND	SOURCE/TREATMENT	20.71
	hammerdrill bits	WASTE WATER FUND	SOURCE/TREATMENT	7.45
	ear muffs	WASTE WATER FUND	ADMIN AND GENERAL	2.81
	hearing protection	WASTE WATER FUND	ADMIN AND GENERAL	21.62
	clamps, terminals, drills, nu	ENVIRON SERVICES F	REFUSE DISPOSAL	20.68
	ear muffs	ENVIRON SERVICES F	ADMIN AND GENERAL	2.81
	hearing protection	ENVIRON SERVICES F	ADMIN AND GENERAL	21.60
	clamps, terminals, drills, nu	ELECTRIC FUND	POWER DISTRIBUTION	41.37
	ear muffs	ELECTRIC FUND	ADMIN AND GENERAL	7.02
	hearing protection	ELECTRIC FUND	ADMIN AND GENERAL	54.05
	clamps, terminals, drills, nu	STORMWATER FUND	TREATMENT	20.71
			TOTAL:	486.70
FORESTRY SUPPLIERS INC	handsaw & strap	ENVIRON SERVICES F	REFUSE DISPOSAL	119.88
			TOTAL:	119.88
FROZEN YOGURT CREATIONS	concessions	GENERAL FUND	SWIMMING POOL	20.00
	concessions	GENERAL FUND	SWIMMING POOL	127.50
			TOTAL:	147.50
FUREY FILTER AND PUMP INC	back pressure valve	WASTE WATER FUND	SOURCE/TREATMENT	331.70
			TOTAL:	331.70
G AND H READY MIX, LLC	footing mix	RESTRICTED CONTRIB	PARKS	167.79
			TOTAL:	167.79
GENESIS	diesel for july '12	GENERAL FUND	FIRE	123.06
	diesel for july '12	GENERAL FUND	STREETS	428.50
	diesel for july '12	GENERAL FUND	PARKS	428.50
	diesel for july '12	WATER	SOURCE OF SUPPLY	996.22
	diesel for july '12	WATER	DISTRIBUTION AND STORA	165.87
	diesel for july '12	WATER	CUSTOMER ACCOUNTS	20.11
	diesel for july '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,705.06
	diesel for july '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	28.66
	diesel for july '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	20.11
	diesel for july '12	ENVIRON SERVICES F	REFUSE DISPOSAL	612.25
	diesel for july '12	ELECTRIC FUND	POWER DISTRIBUTION	9,157.52
	diesel for july '12	ELECTRIC FUND	POWER DISTRIBUTION	382.66
	diesel for july '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	20.13
	diesel for july '12	STORMWATER FUND	TREATMENT	169.08
	diesel for july '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	304.27
			TOTAL:	14,562.00
LEWIS GIESKING	lion club dues 1st qtr	GENERAL FUND	PUBLIC WORKS ADMIN	80.00
	mileage to mankato mobilite	GENERAL FUND	STREETS	15.26
			TOTAL:	95.26
GILLUND ENTERPRISES INC	auto trans con & fuel supp	GENERAL FUND	STREETS	40.35

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fuel inject,a/tcond,lube,e	GENERAL FUND	STREETS	161.56
	auto trans con & fuel supp	GENERAL FUND	PARKS	40.35
	fuel inject,a/tcond,lube,e	GENERAL FUND	PARKS	161.56
	auto trans con & fuel supp	WATER	DISTRIBUTION AND STORA	20.17
	fuel inject,a/tcond,lube,e	WATER	DISTRIBUTION AND STORA	80.77
	auto trans con & fuel supp	WASTE WATER FUND	SOURCE/TREATMENT	20.20
	fuel inject,a/tcond,lube,e	WASTE WATER FUND	SOURCE/TREATMENT	80.87
	auto trans con & fuel supp	ENVIRON SERVICES F	REFUSE DISPOSAL	20.17
	fuel inject,a/tcond,lube,e	ENVIRON SERVICES F	REFUSE DISPOSAL	80.77
	auto trans con & fuel supp	ELECTRIC FUND	POWER DISTRIBUTION	40.35
	fuel inject,a/tcond,lube,e	ELECTRIC FUND	POWER DISTRIBUTION	161.56
	auto trans con & fuel supp	STORMWATER FUND	TREATMENT	20.21
	fuel inject,a/tcond,lube,e	STORMWATER FUND	TREATMENT	80.86
			TOTAL:	1,009.75
KRIS GLIDDEN	gymnastic coord 7/16-7/26	GENERAL FUND	RECREATION/LEISURE SER	578.00
			TOTAL:	578.00
GOODTIMES MANUFACTURING	vip shirts	RESTRICTED CONTRIB	RECREATION/LEISURE SER	357.75
			TOTAL:	357.75
GOPHER STATE ONE-CALL INC	locates for july '12	WATER	DISTRIBUTION AND STORA	90.53
	locates for july '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	90.53
	locates for july '12	ELECTRIC FUND	POWER DISTRIBUTION	90.54
			TOTAL:	271.60
GRAINGER	eyewash faucet,goggles,sig	WATER	PURIFICATION AND TREAT	326.98
	respirator replacements	WATER	ADMIN AND GENERAL	41.07
	connector kit	WATER	ADMIN AND GENERAL	100.62
			TOTAL:	468.67
GRAYBAR ELECTRIC COMPANY INC	low peak class j t/d	WATER	PURIFICATION AND TREAT	176.11
			TOTAL:	176.11
HACH COMPANY	solution	WATER	PURIFICATION AND TREAT	75.40
	reagents	WATER	PURIFICATION AND TREAT	421.05
			TOTAL:	496.45
KEITH HANSON	softball ump	GENERAL FUND	RECREATION/LEISURE SER	105.00
			TOTAL:	105.00
HAWKINS CHEMICAL	azone 15, sulfuric acid	GENERAL FUND	SWIMMING POOL	2,454.58
	caustic soda, chlorine	WATER	PURIFICATION AND TREAT	1,673.50
	caustic soda	WATER	PURIFICATION AND TREAT	5,038.00
	caustic soda,hydro chlorin	WATER	PURIFICATION AND TREAT	4,608.44
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	5,378.00
	aqua hawk,sulf acid,hydr a	WASTE WATER FUND	SOURCE/TREATMENT	7,599.16
			TOTAL:	26,751.68
HENDERSON INDEPENDENT	2012 subscription renewal	LIBRARY FUND	LIBRARY	30.00
			TOTAL:	30.00
HICKORY TECH	phone bill for june '12	GENERAL FUND	CITY ADMINISTRATION	86.10
	phone bill for june '12	GENERAL FUND	CITY CLERK	17.03
	phone bill for june '12	GENERAL FUND	FINANCE	134.03
	phone bill for june '12	GENERAL FUND	MUNICIPAL BUILDING	7.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone bill for june '12	GENERAL FUND	POLICE	420.71
	phone bill for june '12	GENERAL FUND	FIRE	172.42
	phone bill for june '12	GENERAL FUND	BUILDING INSPECTOR	49.96
	phone bill for june '12	GENERAL FUND	PUBLIC WORKS ADMIN	86.03
	phone bill for june '12	GENERAL FUND	STREETS	57.92
	phone bill for june '12	GENERAL FUND	SENIOR COORDINATOR	5.68
	phone bill for june '12	GENERAL FUND	RECREATION/LEISURE SER	133.68
	phone bill for june '12	GENERAL FUND	SWIMMING POOL	31.12
	phone bill for june '12	GENERAL FUND	PARKS	96.31
	phone bill for june '12	GENERAL FUND	ECONOMIC DEVMT	32.94
	phone bill for june '12	LIBRARY FUND	LIBRARY	96.71
	phone bill for june '12	PUBLIC ACCESS	PUBLIC ACCESS	17.03
	phone bill for june '12	COMMUNITY CENTER	COMMUNITY CENTER	47.22
	phone bill for june '12	WATER	ADMIN AND GENERAL	371.82
	phone bill for june '12	WASTE WATER FUND	ADMIN AND GENERAL	195.12
	phone bill for june '12	ENVIRON SERVICES F	ADMIN AND GENERAL	36.80
	phone bill for june '12	ELECTRIC FUND	ADMIN AND GENERAL	162.56
	phone bill for june '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	51.21
			TOTAL:	2,310.35
HIGH VOLTAGE SERVICE	oil analysis samples	ELECTRIC FUND	POWER DISTRIBUTION	600.00
	oil analysis samples	ELECTRIC FUND	POWER DISTRIBUTION	200.00
			TOTAL:	800.00
HILLYARD/HUTCHINSON	part for floor scrubber	COMMUNITY CENTER	COMMUNITY CENTER	317.45
			TOTAL:	317.45
DERRICK HOFFMAN	softball ump 7/16-7/26	GENERAL FUND	RECREATION/LEISURE SER	63.00
			TOTAL:	63.00
HOLIDAY COMMERCIAL	fuel for july '12	GENERAL FUND	POLICE	270.18
	car washes	GENERAL FUND	POLICE	25.62
	fuel for july '12	GENERAL FUND	BUILDING INSPECTOR	79.99
	fuel for july '12	GENERAL FUND	PUBLIC WORKS ADMIN	46.54
	fuel for july '12	GENERAL FUND	STREETS	543.18
	ice	GENERAL FUND	STREETS	12.98
	fuel for july '12	GENERAL FUND	RECREATION/LEISURE SER	52.05
	fuel for july '12	GENERAL FUND	PARKS	816.45
	fuel for july '12	COMMUNITY CENTER	COMMUNITY CENTER	52.05
	fuel for july '12	WATER	SOURCE OF SUPPLY	25.51
	fuel for july '12	WATER	PURIFICATION AND TREAT	38.27
	fuel for july '12	WATER	DISTRIBUTION AND STORA	191.32
	fuel for july '12	WATER	CUSTOMER ACCOUNTS	29.31
	fuel for july '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	81.70
	fuel for july '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	29.31
	fuel for july '12	ENVIRON SERVICES F	REFUSE DISPOSAL	233.83
	fuel for july '12	ELECTRIC FUND	POWER DISTRIBUTION	399.57
	fuel for july '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	29.32
	fuel for july '12	STORMWATER FUND	TREATMENT	401.77
			TOTAL:	3,358.95
DAN HONETSCHLAGER	softball ump 7/16-7/26	GENERAL FUND	RECREATION/LEISURE SER	189.00
			TOTAL:	189.00
IMPACT	utility bills for june '12	WATER	CUSTOMER ACCOUNTS	131.39
	postage utility bills june	WATER	CUSTOMER ACCOUNTS	331.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	utility bills for june '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	131.39
	postage utility bills june	WASTE WATER FUND	CUSTOMER ACCOUNTS	331.59
	utility bills for june '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	131.39
	postage utility bills june	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	331.58
	utility bills for june '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	131.37
	postage utility bills june	ELECTRIC FUND	CUSTOMER ACCOUNTS	331.59
	ads for june '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	170.24
			TOTAL:	2,022.13
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	1,115.47
	new library materials	LIBRARY FUND	LIBRARY	272.65
			TOTAL:	1,388.12
JENDCO SAFETY SUPPLY, INC	respirator filters	WASTE WATER FUND	SOURCE/TREATMENT	41.13
			TOTAL:	41.13
JLS DISTRIBUTING, INC	motor oil additive	GENERAL FUND	STREETS	12.39
	motor oil additive	GENERAL FUND	PARKS	12.39
	motor oil additive	WATER	DISTRIBUTION AND STORA	6.20
	motor oil additive	WASTE WATER FUND	SOURCE/TREATMENT	6.20
	motor oil additive	ENVIRON SERVICES F	REFUSE DISPOSAL	6.20
	motor oil additive	ELECTRIC FUND	POWER DISTRIBUTION	12.39
	motor oil additive	STORMWATER FUND	TREATMENT	6.21
			TOTAL:	61.98
JOHNSON AGGREGATES	coarse washed sand	GENERAL FUND	STREETS	47.51
			TOTAL:	47.51
JT SERVICES	poly water lubricant	ELECTRIC FUND	POWER DISTRIBUTION	237.87
			TOTAL:	237.87
KEELEY FARM DRAINAGE	multch for mn2 park	GENERAL FUND	PARKS	218.03
			TOTAL:	218.03
GRACE KJELLGREN	summer gymnastics 7/16-7/2	GENERAL FUND	RECREATION/LEISURE SER	165.00
			TOTAL:	165.00
KARA KOCMICK	vip concessions	RESTRICTED CONTRIB	RECREATION/LEISURE SER	51.37
			TOTAL:	51.37
KWIK TRIP INC	fuel for july '12	GENERAL FUND	POLICE	2,540.06
	car washes	GENERAL FUND	POLICE	68.99
			TOTAL:	2,609.05
LARKSTUR ENGINEERING & SUPPLY, INC.	air hose and clamps	GENERAL FUND	STREETS	84.87
			TOTAL:	84.87
LJP ENTERPRISES INC	refuse pickup and disposal	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	refuse pickup and disposal	WATER	PURIFICATION AND TREAT	94.69
	refuse pickup and disposal	WASTE WATER FUND	SOURCE/TREATMENT	124.57
	refuse pickup and disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	1,160.30
			TOTAL:	1,811.07
LOFFLER	fix speakers at city hall	GENERAL FUND	CITY ADMINISTRATION	62.50
	phone system installation	2012 EQUIPMENT CER	MUNICIPAL BUILDING	22,737.21
			TOTAL:	22,799.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MACQUEEN EQUIPMENT INC	service #33	GENERAL FUND	STREETS	1,458.03
	joystick	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>321.59</u>
			TOTAL:	1,779.62
MADDEN, GALANTER, HANSEN, LLP	wrong acct chg last inv	GENERAL FUND	CITY ADMINISTRATION	35.40-
	services for june '12	GENERAL FUND	CITY ADMINISTRATION	224.38
	services for april '12	GENERAL FUND	CITY ADMINISTRATION	<u>35.40</u>
			TOTAL:	224.38
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	2011 audit	GENERAL FUND	FINANCE	6,125.00
	2011 audit	WATER	ADMIN AND GENERAL	1,531.25
	2011 audit	WASTE WATER FUND	ADMIN AND GENERAL	1,531.25
	2011 audit	ENVIRON SERVICES F	ADMIN AND GENERAL	1,531.25
	2011 audit	ELECTRIC FUND	ADMIN AND GENERAL	<u>1,531.25</u>
			TOTAL:	12,250.00
MANKATO-SPS COMPANIES, INC.	pvc tee	WASTE WATER FUND	SOURCE/TREATMENT	24.31
	pvc vall valve & bushing	WASTE WATER FUND	SOURCE/TREATMENT	61.87
	bushings	WASTE WATER FUND	SOURCE/TREATMENT	<u>14.59</u>
			TOTAL:	100.77
MARCO, INC.	copier maint for 46018	GENERAL FUND	CITY ADMINISTRATION	22.15
	copier maint for 46018	GENERAL FUND	CITY CLERK	22.15
	copier maint for 46018	GENERAL FUND	FINANCE	14.77
	copier maint for 46018	GENERAL FUND	POLICE	11.81
	copier maint for 46018	GENERAL FUND	BUILDING INSPECTOR	5.91
	copier maint for 46018	GENERAL FUND	PUBLIC WORKS ADMIN	2.95
	copier maint for 46018	GENERAL FUND	ECONOMIC DEVMT	1.48
	copier maint for 46018	WATER	ADMIN AND GENERAL	13.29
	copier repair	WATER	CUSTOMER ACCOUNTS	44.48
	copier maint for 46018	WASTE WATER FUND	ADMIN AND GENERAL	13.27
	copier repair	WASTE WATER FUND	CUSTOMER ACCOUNTS	44.48
	copier repair	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	44.49
	copier maint for 46018	ELECTRIC FUND	ADMIN AND GENERAL	39.87
	copier repair	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>44.48</u>
			TOTAL:	325.58
MATHESON TRI-GAS INC	acetylene oxygen	GENERAL FUND	STREETS	32.60
	cylinder rental	GENERAL FUND	STREETS	23.69
	acetylene oxygen	GENERAL FUND	PARKS	32.60
	cylinder rental	GENERAL FUND	PARKS	18.95
	acetylene oxygen	WATER	DISTRIBUTION AND STORA	16.30
	cylinder rental	WATER	ADMIN AND GENERAL	9.48
	acetylene oxygen	WASTE WATER FUND	SOURCE/TREATMENT	16.32
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	9.48
	acetylene oxygen	ENVIRON SERVICES F	REFUSE DISPOSAL	16.30
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	9.48
	acetylene oxygen	ELECTRIC FUND	POWER DISTRIBUTION	32.60
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	23.69
acetylene oxygen	STORMWATER FUND	TREATMENT	<u>16.33</u>	
			TOTAL:	257.82
MED-COMPASS INC	med exam,fit test	GENERAL FUND	FIRE	<u>102.50</u>
			TOTAL:	102.50
MENARDS	wasp/hornet spary, gloves	GENERAL FUND	STREETS	18.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	return drain sock coupling	GENERAL FUND	STREETS	3.49-	
	coolers,couplies,cement,ju	GENERAL FUND	STREETS	26.77	
	algaecide	GENERAL FUND	SWIMMING POOL	44.82	
	wasp/hornet spary, gloves	GENERAL FUND	PARKS	18.96	
	heavy duty hoses	GENERAL FUND	PARKS	37.38	
	return drain sock coupling	GENERAL FUND	PARKS	3.49-	
	coolers,couplies,cement,ju	GENERAL FUND	PARKS	26.77	
	wasp/hornet spary, gloves	WATER	DISTRIBUTION AND STORA	9.48	
	return drain sock coupling	WATER	DISTRIBUTION AND STORA	1.75-	
	coolers,couplies,cement,ju	WATER	DISTRIBUTION AND STORA	13.39	
	wasp/hornet spary, gloves	WASTE WATER FUND	SOURCE/TREATMENT	9.49	
	return drain sock coupling	WASTE WATER FUND	SOURCE/TREATMENT	1.75-	
	coolers,couplies,cement,ju	WASTE WATER FUND	SOURCE/TREATMENT	13.40	
	wasp/hornet spary, gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	9.48	
	return drain sock coupling	ENVIRON SERVICES F	REFUSE DISPOSAL	1.75-	
	coolers,couplies,cement,ju	ENVIRON SERVICES F	REFUSE DISPOSAL	13.39	
	wasp/hornet spary, gloves	ELECTRIC FUND	POWER DISTRIBUTION	18.96	
	return drain sock coupling	ELECTRIC FUND	POWER DISTRIBUTION	3.49-	
	coolers,couplies,cement,ju	ELECTRIC FUND	POWER DISTRIBUTION	26.77	
	wasp/hornet spary, gloves	STORMWATER FUND	TREATMENT	9.48	
	return drain sock coupling	STORMWATER FUND	TREATMENT	1.74-	
	coolers,couplies,cement,ju	STORMWATER FUND	TREATMENT	13.40	
	post cap for chain	RESTRICTED CONTRIB	PARKS	50.65	
			TOTAL:	344.09	
METRO FIRE	icm 2000, lp, w/o heat	GENERAL FUND	FIRE	1,359.43	
			TOTAL:	1,359.43	
METRO JANITORIAL SUPPLY INC.	restroom supplies	COMMUNITY CENTER	COMMUNITY CENTER	120.35	
			TOTAL:	120.35	
MIDAS AUTO SERVICE EXPERTS-2270	tubing #508	GENERAL FUND	FIRE	73.85	
			TOTAL:	73.85	
MISC VENDOR	FIENEN, JUDI	refund aqua fit	GENERAL FUND	NON-DEPARTMENTAL	80.00
	MANTAS SWIM CLUB	swim club payment	GENERAL FUND	SWIMMING POOL	320.00
	SCHAFFER, JILL	refund aqua fit	GENERAL FUND	NON-DEPARTMENTAL	60.00
			TOTAL:	460.00	
MN AMERICAN WATER WORKS ASSOC.	2012 conf pete & chris- du	WATER	ADMIN AND GENERAL	490.00	
			TOTAL:	490.00	
MN COUNTY ATTORNEYS ASSOC.	2012 forfeiture form	GENERAL FUND	POLICE	29.93	
			TOTAL:	29.93	
MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL	2nd qtr unemployment	GENERAL FUND	FIRE	3,421.00	
	2nd qtr unemployment	GENERAL FUND	RECREATION/LEISURE SER	51.92	
	2nd qtr unemployment	GENERAL FUND	RECREATION/LEISURE SER	75.00	
	2nd qtr unemployment	COMMUNITY CENTER	COMMUNITY CENTER	166.36	
			TOTAL:	3,714.28	
MN DEPT OF HUMAN SERVICES	mow 324 n 8th st	GENERAL FUND	NON-DEPARTMENTAL	50.00	
			TOTAL:	50.00	
MN DEPT OF PUBLIC SAFETY	hazardous chemical inv fee	ELECTRIC FUND	POWER PRODUCTION	25.00	
			TOTAL:	25.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MN MUNICIPAL UTILITIES ASSOCIATION	overhead school-jerry&lin	ELECTRIC FUND	ADMIN AND GENERAL	880.00	
	d&a testing	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	35.50	
			TOTAL:	915.50	
MN PIPE & EQUIPMENT	pvc sewer reducer	GENERAL FUND	STREETS	1.56	
	pvc sewer reducer	GENERAL FUND	PARKS	1.56	
	valve box clamps	WATER	NON-DEPARTMENTAL	738.64	
	meter w/rr	WATER	NON-DEPARTMENTAL	946.38	
	meter w/rr	WATER	NON-DEPARTMENTAL	946.38	
	#321 meters w/rr	WATER	NON-DEPARTMENTAL	946.38	
	24" adjust screw riser	WATER	DISTRIBUTION AND STORA	56.38	
	16" butterflyvalve bolt pa	WATER	DISTRIBUTION AND STORA	1,948.35	
	thead bolt nut, gasket	WATER	DISTRIBUTION AND STORA	38.43	
	3" flow valve	WATER	DISTRIBUTION AND STORA	865.30	
	flags	WATER	DISTRIBUTION AND STORA	628.15	
	12" long coupling	WATER	DISTRIBUTION AND STORA	762.50	
	pvc sewer reducer	WATER	DISTRIBUTION AND STORA	0.78	
	6" pacer extension	WATER	DISTRIBUTION AND STORA	349.48	
	hyd meter w/internal valve	WATER	DISTRIBUTION AND STORA	990.13	
	hyd gate valve	WATER	DISTRIBUTION AND STORA	206.58	
	pvc sewer reducer	WASTE WATER FUND	SOURCE/TREATMENT	0.78	
	pvc sewer reducer	ENVIRON SERVICES F	REFUSE DISPOSAL	0.78	
	pvc sewer reducer	ELECTRIC FUND	POWER DISTRIBUTION	1.56	
	pvc sewer reducer	STORMWATER FUND	TREATMENT	0.76	
			TOTAL:	9,430.86	
	MN WASTE PROCESSING	waste processing july '12	ENVIRON SERVICES F	REFUSE DISPOSAL	14,516.93
				TOTAL:	14,516.93
PETE MOULTON	mileage to st paul plumb b	WATER	ADMIN AND GENERAL	83.25	
	meal for plumb board	WATER	ADMIN AND GENERAL	9.82	
	lions dues for 1st qtr due	WATER	ADMIN AND GENERAL	40.00	
	mileage to mnwarn mtgs fri	WATER	ADMIN AND GENERAL	83.25	
	mileage to mnwarn mtgs man	WATER	ADMIN AND GENERAL	14.99	
	lions dues for 1st qtr due	WASTE WATER FUND	ADMIN AND GENERAL	40.00	
	smmpa mora hotel	ELECTRIC FUND	ADMIN AND GENERAL	85.39	
			TOTAL:	356.70	
MTI DISTRIBUTING CO	mower blades	GENERAL FUND	PARKS	190.90	
			TOTAL:	190.90	
MVTL LABORATORIES INC	aerobic plate count	WASTE WATER FUND	SOURCE/TREATMENT	11.00	
	salty dis testing	WASTE WATER FUND	SOURCE/TREATMENT	318.00	
	testing	WASTE WATER FUND	SOURCE/TREATMENT	90.00	
	testing	WASTE WATER FUND	SOURCE/TREATMENT	90.00	
	CARBONACEOUS TESTING	WASTE WATER FUND	SOURCE/TREATMENT	65.00	
			TOTAL:	574.00	
NAPA AUTO PARTS OF ST PETER	filter kits, fuel kit	GENERAL FUND	POLICE	82.93	
	thermostat,belt,idler pull	GENERAL FUND	POLICE	69.97	
	sparkplugs,belts,manifold,	GENERAL FUND	FIRE	258.33	
	scraper,brush,circ brkr	GENERAL FUND	FIRE	30.74	
	grommet,brake clnr,battery	GENERAL FUND	STREETS	23.48	
	grommet,brake clnr,battery	GENERAL FUND	PARKS	23.48	
	filters	GENERAL FUND	PARKS	44.09	
	battery, core deposit	GENERAL FUND	PARKS	91.49	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	grommet,brake clnr,battery	WATER	DISTRIBUTION AND STORA	11.74
	filter kit	WATER	DISTRIBUTION AND STORA	41.03
	filters	WASTE WATER FUND	COLLECTOR/LIFT STAT	46.97
	grommet,brake clnr,battery	WASTE WATER FUND	SOURCE/TREATMENT	11.75
	grommet,brake clnr,battery	ENVIRON SERVICES F	REFUSE DISPOSAL	11.74
	grommet,brake clnr,battery	ELECTRIC FUND	POWER DISTRIBUTION	23.48
	grommet,brake clnr,battery	STORMWATER FUND	TREATMENT	11.75
	battery	STORMWATER FUND	TREATMENT	117.15
	reman al	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	143.32
	brakes	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	232.95
	brakes	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	219.72
			TOTAL:	1,496.11
NEENAH FOUNDRY COMPANY	frame	WASTE WATER FUND	COLLECTOR/LIFT STAT	173.14
			TOTAL:	173.14
NELSON PRINTING COMPANY	business cards - ruffing	GENERAL FUND	POLICE	56.64
	business cards - dean buss	GENERAL FUND	BUILDING INSPECTOR	53.38
	business cards - chris v	WATER	ADMIN AND GENERAL	49.11
	connect/disconn slips	WATER	CUSTOMER ACCOUNTS	81.12
	ups	ELECTRIC FUND	POWER DISTRIBUTION	13.66
	ups electric	ELECTRIC FUND	ADMIN AND GENERAL	25.68
			TOTAL:	279.59
NEW ULM QUARTZITE QUARRIES	seal coat chips	GENERAL FUND	STREETS	2,876.64
	seal coat chips	GENERAL FUND	STREETS	1,923.92
	seal coat chips	GENERAL FUND	STREETS	5,765.77
	seal coat chips	GENERAL FUND	STREETS	6,337.80
			TOTAL:	16,904.13
NICOLLET COUNTY RECORDER/ABSTRACTER	easement grant	ELECTRIC FUND	POWER DISTRIBUTION	46.00
			TOTAL:	46.00
NICOLLET COUNTY BANK	ach for ap & payroll july'	GENERAL FUND	FINANCE	9.06
	ach for ap & payroll july'	WATER	ADMIN AND GENERAL	2.26
	ach for utility bills july	WATER	CUSTOMER ACCOUNTS	11.89
	ach for ap & payroll july'	WASTE WATER FUND	ADMIN AND GENERAL	2.26
	ach for utility bills july	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.89
	ach for ap & payroll july'	ENVIRON SERVICES F	ADMIN AND GENERAL	2.26
	ach for utility bills july	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.89
	ach for ap & payroll july'	ELECTRIC FUND	ADMIN AND GENERAL	2.26
	ach for utility bills july	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.88
			TOTAL:	65.65
NORTH CENTRAL INTERNATIONAL	filters inventory	GENERAL FUND	NON-DEPARTMENTAL	206.28
	filter inventory	GENERAL FUND	NON-DEPARTMENTAL	65.76
	filters	GENERAL FUND	NON-DEPARTMENTAL	20.79
	filters	GENERAL FUND	NON-DEPARTMENTAL	26.36
	filters	GENERAL FUND	NON-DEPARTMENTAL	50.02
			TOTAL:	369.21
NORTHLAND VALLEY TRANSFER	hauling chip stone	GENERAL FUND	STREETS	3,779.10
	hauling chip stone	GENERAL FUND	STREETS	3,245.22
			TOTAL:	7,024.32
OFFICEMAX	flash drive	GENERAL FUND	CITY ADMINISTRATION	1.28

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	thumb drives	GENERAL FUND	CITY ADMINISTRATION	4.80
	flash drive	GENERAL FUND	CITY CLERK	1.28
	thumb drives	GENERAL FUND	CITY CLERK	4.80
	flash drive	GENERAL FUND	FINANCE	0.85
	thumb drives	GENERAL FUND	FINANCE	3.20
	flash drive	GENERAL FUND	POLICE	0.68
	dvd-r spindle	GENERAL FUND	POLICE	26.71
	thumb drives	GENERAL FUND	POLICE	2.56
	dvd-r&cd-r spindle/ink	GENERAL FUND	POLICE	203.54
	flash drive	GENERAL FUND	BUILDING INSPECTOR	0.34
	thumb drives	GENERAL FUND	BUILDING INSPECTOR	1.28
	flash drive	GENERAL FUND	PUBLIC WORKS ADMIN	0.17
	wireless router	GENERAL FUND	PUBLIC WORKS ADMIN	48.08
	thumb drives	GENERAL FUND	PUBLIC WORKS ADMIN	0.64
	flash drive	GENERAL FUND	ECONOMIC DEVMT	0.09
	thumb drives	GENERAL FUND	ECONOMIC DEVMT	0.32
	flash drive	WATER	ADMIN AND GENERAL	0.77
	thumb drives	WATER	ADMIN AND GENERAL	2.88
	flash drive	WASTE WATER FUND	ADMIN AND GENERAL	0.77
	thumb drives	WASTE WATER FUND	ADMIN AND GENERAL	2.89
	printer from elec gen plan	ELECTRIC FUND	POWER PRODUCTION	192.36
	flash drive	ELECTRIC FUND	ADMIN AND GENERAL	2.31
	thumb drives	ELECTRIC FUND	ADMIN AND GENERAL	8.64
			TOTAL:	511.24
OMG MIDWEST, INC	pay est 10 turnbacks	PERM IMPROVMENT RE STREETS		116,458.70
			TOTAL:	116,458.70
OWL ENGINEERING & EMC TEST LABS INC	review tmobile plan & stud	WATER	DISTRIBUTION AND STORA	1,550.00
			TOTAL:	1,550.00
PAAPE COMPANIES, INC.	reprogram oa enthalpy prog	COMMUNITY CENTER	COMMUNITY CENTER	170.00
			TOTAL:	170.00
PEPSI-COLA OF MANKATO INC	soda for concessions	GENERAL FUND	SWIMMING POOL	82.35
	soda for concessions	COMMUNITY CENTER	COMMUNITY CENTER	318.05
			TOTAL:	400.40
PET EXPO DIST.	aquarium maint	LIBRARY FUND	LIBRARY	75.29
			TOTAL:	75.29
PETER'S SODDING SERVICE	sod clean up st green hous	ENVIRON SERVICES F	REFUSE DISPOSAL	663.50
	sod for tree stumps	ENVIRON SERVICES F	REFUSE DISPOSAL	138.30
			TOTAL:	801.80
QUARTERMASTER	handcuff case	GENERAL FUND	POLICE	21.58
			TOTAL:	21.58
QUICK MART ST PETER	fuel for july '12	GENERAL FUND	POLICE	421.69
			TOTAL:	421.69
QUILL	ink cartridges	GENERAL FUND	FINANCE	126.87
	ink cartridges	GENERAL FUND	STREETS	36.49
	ink cartridges	GENERAL FUND	PARKS	29.19
	ink cartridges	WATER	ADMIN AND GENERAL	31.72
	ink cartridges	WATER	ADMIN AND GENERAL	14.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	WATER	CUSTOMER ACCOUNTS	27.75
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	31.72
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	14.59
	ink cartridges	WASTE WATER FUND	CUSTOMER ACCOUNTS	27.75
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	31.71
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	14.59
	ink cartridges	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	27.73
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	31.72
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	36.49
	ink cartridges	ELECTRIC FUND	CUSTOMER ACCOUNTS	27.75
			TOTAL:	510.66
RACO INDUSTRIES, INC.	paper rolls for receipt pr	LIBRARY FUND	LIBRARY	182.86
			TOTAL:	182.86
RAMY TURF PRODUCTS	pw yard seeding	GENERAL FUND	STREETS	6.09
	seed aide	GENERAL FUND	STREETS	44.77
	pw yard seeding	GENERAL FUND	PARKS	6.09
	seed aide	GENERAL FUND	PARKS	44.77
	gault, turf mix&fert bag	GENERAL FUND	PARKS	219.10
	pw yard seeding	WATER	DISTRIBUTION AND STORA	3.05
	seed aide	WATER	DISTRIBUTION AND STORA	22.38
	pw yard seeding	WASTE WATER FUND	SOURCE/TREATMENT	3.05
	seed aide	WASTE WATER FUND	SOURCE/TREATMENT	22.41
	pw yard seeding	ENVIRON SERVICES F	REFUSE DISPOSAL	3.05
	seed aide	ENVIRON SERVICES F	REFUSE DISPOSAL	22.38
	pw yard seeding	ELECTRIC FUND	POWER DISTRIBUTION	6.09
	seed aide	ELECTRIC FUND	POWER DISTRIBUTION	44.77
	pw yard seeding	STORMWATER FUND	TREATMENT	3.04
	seed aide	STORMWATER FUND	TREATMENT	22.43
			TOTAL:	473.47
KELLY RAYMOND	softball ump	GENERAL FUND	RECREATION/LEISURE SER	105.00
			TOTAL:	105.00
RECREATION SUPPLY COMPANY	gaurds platform for pit	GENERAL FUND	SWIMMING POOL	797.32
			TOTAL:	797.32
RECREONICS INC	test tablets	GENERAL FUND	SWIMMING POOL	42.16
			TOTAL:	42.16
RED WING SHOE STORE	steel toe boots - pat m	ELECTRIC FUND	ADMIN AND GENERAL	123.24
			TOTAL:	123.24
REHNELT EXCAVATING	replace sewer line 1517 s	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	8,778.05
			TOTAL:	8,778.05
RIVER'S EDGE HOSPITAL & CLINIC	1st half pera aid	GENERAL FUND	NON-DEPARTMENTAL	14,375.00
	pre employ drug testing	GENERAL FUND	SWIMMING POOL	87.00
			TOTAL:	14,462.00
NICOLE RUHLAND	pool toys	GENERAL FUND	SWIMMING POOL	27.93
	mileage to pick up supplie	GENERAL FUND	SWIMMING POOL	112.67
			TOTAL:	140.60
SAM'S CLUB	summer rec snacks	GENERAL FUND	RECREATION/LEISURE SER	41.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	coffee and cups	COMMUNITY CENTER	COMMUNITY CENTER	39.76
			TOTAL:	81.15
SEBCO BOOKS	new juvenile materials	LIBRARY FUND	LIBRARY	770.84
			TOTAL:	770.84
SHORELAND COUNTRY CLUB	junior golf program	GENERAL FUND	RECREATION/LEISURE SER	560.00
			TOTAL:	560.00
SHORTY'S TIRE ONE	mount & balance tires	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	106.50
			TOTAL:	106.50
SOUTHERN MN CONSTRUCTION CO INC	asphalt	GENERAL FUND	STREETS	10,513.85
	pan patch seal coat route	GENERAL FUND	STREETS	1,511.90
	asphalt patching (panpatch	GENERAL FUND	STREETS	641.26
	pan patch tac oil	GENERAL FUND	STREETS	1,728.65
	pan patch tac oil	GENERAL FUND	STREETS	250.52
	asphalt	WATER	DISTRIBUTION AND STORA	481.79
	asphalt patching (panpatch	WATER	DISTRIBUTION AND STORA	233.74
	class 5 stockpile	WATER	ADMIN AND GENERAL	170.81
	class 5 stockpile	WASTE WATER FUND	ADMIN AND GENERAL	170.81
	class 5 stockpile	ENVIRON SERVICES F	ADMIN AND GENERAL	85.40
	asphalt patching (panpatch	ELECTRIC FUND	POWER DISTRIBUTION	233.73
	class 5 stockpile	ELECTRIC FUND	ADMIN AND GENERAL	427.02
			TOTAL:	16,449.48
SOUTHERN MN INSPECTION CO.	service call uv tank	WASTE WATER FUND	SOURCE/TREATMENT	225.00
			TOTAL:	225.00
SPARTAN PROMOTIONAL GROUP, INC.	bags, shirts - night to uni	RESTRICTED CONTRIB	POLICE	96.37
	bags, shirts - night to un	RESTRICTED CONTRIB	POLICE	96.37
			TOTAL:	192.74
SPRINT SOLUTIONS, INC.	phone bill for july '12	GENERAL FUND	POLICE	279.93
	phone bill for july '12	GENERAL FUND	POLICE	427.33
	phone bill for july '12	GENERAL FUND	FIRE	18.33
	on call phones	WATER	ADMIN AND GENERAL	25.81
	on call phones	ELECTRIC FUND	ADMIN AND GENERAL	25.81
			TOTAL:	777.21
ST LOUIS MRO, INC.	pre employ drug testing	GENERAL FUND	SWIMMING POOL	222.75
			TOTAL:	222.75
ST PETER LUMBER CO	poly film, brush	GENERAL FUND	STREETS	11.43
	mag post level, torpedo lev	GENERAL FUND	STREETS	10.67
	wood, adhesive	GENERAL FUND	SWIMMING POOL	32.54
	wood	GENERAL FUND	PARKS	4.47
	poly film, brush	GENERAL FUND	PARKS	11.43
	blue tape	WATER	PURIFICATION AND TREAT	20.28
	blinds, bit, screwdriver, blu	WATER	DISTRIBUTION AND STORA	24.43
	poly film, brush	WATER	DISTRIBUTION AND STORA	5.71
	pipe clamps	WATER	DISTRIBUTION AND STORA	57.67
	poly film, brush	WASTE WATER FUND	SOURCE/TREATMENT	5.72
	poly film, brush	ENVIRON SERVICES F	REFUSE DISPOSAL	5.71
	blinds, bit, screwdriver, blu	ELECTRIC FUND	POWER DISTRIBUTION	204.44
	poly film, brush	ELECTRIC FUND	POWER DISTRIBUTION	11.43

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	poly film, brush	STORMWATER FUND	TREATMENT	5.72
			TOTAL:	411.65
ST PETER POLICE RESERVES	redman club dance 7/3/12	GENERAL FUND	POLICE	93.42
			TOTAL:	93.42
ST PETER RENTAL CENTER	replaced starter rope on b	GENERAL FUND	STREETS	15.94
	lawn seeder	GENERAL FUND	STREETS	9.62
	shut off valve, chop saw	GENERAL FUND	STREETS	24.15
	blades	GENERAL FUND	PARKS	106.88
	springs weed whips	GENERAL FUND	PARKS	10.05
	lawn seeder	GENERAL FUND	PARKS	9.62
	air filter	LIBRARY FUND	LIBRARY	1.75
	air filter	COMMUNITY CENTER	COMMUNITY CENTER	1.76
	lawn seeder	WATER	DISTRIBUTION AND STORA	4.81
	lawn seeder	WASTE WATER FUND	SOURCE/TREATMENT	4.81
	filler cap	ENVIRON SERVICES F	REFUSE DISPOSAL	4.81
	cap	ENVIRON SERVICES F	REFUSE DISPOSAL	5.08
	lawn seeder	ENVIRON SERVICES F	REFUSE DISPOSAL	4.81
	lawn seeder	ELECTRIC FUND	POWER DISTRIBUTION	9.62
	chisel blade	STORMWATER FUND	TREATMENT	33.08
	lawn seeder	STORMWATER FUND	TREATMENT	4.80
			TOTAL:	251.59
ST PETER TENNIS ASSOC.	tennis instructor wages	GENERAL FUND	RECREATION/LEISURE SER	430.00
	1/2 summer prgm gain 2012	GENERAL FUND	RECREATION/LEISURE SER	816.20
			TOTAL:	1,246.20
STANLEY SECURITY SOLUTIONS, INC.	door handles	GENERAL FUND	STREETS	138.86
	door handles	GENERAL FUND	SWIMMING POOL	277.70
	door handles	GENERAL FUND	PARKS	111.08
	door handles	WATER	ADMIN AND GENERAL	55.54
	door handles	WASTE WATER FUND	ADMIN AND GENERAL	55.54
	door handles	ENVIRON SERVICES F	ADMIN AND GENERAL	55.54
	door handles	ELECTRIC FUND	ADMIN AND GENERAL	138.86
			TOTAL:	833.12
STAPLES ADVANTAGE	paper	GENERAL FUND	CITY ADMINISTRATION	54.51
	paper	GENERAL FUND	CITY CLERK	54.51
	paper	GENERAL FUND	FINANCE	36.34
	paper	GENERAL FUND	POLICE	29.07
	paper	GENERAL FUND	BUILDING INSPECTOR	14.54
	paper	GENERAL FUND	PUBLIC WORKS ADMIN	7.27
	paper, pads, markers	GENERAL FUND	RECREATION/LEISURE SER	145.45
	stickers,white board clnr	GENERAL FUND	SWIMMING POOL	22.79
	paper	GENERAL FUND	ECONOMIC DEVMT	3.63
	paper	LIBRARY FUND	LIBRARY	53.33
	paper	WATER	ADMIN AND GENERAL	32.70
	paper	WASTE WATER FUND	ADMIN AND GENERAL	32.70
	paper	ELECTRIC FUND	ADMIN AND GENERAL	98.11
	desk chair	ELECTRIC FUND	ADMIN AND GENERAL	283.27
			TOTAL:	868.22
STREICHER'S	clothing allowance	GENERAL FUND	POLICE	74.78
			TOTAL:	74.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STUART C. IRBY CO.	glove testing	ELECTRIC FUND	POWER DISTRIBUTION	85.48
			TOTAL:	85.48
THE SUITES HOTEL AT WATERFRONT PLAZA	hotel for awwa conf-pete&c	WATER	ADMIN AND GENERAL	714.26
			TOTAL:	714.26
KEVIN THURSTON	softball ump	GENERAL FUND	RECREATION/LEISURE SER	126.00
			TOTAL:	126.00
TIGERDIRECT.COM	ups phone system	2012 EQUIPMENT CER	MUNICIPAL BUILDING	344.98
	ups battery	WATER	ADMIN AND GENERAL	126.10
			TOTAL:	471.08
TIRE ASSOCIATES	tire service #207	GENERAL FUND	STREETS	46.61
			TOTAL:	46.61
TOTAL ENTERTAINMENT	disc cleaning/repair	LIBRARY FUND	LIBRARY	14.00
			TOTAL:	14.00
UNITED RENTALS AERIAL EQUIPMENT	speed patch repair mortar	STORMWATER FUND	TREATMENT	251.16
			TOTAL:	251.16
US AUTO FORCE	4 tires #203	WATER	CUSTOMER ACCOUNTS	67.49
	4 tires #203	WASTE WATER FUND	CUSTOMER ACCOUNTS	67.49
	4 tires #203	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	67.49
	4 tires #203	ELECTRIC FUND	CUSTOMER ACCOUNTS	67.49
	tires for bus 12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	738.74
			TOTAL:	1,008.70
US ENGRAVERS, INC	engraving	GENERAL FUND	FINANCE	16.03
			TOTAL:	16.03
USA BLUE BOOK	discharge hoses,adapters	WATER	PURIFICATION AND TREAT	508.77
	respirators & cartridges	WATER	ADMIN AND GENERAL	551.25
	filter cartridges,respirat	WATER	ADMIN AND GENERAL	224.55
	freight credit memo	WATER	ADMIN AND GENERAL	213.64
	mh lid plugs	WASTE WATER FUND	COLLECTOR/LIFT STAT	107.29
	mh lid plugs	WASTE WATER FUND	COLLECTOR/LIFT STAT	53.13
	respirators, filters, storag	WASTE WATER FUND	ADMIN AND GENERAL	610.12
			TOTAL:	1,841.47
VESSCO, INC	power frame bio poly pump	WASTE WATER FUND	BIOSOLIDS	510.60
	tote of poly	WASTE WATER FUND	SOURCE/TREATMENT	4,676.87
			TOTAL:	5,187.47
ANGELA VOIT	water aerobics inst. 6/14-	GENERAL FUND	SWIMMING POOL	57.00
			TOTAL:	57.00
VON ESSEN TOWING	swat van tires (reimbursed	GENERAL FUND	POLICE	368.86
	labor and disposal t9	GENERAL FUND	POLICE	26.00
	tires #19a	GENERAL FUND	PARKS	70.00
			TOTAL:	464.86
VOSS LIGHTING	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	99.93
			TOTAL:	99.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VWR INTERNATIONAL	secador 2.0 vertical clear	WASTE WATER FUND	SOURCE/TREATMENT	352.07
			TOTAL:	352.07
W.W. BLACKTOPPING	pay est 1 sumner & swift	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	58,232.34
			TOTAL:	58,232.34
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	june '12 change in srv	ENVIRON SERVICES F	NON-DEPARTMENTAL	15.00
	refuse pickup for june '12	ENVIRON SERVICES F	REFUSE DISPOSAL	18,382.50
			TOTAL:	18,397.50
THE WATSON CO	concessions	GENERAL FUND	RECREATION/LEISURE SER	670.40
THE WATSON CO	concessions	GENERAL FUND	SWIMMING POOL	527.39
	return concessions	GENERAL FUND	SWIMMING POOL	53.77-
	concessions	GENERAL FUND	SWIMMING POOL	352.63
			TOTAL:	1,768.77
WENZEL AUTO ELECTRIC CO	install kit for #508	GENERAL FUND	FIRE	278.10
			TOTAL:	278.10
WESCO DISTRIBUTION INC	1s meter 120v	ELECTRIC FUND	NON-DEPARTMENTAL	128.25
	end cap	ELECTRIC FUND	POWER DISTRIBUTION	379.41
	crimp tool	ELECTRIC FUND	POWER DISTRIBUTION	2,003.91
			TOTAL:	2,511.57
JO WESTPHAL	mvac training - mankato	GENERAL FUND	FINANCE	13.32
			TOTAL:	13.32
TOM WINSELL	tuition reimburse - summer	GENERAL FUND	POLICE	1,998.91
			TOTAL:	1,998.91
WOLF MOTOR COMPANY, INC.	brakes & caliper for bus #	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	187.37
			TOTAL:	187.37
XCEL ENERGY	hwy 22 bridge lighting	GENERAL FUND	STREETS	42.27
			TOTAL:	42.27
ZIEGLER INC	#6 door	GENERAL FUND	STREETS	1,006.30
	generation repair cclub	LIBRARY FUND	LIBRARY	403.41
	generation repair cclub	COMMUNITY CENTER	COMMUNITY CENTER	403.41
	repair engine	ELECTRIC FUND	POWER PRODUCTION	2,934.25
			TOTAL:	4,747.37

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND	101,159.08		
211	LIBRARY FUND	5,235.25		
213	PUBLIC ACCESS	66.02		
217	COMMUNITY CENTER	5,271.40		
401	PERM IMPROVMENT REVOLVING	116,458.70		
472	2012 EQUIPMENT CERTIFICAT	23,082.19		
601	WATER	291,421.30		
602	WASTE WATER FUND	47,478.95		
603	ENVIRON SERVICES FUND	39,773.42		
604	ELECTRIC FUND	162,705.18		
606	STORMWATER FUND	60,348.45		
610	HEARTLAND TRANSIT	2,178.55		
820	RESTRICTED CONTRIBUTIONS	894.01		

	GRAND TOTAL:	856,072.50		

TOTAL PAGES: 21

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 previous Council action of May 14, 2012 approving purchase of asphalt patching materials from Sibley Aggregates in the amount of \$20,000 is hereby rescinded.
2. The following budgeted purchases in excess of \$5,000, are hereby approved:

Table with 4 columns: VENDOR, ITEM, PRICE, FUNDING. Rows include SMC Asphalt patching not to exceed... \$40,000.00 General; Rehnelt Const. Installation of service line \$8,778.05 Wastewater

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

Temporary Show License

Rock Bend Folk Festival MN Square 9/8/12 – 9/9/12

Temporary Gambling Permit

Jesus Assembly of God 722 Sunrise 7/22/12

Temporary Soft Drink

Tasty Treats Concessions MN Square 9/8/12 -9/9/12
Thomas Malchow MN Square 9/8/12 – 9/9/12

- 4. The following items, for which the City no longer has a need, are hereby declared as surplus property and staff is directed to dispose of the items through public sale:

Orange painted blue bike Pacific Exploit silver/blue
Union Flyer 26" gray Schwinn blu/black
Quest charmer purple Pacific BMX blk/purple
Next Slumber Party pink/pur Next BMX red/black/blue
Magna Glacier Point Magna Sport black
Kent blk/pur boys trick bike

- 5. The following employee appointments are approved at the wages indicated:

Table with 3 columns: NAME, POSITION, WAGE RATE. Rows include Sarah Weinberg Part-time Circulation Clerk \$7.64/hour; Lindsey Lugsch-Tehle Part-time Circulation Clerk \$7.64/hour

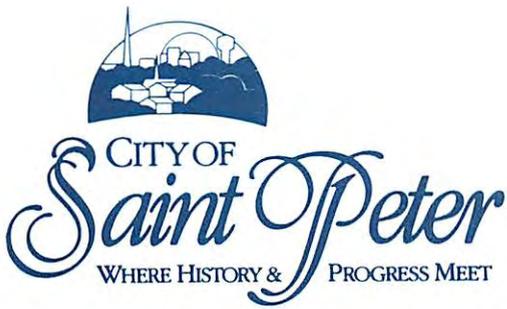
6. The schedule of disbursements for July 19, 2012 through August 8, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

FROM: Russ Wille
Community Development Director

RE: Housing Study Update Acceptance

DATE: 8/10/2012

ACTION/RECOMMENDATION

Adopt the attached resolution accepting Community Partners Research, Inc. completion of the 2012 Saint Peter Housing Study Update.

BACKGROUND

In 1999, the City of Saint Peter contracted with Community Partners Research, Inc. (CPR) for the completion of an analysis of the Saint Peter housing market. In 2002 a second contract was executed between the City and CPR for an update to the 1999 study. In 2005, a third contract was executed between the City and CPR for an update to the 2002 study.

Numerous housing construction projects have been undertaken since completion of the previous housing studies. Recent developments include both public and private single family residential subdivisions as well as the construction of multi-family apartment complexes. I expect that residential development will continue at some level and that the population of Saint Peter will continue to grow as projected by the Minnesota State Demographer.

Earlier in 2012, the City Council entered in to a contract with Community Partners Research, Inc. (CPR) for an update to the 2005 housing study. CPR has completed the study and has presented their findings to the City Council for acceptance.

The 2012 update, will assist the City in identification of current housing needs and gaps which exist in the availability of various housing types. The update is also to serve as a guide to public policy decision by the City Council regarding preservation of the existing housing stock and/or the promotion of new residential construction.

A copy of the study highlights presented to the Council at the last workshop is included. The full study will be made available on the City's website and we will notify banks, realtors, and other community stakeholders of its availability.

FISCAL IMPACT:

CPR has completed the study for \$11,900. One-half of the fee was paid upon execution of the contract. The balance or \$5,950 is due upon acceptance of the completed study.

ALTERNATIVES/VARIATIONS:

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

Denial: Staff would ask what modifications they would like to the document to provide for Council acceptance.

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

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

Study Highlights - Demographic

- ▶ **Rapid growth in the last decade** - The City's population increased by approximately 15% in the 2000s, and the household level increased by more than 17%.
- ▶ **Average household size remained relatively stable** - St. Peter's average household size dropped from 2.46 persons in 2000 to 2.44 in 2010. Despite an aging population, an above-average influx of younger households in the 25 to 34 year old age range probably helped to limit the reduction in household size.
- ▶ **Aging population** - At the time of the 2000 Census, approximately 35% of all households in the City had a head of household age 55 or older. By 2010, this had increased to nearly 40% of all households. By the year 2015, this percentage will be even larger. The fastest growing age segment will be between 65 and 74 years old. Continued reductions are expected in the number of residents age 54 and younger.
- ▶ **Household composition changes** - The City had growth in both family and non-family households, especially married couples without children and people living alone. There was no growth (but no loss) in married couples with children.
- ▶ **Movement towards rental** - Despite the strong environment for home ownership and single family construction, the City's ownership tenure rate dropped from 68.9% in 2000 to 65.3% in 2010, as net growth in renter households was greater than the net growth in owners.
- ▶ **Renters still tend to have lower income levels** - The median income for all renter households was \$27,904 in 2010. The estimated median household income for owners in 2010 was \$60,625. Nearly 50% of renters reported paying 30% or more of their income for housing.
- ▶ **Ownership cost burden also exists** - More than 31% of all home owners also reported that 30% or more of income was used for housing. This percentage was relatively consistent between senior and non-senior home owners.

Study Highlights - Housing for Home Ownership

- ▶ **Ongoing housing construction** - The City added nearly 800 total housing units in the last 12 years.
- ▶ **Net gain in housing was lower** - Between 2000 and 2009, there were building permits issued for 655 new housing units in St. Peter. Based on a comparison of Census records from 2010 and 2000, the City added 568 total housing units, or 87 fewer units than were indicated by building permit issuance. Some of the unit difference would be attributable to housing units that were lost during the last decade.
- ▶ **Confusing information on single family housing growth versus increase in home ownership** - According to the 2010 Census, St. Peter had a net increase of 225 owner-occupied households over the decade, although nearly 450 single family housing units were constructed during this same time period. This would imply that some level of tenure conversion was also taking place, with either newly constructed units or older single family houses converting to rental use, or being unoccupied when the Census was completed.
- ▶ **Foreclosures have not been a major issue through 2011**- For comparative purposes, Nicollet County had the 45th lowest rate of foreclosure among Minnesota's 87 Counties in 2011. The County's rate, at 0.59%, was well below many neighboring Counties, including a rate of 1.21% in Le Sueur County, 0.94% in Blue Earth County, and 0.68% in Brown County.
- ▶ **Home values have dropped, based on sales activity** - The median detached single family home sale price peaked in 2007, at \$159,000. The lowest median sale price was in 2011, at \$142,000.
- ▶ **Sales volume also dropped** - The highest volume of detached home good sales occurred in 2005, at 142 transactions. The lowest volume of sales occurred in 2010, when only 56 good sales were recorded.
- ▶ **Attached home sales volume also dropped** - The number of "good" sales for attached units went from 29 in 2006 to 9 in 2011. In 2010, only 3 good sales were recorded.

Study Highlights - Housing for Renters

- ▶ **Recent multifamily construction is specialized senior housing** - The only larger-scale rental projects that can be identified since 2006 are senior housing, generally offering some level of services, or student-oriented rental housing.
- ▶ **General rental housing may have been added through conversion** - As identified earlier, for Census data on household growth to reconcile, there may 80 or more existing units that converted from owner to renter-occupancy over the last decade.
- ▶ **Multifamily rental occupancy rates are generally high** - The rental survey of multifamily properties found low vacancy rates in most forms of housing. The 2012 vacancy rate was below 1% in market rate, tax credit and general occupancy subsidized units.
- ▶ **Specialized senior options had much unused capacity** - The two newest projects had slow lease-up occurring at the time they were contacted. To achieve full occupancy, very high capture rates will be required among local older seniors.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

RESOLUTION ACCEPTING THE 2012 SAINT PETER HOUSING STUDY UPDATE

WHEREAS, in 1999 the City of Saint Peter and Community Partners Research, Inc. (CPR) entered into a contract for the completion of a study of the Saint Peter housing market; and

WHEREAS, an additional contract was signed with CPR in 2002 for an update to the 1999 Saint Peter Housing Study; and

WHEREAS, in 2005, an additional contract was signed with CPR for an update to the 2002 Saint Peter Housing Study; and

WHEREAS, the completed studies provided recommendations regarding the need for various types of housing developments; and

WHEREAS, the city has experienced significant levels of housing development since the completion of the studies; and

WHEREAS, it is expected that additional housing developments will continue to be constructed within the City; and

WHEREAS, the City is seeking justification and documentation of the needs for future housing developments serving the various housing markets within Saint Peter.

WHEREAS, the City Council contracted with Community Partners Research, Inc. to provide an update to the 2005 housing study; and

WHEREAS, Community Partners Research, Inc. has completed the study in accordance with the contract and has presented their findings for City Council approval.

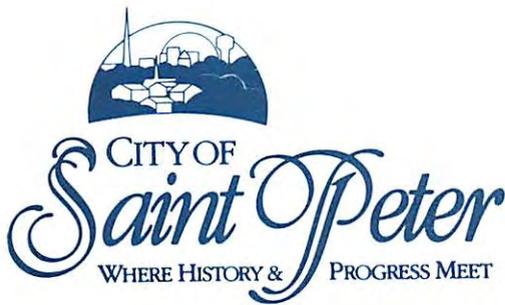
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby accepts the completed 2012 Saint Peter Housing Study Update and authorizes final payment in accordance with the executed contract.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this the 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/10/12

FROM: Todd Prafke
City Administrator

RE: Personnel Policy Modification Section XIV (Separation
Health Care Savings Plan)

ACTION/RECOMMENDATION

Provide approval for modification to the Personnel Policy Section XIV related to the health care savings plan for employees.

BACKGROUND

Section XIV of the personnel policy was adopted in 2006. It was intended to provide employees who leave employment an opportunity to deposit money into a Health Care Saving Plan (HCSP). Those dollars can be used for health care including insurance premiums, co-pays and other health care related expenses for the employee and their direct family members. The Federal Government regulates use of those dollars. The City, as the employer, may set policy as to who is eligible.

This policy benefits our employees in that dollars that are placed in the HCSP are not subject to the usual payroll taxes and are not viewed as income. The financial benefit to the City is that we do not pay our share of payroll taxes on those funds.

The proposed changes in the policy fall into two major categories. The first is clarifying issues and the second is substantive policy changes that affect application of the policy. The new draft retains the current level (percentage) of contribution at the current 20 years of service. It adds a second tier for those employees with longer tenure (25 years or more). Those with longer tenure are most likely closer to retirement and more likely to have a need for the HCSP dollars in the not too distant future. The last substantive policy change establishes that this benefit will only be provided to those that retire or resign. It will not be provided to those who leave employment with the City in other ways, which includes termination.

It is clear that in almost every instance and for all parties, there is a financial benefit to this policy. However, we are regulating what employees can do with their earnings and not every employee may want to see the sick leave or vacation leave they saved go to health care. Some may want to use it to buy a great vacation, maybe pay off their house, or buy that bass boat that they will now have time to enjoy. We are telling employees what will happen with their money. Because of the differing issues, a balance is needed.

I believe the proposed policy provides balance and opportunity for employees to make employment decisions. It gives those who may want the HCSP dollars expanded (likely closer to retirement) an opportunity to maximize their tax savings as well. While there is not a one size fits all option, it provides options for employees at no cost to the City.

You may also note that the policy cannot be changed for two years. That timeline is driven by the Federal rules and is not a discretionary issue for the Council. The policy can be modified again after that two-year period.

FISCAL IMPACT:

There is no cost to this change. As indicated above it saves the City share of payroll tax dollars at the time of separation. This dollar amount changes based on the amount of sick and vacation accrued and the wage of the employee. Therefore, an exact amount of total impact cannot be determined, but savings to the City is 7.6% of each dollar that is put into the HCSP.

ALTERNATIVES/VARIATIONS:

Do Not Act: The policy will remain as it is today. Should the Council wish other changes, staff will review the alternatives.

Negative Vote: The policy will not be changed.

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

Please feel free to contact Finance Director O'Connell or myself if you have any questions or concerns on this agenda item.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION MODIFYING PERSONNEL POLICY SECTION XIV "SEPARATION"

WHEREAS, the City Council has adopted a personnel policy for employees; and

WHEREAS, Section XIV "Separation" outlines the regulations for employees who leave employment and deposit money into a Health Care Saving Plan (HCSP); and

WHEREAS, the City, as the employer, sets the policy as to who is eligible; and

WHEREAS, staff recommends a modification to the policy; and

WHEREAS, if adopted, no further modifications may be made to the policy for two years.

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

1. The City's personnel policy Section XIV "Separation" is hereby modified to read as follows:

XIV. SEPARATION.

Eligible employees will participate in a contribution of severance pay to a fund(s) that will provide the contributor with opportunity to pay health related costs after separation of employment from the City.

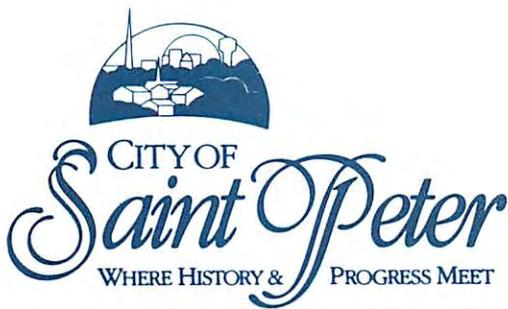
- Employees who have reached their 20th – 24th anniversary and who retire or resign from employment with the City shall have 50% of their accrued vacation and sick leave severance pay placed into their Health Care Savings Plan (HCSP) account to be used for purposes of healthcare provision for the employee, spouse or legal dependent.
- Employees who reach/exceed their 25th anniversary and who retire or resign from employment with the City, shall have 100% of their accrued vacation and sick leave severance pay placed into their Health Care Savings Plan account to be used for purposes of healthcare provision for the employee, spouse or legal dependent.
- HCSP pay shall include sick and vacation benefits as defined in the personnel policy or union contract.
- Accrued vacation and sick leave pay shall not be eligible to be placed into the HCSP upon death of an employee.
- Effective date August 14, 2012. No further changes may be made to this portion of the personnel policy prior to August 15, 2014.
- This plan shall be administered by the Minnesota State Retirement System.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/7/12

FROM: Todd Prafke
City Administrator

RE: Billing Clerk Job Description

ACTION/RECOMMENDATION

Approve modifications to the Billing Clerk position description.

BACKGROUND

The City's long-time Billing Clerk will retire at the end of August. As you may recall whenever we have a separation from employment the job description is reviewed. A part of that review is to ensure that we meet the current rules, laws, and best practices from a Human Resources standpoint. In addition, we review the description to make sure we meet our current organizational needs and also the specific needs, responsibilities and practices within that position.

The draft position description for Billing Clerk that the Council reviewed at the last workshop included changes in the minimum and desired qualifications. These changes focus on the need for additional education in accounting due to the higher complexity of our utility billing system and reporting and the desire for additional background or experience in utility billing and software as a substitute for the educational background. The nature of this position has changed over the years and the responsibilities, reporting, data manipulation, and need for analysis has increased with the change in number of customers, tools, and advancement of systems. As result, I have also changed the pay equity points to reflect the specific experience, education, and responsibility changes that have occurred in this position.

As we look to the future there will continue to be less data entry and manual functions and more operation of systems and analysis of both use and financial data.

I recommend adoption of the updated position description.

FISCAL IMPACT:

I have done an analysis of pay using data from the League of Minnesota Cities (LMC) wage survey report and believe that the starting wage proposed is a reasonable wage within the market place based on the qualifications we are looking for. That starting wage is planned for

\$18.97 per hour. This wage will result in a small savings within the Finance Department budget, but again I believe is a fair wage within the market place.

ALTERNATIVES/VARIATIONS:

Do Not Act: If the proposed update is not approved, candidates for the position will be evaluated using the existing qualifications.

Denial: Again, if the proposed update is not approved, candidates for the position will be evaluated using the existing qualifications.

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

Please feel free to contact either Finance Director O'Connell or myself if you have any questions or additional concerns.

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 192

POSITION TITLE: BILLING CLERK
DEPARTMENT: FINANCE
SUPERVISOR: DIRECTOR OF FINANCE

OVERVIEW OF POSITION:

Under general supervision, the Billing Clerk prepares utility billing input data, enters data, performs a variety of computer processing functions, and undertakes clerical functions as directed.

DUTIES:

- Prepares utility billing input data; enters data; prepares utility billing statements; performs computer processing functions; obtains computer reports; verifies meter readings and corrects as necessary; prepares and corrects billing registers, edits, and printouts; assists with control of accounts receivable; analyze sales and prepares overall sales recap; maintains files of computer source documents and input data sheets.
- Prepares and files monthly sales tax returns.
- Provides documentation for delinquent accounts to be processed for assessment or write off.
- Assists in handling customer inquiries and routing incoming phone calls.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate clearly and effectively; ability to understand and carry out directions; ability to accept responsibility; ability to deal with the public; ability to maintain confidentiality as needed; tact.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Billing Clerk 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

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

may extend to 16 hours or more and a work week to seven days.

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 sit, stand, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Clerical experience.
- Demonstrated computer use experience
- Experience working with the public.

DESIRED QUALIFICATIONS:

- Demonstrated knowledge of Microsoft Word and Excel software.
- A minimum of one year demonstrated accounting or bookkeeping experience.
- Associates degree in accounting
- Bachelor's degree with a major in accounting
- Demonstrated knowledge and experience using utility billing software
- Two or more years' experience working with utility billing and/or accounts receivable

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION APPROVING MODIFICATIONS TO THE BILLING CLERK POSITION DESCRIPTION

WHEREAS, it is policy to review position descriptions when a change is being made in a City position;
and

WHEREAS, the City's long-time Billing Clerk has announced her intention to retire; and

WHEREAS, a review of the job description for the Billing Clerk position has led to a recommendation to make modifications to the minimum and desired qualifications for the position.

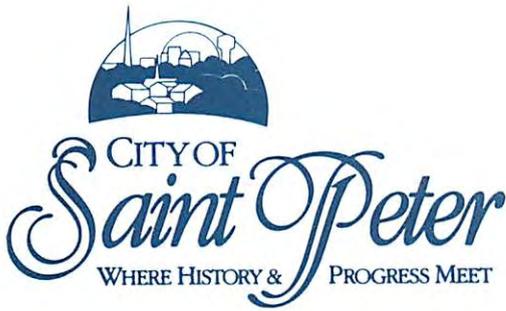
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the modified position description for the position of Billing Clerk in the Finance Department is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/10/12

FROM: Lewis Giesking
Director of Public Works

RE: Retain Bolton and Menk Engineers to Design North Third Street and Utilities

ACTION/RECOMMENDATION

It is recommended the City Council retain Bolton and Menk, Inc. to prepare plans and specifications and receive bids for the 2012 North Third Street Project for a time and expenses fee not to exceed \$24,000.

BACKGROUND

A developer has a project which will require an upgrade of North Third Street from Union to Old Minnesota Avenue. Upgrade and extensions will be necessary for water main, sewer main and storm sewer. Bolton and Menk Engineers have successfully performed the work in the past such as the recent Jefferson Avenue Project. This would be a "fast track" project, with a goal of receiving bids in late September.

FISCAL IMPACT:

The funding for this work may be from a combination of sources including water utility, wastewater utility, stormwater utility and tax increment financing.

ALTERNATIVES/VARIATIONS:

Do not act: No work will be done on this project.

Negative Votes: No work will be done on this project.

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.

LGG/vwt



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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

www.bolton-menk.com

MEMORANDUM

DATE: August 2, 2012

TO: Lewis Giesking
Director of Public Works

FROM: Jeffrey A. Domras, P.E.
Project Manager

SUBJECT: Proposal for North 3rd Street Improvements between Union St and Old Minnesota Ave

We are happy to provide this proposal for survey, design, and bidding services for the improvement of North 3rd Street between Union Street and Old Minnesota Avenue.

Recently a developer has approached the City with a plan to subdivide the Con-Agg property located to the north of N. 3rd Street. Upon successful platting of the property, a retailer proposes to construct a store and parking lot with access to both N. 3rd Street and Old Minnesota Avenue.

Approximately 350-feet of N. 3rd Street is paved to the north of Union and includes curb and gutter with a 32-foot opening. The remaining 750-feet toward Old Minnesota Ave is aggregate with varying width. In 1951 a 6-inch cast iron watermain was constructed in N. 3rd Street between Union and Old Minnesota Avenue. Later in 1964 a 10-inch vitrified clay sanitary sewer was extended 440-feet north of Union Street.

The developer is proposing to remove the curvilinear portion of N. 3rd Street by extending the north-south and east-west segments of the roadway until they intersect. The resultant new roadway segments would be straight with a tight curve at their intersections. Once completed it would look very similar to the corner of Jefferson Avenue and Front Street.

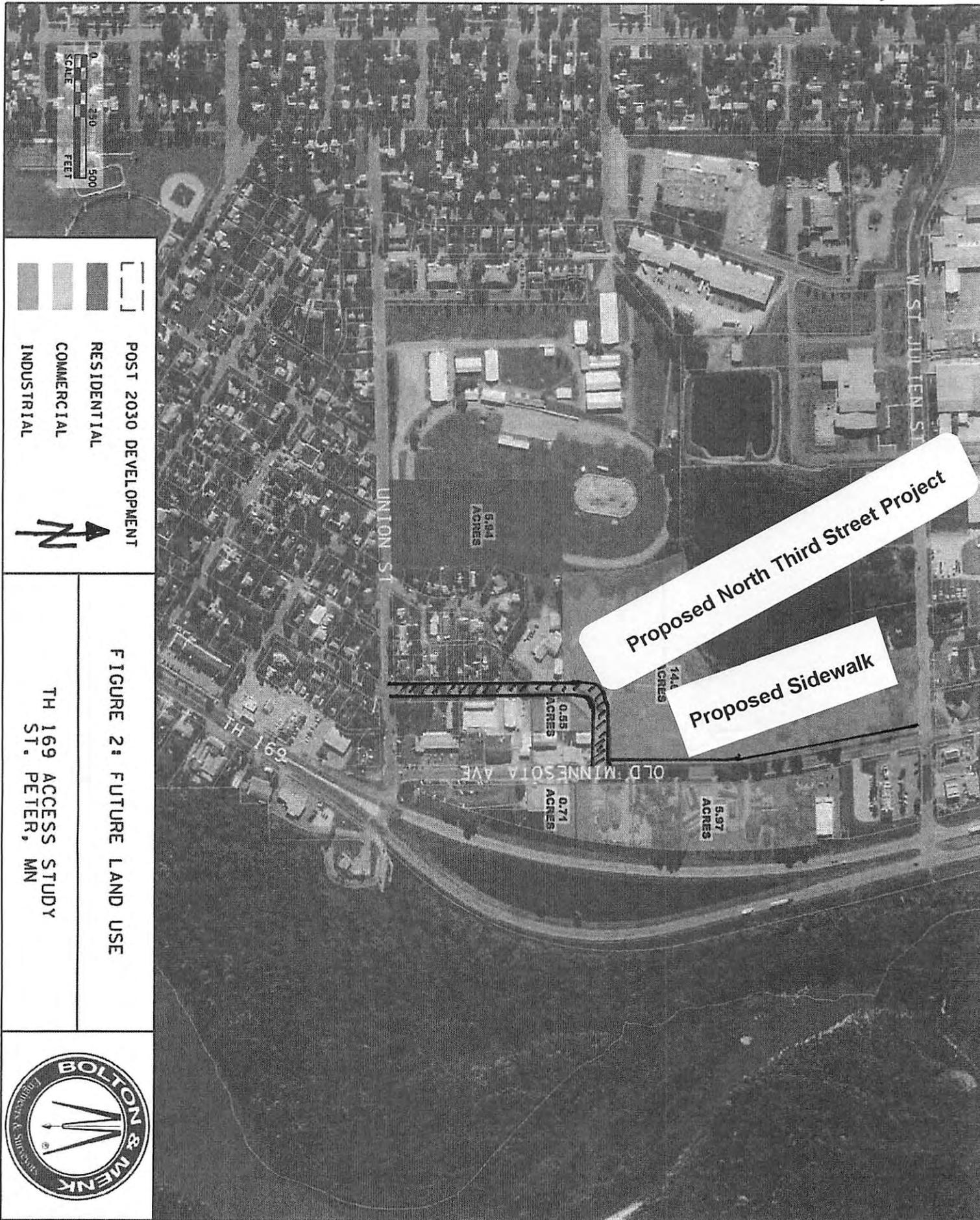
To provide access to the new development, it is proposed to replace the aggregate road with a new bituminous or concrete roadway with curb & gutter and storm sewer. With the age of the existing sanitary sewer and watermain, it is proposed to reconstruct them at this time as new services to the development will be required. New concrete walk is also being proposed on the west side of Old Minnesota Avenue between St. Julien and N. 3rd Streets.

To assist you with the design and bidding of the new roadway, utilities and sidewalk, the following services will be provided:

Topographic Survey	\$4,500
Prepare Design Plans and Specifications.....	\$9,500
Coordination with Developer to Match Site Grades and Utilities	\$4,500
Storm Sewer Coordination	\$4,500
Advertise for bids	\$ 500
Open and review bids / prepare award recommendation	\$ 500

Impacts to the existing storm sewer system have not yet been determined but it's believed that the storm sewer in N. 3rd Street and the outlet pipe under Old Minnesota Avenue are inadequately sized for the additional drainage. Depending on the storm sewer treatment options available, it will be necessary to plan for or construct storm water treatment in the area. Future storm water treatment design has not been included in this proposal.

We propose to perform the above work at our normal hourly rates for a fee not to exceed \$24,000. Upon your authorization to proceed, we can begin work immediately so that construction can take place yet this year.



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION RETAINING BOLTON AND MENK INC. TO PREPARE PLANS,
SPECIFICATIONS AND RECEIVE BIDS FOR A PROJECT TO RECONSTRUCT NORTH
THIRD STREET FROM UNION STREET TO OLD MINNESOTA AVENUE**

WHEREAS, a developer has proposed a project along Old Minnesota Avenue from North Third Street to Saint Julien Street; and

WHEREAS, development in this area will require reconstruction of North Third Street from Union Street to Old Minnesota Avenue; and

WHEREAS, this work will require engineering services; and

WHEREAS, Bolton and Menk, Inc. has successfully completed similar engineering work for the City in the past; and

WHEREAS, Bolton and Menk, Inc. is available and willing to perform these services for this project.

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

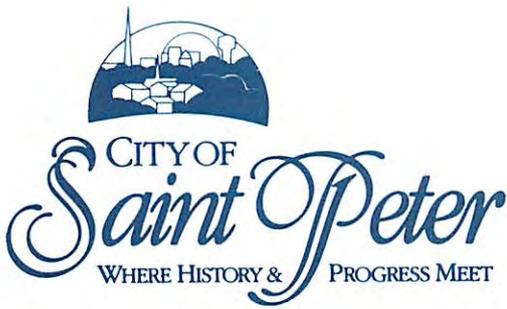
1. Bolton and Menk, Inc. is hereby retained to prepare plans, specifications and receive bids for reconstruction of North Third Street from Union Street to Old Minnesota Avenue including related water main, sewer main and storm sewer improvements for time and expense based fee not to exceed \$24,000.
2. Funding for this work shall be from a combination of water utility funds, wastewater utility funds, stormwater utility funds and tax increment financing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/8/12

FROM: Todd Prafke
City Administrator

RE: Washington Ave. Link Purchase Offers

ACTION/RECOMMENDATION

Approve the attached resolution authorizing your agent, Wilson Development, to make contingent offers on two properties within the scope of the Washington Avenue Link Project #SP 165-126-005.

BACKGROUND

The Council may recall a number of discussions about the Washington Avenue Link project. As a part of those discussions and planning, you hired Wilson Development as our relocation specialist for the project. You may also remember that there are very specific laws and rules related to projects of this type and the manner in which properties are acquired. Although the project has not yet received full approval, Council directed staff to allow two properties with very specific issues to be reviewed for acquisition prior to final project approval. Those two properties have been reviewed and appraised and staff recommends we make offers based on the rules and appraisals contingent upon approval of the "Finding Of No Significant Impact" or "FONSI". The FONSI is the last step in the review process.

My goal in recommending this action is to shorten the timeline for both the property owners and us, and allow for a smoother transition because of the specific circumstances surrounding the owners of these specific properties. In particular, the owner of the trailer has had health care and living arrangement issues and the other property is the only stick built property that we anticipate may be impacted. Providing additional time to make decisions and housing changes would be of value to the owners and to the project. This also provides time for negotiation on timelines and other issues. As you know, based on the rules, there is little room for negotiation on price and other financial points.

The appraisal information is as follows;

- 1734 No. 5th St - Parcel #19.502.0070 \$168,000
- #42 Summit Park \$51,000

From a practical standpoint, if the FONSI is approved within 30-60 days, the closing would likely be after the FONSI is received. If we do not receive FONSI approval, then the purchases would not go through.

Again, this would also allow discussion to take place with the property owners and if and when the FONSI is provided, action could take place quickly.

FISCAL IMPACT:

The cost of acquisition is part of the overall project cost and is an allowable expense within the MSA and Federal dollars that have been committed. If we get to a point where the FONSI has not been provided over an extended period of time, a change in action would come back to the Council for your discussion and approval.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for your direction and would only make an offer when the FONSI is provided.

Negative vote. Staff will wait for your direction and would provide information as requested at the time the FONSI is provided.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION AUTHORIZING PURCHASE OFFERS FOR PROPERTIES ASSOCIATED
WITH THE WASHINGTON AVENUE LINK PROJECT #SP165-126-005**

WHEREAS, the City Council initiated a project generally known as the Washington Avenue Link Project; and

WHEREAS, the Council hired specific consultants and service providers to provide for the planning, engineering and other aspects of the Washington Avenue Link Project; and

WHEREAS, the City Council has retained Wilson Development as its agent to work with property owners should property acquisition be needed as a part of the Washington Link Avenue Project; and

WHEREAS, a number of properties have been identified as needing relocation should a project come to fruition; and

WHEREAS, the owners of two of the parcels have special circumstances that cause the Council to believe that making offers to purchase, contingent on receipt by the City of the "Finding Of No Significant Impact" (FONSI) statement, would be of specific value to the project and the property owners; and

WHEREAS, Wilson Development has reviewed and completed appraisal on the two specifically identified properties.

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

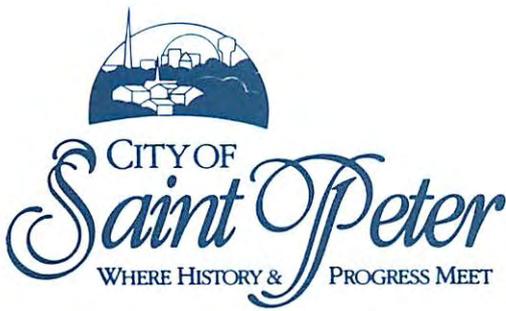
1. Wilson Development, acting on behalf of the City of Saint Peter, is authorized to make contingent purchase offers of just cause compensation on the following properties
 - 1734 No. 5th St – Parcel #19.502.0070 in the amount of \$168,000
 - #42 Summit Park – Parcel #19.950.1461 in the amount of \$51,000
2. The purchase offers shall be made contingent on the receipt of the "Findings of No Significant Impact" (FONSI) statement by the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/10/12

FROM: Lewis Giesking
Director of Public Works

RE: 2012 Miscellaneous Sidewalk Improvements

ACTION/RECOMMENDATION

It is recommended the City Council accept the quote from Nielsen Blacktopping, Inc. of Kasota, MN in the amount of \$33,340 for replacement and repair of City owned sidewalk.

BACKGROUND

The City provides for annual inspections of sidewalks to ensure compliance with safety and handicapped accessibility requirements. There are several sidewalks in the area of South Third Street from West Broadway Avenue to West Mulberry Street that need major work or replacement. Notices for corrections to be made have been sent to abutting property owners.

The City is responsible for eight areas of sidewalk that need repair or replacement and for sidewalk that crosses alleys. The City received one quote for the work from Nielsen Blacktopping, however they are not able to do the work until September or October. The City Engineer contacted other concrete contractors in the area who indicated they were not able to submit a quote as they are too busy to do the work.

It is proposed to reduce the scope of work by removing areas #1 and #3, (see attached map), resulting in a price reduction of \$8,890. This will reduce the scope of work to fit within the budget. The proposed reduction in work was for the upgrading of currently existing handicap ramps and bringing them to current standards. Those ramps, while not meeting current standards, did meet the standards at the time of construction and are still in very good condition and are not in need of repair.

As we originally envisioned the work and pricing, we thought that as contractors would be nearby, providing the upgrade in what is a heavily traveled area seemed appropriate. In light of the higher than anticipated quote it seems appropriate to now exclude those from the scope of work. They are in good shape and meet code until such time as they are impacted by another project or need substantial repair. Neither circumstance is in place currently.

Members should note the largest portions and cost of the project are for sidewalks adjacent to the Fire Station and near City Hall. These are areas that do not meet our current standards.

Please note that even though prices were higher than anticipated, the unit prices for similar projects in other cities are comparable.

FISCAL IMPACT:

The work will be funded from the General Fund – streets budget.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek City Council direction.

Negative Votes: City Council should reject the proposal. If work is not provided for the Council may wish to review its policy on sidewalks as it becomes difficult to make other property owners meet standards that we decide, for cost reasons, not to meet.

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

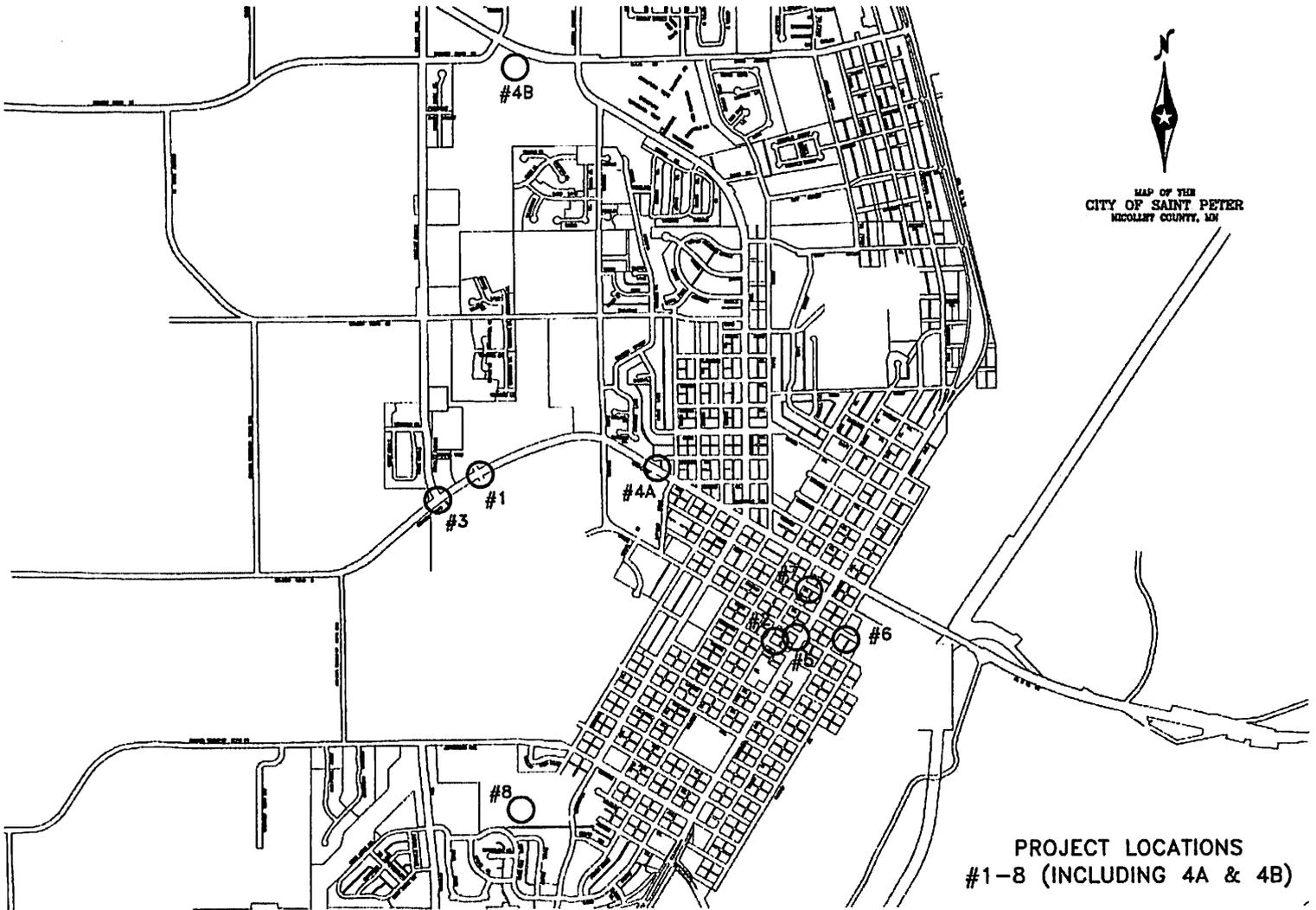
Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/vwt

CITY OF SAINT PETER

CONSTRUCTION PLANS FOR 2012 MISCELLANEOUS SIDEWALK IMPROVEMENTS

JULY, 2012



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ACCEPTING QUOTE FOR 2012 MISCELLANEOUS SIDEWALK
IMPROVEMENTS**

WHEREAS, the City provides for annual inspections of sidewalks to address safety deficiencies and handicapped access issues; and

WHEREAS, deficiencies were found in sidewalks that are the responsibility of the City; and

WHEREAS, only one quote was received for work to repair these sidewalks; and

WHEREAS, other contractors have indicated they are too busy to do the work this year; and

WHEREAS, the unit prices quoted by the contractor are comparable to similar projects in other cities.

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

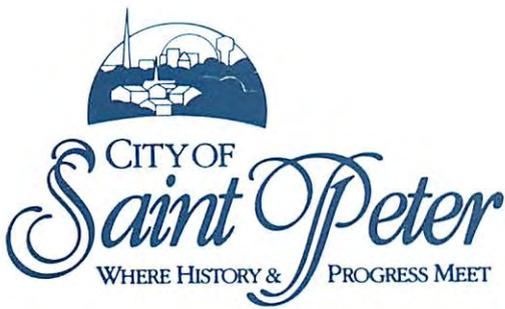
1. The quote from Nielsen Blacktopping, Inc. of Kasota, Minnesota in the amount of \$33,340 for the 2012 miscellaneous sidewalk improvement project is hereby accepted.
2. Funding for the project shall be from the General Fund.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/10/12

FROM: Lewis Giesking
Director of Public Works

RE: Stormwater Treatment Project Development

ACTION/RECOMMENDATION

It is recommended the City Council retain Bolton & Menk, Inc. to prepare plans, specifications, and prepare bid document for a stormwater treatment plan for a time and expenses fee not to exceed \$39,430.

BACKGROUND

A developer has proposed developing the area west of Old Minnesota Avenue from North Third Street to Saint Julien Street. A regional stormwater treatment is proposed in a low area to treat stormwater from the fifty-five acre area that drains to State Highway 169. The stormwater drainage area is bounded by Union Street, the Fairgrounds east boundary, Hallett's Pond, Saint Julien Street, and State Trunk Highway 169. Hallett's Pond would not be used to treat any stormwater from this area meeting the Council goal of working to help preserve water quality of the pond.

The Minnesota Department of Transportation has expressed interest in working with the City as stormwater will drain under the Highway. An outfall storm sewer is likely proposed to provide an outlet from Hallett's Pond that carried overflow water as we experienced earlier this year to the stormwater basin in the Brown street area.

This is a project driven, at least in part, by potential development in that area. Our goal is to manage the need for and use of engineering resources as a project moves forward, if it moves forward. There is planning that needs to be completed before firm decisions can be made and additional engineering is needed to provide the data to work through those issues and establish a firm plan. Initial work that goes on will not be lost if a development does not occur in the near term. It will be able to be used at any time a project might move forward. We will only spend money on work that we believe is warranted as the project moves and use of the dollars will be measured against the development planning milestones. In other words, we don't know that there will be a project for sure, but we need to spend some money in figuring some things out now. If or when we have a project, more resources will be needed. This proposal gets us through a bid process should it be needed. Doing it in this way helps staff with the time line and provides the Council with an understanding of the entire cost and scope of work to be completed through receipt of bids. This way we are not coming back to the Council every

meeting and the Council will clearly know the entire costs and are not hit with "give me a nickel here, give me a dime there" without understanding the entire scope and cost.

Preliminarily, this project could include use of currently non-occupied right-of-way and acquisition of property.

Before a project is finally developed and bids solicited, additional Council approval will be sought.

FISCAL IMPACT:

This work would likely be funded by a combination of sources - Stormwater Utility, assessments, and tax increment funds. Initial funding would be provided through the Stormwater fund.

ALTERNATIVES/VARIATIONS:

Do not act: No work will be done.

Negative Vote: No work will be done.

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.

LGG/bll



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900
Phone (507) 625-4171 • FAX (507) 625-4177

MEMORANDUM

DATE: August 8, 2012

TO: Lewis Giesking
Director of Public Works

FROM: Jeffrey A. Domras, P.E.
Project Manager

SUBJECT: Proposal for Regional Storm Water Basin Design along TH 169 between Union and St. Julien Streets

Task 1: Information gathering

This will start with the 2008 Storm Water Master Plan (SWMP) and be augmented with additional information that is newly available since that report was completed. The data gathering will include record drawings, digital LiDAR data, aerial photos, soils maps, wetland inventories, protected waters, etc. Most of this information is available and can be gathered by our GIS staff.

GIS and Office Time, 5 hrs - \$500
Obtaining As-Built Data, 3 hrs - \$270

Task 2: Watershed Delineation and Modeling

This is self explanatory – we recommend doing most of the work in GIS via Tim Olson

Modeling Engineer, 8 hrs - \$720
QA/QC Engineer, 2 hrs - \$280

Task 3: Analyze potential Solutions (i.e., pond sizes and locations)

A few options are available for sighting a basin, including constructing all, none, or a portion of it within the TH 169 right of way (ROW). TH 169 is located so that any City storm water flowing to the Minnesota River must first pass through the TH 169 ROW. To protect the state highway system and its users, Mn/DOT has a number of requirements for treating storm water within their ROW. The requirements will limit the number of locations available for storm water treatment.

As part of this task, a cost estimate for the basin improvements will also be prepared.

Modeling Engineer, 24 hrs - \$2160
QA/QC Engineer, 8 hrs - \$1000

Task 4: Meetings with Mn/DOT and City Staff

Previous meetings with Mn/DOT District 7 Staff noted they would be interested in participating with construction of a storm water basin that allows treatment of TH 169 storm water. It is anticipated that a number of meetings will be necessary to coordinate and determine the preferred location. We anticipate approximately \$5,000 for meetings with Mn/DOT and City Staff.

Task 5: Design of Basin

Once a location for a basin is agreed upon, it is proposed to design and bid the improvements prior to the 2014 Mn/DOT Flood Mitigation project which will raise southbound TH 169. If a ¾ access at Union Street and TH 169 is also approved, the goal would be to have the basin constructed and available to handle storm water from this project also. We estimate the cost to prepare plans and specifications to be \$15,000

Task 6: Design of Halletts Pond Overflow

Halletts Pond is a landlocked water body without an emergency overflow to protect abutting homes and businesses from flooding. As part of the platting and development of the Con-Agg property on the east side of the pond, it is proposed to construct an emergency overflow pipe to drain high water toward a future regional detention basin located to the east of Old Minnesota Avenue.

An analysis of the basin hydrology will be required along with discussions with the Minnesota DNR as the pond is a protected public water wetland. A DNR permit for connecting the overflow pipe to the wetland will also be required. It is proposed to construct the overflow pipe in a location that fits the future Con-Agg site layout and accommodates their current site storm sewer design. We estimate the cost to analyze Halletts Pond hydrology, determine the size and type of overflow pipe, prepare and submit required permits, coordinate the overflow pipe work with the Con-Agg site drainage and then include construction with the regional detention basin plans and specifications to be \$12,500.

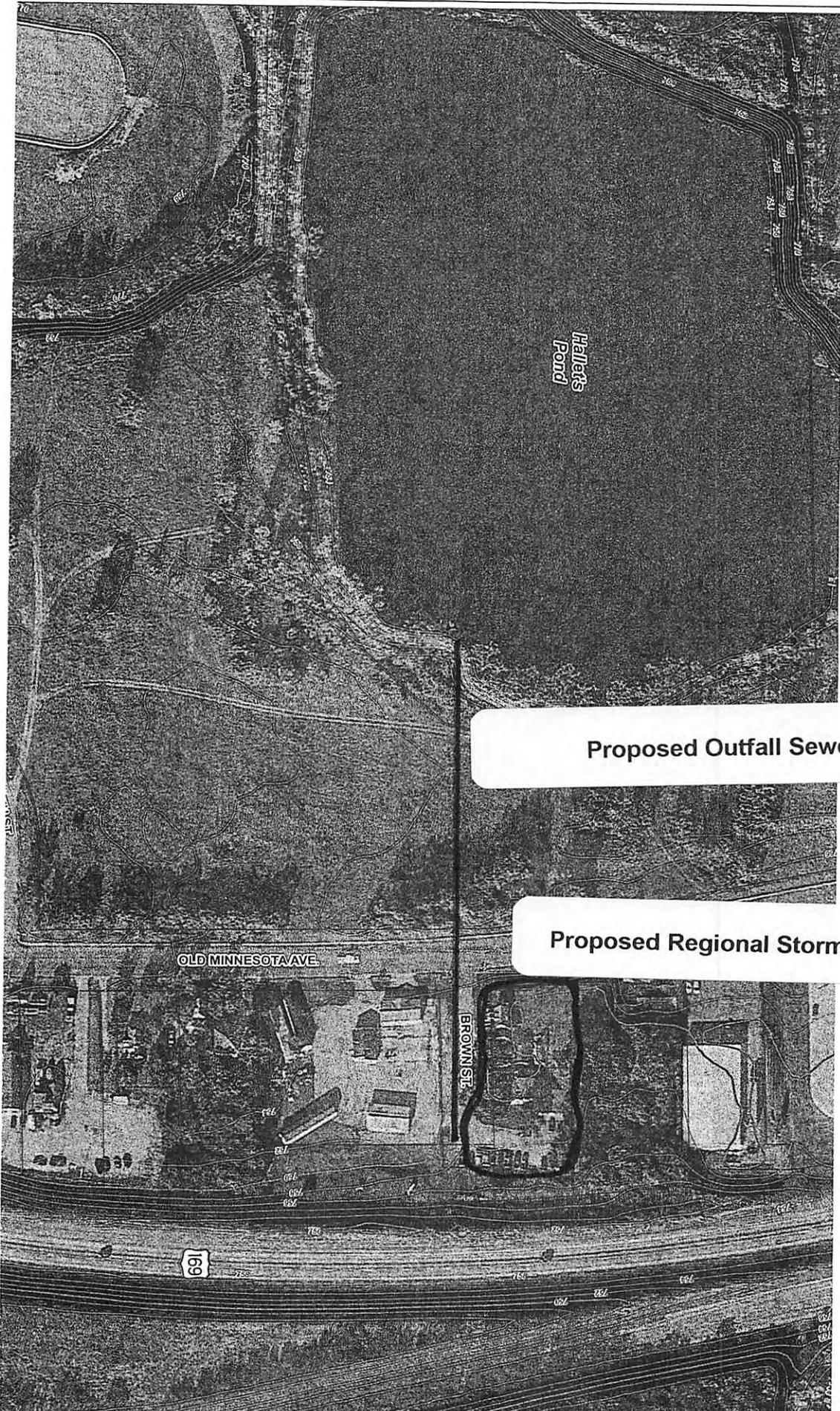
Task 7: Bidding

Bidding services include advertising the project, clarifying questions by contractors during the bid process, opening bids, tabulating and reviewing bids and making and award recommendation. Once awarded, contracts will be prepared and distributed for signature. We estimate this task to be \$2,000.

We propose to perform the above work at our normal hourly rates for a fee not to exceed \$39,430. Upon your authorization to proceed, we can begin work immediately. Prior to construction, we will be happy to provide a fee estimate for construction staking and administration.

The above fee estimate does not include contributing drainage areas assessments. An estimated per acre assessment can easily be calculated during the design. However, if the City chooses to assess the cost of constructing the basin at this time, it will be necessary to prepare a preliminary engineering report and hold public hearings on the proposed improvements. To prepare an assessment roll and preliminary engineering report it is estimated to be an additional \$7000. The number and length of assessment hearings is unknown at this time. Therefore, we would propose to attend these at an hourly cost of \$112.

Please let me know if you have any questions. Thank you.



Proposed Outfall Sewer

Proposed Regional Stormwater Basin

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION RETAINING BOLTON AND MENK, INC. TO DESIGN A STORMWATER
TREATMENT PROJECT DEVELOPMENT IN THE AREA OF BROWN STREET**

WHEREAS, a developer is proposing development of the area west of Old Minnesota Avenue from North Third Street to Saint Julien Street; and

WHEREAS, stormwater from new developments is required to be treated; and

WHEREAS, the stormwater from a fifty-five acre area drains to Highway 169; and

WHEREAS, a low area near Highway 169 is suitable for a regional stormwater basin; and

WHEREAS, preliminary engineering services are necessary for development of a regional stormwater plan which likely includes a basin in this area; and

WHEREAS, Bolton and Menk, Inc. is available and capable of providing these engineering services.

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

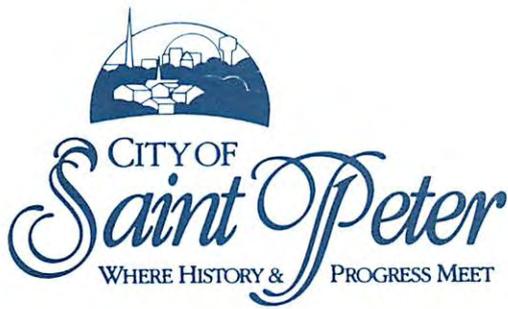
1. The City Council hereby retains Bolton and Menk, Inc. to prepare plans, specifications, and prepare bid documents for a stormwater treatment basin project and stormwater outfall sewer for a time and expenses fee not to exceed \$39,430.
2. Funding for this work shall be from stormwater funds, tax increment financing and assessments.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/10/2012

FROM: Lewis Giesking
Director of Public Works

RE: Bucket Truck #28 Repairs

ACTION/RECOMMENDATION

It is recommended that the City Council approve the unbudgeted repair of Unit #28 Bucket Truck in the amount of \$14,018.92.

BACKGROUND

The City's tree trimming bucket truck is a 1993 model that is used for tree removal and trimming and also for specialty work such as backstop repairs in parks and siren repairs for emergency weather alerts. While working on tree trimming on South Washington Avenue the bucket truck suffered a complete failure to the boom sprockets allowing the chains to jump off due to a blown hydraulic line. Staff was able to do a manual override of the system to safely put the boom back in place. The truck was taken to DUECO, a certified bucket truck repair company, where they determined that it needs to have a new conductive line in the turret, new elbow sprockets and boom tip sprockets and new leveling rods in upper and lower boom.

This is a very expensive repair due to the labor involved and the limited availability of new parts for an old bucket truck. The repairs will be funded from Environmental Services Utility reserves. These repairs will bring the bucket truck into compliance with safety standards and will extend the life of the truck five years or more. This truck is very important to the Environmental Services Utility for providing service to our community. This truck has a Cummins engine (history of reliability) and has recently had a new clutch installed and last year had hydraulic lines replaced. The cost of a new used truck like the one we have is between \$30,000 and \$50,000. The most cost effective solution is to repair the boom. The final cost may vary from the estimate.

FISCAL IMPACT:

The 2012 Environmental Services Utility reserves will be used to fund the emergency repairs.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will authorize Unit #28 repairs.

Negative Vote: Staff will seek direction regarding Unit # 28 repairs.

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

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

LGG/vt

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION AUTHORIZING UNBUDGETED BUCKET TRUCK REPAIRS

WHEREAS, the mechanical components of the boom for the 1993 Environmental Services Bucket Truck have failed; and

WHEREAS, the engine and body of the truck are in good conditions; and

WHEREAS, repairs are estimated to cost \$14,000; and

WHEREAS, these repairs were not included in the 2012 Environmental Services fund budget; and

WHEREAS, a replacement used truck is estimated to cost \$30,000 or more.

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

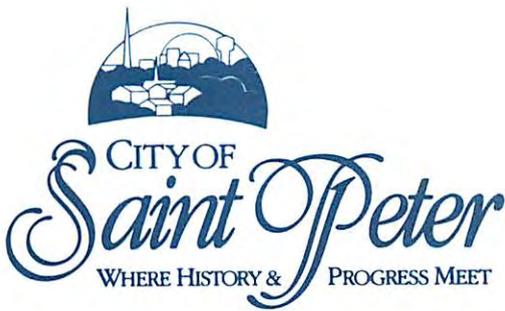
1. Staff is directed to proceed with repairs to the Environmental Services Bucket Truck (Unit #28).
2. Funding for the repairs shall be from the Environmental Services fund reserves.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 8/9/2012

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Rock Bend Folk Festival

ACTION/RECOMMENDATION

Approve a request for City assistance for the Rock Bend Folk Festival in Minnesota Square Park.

BACKGROUND

Organizers of the Rock Bend Folk Festival have requested City assistance for their annual event to be held in Minnesota Square Park on September 8th and 9th. The request is similar to that made in previous years and includes:

- Use of Minnesota Square Park on September 8-9, 2012 for the festival:
 - Setup of festival equipment, stage, etc... the week prior to the festival
 - Take down will occur on September 15, 2012
- Use of City electricity during the event.
- Use of picnic tables.
- Installation of a tent in the park contingent upon following Gopher State One Call regulations.
- Use of the park restroom facilities, including supplies and use of a restroom key.
- Use of a gate key
- Requesting on-site security from Police Reserves on September 8th and 9th. Costs associated with providing Police security shall be paid by the Rock Bend Folk Festival organization.
- Access to the Public Works site where Rock Bend items are stored in the Chamber building.
- Asking the City to act as fiscal agent for the Festival's grant application.

Staff has met with representatives of the organizers to review City concerns regarding the number of vehicles being allowed access into the park. Organizers have provided preliminary information as to their plans for restricting vehicle access. As this is a community event, staff recommends the request for assistance be approved contingent upon the following:

- All publicity concerning the event shall include notice of dogs not being allowed in the park and Rock Bend officials must notify anyone with a dog in the park of the need to remove the animal as stipulated in City regulations.
- Rock Bend Folk Festival shall notify all drink and food vendors of the need to obtain the appropriate City, County and/or State licensure by no later than August 26th.
- Rock Bend Folk Festival officials will be responsible to ensure that vendors have no more than one vehicle in the park and other vehicles in the park shall be limited as directed by City staff.
- Access to the Public Works site shall be limited to normal business hours only. Should Rock Bend officials need access to the site during non-business hours, Rock Bend will be required to pay all call-out charges for City staff.

- Prior to the event Rock Bend must provide a certificate of insurance naming the City as an additional insured in the amount of \$1,500,000 for a single occurrence.
- Rock Bend must provide for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
- Rock Bend officials must return the park to pre-event condition.
- Trudi Olmanson will be the only authorized key holder for the restroom and gate keys.

Fiscal Impact:

The expected cost for the requested assistance will be \$4,100 including staff time, materials, and ongoing fiscal assistance.

Alternatives/Variations:

Approval: Staff will work with Rock Bend officials.

Denial: No City assistance will be provided without additional direction from the Council.

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

TP/bal

June 21, 2012

Todd Prafke, City Administrator
City of St. Peter
227 South Front St.
St. Peter, MN 56082



Hi Todd:

First day of summer today – how about that.

Rock Bend Folk Festival (RBFF) # 22 is approaching.

This year's Festival will be Sept. 8th and 9th, 2012.

A big Thank You to the City for past and continued support!

We once again request the support of the City Council for this year's Festival.

The park is reserved for the Festival. Our set-up needs were addressed in my communications with the parks department folks. We'll need to access Minnesota Square Park on Tuesday evening 9/4, after 4 PM, for initial drop-off of equipment and supplies. We'll be in the park doing stage set-up, tents, etc. on 9/5, 9/6, and helping vendors on 9/7. Take down will occur Monday 9/10 starting after 3:30 PM.

Support and Requests include:

- Permission to use the support pillars along Minnesota Ave in front of the park. Kris informs me RBFF will do the attaching of the 3 banners to the pillars. We anticipate doing that about 8/28/12 or so.
- The City has reserved Minnesota Square Park for Rock Bend Folk Festival use for the purpose of setting up and conducting the Rock Bend Folk Festival. The City of St. Peter donates the park and electricity for set-up and on the weekend of Sept. 8th and 9th, and has a service electrician available for assistance should there be electrical problems. We would appreciate phone contact numbers for the electrician and any City liaison (has been Tim Mayo), to facilitate service and minimize problems.
- It would be helpful if City staff could check the various outlets in the park and verify they are all working before Wed. 9/7, so there is time for repairs if any are not working. We have had electrical problems last three years on Saturday night and Sunday morning, especially in the back corner near the bathroom building. To be proactive, we are asking vendors to consider reducing their electrical needs slightly, and we are encouraging them to bring their own generators. We have not always been able to get electricity back on in a timely manner, and want them to realize they may be without power at times if they do not do these steps.
- The City also allows use of the park picnic tables. It was helpful last year the way the City Park's Staff scattered picnic tables in a semi-circle about 100 feet out from the pavilion on the Highway 169 side, and 10 picnic tables along College Ave by the smaller stage. We also use 4 picnic tables in the Pavilion, and about 5 along the Elm St side in the lower level of the Pavilion.

- The City donates the use of the bathrooms, and leaves a plunger and toilet paper supplies available in the supply room. The City allows the Festival to use the key to the park and to the supply room for the Festival. A Festival Board member (Trudi Olmanson) picks up the key on Tuesday 9/4/12 from the City. The City fills the soap dispensers in the bathrooms before the weekend for the Festival.
- Rock Bend will do set-up and tear down in the week prior to, and the day after, the Festival weekend. We will begin set-up on Tuesday 9/4 and will continue on Wednesday and Thursday and Friday until done. We plan to complete dismantling our stages and tents on Monday night 9/10.
- RBFF will request overnight security on 9/8 into 9/9 from the St. Peter Police Reserves
- RBFF has arranged for garbage capacity and disposal with Waste Management.
- Per our discussions the last two years, Vendors are expected to obtain a license from the City, and this is noted on their vendor agreement with the Festival.
- Dogs are not allowed in the park per City Ordinance. This is announced, is in all of our schedules and literature, and we inform any dog owners we find of the City Ordinance and ask them to leave the park. Per our discussions with the Chief of police, we will not call the police to report dogs.
- Vehicle access to the park will be limited and controlled as per the plan.
- Access to the Public Works site – we need to get into the Chamber’s building for our equipment on Tuesday 9/4. Being completely done and out of that site by 5 PM has been difficult. Same with returning supplies to the building on 9/10 late evening. Again, if we could have a contact person in the City with access to that site to help us, it would not tie up the police or your staff person in the Public Works Office. Tim Mayo was that person last year.
- Last year the Police Department set up 3 additional handicapped spaces along Elm Street near the sidewalk by Highway 169. These spaces were used, so we would like to request this happens again on 9/8 and 9/9.

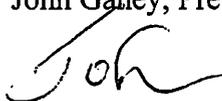
Last year Todd requested RBFF provide cell phone numbers of Committee members who will be at the Festival, City Personnel can reach one of us if needed. The cell phone numbers we can provide are: John Ganey at 507 – 327 – 6188, Ron Arsenault at 507 – 420 – 3755, or Dawn Devens at 612 – 414 – 9020.

We are actively planning for this year’s Festival, and anticipate another wonderful two days of fun, music, food, and crafts in the best park in the area. We will wait for word from you as to when you wish to meet with representatives of the Festival.

If you or any member of the Council or the St. Peter Chamber would like to introduce any act(s) and/or promote St. Peter in person from the stage, let us know.

On a related matter, Kris sits on the Committee for the City plans for redoing the Pavilion. We remain interested in working with the City in planning for the new Pavilion, and for possible alternative sites for the year when the Pavilion is built (if needed).

Respectfully,
John Ganey, President, for the Rock Bend Folk Festival and Committee



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR ROCK BEND FOLK FESTIVAL

WHEREAS, Rock Bend Folk Festival is a community event; and

WHEREAS, the organizers have requested City assistance; and

WHEREAS, the City Council recognizes the community benefit this event provides.

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

1. The request submitted by Rock Bend Folk Festival organizers for City assistance for the 2012 festival is hereby approved and shall include:
 - Use of Minnesota Square Park on September 8-9, 2012 for the festival:
 - Setup of festival equipment, stage, etc... the week prior to the festival
 - Take down will occur on September 10, 2012
 - Use of City electricity during the Use of picnic tables.
 - Installation of a tent in the park contingent upon following Gopher State One Call regulations.
 - Use of the park restroom facilities, including supplies and use of a restroom key and use of a gate key with the authorized key holder being Trudi Olmanson.
 - On-site security from Police Reserves, if available, on September 8th and 9th. Costs associated with providing Police security shall be paid by the Rock Bend Folk Festival organization.
 - Access to the Public Works site where Rock Bend items are stored in the Chamber building.
 - The City acting as fiscal agent for the Festival's grant application.
2. Said assistance shall be provided contingent upon the following:
 - All publicity concerning the event shall include notice of dogs not being allowed in the park. Rock Bend organizers shall also inform anyone with a dog in the park of the need to remove the dog as stipulated in City regulations.
 - Rock Bend Folk Festival shall notify all drink and food vendors of the need to obtain the appropriate City, County and/or State licensure by no later than August 26th.
 - Rock Bend Folk Festival officials will be responsible to ensure that vendors have no more than one vehicle in the park and other vehicles in the park shall be limited as directed by City staff.
 - Access to the Public Works site shall be limited to normal business hours only and must be arranged through the City's Maintenance Superintendent. Should Rock Bend officials need access to the site during non-business hours, Rock Bend will be required to pay all call-out charges for City staff.
 - Rock Bend providing for refuse disposal, additional restroom facilities as required and disposal of any and all waste and debris resulting from the event.
 - Rock Bend providing for return of the park to pre-event condition.
 - Prior to the event Rock Bend Folk Festival shall provide to the City a certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000 per occurrence.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statute 13D.05 allows for closing a public meeting for attorney-client privilege discussion; and

WHEREAS, a lawsuit has been filed against the City by Green Valley LLP and

WHEREAS, staff recommends a closed session of the Council to discuss the lawsuit with the City Attorney.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council shall convene a closed session for discussion covered under attorney-client privilege related to the Green Valley LLP lawsuit.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of August, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator